



MICHIGAN DEPARTMENT OF  
**LABOR & ECONOMIC  
OPPORTUNITY**



**WORKFORCE  
DEVELOPMENT**

## **Industry Engagement**

---



**Going PRO Talent Fund  
Fiscal Year 2023 (Cycle 2)**

**Employer Guide**

*Version 4.7.2023*



## Table of Contents

Key Updates .....	2
Purpose.....	3
Key Partners .....	3
Eligible Employers.....	3
Eligible Trainees.....	4
Eligible Training Providers.....	5
Eligible Training - Overview.....	5
Classroom or Customized Training – Details .....	6
New Employee On-the-Job Training (OJT) – Details .....	9
USDOL Registered Apprenticeship Training – Details .....	9
Cost of Training .....	9
Targeted Population Incentives .....	9
Expectations of Employers.....	10
Application - Independent/General.....	11
Training Duration.....	11
Application - Industry-led Collaborative (ILC).....	12
Scoring Applications.....	12
DEI – Criteria and Documentation: .....	14
Modifications .....	16
Eligible Expenditures.....	16
Ineligible Expenditures .....	16
Required Documentation for Reimbursement.....	16
Classroom or Customized Training.....	16
New Employee OJT Training .....	16
USDOL Registered Apprenticeship Training .....	17
Targeted Population Incentives.....	17
Required Reporting .....	19
Anticipated Outcomes .....	19
Definitions .....	19

## Key Updates

Please see the below items that indicate where in this document key updates have been made for Fiscal Year 2023 (FY23) Cycle 2.

1. [Training topics and activities](#) specific to U.S. Department of Labor (USDOL) Registered Apprentices
2. The FY23 [multiple training cycles and training duration](#)
3. The independent application and Industry-led Application (ILC) [Scoring Criteria](#) and funding priorities
4. Recognizing [modifications](#) to an award may be considered
5. Clarification on [USDOL Registered Apprenticeship Training](#) retention
6. [Definition](#) for Returning Citizen (Justice-Involved Citizen)

## 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 with changing employer demand. Training must be completed within one year from the date of the award and lead to a credential for a skill that is transferable and recognized by industry. Employers who request funding must actively participate in the development of the training and must commit to retaining individuals at the completion of training.

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

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

## Key Partners

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

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

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

## Eligible Employers

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

- Have a need for skill enhancement, including USDOL Registered Apprenticeship programs and advance-tech training programs for [current employee\(s\)](#) or [new employee\(s\)](#).
- Have a physical presence in Michigan.
- Be a non-government private entity; for profit and non-profit.
- Be compliant with all state tax obligations including, but not limited to, corporate, sales, use, withholding, personal income and unemployment insurance taxes.
- Be willing to participate under the program's eligibility parameters and guidelines.

Not eligible to apply:

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

Note:

- Unions are not eligible to apply as employers, however, they may be [eligible training providers](#).
- The majority of Federally Qualified Health Centers (FQHCs) are not governmental entities and are eligible for Talent Fund awards. Information on FQHCs may be found on the [Michigan Primary Care Association](#) website.
- The marijuana industry is not excluded from receiving an award.
  - Per PI 20-22, federal funds may not be used to work with companies in the marijuana industry. Talent Fund awards are made with state funds that are not subject to federal prohibitions on marijuana. Proper safeguards must be in place when MWAs or employers are braiding federal funds with the Talent Fund to support the overall operation of the Talent Fund program or marijuana related activities. MWAs and employers need to ensure there are appropriate firewalls in place to prevent federal funds from being charged for the relative benefit of any effort, such as staff time for the submission and management of awards, training, and supportive services associated with marijuana related activities.
- MWAs may not apply.
- Staffing/temporary/leasing agencies' applications will be reviewed on a case-by-case basis.

## Eligible Trainees

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

1. **Current employees**
  - a. Defined as individuals on the employer's payroll at time of application hired at least 31 days prior to the award date.
2. **New employees**
  - a. Defined as individuals hired 30 days prior to, on, or after the effective award date. Pure Michigan Talent Connect ([mitalent.org](http://mitalent.org)) should be used as a resource to obtain potential candidates for the interview and selection process.
  - b. Should be assessed to determine if they are suitable for the proposed training.
  - c. Current employee promoted or moved into a new position, or moved from part-time to full-time, is NOT considered a new employee/new hire.
  - d. Individuals not employed at the time of the application and re-hired into a new position 30 days prior to, on, or after the effective award date qualify.

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

1. Permanent, full-time employee of the employer when the approved training begins.
  - a. Full-time employment is defined as 32 hours per week or more.
  - b. Seasonal and/or part-time employees, current or new, are not eligible
  - c. If individuals have worked for the employer through a temporary staffing agency, leasing agency or on contract with a Form 1099, the individuals must be increasing their job responsibilities or learning a new job.

2. Works primarily in Michigan, and for whom the employer pays all applicable taxes to the State of Michigan, regardless of where the employee lives.
  - a. Example: Employee lives in Wisconsin, works for employer in Escanaba (or remotely for employer in Southfield) 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.

