



Ohio Registered Apprenticeship Incentive Program

The Ohio Department of Job and Family Services (ODJFS) is the State Apprenticeship Agency (SAA) recognized by the United States Department of Labor's Office of Apprenticeship. As a SAA, ODJFS is responsible for oversight of ApprenticeOhio, which is the brand for Ohio's Registered Apprenticeship (RA) programs and activities. The ApprenticeOhio team registers apprenticeship programs leading towards nationally portable credentials. ApprenticeOhio ranks second in the nation for the number of registered apprentices, with more than 20,000 enrolled. ApprenticeOhio programs offer a combination of paid on-the-job training, related technical instruction, and mentoring for skilled occupations. Apprentices earn while they learn, avoid student loan debt and, when they complete their programs, they can earn an average of \$72,000 a year

Ohio's Registered Apprenticeship Incentive initiative is being offered to current Ohio Registered Apprenticeship Program (RAP) sponsors, and employers who are signatory to active group model RAPs (both types of applicants referred to as "Sponsor/Employer"). Eligible Sponsor/Employer Applicants will receive reimbursement of paid related instruction expenditures and/or tool purchases from third-party sources for an amount up to \$2,500 for each new Registered Apprentice registered from the period beginning July 1, 2020 through October 31, 2022, for up to 10 individuals. Applications will be accepted for the period beginning September 9, 2022 through March 31, 2023 ODJFS may, at its discretion, extend the registration deadline and/or the application deadline by up to 60 days. Such an extension is contingent on funding availability and the number of applications received.

Eligibility

To be eligible for an incentive award, each applicant must:

- Be an approved Ohio RAP Sponsor or an employer active group RAP signatory sponsor, registered in the Registered Apprenticeship Partners Information Database System (RAPIDS).
- Be registered as a Supplier in the Ohio Administrative Knowledge System (OAKS). [Supplier Login \(ohio.gov\)](#)
- Not have any active Findings for Recovery by the Ohio Auditor of State. A Certified Search may be conducted here: [FFR Search Page - My ASP.NET Application \(ohioauditor.gov\)](#)
- Not have any active exclusions (debarment) by the federal government that would prohibit the entity from receiving federal funds: Search for exclusions may be conducted on the federal System for Award Management (SAM) site. Select the "Entity Information" from the dropdown options for "Select Domain": [SAM.gov | Search](#)
- Have registered individuals in RAPIDS as Registered Apprentices from the period beginning July 1, 2020 through October 31, 2022.

Information Required for Application

Applicant:

- Sponsor/Employer Name
- Address
- RAPIDS ID Number
- OAKS ID Number
- PDF Results of Ohio Auditor Findings Search
- PDF Results of federal SAM entity search

Registered Apprentice/Pre-Apprentice

For each Registered Apprentice/Pre-Apprentice provide:

- First and Last Name
- Address
- Last four digits of each individual's Social Security Number
- RAPIDS ID Number
- Occupation/Industry of each individual
- Hire date/Registration date
- Type of training/instruction provided
- Start and anticipated end dates of training/instruction
- Credential(s) to be earned
- Cost of training/instruction
- List of tools/supplies/equipment provided for instruction
- Copies of receipts for paid costs of above items
- Requested reimbursement amount
- Total amount of incentive award requested

Award Amounts/Limitations

Sponsors/Employers can submit for up to \$2500 per new Registered Apprentice, for a maximum of 10 Registered Apprentices.

Application and Reimbursement Process

Step 1: Sponsor/Signatory Employer Verification

1. Sponsor/Employer uploads all required information listed above and submits an application.
2. ApprenticeOhio staff review the application to determine whether the applicant is either a RA sponsor or signatory employer of such, actively registered through the Ohio State Apprenticeship Council.

Step 2: Reimbursement Request

1. Sponsor/Employer enters individual apprentice details and uploads paid receipts for reimbursement of up to \$2500 per apprentice.
2. Each verified and approved application will be forwarded for payment processing and an incentive award payment will be issued to the Applicant.

