



Registered Apprenticeship Incentive Funds Announcement

The Oklahoma Office of Workforce Development (OOWD) believes that registered apprenticeship serves as a crucial tool for employers to build their own talent pipelines while creating high-wage, in-demand job opportunities for Oklahomans. Research suggests more than 70 percent of jobs in Oklahoma will require education or training beyond high school in the next ten years, but only 42 percent of our current workforce meet that demand.¹ To address this skills gap, employers across all industries are increasingly turning to registered apprenticeship as a workforce development solution.

To support employers and industry partners in creating effective registered apprenticeship programs (RAP), OOWD is pleased to invite you to apply for apprenticeship incentive reimbursement funds to establish new apprenticeship programs or expand existing programs registered with the U.S. Department of Labor (DOL). Funding for this competitive application comes from the U.S. DOL's Apprenticeship State Expansion Grant, State Apprenticeship Expansion 2020 Grant, and the Youth Apprenticeship Readiness Grant awarded to the State of Oklahoma.

Incentive reimbursement funds are disbursed over the course of one year and are available per apprentice.

- \$3,000/apprentice up to \$12,000 for a single employer and \$24,000 for a consortium²
 - \$750/mentor³ up to \$2,250 for a single employer & \$4,500 for a consortium

Applicants applying as a consortium should consist of two or more employers who are committed to creating an apprenticeship program within the same occupation and according to the same apprenticeship standards (such as pay, length of program, minimum requirements, etc.).

Competitive applications will be employer-led, demonstrate a talent pipeline need in an apprenticeable occupation, and in partnership with the local workforce board. Strong applications will also demonstrate an educational plan for the proposed apprenticeship through a partnership with a K-12 school, local Career and Technical Education provider, community college or university, or expert in-house training.

OOWD is accepting incentive applications on the 1st and the 15th of every month until all funds have been allocated. Applicants will be notified within 30 days of submitting their proposal. Applicants will be required to register an apprenticeship program with the U.S. Department of Labor or expand its existing program within three months of receiving the award. Applicants will find a [list of apprenticeable occupations](#)⁴, as identified by the U.S. Department of Labor, at <https://www.apprenticeship.gov/apprenticeship-occupations>. Awardees will be required to report detailed apprentice data to OOWD quarterly. Detailed information is available on page 2 of this announcement.

For questions about this announcement, please contact Jennifer Cowns, Apprenticeship Project Manager at jennifer.cowns@okcommerce.gov, (405) 985-2552.

¹ Oklahoma Works. 2019. "Oklahoma's Talent Pipeline." May. <https://oklahomaworks.gov/wp-content/uploads/2019/04/OK-Talent-Pipeline-Report-2019v2.pdf>

² Funding is available for a maximum of two occupations OR 8 apprentices (single employer) or 16 apprentices (consortium) in a minimum of TWO occupations.

³ Mentor stipends will be paid by the employer directly to the mentor. The number of mentor stipends shall not exceed three per company/six per consortium and are available until all funds are allocated.

⁴ Denoted by a yellow star

Frequently Asked Questions

1. Who can apply for the apprenticeship incentive funds?

Individual employers, employer consortiums, and intermediaries⁵ who have elected to represent an employer/consortium and shoulder the administrative efforts of registered apprenticeship program management are all eligible to apply for apprenticeship incentive funds. Applicants should demonstrate that employers are driving program need and development.

2. I already have an apprenticeship program. Can I apply for an incentive funds?

Yes, funds are available to sponsors expanding an existing registered apprenticeship program. Apprenticeship expansion includes expansion to new industries, occupations, or service areas (local/regional, statewide, or national), increasing diversity of registered apprenticeship program populations, or an increase in the number of apprentices registered. Employers applying for expansion funds are required to register their apprentices within 3 months of receiving the award. For those that are adding a new occupation, a new Appendix A must be added and registered with US DOL.

3. How much funding will be available for awardees?

Incentive reimbursement funds are disbursed over the course of one year and are available per apprentice.