### Eligible Training Providers

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

The preference is for all training to occur in Michigan. However, if training must occur out-of-state, the documented need and rationale must be submitted in writing to the MWA.

### Eligible Training - Overview

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

The following are types of training that may be funded under the Talent Fund:

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

- A new employee who is not a USDOL Registered Apprentice may participate in OJT, or a combination of classroom and OJT.
- USDOL Registered Apprenticeship training includes both Related Technical Instruction (RTI) and OJT, however 100% OJT is allowable. For Example: RTI has been paid by another source; RTI occurred prior to the effective award date; the classroom training component has already been completed (front loaded).

- The 90-day post-training retention period applies only to the OJT portion of training for new employees (non-apprentice or USDOL Registered Apprentice). All training, including the 90-day retention period, should conclude within one year from the date of the award in order to receive full reimbursement.
- The Talent Fund may not be used to offset current tuition reimbursement programs.
- Funding must be utilized to provide short-term training to meet current, documented needs of employers; not more than six months in duration, unless approved by LEO-WD.
- The Talent Fund will not reimburse for training that has occurred prior to the effective award date.

### Classroom or Customized Training – Details

Each year the list of eligible and ineligible training is reviewed and amended, based on demand and available resources. Training that does not meet the intent of the program (i.e., introductory, or general overview) is subject to denial or non-reimbursement. The list is meant to serve as a guideline and is not intended to be all-inclusive.

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

<ul style="list-style-type: none"> <li>• ABS Welding</li> <li>• Advanced IT Networking</li> <li>• Air Pollution Control Systems</li> <li>• Alphacam</li> <li>• American Sign Language (ASL)*</li> <li>• Assembly Technician</li> <li>• AutoCAD</li> <li>• Blueprint Reading</li> <li>• Certified Nursing Assistant (CNA)</li> <li>• Certified Surgical Cleaning Technician</li> <li>• Child Development Associates (CDA) certification</li> <li>• Computer Numeric Control (CNC) Operator</li> <li>• Computer Numeric Control (CNC) Programmer</li> <li>• Drill Press</li> <li>• Electrical Equipment</li> <li>• Emergency Medical Technician</li> <li>• Engine Diagnostics</li> </ul>	<ul style="list-style-type: none"> <li>• English as a Second Language (ESL)*</li> <li>• Financial Accounting</li> <li>• Foam Fabrication</li> <li>• Food Safety Modernization</li> <li>• Geometric Dimensioning and Tolerancing (GD&amp;T)</li> <li>• Human Resources, as defined*</li> <li>• Hydraulics</li> <li>• HVACR</li> <li>• Industrial Sewing</li> <li>• Information Technology Training/Certifications</li> <li>• Injection Molding</li> <li>• ISO 9000</li> <li>• Kinetix 6500 Troubleshooting</li> <li>• Lathe</li> <li>• Machine Guarding</li> <li>• Leadership or Management Training*</li> <li>• Machining (Mill, Lathe, Surface Grinder, etc.)</li> <li>• Mechanical Drive Systems</li> <li>• Medical Assistant</li> <li>• Metal casting</li> </ul>	<ul style="list-style-type: none"> <li>• Molding Technology</li> <li>• Online, as defined*</li> <li>• Painting Tech</li> <li>• Process Improvement, Risk and Quality Management Systems*</li> <li>• Project Management</li> <li>• Quality Engineering</li> <li>• Quality Software</li> <li>• RS Logix 5000</li> <li>• Radan Nesting and Bending</li> <li>• Robotic Operation PRO</li> <li>• Root-Cause Analysis</li> <li>• Safety Training*</li> <li>• Sales Acceleration*</li> <li>• Server Visualization</li> <li>• Statistical Process Control</li> <li>• Sterile Processing Technician</li> <li>• Thermal Imaging</li> <li>• Troubleshooting</li> <li>• Utility Technician</li> <li>• USDOL Registered Apprenticeship*</li> <li>• Welding</li> <li>• Wound Care Certification</li> </ul>
--	---	--

