



**Skilled Trades Training Fund
Process Guide**

Fiscal Year 2016

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Background

While Michigan's economy continues to gain momentum, there is still a challenge for companies to find talent with the skills they need. To address this issue, the Governor recommended, and the Legislature supported, the creation of the Skilled Trades Training Fund (STTF) in October of 2013. Now in its third year, the STTF continues to focus on assisting companies in meeting their talent challenges.

The STTF provides competitive awards for employer responsive training that enhances talent, productivity, and employment retention while increasing the quality and competitiveness of Michigan's businesses. The STTF ensures Michigan's employers have the talent they need to compete and grow, and individuals have the skills they need for in-demand jobs. Collaboration between the Michigan Works! Agencies (MWAs), economic development, and educational partners is essential to achieving demand-driven training that addresses talent shortages hampering the growth of Michigan's industries.

Key Partners

Any of the following partners can identify eligible businesses that have a documented need for recruitment and/or development of talent. However, final project approval lies with the Workforce Development Agency (WDA).

- WDA (Project Lead)
- Michigan Economic Development Corporation (MEDC)
- MWAs
- Local Economic Developers
- Michigan Community Colleges and other allowable training providers

Strategy

The STTF is designed to create public-private partnerships with businesses to design training models that adapt in real time with changing employer demand. Training must be short-term (preferably three months or less) in duration, and lead to a credential for a skill that is transferable and recognized by the industry. Businesses who request funding must actively participate in the development of the training and must commit to retaining individuals at the completion of training. New jobs created as a result of training should be filled by individuals recruited with the assistance of the local MWA.

The STTF is not to offset current tuition reimbursement programs.

Eligible Businesses

Any private or non-profit business is eligible to apply; governmental agencies and institutions are not eligible. Funds may be requested for a specific business with a demonstrated talent need. Demand is documented by the MWA to determine whether or not the skill sets needed are available in the current labor pool. Staffing/temporary/leasing agencies' applications will be reviewed on a case-by-case basis.

Eligible businesses must demonstrate a need for training that allows the business to compete, expand, and positively contribute to the local and state economy. Businesses must have a Michigan presence, 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; and, be willing to participate under the project's eligibility parameters and guidelines.

Businesses that have multiple locations must complete an application for each site that is applying. Funding is not guaranteed for every application. Additionally, a location may only receive one award per fiscal year.

Businesses that have not submitted timely documentation for previous grant completion are prohibited from receiving future STTF funds.

Eligible Trainees

Any Michigan resident, 18-years of age or older, may participate in the STTF. Trainees, both current employee(s) and individuals to be hired, must be permanent full-time employees of the business(es). Pure Michigan Talent Connect (www.mitalent.org) will be used as a resource to obtain potential candidates for the interview and selection process. If employees that are non-residents are attending the training and paid for by the business, these funds should be included in the employer contribution.

With the exception of current employees, prior to receiving training, individuals to be hired should be assessed to determine if they are suitable for the proposed training. An assessment should be done to ensure the individual has the capacity to successfully complete the training, and to ensure they are an appropriate fit for the business.

If an identified trainee is currently receiving services under another MWA program (i.e., Workforce Innovation Opportunity Act [WIOA], Wagner-Peyser, Trade Adjustment Assistance [TAA], Partnership.Accountability.Training.Hope. [PATH], etc.), the STTF indicator should be selected in the One-Stop Management Information System (OSMIS). The "Skilled Trades Training Fund Participant" indicator can be selected on the registration screen, in the Special Initiative Indicator section.

Training Duration

Funding will be utilized to provide short-term training to meet current, documented needs of businesses, typically three months or less, no training plan should exceed six months. Training should be expedited as soon as possible after the grant has been awarded, four to six weeks is preferred.

Allowable Training Providers

Michigan community colleges and other training providers identified by, and agreed upon by all partners, who can do accelerated “just-in-time” training.

Additional examples:

- Proprietary schools as licensed in the State of Michigan
- Businesses, only if their resources or equipment is [exclusive](#) and training is not available elsewhere; supporting rationale must be documented in the application
- Vendors providing training in operation of equipment or systems for which they were the provider

An MWA may not be a training provider under the STTF.

