MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY

WORKFORCE DEVELOPMENT

Industry Engagement

Going PRO IN MICHIGAN TALENT FUND

Going PRO Talent Fund

Fiscal Year 2021

Employer Guide

Version 10.20.2020

DRAFT

Purpose

The Going PRO Talent Fund (Talent Fund) provides competitive awards to employers to assist in training, developing, and retaining current and new employees. It helps to ensure Michigan's employers have the talent they need to compete and grow, and individuals have the skills they need for in-demand jobs. Going PRO Talent Fund-supported training expands and improves employees' skills and develops their opportunities for growth or promotion within the company and for economic advancement.

The Going PRO Talent Fund is designed to create public-private partnerships with employers to develop training models that adapt in real time with changing employer demand. Training must be completed within one year from the date of the award and lead to a credential for a skill that is transferable and recognized by industry. Employers who request funding must actively participate in the development of the training and must commit to retaining individuals at the completion of training.

As a result of individuals being trained and promoted, vacancies should be filled by individuals recruited with the assistance of the local Michigan Works! Agency (MWA). Additionally, due to the challenges finding the skilled talent to fill jobs, companies are encouraged to expand their recruitment to include individuals within Targeted Populations.

The Going PRO Talent Fund may not be used to offset current tuition reimbursement programs.

Key Partners

The Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) awards the funds to employers through Michigan's workforce system, the Michigan Works! Agencies (MWA). The local MWA is responsible for submitting applications to LEO-WD on behalf of the employers to ensure all available funding (federal, state, local, private) is identified and utilized in a strategic, braided manner. If an application is approved, the MWA is then responsible for management and oversight of the award. Payments are made on a reimbursement basis after all required documentation is submitted to the MWA.

Any of the following partners can identify eligible employers that have a documented need for recruitment and/or development of talent. However, final project approval lies with LEO-WD.

- MWAs as the lead partner
- Michigan Economic Development Corporation (MEDC)
- Local economic development organizations
- Michigan community colleges and other eligible training providers
- Labor Unions

Eligible Employers

To be eligible for a Talent Fund award, an employer must:

- Have a need for skill enhancement, including apprenticeship programs and advance-tech training programs for current employee(s) or new employee(s).
- Have a physical presence in Michigan.
- Be compliant with all state tax obligations including, but not limited to, corporate, sales, use, withholding, personal income and unemployment insurance taxes.
- Be willing to participate under the program's eligibility parameters and guidelines.

Not eligible to apply:

- Federally Recognized Governments (e.g., Native American Tribes), including tribal casinos
- Federal, State, and Local Governments
- Public Institutions and Entities
- Local School Districts and Intermediate School Districts
- Municipally-Owned Utilities
- County Road Commissions
- Community Mental Health Authorities
- Federally Qualified Health Centers
- Other entities as determined by the LEO-WD

Note:

- Unions are not eligible to apply as employers, however, they may be eligible training providers.
- MWAs may not apply.
- Staffing/temporary/leasing agencies' applications will be reviewed on a case-by-case basis.

Eligible Trainees

Two types of employees may receive Going PRO Talent Fund training:

1. **Current employees***
    a. Defined as individuals on the employer's payroll at time of application.
2. **New employees***
    a. Defined as individuals hired 30 days prior to, on, or after the award date. Pure Michigan Talent Connect (http://www.mitalent.org) should be used as a resource to obtain potential candidates for the interview and selection process.
    b. Should be assessed to determine if they are suitable for the proposed training.
    c. Current employee promoted or moved into a new position, or moved from part-time to full-time, is NOT considered a new employee/new hire.

***Every eligible employee, current or new, must meet all of the following criteria**:

1. Permanent, full-time employee of the employer when the approved training begins.
    a. Full-time employment is defined as 32 hours per week or more.
    b. Seasonal and/or part-time employees, current or new, are not eligible
    c. If individuals have worked for the employer through a temporary staffing agency, leasing agency or on contract with a Form 1099, the individuals must be increasing their job responsibilities or learning a new job.
2. Works primarily in Michigan, and for whom the employer pays all applicable taxes to the State of Michigan, regardless of where the employee lives.
    a. Example: Employee lives in Wisconsin, works for employer in Escanaba and taxes are paid to the State of Michigan. The employee is eligible.
3. 18 years of age or older.
4. U.S. citizen or legally authorized to work in the U.S.