\* = Refer to the Eligible Training definitions for additional detail

### Eligible Training Definitions

1. American Sign Language (ASL) and English as a Second Language (ESL) should be contextual, with an emphasis on practical application to the work setting.
2. Human Resources training for a USDOL Registered Apprenticeship, in accordance with the apprenticeship standards.
3. Leadership or Management Training should not be an introductory/overview course, or stand-alone/self-contained seminar/workshop/webinar, unless it is a specific component within a comprehensive course/curriculum/Training Plan.
4. Online training is eligible if it is live and instructor-led, versus recorded learning at trainee’s own pace. A quality, instructor-led hybrid course that is both modularized and live is also allowable.
  - a. Note: 100% online and self-paced training that meets the requirements of USDOL Registered Apprenticeship Program is allowable.
5. Process Improvement, Risk and Quality Management Systems Training may be eligible if it has a hands-on component (black or green belt preferred). For example: Lean, Six Sigma, Supply Chain and Total Quality Management. Additionally, Going PRO Talent Fund cannot cover consulting services.
6. Safety Training may be eligible if it is over and above the cost of doing business and/or meets the USDOL Registered Apprenticeship requirements of a credential. For example: ServSafe certification for food handlers, bloodborne pathogens, control of hazardous materials, OSHA Overview, Control of Hazardous Energy Sources (aka Lockout/Tagout or LOTO), HAZWOPER 8 (or Refresher) emergency action plan, emergency response, hazard communications, hearing conservation, safe electrical workplace, first aid and CPR is not eligible training. However, OSHA 10 (10 hours of training) or OSHA 30 (30 hours), HAZWOPER 24, ServSafe Food Protection Manager certification, etc. may be eligible depending on the justification provided to the MWA.
7. Sales acceleration may be eligible if it is not soft skills training. For example: Related to marketplace research, buying signals, company data, statistics, predictive analytics, and integrated platforms.
8. USDOL Registered Apprenticeship Program aligned training that results in a post-secondary credential.

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

<ul style="list-style-type: none"> <li>• Adult Education (High School Completion / Equivalency) *</li> <li>• Adult Education (Remedial Education and Soft Skills Training)</li> <li>• Consulting to improve company processes</li> <li>• Continuing Education*</li> <li>• Curriculum Development</li> </ul>	<ul style="list-style-type: none"> <li>• Certification Maintenance, Re-certification, or License Renewal*</li> <li>• Human Resources (non-apprenticeship)</li> <li>• In-house*</li> <li>• Introductory Process Improvement*</li> <li>• Language*</li> <li>• Laws, Regulations and Taxes*</li> </ul>	<ul style="list-style-type: none"> <li>• Literacy</li> <li>• Microsoft Office*</li> <li>• Online Resource Libraries*</li> <li>• On-the-Job Training (OJT)*</li> <li>• Safety Training*</li> <li>• Seminars, Conferences, Webinars (stand-alone), Workshops, etc.*</li> <li>• Subscriptions for eLearning</li> <li>• Vendor/Equipment*</li> <li>• Soft Skills*</li> </ul>
---	---	--

\* = Refer to the Ineligible Training definitions for additional detail

**Ineligible Training Definitions**

1. Adult Education (High School Completion/Equivalency) may qualify as a *Targeted Population Incentive*, eligible to be awarded to the employer for an individual who achieves at least 75% (or completion) of High School Diploma/Equivalency (HSE) program requirements during work hours. OJT and/or eligible classroom training would need to be on the plan and associated with the trainee on the HSE path.



2. Continuing Education for maintaining certification/license; unrelated to employer-responsive training and/or upskilling.
3. Certain training activities and/or costs related to certification maintenance, re-certification or license renewal including but not limited to:
  - a. Fees/costs for re-certification/license renewal or testing only
  - b. Required courses to maintain certification/license
  - c. Other requirements to maintain certification/license
4. In-house training for current employees that is not exclusive in nature.
5. Introductory Process Improvement such as Basic Lean/Intro to Lean or Lean Overview.
6. Language, other than English as a Second Language (ESL) or American Sign Language (ASL).
7. Laws, Regulations and Taxes – for example, training related to compliance regulations, federal/state taxation laws, international laws, U.S. labor laws, etc.
8. Microsoft Office courses (Outlook, Word, Excel, PowerPoint, One Note, Access, Publisher).
9. Online Resource Libraries or any other resource in which an individual can choose from a number of courses over a period of time.
10. OJT for current employees, unless included as part of training for a USDOL Registered Apprentice.
11. Safety Training that is part of the normal cost of doing business (see Eligible Training Definitions).
12. Stand-alone seminars, conferences, webinars, workshops, etc. will be considered on a case-by-case basis in consideration of the course syllabus, material, and outcomes.
13. Vendor/equipment training for which the employer has already paid such as if the employer purchases a piece of equipment and included in the cost of the equipment is training for a specified amount of time. Employer may however request reimbursement for training that is over and above the included training.
14. Soft Skills training including but not limited to the following:

<ul style="list-style-type: none"> <li>• Active Shooter</li> <li>• Adapting to Change</li> <li>• Anger Management</li> <li>• Assessments</li> <li>• Bankruptcy Laws</li> <li>• Branding</li> <li>• Business Policies and Procedures</li> <li>• Business Writing</li> <li>• Coaching/Mentoring</li> <li>• Conducting Effective Meetings</li> <li>• Constructive Feedback and Criticism</li> <li>• Conflict Resolution</li> <li>• Customer Service</li> <li>• Decision Making</li> <li>• Drug and Alcohol Education</li> </ul>	<ul style="list-style-type: none"> <li>• Drug Testing</li> <li>• Email skills</li> <li>• Employee Relations</li> <li>• Emotional Intelligence Facilitation</li> <li>• Foreign Culture and Customs</li> <li>• Foreign Languages</li> <li>• Forums</li> <li>• Generational Divide</li> <li>• Habits of Successful People</li> <li>• Non-apprentice HR Training</li> <li>• Interpersonal Communication</li> <li>• Interviewing Techniques</li> <li>• Legal Contracts</li> <li>• Listening Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Literature</li> <li>• Motivation</li> <li>• Myers Briggs</li> <li>• Navigating Difficult Conversations</li> <li>• Negotiation Skills</li> <li>• Orientation/On Boarding</li> <li>• Personal Management/Health</li> <li>• Presentation Skills</li> <li>• Public Speaking</li> <li>• Reading</li> <li>• Sales</li> <li>• Teamwork/Team Building</li> <li>• Telephone Skills</li> <li>• Time Management</li> <li>• Workplace Politics</li> <li>• Workplace Violence</li> </ul>
--	--	--

