



INDUSTRY APPRENTICESHIP ACCELERATOR PROGRAM APPLICATION

Completed applications, along with required documentation, should be submitted via email as a PDF attachment to Mary Keller at mary.keller@maryland.gov by 11:59 pm EST on May 8, 2026. Incomplete applications will not be considered.

Applicants should carefully review the Industry Apprenticeship Accelerator Program Solicitation [available here: <https://labor.maryland.gov/employment/appr/appr-indaccelerator-solicitation.docx>] before completing this application. The Solicitation outlines required program components and key terminology for this project.

To check a box throughout this form, double click on the box and under “Default value” select “Checked.”

APPLICATION SUBMISSION CHECKLIST

REQUIRED DOCUMENTS

- Application**
- Budget**
- Certificate of Good Standing**
- Letter of Commitment from every member of the consortium, including at least two employer partners**
- If the applying organization is tax-exempt pursuant to I.R.C. 501(c), a copy of official notice of tax-exempt status from the IRS.**
- Certificate of Good Standing for any subrecipient**

SECTION 1: COVER PAGE

LEAD APPLICANT INFORMATION

In Questions 1 through 8, provide the requested information about the Lead Applicant.

1. Lead Applicant Name: _____

2. Address: _____

3. Primary Contact Name: _____

4. Primary Contact Title: _____

5. Primary Contact Email: _____

6. Primary Contact Phone: _____

7. Organization Federal Employer Identification Number (FEIN or EIN): _____

8. Organization Type. To check a box, double click on the box and under “Default value” select “Checked.”

Nonprofit

Industry Association

Labor Organization

Two- or Four-Year Institution of Higher Education

Employer

Joint Apprenticeship Training Committee

Other (Please specify):

PROJECT SUMMARY

9. Target Sector. To check a box, double click on the box and under “Default value” select “Checked.”

- **New and Non-Traditional RA**

Finance and Insurance

Healthcare and Social Assistance

Information

Professional, Scientific, and Technical Services

- **Poised for RA Scaling and Expansion**

Public Administration

Educational Services

10. Amount of Funding Requested: \$ _____

11. Leveraged Resources (cash or in-kind) _____

12. Consortium Members – Employers. List all Employer Partners who have provided a letter of commitment in support of this application.

13. Consortium Members – Other Partners. List any other partners (non-profit organizations, two- and four-year institutions of higher education, local workforce boards, etc.) who have provided a letter of commitment in support of this application.

14. Is the applicant a I.R.C. 501(c) (3), (4) or (6)? To check a box, double click on the box and under “Default value” select “Checked.”

Yes

No

SECTION 2: EXECUTIVE SUMMARY

Provide a clear and concise outline of the project that does not exceed 400 words in length:

SECTION 3: APPLICANT EXPERIENCE

1. Provide a brief profile of the lead applicant's organization.

2. Describe your expertise as a Registered Apprenticeship (RA) Intermediary.

- a. Describe any specific experience connecting sponsors, employers, or potential apprenticeship program participants with RA programs.
- b. Describe any past experience convening stakeholders to develop RA programs, including previous sector strategies or sectoral work.
- c. Describe any experience in other key functions that are necessary to successfully build and scale RA programs.

3. If your organization has received any funding for a project that is similar in scope, please describe the final outcomes of that project. If not applicable, please put N/A.

SECTION 4: CONSORTIUM PARTNERS

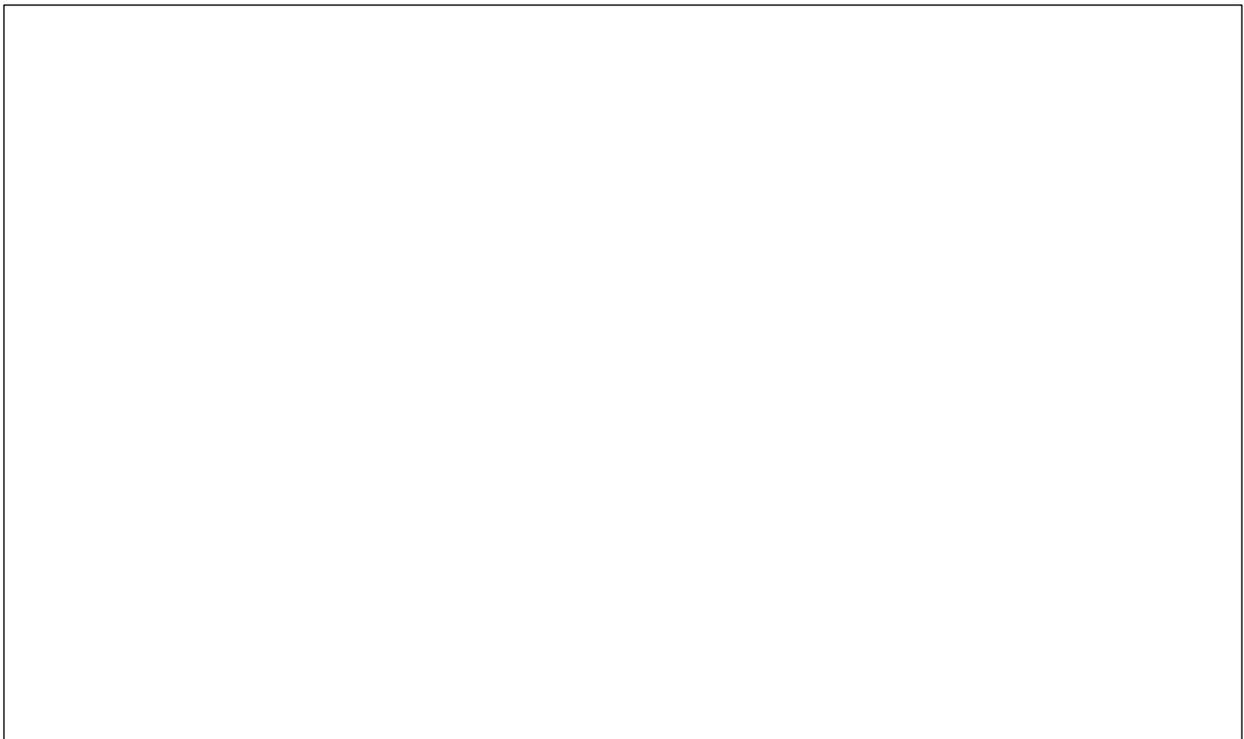
1. List all the employer partners that have committed to participate in the project. Detail their commitments to the project and how many apprentices they anticipate registering during the project period. A letter of commitment should be included with the application for each employer listed in this section. In order to be considered for funding, at least two letters of commitment from employers must be submitted with the proposal.

