



Colorado Apprenticeship Incentive (CAI) Grant Questions & Answers Guide

Frequently Asked Questions

This document provides FAQs about the Colorado Apprenticeship Incentive (CAI) Grant from the Colorado Apprenticeship Hub at Arapahoe/Douglas Works!. *It is a live document and will be updated as new questions are received.*

Submit a Question

Don't see your question answered? Email questions to apprenticeship@arapahoegov.com with "Colorado Apprenticeship Incentive Q & A" in the subject line. All questions and answers will be posted in this document. **The deadline to submit questions is Friday, November 14th, 2025.** Final answers will be posted in the live document by Friday, November 21st, 2025.

| Frequently Asked Questions | |
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| A. ELIGIBILITY | |
| 1. Who is eligible for the CAI Grant? | <p>Entities that are eligible to apply for the CAI Grant include single or groups of organizations that:</p> <ul style="list-style-type: none"> • Plan to develop a high-quality pre-apprenticeship program or • Currently offer a high-quality pre-apprenticeship program and plan to expand it or • Plan to develop and register a new Registered Apprenticeship Program or • Currently offer a Registered Apprenticeship Program and plan to expand it <p>All applicants must be the employer or program sponsor.</p> |
| 2. Are Related Instruction Providers and intermediaries eligible for the grant? | <p>Yes, as long as they will serve as the sponsor and/or employer and meet the additional eligibility requirements.</p> |



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| <p>3. Can I apply for the CAI Grant to develop and register a national program?</p> | <p>Yes, if apprentices will be employed in Colorado during the grant period of performance. The Colorado Apprenticeship Hub team can help recipients prepare to register a national program and connect to the right resources.</p> |
| <p>4. I would like to expand my existing RAP into a new region of the state. Can CAI Grant funds be used for this expansion?</p> | <p>Program expansion under the CAI Grant is defined as the addition of new industries, occupations, or employers to an existing RAP. Expanding into new geographic areas is not an eligible form of expansion under the CAI Grant.</p> |
| <p>5. I would like to develop a RAP and act as the sponsor. Can I identify employer partners after receiving CAI Grant funds?</p> | <p>If your organization is not both the sponsor and the employer, you must include a letter of support from a partnering employer or sponsor with your CAI Grant Application. Applicants serving as both the sponsor and employer do not need to provide this letter. Applications that require, but do not include, a letter of support will be ineligible for funding.</p> |
| <p>6. I would like to develop or expand a pre-apprenticeship. Do I need to identify a RAP sponsor/employer partner in advance?</p> | <p>Pre-apprenticeships must identify a RAP to partner with, prior to applying for CAI Grant funds. A letter of support from a RAP partner will be a required component of the application.</p> |
| <p>7. How do I know if my pre-apprenticeship program will be considered “high-quality”?</p> | <p>Pre-apprenticeship programs developed or expanded with CAI funds will need to incorporate the following components to be considered “high-quality”:</p> <ul style="list-style-type: none"> • Program design in Collaboration with RAP Sponsors • Meaningful Hands-on Training that Does Not Displace Paid Employees • Facilitated Entry and/or Articulation • Opportunity to earn an industry recognized credential • Sustainability through Partnerships • Access to Appropriate Supportive Services |



