



COLORADO
APPRENTICESHIP
HUB

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Colorado Apprenticeship Incentive (CAI) Grant

Apprenticeship Building American Round 2

REQUEST FOR APPLICATIONS (RFA)

Applications Due:
November 30th, 2025, at 11:59 PM MST

Application Portal: [CAI Grant Portal](#)

*Opening November 1st, 2025

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Project Background and Overview

Introduction

The Colorado Apprenticeship Hub announces the availability of funds to develop and expand Registered Apprenticeship Programs (RAPs) and high-quality pre-apprenticeship programs within the state of Colorado under the Colorado Apprenticeship Incentive (CAI) Grant.

The purpose of the CAI Grant is to support employers, joint labor management organizations, industry organizations, community-based organizations and current or prospective RAP sponsors in funding new or expanded registered apprenticeship programs or high-quality pre-apprenticeship programs.

The Colorado Apprenticeship Hub will partner with grantees to support employer driven initiatives that prioritize accessibility, including strategic outreach and investment in community partnerships.

Entities that are eligible to apply include single or a group of organizations operating within the state of Colorado. Lead applicants applying to expand a program should have a documented association (Sponsor and/or Employer) with an existing Registered Apprenticeship Program. Organizations without a documented association with an existing Registered Apprenticeship Program may apply with the intent of developing a new Registered Apprenticeship Program or high-quality pre-apprenticeship program.

Background

The CAI Grant is funded by the Apprenticeship Building America, Round 2 (ABA2) Grant. The ABA2 Grant works to expand, diversify, and strengthen the Registered Apprenticeship system through support for public and private partnerships. These partnerships are designed to serve a range of industries and individuals while promoting Registered Apprenticeship Programs (RAPs) as a workforce development solution that translates training into good jobs. The Colorado Apprenticeship Hub, working under the Arapahoe/Douglas Workforce Development Board, and housed at Arapahoe/Douglas Works! within Arapahoe County, was awarded the ABA2 Grant as a Category Three (Registered Apprenticeship Hub) grantee.

The goals of the ABA2 grant include:

- Apprenticeship system expansion to support the development, modernization, and diversification of Registered Apprenticeship Programs (RAPs) and high-quality pre-apprenticeship programs in growing industries
- Rebuilding the middle class and increasing opportunities for all hardworking Americans to enter in-demand occupations and careers that offer family-supporting wages; and

- Partnership and alignment with employers, industry associations, labor unions, educational entities, community-based organizations, the workforce system and other stakeholders

The Colorado Apprenticeship Hub aligns activities with the Apprenticeship Hub model, which was piloted in the Apprenticeship State Expansion (ASE) grant and expanded under the Innovation, Diversity, and Equity in Apprenticeships (IDEA) grant to align funding, service delivery, and policies among local workforce partners.

The biggest investors in apprenticeship programs are the businesses themselves. Though apprenticeship programs have many benefits to employers, start-up costs associated with developing and expanding programs can create barriers for many organizations, particularly small businesses. The CAI Grant is intended to ease the financial burden of program development and implementation while providing additional supports to increase long-term program sustainability and drive diversity of industry and occupations within the statewide apprenticeship ecosystem.

Total budget for this opportunity is \$3,000,000, and multiple grants will be funded with a possible maximum grant award of \$150,000.

The Colorado Apprenticeship Hub will conduct periodic progress checks through the Period of Performance. During these times, the Colorado Apprenticeship Hub will assess progress towards grant goals, including expenditures, and may make reductions or increases to funding.

Current Status & Program

This is a new program provided through the ABA2 Grant.

Project Budget & Funding Information

Funding Source

ABA2 Funds are provided by the United States Department of Labor Employment and Training Administration under the competitive discretionary award “Apprenticeship Building America, Round 2”.

Funding Period

Funding will begin on January 1st, 2026, upon execution of the Grant Agreement, and will conclude on December 31st, 2027.

Funding Provisions

Awards will be issued to eligible program Sponsors and/or Employers. Grantees commit to developing or expanding a Registered Apprenticeship Program or high-quality pre-

apprenticeship program and enrolling at least one participant in the program during the grant performance period. RAP expansion includes the addition of new industries, occupations, or employers to the existing RAP.

CAI Grant awardees will be required to comply with all applicable regulations outlined in 2 CFR 200, also known as Uniform Guidance.

Entities that apply under the ABA2 Grant will be eligible to receive grant funds, paid through reimbursements, for the following types of costs:

- Costs related to the design and start-up of RAPs, including personnel costs and registration costs
- Classroom education or online training for apprentices
- Train-the-trainer costs or activities
- Training supplies for apprentices (company owned)
- Curricula development

ABA2 Grant funds may NOT be used for:

- Pre-award costs
- Individual apprentice costs for wages and/or supportive services
- Mentor or journeyworker wages
- Costs paid for by another State or Federal source covering the same activities in the proposed project
- One-time purchases that total more than \$5,000.00 for a single item or real property
- Food and beverages
- Gifts including swag (Costs of promotional items and memorabilia, including models, gifts, and souvenirs)
- Politically related activities
- Entertainment
- Fines and penalties
- Donations
- Fundraising activities
- Individual memberships and subscriptions
- Any activities related to the marijuana industry

Examples of Allowable & Unallowable Costs	
<i>Allowable</i>	<i>Unallowable</i>
\$10,000 for staff time to develop apprenticeship standards and employer partnerships	Wages paid to apprentices or mentors
\$850 for a healthcare trainer to complete CNA Train-the-Trainer certification	Licensing fees for staff or apprentices
\$2,500 for lineman training curriculum for a utility apprenticeship	Capital purchases not directly used for training
\$4,800 for online tuition to enroll 6 apprentices in a welding safety course.	Tuition or Training fees for non-apprentices or personal staff development
\$1,200 for company-owned PPE kits (goggles, gloves, helmets) to support a new construction apprenticeship cohort	Personal PPE that apprentices keep
\$6,000 to purchase eight company-owned laptops for apprentices to complete online coursework and tracking	Laptops apprentices keep after finishing the program
New pre-apprenticeship program registration costs with the Colorado Department of Private Occupational Schools (\$5,000)	Program registration costs exceeding \$5,000

Reimbursement Requirements

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 grant period are ineligible for reimbursement.

The default schedule for submitting reimbursement requests is quarterly. Grantees may request to submit monthly reimbursement requests as needed. Reimbursement requests will be processed within 45 days of receipt. All expenses included in the reimbursement request must be allowable and aligned with the grantee's Statement of Work and Budget, included in their grant application.

Reimbursement requests must be submitted in the format provided by the Colorado Apprenticeship Hub.

The grantee is responsible for maintaining accurate and complete documentation of how the grant funds were spent throughout the grant period and three years after the grant period ends. This includes paystubs, receipts, time and effort reports, general ledger reports and any other documentation that demonstrates how much was spent, on what, and when. Grantees will be required to turn in supporting documentation that meets county and federal requirements along with their reimbursement request.

In the case of Arapahoe County monitoring, grantees will need to make the documentation available to ensure that grant funds were spent in allowable ways. Grantees can expect to be monitored for grant expenditure documentation at any time before January 1st, 2028.