2. List any other key stakeholders that will support the project. Detail their commitments to the project. A letter of commitment should be included with the application for each organization listed in this section.

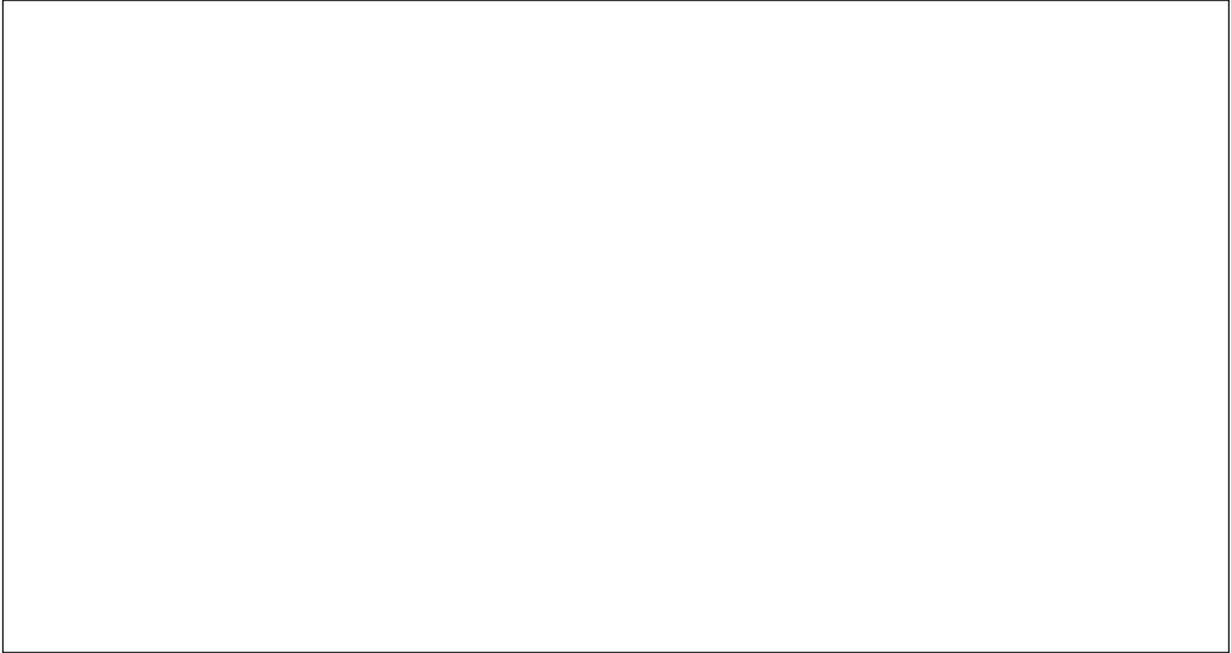
3. How will the consortium partners work together to achieve the goals of the project?



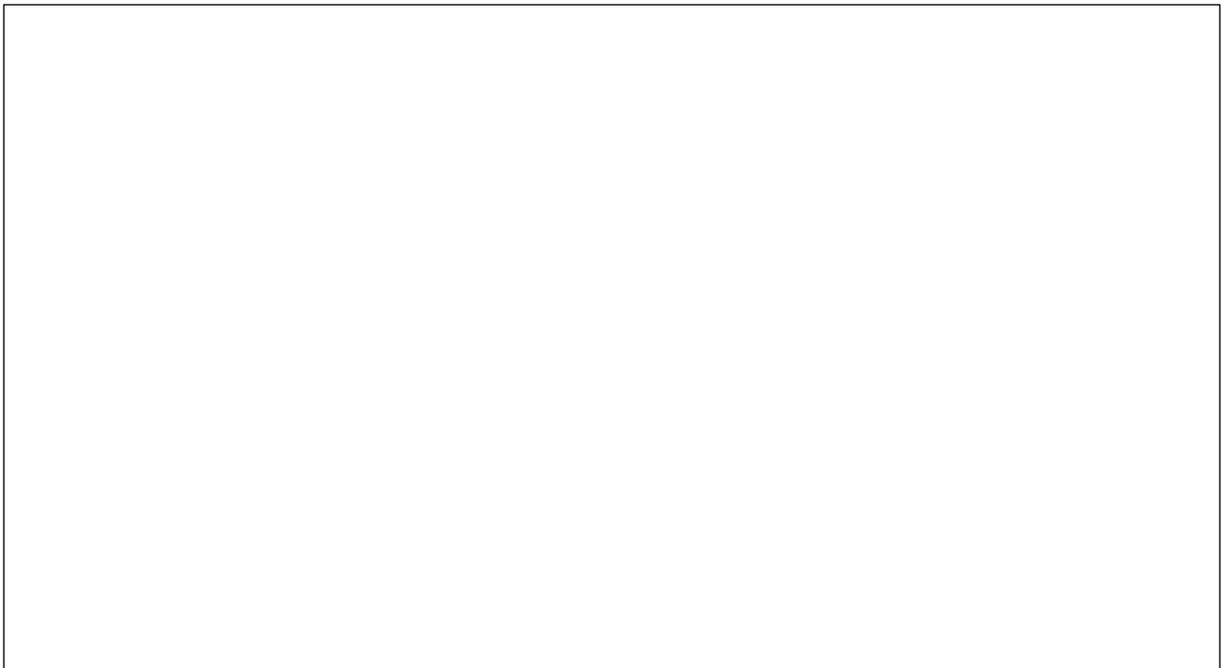
4. How have the employer partners currently included in your consortium been identified?



5. If awarded funding, detail the key strategies for recruiting new employers to participate.



6. What agreements or MOUs are in place to formalize employer commitments?



7. What financial contributions will employers provide (wages, mentorship, equipment, training costs)?

SECTION 5: PROJECT DESIGN

Please thoroughly review the Solicitation before completing Section 5. Provide a response for every question.