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| | <p>To deepen your understanding of high-quality pre-apprenticeships, applicants are encouraged to review this document: 240612-CAWBL-Framework-for-High-Quality-Pre-App-CTE-Brief-AH-V2.pdf (However, it should be noted that following or deviating from guidance on this document will not result in an applicant being approved or denied CAI Grant funds).</p> |
| <p>8. Does the employer need to be located in Colorado or just the employee(s)?</p> | <p>No, although CAI Grant funds should result in apprenticeship opportunities in Colorado.</p> |
| <p>9. As a program sponsor, are you limited to one grant for one specific program, or can you apply for multiple grants for multiple programs?</p> | <p>An individual organization cannot receive the CAI Grant multiple times. Additionally, multiple organizations cannot apply to develop or expand the same RAP. It is allowable for an organization to be involved in multiple CAI Grant projects as a partner, but not as a sponsor.</p> |
| <p>10. If an organization is considering developing a RAP, can they start working with a Colorado Apprenticeship Hub Consultant upon application or should they wait until awards have been announced?</p> | <p>It is allowable to work with a Hub Consultant prior to applying. Though Hub Consultants cannot directly support with the CAI Grant application, they can provide support with the program development and expansion process.</p> |
| <p>11. My organization has an existing training program that might be a good fit for RAP or pre-apprenticeship. Can I meet with a Hub Consultant before applying for the CAI Grant to get help identifying program partners, such as potential sponsors, employers, and/or related instruction providers?</p> | <p>Yes, it is allowable to work with a Hub Consultant prior to applying to get support with partnership development.</p> |
| <p>12. If I am currently working with Apprenticeship Colorado to develop a</p> | <p>Applicants who are currently working with Apprenticeship Colorado to develop or expand a RAP are eligible to apply for the CAI Grant. However, to maintain eligibility, the program may</p> |



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| <p>RAP, am I eligible to apply for the CAI Grant?</p> | <p>not be officially registered or expanded prior to the start of the CAI Grant Period of Performance (projected to be January 1st, 2026). Applicants should plan to work directly with Apprenticeship Colorado to strategize timing for official registration or expansion. Additionally, only approved expenditures incurred after the start of the CAI Grant Period of Performance will be eligible for reimbursement.</p> |
| <p>13. Can a group of RAP sponsors apply together for either RAP or pre-apprenticeship development?</p> | <p>A group of RAP sponsors can partner together, but one sponsor will need to be identified as the primary applicant throughout the application process and the duration of the grant performance period. Development work with additional RAP sponsors can be indicated in the narrative portion of the grant application.</p> |
| <p>14. Can I submit one application to expand a RAP and develop a pre-apprenticeship program?</p> | <p>Applicants must submit an application that is tailored to one specific project: RAP development, RAP expansion, pre-apprenticeship development, or pre-apprenticeship expansion. If an applicant would like to work on multiple initiatives, they can describe those plans in the narrative portion of the grant application.</p> |
| <p>15. Can I submit separate applications for my organization to fund different initiatives, such as one application to expand an existing program and one application to develop a pre-apprenticeship program?</p> | <p>Each organization is eligible to submit only one application for the CAI Grant. Submission of multiple applications, even under different categories, will result in disqualification. If an organization wishes to pursue multiple initiatives, it should identify a primary focus for its application but may describe additional plans in the narrative section.</p> |
| <p>16. Can an Apprenticeship Intermediary apply for the CAI Grant to support a group of RAP sponsors?</p> | <p>An Apprenticeship Intermediary may not apply solely in its role as an intermediary. The RFA requires that all RAP applicants must be the current or future employer or program sponsor. An intermediary or related instruction provider may apply only if the entity will also serve as the sponsor or employer. Applicants seeking to expand</p> |



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| | a program must also meet the eligibility requirements outlined in the RFA. |
| 17. Can an employer apply to the CAI Grant to join a multiemployer sponsor? | <p>Yes, but only under specific circumstances. To avoid disqualification:</p> <ul style="list-style-type: none"> • If the sponsor is also applying for the CAI Grant, employers in that program may not submit their own applications. Duplicate applications tied to the same sponsor will be disqualified. • If the sponsor is not applying, an employer may apply to join the program with a letter of support from the sponsor. • However, a sponsor may not provide letters of support to multiple, separate employer applicants. Multiple employer-led applications tied to the same sponsor's program will result in disqualification. • If the sponsor plans to expand with multiple employers, the sponsor and employers must coordinate. In this case, the sponsor may serve as the lead applicant and structure one application that includes multiple employer partners. |
| 18. What does it mean to “expand” a Registered Apprenticeship or Pre-Apprenticeship Program under the CAI Grant? | <p>Program expansion means growing or enhancing an existing Registered Apprenticeship or Pre-Apprenticeship Program in one or more of the following ways:</p> <ul style="list-style-type: none"> • Industry Expansion: Adding a new industry sector to an existing program. <i>Example:</i> A healthcare apprenticeship sponsor adds a new construction-related apprenticeship pathway. • Occupation Expansion: Adding a new occupation within the same or a related industry. <i>Example:</i> A manufacturing program that |



