

| | |
|-----------------------------|---|
| Subject: | ApprenticeshipUSA State Expansion Grant |
| Policy Number: | ADWB-07-2018 |
| Replaces: | ADWB-09-2017 |
| Implementation Date: | July 19, 2018 |
| Distribution: | Arapahoe/Douglas Works! Workforce Center Leadership and Employees |

ALL MARCH 2018 PGL REVISIONS ARE HIGHLIGHTED IN YELLOW

The Arapahoe/Douglas Workforce Board (ADWB) has designated Arapahoe/Douglas Works! (ADW!) as the provider of Career Services for WIOA Title I: Adult, Dislocated Worker and Young Adult programs, Title III: Wagner-Peyser, and Temporary Assistance for Needy Families (TANF).

CITATIONS/REFERENCES

- National Apprenticeship Act of 1937 (29 USC 50 et seq.)
- Workforce Innovation and Opportunity Act (WIOA) of 2014, Pub. L. No. 113 and 128, Sections 129 and 134
- WIOA Department of Labor-Only Final Rule (81 FR 56072, Aug. 19, 2016)
- Title 29 CFR, Part 29: Labor Standards for the Registration of Apprenticeship Programs
- Title 29 CFR, Part 30: Equal Employment Opportunity in Apprenticeship
- TEGL 13-16: Guidance on Registered Apprenticeship Provisions and Opportunities in WIOA
- TEN 31-16: Framework on Registered Apprenticeship for High School Students
- TEN 13-12: Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources
- PGL ADM-2016-01, Administrative/Discretionary Grant Management and Accountability
- PGL GRT-2015-02, Sector Partnership National Emergency Grant
- PGL WIOA-2016-05, WIOA Classroom Based Training and Work Based Learning Options – Interim Guidance
- PGL WIOA-2016-08, On-the-Job Training
- PGL WIOA-2017-05, Registered Apprenticeships in WIOA
- PGL GRT-2017-01, Change 2, ApprenticeshipUSA State Expansion Grant
- Notice of Availability of Funds and Funding Opportunity Announcement for ApprenticeshipUSA State Expansion Grants, FOA-ETA-16-13
- Federal Resources Playbook for Registered Apprenticeship

PURPOSE

To establish guidance, processes and procedures in regards to the implementation of the ApprenticeshipUSA State Expansion Grant.

BACKGROUND

Registered Apprenticeships (RA) are innovative work-based earn-and-learn models that combine on-the-job learning with related technical instruction. They are designed to produce highly skilled workers who are fully competent in all aspects of an occupation, including knowledge, skill and proficiency of the job.

ADWB-07-2018: ApprenticeshipUSA State Expansion Grant

Page 1 of 15

In October 2016, Colorado received a \$1.8 million ApprenticeshipUSA State Expansion grant (AEG) to strengthen RA efforts by expanding the industry sectors and range of occupations involved and increasing the number of registered apprentices. This work could fundamentally change the way Colorado's workforce and educational systems approach employment and training for youth and adults. RA allow employers to design programs with specific skills, training and job-related instruction tailored to the company's needs and are considered the "gold standard" for apprenticeship training in the United States. A written contract between the apprentice and the sponsor is approved by and registered with the USDOL Office of Apprenticeship and specifies the length of training, school hours, skills to be learned, and the wages the apprentice will receive.

The AEG will extend from November 1, 2016 through April 30, 2019. The local area is expected to leverage WIOA funding and the Sector Partnership National Emergency Grant to accomplish the objectives of the grant.

The following state-level strategies will be employed:

- Embed pre-apprenticeships and RAs in secondary schools across the state in order to serve in-school youth. This includes providing contextual learning experiences directly tied to work, equipping youth with the skills and credentials they need to succeed after graduation, and preparing them to adapt to ongoing changes in the economy, technology, and the nature of work.
- Build upon existing sector partnerships to expand RA opportunities for adults by emphasizing work-based training that meets the needs of existing and emerging Colorado industries and workers.
- Conduct outreach to under-represented populations including out-of-school and opportunity youth, low-income adults, individuals with disabilities, minorities, and women.
- Recruit businesses and industry intermediaries to participate in building both the local sector partnerships and the statewide network of Registered Apprenticeships.
- Integrate RA throughout the state's workforce, education and economic development systems.
- Create a Work-Based Learning Unit within Workforce Development Programs (WDP) to coordinate the development and implementation of RA activities. This unit will coordinate with state, local, nonprofit and industry partners, conduct evaluation to identify promising practices and address potential issues, and develop pilot projects to further the development and expansion of RA and other work-based learning strategies.

Because the AEG is a system change project to expand and integrate the statewide RA system, several of the partners have unique state level roles. BEL and CWDC serve as the grant advisory board; CareerWise Colorado is the lead for implementing the Swiss Apprenticeship Model and embedding RA in Colorado secondary schools through the implementation of a series of pilot projects and studies; and the AFL-CIO and industry associations will assist in the development of new, and expansion of existing, RA programs throughout the state.

