

# Request for Applications (RFA)

## **Education & Advanced Manufacturing/Logistics, Apprenticeship Grant Opportunity**

### **Issued by the Indiana Department of Workforce Development (DWD) (Round 1)**

#### **Overview**

The Indiana Department of Workforce Development (DWD) issues this Request for Application (RFA) in response to the growing demand for the expansion of Registered Apprenticeship and Certified Pre-Apprenticeship in the occupations of Education as well as Advanced Manufacturing and Logistics. [②](#)

The purpose of this RFA is to solicit applications from qualified non-profit organizations to facilitate the expansion of Registered Apprenticeship Programs (RAPs) and Certified Pre-Apprenticeship in both number of available programs and individual participants in the specified occupations above. The outcome of this expansion will focus on the number of programs created, number of participants assisted, as well as the development of communities of practice through award recipients.

Funding for this grant is provided through the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship's State Apprenticeship Expansion Formula (SAEF) grant, awarded to the Indiana Department of Workforce Development's Office of Work-Based Learning and Apprenticeship (OWBLA).

The grant funding opportunity described in this RFA will have a primary focus on Related Technical Instruction (RTI) costs with limited funds available for other supportive components, discussed later. This funding supports the larger goals outlined in Governor Braun's agenda of prioritizing emerging industries like education and advanced manufacturing, supporting the skilling up work existing workers and developing a strategic long-term solution for employer staffing

Funds not distributed in the first round will be available in subsequent rounds of grant opportunities beginning in Spring of 2026.

#### **Program Purpose**

The program's purpose is to strengthen and expand Registered Apprenticeship and Certified Pre-Apprenticeship in the Education and Advanced Manufacturing sectors. Grantees will be required to participate in "AiHUBs", a community of practitioners', sharing best practices and common issues to support industry involvement and growth.

## Eligible Applicants

The following entities are eligible to apply and must either have or obtain registered bidder status with Indiana and must maintain an active SAM registration (<https://sam.gov/>) through the grant period.

- Registered Apprenticeship Intermediary Organizations
- Accredited Postsecondary Institutions
- Regional Workforce Development Boards
- Current Group Sponsors
- Trade Associations
- Other qualified nonprofit or public entities capable of meeting program responsibilities

## Guidance on Required Partnerships

All grantees must apply with at least one employer partner that is currently employing individuals who are in a Registered Apprenticeship or Certified Pre-Apprenticeship or will be applying for a Registered Apprenticeship or Certified Pre-Apprenticeship in the six months after application. Partners must be employers within the State of Indiana and be in good standing with the state.

## Grantee Responsibilities

Awardees (or their formal partners) must assume the legal responsibility for ensuring RAPs are properly managed and operated in compliance with federal standards set by the U.S. Department of Labor (29 CFR Parts 29 & 30). Awardees must assume State operational responsibilities for grant management and processing, including:

- Obtain and process participant required grant documentation along with assigned data collection
- Process participant RTI funding as outlined in the award
- Assist in growth of number of industry specific RAP programs
- Tracking all mentoring awards issued for invoicing purposes
- Submission of quarterly reports (financial and participant outcomes)
- Attending quarterly AiHUB meetings, building a statewide community of practice

## Available Funding & Categories

Applicants may apply for funding in one or more categories. Funds awarded must be used within the categories of award listed. Each award requires a minimum participant enrollment. Costs must align with budget maximums shown below.

*\*If actual RTI costs fall below the award maximum, grantees may serve additional grant participants.*

**Each RAP award includes funding opportunities for:**

- Related Technical Instruction
- Mentoring support
- Administration/Data allocation

**Each Pre-Apprenticeship award includes funding opportunities for:**

- Related Technical Instruction
- Administration/Data allocation

## Grant Funding Categories

Education							
Area of Grant	Anticipated Awards	Minimum Enrollment s	RTI	Mentoring	Admin	Case Management	Total per Award
Teacher RTI	4 awards	10	\$100,000	\$5,000	\$5,000	\$10,000	\$120,000
Teacher RTI	1 award	5	\$50,000	\$2,500	\$2,500	\$5,000	\$60,000
Paraeducator RTI	3 awards	7	\$35,000	\$3,500	\$1,750	\$3,500	\$43,750
Paraeducator RTI	3 awards	8	\$40,000	\$4,000	\$2,000	\$4,000	\$50,000
Counselor RTI	2 awards	5	\$50,000	\$2,500	\$2,500	\$10,000	\$65,000
Principal RTI	2 awards	3	\$30,000	\$1,500	\$1,500	\$6,000	\$39,000
Pre-Apprenticeship	6 awards	25	\$18,750	—	\$937	\$1,875	\$21,562
Advanced Manufacturing							
Area of Grant	Anticipated Awards	Minimum Enrollment s	RTI	Mentoring	Admin	Case Management	Total per Award
Machine Tool (CNC Machining)	2 awards	12	\$90,000	\$6,000	\$4,500	\$9,000	\$109,500
Industrial Electrical (PLC)	2 awards	12	\$90,000	\$6,000	\$4,500	\$9,000	\$109,500
Industrial Maintenance	2 awards	12	\$90,000	\$6,000	\$4,500	\$9,000	\$109,500
Industry 4.0 (Smart Tech/AI)	2 awards	12	\$90,000	\$6,000	\$4,500	\$9,000	\$109,500
Quality Control & Logistics	2 awards	12	\$90,000	\$6,000	\$4,500	\$9,000	\$109,500
Robotics	2 awards	12	\$90,000	\$6,000	\$4,500	\$9,000	\$109,500