Any proprietary institution providing training must comply with Public Act (PA) 148 of 1943, Private Trade Schools, Business Schools and Institutes, which includes:

MCL 395.101 Sec. 1. (1) A person shall not operate a proprietary school in this state without a temporary permit or license from the department under this act. The department shall prescribe the form of license and temporary permit.

MCL 395.101a (b) "Person" means an individual, partnership, corporation, limited liability company, association, organization, or other legal entity.

(c) "Proprietary school" means a school that uses a certain plan or method to teach a trade, occupation, or vocation for a consideration, reward, or promise of any kind. The proprietary school includes, but is not limited to, a private business, trade, or home study school. Proprietary school does not include any of the following:

- (i) A school or college possessing authority to grant degrees,
- (ii) A school licensed by law through another board or department of this state, or
- (iii) A school maintained or a program conducted, without profit, by a person for that person's employees.

To determine if a school is licensed in the State of Michigan visit www.michigan.gov/pss, click on “check a license” at the right hand side of the screen. Search by Name, License Number or Location. When searching by a name, it will ask for license type, simply select the state “MI” and it will conduct the search.

If it is determined locally that an institution identified to provide training under the STTF requires licensing, the forms necessary to begin the licensing process can be obtained at the following address: http://www.michigan.gov/lara/0,4601,7-154-35299_61343_35414_60647_2739---,00.html.

Training providers for the STTF do not have to be listed on the Career Education Consumer Report (CECR). However, if there is a braiding of funds, any Federal funding source must follow all applicable guidelines (i.e., WIOA-funded training must be on the CECR).

Training institutions may be subject to licensing if they meet legislated criteria. The Department of Licensing and Regulatory Affairs (LARA) states, “anyone providing training programs intended to prepare individuals for a type of job (i.e., truck driving school, nanny school, bartender school) should be licensed as a vocational school.” Additionally, “... those providing non-vocational training (i.e., blueprint reading) are not required to be licensed by the state.” See LARA’s website for additional details: http://www.michigan.gov/lara/0,4601,7-154-35299_61343_35414_60647_2739---,00.html.

The preference is for all training to occur in Michigan; however, if there is a documented need and rationale for training to occur out-of-state, an application can be submitted for consideration.

Allowable Training

Training programs funded by the STTF must fill a demonstrated talent need experienced by an eligible participating business. The classroom training must lead to a credential for a skill that is transferable and recognized by the industry and leads to permanent full-time employment or continued permanent full-time employment. The individual must obtain a credential that will allow them to gain or retain employment. Examples of this could be a certificate in welding or [on-site training](#) for a specific job, such as robotics technician. Online learning is allowable if the training cannot be obtained locally, within a reasonable travel time, or is not offered in the classroom.

Examples of allowable training include:

- Classroom
 - Conducted by third party unless exclusive in nature
 - Lead to recognizable credential that enhances individual’s employability
 - May take place at the training provider, onsite at company, or online (if approved)
 - May be for current employee(s) or individual(s) to be hired after the STTF Application is approved
- On-site training with wage reimbursement for individual(s) to be hired
 - Training for the individual(s) to obtain skills to become proficient in the new job
 - Individual(s) must be hired after the STTF Application is approved and before training begins
 - If individuals being hired have worked for the company through a temporary staffing agency, the individual must be increasing their job responsibilities or learning a new job
 - It is not the intent of STTF to reimburse a business to train someone on a current job
- Apprenticeships – for [new apprentices](#)
 - Only USDOL Registered Apprenticeships
 - First year apprentices
 - New apprentice is:
 - An individual who begins a USDOL Registered Apprenticeship at any point within the three months prior to company completing an STTF Application
 - An individual not currently in a USDOL Registered Apprenticeship

- Can be a current employee or a new employee
- STTF cannot reimburse for training that occurs prior to application approval

The STTF can only support the initiation of new USDOL Registered Apprentices. STTF can be coordinated with a WIOA supported USDOL Registered Apprenticeship training. With the short-term training limitation of the STTF, the multiple years of training it can take to achieve the Journeyman status cannot be subsidized. Additionally, apprenticeship training must be a combination of classroom training and on-site work experience, the STTF will not cover 100 percent of on-site work experience. The STTF is not intended to supplement current tuition reimbursement programs; additionally, STTF cannot fund the Michigan Advanced Technician Training (MAT²) Program.

