



Going PRO Talent Fund

Formerly known as the Skilled Trades Training Fund (STTF)

Employer Guide - Fiscal Year 2019

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, as it is becoming harder for companies to find 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 Talent Investment Agency (TIA) awards the funds to employers through Michigan's workforce system, the [Michigan Works! Agencies](#) (MWA). The local MWA is responsible for submitting applications to TIA 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 TIA.

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





Eligible Employers

To be eligible for a Going PRO 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 in compliance with all federal and 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.

An eligible employer may be a private for-profit or not-for-profit company/organization. Public institutions or entities are not eligible to apply unless they are a municipality designated as a [Rising Tide Community](#).

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; specific date will be stated in award letter. [Pure Michigan Talent Connect \(http://www.mitalent.org\)](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 hire/new employee.

***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 for Going PRO Talent Fund funding.
 - 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 should conclude within one year from the date of the award.
3. New employee on-the-job training, as well as the 90-day post-training retention period, should conclude within one year from the date of the award.

Eligible Training Providers

- Michigan community colleges.
- Universities.
- Private training providers.
- Training provider identified by, and agreed upon, by all partners who can do accelerated “just-in-time” training.
- Registered United States Department of Labor (USDOL) joint apprenticeship training centers (JATC).
- 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.
- Any proprietary institution providing training must comply with Public Act (PA) 148 of 1943, Private Trade Schools, Business Schools and Institutes.

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. 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 Going PRO Talent Fund:

1. Classroom or customized training.
2. [New employee on-the-job training.](#)
3. Apprenticeship training for [new USDOL Registered Apprentices.](#)





Type of Training	Current Employee	New Employee
Classroom/Customized	Eligible	Eligible*
On-the-Job	Not Eligible	Eligible
USDOL Registered Apprenticeship	Eligible	Eligible

*90-day post-training retention period does not apply if the new employee participates only in classroom training. If a new employee (non-apprentice or new apprentice) has both classroom and on-the-job training, the 90-day post-training retention period does apply to the on-the-job training portion.

Note: A new employee who is not a USDOL Registered Apprentice may participate in a combination of classroom and on-the-job training.

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

Classroom or Customized Training – Details

Classroom or customized training:

1. May be for current or new employee.
2. Must lead to a credential for a skill that is transferable and recognized by industry.
 - a. The individual must obtain a credential that will allow them to retain employment, or in the case they become unemployed, gain employment in a shorter timeframe.
 - i. Examples of this could be a certificate in welding or on-site training for a specific job such as Robotics Technician.
3. Enhance an individual’s employability.
4. Be conducted by a third party unless **exclusive** in nature.
5. May take place at the training provider or on-site at the employer.
6. May take place online, if approved.
 - a. Examples of approvable online training: Tooling U or Penn Foster.
 - b. Rationale to support online learning:
 - i. Training cannot be obtained locally.
 - ii. Training is not within a reasonable travel time.
 - iii. Training is not offered in the classroom.
 - iv. The course is instructor-led or virtual training versus online learning at trainee’s own pace.
 1. The preference is for course to be instructor-led.
 2. Clarify with the employer and training provider.

Examples of eligible classroom or customized training include, but are not limited to, the following:

1. Blueprint Reading.
2. Certified Surgical Cleaning Technician.
3. Computer Numeric Control (CNC) Operator.
4. Computer Numeric Control (CNC) Programmer.
5. Emergency Medical Technician.
6. English as a Second Language (ESL).





- a. Should be contextual with an emphasis on practical application to work setting.
7. Financial Accounting.
8. Geometric Dimensioning and Tolerancing (GD&T).
9. Industrial Sewing.
10. Information Technology training/certifications.
11. 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 “Rationale for Request” section.
 - 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. Is not 100% online.
 - e. Course syllabus or curriculum with objectives and competencies must be submitted with the Going PRO Talent Fund application.
12. Machining (Mill, Lathe, Surface Grinder, etc.).
13. Medical Assistant.
14. Process improvement 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 and Total Quality Management.
 - g. STTF cannot cover consulting services.
15. 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.
 - b. Curriculum description required with application submission.
16. Robotic Operation PRO.
17. Safety training may be eligible if it is over and above the cost of doing business.
 - a. Example: MIOSHA Overview, or Lockout/Tagout (LOTO), is not eligible training. However, MIOSHA 10, which is approximately 30 hours of training, 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.
18. Sterile Processing Technician.



19. Welding.
20. Wound Care certification.

New Employee On-the-Job Training – Details

New employee on-the-job training (OJT) allows the new employee to become proficient in the permanent full-time job for which they were hired.