- \$3,000/apprentice up to \$12,000 for a single employer and \$24,000 for a consortium⁶
 - \$750/mentor⁷ up to \$2,250 for a single employer & \$4,500 for a consortium

4. How can reimbursement funds be used?

Funding may be used to:

- Support up to three months of on-the-job learning costs equal to up to 50% of the apprentice wages until funds are expended
- Cover costs associated with related instruction (RI)
 - Tuition and fees
 - Purchase or development of in-house curriculum
 - Training materials
- Fund supportive services
 - Transportation
 - Childcare
 - Tools
 - Uniforms
 - Costs associated with testing for certification/credentials
- Mentor Stipends⁵

Applicants should demonstrate how funds will be utilized in the budget outline in their applications.

⁵ Industry Associations, Business Organizations, Colleges or Universities, Career and Technical Education, Non-Profit or Community-Based Organizations, Labor Management Partnerships, K-12 schools, or Workforce Development Boards.

⁶ Funding is available for a maximum of two occupations OR 8 apprentices (single employer) or 16 apprentices (consortium) in a minimum of TWO occupations.

⁷ Mentor stipends will be paid by the employer directly to the mentor. The number of mentor stipends shall not exceed three per company/six per consortium and are available until all funds are allocated.

5. What is the award period?

Incentive applications will be accepted on the 1st and the 15th of every month until all funds have been allocated. Applicants will be notified within 30 days of submitting their proposal. The award period will run for one year from the time of the award. Applicants registering a new occupation shall submit their standards of apprenticeship to OOWD and the U.S. Department of Labor no later than three months from the time funds are awarded. Apprentices must be enrolled within six months from the time funds are received. Within three months of the award, applicants expanding their registered apprenticeship program must post apprentice openings on OKJobMatch and Apprentice Finder, hire apprentices, and enroll apprentices RAPIDS and OKJobMatch. See Table 1 for an example timeline.

Table 1: Example Incentive Funds timeline

Chart is based on an example, time frame for each award will be adjusted to the specifics of the award.

Example Time Frame	Activity
July 1, 2022	Incentive funds awarded to applicant
July 1 – September 31, 2022	<u>New Programs</u> : Apprenticeship Program developed and submitted to U.S. DOL for registration. <u>Expanded Programs</u> : Post apprentice openings on OKJobMatch and Apprentice Finder; hire first apprentices. Apprentices enrolled in RAPIDS and OKJobMatch
October 1, 2022 – December 31, 2022	<u>New Programs</u> : Post apprentice openings on OKJobMatch and Apprentice Finder; hire first apprentices.
October 15, 2022	Submit quarterly report with apprentice information. (Example shown on page 5)
January 15, 2023	Submit 2 nd quarterly report with apprentice information.
April 15, 2023	Submit 3 rd quarterly report with apprentice information
July 15, 2023	Submit 4 th quarterly report and annual financial and narrative report.

6. What are the specific incentive fund requirements?

- a) Applications and proposed programs must be employer-led and customized to employers’ specific needs.
- b) The applicant must partner with the local workforce board. To [find your local workforce board](https://oklahomaworks.gov/local-workforce-development-boards), visit: <https://oklahomaworks.gov/local-workforce-development-boards>.
- c) Preference will be given to programs that lead to some form of post-secondary credential that is recognized to be of value within the industry (in addition to the U.S. DOL certificate that each apprentice receives).
- d) Applicants will be required to register a Registered Apprenticeship Program with the U.S. Department of Labor that meets the requirements of the Office of Apprenticeship or expand a currently registered program⁸.