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| | <p>currently trains machinists expands to include industrial maintenance technicians.</p> <ul style="list-style-type: none"> • Employer Partner Expansion: Adding new employer partners to participate in an existing multiemployer program. <i>Example:</i> A sponsor that already partners with three IT employers expands to include two additional employers offering the same occupation. <p>Applicants may select one or more types of expansion in their proposal, as long as all activities clearly build upon an existing Registered Apprenticeship or Pre-Apprenticeship Program.</p> |
| <p>19. If a Registered Apprenticeship Program (RAP) sponsor oversees multiple programs or occupations, can they be connected to more than one CAI Grant application?</p> | <p>No. A RAP sponsor can only be linked to one expansion application under the CAI Grant. This means a sponsor cannot both apply directly for an expansion and also provide a letter of support for a separate employer-led application to join a program under the same sponsorship.</p> <p>A RAP sponsor may, however, choose to apply for funding to support multiple expansion initiatives—such as adding several occupations or employer partners—as long as all expansions are included within a single application. All applications will still be subject to the competitive review and award process.</p> |
| <p>20. For the CAI Grant, can a pre-apprenticeship program apply directly, or must a Registered Apprenticeship Program (RAP) sponsor apply on its behalf?</p> | <p>A pre-apprenticeship program may apply directly for the CAI Grant as the primary applicant. The pre-apprenticeship program is responsible for designing and facilitating a program that prepares individuals for entry into a Registered Apprenticeship Program (RAP) and includes all components of a high-quality pre-apprenticeship program, as outlined in the RFA.</p> <p>Pre-apprenticeship applicants must include a letter of support from a RAP sponsor or employer partner. This letter should demonstrate a clear</p> |



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| | <p>connection between the pre-apprenticeship and a RAP, showing that the program will provide facilitated entry into apprenticeship opportunities. Pre-apprenticeship programs do not need a RAP sponsor or employer to submit the application on their behalf. If selected for funding, the pre-apprenticeship program will serve as the subgrantee and will be responsible for all grant requirements and reporting outlined in the RFA.</p> |
| <p>21. Can an organization apply for the CAI Grant to develop or expand multiple Registered Apprenticeship Programs at once?</p> | <p>Yes. An organization may submit one CAI Grant application to develop multiple new RAPs or to expand an existing RAP into new industries, occupations, or employer partnerships. Organizations that are not yet RAP sponsors should apply under RAP Development, and existing RAP sponsors should apply under RAP Expansion. Applicants may need to select a single option in certain drop-down fields (such as industry) and can describe additional programs or activities in the narrative. Applicants should include letters of support from employer partners for each proposed program or expansion. Applicants will not be disqualified if they submit their own application to expand the RAP they currently sponsor with multiple new industries, occupations, and/or employer partners. However, a sponsor cannot also provide a letter of support for a separate employer-led application seeking to join that same RAP, as both would represent the same expansion.</p> |
| <p>22. For the CAI Grant application, can we submit more than one letter of commitment?</p> | <p>Yes. Applicants may submit multiple letters of commitment as part of their CAI Grant application. The online portal should allow you to either upload each letter separately or submit several letters combined into a single PDF file. RAP sponsors and pre-apprenticeship programs working with multiple employer partners are encouraged to include a letter of commitment from each partner involved in the proposed development or expansion effort.</p> |



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B. RAPS & PRE-APPRENTICESHIPS

1. **I have a question about RAP or pre-apprenticeship development or expansion.**

You can work directly with a Hub Consultant, prior to the application process, to discuss any questions you have about RAPs and pre-apprenticeships. You are welcome to connect to email apprenticeship@arapahoegov.com to be connected with a consultant that specializes in your region.