1. For individuals hired 30 days prior to, on or after the award date:
 - a. 30-day date will be stated in the award letter.
 - b. If individual was hired within the 30 days prior to award, the reimbursable training is to begin on or after date of award. Example: The individual was hired on November 15, 2018, award was made on December 3, 2018. Therefore, the portion of the new employee on-the-job training for which the employer is seeking reimbursement should start as of December 3, 2018. Training that occurs prior to the award cannot be reimbursed.
 - c. 90-day retention begins upon completion of training and must be completed within one year of the date of the award.
2. Training is conducted at the worksite.

New USDOL Registered Apprenticeship Training – Details

To qualify for apprenticeship training reimbursement, a “new apprentice” is defined as either of the following:

1. An individual not in a USDOL Registered Apprenticeship at time of application who begins a new USDOL Registered Apprenticeship prior to award closeout.
2. An individual who begins a new USDOL Registered Apprenticeship on or after May 1, 2018.
 - a. **Note:** Training completed prior to the award cannot be reimbursed. That is, the May 1, 2018 date qualifies the USDOL Registered Apprentice to be considered a “new apprentice” on a Going PRO Talent Fund application, but only the portion of his/her training that takes place on or after the award approval date is eligible for reimbursement.

A new apprentice may be a current or new employee.

New apprentices must be new USDOL Registered Apprentices, therefore the trainee is to be considered “new” only once. After the first year, the apprentice is eligible for classroom/customized training as a current employee.

Apprenticeship training may be:

1. Classroom training only, or
2. Combination of classroom training and on-site work experience.
 - a. Going PRO Talent Fund will not cover apprenticeship training that consists of only on-site work experience. On-site work experience must be in conjunction with at least one classroom training component.





Properly licensed apprentices are not the same as USDOL Registered Apprentices – they are different programs. Prior to reimbursement, both of the following documents must be submitted to the MWA:

1. An apprentice verification screen shot from the USDOL Registered Apprenticeship Partners Information Data System (RAPIDS).
2. A completed apprenticeship demographic information form (provided by the MWA).

Michigan Advanced Technician Training (MAT2) is an eligible training under the Going PRO Talent Fund. However, the company may not receive funds from the MAT2 program and Going PRO Talent Fund to train the same individual in the same fiscal year (10/1/18 – 9/30/19).

Ineligible Training and Activities

Every year the list of eligible and ineligible training is reviewed and amended. There may be topics listed that were previously eligible but are ineligible in FY19 (e.g. Excel). Similarly, there may be topics that were ineligible that are now eligible (e.g. Leadership). Changes are based upon demand and available resources.

Ineligible training topics and activities include but are not limited to:

1. Adult Education.
2. Consulting to improve company processes.
3. Continuing education credits.
4. Curriculum development.
5. Certain training activities and/or costs related to certification maintenance, re-certification or licensing including but not limited to:
 - a. Fees/costs for re-certification/license renewal.
 - b. Required courses to maintain certification/license.
 - c. Other requirements to maintain certification/license.
6. Human Resources training and Human Resources Certification of any kind.
7. In-house training for current employees that is not [exclusive](#) in nature.
8. Introductory process improvement.
 - a. Basic Lean/Intro to Lean.
 - b. Lean Overview.
9. Language, other than English as a Second Language (ESL).
10. Laws, Regulations and Taxes – for example, training related to compliance regulations, federal/state taxation laws, international laws, US labor laws, etc.
11. Literacy.
12. Microsoft Office courses (Outlook, Word, Excel, PowerPoint, One Note, Access and Publisher) at any level.
13. Online Resource Libraries or any other resource in which an individual can choose from a number of courses over a period of time.
14. On-the-job training (OJT) for current employees unless included as part of training for a new USDOL Registered Apprentice.
15. Safety training that is part of the normal cost of doing business such as blood borne pathogens, control of hazardous materials, MIOSHA Overview, lockout/tagout (LOTO), emergency action





plan, emergency response, hazard communications, hearing conservation, safe electrical workplace, first aid, CPR, etc.

16. Seminars, conferences, workshops, etc.

17. Subscriptions for eLearning.

18. Vendor/equipment training for which the employer has already paid.

- a. Employer purchases a piece of equipment and included in the cost of the equipment is training for a specified amount of time. Company cannot seek reimbursement for that training cost. Employer may request reimbursement for training that is over and above the included training.