Conditional Funding Provisions

Funding awarded through the CAI Grant is subject to conditional disbursements tied to program development or expansion milestones. No funds will be disbursed until the grantee has submitted a CAI Component Form to the Colorado Apprenticeship Hub. Submission of one of these forms serves as verification of substantive progress toward formal program registration or expansion. The CAI Component Form shall include, but is not limited to, information such as identification of the Related Technical Instruction (RTI) provider, program sponsor, employer partner(s), and details of the targeted occupation. Upon verification and approval of the CAI Component Form, grantees may be reimbursed for eligible grant-funded expenditures incurred on or after the start date of the award agreement period.

To initiate the grant and become eligible for funding disbursement, grantees must submit all required initial award documentation within thirty (30) calendar days of the official award notification. In addition, grantees must complete and submit the applicable CAI Component Form to the Hub within one hundred eighty (180) calendar days of the award notification date. Upon acceptance of the CAI Component Form, grantees will become eligible to access up to seventy-five percent (75%) of their total awarded funds.

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-apprenticeships, disbursement of the remaining twenty-five percent (25%) will be contingent upon enrolling the first pre-apprenticeship program participant. CAI Forms will be submitted in the online grant portal but can be previewed on the [Colorado Apprenticeship Incentive \(CAI\) Grant - Arapahoe/Douglas Works!](#) website.

Colorado Apprenticeship Hub staff will be available to provide technical assistance, respond to inquiries, and support grantees in completing documentation and meeting program development milestones.

Indirect (F&A) Cost Rate:

Organizations may choose whether or not to include indirect costs in their budget. If they elect to do so, they must follow the guidelines outlined below.

Definition: Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective or grant account. Indirect costs may be called Facilities and Administration costs (F&A) at some agencies. Costs classified as indirect can differ depending upon your organizational structure and accounting practices, but some common examples include depreciation on buildings and equipment, operating and maintenance costs of facilities, and general administrative expenses such as the salaries and expenses of executive officers and accounting or legal staff.

If an applicant's agency/business maintains an indirect or F&A rate and the applicant chooses to exercise this rate, the applicant must submit proof of the negotiated approved rate.

- DOL Negotiated Indirect Rate Agreement— An entity that has a current negotiated indirect cost rate with DOL's internal audit unit.

Alternatives to a negotiated indirect cost rate:

- de minimis indirect cost rate - Organizations may elect to charge a de minimis rate of 15% of modified total direct costs as defined at 2 CFR 200.414. NOTE: The de minimis indirect cost rate is only available to organizations that have never had a negotiated indirect cost rate.

Regardless of the option chosen, Arapahoe County and the United States Department of Labor require all indirect rates to comply with generally accepted accounting principles, 2 CFR 200 Subpart E Cost Principles, and be fully supported by actual cost data.

Project Requirements

Eligibility

Entities that are eligible to apply for the CAI Grant include single or groups of organizations that:

- 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

All applicants must be the current or future employer or program sponsor. Related Instruction Providers and intermediaries may apply provided that the entity will also serve as either the sponsor or employer.

In addition to the eligibility requirements above, eligible entities must also demonstrate the following in their application to be considered for funding:

- Letter of support from partnering employer/sponsor if the applicant does not intend to serve as both the employer and sponsor (see Attachment G: Letter(s) of Support Instructions for more details)
- Ability and intent to employ apprentices within the State of Colorado within the period of performance
- Ability and intent to hire apprentices as W2 employees
- Commitment to enroll at least one apprentice within 12 months of the start of the period of performance
- All expenses included in the budget must be allowable

If the applying entity is an employer associated with an existing RAP, they must have an existing Appendix D Employer Agreement in RAPIDS or a signed Collective Bargaining Agreement. Nationally registered RAPs are eligible to apply for this opportunity provided that they meet the eligibility criteria outlined above.

Please be advised that multiple organizations cannot submit applications to fund the same RAP and the submission of duplicative applications will result in disqualification. It is the responsibility of the applicant to ensure that all grant partners understand the parameters of this funding and do not prepare independent grant applications.

To expand the apprenticeship system in Colorado, the Colorado Apprenticeship Hub strives to fund as many eligible entities as possible. While current and past Colorado Department of Labor grantees are eligible to apply for this opportunity, please note that applicants that have already received funding to establish or grow an apprenticeship program will not be as competitive in the funding determination process. This includes ASE Grants, IDEA Grants, Build-Up Grants,

Scale-Up Grants, Accelerate Apprenticeship Grants, Work-Based Learning Incentive Program, Small Business Apprenticeship Support Grant, and other related grant programs.

Required Project Components

Scope of Work

The purpose of the CAI Grant Program is to develop and expand Colorado registered apprenticeship and high-quality pre-apprenticeship programs while increasing access to program participation for all hardworking Coloradans. In order to facilitate this work, the Colorado Apprenticeship Hub will work with employers and program sponsors to support progress towards goals outlined in the Scope of Work.

Grant activities must include but are not limited to the following tasks. This list should not be considered exhaustive:

- [Developing](#) a new registered apprenticeship program or a new high-quality pre-apprenticeship program; **or**
- [Expanding](#) an existing registered apprenticeship program or high-quality pre-apprenticeship program; **and**
- Enrolling *at least* one apprentice in the program during the grant performance period; **and**
- Minimizing barriers to apprenticeship and pre-apprenticeship program participation for all Coloradoans

The entity shall maintain the documentation required to fulfill the monitoring, reporting, evaluation, reimbursement, and invoicing procedures described in this RFA. These records may be paper or electronic.

Please note that the terms of this RFA and the Grant Agreement are the terms of the CAI Grant Program. The information submitted as part of the grant application will be structured into the grantee's Statement of Work if the application is approved and funded. Grantees will be expected to accomplish the activities and outcomes required in this RFA and included in their application. The Colorado Apprenticeship Hub reserves the right to develop technical assistance documents and request a change to an applicant's grant activities in relation to the objectives established in this RFA and a subsequent agreement resulting from this RFA.

Responsibilities

All Grant Recipients, if funded, will be required to:

- Accomplish the activities and outcomes included in the online grant application, as a large part of the application will function as the grantee's Statement of Work.

- Spend all grant funds by the end of the grant period of performance in alignment with the budget submitted in the online application and ensure all costs are allowable.
- Submit proof of insurance per the grant agreement to Arapahoe County as part of the CAI Grant Agreement finalization including worker's compensation, employer liability, and/or automobile, if applicable.
- Be registered and in good standing with the Colorado Secretary of State.
- Obtain and maintain a SAM Unique Entity ID at www.sam.gov - Directions can be found here: [Get Started with Registration and the Unique Entity ID](#).
- Attend the following activities:
 - Colorado Apprenticeship Incentive (CAI) Grantee Orientation, anticipated during Q1 2026
 - Periodic meetings with an assigned Colorado Apprenticeship Hub Consultant
- Submit a quarterly report in the format provided by the Colorado Apprenticeship Hub that includes relevant outcomes, progress and success stories.
- Submit reimbursement requests and supporting documentation in the format provided by the Colorado Apprenticeship Hub in alignment with the approved budget.
- Collect and share program participant data in accordance with Arapahoe County's Information Security Policy.

Pre-Apprenticeship Program Grant Recipients, if funded, will be required to:

Work with the Colorado Apprenticeship Hub to develop or expand a high-quality pre-apprenticeship program that is designed to prepare individuals for entry into a RAP. Programs must include the following components:

- Designed 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

Pre-apprenticeship grant recipients must also complete the Pre-Apprenticeship CAI Component Form verifying the required program components and a partnership with a Registered Apprenticeship sponsor.