Some apprentices, such as electricians and plumbers, must be licensed by Michigan’s Department of Licensing and Regulatory Affairs (LARA) to work in Michigan. Employers may believe that properly licensed apprentices are the same as a USDOL Registered Apprenticeship but they are different programs. If you are concerned that your STTF applicant’s apprenticeship is not USDOL Registered, please take one of the following steps to verify legitimacy:

1. Inquire on USDOL’s website at <http://oa.doleta.gov/bat.cfm>;
2. Ask the employer for their *Apprenticeship Certification Letter* issued by the USDOL; or
3. Call Michigan’s USDOL Office of Apprenticeship at (517) 377-1747.

There will be dedicated STTF funds for apprenticeship training.

Prohibited Training

Examples of prohibited training include:

- In-house training that is not exclusive in nature for current employees
- Adult Education
- Literacy
- English as a Second Language
- Leadership
- Soft Skills
 - Resources are available at no cost at <http://www.mitalent.org/elearning-soft-skills-program/>
- On-site training with wage reimbursement for current employees
- Seminars, conferences, workshops, etc.
- Consulting to improve company processes. Classroom training must lead to a recognized credential for the employee

Cost of Training

- Classroom training should not exceed \$1,500 per person
 - This is not an average
- On-site training with wage reimbursement for individuals to be hired should not exceed \$1,500 per person

- This is not an average
- USDOL Registered Apprenticeships ([new apprentices](#) only) should not exceed \$3,000 per person
 - This is not an average

Training does not have to be competitively procured; however, training costs should be reasonable, and the desired training provider must be identified in the STTF Application and Training Plan.

Allowable Expenditures

Allowable training expenditures include the actual costs for the classroom, on-site training with wage reimbursement for individuals to be hired, 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.)

Prohibited Expenditures

The following are prohibited training expenditures; however, they can be included in the leveraged funds from businesses/employers:

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

The STTF cannot reimburse for training that has occurred prior to the STTF Application and Training Plan being approved.

	Classroom Training	On-site Training with Wage Reimbursement	USDOL Registered Apprenticeship Training
Current employee(s)	✓		✓
Individual(s) to be hired	✓	✓	✓
Up to \$1,500	✓	✓	
Up to \$3,000			✓
Must lead to a credential	✓		✓

Origination

Once a business is identified by any of the program partners, the MWA (lead), referring partner, and any other identified partners will conduct an on-site fact-finding evaluation session with the business(es) to document the talent and requisite fiscal need. MWAs will lead the fact-finding sessions to identify all applicable federal or state funds that are, or could be, used to support the training.

The STTF will leverage, and supplement, state dollars with funding from employer contributions, cash and in-kind, federal workforce development system funding, tax increment financing options,

foundations and other sources. All available funding will be identified and used to meet the documented demand; STTF is funded through State of Michigan's general fund/general purpose money, and must be used as a last resort. The STTF may be utilized when federal workforce and other potential fund sources are not sufficient to meet the demand. Funding will be used to cover training costs of specific employer-led projects that address existing talent mismatches or gaps that federal and state workforce training programs cannot support. The program will be strategic and creative to respond to immediate employer talent needs.

Businesses play an integral role in defining specific skill sets by the job and identifying the appropriate training or combinations of training. Once documented, the partners will work with the business(es) 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 to the WDA for approval using the STTF Application and STTF Training Plan. Once approved, a contract/training agreement will be executed between the MWA and the business and/or training institution.