Pre-Apprenticeship	6 awards	25	\$18,750	—	\$937	\$1,875	\$21,562
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*\*Note: All participants must be enrolled in a U.S.DOL Registered Apprentice Program or a DWD Certified Pre-Apprenticeship Program*

*\*\*Note: If applicant is awarded funds from this RFA as well as the upcoming Group Sponsor RFA, the above administrative and data/program funding will be withheld due to a duplicative statement of work.*

## **Allowable Uses of Funds**

RTI Funding includes:

- Class Tuition
- Testing/certification/licensure fees
- Tools, books, and required materials

Mentoring:

- Structured mentor training
- Stipends for qualified mentors

Case Management:

- Program management
- Compliance and reporting
- Grant required data entry
- Audit-ready recordkeeping

Unallowed Costs: examples, not an all-inclusive list

- Wage subsidies
- Costs outside approved scope
- Supplanting of other committed funds

## **Period of Performance:**

The Period of Performance (PoP) for the SAEF 3 Commentative grant is July 1, 2025, through June 30, 2028. The Grant Period for 1st round RFA awards: July 1, 2025 – December 31, 2027. This initial award will have a delayed start and will contain subsequent award opportunities. However, all scope of work and responsibilities will fall into the stated PoP. Continuation of awards is contingent upon the availability of funds, grantee progress, and compliance with all terms and conditions of the award.

## **Match Requirements:**

SAEF 3 Competitive Grant does not contain a fund match requirement for the grantee, partner, or participant within any component of the program depicted.

**Payment process (e.g. reimbursement):**

The grantee will submit invoices for reimbursement, at minimum, on a quarterly basis for actual allowable costs incurred during the performance period.

Reimbursement will not exceed the total award amount specified in the grant agreement. Payment requests must be submitted via instruction provided no later than 15 days after the end of each quarter.

## Grant Rounds

- **Round 1** – Open, competitive process. Applicants may apply to multiple categories, with a total award cap of **\$400,000** per round.
- **Subsequent Rounds** – Remaining categories will be re-released. Priority will be given to Round 1 awardees demonstrating early success.

## Program Expectations

**Required Activities:** (e.g. outreach, training, data reporting, etc.)

- All participant data must be inputted into Indiana Career Connect for Federal Data Reporting
- All RAP participants must be entered into RAPIDS by Registered Apprenticeship Sponsor
- All Quarterly Reports will be completed on a template that will be provided to grantees and then, submitted to the Director of the DWD Office of Work-Based Learning and Apprenticeship.

### Performance metrics:

Success of the grant is depicted in: 1) number of new RAPs, 2) expansion of existing RAPs and 3) the number of program participants assisted. Complete performance metrics for this grant are defined below:

- 293 Total Minimum Participants
- 5 New RAPs
- 10 Expanded RAPs

Specific performance numbers for individual grantees will differ depending on the categories applied for and awarded.

### Participant eligibility and target populations:

- Participants, apprentices and/or pre-apprentices, must be 16 years of age or older and eligible to work in the United States.
- The target population for this funding opportunity will be merit-based. The grant opportunity aims to engage and grow talent pipelines and programs across the state.

### Reporting:

The Grantee must submit quarterly reports to the OWBLA office within 15 days of the end of each calendar quarter (Q1-March 31, Q2-June 30, Q3-September 30, and Q4-December 31). All reports must be submitted following directional process provided. The following sections must be included:

- Performance Progress Report (Narrative): The Grantee must provide a quarterly narrative report detailing the status of all activities outlined in the approved Scope of Work.
- Quarterly Financial Data must be submitted quarterly, reporting on expenditures incurred during the reporting period.
- Data and Evaluation Reporting: The grantee must report on the quantitative performance metrics and evaluation data for assigned performance objectives

## Indiana Department of Workforce Development

**RFA Application for:** Education & Advanced Manufacturing/Logistics Apprenticeship Grant Opportunity (Round 1)

### Submission Dates & Instructions

- Submit an application for each category to Jason Graves ([jgraves@dwd.in.gov](mailto:jgraves@dwd.in.gov))
- Subject Line: "RFA – Apprenticeship Indiana RTI Grants – [Organization Name]"
- Deadline: December 1, 2025, 5:00 PM ET
- Award Notifications: December 18, 2025
- Grant Period for 1<sup>st</sup> round award: July 1, 2025 – December 31, 2027

**Each Grant Category will require a separate fillable PDF Section 1 – 8. Grantees can apply for multiple grant categories with all categories being listed on the single Budget & Fiscal Accountability Form. Totals of multiple grant categories cannot exceed \$400,000 per round.**

### Checklist:

- Fillable PDF of Sections 1-8 for each Grant Category Selected (**Scored**)
- Organizational eligibility statement (or RAP sponsor ID/intermediary status/Higer Education Status) (**Not Scored but Required**)
- Draft/approved Standards of Apprenticeship (**if applicable**)
- Letters/MOUs from Partners (**Not Scored but Required**)
- Total Budget & Fiscal Accountability Form (**Scored**)

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