Training Duration

Funding will be utilized to provide short-term training to meet current, documented needs of employers.

1. No single training should exceed six months.

2. All training, including new employee on-the-job training (OJT), as well as the 90-day post-training retention period, should conclude within one year from the date of the award (i.e., January 31, 2022 for applications with an effective February 1, 2021 award date).

Eligible Training Providers

- Michigan community colleges
- Private and public college and universities
- Private training providers
- Training provider identified by and agreed upon by all partners, who can do accelerated "just-in-time" training
- Labor unions
- Vendors providing training in operation of equipment or systems for which they were the provider
- Employers, only if their resources or equipment are exclusive and training is not available elsewhere. Supporting rationale must be documented in the application.
- Proprietary schools as licensed in the state of Michigan
- Registered United States Department of Labor (USDOL) joint apprenticeship training centers (JATC)

The preference is for all training to occur in Michigan, however, if there is a documented need for training to occur out-of-state, the need and rationale must be included in the "Rationale for Request" section of the application.

Eligible Training - Overview

All training must expand and improve an employee's skills and develop his or her opportunities for growth or promotion within the company. Training must lead to a credential for a skill that is transferable and recognized by industry. Additionally, the training must fill a demonstrated talent need experienced by an eligible participating employer.

There are three types of training that may be funded under the Talent Fund as follows:

Type of Training	Current Employee	New Employee
1. Classroom/Customized	Eligible	Eligible
2. On-the-Job Training (OJT)	Not Eligible	Eligible
3. USDOL Registered Apprenticeship	Eligible	Eligible

- The 90-day post-training retention period applies only to the OJT portion of training for new employees (non-apprentice or first year apprentice).
- A new employee who is not a USDOL Registered Apprentice may participate in OJT, or a combination of classroom and OJT.
- Apprenticeship training includes both RTI and OJT. As an exception to the rule that apprenticeship training must be a combination of both RTI and OJT, 100% OJT may be acceptable provided the submission of strong rationale. For example: with the Apprenti model, RTI has been paid by another source; RTI occurred prior to the effective award date; etc.

Reimbursement for training that occurs prior to an application being approved is not allowed.

Classroom or Customized Training – Details

Each year the list of eligible and ineligible training is reviewed and amended, based on demand and available resources. The Talent Fund reserves the right to deny training not included on this list if it is determined that it does not meet the intent of the program. The list is meant to serve as a guideline and is not intended to be all-inclusive.

Examples of **Eligible Training** topics and activities:

• ABS Welding • Advanced Networking • Air Pollution Control Systems • Alphacam • American Sign Language (ASL)* • Assembly Technician • AutoCAD • Blueprint Reading • Certified Nursing Assistant (CNA) • Certified Surgical Cleaning Technician • Computer Numeric Control (CNC) Operator • Computer Numeric Control (CNC) Programmer • Drill Press • Electrical Equipment • Emergency Medical Technician • Engine Diagnostics • English as a Second Language (ESL)*	• Financial Accounting • Foam Fabrication • Food Safety Modernization • Geometric Dimensioning and Tolerancing (GD&T) • Hydraulics • HVACR • Industrial Sewing • Information Technology Training/Certifications • Injection Molding • ISO 9000 • Kinetix 6500 Troubleshooting • Lathe • Machine Guarding • Leadership or Management Training* • Machining (Mill, Lathe, Surface Grinder, etc.) • Mechanical Drive Systems • Medical Assistant • Metalcasting	• Molding Technology • Online, as defined* • Painting Tech • Process Improvement, Risk and Quality Management Systems* • Project Management* • Quality Engineering • Quality Software • RS Logix 5000 • Radan Nesting and Bending • Robotic Operation PRO • Root-Cause Analysis • Safety Training* • Sales Acceleration • Server Visualization • Statistical Process Control • Sterile Processing Technician • Thermal Imaging • Troubleshooting • Utility Technician • Welding • Wound Care Certification

* = Refer to the Eligible/Ineligible Training Guidance document for additional detail

Examples of **Ineligible training** topics and activities:

• Adult Education (High School Completion / Equivalency)* • Adult Education (Remedial Education and Soft Skills Training) • Consulting to improve company processes • Continuing Education • Curriculum Development	• Certification Maintenance, Re-certification, or License Renewal* • Human Resources • In-house* • Introductory Process Improvement* • Language* • Laws, Regulations and Taxes*	• Online Resource Libraries* • On-the-Job Training (OJT)* • Safety Training* • Seminars, Conferences, Webinars (stand-alone), • Workshops, etc.* • Subscriptions for eLearning • Vendor/Equipment*