Key partners in the grant include the Business Experiential Learning (BEL) Commission, CareerWise Colorado, the Colorado Workforce Development Council (CWDC), Colorado AFL- CIO, Colorado Advanced Manufacturing Association, Colorado STEM, Colorado Technology Association, Colorado Community College System, Colorado Department of Corrections, Colorado Department of Education, Colorado Department of Human Services, Colorado Division of Vocational Rehabilitation, the Governor's Office of Information Technology, other industry associations, all the local workforce areas in Colorado, and the USDOL Office of Apprenticeship.

POLICY/ACTION

A. Definitions

Apprentice – A worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation.

Apprenticeship Agreement (ETA 671) – A written agreement between the apprentice and program sponsor that contains the minimum terms and conditions of the employment and training of the apprentice.

Opportunity Youth – A youth between 16 – 24 years old who is not connected to either school or work.

Pre-Apprenticeship Program – A program designed to prepare individuals to enter and succeed in a RA program. WIOA-funded pre-apprenticeship programs must be formally linked to one or more RA programs and have an opportunity to enroll their graduates into an RA program. For the purposes of the grant, a pre-apprenticeship program must meet the requirements of TEN 13-12.

Registered Apprenticeship Program – A work-based training program that meets the federal criteria (29 CFR Part 29, section 5), and has been accepted and approved by the USDOL Office of Apprenticeship.

RA Program Sponsor – Any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. Examples of program sponsors include employers, joint apprenticeship training programs, industry intermediaries, and community-based organizations.

Related Technical Instruction (RTI) – Instruction or classroom style training that complements an OJT and helps refine the technical and academic skills that apply to the job. RTI can be provided by a community college, technical school, apprenticeship training school, or by the employer.

Reverse Referral – The referral of a registered apprentice from an employer to a local workforce center for skills gap training required to help the apprenticeship retain employment.

Targeted Populations – Individuals from Under-Represented Populations (see below), low income individuals, offenders, UI claimants, TAA recipients, and dislocated workers.

Under-Represented Population – Individuals from groups that are traditionally under-represented in RA programs. For the purposes of the RA Expansion Grant, under-represented populations are defined as women, youth (16-24), individuals with disabilities, and minorities.

B. What is Registered Apprenticeship?

The U.S. Registered Apprenticeship System is authorized through the National Apprenticeship Act of 1937. The U.S. Department of Labor (USDOL) Office of Apprenticeship, in conjunction with State Apprenticeship Agencies, is responsible for registering apprenticeship programs that meet Federal and State standards (see Attachment 1 of the corresponding PGL, Federal Registered Apprenticeship Criteria and Standards), issuing certificates of completion to apprentices, encouraging the development of new programs, protecting the safety and welfare of apprentices, and assuring that all programs provide high quality training. Colorado does not have a state-run apprenticeship agency.

However, there is a federal Office of Apprenticeship in Denver to provide program registration and technical assistance to employers and other program sponsors.

All RA programs consist of the following **five (5)** core components:

1. **Business Involvement** – Employers are the foundation of every RA program, and the skills needed by their workforce are at the core. Businesses must play an active role in building RA programs and be involved in every step of their design and execution.
2. **On-the-Job Training** – Every RA program includes structured OJT. Companies hire apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge the apprentice must learn over the course of the program to be fully proficient in the job.
3. **Related Technical Instruction (RTI)** – Apprentices receive instruction or classroom style training that complements an OJT and helps refine the technical and academic skills that apply to the job. RTI can be provided by a community college, technical school, apprenticeship training school, or by the employer. Education partners collaborate with employers to develop curriculum based on skills and knowledge needed by the apprentice. The instruction can be provided at the school, online, or at the work site.
4. **Rewards for Skill Gains** – Apprentices receive pay increases as their skills and knowledge increase. Progressive wage gains motivate apprentices as they advance through training and become more productive and skilled at their job.
5. **National Occupational Credential** – Every graduate of a RA program receives a Certificate of Completion from USDOL. This portable credential signifies that the apprentice has mastered every skill and has all the knowledge needed to be proficient for a specific occupation. RA programs may also offer interim credentials as apprentices master skills as part of a career pathway.

According to the USDOL Office of Apprenticeship, Colorado currently has 5,173 registered apprentices enrolled in 204 RA programs. Colorado also has a large number of apprenticeship programs that are not registered, including an estimated 20,000 individuals who are enrolled in a non-registered plumbing or electrical apprenticeship programs. Taken together, the total number of apprenticeships, both registered and non-registered, demonstrates the value that this form of work-based training has for both Colorado employers and workers.

C. Developing New Registered Apprenticeship Programs

The USDOL Office of Apprenticeship is responsible for providing technical assistance and registering new RA programs. Business services representatives from the workforce system are encouraged to discuss the benefits of RA with employers, support the development of RA programs, and assist with the registration process. The most current contact information for USDOL State Apprenticeship Director can be found at: <https://www.doleta.gov/OA/stateoffices.cfm>.

