**Incentive Application**

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| **Lead Applicant Organization** | Apprenticeship Program Sponsor Name:  Individual Point of Contact:  Federal Tax ID #:  DUNs #:  Street Address:  City, State, Zip:  Phone #:  Email: | |
| **Fiscal Contact** | Fiscal Point of Contact:  Fiscal Contact Email:  Fiscal Contact Phone #: | |
| **Applicant type** | Single Employer  Employer Consortium  Intermediary | |
| **Proposed Name of Program** | Name of Program: | |
| **Proposed Service Delivery Model** | Pre-Apprenticeship[[1]](#footnote-1)  Youth Apprenticeship[[2]](#footnote-2),[[3]](#footnote-3)  Registered Apprenticeship2,3 | |
| **Registered Apprenticeship Program Type** | Newly Registered  Expanded program3  Expansion Type3: | |
| [**Apprenticeable Occupation(s)**](https://www.apprenticeship.gov/apprenticeship-occupations/listings?occupationCode=33-3051.00)**[[4]](#footnote-4), [[5]](#footnote-5)** |  | |
| **O\*NET CODE(s)**4**:** |  | |
| **Targeted Region** | Cities/Counties of Focus: | |
| [**Local Workforce Board**](https://oklahomaworks.gov/local-workforce-development-boards/) | Workforce Board(s): | |
| **Local School District(s),** *if applicable* | School District(s): | |
| **Employer Partner Organizations,** *if applicable* | 1. [Name of Employer Partner Organization]   [Insert Federal Tax ID #]   1. [Name of Employer Partner Organization]   [Insert Federal Tax ID #]   1. *[Insert as many fields as needed…]* | |
| **Other Partner Organizations** | 1. [Insert Local Workforce Board] 2. [Name of Industry Partner Organization] 3. [Name of Community Organization] 4. *[Insert as many fields as needed…]* | |
| **Related Technical Instruction (RTI) Provider(s)** | 1. [Insert RTI Provider] 2. *[Insert as many fields as needed…]* | |
| **Post-secondary Credentials/Certifications** | **Yes**  Industry Credential, Certificate, or Degree:  **No** | |
| **Number of Apprentices to be Trained**6  **Occupation 1:** | **Single Employer**  1 (up to $3,000)  2 (up to $6,000)  3 (up to $9,000)  4 (up to $12,000) | **Employer Consortium**  1 (up to $3,000)  2 (up to $6,000)  3 (up to $9,000)  4 (up to $12,000)  5 (up to $15,000)  6 (up to $18,000)  7 (up to $21,000)  8 (up to $24,000) |
| **Number of Apprentices to be Trained**6  **Occupation 2:** | **Single Employer**  1 (up to $3,000)  2 (up to $6,000)  3 (up to $9,000)  4 (up to $12,000) | **Employer Consortium**  1 (up to $3,000)  2 (up to $6,000)  3 (up to $9,000)  4 (up to $12,000)  5 (up to $15,000)  6 (up to $18,000)  7 (up to $21,000)  8 (up to $24,000) |
| **Total Leveraged Resources (In Kind & Cash)** | $ | |
| **Total Project Budget (Incentive funding + Leveraged Resources)** | $ | |

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| **Reimbursement Type**6 | **Check all that apply**:  On-the-job training costs equal up to 50% of apprentice wages  Costs associated with Related Technical Instruction  Supportive Services  Mentor Stipends | |
| **Budget Outline** | **Budget Item** | **Cost** |
| **Total** | **$** |
| **Budget Narrative** | [250-word limit describing funding needs, planned use of funds, and the program’s sustainability plan.] | |
| **Proposal Includes Strategies for Serving Special Populations, including Veterans and Formerly Incarcerated Individuals** | **Yes**  **No** | |
| **Proposal Narrative** | [800-word limit describing:   * The need for a skilled workforce in the selected occupation (e.g. inability to find qualified applicants, difficult to fill positions, age of current workforce, etc.) * Partnership with local board and other partners to develop and support the program * Overview of program objectives * Proposed training activities (related instruction and on-the-job learning) * Key personnel | |

