

Overview

[Ready to Work](#) is the City of San Antonio's (the "City's") premier training and employment program. San Antonio voters overwhelmingly approved the initiative, which opens doors to education and training that is aligned with well-paid, high-demand jobs.

The Ready to Work On The Job Training Program ("OJT **Program**") expands the Ready to Work program by providing funding for employers to **hire and train, Ready to Work participants**. This is done by subsidizing the wages of the participating / eligible participants, up to the awarded funding cap. This grant is a re-imbusement based program, where the participating employer will submit for re-imbusement for approved employee wages as outlined below.

OJT Program Benefits

The OJT Program is a win-win for employers and for new employees. See example benefits below.

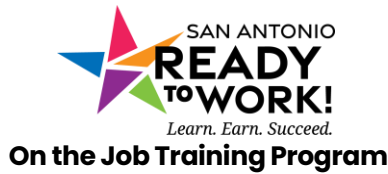
For Employers

- Increased Competitiveness
Skilled Workforce
- Increased Productivity
- Increased Profits
- Company Growth
- Reduced Turnover
- Reduces Risk for New Hires

For Employees

- Increased access to employment opportunities
- Increased skill sets and industry credentials

Eligibility



The following employers may apply for OJT Program:

- [Ready to Work Pledged Employers](#) (take the [Ready to Work Employer Pledge](#)) that:
 - Are for-profit and/or not for profit entities located within the [San Antonio proper / Metropolitan area](#)
 - In operation for at least one (1) year prior to the application date;

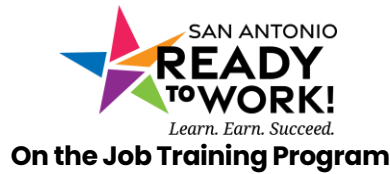
For this purpose, an “**OJT Participant**” is:

- At least 18 years old;
- **Is enrolled in the RTW program.**
- OJT Trainees must be paid at least \$20.00 per hour
- Trainee must be a new hire (no more than 6 months on the job).
- Eligible to work in the United States.

Funding Guidelines

- OJT Program funding is dependent on annual City of San Antonio appropriations.
 - Each Ready to Work Fiscal Year begins July 1 and ends July 30.
- WDO may fund grants **up to \$100,000 per employer per year, per award.**
 - For this purpose, entities that file a consolidated federal tax return are considered to be a single employer.
 - Individual maximum reimbursement rates under the overall contract are as follows:
 - **Maximum of \$10,000 per trainee / new hire – non-justice involved / apprentice**
 - **Maximum of \$15,000 per trainee / new hire – justice-involved**
- Grants will take the form of reimbursement for Approved Wages
- Program reimbursement rates depend on the overall size of the participating business, based upon the total FTE’s present within the organization (as defined by DOL statistics).
 - The reimbursement rates are as follows:

• 50% of approved wages	100+ FTE’s
• 90% of approved wages	1-99 FTE’s
 - For this purpose, “**Approved Wages**” are:
 - Employee wages
 - Only includes “regular pay”
 - Regular pay is defined as normal work hours and assignments.
 - Does not cover overtime
 - Does not cover holiday pay
 - Does not cover bonuses, etc.



Funding Priorities

WDO will prioritize the following applications:

- Training increases business competitiveness and employee competitiveness.
- Hiring from priority populations within the RTW applicant / graduate pool.
- Company demonstrates commitment to promote, retain or avert the layoff of participating workers

Application Process

- Interested employers may apply at <https://forms.office.com/g/ah8QaZLSXX> - starting [12/19/2025].
- Applications close on [1/31/2026 EOD].
- WDO reserves the right to request follow-up information from applicants prior to awarding grants.
- OJT awardees must
 - Obtain [WDO's Executive Director](#) or designee approval of OJT training and related expenses prior to being incurred.
 - Enter into a funding agreement with the City of San Antonio, as a vendor.
 - Submit invoices for Approved Expenses to the City of San Antonio in accordance with the funding agreement.