

APPLICATION NOW OPEN

for

Oklahoma Office of Workforce Development

Apprenticeship Incentive Grants

The Oklahoma Office of Workforce Development (OOWD) believes that apprenticeship serves as a crucial tool for employers to build their own talent pipelines and access the skilled workers they need and also creates high-wage, in-demand job opportunity on-ramps for Oklahomans.

To support employers and industry partners in creating effective apprenticeship programs, OOWD is pleased to invite you to apply for apprenticeship incentive grants to establish new apprenticeship programs. OOWD will release ten awards to grantees. Individual employers are eligible for grants up to \$10,000.00. Grantees who apply as an employer consortium are eligible for grants up to \$15,000.00. 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.).

Apprenticeable occupations, as identified by the U.S. Department of Labor, can be found here: <https://doleta.gov/oa/occupations.cfm>. When considering a particular occupation, please note the required time length and type of program associated with each occupation, which are noted on the far right columns of the webpage. If a program is designated as a “TB,” or time-based, program, your apprenticeship program must meet the program hourly requirements listed alongside the particular occupation. If a program is designated as a “CB,” or competency-based program, then your program should be designed to determine program advancement through skills and knowledge competency demonstrations. A program that is designated as a “HY,” or hybrid program, can include both time and competency elements in the program design.

Competitive applicants will be employer-led, clearly demonstrate a talent pipeline need in a specific occupation, will partner with their local workforce board, and will demonstrate a strong educational plan for the proposed apprenticeship (DOL requires 144 hours of related technical instruction per year) through either a partnership with a K-12, Career Tech, community college, or university education partner or expert in-house training.

OOWD is accepting grant applications through June 1, 2019. Grant award winners will be announced at the 2019 Oklahoma Work-Based Learning Summit on June 17th at Moore-Norman Technology Center, South Penn Campus.

Frequently asked questions and responses are provided below.

1. Who can apply for the apprenticeship incentive grants?

Individual employers, employer consortiums, and intermediaries who have elected to represent an employer/consortium and shoulder the administrative efforts of apprenticeship program management are all eligible to apply for apprenticeship incentive grants. It is key that applicants demonstrate that program need and development is led and driven by employers.

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

No, applications are currently only being accepted by employers and organizations to start new apprenticeship programs.

3. How much funding will be available for awardees?

Individual employers are eligible for grants up to \$10,000.00 to launch their new apprenticeship programs. Employer consortiums of two or more employers who are creating an apprenticeship program in the same occupation and utilizing the same standards of apprenticeship are eligible for grants up to \$15,000.00. Applicants should demonstrate how funds will be utilized in the budget outline and narrative portions of their applications.

4. How can funds be used?

Apprenticeship incentive grant funds are short-term grants intended to support employers in launching new apprenticeship programs. They are not intended to support apprenticeship program implementation on a long-term basis.

Grant funds may be used for planning and apprenticeship program start-up costs for creating a new apprenticeship program. Allowable costs can include: staff costs, partnership meetings, purchase of in-house curriculum/training materials, creation of training tools, marketing of opportunities and etc.

As these are one-time only funds, funds should not be used to offset apprentices' wages or pay for tuition in courses, as employers should identify sustainable funding sources to support their apprenticeship program.

5. What is the grant period?

The grant period will run from June 17, 2019 to June 17, 2020. Grantees shall submit their standards of apprenticeship to OOWD and the U.S. Department of Labor no later than January 17, 2017. Apprentices must be enrolled in their programs by June 17, 2020.

