

Frequently Asked Questions

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What is the Supply Chain Automation Hub 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.

How does the incentive fund work?

- ▶ First, each applicant formalizes a working partnership with the Hub. Before applying, the Hub team discusses the applicant's needs and current resources.
- ▶ Each applicant submits an application package (including Registered Apprenticeship Partners Information Database System (RAPIDS) ID numbers, relevant financial documents, and demographic information for their enrolled apprentices.
- ▶ The application package is then reviewed by the Hub and then the U.S. Department of Labor (DOL).
- ▶ When the application is approved, the applicant signs a letter of commitment and provides the requested financial documents and invoices to the Hub for the total incentive fund amount.
- ▶ Once the invoice is received, the Hub allocates a one-time disbursement of funds directly to the sponsors/employers (applications are processed within approximately 90 days of approval).
- ▶ The Hub schedules regular check-in calls for sponsors/employers to provide updates on the use of the funds and discuss technical assistance needs.
- ▶ The Hub team helps sponsors/employers develop and implement sustainability plans.

What are the application deadlines?

Applications are considered on a rolling basis between **January 15 and October 31, 2024 (or until the funds are exhausted)**.

How does the sponsor/employer qualify for the maximum funding amount?

- ▶ The incentive amount is based on the number of apprentices. \$1,000 per apprentice for new sponsors/employers and \$500 per apprentice for additional cohorts for existing sponsors/employers.
- ▶ The maximum incentive is \$30,000 per sponsor/employer, per year.

What organizations are eligible to receive incentive funds as RAP sponsors?

- ▶ Education institution
- ▶ Workforce development boards
- ▶ Industry associations
- ▶ Employers
- ▶ Joint labor-management organizations, and
- ▶ Multi-employer partnerships

Can an 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.

Can an organization apply each year for new apprentices?

- ▶ Yes, if an organization adds new apprentices to an existing RAP or develops a new RAP occupation with new apprentices under a different occupational code, they may apply for additional incentive funds.
- ▶ If an organization is interested in receiving incentive funds for more than 1 year, it must re-apply each year for new apprentices.

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

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

What can the incentive funds be used for?

- ▶ Classroom education or online training for apprentices (related training instruction)
- ▶ Outstanding costs related to on-the-job training (tools, materials, etc., excluding wages)
- ▶ Train-the-trainer costs or activities
- ▶ Training equipment for apprentices
- ▶ Curricula development

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

- ▶ Incentive funds are paid directly to the applicant, in a one-time payment.
- ▶ 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 formal approval from the sponsor), the employer receives the funds.
- ▶ If a sponsor has multiple employers, each employer can apply for the maximum amount of funding. However, a sponsor and its affiliated employer cannot both receive the funds for the same apprentice; incentive funds may only be distributed to one entity per enrolled apprentice.

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

There are four important steps:

1. When the application package is approved, the organization will receive a letter of commitment generated by the Hub based on the application responses and a request to provide relevant financial information.
2. The organization must sign the letter of commitment, and all financial documents must be filled out and returned to the Hub.
3. The Hub processes all financial forms and allocates a one-time direct disbursement of the approved funding amount.

4. The sponsor/employer named on the application is responsible for keeping all documentation related to fund use (receipts, invoices, materials). The sponsor/employer will be expected to produce all verification and documentation of fund use upon request.

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.

If my organization is currently receiving a grant or other funding from the DOL or another federal/state agency, am I also able to receive Hub incentive funds?

- ▶ Yes, incentive funds can be used along with other grants and funding resources as long as incentive funds are used for different needs than those covered by the other funding sources. For instance, if a grant covers apprentice tuition costs, then the incentive fund needs to offset other training costs, such as equipment, curriculum development, etc., for the same apprentice.
- ▶ Co-enrollment in multiple DOL training grants and programs is also allowed.

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 various materials and curricula that have been demonstrated to be successful in other programs.
- ▶ Please review the Hub's [menu of technical assistance](#).

CONTACT INFORMATION

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

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