# TEXAS INDUSTRY RECOGNIZED APPRENTICESHIP

# APPLICATION FOR FUNDING

Please ensure that you have read and understand the Texas Industry Recognized Apprenticeship (TIRA) [FAQs](https://www.twc.texas.gov/sites/default/files/wf/docs/tira-frequently-asked-questions-twc.pdf) before completing the following Application for Funding. Applicants can submit their Application for Funding form via email to TIRA@twc.texas.gov.

Special Note: TIRA applicants must be a private sector employer who represents any one of the following entity types: trade and industry group, corporation, non-profit organization, educational institution, union, or joint labor-management organization.

Red asterisk (\*) means required information.

**Part A - Business and Contact Information**

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| **Legal Name of Business: \*** |       |
| **Physical Address: \*** |       |
| **City: \*** |       |
| **State: \*** |       |
| [**9-digit Zip Code**](https://tools.usps.com/go/ZipLookupAction%21input.action)**:\*** |       |
| **Primary Contact Name and Title: \*** |       |
| **Contact Phone Number: \*** |       |
| **Contact Email Address: \*** |       |
| **Company Website:** |       |
| **Company Affiliation: \****(Specify a company type from the following:* *trade and industry group, corporation, non-profit organization, educational institution, union, or joint labor-management organization)* |       |
| **TWC Account Number: \*** *(This is the account under which the employer reports employee wages to the* [*TWC Tax Department*](https://twc.texas.gov/unemployment-tax-contact-information#Tax_Department)*.)* |       |
| **Employer Identification Number (EIN): \*** |       |
| **Unique Entity Identifier (UEI): \****(If registered in* [*SAM.gov*](https://sam.gov/content/home) *(active or not), you already have a Unique Entity ID)* |       |

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| **Part B - Requested Grant Amount** |
| **Requested Grant Amount**1**: \***       |

*1Requested grant amount must not exceed $500,000; cost per participant must not exceed $10,000.*

**Part C – Occupation Information**

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| **Occupation Title**1 **\*** | **RAPIDS Code,** **if applicable** | [**O\*NET SOC Code**](https://www.onetonline.org/) **\*** | [**NAICS Code**](https://www.naics.com/search/) **\*** |
|       |       |       |       |

*1Occupation must be on the* [*Statewide 25 Target Occupations*](https://www.twc.texas.gov/sites/default/files/wf/docs/statewide-25-target-occupations-twc.xlsx) *list.*

**Part D – Summary of Program**

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| **Written Training Plan: \*** |
| 1. *provide a brief overview of the proposed training, including the Applicants involvement in the planning and design, roles and responsibilities of any project partners, and resource contributions committed to the project;*

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| 1. *describe the process (written tests, practical exams, or demonstrations of competency levels) for which apprentices are afforded the ability to request and receive credit for prior knowledge and work experience relevant to the instruction of the program;*

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| 1. *identify any costs (tuition, fees, tools, books) deemed the responsibility of the apprentice, if applicable. (Note: Any program submitting an application that charges tuition to an apprentice will have to comply with Texas Administrative Code Chapter 807 Career Schools and Colleges implementing the Texas Education Code, Chapter 132.); and*

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| 1. *provide a statement that describes the Applicant's equal employment opportunity policy.*

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| **Paid Work Component: \*** |
| 1. *describe the program’s paid-work component, including pay and fee structures and proposed employment benefits;*

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| 1. *provide evidence that apprentices will be paid at least the minimum wage, adhering to federal, state, and local wage requirements, as well as alignment with the workforce area’s self-sufficiency wage; and*

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| 1. *explain how apprentices will receive incremental wage increases during the training program and indicate how apprentices will be informed of wage increments as they become more proficient.*

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| **On-the-Job Learning/Work Experience: \*** |
| 1. *describe how the on-the-job learning will be monitored under the program; and*

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| 1. *provide an overview of how the work experience will lead to acknowledgement of success (including program progression, competencies required to successfully obtained industry credential(s), and program completion); and*

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| 1. *describe how mentorship will be conducted during the training program and the mentor-to-apprentice numeric ratio used to ensure proper supervision, training, and safety.*

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| **Related Industry Instruction: \*** |
| 1. *provide an outline of the related instructional curriculum that details the learning objectives;*

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| 1. *identify any educational partners (community or technical colleges, vocational training schools, online platforms) that will be providing all or part of the related instruction along with associated credential(s) or certificates, if applicable; and*

 |
| 1. *describe how apprentices will be assessed or evaluated to measure skill progress and competency attainment.*

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| **Industry-Recognized Credentials: \*** |
| *identify the industry-recognized credential(s) that apprentices will earn. This should include any accredited certificates attained through educational institutions.* Type of Credential:       Credential Issuer:       Accrediting Organization (if applicable):       |

**Part E – Projected Deliverables**

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| **Measure** | **Projected Targets** |
| Occupation title: **\*** |       |
| Projected starting wage: **\*** |       |
| Projected ending wage: **\*** |       |
| Number of apprentices expected to complete their training during the grant period: **\*** |       |

**Part F – Budget Detail**

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| **Cost Categories** | **Administrative Costs**(Cannot exceed 10% of Total Final Funds Expended) | **Related Instruction Costs** | **Total Funds** (Administrative and Instruction Costs) |
| Personnel Salary/Wage |  |  |  |
| Fringe Benefits |  |  |  |
| Travel |  |  |  |
| Supplies |  |  |  |
| Contractual |  |  |  |
| Other |  |  |  |
| Tuition and Fees |  |  |  |
| Instructor Wages |  |  |  |
| Books and Training Materials |  |  |  |
| Consumable Supplies (one-time use items) |  |  |  |
| **Total Funds** | **$** | **$** | **$** |

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# Applicant Acknowledgement and Assurances:

By signing below, the Applicant acknowledges understanding of the below requirements:

* The Applicant is an Eligible Grant Applicant meeting the criteria defined in Texas Administrative Code, §838.2(2).
* The Applicant agrees to function as the Grantee and the Fiscal Entity for the project.
* The Applicant agrees to adhere to all reporting requirements, as well as laws and regulations governing this funding.
* The Applicant agrees to operate their Texas Industry-Recognized Apprenticeship training program as prescribed in Texas Administrative Code, §838.2(3)
* The Applicant agrees that funded participants will meet the criteria defined in Texas Administrative Code, §838.2(4) and are not being supported through other TWC funding sources.

**Part G – Authorized Representative**

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| **Name: \*** |       |
| **Title: \*** |       |
| **Phone: \*** |       |
| **Email: \*** |       |

Authorized Signature (e-signature accepted) Date