	• Literacy Microsoft Office*	• Soft Skills*

* = Refer to the Eligible/Ineligible Training Guidance document for additional detail

Eligible Training Definitions

1. American Sign Language (ASL) and English as a Second Language (ESL) should be contextual, with an emphasis on practical application to work setting
2. Leadership or Management Training may be acceptable provided the following:
    a. Employer has developed an operations strategy or plan that includes specifics on the proposed training
        i Strategy/plan must be described in the Going PRO Talent Fund Application training rationale
    b. Is not a general overview
    c. Is not a stand-alone or self-contained seminar/workshop/webinar
        i A seminar/workshop/webinar may be acceptable if it is a specific component within a comprehensive course/curriculum/training plan
    d. Course syllabus or curriculum with objectives and competencies must be submitted with the Going PRO Talent Fund application
3. Online training is allowable per the following:
    a. Training cannot be obtained locally, or
    b. Training is not within a reasonable travel time, or
    c. Training is not offered in the classroom, and
    d. Course is instructor-led, virtual training versus online learning at trainee's own pace, and
    e. Training results in a credential; specific to a customized, short term technical skill
4. Process Improvement, Risk and Quality Management Systems Training may be acceptable training provided the following:
    a. Black or green belt preferred
        i Must be explained in the Going PRO Talent Fund Application "Rationale for Request" section
    b. Employer has an overall process improvement strategy or plan
        i Must be explained in the Going PRO Talent Fund Application "Rationale for Request" section
    c. Competency-based
    d. Hands-on component to the training
    e. Is not a general overview
    f. Examples of acceptable training include, but are not limited to Lean, Six Sigma, Supply Chain and Total Quality Management
    g. Going PRO Talent Fund cannot cover consulting services
5. Project Management
    a. In the Going PRO Talent Fund Application "Rationale for Request" section, employer must explain how it will improve an employee's skills and develop his or her opportunities for growth or promotion
6. Safety Training may be eligible if it is over and above the cost of doing business
    a. Example: OSHA Overview, Control of Hazardous Energy Sources (aka Lockout/Tagout or LOTO) or HAZWOPER 8 (or Refresher) is not eligible training. However, OSHA 10 (10 hours of training) or OSHA 30 (30 hours), HAZWOPER 24, etc. may be eligible depending on the rationale.
    b. Employer must explain how/why the training is over and above the cost of doing business in the Going PRO Talent Fund Application "Rationale for Request" section

Ineligible Training Definitions

1. Adult Education (High School Completion / Equivalency) may qualify as a *Targeted Population Incentive*, eligible to be awarded to the employer for an individual who achieves at least 75% (or completion) of High School Diploma/Equivalency program requirements during work hours. OJT training and/or classroom training would need to be on the plan and associated with the particular trainee on the HSE path.
2. Certain training activities and/or costs related to certification maintenance, re-certification or license renewal including but not limited to:
    a. Fees/costs for re-certification/license renewal or testing only
    b. Required courses to maintain certification/license
    c. Other requirements to maintain certification/license
3. In-house training for current employees that is not exclusive in nature
4. Introductory Process Improvement such as Basic Lean/Intro to Lean or Lean Overview
5. Language, other than English as a Second Language (ESL) or American Sign Language (ASL)
6. Laws, Regulations and Taxes – for example, training related to compliance regulations, federal/state taxation laws, international laws, US labor laws, etc.
7. Microsoft Office courses (Outlook, Word, Excel, PowerPoint, One Note, Access, Publisher)
8. Online Resource Libraries or any other resource in which an individual can choose from a number of courses over a period of time
9. On-the-Job training (OJT) for current employees unless included as part of training for a new USDOL Registered Apprentice
10. Safety Training that is part of the normal cost of doing business such as bloodborne pathogens, control of hazardous materials, OSHA Overview, Control of Hazardous Energy Sources (aka Lockout/Tagout or LOTO), HAZWOPER 8 or Refresher, emergency action plan, emergency response, hazard communications, hearing conservation, safe electrical workplace, first aid, CPR, etc.
11. Stand-alone seminars, conferences, webinars, workshops, etc. will be considered on a case by case basis in consideration of the course syllabus, material, and outcomes
12. Vendor/equipment training for which the employer has already paid such as if the employer purchases a piece of equipment and included in the cost of the equipment is training for a specified amount of time. Employer may however request reimbursement for training that is over and above the included training.
13. Soft Skills training including but not limited to the following:

• Active Shooter • Adapting to Change • Anger Management • Assessments • Bankruptcy Laws • Branding • Business Policies and Procedures • Business Writing • Coaching/Mentoring • Conducting Effective Meetings • Constructive Feedback and Criticism • Conflict Resolution • Customer Service • Decision Making • Drug and Alcohol Education • Drug Testing	• Effective Listening • Email skills • Employee Relations • Emotional Intelligence Facilitation • Foreign Culture and Customs • Foreign Languages • Forums • Generational Divide • Habits of Successful People • HR Training (i.e. diversity, ethics, sexual harassment, etc.) • Interpersonal Communication • Interviewing Techniques • Legal Contracts • Listening Skills	• Literature • Motivation • Myers Briggs • Navigating Difficult Conversations • Negotiation Skills • Orientation/On Boarding • Personal Management/Health • Presentation Skills • Public Speaking • Reading • Sales • Teamwork/Team Building • Telephone Skills • Time Management • Workplace Politics • Workplace Violence

Note 1: Some topics listed in the table above may be approved as acceptable components of a comprehensive leadership/management/supervisory training plan.

Note 2: Soft skills resources are available at no cost at the eLearning Soft Skills website - https://www.mitalent.org/elearning-soft-skills-program .

New Employee On-the-Job Training – Details

New employee OJT allows the new employee to become proficient in the permanent full-time job for which they were hired. The following rules apply:

- Training is conducted at the worksite
- Reimbursable training begins on or after date of award
- New employees must have been hired 30 days prior to, on or after the award date
- 90-day retention begins upon completion of training and must be completed within one year of the date of the award
- The apprentice retention period may start at the beginning of OJT or RTI, whichever comes first.

USDOL Registered Apprenticeship Training – Details

USDOL Registered Apprentices may be a current or new employee, considered “first year” only once. After the first year, the apprentice is eligible for classroom/customized training as a current employee.

Apprenticeship training includes both RTI and OJT. As an exception to the rule that apprenticeship training must be a combination of both RTI and OJT, 100% OJT may be acceptable provided the submission of strong rationale. For example: with the Apprenti model, RTI has been paid by another source; RTI occurred prior to the effective award date; etc.

A “new” apprentice is one that has been registered by the USDOL on or after January 1, 2021. This will be verified through the Registered Apprenticeship Partners Information Data System (RAPIDS) documentation. However, a “first year” apprentice (whose proposed training is considered first year training on the employer’s work process) may still be eligible for reimbursement if the proposed training has not occurred prior to the award date. This would apply to both RTI and OJT (on-site work experience).

Properly licensed apprentices are not the same as USDOL Registered Apprentices – these are different programs. To verify that the applicant’s apprenticeship is USDOL Registered, please take **one** of the following steps:

1. Inquire on USDOL’s website by visiting https://oa.doleta.gov/bat.cfm
2. Ask the employer for their Apprenticeship Certification Letter issued by the USDOL
3. Call Michigan’s USDOL Office of Apprenticeship at 517-377-1747
4. Contact the State Apprenticeship Expansion Team, LEO-WD, at 517-335-5858 or apprenticeship@michigan.gov.

Cost of Training

- Classroom training should not exceed $1,500 per person.
- New employee on-the-job training should not exceed $1,500 per person.
- New employee training that includes a combination of classroom training and OJT cannot exceed $1,500 per person
- USDOL Registered Apprenticeships (first year apprentices only) should not exceed $3,000 per person.

The amount requested on the original Training Plan cannot exceed the $1,500 or $3,000 per person cap.

Note: an employer may apply the $3,000 reimbursement only once for each first-year apprentice. That is, if the employer receives an award in two consecutive years and the apprentice’s “first year” spans both award periods, the employer may only be reimbursed at the $3,000 level in one of the award periods.

Targeted Incentives

As it is becoming harder to find the skilled talent to fill jobs, employers are encouraged to expand their recruitment to include individuals within Targeted Populations. An extra incentive may be reimbursed to an employer including: $500 for each Veteran, Active Military Reservist, Older Worker, or Returning Citizen new trainee; and $1,000 for each High School Diploma/Equivalency new and incumbent trainee.