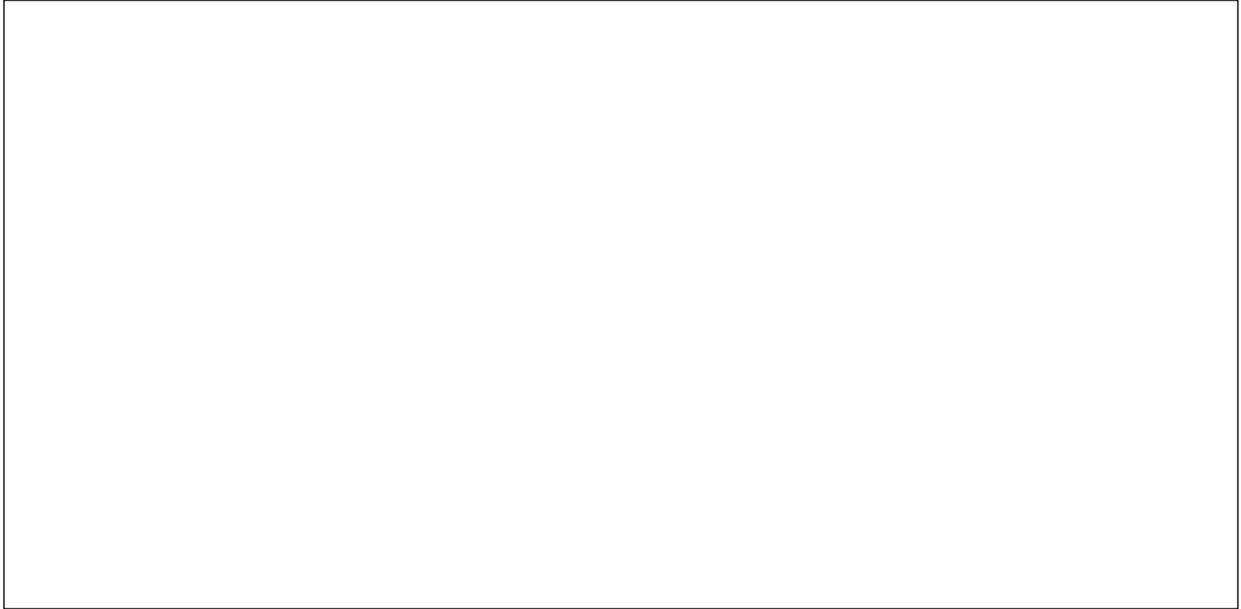
1. Describe the rationale for selecting the sector your project will focus on.

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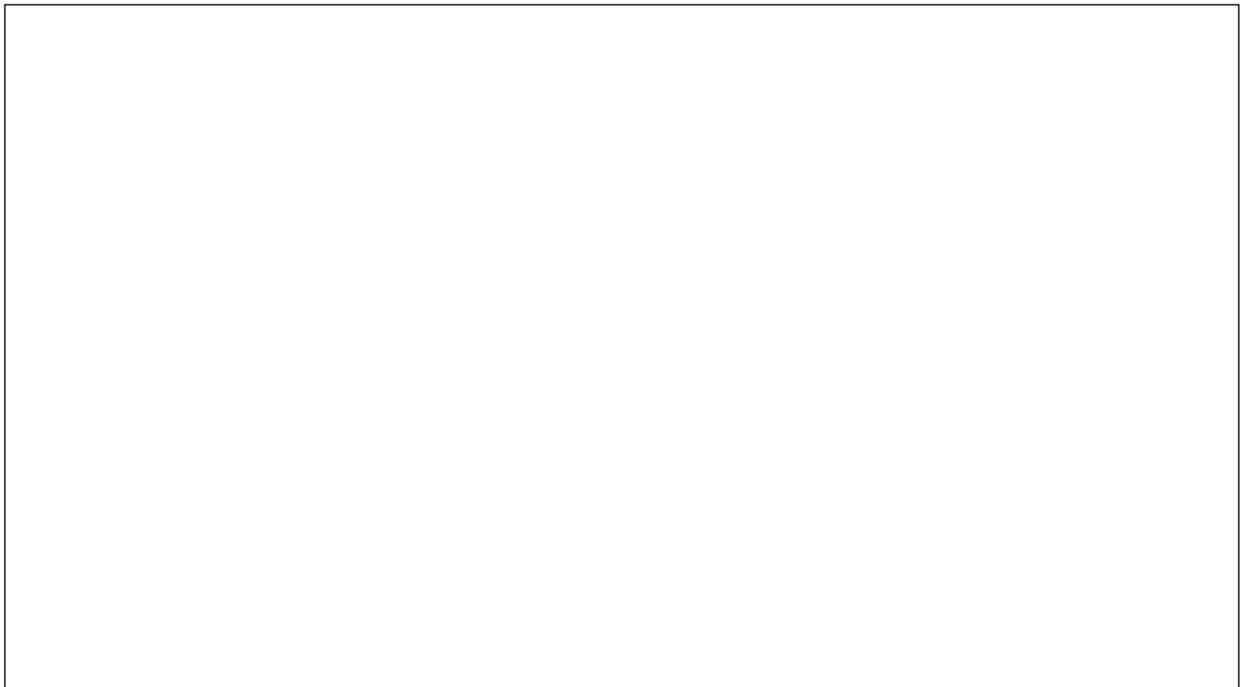
2. Within the chosen sector, state the proposed occupation(s) to be supported through this project, including the relevant O’NET code. O’NET Codes can be found at <https://www.onetcodeconnector.org/>. How were these occupations selected?

3. What is the target geographic region for the project? Describe the rationale for selecting the specific geographic region, including any industry and labor market analysis that supports the importance of the industry sector to the region.

4. How will the employer partners in the consortium be engaged in identifying occupational standards and project design?



5. Describe the anticipated wage progression for apprentices, including the length of time for the apprenticeship program.



6. Which of the following activities will your project undertake? You may select more than one box. To check a box, double click on the box and under "Default value" select "Checked."