To be considered for an STTF award, the business is expected to:

- Be actively involved in the planning and design of the training project;
- Pay wages to employees, that are equal to or greater than, the prevailing wage for the local labor market for the applicable job title;
- Sign a contract/training agreement outlining the employer's role and responsibilities in the training project, including reporting outcomes to the MWA related to trainee participation, hourly wage, and impact/highlights stories. (Impact stories must be collected, and submitted, to the WDA upon completion of training.);
- Commit to hiring, or retaining, employees at the successful completion of training;
- Provide wage information prior to training, post-training, and six months post-training;
- Provide proof of employee retention for on-site training with wage reimbursement, for individuals to be hired in the form of a payroll register dated at the three-month retention time period. The register only includes the names or identifying characteristic of those employees participating in the STTF, date of hire, term date (if applicable), and hourly wage data. Information for employees not participating in the STTF should be redacted from the register;
- To close-out prior year STTF grant before applying for another; and
- Use www.mitalent.org and Michigan Works! to recruit for job openings.

MWAs calculate leveraged funds to support the STTF project including employer contributions, cash or in-kind, MWA program funds, local economic development/developer partner funds, training provider discounts, other partners and MEDC funds.

Examples of employer leveraged funds:

- Wages of current employees while they are attending training
- Cost of travel, lodging, and meals for employees to attend training
- Cost of equipment purchased and used during the training
- Cost of additional employees being sent to training, not covered by STTF
- Cost of training facility

- Loss of productivity
- Cash contribution

Application

Michigan Works! is responsible for submitting applications on behalf of all local partners to ensure all available funding (federal, state, private) is identified and utilized in a strategic, braided manner. Partners and/or companies are to contact their local MWA Business Solutions Professional (BSP); see a map of BSP at http://www.michigan.gov/documents/wda/Map_with_Key_Contacts_434690_7.pdf for their contact information. The BSP will conduct a fact-finding evaluation session with the company 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. A business may choose to work with an MWA that is not in their local area due to their proximity or if the local MWA does not provide the services needed. In such cases, the sponsoring, or applying, MWA must notify the local MWA of the application, and provide a copy of this notification to the WDA with the application.

A consortium is a partnership of two or more companies with the objective of participating in shared training resources. Consortium objectives may be to fill seats in the classroom, participate in the design of curricula unique to their shared needs, or bring in a training resource that cannot be provided in the region. Businesses can be from across the state, they are not limited to the local area. However, supporting documentation from the local MWA must be included in the application, an e-mail will suffice. An application must be completed for each company; in Section 4 indicate the total number of businesses participating in the consortium. Additionally, the Consortium Project Plan must be completed with each business total for a grand total of the entire project. The WDA reports on each company that receives the STTF, requiring separate applications from each company.

There is not a minimum or maximum number of individuals to be trained, or a dollar amount for applications, but there is a monetary cap, or limit per trainee (see the [Allowable Training](#) section).

The WDA which administers the STTF, will inform the MWA regarding the status (e.g., application is in review, application is approved, or application is denied) of their application within three business days from the date of receipt of an accurate and complete application and training plan. Once approved, the MWA will receive a letter notifying them of the approval, and the MWA is responsible for administering the grant consistent with an approved application and training plan. Applications may be submitted throughout the year.

Technical assistance is available from the WDA; you may request assistance by e-mailing skilled@michigan.gov. **NOTE:** Technical assistance does not guarantee funding approval.

1. Section 1 of the STTF Application is to be completed by the business.
2. Section 2 of the STTF Application is to be completed by the business. The training information portion should match the STTF Training Plan; if the application and training plan do not match, the application will not be accepted. The amount of the STTF request should be rounded up to the nearest dollar amount. The MWA must review the STTF Training Plan to ensure that it is accurate and correlates with Section 2 of the STTF Application. If the number of training

providers exceeds the capacity of the STT Application, submit an attachment (a Word or Excel document is acceptable).

3. Section 3 of the STTF Application must be completed by an authorized company representative.
4. Section 4 of the STTF Application is to be completed by the MWA. The rationale is a critical piece of the application approval process; ensure that you clearly state the business case explaining why training and STTF funding is needed. Please be clear and succinct, include information derived from your fact-finding. Do not reiterate the company's rationale from Section 2.

The STTF Application, the STTF Training Plan, and any other supporting documents must all be submitted to skilled@michigan.gov. Incomplete and/or inaccurate applications or training plans will be returned and not processed.

Partner Inclusion

To ensure vibrant collaboration among partners, the STTF requires communication between the MWA, MEDC, relevant economic development/developer partners and any referring partner(s). The expectation is that information concerning the application and processes is fully shared between the partners as evidenced in Section 4 of the application.

