



NON-TRADE APPRENTICESHIP EXPANSION GRANT PROGRAM GUIDE

AUGUST 2023



Governor's Workforce Board

Rhode Island Department of Labor and Training
1511 Pontiac Avenue, Cranston, RI 02920

Phone: 401-462-8860 E-mail: dlt.gwbinfo@dlt.ri.gov Web: www.gwb.ri.gov



RIGWB



@RI_DLT



RhodeIslandDLT



ri_dlt

An equal opportunity employer. Auxiliary aids and services are available upon request. TTY via RI Relay: 711.

TABLE OF CONTENTS

OVERVIEW 3

KEY TERMS..... 3

APPLICANT ELIGIBILITY..... 3

REQUIRED COMPONENTS OF APPRENTICESHIP DEVELOPMENT PROPOSALS 4

REIMBURSEMENT RATES & PROGRAM CAPS 5

ELIGIBLE COSTS 5

APPLICATION PROCESS..... 5

AWARD PROCESS..... 5

APPLICATION DENIALS..... 6

APPEAL PROCESS FOR DENIED APPLICATIONS..... 6

REIMBURSEMENT PROCESS 6

CHECKING REIMBURSEMENT STATUS..... 7

RESOURCES & TECHNICAL ASSISTANCE 7

OVERVIEW

The Non-Trade Apprenticeship Expansion Grant Program was created pursuant to Rhode Island General Laws [§ 42-102-11\(c\)](#) to support the expansion of Non-Trade/Non-Traditional Registered Apprenticeship Programs (RAPs) that meet the standards of apprenticeship defined in [§ 28-45-9](#).

The program is administered by the Governor's Workforce Board (GWB) at the Rhode Island Department of Labor and Training (DLT) and provides up to 100% reimbursement for eligible activities and costs up to \$25,000 per proposed apprenticeship program.

If the applicant intends to develop more than one Registered Apprenticeship Program (RAP), a separate application should be submitted for each unique occupation.

KEY TERMS

For the purposes of this program the following definitions apply:

- **Non-Trade/Non-Traditional Apprenticeship** — A non-traditional or non-trade apprenticeship is one outside of skilled construction trades. Rhode Island has been expanding non-traditional apprenticeship programs in industries including advanced manufacturing, healthcare, education, fishing, and marine trades, to name a few.
- **Apprentice** — An individual aged 16 or older who is legally authorized to work in the United States and is enrolled/employed in a Registered Apprenticeship Program.
- **Registered Apprenticeship Program Sponsor (RAP Sponsor)** — The entity that will be responsible for registering and administering the program on behalf of employers. There are three types of programs that can be sponsored: 1) single employer, 2) multi-employer, and 3) a Joint Apprenticeship Committee (i.e., a labor union with employers).
- **Applicant** — the entity applying for the grant (this may or may not be the RAP Sponsor, above).
- **Participating Employer** — An organization that intends to hire and train apprentices.
- **Apprenticeship Program Standards** — An outline of the work processes and on-the-job learning in which the apprentice will participate, including the allocation of time to be spent on each function and the skills that will be developed.

APPLICANT ELIGIBILITY

Entities must meet three (3) eligibility requirements to participate in the program:

- 1) Classified as a public, for-profit, or private non-profit entity doing business in Rhode Island.
- 2) In good standing with the Rhode Island Division of Taxation, all divisions of the Rhode Island Department of Labor and Training, and not prohibited from contracting with an agency that administers federal funds. To verify that the organization is current on all tax obligations, please contact the Division of Taxation at (401) 574-8710.
- 3) Registered in the Ocean State Procures system (OSP). **If the applicant is not currently registered with OSP, registration must be completed prior to applying for a Non-Trade Apprenticeship Expansion Grant.**

Please visit the [Vendor Self Registration Guide](#) or [click here](#) to be directed to the OSP application. For assistance, please contact WebProcure.Support@perfect.com or call 1 (866) 889-8533.