Programs are encouraged to partner with a regulatory body for oversight. Registration fees, such as the \$5,000 in-state school registration fee with the Department of Private Occupational Schools, are allowable costs under the CAI Grant and may be included in the proposed budget.

Registered Apprenticeship Grant Recipients, if funded, will be required to:

- Work with the Colorado Apprenticeship Hub to develop or expand a RAP.
- Complete the RAP CAI Component Form.

- Revise RAP Standards as needed in collaboration with the Colorado Apprenticeship Hub and the State Apprenticeship Agency or U.S. DOL.
- List the Registered Apprenticeship Program on Colorado's Apprenticeship Resource Directory.
- Be and remain registered—and in good standing—with the State Apprenticeship Agency or USDOL Office of Apprenticeship by adhering to Labor Standards for the Registration of Apprenticeship Programs (29 CFR 29), Equal Employment Opportunity in Apprenticeship (29 CFR 30), and State Apprenticeship Agency Rules (7 CCR 1108-1).
- Complete an Affirmative Action Plan (Appendix C) in accordance with State Apprenticeship Agency regulations and demonstrate progress toward meeting associated goals by the end of the grant period.
- Register all apprentices hired under the grant in the federal RAPIDS database.

Services Provided by the Colorado Apprenticeship Hub

The Colorado Apprenticeship Hub will provide the following services to all grantees:

- Training and technical assistance related to developing and expanding RAPs and pre-apprenticeship programs
- Training and technical assistance in connecting to resources, partners, and supportive services to support your apprentices and program
- Guidance and technical assistance for grant reporting and appropriate use of federal funds
- Review, approval, and payment of valid reimbursement requests for work performed within the timeframe specified in this solicitation
- Oversight of monitoring and evaluation activities, in partnership with Arapahoe County, to ensure proper use of funds and achievement of grant outcomes.

Reporting

If funded, grantees shall submit quarterly reports to the Colorado Apprenticeship Hub team that demonstrate outcomes achieved under the grant. These outcomes are dependent on the grantees' project and shall include:

- Number of new apprentices or pre-apprentices that were enrolled in a program created by the grant
- Number of new apprentices or pre-apprentices that completed programs as a result of the grant
- Employment status and earnings outcomes for new apprentices or pre-apprentices trained as a result of the grant
- Success stories
- Outreach, engagement, and strategic partnership activities

- Quarterly reports are due 30 days after the completion of a quarter (see schedule below). A final quarterly report must be submitted 30 days after the end of the period of performance. All quarterly reports, including the final report, will consist of the same questions and be turned in via the online CAI Grant Portal.

The reporting schedule is as follows:

- January 1, 2026 - March 31, 2026: Report due April 30, 2026
- April 1, 2026 - June 30, 2026: Report due July 31, 2026
- July 1, 2026 - September 30, 2025: Report due October 31, 2026
- October 1, 2026 - December 31, 2026: Report due January 31, 2027
- January 1, 2027 - March 31, 2027: Report due April 30, 2027
- April 1, 2027 - June 30, 2027: Report due July 31, 2027
- July 1, 2027 - September 30, 2027: Report due October 31, 2027
- October 1, 2027 - December 31, 2027: Report due January 31, 2028

Definitions

ABA2: Apprenticeship Building America, Round 2, a U.S. Department of Labor grant that was designed to modernize, diversify and expand the Registered Apprenticeship system in growing U.S. industries.

Applicant: Organization applying to carry out all the programmatic and strategic requirements of this grant. This organization identifies the fiscal agent, grant administrator and any public and/or industry partners and subcontractors. This organization may also be the fiscal agent and the grant administrator.

Apprentice: A worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation as provided in 29 CFR 29.4 under standards of apprenticeship fulfilling the requirements of 29 CFR 29.5.

Apprenticeship Colorado: Colorado's State Apprenticeship Agency (SAA) that is recognized by the US Department of Labor (USDOL) Office of Apprenticeship to act on behalf of the federal USDOL to register and oversee programs in their recognized state.

Apprenticeship Program Development: defined as establishing new Apprenticeship Standards and registering a new apprenticeship program with the State Apprenticeship Agency (SAA) or with the U.S. Department of Labor Office of Apprenticeship.

Apprenticeship Program Expansion: defined as growing an established Registered Apprenticeship Program in one or more of the following ways:

- Adding a new industry
- Adding new occupations

- Adding new employers

Arapahoe County: The fiscal and oversight agency for Arapahoe/Douglas Works!, the Arapahoe/Douglas Workforce Development Board, and the Colorado Apprenticeship Hub.

Colorado Apprenticeship Hub: The Colorado Apprenticeship Hub (the “Hub”) works in tandem with the Apprenticeship Colorado at the Colorado Department of Labor and Employment to expand and support registered apprenticeship programs within the state. The Hub provides apprenticeship related services at no cost to employers and jobseekers. The Hub also works with regional workforce centers and Apprenticeship Colorado to support registered apprenticeship programs and apprentices across the state.

CFR: Code of Federal Regulations

CRS: Colorado Revised Statutes

Employer: Any person or organization employing an apprentice, whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice. For the purposes of this RFA, if the applicant is an employer partner they must have a signed Appendix D Employer Agreement or Collective Bargaining Agreement with the RAP Sponsor.

Expansion of a RAP: The expansion of an existing RAP within the period of performance. RAP expansion includes the addition of new industries, occupations, or employers to the existing RAP.

Industry: A distinct group of productive or profit-making enterprises.

Industry Recognized Credential: A credential recognized by business and industry at the local, state or national level. It could be an assessment, an examination, or a license that is administered and recognized by an industry third-party or governing board. Industry recognized credential measure competency in an occupation, and they validate the knowledge base and skills that show mastery in a particular industry.

Fiscal Agent: The fiscal agent is the organization that receives the funds on behalf of the grant and performs financial duties related to the grant. The fiscal agent may be the grant applicant or some other organization but must have a relationship in the partnership. The fiscal agent must be clearly defined in the grant application.

New Program: A program developed after the start of the period of performance. For the purpose of this grant, a new program can also be an additional occupation within a RAP.

Occupation: The type of work a person does to earn a living.

Outcome: Outcomes are the measurable results of the project.

Participant: An individual that is determined eligible by the ABA2 grant program and receives a direct grant-funded service during the grant period of performance.

Partner: Refers to an organization or entity that assists with implementing or coordinating activities under the cooperative agreement, including but not limited to a subrecipient or subcontractor relationship with the lead entity.

Quality Pre-Apprenticeship Program: A high-quality pre-apprenticeship program is defined as a set of strategies designed to prepare individuals for entry into a RAP and includes the following:

- Designed 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; and
- Access to Appropriate Supportive Services

Program Goals: The highest-level result that the project intends to achieve.

Registered Apprenticeship Program: RAPs are registered programs with U.S. DOL Office of Apprenticeship (OA) or a DOL-recognized State Apprenticeship Agency as set out in 29 CFR Parts 29 and 30.

Registered Apprenticeship Sponsor: Any person, association, committee, business, or organization operating a RAP in whose name the program is (or is to be) registered or approved.

Related Instruction Provider: Entity or organization that provides the related instruction component of a RAP. Related instruction is defined as an organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation.