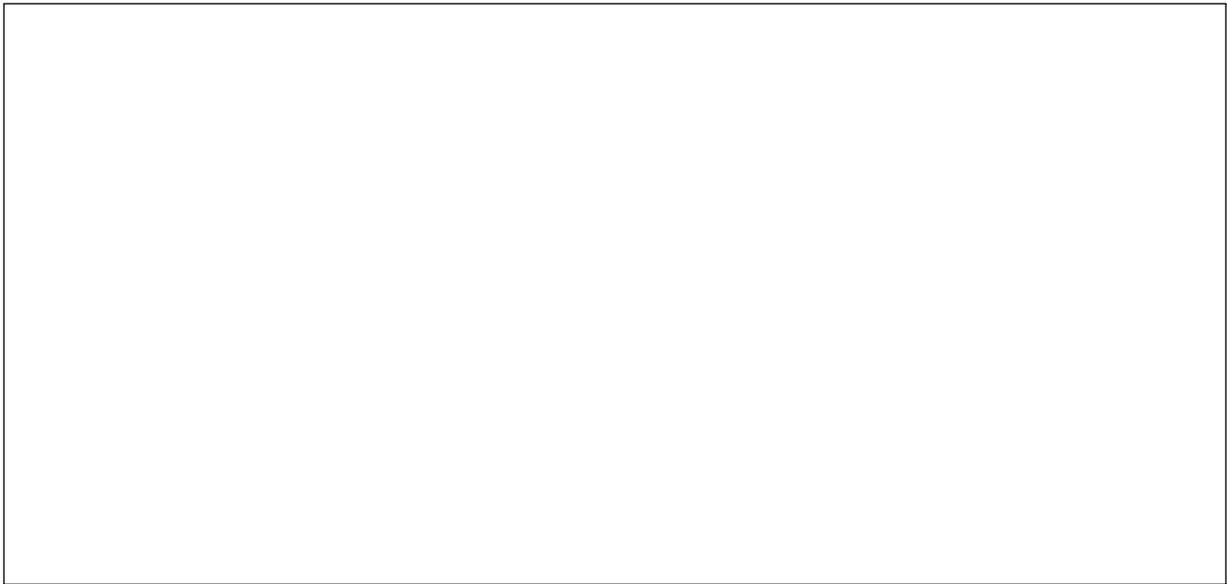
- Identifying existing programs poised for expansion;
- Identifying in-demand apprenticeable occupations;
- Helping programs develop or revise standards, occupation-specific OJL, and Related Instruction materials;
- Identifying training partners and providers;
- Supporting programs to secure approval by the Maryland Apprenticeship and Training Council for apprenticeship program registration;
- Helping programs onboard and/or recruit new employers into apprenticeship program(s);
- Providing technical assistance to employers to utilize Registered Apprenticeship as a tool for recruitment and to redesign career pathways to maximize the number of Registered Apprentices;
- Supporting Sponsors and employers to register Apprentices into the program; and,
- Helping programs track and support apprentices through completion, as appropriate and applicable.
- Other

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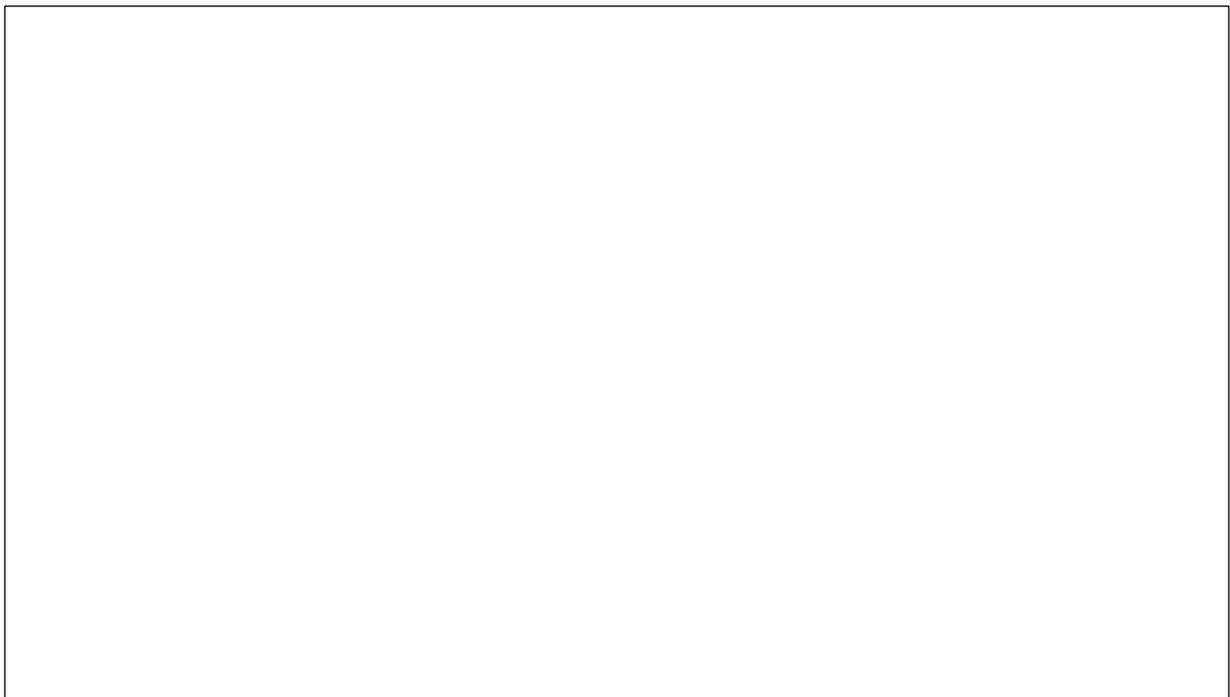
For each activity selected, please list and describe:

- a. Key consortium member responsible
- b. Steps required to accomplish
- c. Key milestones
- d. Timeline

7. Describe any target groups identified for the program (e.g., high school students, unemployed/underemployed individuals, veterans, returning citizens, SNAP recipients, long-term unemployed, incumbent workers). Include an explanation of why your chosen population is appropriate for the apprenticeship program.