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 or may be supported by leveraged resources from other state or federal programs.

### **New Employee On-the-Job Training (OJT) – Details**

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

- Training is conducted at the worksite.
- Reimbursable training begins on or after the effective award date.
- New employees must have been hired 30 days prior to, on, or after the effective award date.
- The USDOL Registered Apprentice retention period may start at the beginning of OJT or RTI, whichever comes first.
- 90-day retention begins upon completion of training and must be completed within one year of the date of the award (i.e., January 31, 2024) to receive full reimbursement.

### **USDOL Registered Apprenticeship Training – Details**

Support for USDOL Registered Apprentices through completion is a priority of the Talent Fund. An employer may apply the [\\$3,500 reimbursement](#) for each year the USDOL Registered Apprentice is on the Training Plan, regardless of what year they are in the apprenticeship. Note: If the employer receives an award in two consecutive fiscal years and the apprentice training spans both award periods, the employer may be reimbursed at the \$3,500 level in each of the award periods.

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

1. Inquire on USDOL’s website by visiting <https://oa.doleta.gov/bat.cfm>
2. Call Michigan’s USDOL Office of Apprenticeship at 517-377-1747
3. Contact the State Apprenticeship Expansion Team, LEO-WD, at 517-335-5858 or [apprenticeship@michigan.gov](mailto:apprenticeship@michigan.gov)

### **Cost of Training**

- Classroom training cannot exceed \$2,000 per person\*
- New employee OJT training cannot exceed \$2,000 per person\*
- New employee training that includes a combination of classroom training and OJT cannot exceed \$2,000 per person
- USDOL Registered Apprenticeship training (first year through program completion) cannot exceed \$3,500 per person
- No more than \$500,000 may be awarded to any individual employer site (for an independent and ILC combined)

\*The amount requested on the original Training Plan cannot exceed the \$2,000 or \$3,500 per person cap.

### **Targeted Population 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](#), including:

1. Active Military Reservist (U.S. Armed Forces)
2. High School Diploma/Equivalency (HSE) Trainee

3. Individual With Disability (IWD)
4. Justice-Involved Citizen
5. Older Worker
6. Public Assistance Recipient
7. Veteran (U.S. Armed Forces)

An extra incentive may be reimbursed to an employer including: \$500 for each Veteran, Active Military Reservist, Older Worker, Justice-Involved Citizen, Individual with Disability, or Public Assistance Recipient new trainee; and \$1,000 for each High School Diploma/Equivalency new and incumbent trainee.

The additional incentive must be used to offset additional training costs. The maximum amount per new trainee that an employer may receive as incentive funding is \$500 for Veterans, Active Military Reservists, Older Workers, Justice-Involved Citizens, IWD, Public Assistance Recipient, and \$1,000 for HSE new and incumbent trainees, even if the employee meets the criteria in more than one category. Other criteria must also be met, and verification documentation must be submitted to the MWA prior to payment. For specific information regarding required documentation and criteria to qualify for the incentives, see [Required Documentation for Reimbursement](#) section.

### **Expectations of Employers**

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

Going PRO Talent Fund applicants (and/or awardees as applicable), are expected to:

1. Be actively involved in the planning and design of the training project.
2. Include realistic goals and expectations; drilling down to the real training need, i.e., what can be accomplished and still meet production and/or other business needs. Awardees are accountable to implement the approved plan.
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. To earn points, average hourly wage of trainees must be equal to or above Bureau of Labor Market Information and Strategic Initiatives (LMISI) Regional Median Wage.
  - a. Must be calculated by dividing the sum of all (new hire and current employee) trainees' hourly wages by the total number of trainees. For example: \$23.34 hourly wage for 2 current employee trainees plus \$19.46 hourly wage for 2 new hire trainees equals an average hourly wage of \$21.40.
  - b. The Talent Fund should not be utilized for low-wage, high turnover occupations; nor should it be used for high-wage, executive level positions.
  - c. It is the expectation that training lead to higher skills, and result in higher wages.
  - d. Average wages will be verified according to Bureau of LMISI Regional Median Wages.
4. Sign a contract/training agreement with the MWA outlining the employer's role and responsibilities in the training project.
5. Provide at least one impact story 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 the application and confirm post-training.
10. Utilize [Pure Michigan Talent Connect](#) (mitalent.org) and Michigan Works! as a resource to recruit for job openings.