19. Webinars (as stand-alone or self-contained training).

20. Soft Skills.

- a. Examples include, but are not limited to, the following:

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

The Going PRO 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.





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.
- USDOL Registered Apprenticeships ([new apprentices](#) only) should not exceed \$3,000 per person.
 - Cannot be 100% on-the-job training.

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

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](#). As an incentive, an extra \$500 may be reimbursed to an employer for each new employee who qualifies under one of the following categories:

1. [Veteran](#)
2. [Active Military Reservist](#)
3. [Older Worker](#)
4. [Returning Citizen](#)

The additional \$500 must be used to offset additional training costs. The maximum amount per new employee that an employer may receive as incentive funding is \$500, 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 skill sets by the job and identifying the appropriate training or combination of training. Once documented, the [partners](#) will work with the employer(s) to develop the necessary training plan, identify and document the number of individuals to be trained, and identify all available funding and resources to be used. A summary of the project and all required proposal components will be provided by the MWA to TIA for approval using the Going PRO Talent Fund Application and Going PRO Talent Fund Training Plan. Once approved, a contract/training agreement will be executed between the MWA and the employer or training provider.

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 TIA, 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. Close out prior year Going PRO Talent Fund award before applying for another. Exceptions may apply such as:
 - a. Waiting for new hire 90-day retention.
 - b. Waiting for completion of fall semester classes.
 - c. Other situations will be considered on a case-by-case basis.
11. Use [Pure Michigan Talent Connect](#) and Michigan Works! 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 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. TIA will review each situation on a case-by-case basis and reserves the right to rescind funds.

Application (Independent/General)

Applications are available only through an MWA. The MWA is responsible for submitting applications on behalf of all local partners to ensure all available funding (federal, state, local, private) is identified and utilized in a strategic, braided manner.

To find the local MWA contact, see a [map of local contacts](#) by visiting michigan.gov/documents/wda/Map_with_Key_Contacts for the contact information.

- 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:
 - **Wednesday, September 12, 2018 until 5:00 p.m. Wednesday, October 3, 2017**
- 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.
- The minimum request is \$1,000 and employers need to determine the short-term training requirement while continuing to meet their customer demand.
 - As a reference, the average award for Fiscal Year 2018 was less than \$35,000.
- Additionally, the TIA reserves the right to limit an employer with multiple sites/plants/facilities/locations to a maximum award for all locations combined.
- Follow the Going PRO Talent Fund application instructions carefully, as incomplete and/or inaccurate applications will be returned.
 - Instructions will be provided by the MWA if they determine an application is appropriate to be completed.

Industry-led Collaborative Application

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.”

1. ILC applications are for classroom or customized training only and may not be used for wage reimbursement.
2. Employer partners can be from across the state.
3. ILC applications are not limited to the general application period.
 - a. The ILC application will be released at the same time as the independent application (Wednesday, September 12, 2018).
 - b. ILC applications may also be submitted throughout the year. The TIA will provide notice when ILC applications will no longer be accepted, approximately during Summer 2019.
 - 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.
4. There is a separate industry-led collaborative application and separate scoring criteria.





5. An employer may apply for and receive an industry-led collaborative award as well as an independent award.
6. 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).
7. ILC applications should be submitted at least three weeks prior to the training start date to allow the TIA time to process the application.

Training Plan

A Going PRO Talent Fund Training Plan and Verification Form must be submitted with each Going PRO Talent Fund Application and is only available from the MWA. The Going PRO Talent Fund Training Plan and Verification Form is an Excel form with multiple worksheets/tabs and is used for both types of applications.

Scoring Applications

TIA’s approval of awards will be determined factoring the weighted criteria in the table below. Additionally, TIA reserves the right to deny an application based upon 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 TIA staff. Applications of merit not funded will remain in queue until funds become available. Should funds become available, additional awards may be made.

TIA 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	Points
Rationale	Up to 45
Introduction = up to 5	
Business Case = up to 25	
Tie-in to Training Need = up to 15	
Employer contribution from Section 4 on the application (Note: Scoring does not take into consideration contributions from MWA and other partners. Employers should retain supporting documentation for employer contribution since random audits may be conducted.)	Up to 15
Employer employs fewer than 100 full-time employees	10
Employer is located within a Rising Tide Community	5
Application includes training for new USDOL Registered Apprentices	5
Sub-total	80
If employer received an award between 10/1/16 and 9/30/18, did they utilize: 80% - 100% of the funds = 5 pts	Up to 5





