

Frequently Asked Questions

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Why should my organization apply for the incentive fund?

- ▶ The incentive fund is one of many benefits the Supply Chain Automation Workforce Hub (Hub) offers to Registered Apprenticeship Program (RAP) sponsors and employers.
- ▶ The fund helps sponsors/employers offset the costs of launching RAPs, providing training to apprentices, and supporting resources and tools that are not available for free such as tuition for Related Training Instruction, training for mentors, and training equipment. Therefore, the incentive fund supports sponsors/employers to grow existing and develop new RAPs.

Is there any help available for filling out the application form?

Yes, the Hub has a **Help Desk** with staff who can answer questions and assist sponsors/employers in completing the application. To access the **Help Desk**, email us at SCAWorkforceHub@manhattanstrategy.com.

How does the incentive fund work?

Incentive funds are used selectively.

- ▶ The incentive amount varies based on the number of apprentices the sponsor/employer commits to (see questions concerning [Maximum](#) and [Minimum](#) amounts).
- ▶ Each applicant submits an application that is reviewed by the Hub subject matter experts.
- ▶ Funds are available for tools and activities that assist in apprentice recruitment, retention, completion, and placement.
- ▶ The applicant must explain how the funds are connected to the apprentice.
- ▶ Before an applicant is approved, the Hub team discusses their needs and current resources.
- ▶ When the application is approved, the applicant signs a letter of commitment and a conflict-of-interest form. Next, they provide the Hub team with the Registered Apprenticeship Partners Information Data Systems (RAPIDS) ID numbers for their enrolled apprentices, and then MSG disperses the funds directly to the sponsors/employers.
- ▶ The Hub schedules regular check-in calls for sponsors/employers to provide updates on the use of the funds.
- ▶ The Hub team helps sponsors/employers develop and implement sustainability plans.

What are the application deadlines for the incentive fund?

Applications are considered on a rolling basis between **June 1 and September 30, 2022**.

How many apprentices does each organization need to commit to qualify for the maximum funding amount?

- ▶ The maximum incentive is \$40,000.
- ▶ Sponsors/employers must commit to enrolling 40 or more apprentices during the calendar year to receive the maximum amount.

How many apprentices does each organization need to commit to qualify for the minimum funding amount?

- ▶ The minimum incentive is \$2,000.
- ▶ All sponsors/employers must commit to enroll at least two apprentices during the calendar year to receive the minimum amount. For sponsors, the apprentices can be enrolled across more than one employer, if appropriate.

Is an education institution/workforce development board/industry association eligible to receive incentive funds if that organization is the RAP sponsor?

Yes, an education institution/workforce development board/industry association is eligible to receive incentive funds if that organization is designated as the RAP sponsor.

Can my organization receive incentive funds each year for the same apprentices?

- ▶ No, each organization will receive a one-time incentive payout for each apprentice at the start of the RAP (they must provide an assigned RAPIDS ID number) before December 15 of the application year.
- ▶ For new apprentices, organizations may submit a new application each year.
- ▶ The application process will be significantly truncated after the first application is successful. A member of the Hub team will assist each organization in reapplying.

Can my organization apply each year for new apprentices?

- ▶ Yes, if an organization adds new apprentices to an existing RAP or develops a new RAP with new apprentices under a different occupational code, they may apply for additional incentive funds.
- ▶ Incentive funds are to be used for the year they are applied for by December 15.
- ▶ If an organization is interested in receiving incentive funds for more than 1 year, it must submit a new application each year for new apprentices.
- ▶ The application process will be significantly truncated after the first application is successful. A member of the Hub team will assist the organization in reapplying.

If one or more apprentices drop out after my organization received incentive funds, do those funds need to be returned to the Hub?

No, if an apprentice drops out of the program, but they were registered in RAPIDS and have a RAPIDS ID number, the organization does not have to return the funds. The incentive funds are predicated on apprentice enrollment only.

What if the structure of my organization's RAP changes after the letter of commitment is signed and the details in the letter are no longer accurate?

Upon any substantive changes in the RAP, the organization must inform a member of the Hub team, which will schedule a call to discuss the changes. A new letter of commitment will be drafted and must be signed to disperse any incentive funds.

Can funds be used for tuition that a college provides for Related Training Instruction?

Yes, funds can be used for tuition, classroom education, or online training for apprentices.

Are incentive funds paid directly to the sponsor of the RAP?

Yes, incentive funds are paid directly to the applicant. If the RAP sponsor applies for the incentive funds, the sponsor receives the funds. If an employer that is not also a sponsor applies for the incentive funds (and has the express approval from the sponsor), the employer receives the funds.

What is the process for receiving incentive funds after my organization's application is approved?

There are two important steps:

1. Once the application is approved, the organization will receive a letter of commitment based on the application responses as well as a conflict-of-interest form. Both must be signed by both the organization and MSG.
2. Once an organization provides the RAPIDS ID numbers for the apprentices enrolled in the program to the Hub team, MSG disperses a payment for up to \$1,000 per apprentice (depending on the number of total committed apprentices; see questions concerning [Maximum](#) and [Minimum](#) amounts).

Which entity receives the incentive funds — the RAP sponsor or the employer?

The applicant receives the incentive funds. If the sponsor applies for the incentive funds, the sponsor receives the funds. If an employer that is not also a sponsor applies for the incentive funds (and has the express approval from the sponsor), the employer receives the funds.

Since incentive funds can be used to develop/design/submit a RAP for approval, how can my organization access those funds when I cannot hire apprentices until my program is registered with the federal or state apprenticeship agency?

Unfortunately, incentive funds cannot be released until apprentices are formally enrolled and have been provided RAPIDS ID numbers. Incentive funds can support the development of a RAP by using these funds as reimbursement for any dollars outlaid initially.

What strategies ensure the long-term sustainability of the RAPs supported with incentive funds?

- ▶ Sponsors/employers must provide details about the ways in which the incentive fund is not the sole source of funding for resources or activities in their application.
- ▶ In addition to regular communication with sponsors/employers, the Hub technical assistance team helps develop sustainability plans and connect them to organizations in their communities that can provide the resources necessary to sustain their programs.

What assistance/support does the Hub provide to incentive fund recipients?

Technical assistance includes monthly check-ins with Hub staff, peer learning opportunities for fund recipients to connect with other recipients to learn from each other and share experiences, and a variety of materials and curricula that have been demonstrated to be successful in other programs.

CONTACT INFORMATION

To learn how the Hub can help, please visit SCWorkforcehub.com or email us at SCAWorkforceHub@manhattanstrategy.com.

This project has been funded, either wholly or in part, with Federal funds from the U.S. Department of Labor, Employment and Training Administration under Contract Number 1605C2-22-C-0008. The contents of this publication do not necessarily reflect the views or policies of the Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement of same by the U.S. government.