

**Questions and Answers for Monday, September 2, 2024, through
Friday, September 6, 2024
DUE Tuesday, September 10, 2024**

DATE	QUESTIONS	ANSWERS
9/6/2024	For organizations operating locations across multiple sites with different licensing numbers, how should the program address the requirements associated with each program? Additionally, is there a possibility of serving as an intermediary for a program that is license-exempt?	In your program proposal, please indicate how your proposal is in alignment with the requirements of each of your programs. An intermediary will need to follow the same eligibility requirements as Pathway A: apprentices are hired by OEC-licensed centers and group homes.
9/6/2024	If a recently hired individual has just begun the application process and registered with the council, are they eligible to be considered an apprentice? We have actively supported our staff in obtaining Child Development Associate (CDA) credentials; can those who have just begun this process also be counted as apprentices?	An apprentice is required to complete 2000 hours of on the job (OJT) training, and they need to complete the CDA credential before they are considered to have completed their apprenticeship. If they have started their CDA prep, they would still be able to register as an apprentice but would need to complete the 2000 OJT hours at the employer's site, as well as complete all necessary steps to obtain the CDA credential. Please see CTDOL Appendix A for Early Childhood Educator for more information.
9/6/2024	Could the role of the program coordinator include acting as a mentor, or should those be kept separate? Alternatively, is it permissible for the program coordinator to also fulfill the role of conducting CDA evaluations and assessments?	These roles should be separate; however, as there is a 2:1 apprentice to mentor ratio, if the site hired two apprentices and the mentor was able to fulfill both the coordination role and the mentor role, that could be a possibility. Best practice is that the mentor is a seasoned classroom teacher, ideally in the same classroom as the apprentice. The program coordinator could fill the role of informal assessments; the CDA Council requires a professional development specialist (certified by the Council) to complete a formal site visit and assessment of the apprentice.

9/6/2024	The RFP specifies that applicants must have a high school diploma or be in their junior or senior year of high school and enrolled in an Early Childhood Education (ECE) pathway. How should the program approach adults who are working toward a high school credential without a defined end date and who may not be on an ECE track? Would they still qualify for an apprenticeship?	They would still qualify to start an apprenticeship, but would need to complete both their high school credential and the requirements of the registered apprenticeship in order to be considered to have completed the apprenticeship by the CTDOL. Please see page 12 of the RFP.
9/6/2024	Is it permissible for a mentor to provide mentorship at one site but conduct formal assessments of apprentices at other sites? The RFP states that mentors are not to conduct formal assessments, but it is unclear whether this restriction applies only to the apprentices they are mentoring or if mentors are prohibited from conducting any assessments at all.	Yes, this applies to the apprentices they are mentoring. If the mentor has another role at a different site, that is not prohibited.
9/6/2024	Are audits financials due with the grant proposal or prior to any awarding of grant funds? (Note: we think they are due with the RFP, but since we do not have audited financials at this time, we would need to initiate an audit, which could take up to a few months).	The RFP states "documentation of clean opinions in audited financial statements for the last 3 years (or whatever number of years are available for newer organizations)." Please see #11 on page 8 of the RFP or the proposal checklist on page 36 of the RFP for more information on submitting the proposal and attachments.
9/6/2024	The budgeted line items seem to be for those	The budgeted line items apply to both pathways, as either the employer (Pathway

	<p>applying through Pathway A. Which line items would the intermediary be expected to complete? For example, would there be a start-up and recruitment cost added for an intermediary that would apply to train apprentices? For staffing costs, does that line item apply to programs and include the hiring of the apprentices, or does it also include cost for staffing at the intermediary agency?</p>	<p>A) or the intermediary (Pathway B) would be responsible for program costs, mentor training and stipend costs, basic needs stipend and admin costs, and any staff necessary to run the program. The intermediary would be expected to provide support to the apprentice(s) and the employer in order for the apprentice(s) to complete their apprenticeship successfully. This effort will likely involve paid staff. In either pathway, there should be no line item for the wages / benefits for the apprentice(s); that is the responsibility of the employer who hired the apprentice as a W2 employee.</p>
9/6/2024	<p>Can you explain the difference between path A and path b?</p>	<p>Pathway A is for employers who hire apprentices and sign an agreement between the CTDOL, the apprentice, and the employer that the employer intends to provide all of the necessary tools and resources in order for the apprentice to successfully complete their apprenticeship and, in this case, obtain their CDA credential. Pathway B is for intermediaries who wish to support the apprentice and the employer to successfully complete the above. Please see the glossary on pages 33-35 of the RFP for additional detail on each role.</p>
9/6/2024	<p>Will a recording of the OEC bidders conference be posted on the OEC website?</p>	<p>The RFP bidders conference was recorded and is posted along with a copy of the slide deck on the OEC website.</p>
9/6/2024	<p>What is the end date for RFP submissions?</p>	<p>RFPs must be submitted by no later than 5 pm ET on Friday, October 4th, 2024.</p>
9/6/2024	<p>Can a program coordinator at a site also be a mentor for an apprentice?</p>	<p>Yes, a program coordinator can also be a mentor; however, best practice is that a mentor is a seasoned ECE professional in the same classroom as the apprentice.</p>
9/6/2024	<p>I have 3 licensed centers which all operate under the same tax id. I plan on applying under Path A, Providers. Do I have to</p>	<p>No, one proposal would suffice for Pathway A because it would be considered one business entity. You may identify how many apprentices will be at each site as a part of your proposal.</p>

	submit separate proposals for each site?	
9/6/2024	I plan on discussing how I will retain employees/apprentices after training. Would this be appropriate in my application.	Yes, there is a section about sustainability required in applications. Please see page 15 of the RFP.
9/6/2024	With an existing employee as mentor, can portion of their 40 daytime hours that are now focused on mentoring be written into the grant separate and apart from the bonus payments required by OEC?	There are stipends for mentoring included with the budget template and are intended as a bonus for the mentor. This funding opportunity is not intended to pay wages of either the apprentice or the mentor.

*Answers to questions submitted **Monday, September 9, 2024**, through **Friday, September 13, 2024**, will be answered and posted **Tuesday, September 17, 2024***