

PRE-APPRENTICESHIP CAREER PATHWAYS

FREQUENTLY ASKED QUESTIONS

These Frequently Asked Questions (FAQs) supplement to the Pre-Apprenticeship Career Pathways (PAP) Grant Program. Planning Estimates, the Program Timeline, and additional PAP information are available on the Texas Workforce Commission's (TWC's) [Apprenticeship Initiatives](http://apprenticeshipinitiatives@twc.texas.gov) webpage. Questions may be directed to apprenticeshipinitiatives@twc.texas.gov.

Who are eligible grant recipients?

Eligible applicants for PAP funds include Local Education Agencies (LEAs) and apprenticeship committees.

- LEAs may be public school districts or state postsecondary institutions that serve as the fiscal agent for apprenticeship committees.
- Apprenticeship committees are autonomous local groups composed of members appointed by employer sponsors, bargaining agents representing an apprenticeable trade, or a combination of both.

What is the typical length of a PAP grant?

The standard PAP grant period is twelve (12) months. This duration provides sufficient time for training to begin and conclude, ensuring all deliverables are completed within the grant period.

When does the funding cycle begin?

Planning estimates are accepted each July, with the anticipated grant period running from November 1 through October 31. Specific submission and reporting deadlines are published annually in the program timeline.

How is the funding amount determined?

TWC uses a two-step funding distribution process:

- Initial Allocation - TWC calculates a preliminary participant rate based on all planning estimates submitted by applicants. This statewide preliminary rate is provided during the planning estimate phase and is used by applicants to finalize their proposed budgets prior to submitting their applications to TWC.
- Final Allocation - During the grant period, grantees report their actual number of participants receiving preparatory instruction by the deadline specified in the grant award or program timeline. TWC then establishes the statewide final participant rate and issues the final funding allocation through an amendment to the grant award.

What are the reporting requirements for grantees?

Grantees are required to submit both programmatic and financial reports to TWC using designated systems and templates. Key reporting requirements include:

- Monthly Financial Reports - Submitted via TWC's Cash Draw and Expenditure Reporting (CDER) system by the 20th of each month. Late submissions may result in temporary suspension of cash-draw access.
- Participant Data Reporting - Grantees are required to collect, verify, and submit participant-level data using TWC's designated data file, *AIMS Participant Collection Template*. Submission deadlines are outlined in the grant award or program timeline.
- Final Financial Report and Closeout Package - Due within 60 days after the end of the grant period.

Who is eligible to participate in a pre-apprenticeship program?

Eligible participants can be youth or adults seeking to prepare for entry into a Registered Apprenticeship Program (RAP).

Participants must:

- Be at least 16 years old (or meet program-specific age requirements)
- Be eligible to work in the United States (if work-based learning is included)

- Meet any entry requirements established by the training provider or employer partner
- Demonstrate interest in pursuing a Registered Apprenticeship pathway

What are the elements of a pre-apprenticeship training model?

A pre-apprenticeship program prepares individuals to enter and succeed in a RAP and, ultimately, a long-term career. These programs are directly linked to RAPs and provide the instruction, preparation, and support needed successful transition.

Quality pre-apprenticeship programs include:

- Partnership with RAP sponsors - Developed and delivered with input from at least one RAP sponsor to ensure alignment with industry standards and entry requirements.
- Sustainability - Strong, ongoing employer partnerships that support workforce development and create clear, sustainable career pathways.
- Hands-on experiences - Training activities that mirror occupational standards of the partnering RAP, often including opportunities to earn industry-recognized credentials.

What costs are allowable under the PAP grant program?

Administrative Costs:

- May not exceed 15% of total PAP grant funds.
- Allowable administrative expenses include staff salaries and fringe benefits, administrative supplies, and travel necessary for grant administration.

Program Costs:

- At least 85% of total PAP grant funds must be used for program-related expenses.
- Allowable program costs include instructor salaries and fringe benefits, instructional contracts, janitorial and security staff salaries and benefits, and instructional supplies and materials (e.g., books, computers, tools).

Unallowable Costs:

- Out-of-state training or travel expenses.
- Events not directly related to program training.
- Activities not directly related to preparatory instruction, such as lesson planning or grading.

How long can a pre-apprenticeship program be?

Training must be short-term and focused, with a duration not to exceed 26 weeks. Programs must equip participants with the skills, credentials, and readiness needed to transition into a RAP.

Does the pre-apprenticeship program need to be linked to a Registered Apprenticeship sponsor?

Yes. Programs must demonstrate:

- A formal partnership with a RA sponsor
- A clear pathway for participants to enter the RA program
- Curriculum alignment with RA entry requirements

What outcomes are expected from grantees?

Programs are expected to demonstrate:

- Enrollment of the projected number of participants
- Completion of pre-apprenticeship training
- Transition of participants into Registered Apprenticeship or employment
- Credential attainment, where applicable