It is recommended that each MWA coordinate with partners to design a communication process, or forms, to complete the informing requirement. Failure to meet this requirement or falsification of the application may result in forfeiture of the application funding and any future application funds. The WDA reserves the right to move funds to another MWA to achieve the outcomes for the business customer.

It is the MWA's responsibility to submit an application to the WDA on behalf of the referring partner or employer applying. In the event that the MWA determines that the application does not have merit, it should be noted in Section 4 under the rationale with a recommendation not to fund, and sent to the WDA for record keeping.

Training Plan

A Training Plan must be submitted with each STTF Application. The only change allowed to the STTF Training Plan and Verification Form is to increase the lines for more trainees or add columns for additional training if needed. The form must be submitted to WDA in Excel format, do not submit as a PDF. **NOTE** – if rows and columns are added, it may distort the formulas that are currently in the document, verify all formulas are accurate prior to submitting to WDA.

The Training Plan worksheet will be completed by the business and training provider, if applicable. The MWA may also assist the business in completing the STTF Training Plan. Please round up all final STTF requests to the nearest dollar on the application, the training plan can be the actual amount of training.

The STTF Training Plan and Verification Form is an Excel form with multiple worksheets/tabs. There is a: 1) Training Plan and Verification Form worksheet; 2) sample of the form with data entered worksheet; and 3) instructions for completing the form worksheet.

Current Employees

The names of current employees to be trained need to be entered on the Training Plan, as well as their current hourly wage. If the employees will be receiving classroom training, enter the training provider, dates of training, training course, and cost of training being requested.

For new apprentices, enter the type of apprenticeship, training provider, dates of training, training course, and cost of training being requested. Additionally, for apprentices, a portion of on-site work experience can be covered. This amount is calculated by the number of hours of training multiplied by the hourly wage. Apprenticeship training must be classroom training or a combination of classroom training and on-site work experience; the combined total cannot exceed \$3,000. The STTF will not cover 100 percent of on-site work experience.

It is acceptable that trainee names may change between the submission of the application and the actual start of training, as long as the number of trainees remains the same.

Individuals to be Hired

The job title is required at the time of application submission. If the new hire(s) will be receiving classroom training, enter the training provider, dates of training, training course, and cost of training being requested. If the new hire(s) will be receiving on-site training with wage reimbursement, enter the hourly wage and the number of hours to be trained.

If the new hire(s) will be receiving USDOL Registered Apprenticeship training, enter the type of apprenticeship, type of training, training provider, dates of training, training course, and the cost of training being requested. Furthermore, for apprentices, a portion of on-site work experience wages can be reimbursed. This amount is calculated by the number of hours of training multiplied by the hourly wage. Apprenticeship training must be classroom training or a combination of classroom training and on-site work experience; the combined total cannot exceed \$3,000. The STTF will not cover 100 percent of on-site work experience.

Training Plan Expectations

It is imperative for the MWA to hold companies accountable to implement the approved plan. If the MWA is observing poor performance, they may contact the WDA to seek rescission of funds. MWAs should stipulate in the contracts that if the company does not have a majority of trainees in attendance, the company will have to cover the costs of those that do not attend. The WDA does not intend to support training with the STTF that will not provide projected outcomes.

- If due to production or other issues the number that was originally identified cannot attend the training, the training should be re-scheduled
- If the number of trainees is reduced after the plan has been approved, the plan should be modified to show the reduction. This may result in a reduction of the award amount
- If trainees begin training, but do not complete it, the training provider is not to be penalized, and the full amount should be paid

Due Date for Reporting New Hire Names

The names of the individuals hired must be submitted on the STTF Training Plan and Verification Form. Enter the name of the individual hired, next to or within the cell of the job title; either is acceptable. The names are due to the WDA by the 20th of each month; should the 20th fall on a weekend or state government holiday, the form is due on the last business day prior to the due date. Monthly updates are to be submitted to skilled@michigan.gov. Once all names have been reported, there is no need to submit future monthly reports.