1. Veteran
2. Active Military Reservist
3. Older Worker
4. Returning Citizen
5. High School Diploma/Equivalency (HSE) Trainee

The additional incentive must be used to offset additional training costs. The maximum amount per new trainee that an employer may receive as incentive funding is $500 for Veterans, Active Military Reservists, Older Workers, Returning Citizens and $1,000 for High School Diploma/Equivalency new and

incumbent trainees, even if the employee meets the criteria in more than one category. Other criteria must also be met, and verification documentation must be submitted to the MWA prior to payment. For specific information regarding required documentation and criteria to qualify for the incentives, see Required Documentation for Reimbursement section.

Expectations of Employers

Employers play an integral role in defining specific job skill sets and identifying the appropriate training. Partners and employers will work together to develop a training plan, including the number of individuals to be trained and all available funding and resources.

To be considered for a Going PRO Talent Fund award, the employer is expected to:

1. Drill down to the real training need.
2. Be actively involved in the planning and design of the training project.
3. Pay wages to employees that are equal to or greater than the prevailing wage for the local labor market for the applicable job title.
    a. Going PRO Talent Fund should not be utilized for low-wage, high-turnover occupations.
    b. It is the expectation that training will lead to higher skills, thus higher wages.
4. Sign a contract/training agreement with the MWA outlining the employer's role and responsibilities in the training project.
5. Provide impact stories to the MWA, who will then share with LEO-WD, upon completion of training.
6. Commit to retain employees at the completion of training.
7. Provide wage information prior to training, post-training, and six months post-training.
8. Provide required documentation for reimbursement.
9. Provide projected employer contribution on application, then confirm projected or revised contribution post-training.
    a. Note**:** Employers should retain supporting documentation for employer contribution as random audits may be conducted.
10. Utilize Pure Michigan Talent Connect (http://www.mitalent.org) and Michigan Works! as a resource to recruit for job openings

Employers who have multiple plants/sites/facilities/locations, and desire training at each site, may elect to work with one MWA or multiple MWAs.

Additionally, a plant/site/facility/location may receive only one initial award per fiscal year unless they are participating in an Industry-led Collaborative (ILC) application in addition to an independent application.

If a Going PRO Talent Fund awardee anticipates, or is actively laying off employees, the awardee should promptly notify the MWA and provide details of the layoff and how it will impact the approved Going PRO Talent Fund training plan. LEO-WD will review each situation on a case-by-case basis and reserves the right to rescind funds.

Application - Independent/General

Applying for a Talent Fund award is done exclusively online through the Work-Based Learning Online Management System (WBLOMS). The MWA is responsible for submitting applications.

To find the local MWA contacts, click here (michigan.gov/documents/wda/Map_with_Key_Contacts).

- The MWA will conduct a fact-finding evaluation session with the employer and other partners to document the talent and requisite fiscal need.
- The MWA is the lead in the meeting as they will ultimately be submitting the application.
- An employer may choose to work with an MWA that is not in their local area.

FY19 applications

- The application period will be:
    - **Monday, November 2, 2020 until 5:00 p.m. Eastern Time, Monday, November 30, 2020.**
- All applications will be reviewed and competitively scored until funds are exhausted.
    - In instances of limited funds and applications being of equal merit, additional preferences may be considered.
    - It is anticipated that applications will be highly competitive, and requests will exceed available funding.
- Completion of an application does not guarantee funding.
    - All employers may not receive funding.
- Employers need to determine the short-term training requirement while continuing to meet their customer demand.
    - As a reference, the average award amount for Fiscal Years 2014-2019 was approximately $32,000.
    - Employers may complete one application that includes multiple plants/sites/facilities/locations, however LEO-WD reserves the right to limit an employer to a maximum award amount for all locations combined.

Industry-led Collaborative (ILC) Application

An ILC brings together employers (a minimum of two), education and training institutions, workforce development organizations, and other applicable partners such as economic development organizations and government to formulate training and education solutions to fill identified talent gaps. Successful ILCs solve a common or shared workforce problem with supported training that leverages the power of collaboration; also increasing the competitiveness of employer partners, while creating, training, and filling “in-demand jobs.” Employers must drive the work of the ILC, drilling down to the real training need.

1. ILC applications are for classroom or customized training only, not wage reimbursement.
2. Training may be for current and new employees, including new USDOL Registered Apprentices.
3. Employer partners can be from across the state.
4. The ILC application period opens **April 2021.**
    a. The deadline for employers to submit an ILC application is to be announced.
    b. ILC applications may also be submitted throughout the year. The LEO-WD will provide notice when ILC applications will no longer be accepted.
    c. Applications will be reviewed upon receipt.
        i. If approved and funds are available, they will be funded.
        ii. If approved and no funds are available, they will be held until funds become available. Should funds become available, additional ILC awards may be made.
        iii. If not approved, a brief explanation will be provided.
5. There is a separate industry-led collaborative application and separate scoring criteria.
6. An employer may apply for and receive an industry-led collaborative award as well as an independent award.

7. All employers participating in the collaborative must complete an application, however, training plans may be submitted individually (one for each employer) or jointly (one combined training plan that includes all employers).

Scoring Applications

LEO-WD approval of awards will be determined factoring the weighted criteria in the table below. Applications of merit not funded may remain in queue in case funds become available. Should funds become available, additional awards may be made. Additionally, LEO-WD reserves the right to deny an application based on past experiences including, but not limited to, poor demonstration on previous awards, past non-performance, and past non-compliance to requests from Michigan Works! and/or LEO-WD staff. Applications that are denied will receive a letter stating deficiencies.

LEO-WD will award funding to the MWA. The MWA will administer project funding to the employer and/or the training institution once the project outcomes have been met and documented.

Independent Application Scoring Criteria

Scoring Criteria	Points
Rationale Introduction = up to 5 points Business Case (including impact, if applicable) = up to 25 points Tie-in to Training Need = up to 15 points	Up to 45
Employer contribution Total contribution greater than or equals 1:1 match = 5 points Total contribution less than 1:1 match = 3 points Total contribution is $0 = 0 points	Up to 5
Applicant employs fewer than 100 full-time employees	10
Proportion of trainees who are new employees (new hires) 40% or more of trainees are new hires: 5 points 10 – 39% of trainees are new hires: 3 points Fewer than 10% of trainees are new hires: 0 points	Up to 5
Application includes training for first year USDOL Registered Apprentices leading to the nationally recognized, portable Certificate of Completion.	5
Application includes (a minimum of 1) training in partnership with a college, university, or community college that results in earned college credit that could apply toward a certificate or degree.	5
Size of amount of funding requested Up to $50,000: 10 points $50,001 to $100,000: 8 points $100,001 to $150,000: 6 points $150,001 to $200,000: 4 points $200,001 to $250,000: 2 points $250,001 and above: 0 points	Up to 10
Total	**85**

ILC Application Scoring Criteria

ILC application scoring criteria is to be announced at a later date.

Eligible Expenditures

Eligible training expenditures include the actual costs for the:

- Classroom or customized training (including textbooks and lab fees),
- New employee on-the-job training,
- First year USDOL Registered Apprenticeship training

Also allowed are any other reasonable cost required for the successful completion of training. For example, a training provider may quote a fixed amount for training that includes the cost of their travel.

Ineligible Expenditures

The following are ineligible training expenditures. Although these expenditures are not eligible for reimbursement, employers may include them as part of the contribution/leveraged funds.

- Purchase of tools or other equipment including laptops/computers
- Licensing fees
- Testing fees
- Curriculum development
- Travel costs to send trainee(s) to training
- Online training subscriptions

The Talent Fund will not reimburse for training that has occurred prior to the effective award date.

Required Documentation for Reimbursement

For an employer to receive reimbursement they must provide the required documentation to the MWA. The MWA will make reimbursement and retain all essential documentation with award records/file.

Classroom or Customized Training:

1. Copy of invoice or receipt from training provider.
2. Documentation of trainee completion, one of the following:
    a. Copy of credential, i.e. certificate signed by the instructor or training provider.
    b. Copy of certification for online courses.
    c. Copy of grades for credit courses.

New Employee OJT Training:

1. A company payroll register, query from the payroll system or screen shots from the payroll system dated at the three-month post-training retention period that includes all of the following:
    a. Name of the new employee(s).
    b. Hourly wage.
    c. Hire date.
    d. Termination/end date (if applicable).