Rural Counties/Regions: Rural counties are defined by the Colorado Rural Workforce Consortium - Exhibit 1.2 Colorado's Local Workforce Development Areas. Rural counties are displayed as Rural Consortium in the Key.

Sponsor: Any employer, association, committee, organization, education and training provider or qualified intermediary, or person operating a registered apprenticeship program and in whose name the program is (or is to be) registered or approved.

Sustainability: Focused on measuring whether the benefits of an activity are likely to continue after federally funded project has ended. This includes evaluating the likelihood that the benefits or effects of a particular output or outcome will continue after federal funding ends; and the extent to which the project takes into account the factors, partners, and institutions that are likely to have the strongest influence over, and capacity and willingness to sustain the desired outcomes and impacts. This includes an examination of the financial, economic, social, environmental, and institutional capacities of the systems needed to sustain net benefits over time and involves analysis of resilience, risks, and potential trade-offs. Depending on the timing

of the evaluation, this may involve analyzing the actual flow of net benefits or estimating the likelihood of net benefits continuing over the medium and long-term.

USDOL: The United States Department of Labor

Youth Apprentice: A high school or opportunity (out-of-school) youth (16-24 years old at the time of enrollment) enrolled into a new or existing Registered Apprenticeship Program, who otherwise meet all eligibility requirements to participate in a RAP.

Selection, Evaluation & Awards

The Colorado Apprenticeship Hub will conduct a comprehensive, fair, and impartial evaluation of the applications received in response to this solicitation. The objective of the evaluation is to determine the applications that most effectively meet the goals and requirements of this grant. This application will be awarded to the applicants whose applications, conforming to the solicitation, will be most advantageous to the goals of the Colorado Apprenticeship Hub. Failure of an applicant to provide any required information and/or failure to follow the response format set forth herein may result in reduced ranking and/or disqualification. It is the applicant's responsibility to assure all required materials are included.

Applicants should not assume they would have an opportunity for written clarifications or revisions of applications, so they should submit their most favorable application as the initial application. Applicants may be provided an opportunity to respond to written clarifications or an Application Review (AR) as part of the evaluation process. Determination of the eligibility for award range will be based on the written applications, so applicants are cautioned to ensure that their applications adequately convey the soundness of their approach and understanding of the requirements.

An Evaluation Committee will be established to review all eligible applications. Arapahoe County will participate in an oversight capacity. It is common and expected that evaluators may have prior personal and/or business experience with one or more potential offerors. Arapahoe County has established measures to ensure the integrity of the evaluation process, including independent review of applications, evaluation of applications based on content, opportunity for clarifications, and the fair and impartial treatment of all applicants. Past experience/qualifications will be assessed by considering the extent to which the qualifications, experience, and past performance are likely to foster successful, on-time performance. Technical and past experience assessments may include a judgment concerning the potential risk of unsuccessful or untimely performance, and the anticipated amount of County resources necessary to insure timely, successful performance. The County may use all information available regarding past performance as defined in [2 CFR 200.206](#). While a numerical rating system may be used in the evaluation process, the award decision ultimately is a business judgment that will reflect an integrated assessment of the relative merits of the applications using the factors listed below. A brief overview of the evaluation process follows:

- Review of all the applications received for compliance with the RFA.
- Preliminary evaluation or scoring of all applications.
- Requests for clarification may be made. Any or all applicants may be asked for such clarification.
- Such requests may be made at this point in the evaluation process and/or subsequent to an oral presentation (if requested).
- Final evaluation scoring of all applications.
- Funding Requests of qualifying applicants will be evaluated and compared to available funding, which may include budget reviews with the applicant.
- Recommendation for award will be made.

Clarifying questions and oral presentations may require revisions to the original applications. If so, the applicant will be given a reasonable timeframe in which to formulate and submit written responses to the questions and to provide any related revisions to their initial application. Such revisions will be at the option of the applicant, but will be limited to the guidelines included within the Colorado Apprenticeship Hub's requested clarifications. No additional written materials will be permitted. Adjustments to the budget will also be allowed, but only to the extent such revisions are reflected in, and are consistent with, the application revisions.

Evaluation of applications will be based on review by Evaluation Committee members (including any clarifications, oral presentations, and any other sources of information deemed appropriate by the Evaluation Committee). The scoring is in direct correlation to the required application components.

Use of Financial Risk Rating in Evaluation

After the final decision to recommend for award and prior to final awarded agreement, the financial risk assessment rating determined from the submitted Risk Assessment Questionnaire shall be applied in the form of additional monitoring and technical support to the awarded organization's Statement of Work.

General Rules

The Colorado Apprenticeship Hub, under the guidance of Arapahoe County, seeks applications in accordance with the specifications in this RFA.

The Federal government's Office of Management and Budget ("OMB") Uniform Guidance for Federal Awards (2 CFR Part 200) applies to this solicitation and any awards.

Responses must be submitted as specified in this announcement. Applications that fail to follow all of the requirements may not be considered.

Discrepancies

Should the applicant find any part of the solicitation to be discrepant, incomplete or otherwise questionable in any respect, the applicant shall be responsible to call such matters to the attention of the Colorado Apprenticeship Hub immediately. Failure to do so shall be at the applicant's risk.

Modifications to this solicitation will be official only if published as an amendment to the Request for Applications. Applicants shall not rely on verbal statements that alter this solicitation.

Applicant Agreements

The terms and conditions of the Colorado Apprenticeship Hub's resulting grant agreement apply to this solicitation. Applicants may submit, with their bid, alternate or additional terms and conditions for consideration; however, the Colorado Apprenticeship Hub is not required to accept and agree to applicant's alternate or additional terms and conditions.

Remedies

If an applicant disagrees with the determination of whether that applicant should have received an award or with a determination of its compliance with the requirements of this RFA, the applicant will have the following remedies:

- Federal Program Remedies - if a federal program under which funding is provided for the Grant provides for an appeal process, then Colorado Apprenticeship Hub will follow the appeal process provided for by the federal program
- County Award Remedies - if there is no federal appeal process available as described in the prior section, the applicants may submit their appeal to the Arapahoe County Procurement Official, who shall review the appeal and make a final determination, unless the authority for making this determination is otherwise specified by law. The sole remedy for applicants shall be potential funding depending on availability of funding
- Grant Agreement Disputes - if the applicant has a dispute related to the agreement to which they are a party, then the dispute shall be resolved in accordance with the terms of the agreement.
- Contracts - any protest, appeal, or dispute related to a contract shall be resolved in accordance with the terms of the contract.

Non-Discrimination

Applicants shall comply with all applicable federal, state, local laws, ordinances, executive orders, and regulations that prohibit discrimination on the basis of race, color, national origin, religion, and sex, including but not limited to: Title VI of the Civil Rights Act of 1964, as

amended (P.L. 88-352), 42 U.S.C. § 2000d et seq., and Title VII of the Civil Rights Act of 1964, as amended. Unless required by federal law or regulation, employers may not automatically bar applicants or employees with an arrest or conviction record from employment.