Scoring Applications

The Michigan Strategic Fund/WDA approval of funding awards will be determined on a case-by-case basis, factoring the weighted criteria in the following table:

Scoring Criteria	Weight
Rationale – The business case may be for: <ul style="list-style-type: none">• Expansion• At risk of losing business or contracts• Need certifications to obtain new business• New equipment• New processes• Future hires due to individuals being promoted	30 points
Amount of employer leveraged funds	20 points
Amount of MWA leveraged funds – not to include in-kind	15 points
Amount of other partner leveraged funds	5 points
Planned cost per trainee	15 points
Training start date <ul style="list-style-type: none">• Starts four to six weeks from application approval, apprenticeship is an exception (if beyond four to six weeks, explain why in the rationale)	5 points
Training is short-term in duration, typically three months or less, apprenticeship is an exception	10 points
Company employs less than 75 people	5 points
New USDOL Registered apprenticeship training	5 points
The company/location has not previously received an STTF grant.	5 points
Total	115 points

The WDA 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.

The MWA will receive five percent of an award for administrative costs, which includes leading the fact-finding session, the identification of other allowable funding sources, wrap-around services, the tracking and reporting of project outcomes, and the follow-up activities. Administrative costs will be computed and paid on each payment.

Modifications of Approved Training Plans

Modifications of the approved training plan may be requested in extreme cases where circumstances dictate a need to modify the original approved plan.

Examples:

- Actual cost of training is less than the approved amount
 - Not required if submitting final invoice
- Actual number trained is less than the approved number
 - Not required if submitting final invoice
- Training provider or training course changes
 - WDA approval is necessary prior to training occurring
 - An updated training plan is required

Unexpended funds must be returned to STTF.

Complete the STTF Modification Request Form and submit to skilled@michigan.gov. The WDA will review requests and provide a determination within three business days.

If individuals identified in the training plan change, these do not need to be approved by the WDA, as long as the total number being trained remains the same.

Payments/Financial

All payments/invoicing will be requested by MWAs after the training has taken place, there will be no funds provided in advance of training. If an application has multiple trainings, a payment request can be made upon completion of a specific training (class), or when all training is completed. Payment requests will only be completed upon receipt of all required documentation. WDA reconciles the payment request with the approved application and training plan; any discrepancies may delay payment. All final payment requests, regardless of training type, must include a completed post-training Verification Form. Final payment requests that do not include the Verification Form will be returned.

All documents are submitted to skilled@michigan.gov. Upon approval of the request, the WDA will send to the WDA Financial Services for payment. Financial Services will make the final approval and funds will be transferred via electronic funds transfer. It typically takes up to ten business days for payments to be processed and the transfer to occur.

Required documentation for classroom training payments:

1. Completed STTF Invoice in Excel format, do not submit as a PDF
 - a. Copy of invoice from training provider (the invoice does not need to show that it has been paid)
 - b. Documentation of trainee attendance/completion, one of the following:
 - i. Sign-in sheets
 - ii. Copy of Credential, i.e., certificate signed by the instructor or training provider
 - iii. Copy of certification for online courses
 - iv. Copy of grades for credit courses
 - c. Upon completion of all training, the STTF Training Plan and Verification Form, in Excel format, must be submitted with the final invoice

Required documentation for on-site training with wage reimbursement, for individuals to be hired:

1. Completed STTF Invoice in Excel format, do not submit as a PDF
2. A company payroll register, query from the payroll system, or screen shots from the payroll system dated at the three-month retention period that includes the following:
 - a. Hourly wage
 - b. Hire date, and
 - c. Termination/end date (if applicable)

This is required for each STTF-funded individual as proof that the trainee is still employed at 30, 60, and 90 consecutive calendar days following training. Information for employees not participating in the STTF 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 identifying characteristic for the trainee, i.e., an employee number. If using an identifying characteristic, a key must be provided with trainee names.