This is required for each Talent Fund-supported employee as proof that they are still employed at 30, 60, and 90 consecutive calendar days following training. Information for employees not participating in the Talent Fund should be edited out or redacted from the register.

A query exported to Excel or another software is not acceptable. It should be a standardized report pulled from payroll software that is not an Excel spreadsheet. The report should have names or an identifying characteristic for the trainee (i.e. an employee number). If using an identifying characteristic, a key must be provided with trainee names.

2. OJT training payments for employees' wages will be made on a reimbursement basis, consistent with approved documentation of the eligible wages. Payment amounts will be according to the following schedule:
    a. 50 percent reimbursement earned once the trainee has retained employment for 30 consecutive calendar days following training completion.
    b. 75 percent reimbursement earned once the trainee has retained employment for 60 consecutive calendar days following training completion.
    c. 100 percent reimbursement earned once the trainee has retained employment for 90 consecutive calendar days following training completion.

First Year USDOL Registered Apprenticeship Training:

1. Copy of invoice or receipt from training provider.
2. Documentation of trainee completion – one of the following:
    a. Certificate signed by the instructor or training provide.
    b. Copy of grades for credit courses.
3. A company payroll register, query from the payroll system or screen shots from the payroll system dated at the three-month post-training retention period that includes all of the following:
    a. Name of the new employee(s).
    b. Hourly wage.
    c. Hire date.
    d. Termination/end date (if applicable).

    A query exported to Excel or another software is not acceptable. It should be a standardized report pulled from payroll software that is not an Excel spreadsheet. The report should have names or an identifying characteristic for the trainee, i.e. an employee number. If using an identifying characteristic, a key must be provided with trainee names.

4. RAPIDS printout for each apprentice.

5. LEO-WD USDOL Registered Apprentice Participant Demographic Form.

Targeted Incentives:

If a new employee is eligible for one of the targeted incentives - veteran, active military reservist, older worker, or returning citizen - the following verification documentation is required to be provided in order for the employer to receive the additional funds. All non-related personal identifying information should be redacted.

1. Veteran
    a. DD-214.
    b. Department of Defense – Manpower Data Center record (provided during background checks).
    c. Other documentation – to be reviewed and approved by LEO-WD.

2. Active Military Reservist – one of the following:
    a. Leave & Earnings Statement (LES).
    b. Common Access Card (CAC) – standard ID.
3. Older Worker – one of the following to verify date of birth:
    a. Driver's license.
    b. State ID.
    c. Passport, "Green Card" (lawful permanent residency), etc.
4. Returning Citizen
    a. Screen print from one of the following:
        i. http://mdocweb.state.mi.us/OTIS2/otis2.aspx
        ii. https://www.vinelink.com
        iii. http://courts.mi.gov/opinions_orders/case_search/pages/default.aspx
    b. Screen print from similar websites in other states.
    c. Official documentation of conviction or release paperwork.
    d. Other documentation to be reviewed and approved by LEO-WD, such as a signed affidavit from the employer attesting to the new employee's prior status.
5. High School Diploma/Equivalency (new and incumbent trainee)
    a. To verify an individual achieves at least 75% (or completion) of High School Diploma/Equivalency program requirements during work hours, the following must be provided:
        i. Verification of OJT and/or classroom training completion, associated with high school diploma/equivalency preparation, for the particular trainee on the HSE path
        ii. Diploma or high school equivalency (GED or HiSET) credential (if completed), OR
        iii. High school equivalency (GED or HiSET) transcript (including name and birthdate) showing the individual passed (3) tests, or earned 75% of high school diploma credits required for graduation
        iv. Other documentation to be reviewed and approved by LEO-WD, such as documentation that shows they were participating in high school diploma/equivalency training while on the job

The following criteria also apply to qualify for reimbursement:

1. The additional incentive must be used to offset additional training costs.
2. Trainees must have completed the planned classroom training or, for on-the-job training, must have completed the 90-day post-training retention for the employer to receive the extra training incentive.
3. The maximum amount per new trainee that an employer may receive as incentive funding is $500 for Veterans, Active Military Reservists, Older Workers, Returning Citizens and $1,000 for High School Diploma/Equivalency new and incumbent trainees, even if the employee meets the criteria in more than one category.

Required Reporting

Awardees are responsible for reporting in several areas at closeout, including but not limited to verification of the accuracy of the final data including the names of employees who completed training, number and type of employees trained, training providers, types of training, credentials earned, targeted incentives, revised projected contribution/leveraged funds, pre-training hourly wages, hourly wages at training completion, hourly wages at six months post-training, employee retention at six months post-training, and an impact story.