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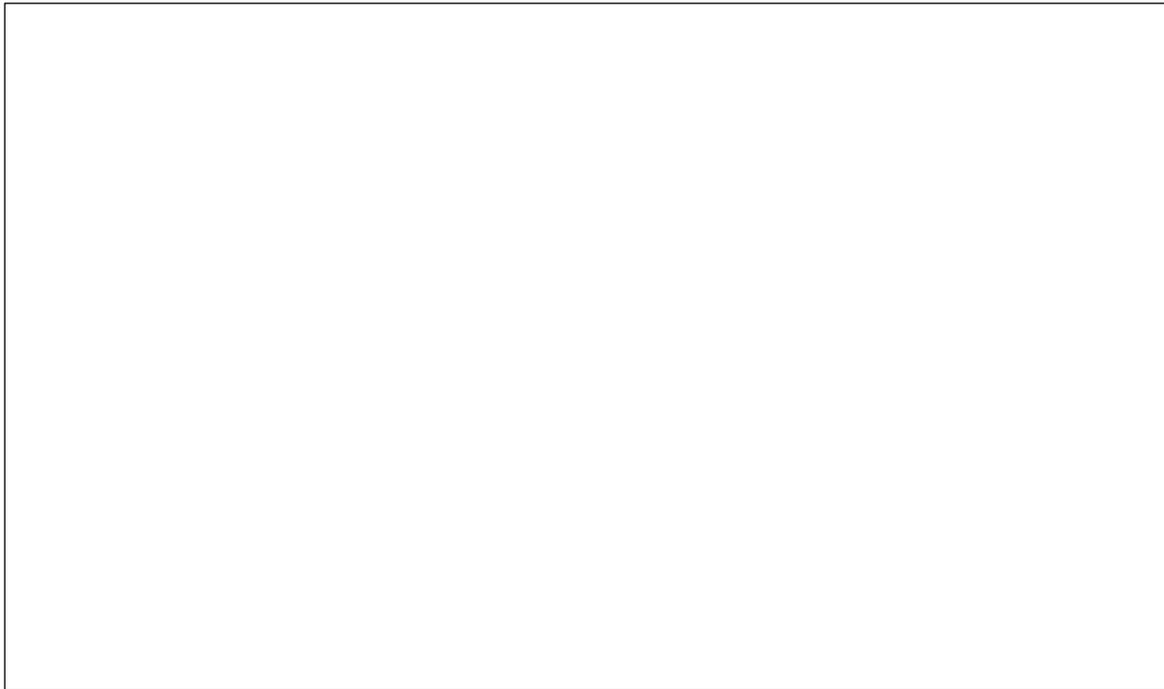
8. Which organizations in your consortium will be responsible for recruitment? What methods will be utilized (community-based organizations, social media, information sessions, etc.)? The recruitment strategy should align with the target groups described above.

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9. Describe the anticipated assessment, screening, and selection process for apprentices. What criteria will be used to determine candidates' readiness and fit with the apprenticeship program?



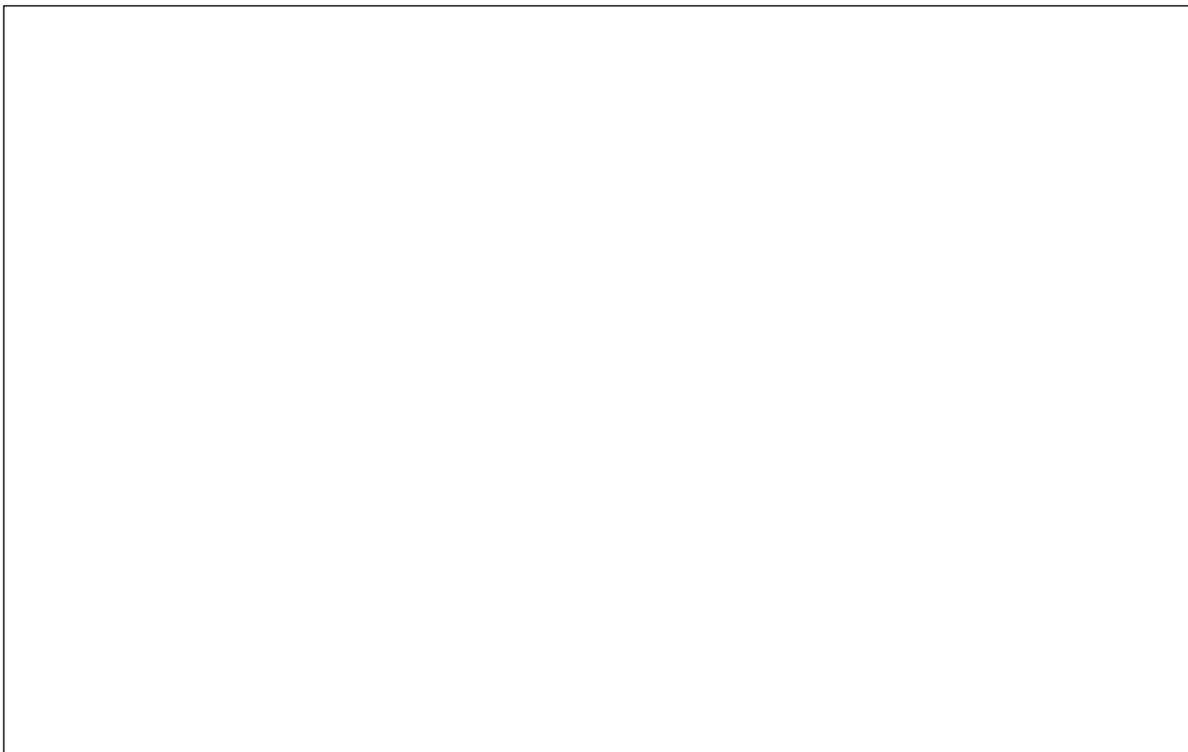
10. How will workplace mentors be selected and trained?



