



Industry Certification Assistance Program

Industry Certification Assistance Program (ICAP) Guidelines

The Ponca City Development Authority (PCDA) understands the importance of our local industry and the impact it has in terms of creating jobs and wealth for our community. Ponca City's sophisticated industrial base has few rivals in any comparable sized community in Oklahoma or the U.S.

To assist our local industries achieve world recognized industry certifications, the PCDA has created the Industry Certification Assistance Program (ICAP). Its primary purpose is to assist industry with the cost of receiving specific industry certifications.

Site Specific Certifications (examples – does not included all certifications)

ISO 9001

ISO 14000

AS 9100

API

C E European Conformity

PED – Pressure Equipment Directive

A.S.M.E. "A", "S", "U", "PP" and "H" Stamps

Guidelines:

- Eligible candidates are those involved with the manufacturing of products or those who provided technical industry services (no retail) in the PCDA's service area.
- ICAP funding requires that an application be completed and then approved by the PCDA prior to a certification audit.
- Must show how funding will help to retain or expand the operation (workforce or product demand increase, competitive threats)
- PCDA will reimburse no more than one half of the total certification cost, up to a single reimbursement of \$6,000
- Assistance rebate is given after certification is received or verified if self declaring.
- Proof of certification will be required for reimbursement in both methods.
- In the case of a Self Certifying Declaration(SCD), documentation verifying that the company has meet the minimum requirements must be review by PCDA staff and may be audited.
- Funds for SCD are limited to 160 clock hours x the verifiable hourly rate of the company's (employee) certification representative. Expenses paid for verification of SCD by an outside third party auditor will fall under the general reimbursement guidelines
- ICAP funds cannot be used to cover the cost of training, travel or other expenses.
- The company will be responsible for the paperwork associated with their specific certification activities as well as the reimbursement requests to the PCDA.
- The PCDA staff will work with the company to guide and consult along the process of certification if requested.
- The company can terminate the ICAP agreement at anytime for any reason with no obligation.
- The PCDA will not be held responsible in any way for actions of those participating in the ICAP program.



ICAP – Industry Certification Assistance Program

Applicant Information

Business Name:

Address: City: State: Zip

Primary Contact: Title Phone

Other locations: City State Zip

Industry Type: Primary Product:

Current Headcount: Number of shifts (1) - (2) - (3) Years in business

Current Certification:

Current Certification:

Current Certification:

Certification Information

*Type of Certification: (check one) Single Site Certification Self Certifying Declaration

Certification Name:

Certifying Organization:

Certification Cost: Length of Certification Process Estimated Certification Date:

Where will initial certification take place?

Amount Requested:

Business Impact of Certification

Briefly explain how the certification will create retention and/or expansion opportunities for your organization (attach separate sheet if necessary)

Blank space for business impact explanation

Other Funding Resources

Name of Organization:

Address: City: State: Zip

Primary Contact: Phone

Source of Funding: Corporate Local State Federal Other

Amount of Funding: Is Funding Dependent Upon Successful Certification? Yes No

N/A

Acceptance of ICAP

Signature of Applicant: Date:

PCDA Representative: Date:

PCDA Representative: Date:

