

Apprenticeship Assistance Training Grant (AATG)

Frequently Asked Questions

WHAT IS THE PURPOSE OF THE APPRENTICESHIP ASSISTANCE TRAINING GRANT?

The purpose of the Apprenticeship Assistance Training Grant (AATG) is to support Tennessee Companies/Organizations, which have US/DOL, Office of Apprenticeship Registered Apprenticeship Programs or interested in starting an apprenticeship program, with strategies to significantly increase apprenticeship opportunities for job seekers and existing first & second year apprentices with:

- OJT assistance for eligible Dislocated Workers entering an apprenticeship program as a new hire, and or;
- To provide assistance in the Classroom Training of existing first or second year apprentices or for participants in a pre-apprenticeship program.

WHY APPRENTICESHIPS?

Registered Apprenticeship (RA) programs offer employment and a combination of on-the-job learning and related technical and theoretical instruction through a training provider. Apprentices are employed at the start of their apprenticeship and work through a series of defined curricula until the completion of their apprenticeship programs.

The duration of training, and the skills and competencies required for mastery, are driven by industry. Traditional apprenticeship programs require a specific number of hours of on-the-job training. Increasingly, industries are requiring competency-based training programs that reflect mastery of key skills and allow motivated workers to progress at their own pace. Currently, the Registered Apprenticeship system approves time-based, competency-based, and a hybrid of

time-based and competency-based programs, and helps industries transition to competency-based apprenticeship programs for enhanced effectiveness.

Certifications earned through Registered Apprenticeship programs are recognized nationwide as portable industry credentials.

HOW CAN OJT FUNDS BE USED TO SUPPORT PLACING PARTICIPANTS INTO A REGISTERED APPRENTICESHIP PROGRAM?

An OJT contract may be made with a registered apprenticeship program for training WIOA eligible participants. OJT contracts are made with the employer, and registered apprenticeships. Registered Apprenticeship programs generally involve both classroom and on-the-job instruction. The OJT contract may be made to support the OJT portion of the registered apprenticeship program. Registered apprenticeship programs vary in length, so the OJT may support the entire duration of training when possible but because most programs are 2 to 5 years in length, only the beginning of the registered apprenticeship training program can be supported.

An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan.

WHAT IS A REGISTERED APPRENTICESHIP PROGRAM?

Registered Apprenticeship (RA) programs offer employment and a combination of on-the-job learning and related technical and theoretical classroom instruction. Apprentices are employed at the start of their apprenticeship and work through a series of defined curricula until the completion of their apprenticeship programs. Registered Apprenticeship programs are administered by the Employment and Training Administration's Office of Apprenticeship within the U.S. Department of Labor.

WHO IS ELIGIBLE TO APPLY?

Any Tennessee business/organization or joint labor/management apprenticeship that is an active registered apprenticeship with the US/DOL Office of Apprenticeships may apply. Generally a registered apprenticeship is operated by the employer and in others it is operated by a training provider with a direct connection to an employer or group of employers.

WHAT CONSTITUTES AN OJT?

A Tennessee business/organization or joint labor/management apprenticeship may participate in an OJT program when they are hiring an eligible dislocated worker as a new hire apprentice. A Local Workforce Development Areas (LWDA) will develop and manage the OJT agreement and provide WIOA eligible dislocated workers.

OJT is provided under a contract between a business/organization with a registered Apprenticeship program and the (LWDA). Through the OJT contract, occupational training is provided for the WIOA participant in exchange for the reimbursement of up to 50 percent of the wage rate to compensate for the employer's extraordinary costs.

WHAT CONSTITUTES CLASSROOM TRAINING?

A Tennessee business/organization or joint labor/management apprenticeship program may participate in Classroom Training as part of a new hire situation, as described above or when an existing apprenticeship program needs training funding assistance for their existing first or second year apprentices.

WHEN DOING CLASSROOM TRAINING FOR EXISTING WORKERS IS THERE A LAYOFF AVERSION REQUIREMENT?