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**Signature of Authorized Authority from Lead Applicant Entity Date of Submission**

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**Printed Name Title**

APPLICATION CHECKLIST

* Name of employer(s) in consortium or intermediary and participating employer(s)
* Proposed apprenticeship occupation. If the proposed program occupation is on the Critical Occupations list.
* Reason for selection of proposed occupation/demonstrated need for a skilled workforce in the selected (e.g. inability to find qualified applicants, length of time to fill positions, age of current workforce, etc.)
* Proposed length of program. (Please consult [U.S. DOL’s Available occuations list](https://doleta.gov/oa/occupations.cfm) when designing your program at https://doleta.gov/oa/occupations.cfm).
* Outline of the proposed technical skills apprentices will gain during the program. This does not have to be the final version of the skills and competencies outline. Grantees will be expected to refine and create a more robust competency outline during the grant period.
* Outline of proposed related technical instruction (RTI) component for the program. The RTI plan should include known required coursework and potential ideas for educational innovations that would help you provide customized training to apprentices. This section should also include any identified educational partners and the role they will play.
* Post-secondary credential: Please identify whether your program will lead to a degree, certificate, or industry-endorsed credential in addition to the National certification from U.S. DOL for the completion of a registered apprenticeship.
* Description of proposed partnership activities with your local workforce board.
* Budget outline: a budget plan for expending the grant funds should be included
* Budget narrative: applicants should provide a short budget narrative explaining how funds will be expended.
* Submit a current [form W-9](https://www.irs.gov/pub/irs-pdf/fw9.pdf) which can be found at irs.gov/pub/irs-pdf/fw9.pdf

Terms

By submitting this application, the lead applicant agrees to the following Apprenticeship requirements upon funding approval:

1. **APPRENTICES MUST RESIDE IN OKLAHOMA**

Apprentices must reside in Oklahoma to be eligible for funding.

1. **SUPERVISION OF APPRENTICES**

The eligible employer, under the direction of the program sponsor, shall:

* be responsible for assignment of apprentices under the immediate supervision of qualified mentors for instruction
* be responsible for keeping and maintaining progress records on apprentices to include related instruction and ensuring that each apprentice is advanced and rotated through the work processes and skills
* perform or otherwise cause the routine and periodic evaluation of the progress of each apprentice
* provide a safe work environment

1. **EMPLOYMENT AND TRAINING OF APPRENTICES**

The employment and training of apprentices during their apprenticeship shall be without discrimination of political or religious opinion or affiliation, marital status, race, color, creed, national origin, sex, or age, unless sex or age constitutes a bona fide occupational qualification, or the physical or mental disability of a qualified individual with a disability.

1. **TERM OF REGISTERED APPRENTICESHIP**

The term of the apprenticeship shall be a minimum of 2,000 hours of on-the-job learning and 144 hours of related technical instruction related to the apprenticeable occupation.

1. **RATIO OF APPRENTICE(S) TO MENTOR(S)**

No more apprentices will be employed than can be properly trained and afforded reasonable opportunity for future employment in the occupation. The ratio of apprentice(s) to mentor(s) shall be in accordance with [U.S. Department of Labor Circular 2021-02](https://www.dol.gov/sites/dolgov/files/ETA/apprenticeship/pdfs/Circular%202021-02%20FINAL%201.12.21.doc).

Each apprentice must be assigned a skilled mentor at the workplace. The mentor may assign multiple “trainers” to instruct the apprentice while they rotate among the various workstations.

1. **APPPRENTICESHIP AGREEMENT**

An Apprenticeship Agreement (Appendix B) must be signed by all parties: the apprentice, the sponsor, and the guardian (if minor) for every apprentice enrolled in the Registered Apprenticeship program.  The Apprenticeship Agreement is effective only when signed by all parties.  A signed copy must be on file with the program sponsor and must be submitted to the U.S. Department of Labor.