11. How will employers ensure apprentices receive exposure to all required competencies?



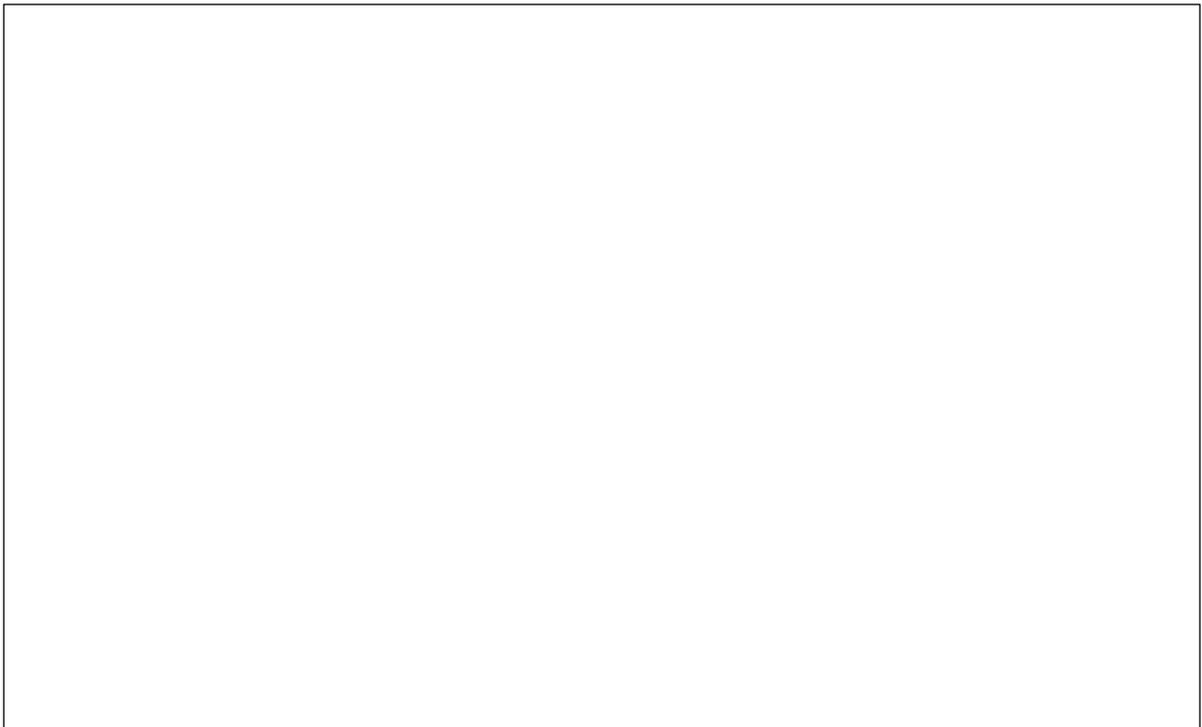
12. How will related technical instruction (RTI) be aligned with workplace training?



13. What quality control processes ensure training consistency across employer sites?



14. How will employers evaluate apprentice performance and provide feedback?



15. Describe the support the applying organization, as the intermediary, will provide to employer partners once the apprenticeship program has been developed and launched.

SECTION 7: STAFF AND ADMINISTRATION

1. Describe the staffing and administrative structure that will support this program. Include the key roles responsible for program leadership, subrecipients, data tracking and reporting, fiscal management, and compliance. If any positions are vacant or partially funded, explain your plan and timeline for filling those positions and how continuity of services will be maintained in the interim.

2. Are there any anticipated subrecipients? If yes, identify the subrecipient, their role in the project, and the amount of funding the organization will receive to support the goals of the project.

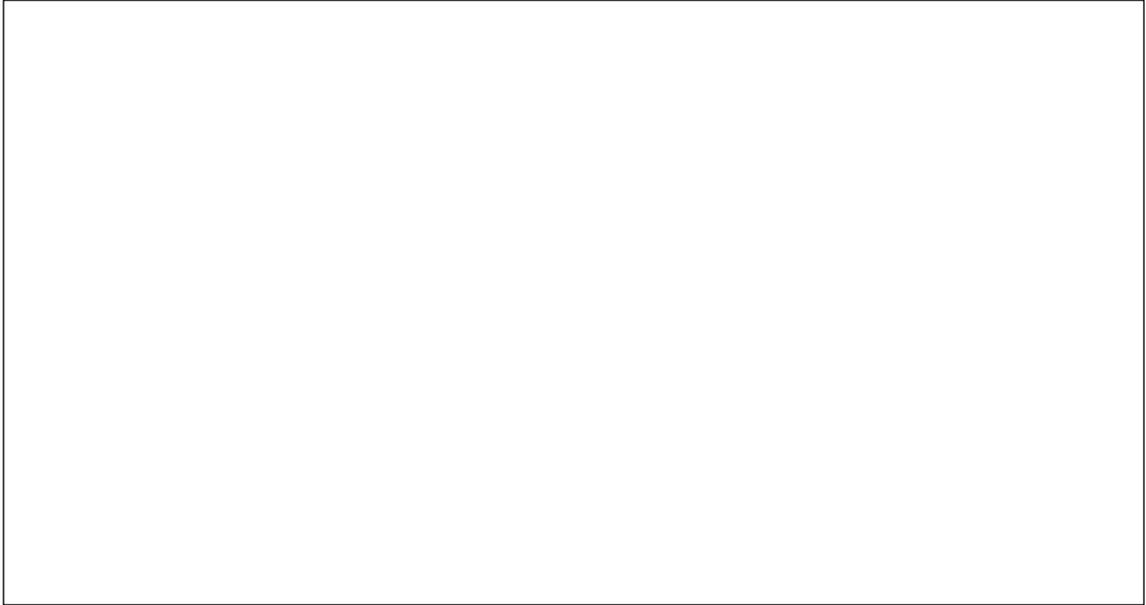
SECTION 8: EXPECTED OUTCOMES

1. Please provide the expected outcomes of the project if funded.

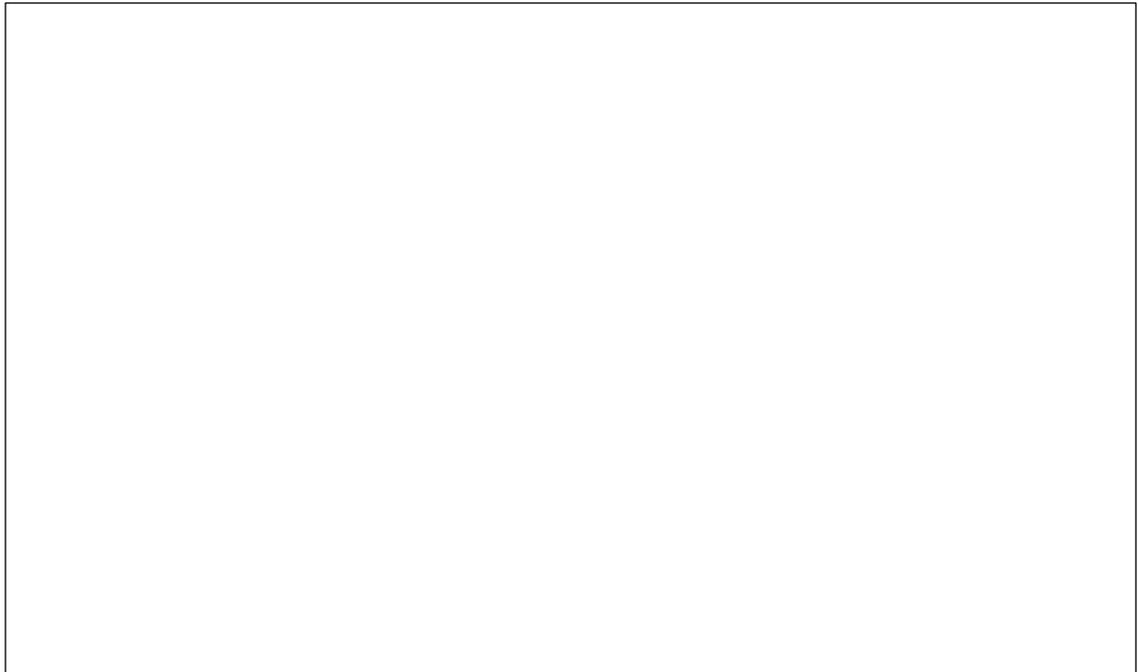
- Number of new registered apprenticeship programs developed (by industry sector and occupation):