REQUIRED COMPONENTS OF APPRENTICESHIP DEVELOPMENT PROPOSALS

Applicants are advised to carefully review the standards of apprenticeship programs outlined in Rhode Island General Laws [§ 28-45-9](#). The following are minimum requirements for proposals:

- 1) **Apprenticeable Occupation.** To be apprenticeable, an occupation requires a minimum of one (1) year and typically no more than five (5) years of on-the-job learning and classroom/technical instruction. Most apprenticeships are between 3 and 5 years long.
- 2) **Employer/RAP Sponsor.** A signed letter of commitment from the Employer/RAP Sponsor to design, register, and launch the apprenticeship program is required as part of the grant application. If the RAP Sponsor is not an employer, letters from one or more Participating Employers must be provided.
- 3) **Program Structure.** Apprenticeship programs must have one of the following structures:
 - a) **Time-based structure** – measures skill acquisition through the apprentice’s completion of at least two thousand (2,000) hours of on-the-job learning.
 - b) **Competency-based structure** – measures skill acquisition through the apprentice’s successful demonstration of acquired skills and knowledge, as verified by the Registered Apprenticeship Program sponsor. Programs utilizing this structure require an on-the-job learning component that may be less than 2,000 hours and the Apprenticeship Program Standards must identify the means of testing/evaluating competencies.
 - c) **Hybrid structure** – measures the apprentice’s skill acquisition through the combination of a minimum number of hours of on-the-job learning and the demonstration of competencies.
- 4) **Classroom/Technical Instruction.** Apprentices must receive a minimum of one hundred and forty-four (144) hours per year of organized instruction in technical subjects related to the occupation. Instruction may be accomplished online, or in-person as approved by the Rhode Island Department of Labor and Training.
- 5) **Wage Progression.** Apprenticeship programs must include a progressively increasing schedule of wages from the start of the apprenticeship through conclusion. Wages may start at no less than the state minimum wage unless a higher wage is required by law or a collective bargaining agreement.
- 6) **Funding Plan.** There is a plan or intent to develop a plan for how the classroom/technical instruction will be paid for. The burden of cost should not fall on the apprentice.
- 7) **Administrative Capacity.** Applicant has the administrative and fiscal capacity to manage a Non-Trade Apprenticeship Expansion Grant.
- 8) **Project Partners.** The applicant can identify partners (such as consultants and/or training providers) to assist in the development of curriculum and the proposed Apprenticeship Program Standards.
- 9) **Realistic Timelines.** The proposed timelines for both apprenticeship program development and apprentice completion are reasonable and achievable.
- 10) **Intent to Register.** The RAP Sponsor intends to submit the Apprenticeship Program Standards developed to the Rhode Island Department of Labor and Training for approval.

REIMBURSEMENT RATES & PROGRAM CAPS

Applicants who meet the eligibility criteria outlined above may be reimbursed 100% of eligible costs for eligible activities up to a maximum of \$25,000 per apprenticeship program developed.

If the applicant intends to develop more than one apprenticeship program, a separate application should be submitted for each unique apprenticeship.

Non-Trade Apprenticeship Expansion Grant awards may be capped at \$25,000 per entity, per year at the discretion of GWB staff and/or based on the availability of funds.

Note: If cost reimbursement is a barrier to program participation, the GWB may be able to arrange an advance payment. To discuss the feasibility of providing an advance payment, please contact the GWB prior to submitting a program application at (401) 462-8860 or by e-mailing dlt.gwbinfo@dlt.ri.gov.

ELIGIBLE COSTS

Entities may utilize this program to cover the costs associated with the development of an apprenticeship program.

Costs eligible for reimbursement include, but are not limited to:

- Consulting costs (which may include consultant travel costs)
- Curriculum development costs
- Food and beverage costs for convenings

The following costs are **NOT** reimbursable:

- Employee wages
- Employee mileage (or other travel costs)
- Grant preparation or administration costs

APPLICATION PROCESS

Before the apprenticeship development activities to be funded begin, a Non-Trade Apprenticeship Expansion Grant Application must be submitted and approved by GWB staff. The application is available online at www.gwb.ri.gov and can be submitted at any time (please apply at least three weeks prior to the start of apprenticeship development activities to allow sufficient processing time). **Applications are currently accepted online only.**

When an application is submitted, the applicant will receive an e-mail confirmation. This is the applicant's receipt and counts as proof that the application was submitted. If you do not receive an e-mail confirmation after applying, please contact the GWB within 24 hours for assistance.

Applications are typically processed within seven (7) business days of receipt. Each submission is reviewed by GWB staff for accuracy and to determine eligibility. If any issues are identified in the application, the point of contact listed on the application will be notified.

If the applicant intends to develop more than one apprenticeship program, a separate application should be submitted for each unique occupation.