Ohio's Registered Apprenticeship Incentive Terms and Conditions

The terms and conditions described herein govern the Ohio Registered Apprenticeship Incentive initiative ("Initiative") administered by the Ohio Department of Job and Family Services (ODJFS). Incentive awards under this Initiative are funded by the United States Department of Labor (DOL) under the 2020 State Apprenticeship Expansion (SAE) federal grant awarded to ODJFS. The total amount of the federal award is \$9,000,000.00. ODJFS will make up to \$2,000,000.00 of this award available to applicants that meet the criteria listed in the Ohio Registered Apprenticeship Incentive Guidelines and submit completed applications within the application period beginning September 9, 2022 through December 31, 2022*.

Eligible applicants are Registered Apprenticeship (RA) Program Sponsors and employers who are signatory to active group model registered apprenticeship programs and are registered through the Ohio State Apprenticeship Council. Eligible applicants may receive up to \$2,500 reimbursement of paid related instruction expenditures to third-party training sources for up to 10 new Registered Apprentices who were registered in Registered Apprenticeship Partners Information Database System (RAPIDS) during the period beginning July 1, 2020 through October 31, 2022*.

These terms and conditions are effective from September 9, 2022 through March 31, 2023, or until applicants with approved applications receive payment of funds under this initiative.

Terms and conditions under this Initiative are as follows:

Indemnification. Applicant shall indemnify and hold harmless ODJFS, the State of Ohio, its officials, employees and agents from any and all liability, loss, claim, damage, cost and expense arising from or related to this Initiative, including, without limitation, any failure of any representation or warranty of Applicant to be correct in all respects and any performance or non-performance by Applicant, its directors, officers, employees, agents or affiliates of any obligations or activities under this Initiative. Applicant shall bear all costs associated with the defense of ODJFS, the State of Ohio and their officials, employees and agents against any claim for which Applicant may be liable under this Initiative.

Non-Discrimination.

a. Minority Hiring Goal. Applicant shall make a good faith effort to employ minority persons in the fulfillment of Applicant's job creation obligations in the same percentage as the average percentage of minority persons who reside in the county in which the Project is located and any contiguous Ohio counties.

b. Equal Employment Opportunity. Applicant shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, age, military status or ancestry. Applicant shall ensure that applicants for employment are considered for employment, and that employees are treated during employment, without regard to their race, religion, color, sex, national origin, disability, age, military status or ancestry.

Further, Applicant must adhere to the following equal opportunity pledge: "In the recruitment, selection, employment, treatment, and training of apprentices, Applicant will not discriminate based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, disability, Hispanic ethnicity, or age above forty years. Applicant will take affirmative action to provide equal opportunity in apprenticeship, and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30, and the equal employment opportunity regulations of the state of Ohio." Ohio Administrative Code Rule 5101:11-5-01.

Adherence to State and Federal Laws and Regulations.

a. General. Applicant will affirm compliance with all applicable federal, state, and local laws in carrying out the activities that deemed Applicant eligible for an incentive payment under this Initiative. Without limiting the generality of such obligation, Applicant affirms that it is current on all unemployment compensation, insurance premiums, workers' compensation premiums, income tax withholding, social security withhold,

*ODJFS may, at its discretion extend the application period or the period of registration if funds are available.

and any and all other taxes or payroll deductions required for all employees engaged by Applicant, as applicable. Also if applicable, Applicant further affirms compliance with all applicable environmental, zoning, planning and building laws and regulations.

Ethics. Applicant, by submission of an application, certifies: (1) has reviewed and understands the Ohio ethics and conflicts of interest laws including, without limitation, Sections 102.01, 2921.01, 2921.42, 2921.421, and 2921.43, and 3517.13(I) and (J), and (2) of the Ohio Revised Code (ORC), will take no action inconsistent with those laws and the order, as any of them may be amended or supplemented from time to time. Applicant understands that failure to comply with the Ohio ethics and conflict of interest laws, is in itself, grounds for termination of this Agreement and the grant of funds made pursuant to this Agreement and may result in the loss of other contracts or grants with the State of Ohio.