2. **Grant activities should include “Minimizing barriers to apprenticeship and pre-apprenticeship program participation for all Coloradans.” What are some examples of this?**

Examples of strategies to minimize barriers to program participation include, but are not limited to:

- Broadening outreach and recruitment methods
- Shifting the financial burden of program participation off participants
- Connecting individuals to specific supportive services, such as childcare, transportation, and behavioral health support
- Providing mentorship designed to enhance skill development as well as personal and professional growth

C. APPLICATION PROCESS

1. **If I want to join an existing program, do I need to know what program I want to join before I apply?**

Yes, the application asks for the sponsor’s name and RAPIDS number of the registered apprenticeship program that you intend to join.

If you are unsure of this information or you do not know of any existing apprenticeship programs in your area within your industry, email apprenticeship@arapahoegov.com to be connected to a Colorado Apprenticeship Hub Consultant.



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| <p>2. What if I am unsure if I want to register my own program or join an existing one?</p> | <p>You can connect to a Hub Consultant via apprenticeship@arapahoegov.com to discuss any questions you have about program development, prior to completing the CAI Grant application.</p> |
| <p>3. Do I need a Letter of Support?</p> | <p>A letter of support from the participating partner is required if the applicant does not intend to serve as both the employer and the sponsor or if the applicant is a pre-apprenticeship program.</p> |
| <p>4. What is a SAM Unique Entity ID and why do I need one?</p> | <p>The SAM Unique Entity ID is a 12-character alphanumeric value that is assigned, managed, and owned by the federal government. It validates your organization's legal business name and address and is required to receive federal funds.</p> <p>As CAI Grant funds are from a federal source, all applicants must possess and supply a SAM Unique Entity ID as part of their application.</p> <p>The SAM Unique Entity ID can be obtained for free at SAM.gov.</p> <p>Entities may also reach out to the Federal Service Desk at 866-606-8220 for direct assistance from SAM.gov.</p> |
| <p>5. The RFA states that applicants must have a SAM Unique Entity ID (UEI) to apply. Due to the federal government shutdown, our organization is experiencing delays obtaining a SAM UEI. What should we do?</p> | <p>If these delays continue beyond the application opening date (November 1, 2025), this question will be shifted from mandatory to optional in the application form. Applicants who already have a SAM UEI should provide it when applying.</p> <p>Applicants experiencing delays may submit their application without a SAM UEI; however, they will be required to obtain and provide a valid SAM UEI before any grant funds can be reimbursed, if selected for award.</p> |
| <p>6. How do you demonstrate that apprentices will be W2 employees? Is this as simple as stating that intent or something else?</p> | <p>There is a question in the online application that asks if apprentices hired will be W2 employees in Colorado</p> <p>Hiring apprentices as W2 employees is required and will be built into the design of the program.</p> |



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| | Pre-apprentices are not required to be W2 employees. |
| 7. Is there a way to read the application in its entirety before launching into the online version? | Application questions may be viewed in advance in the <i>CAI Grant Application Questions – PDF</i> on the Colorado Apprenticeship Incentive (CAI) Grant - Arapahoe/Douglas Works! website |
| 8. Are small businesses prioritized? | Businesses of all sizes are encouraged to apply for the CAI Grant. Applicants that attest to having a small business (500 or fewer full time equivalent employees) in the online application will receive more points in the evaluation process. |
| 9. It states in the RFA that the online application will want pre-prepared answers to a list of questions – is there a word or character limit on each question? | There is no character limit for narrative questions in the online application. However, applicants will not receive additional points or preference for lengthy responses. Reviewers will assess the quality and clarity of responses, not their length. Applicants are encouraged to answer all parts of each question thoroughly, providing specific and relevant details, while remaining clear and concise. |
| 10. The narrative question on “Access” asks how our program will ensure all Coloradans can access and successfully complete our apprenticeship or pre-apprenticeship opportunity. Our program only serves a specific region (e.g., Weld County). Do we need to show statewide access? | No. Programs are not expected to provide access to all Coloradans statewide. The intent of this question is to understand how your program will promote equitable access and success within your defined service area or target population. Applicants should describe how they will remove barriers and support participation among all individuals who are eligible for and interested in the opportunity—within the geographic or industry scope of their program. The phrase “all Coloradans” is meant to reflect a general commitment to opportunity, not a literal statewide service requirement. |
| D. BUDGET | |