1. **CANCELLATION OR TERMINATION OF APPRENTICESHIP AGREEMENTS**

The program sponsor shall notify the U.S. Department of Labor via the RAPIDS system within 45 days of termination. Additionally, the sponsor must notify the Oklahoma Office of Workforce Development (OOWD) Work-Based Learning team, in writing at [wbl@okcommerce.gov](mailto:wbl@okcommerce.gov) , the reason for the termination of the Apprenticeship Agreement within 30 days of termination.

1. **ACCIDENT PREVENTION AND SAFETY**

Safety and Health Training: The program sponsor shall certify that participating employers instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that comply with occupational safety and health.  Such instruction shall be coordinated with the actual work performed on the job and will include the appropriate tools and equipment. The employer must not be in violation of any industry safety regulations (e.g. OSHA).

1. **COLLOBORATE WITH LOCAL WORKFORCE BOARD**

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>

1. **RIGHT TO VISIT**

Oklahoma Works shall have the right to visit any job site where apprentices are employed and where apprentices’ related instruction classes are in session in order to determine compliance with the Apprenticeship Standards.

1. **LIST APPRENTICESHIP OPENINGS**

The program sponsor will notify [wbl@okcommerce.gov](mailto:wbl@okcommerce.gov) of any apprenticeship openings to ensure they are listed on the State’s labor market exchange system, [OkJobMatch](https://okjobmatch.com/employer) (<https://okjobmatch.com/employer>). The program sponsor will also list apprenticeship openings on The [U.S. Department of Labor’s Apprenticeship Finder System](https://www.apprenticeship.gov/list-your-apprenticeship-jobs): <https://www.apprenticeship.gov/list-your-apprenticeship-jobs>.

1. **RAPIDS ACCOUNT**

The program sponsor will add OOWD ([wbl@okcommerce.gov](mailto:wbl@okcommerce.gov)) as a user to the program’s RAPIDS account.

1. **ENROLL APPRENTICES IN OKJOBMATCH**

The program sponsor shall coordinate with OOWD’s WBL team to ensure that all apprentices receiving incentive funds are enrolled in [OKJobMatch](https://okjobmatch.com/jobseeker/registrations/new) (<https://okjobmatch.com/jobseeker/registrations/new>).

1. **PARTICIPATE IN OOWD’S DATA COLLECTION**

Program sponsors will participate in OOWD’s collection of information by submitting quarterly reports on apprentice data as outlined in the [Incentive Fund Announcement](https://oklahomaworks.gov/wp-content/uploads/2020/10/Incentive-Grant-Announcement.pdf) (<https://oklahomaworks.gov/wp-content/uploads/2020/10/Incentive-Grant-Announcement.pdf>) and will also provide an annual report on the funds spent to [wbl@okcommerce.gov](mailto:wbl@okcommerce.gov).

1. **OMES FORM COMPLETION**

The applicant shall complete the required OMES forms (Sole Source, Non-Collusion, and Vendor Payee) upon application approval.

1. **SUBMIT INVOICES**

The lead applicant (program sponsor) shall submit monthly or quarterly invoices to [wbl@okcommerce.gov](mailto:wbl@okcommerce.gov) by collecting data from participating employers.

1. In order to qualify for funding, pre-apprentices must be between the ages of 16-24 or must be eligible for direct entry into a registered apprenticeship program upon completion of the pre-apprenticeship.

   [↑](#footnote-ref-1)
2. New programs must be registered with US DOL within 3 months of funding approval. For programs that are expanding, apprentices must be enrolled in the program within 3 months of funding approval. [↑](#footnote-ref-2)
3. 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. [↑](#footnote-ref-3)
4. Funding is available for a maximum of two occupations OR 8 apprentices (single employer) or 16 apprentices (consortium) in a minimum of TWO occupations. [↑](#footnote-ref-4)
5. Apprenticeable occupations can be found at <https://www.apprenticeship.gov/apprenticeship-occupations> and are denoted by a yellow star. [↑](#footnote-ref-5)