Section 508 Compliance

If applicable, all electronic and information technology deliverables under this solicitation shall comply with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794 (d); 36 CFR Part 1194),), C.R.S. §24-85-101, et seq., and the Accessibility Standards for Individuals with a Disability, as established by the State of Colorado Office of Information Technology (OIT) according to C.R.S. §24-85-103 (2.5), and the Access Board Standards. Section 508 requires that accessibility for people with disabilities be incorporated into all electronic and information technology developed, procured and maintained under the resulting solicitation award. The solution shall also conform to the most current version of the Web Content Accessibility Guidelines (WCAG) available at <https://www.w3.org/TR/WCAG21/> Ability to conform to these standards will be verified through a demonstration by the applicant. The applicant should provide a policy, commitment, or mission statement regarding electronic accessibility.

- [Arapahoe County Accessibility Statement](#)
- [Section 508 of the U.S. Rehabilitation Act of 1973, section508.gov](#)

If applicable, the successful applicant must also adhere to the Arapahoe County Information Security Policy.

Conflict of Interest/Ethics

Applicants must disclose in their application any potential or actual conflict of interest in connection with an application to this RFA. A conflict of interest may include, but is not limited to, access to any nonpublic information by the applicant regarding the RFA or its subject matter, or by any of the applicant's employees, contractors, or agents, including any individual who may have had access to nonpublic information in a prior capacity before entering into a relationship with the applicant.

Applicants acknowledge that even the appearance of a conflict of interest may be harmful to the County's interest. Applicants should disclose in their applications whether there currently are, or potentially could be, the appearance of a conflict of interest regarding this RFA, application staff, any proposed subcontractors or partners, and/or any related business with the County.

Requirements set forth in this section are continuing requirements through the solicitation process and, for the awarded applicant, the contract term, including any extensions. [Reference Arapahoe County Code of Ethics, 2 CFR 200.112](#) (Conflicts of Interest), [2 CFR 200.113](#) (Mandatory Disclosures) [2 CFR 200.318c](#) (Conflicts of Interest), and [2 CFR 200.319](#) (Competition)

The Colorado Apprenticeship Hub reserves the right to determine an applicant's responsibility based on factors such as financial, material, personnel resources and expertise, satisfactory record of performance; satisfactory record of integrity; and status of debarment. [Reference 2 CFR 200 Subpart C](#)

Grant Application Timeline/Process

Activity	Date & Time (Mountain Time)
Request for Application Published	September 19 th , 2025
Virtual Information Sessions	Tuesday, September 30 th , 2025 at 2:00 PM MST Tuesday, October 14 th , 2025 at 9:00 AM MST Wednesday, October 29 th , 2025 at 10:00 AM MST
Online Portal Opens for Application Submissions	November 1 st , 2025
Last day to Submit Questions to Colorado Apprenticeship Hub	November 14 th , 2025
Final Answers to Questions Posted	November 21 st , 2025
Application Submission Deadline	November 30 th , 2025 at 11:59 PM MST
Notice of Award	December 22 nd , 2025
Grant Agreement Finalization and Beginning of Grant Period	January 1 st , 2026
Mandatory Grantee Orientation	TBD – First Quarter of 2026
Grant Period of Performance	January 1 st , 2026 through December 31 st , 2027

Virtual Information Session

Three virtual informational sessions will be held on the below dates via Zoom to allow prospective applicants the opportunity to ask questions about this grant opportunity.

- Tuesday, September 30th at 2:00 PM MST

- Tuesday, October 14th at 9:00 AM MST
- Wednesday, October 29th at 10:00 AM MST

The information sessions will be recorded and posted on the [Colorado Apprenticeship Incentive \(CAI\) Grant - Arapahoe/Douglas Works!](#) website along with a *Question & Answer Guide* for future applicants to review. To register for one of these webinars please go to the [Colorado Apprenticeship Incentive \(CAI\) Grant - Arapahoe/Douglas Works!](#) website. The Colorado Apprenticeship Hub values ensuring accessibility for all those who participate in our activities and events. If you are in need of accommodations (such as ASL interpretation or language translation) please reach out to the below contact with your request at least 7 business days before the date of the event:

Tiffany Mares, ADAC
720.874.3176
adworksinfo@arapahoegov.com
[Accommodation Request Form](#)

Questions

All questions regarding this funding opportunity will be accepted and answered via email, and then posted on the [Colorado Apprenticeship Incentive \(CAI\) Grant - Arapahoe/Douglas Works!](#) website in a *Question & Answer Document*. Questions should be sent to apprenticeship@arapahoegov.com with “Colorado Apprenticeship Incentive Q & A” in the subject line. Applicants are strongly encouraged to review the *Question & Answer Document* before submitting a question. No questions will be accepted after November 14th, 2025, and all answers to all questions submitted via email will be posted by November 21st, 2025.

Award Terms and Provisions

The terms and provisions of the CAI Grants are aligned with the [U.S Department of State Standard Terms and Conditions for Federal Awards](#). It is the responsibility of the applicant to review these terms prior to submitting their online application.

Evaluation Process

All applications will be reviewed by an evaluation committee that will ensure the funding priorities as outlined are met. The Colorado Apprenticeship Hub has designed the scoring and selection processes to ensure fair selection of the best qualified applicants. In addition, there are established measures to ensure the integrity of, and to prevent any conflicts of interest within, the evaluation process.

The scores in the evaluation process are directly aligned with the required application components. If an applicant does not provide all required information or does not follow the response format included in this notice, it may result in their application receiving a reduced

ranking and/or disqualification. It is the applicant's responsibility to assure all required materials are included and sufficient details are provided.

As part of the objective review, the evaluation committee may request further clarification from an applicant. If requested, applicants will be given a specific and reasonable time frame to submit written responses and to provide any related revisions to their initial application. Please note that the Colorado Apprenticeship Hub reserves the right to inquire with the Division of Labor Standards and Statistics in CDLE and the State Apprenticeship Agency regarding the past performance of applicants that are employers and existing Registered Apprenticeship Program sponsors. Applicants will be required to supply their RAPIDS program number if they are associated with an existing Registered Apprenticeship Program.

The evaluation committee will score the submitted applications with the following evaluation factors in mind:

Evaluation Factors	Indicators
Basic Application Requirements	<ul style="list-style-type: none">• Applicant is the sponsor or employer• Application includes the identification of an employer and sponsor• Applicant commits to register a new or expand an existing Registered Apprenticeship Program or High-Quality Pre-Apprenticeship Program• If expansion, applicant identifies the current sponsor, RAPIDS Number, and type of expansion• Intention to hire apprentices as W2 employees in Colorado• All required attachments included and complete• SAM Unique Entity ID is included
Project Details	<ul style="list-style-type: none">• Industry(ies) and Occupation(s) of focus• Location of sponsor and employers• Demonstrated business need• Measurable goals defined• Required pre-apprenticeship components (<i>pre-apprenticeship programs only</i>)
Partnership Development & Apprentice Support	<ul style="list-style-type: none">• New and existing partnership development• Strategies to connect apprentices to quality jobs• Apprentice outreach and recruitment• Apprentice supports and retention via partnership alignment• Addressing common barriers to program enrollment and completion
Budget and Sustainability	<ul style="list-style-type: none">• Allowability of costs included in budget• Program sustainability

Applications that demonstrate the following will score higher than those that do not:

- Applicant Information: applicants that attest to having a small business
- Location: Programs that will be developed or expanded in economically distressed areas, including rural areas, as identified by the state of Colorado [Enterprise Zone Program](#).
- Business Need: A clear, business and/or industry need that is being met through Registered Apprenticeship or High-Quality Pre-Apprenticeship
- Industry: Projects that focus on one of the following industries will be more competitive:
 - IT/Cybersecurity and industries related to the AI ecosystem
 - K-12 Teacher Occupations
 - Care Economy (Nursing, Elderly Care, Mental Health, Early Childhood Education and more)
 - Affordable Energy
 - Hospitality
 - Public Sector
 - Supply Chain Sectors (Logistics, Warehouse, Transportation, and Advanced Manufacturing)
- Program Development:
 - A clear and measurable plan to address common barriers to program enrollment and completion
 - Minimal out of pocket costs for program participants
 - A clear and measurable plan to engage community partners in your program
 - A clear and measurable plan to create a supportive work environment for apprentices or pre-apprentices including, but not limited to, competitive wage scale, benefits, a safe and healthy workplace, and other employee supports
- Budget and Sustainability
 - Program costs are allowable, aligned with apprenticeship launch or expansion, and detailed

- Proposed cost per apprentice that reflects efficient use of grant funds (i.e., enrolling more apprentices with fewer grant dollars)
- Demonstrated financial sustainability after the grant period of performance

In determining the final awards, applications will also be reviewed holistically to ensure the Colorado Apprenticeship Hub's overall apprenticeship expansion priorities are met. Factors that will be taken into consideration are:

- Geographic diversity
- Industry diversity
- Number of new and expanded programs in relation to ABA2 Grant outcomes
- Number of new apprentices in relation to ABA2 Grant outcomes
- Apprentice Wages
- Variety in the design of the program including multi-employer and single employer programs and roles of applicants

How to Apply

The Colorado Apprenticeship Hub, in collaboration with Arapahoe County, will administer the CAI Grant Program. During this period applicants are encouraged to ask questions and seek assistance from program staff by contacting apprenticeship@arapahoegov.com

Application Process

The online application must be completed in its entirety to be considered for funding. Prior to completing the online application, applicants should review the *CAI Grant Application Questions PDF* to be prepared to complete the application in its entirety and ensure that they understand the terms and conditions of the CAI Grant. Applicants may then proceed to the online application located at [CAI Grant Portal](#). **The online application will be open from November 1st to November 30th, 2025.**

As Colorado Apprenticeship Incentive funds are federal funds, all applicants must possess and supply a SAM Unique Entity ID as part of their online application. The SAM Unique Entity ID can be obtained for free at [SAM.gov](https://sam.gov).

Required Documents

Attachments

All applications must include the following:

1. **Attachment A - Cover Sheet & Signature Page** (*required for all applicants*)
2. **Attachment B – Financial Risk Assessment Questionnaire** (*required for all applicants*)
 - A Risk Assessment Form is required to be uploaded as part of the online application. Grantees deemed high or medium risk may be required to comply with additional supports to mitigate risk (such as additional technical assistance training, additional Consultant check-ins, or additional reporting) but the risk assessment will not impact applicant eligibility or funding amount. Applicants are encouraged to utilize a time and effort reporting system to track employee time by funding source. Applicants are encouraged to maintain an accounting system that can track expenditure activity by funding source.
3. **Attachment C – Project Budget** (*required for all applicants*)
 - A completed budget in the provided template is required to be uploaded in the online application. The budget should include only allowable costs per the guidelines above and should include enough detail for the evaluation committee to understand how grant funds will be spent. If funded, the budget included in the application will serve as the project budget. The budget form must explain all expenses included. Applicants are responsible for ensuring the calculations in the budget are accurate. There will be no reimbursement of pre-award costs. The Colorado Apprenticeship Hub reserves the right to deny requests for any item listed in the budget that is deemed to be unnecessary for the implementation of the project.
4. **Attachment D – Conflict of Interest Disclosure** (*required for all applicants*)
5. **Attachment E –Mandatory Disclosure** (*required for all applicants*)
6. **Attachment F – Small Business Self Certification** (*not required – optional*)
7. **Attachment G – Letter of Support for Partnering Employer/Sponsor** (*required **only** for pre-apprenticeship program applicants and registered apprenticeship program applicants who do **not** intend to serve as both the employer and the sponsor*)
 - If the applicant is categorized as a registered apprenticeship program and does not intend to serve as both the employer and the sponsor, a letter of support from the partnering agency who will serve as the employer or sponsor is required. If the applicant intends to serve as both the employer and sponsor, no letter of support is required. If the applicant is categorized as a pre-apprenticeship program, a letter of support from an existing registered apprenticeship program sponsor or employer will be required.

Narrative Questions

In addition to basic applicant and project details, the online application includes the following narrative questions. Applicants should prepare answers in advance of filling out the application.

- 1) **Summary** – Provide a brief project summary, including what you would like to accomplish and the occupation(s) and industry sector of focus (*recommended 100 words max*).
- 2) **Organizational Overview** – Provide a high-level overview of your organization. Please include:
 - A description of your company or organization's industry focus and experience within that industry
 - An overview of the specific geographic area(s) your organization serves
 - An explanation of your team's ability to successfully implement the project
 - A description of what makes your organization unique
- 3) **Needs Statement** - Explain the specific challenges and gaps your business or organization faces, highlighting the critical need for funding to overcome these obstacles.
- 4) **Timeline** – Provide an estimated timeline for your project, including:
 - Expected date of submission (month and year) of the RAP CAI Component Form or the Pre-apprenticeship CAI Component Form to the Colorado Apprenticeship Hub
 - Expected date of submission (month and year) to Apprenticeship Colorado or the U.S. Department of Labor for registration or expansion (*Registered Apprenticeship Programs*)
 - Expected date (month and year) that program development or expansion details, in collaboration with a RAP sponsor or employer, will be finalized (*Pre-apprenticeship programs*)
 - Month and year recruitment for apprentices or pre-apprentices will begin
 - Month and year first apprentices or pre-apprentices will start the program
 - Total timeframe for apprenticeship or pre-apprenticeship program completion
- 5) **Outcomes** – Define measurable goals and objectives for the project.
 - *For registered apprenticeship programs, be sure to include:*
 - Number of Colorado apprentices hired during the grant performance period
 - Starting and ending wages for apprentices

- Number of partners engaged to enhance program and support apprentices
- For **pre-apprenticeship programs**, be sure to include:
 - Number of Colorado pre-apprentices enrolled during the grant performance period
 - Number of pre-apprentices projected to continue onto a registered apprenticeship program during the grant performance period
 - Number of partners engaged to enhance program and support pre-apprentices
- 6) **Outreach** - Describe how you plan to outreach, engage, and recruit apprentices or pre-apprentices for your program.
- 7) **Access** - What specific strategies will your program use to ensure all Coloradans can access and successfully complete your apprenticeship or pre-apprenticeship opportunity?
- 8) **Partnerships** - Explain how community partnerships will be used to enhance your program. You may include the following:
 - Are there any existing partnerships that you plan to leverage? If so, please name specific partners, explain your relationship, and describe how the partnership will benefit your program and program participants.
 - Are there any new partnerships that you plan to pursue? If so, please provide a general overview of the types of partnerships you wish to pursue, and how they will benefit your program and program participants.
 - Will your partners help your apprentices or pre-apprentices obtain any supportive services that can increase access to, and support completion of your program?
 - Examples of supportive services include, but are not limited to, facilitating connections with community services, providing tools or supplies needed to begin the apprenticeship program, housing and transportation assistance, childcare, counseling, and other needs.
 - *Please note: Colorado Apprenticeship Incentive Grant funds may **not** be used to pay for supportive services.*
- 9) **Quality Jobs** - Explain how your program will connect apprentices or pre-apprentices with quality jobs. Your response may include, but is not limited to: worker benefits, worker empowerment, job security and working conditions, organizational culture, pay, and skills and career advancement opportunities.