- a. Companies in the marijuana industry are excluded from utilizing PMTC due to federal prohibitions.

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

### Application - Independent/General

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

To find the local MWA contacts, visit the [Going PRO Talent Fund Website](#) or click [here](#).

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

### FY23 Independent Application Cycles:

Independent Application	Cycle 1 (Feb-Jan)	Cycle 2 (July-July)
Application Period	November 21, 2022 – December 12, 2022 (12:00 PM ET - Noon)	May 1, 2023 – May 24, 2023 (5:00 PM ET)
Training period	February 1, 2023 – January 31, 2024	July 17, 2023 - July 16, 2024

- Employers may have no more than one (1) independent award and one (1) ILC award, based on employer location. Employers may apply in cycle 2 if not awarded a cycle 1 independent application.
- All applications will be reviewed and competitively scored according to budget and demand.
  - It is anticipated that applications will be highly competitive, and requests will exceed available funding.
- Completion of an application does not guarantee funding.
  - All employers may not receive funding.
- Employers need to determine the short-term training requirement while continuing to meet their customer demand.
  - As a reference, the average award amount for Fiscal Years 2014-2022 was approximately \$32,500.
  - Employers may complete one application that includes multiple plants/sites/facilities/locations, however, LEO-WD reserves the right to limit an employer to a maximum award amount for all locations combined.

### Training Duration

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

1. No single training should exceed six months.
2. All training, including new employee on-the-job training (OJT), as well as the 90-day post-training retention period, should conclude within one year from the date of the award (i.e., by January 31, 2024, for cycle 1 and July 16, 2024, for cycle 2).

## **Application - Industry-led Collaborative (ILC)**

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

1. ILCs have a separate application and scoring criteria than the independent application.
2. Training may be for current and new employees, including USDOL Registered Apprentices.
3. Employer partners can be from across the state.
4. Employers may have no more than one (1) independent award and one (1) ILC award per fiscal year, based on employer location, and may reapply if previous application was not successful. No more than \$500,000 may be awarded to any individual employer site (for an independent and ILC combined).
5. The intent of an ILC is for multiple, separate employers to apply. A company with more than one site location may apply but must collaborate with additional outside employer partners.
6. ILC applications are for classroom or customized training only, not wage reimbursement, with an exception for employers holding shared OJT USDOL Registered Apprenticeship training standards.
7. ILC training must be shared by a minimum of two employers. In the case where shared training has different providers; strong rationale on the common training need, proposed training, training standards, common curriculum, and shared objectives and competencies must be explained. In addition, compelling evidence of collaborative intent must be explained in the “Statement of Collaboration” section of the application.

The ILC application period opens **March 2023**.

1. The deadline for employers to submit an ILC application is to be announced.
2. ILC applications may also be submitted throughout the year. LEO-WD will provide notice when ILC applications will no longer be accepted.
3. Applications will be reviewed upon receipt.
  - a. If approved and funds are available, they will be funded.
  - b. 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.
  - c. If not approved, a brief explanation will be provided.

## **Scoring Applications**

LEO-WD approval of awards will be determined by factoring the weighted criteria in the table below. Scoring criteria applies for cycle 1 and cycle 2 independent application/award cycles. Additionally, LEO-WD reserves the right to deny an application based on past experiences including, but not limited to poor demonstration on previous awards, past non-performance, and past non-compliance to requests from Michigan Works! and/or LEO-WD staff.

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

### Independent Application Scoring Criteria

Scoring Criteria	Points	Explanatory Notes
High Priority Industry Sector	7	To earn points, employer must be in Agribusiness, Construction, Education, Energy, Healthcare, Information Technology, Hospitality and Outdoor Recreation, Manufacturing, or Mobility. Must award only 0 or 7 points
Diversity, Equity, Inclusion (DEI)	6	To earn points, employer must respond "Yes," and MWA must attest: <ul style="list-style-type: none"> <li>• The business is at least 51% owned and controlled, and</li> <li>• Day to day operations and long-term decisions are managed by said category, or</li> <li>• Is a Geographically Disadvantaged Business Enterprise (includes distressed communities).</li> </ul> Must award only 0 or 6 points
USDOL Registered Apprentices (first year through completion)	Up to 7	1) To earn 3 points, minimum of one (1) apprentice, and up to 25% of all trainees on training plan are apprentices. 2) To earn 5 points, at least 25%, and no more than 50%, of all trainees on training plan are apprentices. 3) To earn 7 points, greater than 50% of all trainees on training plan are apprentices. 4) Possible points are only 0, 3, 5, or 7 points Expanded beyond first year USDOL Registered Apprenticeship, intended to prioritize completion. Apprentices may be funded regardless of where they are in the program.
College Credit Training	Up to 5	1) To earn 3 points, minimum of one (1) and up to 30% of all trainees will receive college credit. 2) To earn 5 points, greater than 30% of all trainees will receive college credit. 3) Possible points are only 0, 3, or 5 points Note: College credit must be conferred by the approved training provider recognized on the Talent Fund Training Plan.
Average Wages	8	To earn points, average hourly wage must be equal to or above Regional Median Wage. Calculated by dividing the sum of all (new hire and current employee) trainees' hourly wages by the total number of trainees.
<b>Total</b>	<b>33</b>	

### Independent Application Subsequent Scoring Criteria

In the event of clustered scoring, we will revert to the following criteria. Requests may also be subject to budget reductions. LEO-WD reserves the right to further prioritize (i.e., first priority given to applicants with an apprenticeship).