Conflict of Interest. Applicant, by submission of an Application affirms that no personnel of Applicant, contractor of Applicant or personnel of any contractor has any personal interest, direct or indirect, which is incompatible or in conflict with its role as a RA Program Sponsor, Pre-Apprenticeship Program Sponsor, or an Approved Registered Apprenticeship Related Instruction Providers (“Providers”) or with the individuals who are Registered Apprentices for who Applicant is seeking an incentive award. Applicant shall immediately disclose in writing to ODJFS any conflict that arises prior to or after submission of an Application, acquires any personal interest involuntarily or voluntarily. In the event of a conflict that involves a Registered Apprentice for whom an incentive award has been requested or has been paid, Applicant will immediately notify ODJFS of such conflict in writing and will remove such person from the Application or reimburse ODJFS the amount of any incentive award paid for such person.

Outstanding Liabilities. Applicant, by submission of an Application represents and warrants to ODJFS that Applicant does not owe: (1) any delinquent taxes to the State of Ohio or a political subdivision of the State of Ohio; (2) any moneys to the State of Ohio or a state agency for the administration or enforcement of any environmental laws of the State of Ohio; and (3) any other moneys to the State of Ohio, a state agency or a political subdivision of the State of Ohio that are past due, whether or not the amounts owed are being contested in a court of law.

Falsification of Information. Applicant, by submission of an Application, represents and warrants to ODJFS that Applicant has made no false statements to ODJFS or any of its employees or agents in the process of obtaining the award of Incentive funds. Applicant acknowledges that any person who knowingly makes a false statement to obtain an Incentive award may be required under ORC 9.66(C) to repay such financial assistance and shall be ineligible for any future awards from the federal government, the State of Ohio, any state agency or a political subdivision. In addition, any person who provides a false statement to secure an Incentive award may be guilty of falsification, a misdemeanor of the first degree, pursuant to ORC 2921.13(F)(1).

Public Records. Applicant acknowledges that the Application and other records in the possession or control of Applicant regarding the Initiative are public records under ORC 149.43 and are open to public inspection unless a legal exemption applies. Applicant’s non-public financial information may be exempt from disclosure under a trade secret exception to the public records law.

Miscellaneous

Governing Law. This Agreement is governed by the laws of the State of Ohio without regard to its principles of conflicts of laws.

Forum and Venue. Applicant submits to the jurisdiction of any federal or state court sitting in Columbus, Ohio in any action or proceeding arising out of or related to this Initiative and Applicant waives any objection to the venue of any such action or proceeding brought in such court as an inconvenient forum.

Entire Agreement. These Terms and Conditions, the Ohio Registered Apprenticeship Incentive Program Guidelines, the Application, and all documents attached thereto constitute the entire agreement and understanding of the parties. Any prior written or verbal agreement, understanding or representation between the parties or any of their respective officers, agents, or employees is superseded and does not affect or modify the Application.

Severability. Each provision of these terms and conditions shall be interpreted in such manner as to be effective and valid under applicable law but if any provision of these terms and conditions is held to be invalid under applicable law, such provision is ineffective only to the extent of such invalidity without invalidating the remaining provisions of these terms and conditions.

Assignment. Neither the Application nor any rights, duties, or obligations of Applicant pursuant to this Initiative shall be assigned by Applicant without the prior express written consent of ODJFS, which shall not be unreasonably withheld. Any purported assignment not made in accordance with this paragraph shall be void.

Binding Effect. Each and all of these terms and conditions shall extend to and bind and inure to the benefit of Applicant, its successors and permitted assigns.

Pronouns. The use of any gender pronoun shall be deemed to include the other gender, and the use of any singular noun or verb shall be deemed to include the plural, and vice versa, whenever the context so requires.

Headings. Section headings contained in these terms and conditions are inserted for convenience only and shall not be used in construing these terms and conditions.

Confidentiality. ODJFS must maintain the confidentiality of the social security numbers and individual data submitted by Applicant under this Initiative pursuant to ORC 1347.15(H) and/or other governing statutory authority or provisions with respect to this Initiative.

ODJFS Offering Training Reimbursement Grants to Apprentice Ohio Sponsors and Employers

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