- *If you are applying as a pre-apprenticeship program, you may explain how your program will connect pre-apprentices to a RAP employer(s) that is committed to creating quality jobs*
- 10) **Sustainability** - Describe how you plan to financially sustain your program after the grant ends. How do you plan to pay for the costs covered by the grant in the future? What challenges to you foresee, and how do you plan to overcome them?
- 11) **Pre-Apprenticeship Components - *For pre-apprenticeship applicants only***: Explain how your pre-apprenticeship program will incorporate:
- 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

Submission Instructions

To submit an application:

1. Carefully review the information included in this *Request for Applications*
2. Preview application components on the *CAI Grant Application Questions PDF*
3. Complete the online application via the [CAI Grant Portal](#)

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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/>

Attachment A – Cover Sheet & Signature Page

RFA Title	Colorado Apprenticeship Incentive Grant		
Company Tax ID Number (FEIN)		Company SAM/UEI Number	
Company Legal Name		Company DBA, if applicable	
Company Address			
Contact Name		Contact Phone	
Contact Fax		Contact Email	

Signature of legally authorized representative

Date

Printed Name Title

PARENT COMPANY - A vendor, owned or controlled by a parent company should provide the name, main office address, and tax identification number of that company on a copy of this form. The tax identification number provided should be that of the vendor's parent company who will be legally responsible for performing services under any commitment document resulting from this RFA.

THIS FORM SHOULD ACCOMPANY ALL APPLICATIONS. A PERSON LEGALLY AUTHORIZED TO BIND THE COMPANY SHOULD SIGN.

Attachment B – Financial Risk Assessment Questionnaire

Pre-Award Risk Assessment Questionnaire

In compliance with CFR 200.331, Arapahoe County must evaluate each organization's risk of noncompliance with Federal statutes, regulations and terms and conditions of the award agreement. The results of this risk assessment will determine the level of monitoring required if an award agreement is granted by the County.

Organization Legal Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____ Fax: _____

Federal Employer Identification Number (EIN) _____

DUNS number _____

☐ Yes ☐ No Is the organization owned or controlled by a parent entity?

If "Yes", please provide the following:

Parent Entity Legal Name: _____

Parent Entity Address: _____

City, State, Zip: _____

Parent Entity Congressional District: _____

Parent Entity EIN: _____

Parent Entity DUNS: _____

Core Information

1. Facilities and Administrative (F&A) Rates are calculated based on:

☐ Our federally-negotiated F&A rates for this type of work. (If this box is checked, please attach a copy of your F&A rate agreement or provide a URL link to the agreement.)

☒ Other rate (please specify) _____

☐ Not applicable – Organization is not requesting payment of F&A costs.

2. Fringe Benefit (FB) Rates are calculated based on:

☐ Rates consistent with or lower than our federally-negotiated rates.
(If this box is checked, please attach a copy of your FB rate agreement or provide a URL link to the agreement.)

☒ Other rates (please specify) _____

3. ☒ Yes ☐ No Significant changes in key personnel?

If "Yes", name and title held? _____

4. ☐ Yes ☒ No Small Business Concern Organization represents that it is a small business concern as defined in 13 CFR 124.1002.

Cost Sharing

5. ☒ Yes ☐ No Cost Sharing, if "Yes":

Amount: \$ _____

Cost sharing, matching and/or in-kind amounts and justification should be included in the organization's budget. Any offered cost share is considered a binding fiscal obligation and must be documented accordingly.

How does the organization determine that it has met cost-sharing goals? _____

Compliance

6. ☒ Yes ☐ No Does organization conduct an annual audit in accordance with OMB Regulations (2 CFR Part 200.331 (f), as applicable)?

If "Yes", Most recent fiscal year completed: _____

By who? _____

If "No", Organization is a:

- ☐ Non-profit entity below federal funding threshold
☐ Foreign entity
☐ For profit entity
☒ Government entity below funding threshold

Please attach a complete copy of your most recent single audit report or independent audit or provide the URL link to a complete copy.

7. ☒ Yes ☐ No Was the previous years' audit(s) completed by the same audit firm? If "Yes", how many years has the same firm completed the audit? _____

8. ☒ Yes ☐ No Were any audit findings specifically related to sub-awards?

If "Yes," please explain: _____

9. Does the most recent audit report reveal any of the following?

☐ Yes ☒ No Material Weakness

☐ Yes ☒ No Significant Deficiency

☒ Yes ☐ No Instances of Material Non-compliance

If "Yes" to any of the above, indicate what actions are being taken to resolve:

Internal Controls

10. ☐ Yes ☐ No Does your organization have internal controls to prevent the spending of funds in excess of approved budgeted amounts?

If "Yes", please describe:

11. ☐ Yes ☐ No Does your organization's procedures ensure that costs deemed unallowable, per the federal guidelines noted above, are excluded from the amount billed to the county under this award agreement?

If "Yes", please describe:

12. ☐ Yes ☐ No Does the organization have procedures which provide assurance that consistent treatment is applied in the distribution of charges to all grants?

13. ☐ Yes ☐ No Are duties separated so that no one individual has complete authority over an entire financial transaction?

14. ☐ Yes ☐ No Does your organization have bond insurance for employees handling cash?

15. ☐ Yes ☐ No Does your accounting system segregate cost and revenues by funding source?

Cash Management

16. ☐ Yes ☐ No Are all bank accounts reconciled monthly?

17. ☐ Yes ☐ No Are all costs properly documented with evidence of receipt of goods or performance of services?

18. ☐ Yes ☐ No Are U.S. Federal Government funds deposited in a separate bank account or accounted for through grant-loan fund control accounts?

Payroll

19. ☐ Yes ☐ No Are payroll charges checked against program/project budgets?

What system does your organization use to control paid time, especially time charged to sponsored agreements to ensure accurate allocation of employee time?

Procurement

20. ☐ Yes ☐ No Are there procedures to ensure purchasing at competitive prices that are compliant with 2 CFR §§200.317-200.326?
21. ☐ Yes ☐ No Does your organization have the ability to account for equipment purchases greater than \$5,000 per item?
22. ☐ Yes ☐ No Is there an effective system of authorization and approval of Capital equipment costs?
23. ☐ Yes ☐ No Is there an effective system of authorization and approval of Travel costs?

Property Management

24. ☐ Yes ☐ No Are detailed records of individual capital assets kept and periodically balanced with the general ledger records?
25. ☐ Yes ☐ No Are there effective procedures for authorizing and accounting for the disposal of property and equipment?
26. ☐ Yes ☐ No Are detailed property records periodically checked by physical inventory?

Briefly describe the organization's policies concerning capitalization and depreciation:

Other Compliance

27. ☐ Yes ☐ No Has your organization received grants, contracts, or cooperative agreements from Arapahoe County Government in the past?
28. ☐ Yes ☐ No If "Yes", were any of those agreements terminated early for fiscal negligence or discrepancies, or due to lack of technical progress or misrepresentation of outcomes?
29. ☐ Yes ☐ No Does your organization engage in any lobbying or partisan political activity which is charged directly or indirectly to a federally assisted program?