60% - 79% of the funds = 4 pts	
40% - 59% of the funds = 3 pts	
20% - 39% of the funds = 2 pts	
Less than 20% = 0 pts	
Employer has never received an award, or received award(s) prior to 10/1/2016	5
Total	85

ILC Application Scoring Criteria	Points
Introduction statements from participating employers	Up to 5
Statement of collaboration – how business and partners came together, purpose, goals, training need/business case	Up to 35
Contribution/leveraged funds	Up to 20
Employers = up to 15 (Employers should retain supporting documentation for employer contribution since random audits may be conducted.)	
Partners, including in-kind (not including employer or MWA contribution) = up to 5	
50% or more of the employers employ fewer than 100 full-time employees	10
50% or more of the employers are located within a Rising Tide Community	5
Application includes training for new USDOL Registered Apprentices	5
Total	80

Eligible Expenditures

Eligible training expenditures include the actual costs for the classroom, new employee on-the-job training, and USDOL Registered Apprenticeship training, as well as 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 Going PRO Talent Fund will not reimburse for training that has occurred prior to the Going PRO Talent Fund Application and Training Plan being awarded.





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 On-the-Job 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. On-the-job 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.

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. TIA 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 TIA.
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 TIA, such as a signed affidavit from the employer attesting to the new employee's prior status.

The following criteria also apply to qualify for reimbursement:





1. The additional \$500 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 \$500 training incentive.
3. The maximum incentive amount that the employer may receive is \$500 per new employee even if the employee meets the criteria in more than one of the targeted categories. For example, if the new employee is both a veteran and an older worker, the maximum incentive amount is \$500. The employer may decide whether to submit the verification documentation to the MWA for one or all applicable targeted categories.

Required Reporting

Awardees are responsible for reporting in several areas:

1. New Hire Reporting: Employers who have listed new employees on their training plan are required to report on a regular basis to the MWA their progress in hiring.

In addition, the following are required of all employers at award closeout:

1. Verification Form
 - a. Verification Form (a tab/worksheet on the Going PRO Talent Fund Training Plan) is used to document the names of employees completing training, credentials earned, pre-training hourly wages, hourly wages at training completion, hourly wages at six months post-training, and employee retention at six months post-training.
 - b. Submitted when all training is completed and at six-months post-training,
2. Revised Employer and Partner Projected Contributions
 - a. At the time of application, the employer, MWA, and other partners provide what they project to be their contributions (or leverage). Upon completion of training, the projections from all sources should be verified and adjusted accordingly. This information should be reported for each award at closeout using the Revised Employer and Partner Projected Contributions form.
 - b. If the award was reduced, the contribution/leveraged funds should be reduced accordingly,
3. Impact Story
 - a. All Going PRO Talent Fund awardees are required to provide at least one impact/success story over the period of the award to define the value of the Going PRO Talent Fund investment made to the employer and its employee(s). Preferably the stories should be provided at completion of training. The impact described should be measurable outcomes.
 - b. Appropriate employer and employees' releases must be submitted since impact stories may be published.
4. Apprentice Participant Demographic Form (if applicable for employers with Going PRO Talent Fund-funded USDOL Registered Apprentices)





- a. Purpose is to gather demographic information on each apprentice based on self-reporting by the apprentice.

Anticipated Outcomes

Fiscal Year 2019 Going PRO Talent Fund program goals:

- Individuals hired and trained – 3,300
- Current employees to be trained – 10,000
- Training Completion Rate – 80%
- Employment Retention Rate at Six Months post-training – 80%
- Hourly wage at six months post-training – \$16.95

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 Apprentice: Any individual who begins a U.S. Department of Labor Registered Apprenticeship on or after May 1, 2018, or any individual not in a USDOL Registered Apprenticeship at time of application who begins a new USDOL Registered Apprenticeship prior to award closeout. This could be a current or new employee.

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.

Rising Tide Community

The mission of the Rising Tide initiative is to provide at-risk communities with the tools they need to design and build a successful economic framework. It supports vibrant, thriving communities to attract business investment and talent by creating a sustainable path toward economic stability and growth. The Rising Tide communities are:

- | | |
|--|-------------------------------------|
| Region 1 – Newberry & Ontonagon | Region 6 – Sandusky |
| Region 2 – Central Lake & Manistee | Region 7 – Charlotte & Eaton Rapids |
| Region 3 – Grayling & West Branch | Region 8 – Paw Paw & Albion |
| Region 4 – Ewart | Region 9 – Hillsdale & Adrian |
| Region 5 – Harrison, Gladwin & Beaverton | Region 10 – River Rouge & Hamtramck |

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.



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.