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| <p>1. Can I use the grant to pay for apprentice wages?</p> | <p>No. Allowable costs include capacity-building expenses that directly benefit the applicant to develop or expand a Registered Apprenticeship Program or pre-apprenticeship program. Costs that directly benefit the apprentice (including wages and supportive services) are not allowed. Please see the Request for Applications for more information on allowable costs.</p> |
| <p>2. Can I use the grant to pay for mentor wages?</p> | <p>No. The CAI Grant may not be used to pay for mentor wages.</p> |
| <p>3. “Classroom education or online training for apprentices” is listed as an allowable cost for the CAI Grant. Can you provide more details about what specific costs are allowable under this category?</p> | <p>The CAI Grant may be used to cover tuition, classroom education, or online training costs when these expenses are incurred by the sponsoring business or organization on behalf of an apprentice cohort. However, costs that would otherwise be paid directly by individual apprentices—such as tuition, books, supplies, or tools—are not allowable under the grant.</p> |
| <p>4. If apprenticeship students are responsible for paying their own tuition costs, can grant funds be used to provide scholarships to cover those costs?</p> | <p>No. The CAI Grant cannot be used to provide scholarships or cover tuition costs that would otherwise be paid directly by individual apprentices. Tuition and training expenses are allowable only when they are incurred by the sponsoring business or organization on behalf of an apprentice cohort.</p> |
| <p>5. What types of costs related to curriculum and related instruction are allowed under the CAI Grant?</p> | <p>Capacity building curriculum and related instruction costs associated with an organization starting/expanding a program are allowed under this grant. Any costs that would typically be covered by individual apprentices are not allowable.</p> <p>Examples of allowable costs that fall under this umbrella include:</p> <ul style="list-style-type: none"> • Purchasing curriculum • Staff time used to design related instruction curriculum |



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| | <ul style="list-style-type: none"> • Working with a contractor to design customized related instruction curriculum • Supplies and equipment that are retained by the organization, such as: <ul style="list-style-type: none"> ◦ Set of laptops for an apprentice computer lab ◦ Classroom set of reference manuals ◦ Tools that are retained for on-site related instruction ◦ Safety equipment and protective gear used in on-site related instruction workshops |
| 6. Can CAI Grant funds be used to purchase equipment for an on-site apprentice training facility? | CAI Grant funds can be used to purchase equipment that is related to classroom education or training for apprentices, if the purchase is a part of the approved budget. However, the cost of the equipment may not exceed a one-time purchase price of \$5,000 for a single item. |
| 7. Can CAI Grant funds be used to pay wages for internal trainers who are training apprenticeship cohorts? | CAI Grant funds can be used to pay the wages of an internal trainer who is training an apprentice cohort, as this would fall under the allowable cost category "classroom or online instruction for apprentices". |
| 8. Are expenses for data tracking and reporting platforms—such as technology used to monitor program progress, participant outcomes, and compliance—allowable under this grant? | Data tracking and reporting platforms may be allowable if they are one-time or time-limited purchases that end within the grant's period of performance (through December 31, 2027). However, subscriptions of any kind are not allowable under the CAI Grant. This includes software-as-a-service (SaaS) fees, cloud storage, hosting or licensing renewals, and memberships or professional subscriptions. All costs must be fully incurred and completed within the grant period. |
| 9. If apprenticeship students are responsible for paying their own tuition costs, can grant funds be used to | No. The CAI Grant cannot be used to provide scholarships or cover tuition costs that would otherwise be paid directly by individual apprentices. Tuition and training expenses are allowable only when they are incurred by the |