30. ☐ Yes ☐ No Does your organization have a formal system for complying with the Davis-Bacon Act which requires payment of prevailing wages on Federal contracts?

If "Yes", please describe:

31. ☐ Yes ☐ No Does your organization have a formal policy of non-discrimination and a formal system for complying with U.S. Federal civil rights requirements?

32. ☐ Yes ☐ No Does your organization have a cash forecasting process which will minimize the time elapsed between the drawing down of funds and the disbursement of those funds?

33. ☐ Yes ☐ No Is your organization familiar with the U.S. Government Federal Financial Reports requirements that the reports be completed in an accurate and timely manner when required?

Should this risk assessment indicate the potential need, Arapahoe County reserves the right to conduct additional monitoring by any combination of requesting audit reports, performing random audits, performing site visits to observe program operations, review preliminary financial records, or other actions as necessary.

The information above has been read, completed and signed by an authorized official of the Organization named herein. The appropriate programmatic and administrative personnel involved in this application are aware of sponsor policy in regard to sub-awards and are prepared to establish the necessary agreements consistent with those policies.

Signature of Authorized Official

Date

Name and Title of Authorized Official

Organization Legal Name

Phone

Email

Attachment C - Project Budget & Narrative

Please submit an itemized budget and narrative for each line item for direct costs covering the timeline of the Colorado Apprenticeship Incentive Grant program, not exceeding an award total of \$150,000. Applicants may choose whether or not to include indirect costs in their budget. If they elect to do so, they must follow Indirect Cost guidelines outlined in [2 CFR 200.414](#)

*A sample itemized budget and narrative can be viewed here: [Colorado Apprenticeship Incentive \(CAI\) Grant - Arapahoe/Douglas Works!](#)

Please utilize the following template in the creation of your budget. You may modify the template to maintain compliance with your organization's requirements. Add or delete rows as necessary.

Colorado Apprenticeship Incentive Grant BUDGET

Organization Name:				
Budget Item – Name & Description	Line-Item Details	Units	Unit Costs	Total Costs
Category Subtotal				
Indirect Costs Allowance (not required), DOL Negotiated Indirect Rate Agreement or 15% de minimis rate for organizations who have never negotiated a rate.				
Budget Total				

Attachment D – Conflict of Interest Disclosure

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM INSTRUCTIONS

Vendors shall not try to gain an unfair competitive advantage or influence the ability of Arapahoe/Douglas Works!/Arapahoe County officers and employees to make impartial and objective decisions on behalf of Arapahoe/Douglas Works!.

All vendors interested in conducting business with Arapahoe/Douglas Works!/Arapahoe County must complete and return the Vendor Conflict of Interest Disclosure Form found on the following page in order to be eligible to be awarded a contract with Arapahoe/Douglas Works!/Arapahoe County. Please note that all vendors are subject to comply with Arapahoe County's conflict of interest policies provided below.

1. No Arapahoe County officer (e.g., Arapahoe County Board member and elected County official) or employee has more than a minority interest in vendor's company.
2. No Arapahoe County officer or employee is an officer, director, partner or proprietor of vendor's company.
3. No Arapahoe County officer or employee is employed by or being considered for employment by vendor's company.
4. No Arapahoe County officer or employee work as a consultant or has a contractual relationship with vendor's company.
5. No Arapahoe County officer or employee will derive a personal financial gain or loss from this contract.

If a vendor has one or more relationships with an Arapahoe County officer or employee that meets the criteria described above, then the vendor shall disclose the information by completing the Conflict of Interest Form on the following page.

CONFLICT OF INTEREST DISCLOSURE FORM

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest, and they are detected by A/D Works! or Arapahoe County, vendor may be **disqualified** from doing business with A/D Works! or Arapahoe County.*

Questions about this form? Contact A/D Works! or Arapahoe County

Arapahoe County Bid/Solicitation/Contract Number:	Name of Arapahoe County Employee(s) Working on Vendor's Current Contract(s):
Vendor Name:	Vendor Phone:
Vendor's Authorized Representative Name and Title:	Authorized Representative's Phone:
NAME(S) OF EMPLOYEE(S) / PUBLIC OFFICER(S) WITH POTENTIAL CONFLICT OF INTEREST	
Name of County public officer(s) or employee(s) with whom there may be a potential conflict of interest. If more than five, attach a second form.	Relationship of County public officer(s)/employee(s) to vendor's company from list above (e.g. 1(a), 2, etc.). Please list all that apply:
1.	
2.	
3.	
4.	
5.	
<input type="checkbox"/> Vendor has no conflict of interest to report.	
Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any County officer or employee to obtain or maintain a contract.	
I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor.	
Vendor's Authorized Representative Signature: Date:	

FOR ARAPAHOE COUNTY USE ONLY IF CONFLICT NOTED

This form has been reviewed by:

Name of Arapahoe County Ethics Officer:	Signature:	Date:
Note:		

Attachment E – Mandatory Disclosure Certification

Mandatory Disclosures Certification

The applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award that include the term and condition outlined in 2 CFR 200 Appendix XII, Award Term and Condition for Recipient Integrity and Performance Matters, are required to report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM).

The subrecipient certifies the entity and any employee participating in this project: (answer all questions below)

☐ are ☐ are not presently debarred, suspended, proposed for debarment, or declared ineligible for award of Federal contracts.

☐ are ☐ are not presently indicted for, or otherwise criminally or civilly charged by a government entity.

☐ have ☐ have not within three (3) years preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract; a violation of Federal or State antitrust statutes relating to the submission of offers; a commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

☐ have ☐ have not within three (3) years preceding this offer, had one or more contracts terminated for default by any Federal agency.

The information, certifications and representations above have been read, signed and made by an authorized official of the subrecipient named herein. The appropriate programmatic and administrative personnel involved in this application are aware of the sponsor policy in regard to sub-awards and are prepared to establish the necessary agreements consistent with those policies.

Signature of Authorized Official

Name and Title of Authorized Official

Organization Legal Name

Phone

Date

Email

Attachment F – Small Business Self Certification

In an effort to track levels of participation by small businesses in the Colorado Apprenticeship Incentive Grant, the following information is requested.

SMALL BUSINESS INFORMATION:

A small business is defined as: a business organized for profit, is independently owned and operated, and has 500 or fewer full time equivalent employees. Are you a small business?

- ☐ YES
- ☐ NO

Attachment G – Letter of Support Instructions

A Letter of Support is required for:

- Registered Apprenticeship Program applicants who do not intend to serve as both the employer and the sponsor.
- Pre-apprenticeship program applicants, who must obtain a letter from an existing Registered Apprenticeship Program sponsor or employer.

If the applicant intends to serve as both the employer and the sponsor, no letter of support is required.

Minimum Requirements

The letter must:

- Be written on the partnering organization's official letterhead and signed by an authorized representative.
- Clearly identify the partnering organization (employer or sponsor) and confirm its commitment to the partnership.
- Articulate the nature of the planned partnership, including the partner's role in program development, delivery, and/or sustainability.
- Include contact information for the signing representative.

Applicants should upload the completed Letter of Support as Attachment G with their grant application.