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- Number of employers recruited (by industry sector and occupation) [“Recruited” is defined as employers that are registered with MD Labor]:

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- Number of apprentices registered (by industry sector, occupation, and pertinent demographics):

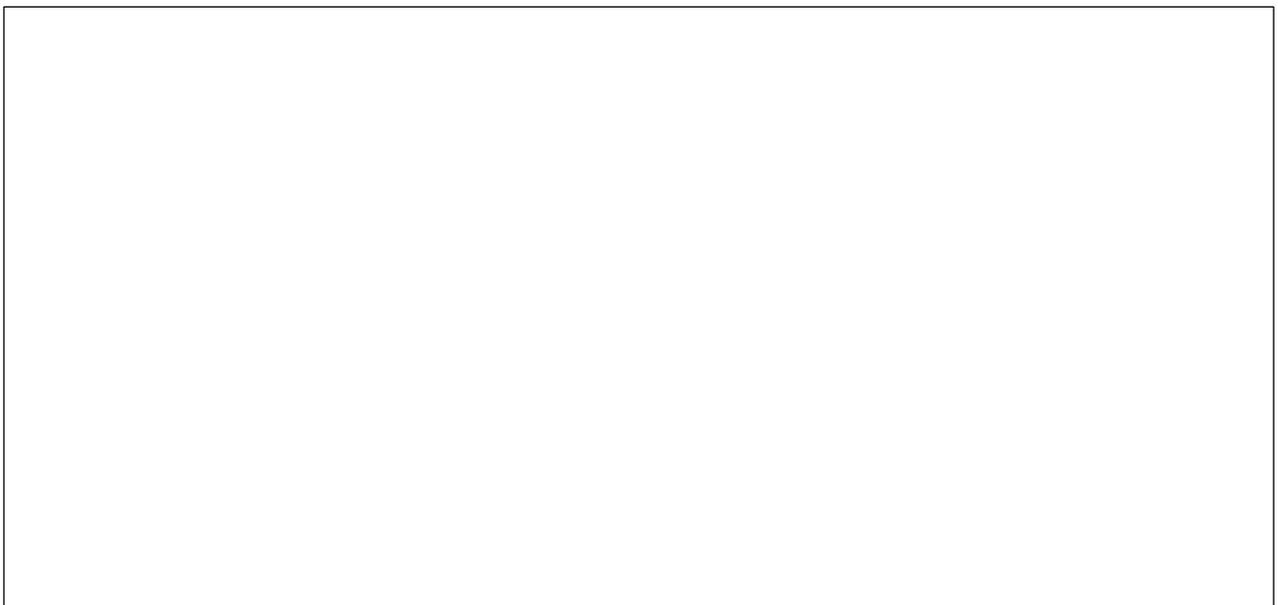
A large, empty rectangular box with a thin black border, intended for the applicant to provide data on the number of apprentices registered, categorized by industry sector, occupation, and pertinent demographics.

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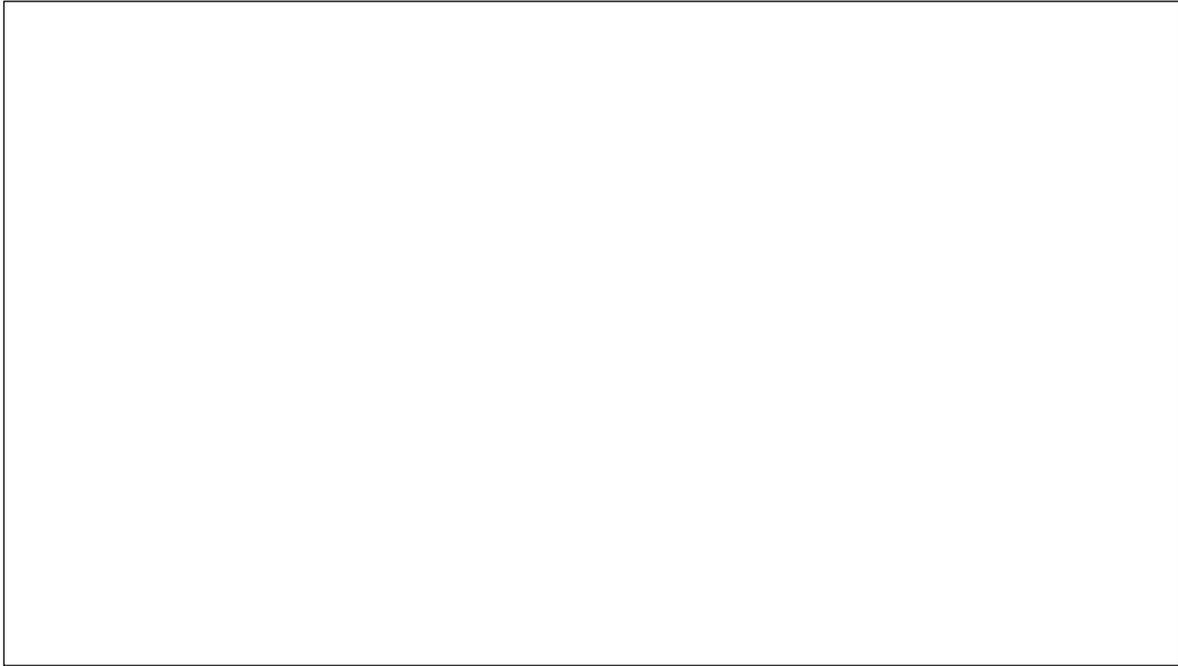
- Number of apprenticeship completions, as applicable (by industry sector, occupation, and pertinent demographics):

A large, empty rectangular box with a thin black border, intended for the applicant to provide data on apprenticeship completions, broken down by industry sector, occupation, and demographics.

