

Application Now Open
for
Oklahoma Office of Workforce Development
Registered Apprenticeship Grants

The Oklahoma Office of Workforce Development (OOWD) believes that registered apprenticeship serves as a crucial tool for employers to build their own talent pipelines and creates high-wage, in-demand job opportunities for Oklahomans. Research suggests more than 70 percent of jobs in Oklahoma will require some kind of 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 grants to establish new apprenticeship programs registered with the U.S. Department of Labor. Individual employers are eligible for grants up to \$10,000. Grantees who apply as an employer consortium are eligible for grants up to \$15,000. 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, clearly demonstrate a talent pipeline need in a specific occupation, and partner with their 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 grant applications on a rolling basis. Grantees will be required to register an apprenticeship program with the U.S. Department of Labor within three months of receiving the award. Applicants will find a [list of apprenticeable](#) occupations, as identified by the U.S. Department of Labor, at <https://www.doleta.gov/oa/occupations.cfm>. Grantees will be required to report detailed apprentice data quarterly to OOWD. Detailed information on grant requirements and applying for funds are available on page 2 of this announcement.

For questions about this announcement, please contact Megan Scott, Project Manager at megan.scott@okcommerce.gov, (405) 215-2801.

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

Frequently Asked Questions

1. Who can apply for the apprenticeship incentive grants?

Individual employers, employer consortiums, and intermediaries² 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. Applicants should demonstrate that employers are driving program need and development.

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

No, applications are to start new apprenticeship programs only. If you already have an apprenticeship program, you must register a program in a different occupation to be eligible for these funds.

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.

4. How can funds be used?

Funding may be used to offset the costs of on the job learning (reimbursement of on the job training costs equal to up to 50% of the apprentice wages), costs associated with related technical instruction (RTI) such as tuition or the purchase of in-house curriculum and training materials. Grantees may also use funds for supportive services such as transportation, tools, uniforms, childcare, housing, cost of testing for certification/credentials, and other needs. Applicants should demonstrate how funds would be utilized in the budget outline and narrative portions of their applications. As these are one-time only funds, employers should identify sustainable funding sources to support their apprenticeship program.

5. What is the grant period?

Grant applications will be accepted on a rolling basis until all funds have been allocated. The grant period will run for one year from the time the grantee receives funds. Grantees 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 received. Apprentices must be enrolled within six months from the time funds are received. See Table 1 for an example timeline.

² 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.

Table 1 Example grant time line

Time Frame	Activity
September 30, 2020	Grant funds received by grantee
October 1 – December 31, 2020	Apprenticeship Program developed and submitted to U.S. DOL for registration.
December 31, 2020	Submit quarterly report with apprentice information. (Example shown on page 6)
December 31, 2020 – March 31, 2021	Post apprentice openings on OKJobMatch and Apprentice Finder; hire first apprentices.
March 31, 2021	Submit 2 nd quarterly report with apprentice information.
June 30, 2021	Submit 3 rd quarterly report with apprentice information
September 30, 2021	Submit 4 th quarterly report and annual financial and narrative report.

6. What are the 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: <https://oklahomaworks.gov/workforce-boards/>
- c) Outline a strong educational component (RTI-related technical instruction) which includes at least 144 hours per year for the apprenticeship program.
- d) Applicants must create an account and post apprenticeship openings on the state’s labor exchange system, OKJOBMATCH and the U.S. DOL’s apprenticeship Finder App.
- e) Employers must employ a minimum of 5 apprentices for single employers and 8 apprentices for employer consortiums within one year of receiving the funds.
- f) Applicants must register their new apprenticeship program as a Registered Apprenticeship program through the U.S. Department of Labor Office of Apprenticeship. [For more information](#) see: <https://www.apprenticeship.gov/>
- g) 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).

7. How do I apply?

Submit applications as a Word document or PDF attachment to wbl@okcommerce.gov. 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?

- a. Name of employer(s) in consortium or intermediary and participating employer(s)

- b. Proposed apprenticeship occupation. If the proposed program occupation is on the Critical Occupations list.
- c. 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.)
- d. Proposed length of program. (Please consult [U.S. DOL's Available occupations list](https://doleta.gov/oa/occupations.cfm) when designing your program at <https://doleta.gov/oa/occupations.cfm>).
- e. 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.
- f. 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.
- g. 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.
- 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.
- k. Current [form W-9](#) which can be found at irs.gov/pub/irs-pdf/fw9.pdf

9. If I receive grant funds, what will be required as a grantee?

- a. Grantees 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.³
- b. Grantees will be expected to create an account and post their apprenticeship opportunities on OKJOBMATCH and Apprenticeship.gov.
- c. Grantees will be expected to participate in OOWD's collection of information by submitting quarterly reports with information on enrolled apprentices and annual report on funds spent.

10. Whom should I contact for more information?

Applicants should send all questions related to the incentive grants to wbl@okcommerce.gov. 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](#). You can find the guide at <https://oklahomaworks.gov/wp-content/uploads/2018/03/WBL-Employer-Guide-Final-3->

³ Title 29 Code of Federal Regulations (CFR) parts 29 and 30

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 Grant 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