3. On-site training with wage reimbursement payments for employees' wages will be made to the MWA on a reimbursement basis, consistent with approved documentation of the eligible wages. Payment may be requested three-months after the completion of training. 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
 - d. Indicate on the STTF invoice in the description of training, "on-site training," and the number that are being paid, at what reimbursement rate: i.e., 10 @ 100 percent, 2 @ 75 percent for a total of 12 individuals hired and trained; or provide the amount 10 @ \$1,000, 2 @ \$750.
4. STTF Training Plan & Verification Form (tab on Excel document), in Excel format

Required documentation for apprenticeship training payments:

1. Completed STTF Invoice in Excel format, do not submit as a PDF
2. Copy of invoice from training provider (the invoice does not need to show that it has been paid)
2. Documentation of attendance/completion:
 - o Copy of grades for credit courses
3. A company payroll register, query from the payroll system, or screen shots from the payroll system, including hourly wage, hire date, and termination/end date (if applicable) for each STTF-funded individual for the time frame during which the apprentice was working with a Journeyman on-site. Information for employees not participating in the STTF 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.

4. STTF Training Plan and Verification Form, in Excel format

Invoice

Complete the STTF Invoice for submission with all payment requests. Enter the name of the sponsoring MWA, company or consortium name, the date the invoice is completed, STTF project number, and purchase order number, if available. When submitting the final invoice to close out the grant, indicate “yes” on the invoice to the question “is this the final invoice.” The purchase order number will be provided by the WDA after it is assigned by Finance. An invoice may be submitted for multiple trainings or individual classes. List the training provider (i.e., Mott Community College), description of training (i.e., welding), number of individuals trained, and cost of the training. The training costs and the five (5) percent administration should automatically calculate to provide the total of the STTF payment request. Sign and date the invoice and submit to skilled@michigan.gov, please submit the invoice in Excel format, do not submit as a PDF.

Verification Form

The STTF Training Plan and Verification Form is an Excel form with multiple worksheets/tabs. There is a: 1) Training Plan and Verification Form worksheet, 2) Sample worksheet tab with data entered, and 3) Instructions tab for completing the form.

The STTF Training Plan and Verification Form is used to document the trainees, their wages, whether they are employed at the completion of training, and whether they continue to be employed six months post-training.

The trainee’s name (last name, first name) and hourly wage prior to training should already be on the document, enter their hourly wage at the completion of training and type of credential earned. If the trainee received multiple credentials list the trainee only once, and enter the multiple credentials on the credential line (see ‘Sample’ tab on the Excel worksheet for an example). The hourly wage six months post-training should only be completed for individuals that are still employed at six-months post-training.

The comment section is to provide the WDA any information that is pertinent, such as, individual was laid off, individual was terminated, etc.

The STTF Training Plan and Verification Form will be submitted in the following manner:

- Classroom and apprenticeship training
 - When all training is completed (grant closed out), and
 - At six months post-training

- On-site training with wage reimbursement for individuals to be hired
 - At three months post-training, and
 - At six months post-training

When submitting the STTF Training Plan and Verification Form the following should be provided:

- Number of individuals that were to be trained
- Number of individuals that completed training
- Number still employed six months post-training
- Provide the number of jobs that were created above those trained with STTF
 - Report this number at completion of training and at six months post-training

Also, enter the MWA name, contact name, and date submitted.

The STTF Training Plan and Verification Form should be submitted to skilled@michigan.gov in Excel format, do not submit as a PDF.

Reporting of Program Outcomes/Metrics

Participating MWAs will be required to report the following metrics captured in the STTF Application and STTF Training Plan and Verification Form:

- Participating business name, address, and industry, as listed in the North American Industry Classification System (NAICS)
- Amount of funding received by each business
- Amount of funding leveraged from each business (cash or in-kind), or another funding source by project
- Number of training models established by each business
- Number of individuals enrolled in a skilled trades training program per business
- Trainee training completion rate by project
- Number of trainees employed by the business at the completion of training
- Number of trainees still employed at the business six months following the completion of training
- Trainees' hourly wage at start of training
- Trainees' hourly wage at the completion of training
- Trainees' hourly wage at six months following training completion
- Number of new full-time positions created and filled in the six months following training completion that were outside of the STTF program

Anticipated Outcomes

Fiscal year 2016 STTF program goals:

- Jobs Created—2,650

- Jobs Retained–6,000
- Training Completion Rate–80%
- Employment Retention Rate at Six Months–80%
- Average Hourly Wage at Six Months–\$15.95

To ensure the goals are met there will be funds dedicated to job creation.