Subsequent Scoring Criteria	FY23 Points (Bonus)	Explanatory Notes
Application includes USDOL Registered Apprentices (first year through completion) leading to the nationally recognized, portable Certificate of Completion	3	To earn bonus points, minimum of one (1) USDOL Registered Apprentice must be listed on the training plan. Expanded beyond first year registered apprenticeship, intended to prioritize completion. Apprentices may be funded regardless of where they are in the program.
Applicant employs fewer than 100 full-time employees	1	To earn a bonus point, employer must have 1-99 full-time employees at location on the application
50% or more of trainees are new employees (new hires)	1	To earn a bonus point, 50% or more of trainees must be new employees (new hires)

Size of amount of funding requested is no more than \$50,000	1	To earn a bonus point, the size of amount of funding requested must be no more than \$50,000
<b>Total</b>	<b>6</b>	

### ILC Application Scoring Criteria

In the event of clustered scoring, we will revert to the following criteria. Requests may also be subject to budget reductions. LEO-WD reserves the right to further prioritize (i.e., first priority given to applicants with an apprenticeship).

Scoring Criteria	Points	Explanatory Notes
Statement of Collaboration	Up to 30	How business and partners came together, purpose, goals, training need/business case, tie-in to training.
Employer Partners	6	Application includes three (3) or more employer partners.
High Priority Industry Sector	7	Application includes one (1) or more employer partners from a High Priority Industry Sector.
Diversity, Equity, Inclusion (DEI)	6	Application includes at least one employer who qualifies for a special allowance for minority-owned, women-owned, veteran-owned, Individual With a Disability (IWD) owned, or a Geographically-Disadvantaged Business Enterprise.
Average Wages	Up to 7	Average wage of trainees is equal to or above Bureau of LMISI Regional Median Wage. > 0 and up to 25% of all employers = 3 points > 25% and up to 50% of all employers = 5 points > 50% of all employers = 7 points
USDOL Registered Apprentices (first year through completion)	Up to 7	Application includes training for USDOL Registered Apprentices (1 <sup>st</sup> year through completion) leading to the nationally recognized, portable Certificate of Completion. > 0 and up to 25% of trainees = 3 points > 25% and up to 50% of all trainees = 5 points > 50% of all trainees = 7 points
College Credit Training	Up to 5	Application includes training in partnership with a college, university, or community college that results in earned college credit that could apply toward a certificate or degree. > 0 and up to 30% of trainees = 3 points > 30% or more of all trainees = 5 points
<b>Total</b>	<b>68</b>	

### DEI – Criteria and Documentation:

MWA will make the final determination if an employer qualifies as one of the Talent Fund DEI categories, based on all available evidence obtained as part of MWA Fact Finding, and prior to application submission.

1. Minority-Owned examples of verification:
  - a. U.S. Small Business Administration (SBA) - Preliminary assessment of qualification can be obtained [here](#)
    - i. [Small Disadvantaged Business](#)
    - ii. [8\(a\) Business Development Program](#)
  - b. Third party verification
    - i. [National Minority Supplier Development Council](#)
  - c. Additional programs requiring verification of eligibility
    - i. [Michigan Department of Transportation \(MDOT\) Disadvantaged Business Enterprise \(DBE\)](#)