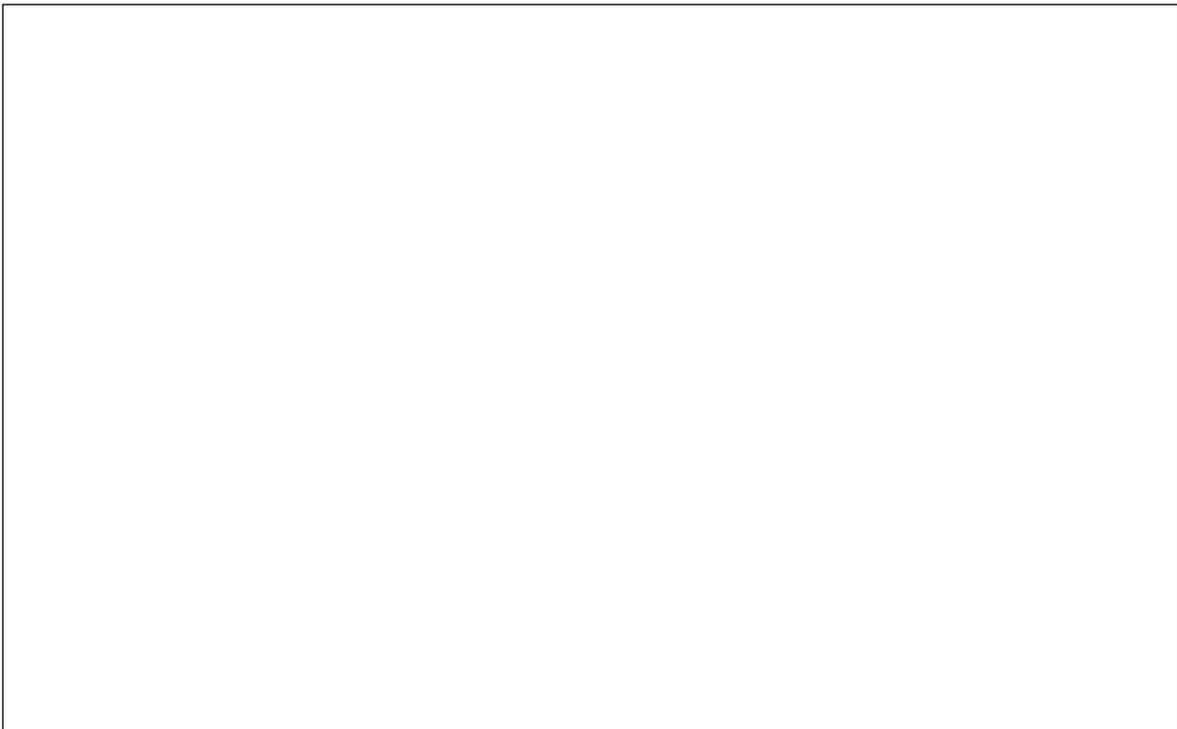
2. Detail other outcomes the project will track.

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3. Describe the process by which the applicant intends to track apprentice hours, wages, and competency attainment, including any databases that will be utilized.



4. How will employers participate in program evaluation and continuous improvement once the program has been developed and registered?



SECTION 9: SUSTAINABILITY

1. Describe how the apprenticeship program will remain sustainable in the absence of State funding.

SECTION 10: ASSURANCES

The applicant hereby affirms and certifies that it will comply with all applicable regulations, policies, guidelines, and requirements of the MD Labor and the State of Maryland as they relate to the application, acceptance, and use of funding for the Program. The applicant further affirms and certifies that:

- It possesses legal authority to apply for the grant, i.e., an official act of the applicant’s governing body has been duly adopted or passed, authorizing filing of the application, including all understandings and assurances contained therein and directing and authorizing the person identified as the official representative of the applicant and to provide such additional information as may be required.
- It will comply with applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, and credit practices, including:
 - Titles VI and VII of the Civil Rights Act of 1964;
 - Title VIII of the Civil Rights Act of 1968, as amended;
 - The Americans with Disabilities Act of 1990; and
 - Maryland Annotated Code, State Government Article, § 20-601 et seq.

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- It will expend funds to supplement new and/or existing funds and not use these funds to supplant non-grant funds.
- It will participate in any statewide assessment program or other evaluation program as required by MD Labor.
- It will give MD Labor, or an authorized representative, the right of access to, and the right to examine all records, books, papers, or documents related to the grant.
- It will assure that quarterly status reports will be submitted to MD Labor, as required.
- It will comply with all requirements imposed by MD Labor concerning special requirements of law and other administrative requirements.
- It will avoid any activity, employment, or business arrangement that would create an actual or apparent conflict of interest in the performance of its duties under any grant awarded. It will promptly notify MD Labor of any actual or potential conflict of interest that arises during the term of any grant awarded. Upon such disclosure, MD Labor will determine whether the conflict requires mitigation, modification, or termination of any grant awarded.

The Fiscal Agent acts on behalf of the applicant by performing all financial management duties of the grant and accepting responsibility for the proper use of grant funds. The Fiscal Agent is responsible for maintaining separate records of disbursements made on the Applicant's behalf and disbursing those funds in accordance with the restrictions related to the grant. The Fiscal Agent takes full responsibility for managing and documenting grant expenditures, as well as submitting financial reports for the grant.

The Fiscal Agent is responsible for receiving and safeguarding grant funds. Furthermore, the Fiscal Agent is legally obligated to:

- Maintain separate records of disbursements related to the grant;
- Keep receipts for at least five years following closing of the grant;
- Make financial records available to the State of Maryland and its representatives upon request;
- Disburse funds in accordance with the purpose of the grant application; and
- File the final financial report at the conclusion of the grant.

Name of Organization: _____

Signature of Authorized Authority from Organization:

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Printed Name and Title: _____

Date: _____