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| provide scholarships to cover those costs? | sponsoring business or organization on behalf of an apprentice cohort. |
| 10. The RFA states that grant funds may not be used for costs covered by another state or federal source supporting the same activities. Does this include expenses previously funded by another grant? | No. Costs that were legitimately paid by another grant in the past are not automatically ineligible for future funding under the CAI Grant. This rule applies only to costs incurred during the CAI Grant's period of performance. During that time, a cost cannot be charged to more than one state or federal award. Double-charging is prohibited, and federal funds may not be used to meet the cost-sharing or matching requirements of another grant. In addition, costs cannot be transferred between grants to overcome fund deficiencies, avoid restrictions, or meet match requirements. |
| E. POST-AWARD | |
| 1. When exactly does the employer or sponsor get the grant funds? | <p>CAI Grants utilize a reimbursement model and no advanced payments for this grant will be provided. Grantees will first need to spend funds and then submit a request for reimbursement. Costs incurred before the CAI Grant period are ineligible for reimbursement.</p> <p>The CAI Grant also has Conditional Funding Provisions. No grant funds will be disbursed until the grantee has submitted a CAI Component Form to the Colorado Apprenticeship Hub, at which point grantees will be eligible to access up to 75% of their total awarded funds. A template of the RAP CAI Component Form and the pre-apprenticeship CAI Component Form can be previewed on the Colorado Apprenticeship Incentive (CAI) Grant - Arapahoe/Douglas Works! website</p> <p>For RAPs, disbursement of the remaining twenty-five percent (25%) will be contingent upon official registration of the program with Apprenticeship Colorado or the U.S. Department of Labor (USDOL), Office of Apprenticeship. For pre-</p> |



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| | <p>apprenticeships, disbursement of the remaining twenty-five percent (25%) will be contingent upon enrolling the first pre-apprenticeship program participant.</p> <p>The default schedule for submitting reimbursement requests is quarterly. Grantees may submit monthly reimbursement requests as needed. Reimbursement requests will be processed within 45 days of receipt.</p> |
| 2. Can I view the CAI Component Form? | <p>Awardees will formally submit the CAI Component form in the CAI grant portal during the grant performance period. You can preview the contents of the component form on the Colorado Apprenticeship Incentive (CAI) Grant - Arapahoe/Douglas Works! Website. Please note that there are separate component forms for RAPs and pre-apprenticeships.</p> |
| 3. What outcomes do I have to achieve by the end of the grant period? | <p>By entering into a contract with the Arapahoe County, the grantee is committing to meet or exceed the projected program development or expansion goals outlined in the application.</p> |
| 4. Will there be a public announcement of award recipients? | <p>Yes, grantees awarded the CAI Grant will be posted on our website during the first quarter of 2026.</p> |
| 5. Is there a timeline for when the apprenticeship needs to be registered? Is there a date/deadline by the time the first apprentice needs to start? | <p>The apprenticeship must be registered or expanded, and a minimum of one apprentice should begin within the first year of the grant period of performance. Applicants will set goals for these dates in the application</p> |
| 6. Will we be penalized if an apprentice drops out of the program? | <p>We understand that not every apprentice that starts the program may finish. It is up to the applicant to hire the number of apprentices they committed to under the grant and ensure the proper supports are in place to retain apprentices the best of their ability.</p> |



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The Colorado Apprenticeship Hub program is federally funded with \$6,000,000 through the U.S. Department of Labor. The Colorado Apprenticeship Hub is managed by Arapahoe/Douglas Works!, and their Stevens Amendment can be found here: <https://www.adworks.org/about-us/stevens-amendment/>