- d. Employer submits signed attestation that they qualify for the DEI category
2. Women-Owned examples of verification:
    - a. [SBA](#) – Preliminary assessment of qualification can be obtained [here](#).
      - i. Women-Owned Small Business (WOSB) Federal Contracting Program
      - ii. Economically Disadvantaged Women-Owned Small Business (EDWOSB) Federal Contracting Program
    - b. Third party verification
      - i. [National Women Business Owners Corporation](#)
      - ii. [U.S. Women's Chamber of Commerce](#)
      - iii. [Women's Business Enterprise National Council](#)
    - c. Additional programs that require verification of eligibility
      - i. [Michigan Department of Transportation \(MDOT\) Disadvantaged Business Enterprise \(DBE\)](#)
    - d. Employer submits signed attestation that they qualify for the DEI category
  3. Veteran-Owned examples of verification:
    - a. [SBA](#)
      - i. Service-Disabled Veteran Owned Small Business Program (SDVOSB)
      - ii. Surplus Personal Property for Veteran-Owned Small Business Program
    - b. Third party verification
      - i. [Vets First Verification Program](#)
      - ii. [Disability:IN](#) Veteran Disability-Owned Business Enterprises (V-DOBE)
      - iii. [Disability:IN](#) Service-Disabled Veteran Disability-Owned Business Enterprises (SDV-DOBE)
    - c. Socio-economic status section of business profile at [SAM.gov](#)
    - d. Employer submits signed attestation that they qualify for the DEI category
  4. Individual with Disability-Owned (IWD)
    - a. Examples of third-party verification:
      - i. [Disability:IN](#) Disability-Owned Business Enterprises (DOBE)
      - ii. [Disability:IN](#) Veteran Disability-Owned Business Enterprises (V-DOBE)
      - iii. [Disability:IN](#) Service-Disabled Veteran Disability-Owned Business Enterprises (SDV-DOBE)
    - b. Employer submits signed attestation that they qualify for the DEI category
  5. Geographically Disadvantaged Business Enterprise (GDBE)
    - a. The requirements for Geographically-Disadvantaged Business Enterprise (GDBE) are detailed in [Executive Directive 2019 - 08](#). An indication that the GDBE satisfies one or more of the following:
      - i. The GDBE is certified as a HUBZone Small Business Concern by the United States Small Business Administration.
      - ii. The GDBE principal place of business is located within a population census tract that is a low-income community designated as a Qualified Opportunity Zone by the United States Secretary of the Treasury pursuant to 26 USC 1400Z-1.
      - iii. A majority of the employees of the GDBE either work at a location within a Qualified Opportunity Zone or maintain a principal residence within a Qualified Opportunity Zone.
    - b. Employer submits signed attestation that they qualify for the DEI category



## **Modifications**

Modifications to an award that maintain original (or improved) scoring and integrity may be considered where circumstances dictate a need to adjust the Training Plan. MWA must grant approval to changes to the Training Plan prior to changes occurring and are otherwise subject to non-reimbursement.

## **Eligible Expenditures**

Eligible training expenditures include the actual costs for the:

- Classroom or customized training (including textbooks and lab fees),
- New employee OJT training,
- USDOL Registered Apprenticeship classroom or customized training and OJT.

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

## **Ineligible Expenditures**

The following are ineligible training expenditures. Although these expenditures are not eligible for reimbursement, employers may include them as part of their employer contribution.

- Wage reimbursement for current employees, unless the trainee is a USDOL Registered Apprentice
- 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
- Training that has occurred prior to the effective award date
- The Talent Fund may not be used to offset current tuition reimbursement programs

## **Required Documentation for Reimbursement**

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

## **Classroom or Customized Training**

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

## **New Employee OJT Training**

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

This is required for each Talent Fund-supported employee as proof that they are still employed at 30, 60, and 90 consecutive calendar days following training. Information for

employees not participating in the Talent Fund should be edited out or redacted from the register.

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

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

### **USDOL Registered Apprenticeship Training**

1. Copy of invoice or receipt from training provider.
2. Documentation of trainee completion – one of the following:
  - a. Certificate signed by the instructor or training provider.
  - b. Copy of grades for credit courses.
3. Employer's name and the name of each USDOL Registered Apprentice. Validation must be completed once for each apprentice prior to closeout.
4. A company payroll register, query from the payroll system or screen shots from the payroll system 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).

Note: If the USDOL Registered Apprentice is a new employee (new hire), the 90-day retention point may start at the beginning of OJT or RTI, whichever comes first. The 90-day retention applies to new employee OJT training only.

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.

### **Targeted Population Incentives**

If an employee is eligible for one of the targeted population incentives – Veteran (U.S. Armed Forces), Active Military Reservist (U.S. Armed Forces), Older Worker, Justice-Involved Citizen, Individual With Disability (IWD), Public Assistance Recipient, or High School Diploma/Equivalency (HSE) trainee - the following verification documentation is required to be provided in order for the employer to receive the additional funds. All non-related personal identifying information should be redacted.

1. Veteran
  - a. DD-214.
  - b. Department of Defense – Manpower Data Center record (provided during background checks).

