

## Youth Apprenticeship Intermediary Project: Funding Information for Employers/Sponsors

### Background

In cooperation with the US Department of Labor's (USDOL) Office of Apprenticeship (OA), the Urban Institute (Urban) and its partners are working on a Youth Apprenticeship Intermediary project to create Registered Apprenticeships for young people between the ages 16 and 21. As part of these efforts, we are offering one-time funding to offset costs associated with training youth apprentices, as follows:

- \$1,000 per new apprentice for **new** Registered Apprenticeship Employers/Sponsors; and
- \$500 per new apprentice for **existing** Registered Apprenticeship Employers/Sponsors.

Funding may be distributed between the employer, the sponsor, and other involved parties to support the training costs for youth apprentices.

### Allowable Reimbursements

Only the following expenses incurred as part of the Registered Apprenticeship program are allowed for reimbursement:

- registration or start-up of apprenticeship program with USDOL;
- efforts to recruit diverse candidates;
- curricula development and/or establishing partnerships with curricula providers;
- tuition for classroom education or online training programs for apprentices;
- direct costs related to on-the-job learning (mentoring costs);
- training the trainer costs or activities;
- training supplies for apprenticeship programs; and
- financial assistance to support apprentices' persistence in apprenticeship (i.e., transportation, child care, tools, and supplies).

\* Please note that apprentice wages are not considered an allowable expense.

### Documentation

Once Urban staff have determined you are eligible for training funding for your program, documentation is required to process the funding, including the following:

1. An employer-based Letter of Commitment (LOC) with Urban that includes the number of youth apprentices eligible for funding and information about the Registered Apprenticeship program. The Urban Institute will work with all involved parties to develop and provide the LOC.
2. A Letter of Agreement (LOA) between the employer or sponsor and the Urban Institute describing the terms for funding youth apprentice training. The LOA will also be provided by the Urban Institute.
3. Official invoices, to include the RAPIDS ID of participating apprentices. Completion of this step enables Urban to process incentive funding.
4. Documentation (for example, receipts) demonstrating that allowable costs were incurred.

### Contact Information

For more information, please contact an Urban team member or email [apprenticeship@urban.org](mailto:apprenticeship@urban.org).

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