Promising Practices and Project Highlights/Impact Stories

Throughout the administration of the STTF, the WDA, and the key partners will identify and document best practices and creative training models that may be used in other regions and industries across the state. Areas of improvement in the administration and implementation of the program will be documented and analyzed for continued process improvements.

Quarterly Reports

On a quarterly basis, MWAs are required to submit project highlights exemplifying promising and best practices, as well as impact stories for both businesses and trainees. Best practices, project highlights and impact stories should include, at a minimum, a project summary, business and trainee quotes, pictures, and outcomes. Impact stories may include the number of new hires post-training, the number of jobs created as back-fill, business growth, and positive impact to the trainee(s). Appropriate business and individuals' releases must be collected and maintained. Best practices, project highlights, and impact stories will be published in multiple media and print formats. An impact story is required from every grant upon close-out/completion.

Quarterly project highlights and stories are due the 20th day following the end of the quarter; January 20, 2016, April 20, 2016, July 20, 2016, and October 20, 2016. In the event that the due date falls on a weekend or state government holiday, the report is due on the last business day prior to the due date.

Quarterly reports are to be submitted to skilled@michigan.gov.

Periodic evaluations of funding levels and training completion may be conducted to ensure that planned activities support the level of funding expenditure. Demonstrated funding surpluses will be recaptured through the monitoring process.

Promising Practices

MWAs may want to encourage companies to obtain training proposal(s) from the training providers to ensure accurate information and commitment of the provider. The proposals should include the following:

- Training start and end dates
- Name of course
- Number to be trained in each specified training
- Total number of people to be trained (unduplicated)
- Cost of each specified training
- High level description of training including number of training hours

Additionally, MWAs may want to consider adding verbiage in their contracts with companies for the following:

- Lack of communication with the participating Michigan Works! Agency.
- Timeliness of reporting:
 - Billing/invoices
 - Stipulate all documentation must be submitted within a specified number of days upon completion of training
 - New hire names
 - Verification forms
- Failure to comply may result in rescission of funds or ability to seek STTF awards in future years.

Communicating with the WDA

When communicating with the WDA, please ensure you e-mail skilled@michigan.gov. Include the STTF project number if communication is in regards to a funded application; STTF numbers are assigned in the award notification letter.

Definitions

Current Employee: An individual that is presently on the business' payroll.

Days: Means consecutive calendar days, including weekends and holidays.

Exclusive Training: Training that is owned and controlled by the business and/or third-party training provider and is subject to laws, such as copyrights, patents, or trademarks. The control of the training curriculum usually is retained by the business or third-party training provider. Exclusive training may be training on resources or equipment that is exclusive to a single business process. A business that wants to use its own training curricula in an STTF project must demonstrate a lack of capacity, or inability to meet its own demand. An STTF Application must also explain why the business' infrastructure cannot support its training needs without the assistance of an STTF grant. Please review Prohibited Training in the Allowable Training section of this guide.

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. You may access NAICS codes at <http://www.census.gov/eos/www/naics/>

New Apprentice: Any individual who begins a USDOL Registered Apprenticeship at any point within the three months prior to company completing an STTF Application. Or any individual not currently in a USDOL Registered Apprenticeship, this could be a current employee or a new employee.

On-site training with wage reimbursement for individuals to be hired: Training for an individual(s) that is not currently on the businesses payroll; and, will allow 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.

Soft Skills: Desirable qualities for certain forms of employment.

Skilled Trade: Occupations found in the *Employment and Occupations in the Skilled Trade in Michigan* report, issued June 2013, by the State of Michigan's Department of Technology, Management, and Budget - Bureau of Labor Market Information and Strategic Initiatives. Occupations for STTF awards are NOT limited to this report. STTF awards may be made for any documented need that will assist a business to expand and grow.

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

Training End Date: Last day trainees are scheduled to attend training.

File Retention

Files must be retained for five years beyond the close-out for the entire program year, not just the specific grant (i.e., FY 16 files should be retained until March 31, 2022). The files may be saved in either an electronic format or hard file.