- c. Other documentation – to be reviewed and approved by LEO-WD.
- 2. Active Military Reservist – one of the following:
  - a. Leave & Earnings Statement (LES).
  - b. Common Access Card (CAC) – standard ID.
- 3. Older Worker – one of the following to verify date of birth:
  - a. Driver’s license.
  - b. State ID.
  - c. Passport, “Green Card” (lawful permanent residency), etc.
- 4. Justice-Involved 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](http://courts.mi.gov/opinions_orders/case_search/pages/default.aspx)
  - b. Screen print from similar websites in other states.
  - c. Official documentation of conviction or release paperwork.
  - d. Other documentation to be reviewed and approved by LEO-WD, such as a signed affidavit from the employer attesting to the new employee’s prior status.
- 5. Individual With Disability (IWD)
  - a. Verification of Pre-Established Employee Disability: Going PRO Talent Fund
  - b. Voluntary Self-Identification of Disability: Going PRO Talent Fund
- 6. Public Assistance Recipient
  - a. To verify participation in one the following Economic Stability Assistance (ESA) programs; the individual’s name, date of birth, address, and date of hire must be submitted for verification prior to closeout. An MDHHS case number of the individual would be beneficial if available. Individuals must have received a benefit from at least one program within 30 days of the date of hire.
    - i. Food Assistance Employment and Training (FAE&T) Child Day Care
    - ii. Medicaid
    - iii. Supplemental Nutrition Assistance Program (SNAP)
    - iv. Temporary Assistance for Needy Families (TANF)
    - v. Healthy Michigan Plan (HMP)
    - vi. Partnership. Accountability. Training. Hope (PATH)
- 7. High School Diploma/Equivalency (new and incumbent trainee)
  - a. To verify an individual achieves at least 75% (or completion) of High School Diploma/Equivalency program requirements during work hours, the following must be provided:
    - i. Verification of OJT and/or classroom training completion, associated with high school diploma/equivalency preparation, for the particular trainee on the HSE path
    - ii. Diploma or high school equivalency (GED or HiSET) credential (if completed), OR
    - iii. High school equivalency (GED or HiSET) transcript (including name and birthdate) showing the individual passed (3) tests, or earned 75% of high school diploma credits required for graduation
    - iv. Other documentation to be reviewed and approved by LEO-WD, such as documentation that shows they were participating in high school diploma/equivalency training while on the job

The following criteria also apply to qualify for reimbursement:

- 1. The additional incentive must be used to offset additional training costs.
- 2. Trainees must have completed the planned classroom training; or for OJT training must have completed the 90-day post-training retention for the employer to receive the extra training incentive.

3. The maximum amount per new trainee that an employer may receive as incentive funding is \$500 for each Veteran, Active Military Reservist, Older Worker, Justice-Involved Citizen, Individual with Disability, or Public Assistance Recipient new trainee; and \$1,000 for High School Diploma/Equivalency new and incumbent trainees, even if the employee meets the criteria in more than one category.

### **Required Reporting**

Employers are responsible for reporting final data at closeout of the award, including individual trainee data. Trainee information may also be requested at some point during the training cycle as a part of monitoring and performance.

Information requested may include but not limited to the names of employees who completed training, number and type of employees trained, training providers, types of training, credentials earned, targeted population incentives, pre-training hourly wages, hourly wages at training completion, hourly wages at six months post-training, employee retention at six months post-training, hire date and termination date (if applicable), revised employer contribution/leveraged funds, and an impact story.

### **Anticipated Outcomes**

Fiscal Year 2022 Going PRO Talent Fund program goals:

- Individuals hired and trained – 17,700
- Current employees to be trained – 19,200
- USDOL Registered Apprentices to be trained – 3,100
- Training Completion Rate – 95%
- Employment Retention Rate at Six Months post-training – 80%
- Hourly wage prior to training – \$26.40
- Hourly wage at six months post-training – \$28.50

### **Definitions**

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

**Current Employee:** Defined as individuals on the employer's payroll at time of application or hired at least 31 days prior to the award date.

**Days:** Consecutive calendar days including weekends and holidays.

**Exclusive Training:** Employer owned and controlled training bounded by 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. The documented need and rationale to explain why the company's infrastructure cannot support its training needs without the assistance of Talent Fund program funds must be submitted in writing to the MWA and retained by the MWA.

**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:** An ILC brings together multiple employers (a minimum of two), education and training institutions, workforce development organizations, and other applicable partners such as economic development organizations to formulate training and education solutions to fill identified talent gaps. Successful ILCs solve a common or shared workforce problem with supported training that

leverages the power of collaboration; also increasing the competitiveness of employer partners, while creating, training, and filling “in-demand jobs.”

**Justice-Involved Citizen (Returning Citizen):** Individuals who have been previously incarcerated, or given probation, that have criminal histories and are returning to the community.

**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 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; nor should it be used for high-wage, executive level positions.

**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 USDOL Registered Apprentice.

**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 (U.S. Armed Forces).
- Active Military Reservist – An actively serving member of a reserve component military branch (U.S. Armed Forces)
- Older Worker – An individual age 55 or older.
- Individual With Disability (IWD) – An individual with disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities.
- Justice-Involved Citizen (Returning Citizen) – Individuals who have been previously incarcerated, or given probation, that have criminal histories and are returning to the community.
- Public Assistance Recipient – An individual on public assistance.
- High School Diploma/Equivalency trainee – An individual who achieves at least 75% (or completion) of High School Diploma/Equivalency program requirements during work hours. OJT training and/or classroom training would need to be on the plan and associated with the trainee on the HSE path.

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

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

*USDOL Registered Apprentice*: USDOL Registered Apprentices may be a current or new employee and funded regardless of what year they are in the program. Validation of USDOL Registered Apprentices will be done by LEO-WD State Apprenticeship Expansion Team once for each USDOL Registered Apprentice prior to closeout.

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