Yes! Because these are Dislocated Worker funds the applicant must provide a layoff aversion strategy. Layoff Aversion occurs when an existing worker obtains the skills necessary to retain employment and increases both the participants and the company's competitiveness.

CAN OJT AND CLASSROOM TRAINING BE DONE AT THE SAME TIME?

Yes! Applicants can apply for OJT and Classroom Training at the same time. The applicant must be in a new hire situation to be eligible for the OJT.

CAN OJT AND CLASSROOM TRAINING BE REQUESTED ON THE SAME APPLICATION?

NO! OJT and Classroom training have separate applications. If both applications are approved OJT and Classroom Training can be delivered simultaneously.

WHEN CAN I APPLY?

Applications may be submitted to the a LWDA any time with funds becoming available after August 3, 2015.

HOW LONG WILL FUNDS BE AVAILABLE?

AATG is funded from a statewide competitive pot and approvals will be based on available funds. All OJT's and Classroom Training must be completed by January 31, 2017.

HOW DO I APPLY?

Contact the Local Workforce Development Area (LWDA), <http://www.tn.gov/workforce/topic/find-local-help> that serves the county where your business/Organization resides. Because OJT and Classroom Training have different requirements, they have their own applications. Applications must be submitted to the appropriate LWDA. The applications are available on line at www.tn.gov/workforce or from your LWDA.

HOW TO FIND OR START A REGISTERED APPRENTICESHIP PROGRAM?

Tennessee USDOL/OA (Office of Apprenticeship):

- East Tennessee - Michael Stumpff – (423)-752-5112 or stumpff.michael@dol.gov
- Middle - Nate Brown – (615)-781-5318 or brown.nat@dol.gov
- West - Cedric Divine – (901)-544-3024 or divine.cedric@dol.gov
- Tennessee AFL/CIO – Technical Assistance- (615) 269-7111
- Because an Apprenticeship Program is listed as active does not mean that these programs are accepting new applications. Program enrollments are different from one program to another.
- Helpful links:
http://www.doleta.gov/OA/eta_default.cfm
<http://www.careervoyages.gov>

WHO IS NOT ELIGIBLE TO APPLY?

The following Companies/Organizations are not eligible to apply for funds under this program:

- A Company/Organization currently receiving training funds, either directly or indirectly, from Tennessee State Government unless those training funds do not duplicate the training efforts outlined in the project application.
- A Company/Organization that has received funds either directly or indirectly from Tennessee State Government under any previous training initiative, and the terms of the agreement for training have not been met.
- An LWDA or its administrative entity
- A government entity
- Third party organizations are not eligible to apply as a grant recipient.

WHAT IS THE MAXIMUM AMOUNT FOR WHICH A BUSINESS/ORGANIZATION MAY APPLY?

AATG funds are limited and are therefore awarded in a competitive bid process. The maximum award is \$50,000 per OJT grant with a funding limit of \$25,000 for a Classroom Training grant. A Company/Organization applying for both an OJT and a Classroom Training grant would have a combined maximum of \$75,000.

IS THERE AN EMPLOYER MATCH REQUIRED TO RECEIVE AN AATG CLASSROOM TRAINING GRANT?

Yes. The Company/Organization must match at least 50% of the requested State assistance request to receive an AATG award. An example of an employer contribution is; if the grant award is \$25,000 the company must match an additional 50% (\$12,500 or in-kind). Refer to the Training Program Budget page of the AATG Classroom Training Application.

HOW IS THE AATG ADMINISTERED?

AATG is cooperatively administered through the state's Local Workforce Development Area's (LWDA) and the Tennessee Department of Labor and Workforce Development, Workforce Services Division. Within the framework established through the AATG program and the Workforce innovation & Opportunities Act (WIOA), an LWDA may request additional information or establish supplemental provisions and requirements for the training projects.

Program applications for Tennessee AATG are available on the Tennessee Department of Labor web-site: www.tn.gov/workforce. These documents are also available from LWDA offices.