AWARD PROCESS

After an application is reviewed and approved, the applicant will receive a contract for review and signature. Once signed by both parties, the awardee will receive a copy of the contract. A copy of

the contract will also be sent to the Rhode Island Department of Administration so a **Purchase Order**¹ can be issued to the awardee.

The GWB cannot provide reimbursement for any costs incurred prior to the start date on the contract and Purchase Order.

APPLICATION DENIALS

Applications will be denied if the information provided by the applicant is deemed to be inaccurate or if the request does not meet the eligibility criteria outlined in this guide. Applicants will be notified via e-mail if their application is denied. The e-mail will contain the reason for the denial and instructions for filing an appeal.

APPEAL PROCESS FOR DENIED APPLICATIONS

Denied applications may be appealed by writing to the Executive Director of the Governor's Workforce Board within two weeks (10 business days) of the notification of denial. Appeals may be sent via mail or via e-mail to dlt.gwbinfo@dlt.ri.gov and addressed to:

Executive Director
Governor's Workforce Board
Rhode Island Department of Labor and Training
1511 Pontiac Avenue, Building 73-1
Cranston, RI 02920

The appeal must include the name and contact information for the applicant (please include a mailing address and phone number) and a description of the issue.

The Executive Director will issue a decision within ten (10) business days of receiving the appeal.

REIMBURSEMENT PROCESS

Unless there is an alternate arrangement in place, all payments in the Non-Trade Apprenticeship Expansion Grant Program are made on a cost reimbursement basis in which the grantee pays the apprenticeship development costs up front and requests reimbursement at the conclusion of the contract performance period.

At the conclusion of the contract performance period, the grantee is required to submit a Non-Trade Apprenticeship Expansion Grant Request for Reimbursement Form, along with supporting documentation to dlt.invoice@dlt.ri.gov within sixty (60) calendar days.

If proper documentation is not received within sixty (60) calendar days of the contract end date, the reimbursement will not be processed, and the contract will be closed.

The following items are required to request reimbursement:

1. Non-Trade Apprenticeship Expansion Grant Request for Reimbursement Form

The Non-Trade Apprenticeship Expansion Grant Request for Reimbursement Form may be downloaded from the GWB website at: www.gwb.ri.gov.

2. Supporting Documentation (Evidence of Work Performed and Costs Incurred)

¹ A **Purchase Order** is a document that formalizes a transaction with a vendor.

The following may be submitted as evidence of work performed:

- A written summary of the work done on the apprenticeship development project (e.g. an accounting of meeting dates and outcomes).

AND

- Proof that Apprenticeship Program Standards have been developed and submitted to the Rhode Island Department of Labor and Training for approval,

OR

- A statement signed by the grantee explaining why Apprenticeship Program Standards were not completed and/or submitted to the Rhode Island Department of Labor and Training.

The following types of documents may be submitted as verification of costs incurred:

- Itemized invoices from vendors accompanied by copies of processed checks
- Itemized receipts

- **NOTE:** Supporting documents must identify the dates that work was performed, and costs were incurred.

If any of the above items are not present or are incorrect, the Governor’s Workforce Board will deny the request for payment and outline the reason for denial. The awardee will have ten (10) business days to rectify any issues and resubmit for payment.

CHECKING REIMBURSEMENT STATUS

Payments are typically issued within thirty (30) days of receipt of the Non-Trade Apprenticeship Expansion Grant Request for Reimbursement Form and supporting documentation. Grantees may check [RIPAY](#) for detailed information on payments.

RESOURCES & TECHNICAL ASSISTANCE

The Rhode Island Department of Labor and Training is the State Apprenticeship Agency and provides oversight for all registered apprenticeship programs in Rhode Island. Information and forms are available at www.dlt.ri.gov/employers/register-apprenticeship.

Apprenticeship RI is a joint initiative of the Department of Labor and Training and the non-profit organization Building Futures to expand the use of registered apprenticeship. Apprenticeship RI provides technical assistance to prospective sponsors and employers in the process of developing and registering apprenticeship programs. For assistance, please contact Apprenticeship RI at (401) 919-5919 or visit www.apprenticeshipri.org.

Additionally, GWB Staff is available to provide guidance through the entire grant process. For assistance, please call (401) 462-8860 or e-mail dlt.gwbinfo@dlt.ri.gov.



Governor's Workforce Board
Rhode Island
strategy • policy • funding • action