



WORKFORCE DEVELOPMENT TRAINING FUND

Apprenticeship Training Grant

Application Instructions & Sample Questions

Applications may be submitted during the first seven (7) calendar days of each month. Applications received before or after the first 7 days of the month will not be considered.

The purpose of the WDTF Apprenticeship Training Grant funding is to assist Wyoming Registered Apprenticeship Programs (RAP) with the costs and expenses of implementing the program and training the apprentices.

Applications shall be completed through a partnering of entities. This partnering shall occur well in advance of an application being completed, and each partnering entity shall be included in and made aware of specific aspects of the Apprenticeship Training Grant Program and Grant Application. The partnering entities include.

- U.S. DOL Office of Apprenticeship, and
- The Sponsor / Partnering Employer, and
- The RTI provider, when they are a separate entity.

General Information:

- Eligible applicants can be a Sponsor or a RTI Provider. Please see below for definitions:
 - **Wyoming-based Sponsor(s)** with the U.S. DOL, Office of Apprenticeship Registered Apprenticeship Programs (RAP); refers to any person, association, committee, organization or business operating a US DOL, Office of Apprenticeship, Registered Apprenticeship Program (RAP) and in whose name the program is registered.; and/or
 - **Related Technical Instruction (RTI) Providers** associated with a Wyoming-based sponsor; refers to an entity providing an organized and systemic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation.
- Application is to be completed and submitted by either the Applicant Primary Contact or Applicant Signatory Contact.
- Once the application is submitted and the application window is closed, the entire process may take up to 45-60 days to fully execute the contract. Activity identified in the application may not begin until the contract has been executed.
- Past performance, whether positive or negative, will be considered regarding future grant awards, and negative performance as determined by DWS may result in disapproval of the grant application until such time as the past negative performance can be explained and addressed for any pending application.

- Applications that meet the requirements will be submitted to a subcommittee of the Wyoming Workforce Development Council (WWDC) for consideration. The WWDC subcommittee may require the applicant and/or the Office of Apprenticeship to make a presentation supporting the application.
- No funds shall be reimbursed for any services prior to the contract being fully executed by the Director of Workforce Services. Grant funds shall be paid directly to the Grantee on a cost reimbursement basis once WDTF reviews and approves submitted invoices.
- Invoices may be submitted for the cost associated with those apprentices that have completed the modules/semester/other as identified in the application.

BEFORE submitting a WDTF Apprenticeship Training Grant application, please be aware of the following:

- **Step One:** The Applicant (RTI Provider or Sponsor) must read the [WDTF Apprenticeship Grant Rules](#) on the DWS Website.
- **Step Two:** The Applicant and Sponsor/Partnering Employers, if applicable, participating in the application shall be registered and in good standing prior to submitting the application with the following agencies:
 - the Wyoming Unemployment Insurance; and
 - the Wyoming Workers Compensation program; and
(If not already registered with Unemployment Insurance and Workers Compensation, employers may complete joint registration for both by visiting wyui.wyo.gov.)
 - the Wyoming Secretary of State's office, if required
(If not already registered, entities may register [here](#) with the Wyoming Secretary of State. Confirm registration and good standing status with the Wyoming SOS [here](#).)

***IMPORTANT:** It is the responsibility of the RTI Provider and Sponsor/Partnering Employers to contact Wyoming SOS, UI and WC to confirm their registration and good standing status prior to the application being submitted.

- **Step Three:** Additional forms (see below) shall be completed before creation of application. These will be uploaded as supporting documentation in specific areas of the application. When applicable, the Applicant is responsible for distributing various forms to the respective Authorized Representative for each entity in advance of submission of the application.
 - The Davis Bacon Certificates provided by the Office of Apprenticeship- identifying the apprentices that will be included in the RTI.
 - Appendix A - Work Process Schedule and Related Instruction Outline obtained by the Office of Apprenticeship.
 - Appendix B - [Collaborating DOL OA Form](#), to be completed by the Department of Labor Office of Apprenticeship Representative.
 - Appendix C - [Collaborating RTI Form](#), to be completed by each additional RTI Provider in the event there is more than one RTI Provider.
 - Appendix D - Link for [Collaborating Sponsor/Partnering Employer Form](#), if applicable.

Form should be provided to and completed by each Sponsor/Partnering Employer listed in the application.

- Applicants may upload, in PDF format, any additional supporting documentation which may strengthen the Application (*Labeled appropriately in the upper-right corner, starting with Appendix E*).

**The Collaborating DOL OA Form (Appendix B), Collaborating RTI Form (Appendix C) and Collaborating Sponsor/Partnering Employer Form (Appendix D) are to be completed by the Authorized Representatives of the partnering entities referenced in that form.*

Sample Questions

Please note: The following are sample questions which may be included in the Google Application. While advanced preparation is necessary and encouraged, please note that questions in the actual online application may be added, removed or edited without notice, and applicants are responsible for all materials and responses requested at the time of submission. The provided sample questions may or may not be in the order in which they are presented here. When you provide a valid email address, you are able to edit and exit the application at any time and your responses will be saved prior to submission if needed.

Application will have similar section headings and questions as those below to help you prepare.

APPLICANT INFORMATION

- Legal Name of Applicant, Physical Address, Remittance Address, FEIN
- Wyoming Unemployment Insurance (UI), Worker's Compensation (WC), and Secretary of State (SOS) registration status information. (*example: SOS = Registered with SOS Filing ID = 12345*)

CONTACT INFORMATION

- Primary and Signatory Contact Information representing the Applicant.

US DOL OFFICE OF APPRENTICESHIP

- Describe how the U.S. DOL Office of Apprenticeship been made aware of or assisted in the
 - a) Design of the Training Program, and the
 - b) Preparation of this Application.

RELATED TECHNICAL INSTRUCTION

- Please describe how the RTI shall provide trained workers for a business(es) or industry in Wyoming.
- Please indicate the anticipated instruction schedule used to show completion of RTI sections or the completion of the instruction in its entirety.

SPONSOR / PARTNERING EMPLOYERS

- List all Sponsor/Partnering Employers and how they have been involved in or made aware of the
 - a) Design of the Training Program, and the
 - a) Preparation of this Application.

ALLOWABLE RTI EXPENSES

- Prepare the [Budget Worksheet](#) outlining the RTI expenses that are eligible for reimbursement including a narrative which describes the expense(s) and why they are essential to the instruction. Show all computations which arrive at the total requested amount for each category. (*example: Tuition is \$1,000 x 10 apprentices = \$10,000 for total tuition*)

PERFORMANCE STANDARDS

- Provide a detailed narrative of the performance measures the Applicant will take to ensure success of the apprentices and the program?

PREVIOUS GRANT INFORMATION

- Please provide the following information for each WDTF grant awarded within the last two years:
 - a) *WDTF Grant ID number;*
 - b) *Number of apprentices requested to be trained;*
 - c) *Number of apprentices that completed the training.*