Anticipated Outcomes

Fiscal Year 2021 Going PRO Talent Fund program goals:

- Individuals hired and trained – TBD
- Current employees to be trained – TBD
- Training Completion Rate – TBD
- Employment Retention Rate at Six Months post-training – TBD
- Hourly wage at six months post-training – TBD

Definitions

Active Military Reservist: An actively serving member of a reserve component military branch.

Current Employee: An individual on the employer's payroll at the time of application.

Days: Consecutive calendar days including weekends and holidays.

Exclusive Training: Training that is owned and controlled by the employer and is subject to laws such as copyrights, patents, or trademarks. The control of the training curriculum is usually retained by the employer. Exclusive training may be training on resources or equipment that is exclusive to a single business process. A company that wants to use its own training curriculum in a Going PRO Talent Fund project must demonstrate a lack of capacity or an inability to meet its own demand. A Going PRO Talent Fund Application must also explain why the company's infrastructure cannot support its training needs without the assistance of Going PRO Talent Fund funds.

Full-time: Full-time employee for the purposes of the Going PRO Talent Fund is an individual who works 32 hours per week or more.

Industry-led Collaborative: The purpose of a Going PRO Talent Fund industry-led collaborative (ILC) is to bring together employers, education and training institutions, workforce development organizations, and other applicable partners, such as economic development organizations, community organizations, and government, to formulate training and education solutions to fill identified talent gaps. Successful ILC applications will support training that increases the competitiveness of employer partners, while also creating, training, and filling "in-demand jobs."

Municipality: City, town, or other district possessing corporate existence and usually its own local government; a community under municipal jurisdiction; or the governing body of such a district or community.

NAICS Code: The North American Industry Classification System, NAICS, was developed jointly by the United States, Canada, and Mexico to provide comparability in statistics about business activity across North America. Codes may be accessed using this link: NAICS codes.

"New" and "First Year" Apprentice: USDOL Registered Apprentices may be a current or new employee, considered "first year" only once. After the first year, the apprentice is eligible for classroom/customized training as a current employee. A "new" apprentice is one that has been registered by the USDOL on or after January 1, 2021. This will be verified through the Registered Apprenticeship Partners Information Data System (RAPIDS) documentation. However, a "first year" apprentice (whose proposed training is considered first year training on the employer's work process) may still be eligible for reimbursement if

the proposed training has not occurred prior to the award date. This would apply to both RTI and OJT (on-site work experience).
New Employee(s): Individual(s) hired 30 days prior to, on, or after the award date.

New Employee On-the-Job Training: Training that allows the individual(s) to become proficient in the full-time job for which they were hired. Training is conducted at the worksite. Employers must commit to retaining the employee at the end of a successful training period. This is not to be utilized for low-wage, high-turnover occupations.

Older Worker: An individual age 55 or older.

RAPIDS: USDOL Registered Apprenticeship Partners Information Data System (RAPIDS) is the system utilized to collect information on each Registered Apprentice.

Returning Citizen: An individual who has recently been released from a federal, state, or local correctional facility, or a person who, while not recently incarcerated, has a criminal record or history.

Soft Skills: Personal attributes and character traits needed for success on the job such as communication skills, interpersonal skills, problem-solving, time management, teamwork, work ethic, etc.

Targeted Populations:
Veteran - A person who served in the United States Armed Forces and who was discharged or released under conditions other than dishonorable.
Active Military Reservist – An actively serving member of a reserve component military branch
Older Worker - an individual age 55 or older.
Returning Citizen - an individual who has recently been released from a federal, state, or local correctional facility, or a person who, while not recently incarcerated, has a criminal record or history.
High School Diploma/Equivalency trainee - An individual who achieves at least 75% (or completion) of High School Diploma/Equivalency program requirements during work hours. OJT and/or classroom training would need to be on the plan and associated with the particular trainee on the HSE path.

Training Start Date: First day trainees are scheduled to attend training.

Training End Date: Last day trainees are scheduled to attend training. For the purpose of on-the-job training wage reimbursement for new employees, the training end date is NOT the same as the 90-day retention date.

Veteran: A person who served in the United States Armed Forces and who was discharged or released under conditions other than dishonorable.