⁸ Title 29 Code of Federal Regulations (CFR) parts 29 and 30

- e) Briefly outline the technical skills an apprentice will learn in the program, both on the job and in the classroom (RI-related instruction) which includes at least 144 hours per 2000 hours of on-the-job learning for the apprenticeship program.
- f) Applicants must provide their nine-digit DUNS identification number. This number uniquely identifies business entities. If you do not have a DUNS Number, you can get one for free through the D&B website: <http://fedgov.dnb.com/webform/displayHomePage.do>.
- g) Employers must employ, at minimum, the number of apprentices for which they requested funding. Apprentices may be a current employee as long as they were not previously enrolled in an apprenticeship program in the proposed occupation.
- h) Applicants must create an account and post apprenticeship openings on the state's labor exchange system, [OkJobMatch](https://okjobmatch.com/employer) (<https://okjobmatch.com/employer>).
- i) Applicants must register their program as a Registered Apprenticeship program through the U.S. Department of Labor's Office of Apprenticeship. [For more information](#) see: <https://www.apprenticeship.gov/list-your-apprenticeship-jobs>
- j) The program sponsor must add OOWD as a user to the program's RAPIDS account.
- k) The employer must ensure all apprentices receiving incentive funds are enrolled in OKJobMatch.
- l) Applicants will be expected to participate in OOWD's collection of information by submitting quarterly reports with information on enrolled apprentices and an annual report on funds spent.
- m) Provide a budget outline in alignment with the allowable costs. As these are one-time only funds, employers should identify sustainable funding sources to support their apprenticeship program.
- n) Submit monthly or quarterly invoices to wbl@okcommerce.gov ([sample invoice on page 5](#))

7. How do I apply?

Submit the application form to wbl@okcommerce.gov. Please identify your application in the email subject line as follows:

Apprenticeship Incentive Funds: NAME OF LEAD EMPLOYER

8. Whom should I contact for more information?

Applicants should send all questions related to the incentive funds to wbl@okcommerce.gov. Include your name, email, contact information, and question and an OOWD staff member will respond to your queries.

9. What information should I review to prepare my application?

In addition to the resources already included in this announcement, we recommend that you read [OOWD's work-based learning guide](https://oklahomaworks.gov/wp-content/uploads/2018/03/WBL-Employer-Guide-Final-3-5-19.pdf). You can find the guide at <https://oklahomaworks.gov/wp-content/uploads/2018/03/WBL-Employer-Guide-Final-3-5-19.pdf>. We also recommend [U.S DOL's Toolkit for Registered Apprenticeships](https://www.doleta.gov/oa/employers/apprenticeship_toolkit.pdf): https://www.doleta.gov/oa/employers/apprenticeship_toolkit.pdf.

Example of Quarterly Report

Name of Employer: Sally's Cupcakery

Occupation: Baker 51-3011.00

Report Date: 1/30/2021

Name	County of Residence	Zip Code of Residence	Date of Birth	Sex	Individual with a disability	Race	Ethnicity (Hispanic/Latino)	Veteran	High School Grade Completed	Highest education level completed	Date Apprentice started	Current Wage
Lucia Diaz	Washington	74003	7/31/2002	F	N	W	Y	N	11	GED	9/1/2020	\$12.00
Rick Murphy	Osage	74056	6/1/1994	M	Y	AI	N	Y	12	BA	7/1/2020	\$15.00
Sierra Moon	Washington	74003	12/5/2000	F	N	B	Y	N	12	Assoc.	9/14/2020	\$12.00

Example Invoice

Oklahoma Office of Workforce Development

 **company name**

Apprenticeship Incentive Awardee Invoice for Payment

Invoice Number: DOL2022

Purchase Order Number: 2022

Name: Company Name
Address: Company Address

Dates of Service: January 12, 2022

ITEM DESCRIPTION	ITEM TOTAL	TOTAL # OF ITEM	Total
Print Materials In-House Curriculum and Training Materials	\$ 3,250.00	1.00	\$ 3,250.00
Supportive Services (Books, Fees, School Supplies)	\$ 1,500.00	1.00	\$ 1,500.00
Transportation Gift Card Stipend	\$ 125.00	2.00	\$ 250.00
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
Total Reimbursement			\$ 5,000.00

"By signing this invoice, I certify to the best of my knowledge and belief that the invoice is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements false claims or otherwise.(U.S. Code Title18, Section 1001 and Title 31, Sections 3729-3730 and 3801 and 3812)"

Authorized Certifying Official Signature Date