6. What are specific grant 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, visit:
<http://odoc.maps.arcgis.com/apps/webappviewer/index.html?id=59732ff6a99746eabe25522bb609a8cf>
- c) Must outline a strong educational component (RTI-related technical instruction) which includes at least 144 hours per year for the apprenticeship program (Example: A two-year apprenticeship program would require 288 hours of related technical instruction. Related technical instruction can include in-person classroom-style learning, online coursework, human resources training and onboarding, in-house safety training, such as OSHA training, and etc.
- d) Applicants must create an account and post apprenticeship openings on the state's labor exchange system, OKJOB MATCH
<https://okjobmatch.com/ada/r/>
- e) Applicants must register their new apprenticeship programs as a "Registered Apprenticeship" program through the U.S. Department of Labor. For more information see: <https://www.apprenticeship.gov/registered-apprenticeship-program>
- f) Preference will be given to programs designed for an occupation on the state's Critical Occupations list or that are considered be an on-ramp occupation that can lead to a career on the Critical Occupations list. To view the list, visit: <https://oklahomaworks.gov/oklahoma-workforce-data/critical-occupations/>
- g) Preference will be given to programs that lead to some form of post-secondary credential that is recognized to be of value with the industry (in addition to the U.S. DOL certificate that each apprentice will receive)
- h) For occupations that require a state certification, programs must be designed to meet state certification requirements (example occupations: electricians and nurses)

7. How do I apply?

Applications should be submitted as a Word document or PDF attachment to oklaworks@osuokc.edu by 5:00pm on June 1, 2019. Please identify your application in the email subject line as follows:

Apprenticeship Incentive Grant: NAME OF LEAD EMPLOYER

8. What should be included in my application?

Applications should not exceed three single-spaced pages and should be outlined as follows:

- a) Name of Employer or Employers in Consortium or Intermediary and Participating Employer(s)
- b) Proposed apprenticeship occupation. If the proposed program occupation is on the Critical Occupations list or you consider your program to be an on-

ramp to an occupation on the Critical occupations list, please note this information in section B

- c) Reason for selection of proposed occupation/ demonstrated need for a skilled workforce in the selected occupation (e.g. inability to find qualified applicants, length of time to fill positions, age of current workforce, etc.)
- d) Proposed length of program (please consult U.S. DOL's "Available Occupations" when designing your program at <https://doleta.gov/oa/occupations.cfm>)
- e) Outline of proposed technical skills that will be gained 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.
- f) Outline of proposed related technical instruction (RTI) component for the program. Again, this does not have to be your final version of your RTI outline, but you should include known required coursework and potential ideas about educational innovations that would help you provide customized training to apprentices. Any identified educational partners and the role they will play should be identified in this section.
- g) Post-secondary credential: Please identify whether your program will lead to a degree, certificate, or industry-endorsed credential. (Note: Each apprentice who graduates from a Registered Apprenticeship program will receive a certificate from U.S. DOL. It is assumed that each grantee will register their programs and thus, not necessary to include this information in section G)
- h) Description of proposed partnership activities with your local workforce board
- i) Budget outline: A budget plan for expending the grant funds should be included
- j) Budget narrative: Applicants should provide a short budget narrative explaining how funds will be expended.

9. If I win an award, what will be required of me as a grantee? What technical assistance will I receive?

- a) Grantees will be expected to register as a Registered Apprenticeship program with U.S. DOL and submit their standards of apprenticeship by
- b) Grantees will be expected to design a program that includes the appropriate amount of related technical instruction (144 hours per year of the program) and operates programs according to equal opportunity employer standards
- c) Grantees will be expected to create an account and post their opportunities on OK JOBMATCH
- d) Grantees will be expected to participate in OOWD's collection of information regarding best practices and lessons learned through surveys, interviews, and focus group discussions

- e) Grantees will be required to participate in a group grantee webinar at approximately the 6-month mark of the grant period and an in-person grantee group lessons learned event at the close of the grant period.

10. Who should I contact for more information?

Applicants should send all questions related to the incentive grants to okaworks@osuokc.edu. Include your name, email, contact information, and question and an OOWD staff member will respond to your queries.

11. What information should I review to prepare my grant application?

In addition to the resources already included in this announcement, we recommend that you read OOWD's work-based learning guide, which is geared towards employers. 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 that you browse through U.S. DOL's Toolkit for Registered Apprenticeships: https://www.doleta.gov/oa/employers/apprenticeship_toolkit.pdf.