IS IT REQUIRED THAT THE APPLICANT USE THE APPLICATION PROVIDED?

Yes. The application is provided in a Word document. All information is to be provided within the application. The spaces will expand to accommodate the information. Please do not include the trainer's resumes or other excess information. Also, course descriptions and objectives should be summarized within the application or as attachments. Incomplete applications will not be considered for review.

WHAT TECHNICAL ASSISTANCE IS AVAILABLE TO ASSIST THE BUSINESS?

The LWDA staff is available to provide technical assistance throughout the process.

MAY A THIRD PARTY APPLY FOR TRAINING ON BEHALF OF THE BUSINESS/ORGANIZATION?

No. An individual or organization (third party) may assist a business in the application; however, the third party organization may not be compensated with grant funds.

WHAT CRITERIA IS USED TO REVIEW AND FUND APPLICATIONS?

The application must be reviewed by the Local Workforce Development Area (LWDA) where the application(s) has been submitted to ensure that:

- The application is complete, with all information supplied
- The proposed training is consistent with local economic and workforce priorities
- The training is restricted to skill attainment activities Classroom Training or OJT.
- The application clearly describes the training to be delivered, states the training objectives, and describes how the funds will be used to meet the objectives
- Any additional criteria, required by the LWDA, have been submitted.

The LWDA then scores the applications and submits them to the Workforce Services Division with a letter of recommendation for final review and selection. The number of awards approved per round is based on funding availability as determined by the State Workforce Board.

HOW WILL I KNOW IF MY IWT APPLICATION IS APPROVED?

The Local Workforce Development Area (LWDA) will notify the business/organization of action taken on its application(s). The LWDA will begin the process of developing a contract between it and the business/organization. The contract will set forth all processes and expectations for administering, implementing, and completing the Classroom Training and or OJT.

Each project will be monitored and evaluated by the LWDA, with outcomes reported to the TN Department of Labor and Workforce Development, Workforce Services Division.

HOW LONG DOES A BUSINESS HAVE TO CONDUCT THE TRAINING?

Classroom Training and OJT's must be completed by January 31, 2017. LWDAs may require individual start and end dates for each training program activity.

WHAT INFORMATION IS A BUSINESS REQUIRED TO SUPPLY TO THE LWDA ABOUT THE PARTICIPANTS TO BE TRAINED?

The LWDA will discuss with the business the participant information required for the trainees. Federal reporting requirements mandate that funded businesses provide the following data for each training participant:

- Complete Name and Contact Information
- Gender
- Date of Birth
- Citizenship (Right to Work Status)
- Selective Service Compliance
- Person with Disability
- Ethnicity and Race
- Social Security Number (as a condition of reimbursement)

ARE ANY REPORTING REQUIREMENTS EXPECTED OF THE BUSINESS?

Yes. The Local Workforce Development Area (LWDA) will advise and discuss the reporting requirements for the grant award; these are to include content, documentation to verify 50% match (Classroom Training), time frame, and other matters. A final report on the training is due no later than forty-five (45) days from the *end of the training*. This report will be forwarded by the LWDA to the Workforce Services Division.

APPLICATION INSTRUCTIONS:

Contact your Local Workforce Development Area for assistance with completion of and submitting of application(s). DETACH and complete the attached AATG Program Application(s). Any information or documentation that cannot be supplied in the provided space should be identified by the relevant question number and attached to the back of the application form. Submit one original and one copy of the application by mail to your Local Workforce Development Area.

IT IS RECOMMENDED THAT YOU SUBMIT YOUR APPLICATION(S) AT LEAST 30 DAYS PRIOR TO THE START OF YOUR TRAINING.

NOTIFICATION OF APPROVAL MUST BE RECEIVED PRIOR TO START OF ANY TRAINING AND A CONTRACT INITIATED WITH THE LWDA.

If you have any questions or need assistance in completing the application, please contact your Local Workforce Development Area (LWDA) or:

Tennessee Department of Labor and Workforce Development,

Workforce Services Division

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