D. Local Area Participation

WIOA requires that state and local workforce development boards include RA representation. These individuals can serve as resources to their local area in the development of new RA opportunities or the expansion of existing RA programs. Arapahoe/Douglas Works! (ADW!) utilizes its sector partnerships to help integrate RA into its local workforce system. Sector strategies engage employers in determining local or regional hiring needs and then designing customized training programs that are responsive to those needs.

For example, a sector partnership intermediary, such as an industry association or training provider, may become an RA sponsor for multiple employers in one sector.

In addition to the use of sector strategies, ADW! has developed strategies to directly engage local employers and/or RA program sponsors, such as:

- Outreach to existing local RA programs to learn more the employer/sponsor's recruiting, skill assessment, training or retention needs, and to offer assistance in meeting those needs
- Outreach to employers with non-registered apprenticeship programs about the benefits of registering their apprenticeship programs, and providing assistance with the registration process (e.g. resources, templates, job analysis, etc.)
- Identification of employers who request customized training on a frequent, cyclical, or on-going basis, and meeting with them to determine whether an apprenticeship would effectively meet their training needs.

Local areas are encouraged to leverage existing WIOA and partner resources (e.g. TAA, TANF, DVR, etc.) because the grant only provides limited funding to support participant services. Grant-related services include:

- Jobseeker services: Intake and assessment, supportive services, pre-apprenticeship training, classroom training, OJT, referrals to partner programs, job development, virtual job shadowing, case management and monitoring, etc.
- Employer services: Recruitment, hiring events, screening and assessment, incumbent worker training, information on employer incentives and supports (e.g. tax credit programs, federal bonding), employer forums or roundtables, OJT, etc.

It is the goal of ADW! to coordinate RA activities with partner agencies to provide a network of services that support the participation and retention of individuals with barriers to employment. It is also the goal of ADW! to work with their partner agencies to establish procedures to coordinate co-enrollments and track referrals.

At a minimum, ADW! is expected to:

- Provide job seekers with information on RA opportunities, including entry level requirements and pre-requisites, career pathways associated with the RA program, and overall benefits of pursuing RA;
- Incorporate registered apprenticeships (RA) into its existing and future sector strategies;
- **Include RA as a part of its local plans** with appropriate workforce programs that allow work-based learning opportunities and RA activities
- Help ensure that the statewide RA system meets its performance goals for the grant (see Section O.)

E. Business Services

The success of USDOL's efforts to expand Registered Apprenticeships throughout the country is largely dependent upon our ability to increase employer engagement and participation. Colorado was selected as a pilot site to develop and test business-related strategies that build upon its expertise with sector strategies and partnerships with industry intermediaries. Limited grant funding will be available to support these activities (see below). Local and regional business services play a critical role in engaging employers and increasing their use of RA to meet their current and future talent needs.

Examples of RA-related business services may include, but are not limited to:

- Engaging industry intermediaries and sector partners in discussion and identification of RA opportunities
- Conducting outreach to existing RA programs to identify and address hiring and training needs, and conduct job development on behalf of qualified applicants
- Hosting hiring events to recruit and screen potential applicants for RA opportunities
- Providing information on, and assistance with, the Federal Bonding Program, the Work Opportunity Tax Credit (WOTC), and other federal and state incentives
- Providing information on WIOA training-related and support services that might be available for the employer or their prospective apprentice
- Conducting outreach to non-RA programs to provide information regarding the value of registering their programs
- Conducting outreach to employers to inform and engage them in RA
- Assisting employers in the RA registration process, including bringing together partner agencies and resources to assist with activities such as identifying competencies, identifying career pathways, developing training curriculum, drafting apprenticeship contracts, etc.
- Providing referrals to WIOA partners for assistance with reasonable accommodations, ADA accessibility reviews, competency identification or assessments, etc.

It is the goal of ADW! to coordinate employer engagement activities, particularly those related to outreach, with their partners, including non-profits such as CareerWise Colorado. This will ensure consistent messaging and avoid duplication of effort. Technical assistance will be provided on strategies to streamline this process and identify opportunities for coordination.

F. Participant Eligibility and Recruitment

Participants must be 16 or older and legally able to work in the United States. An ideal way to support RA is through co-enrollment in another program (e.g. WIOA Title I Youth, Adult, Dislocated Worker, Adult Education, Vocational Rehabilitation, TANF) or with the Sector Partnership National Emergency Grant. Participants must meet the eligibility requirements to be co-enrolled in these programs.

ADW! is encouraged to target populations that are traditionally under-represented in apprenticeships – Youth (16-24), Women, Persons with Disabilities and Minorities. Although veterans are not a targeted population for the purposes of this grant, veterans receive priority of service for all qualified job training programs funded by USDOL in accordance with federal and state guidance.

G. Targeted Industries and Employer Engagement

The grant focuses primarily on apprenticeships in IT (including Cybersecurity), Healthcare, Advanced Manufacturing, Building Trades/Construction, and Business Services (including Business Support and Finance) because they offer the most potential for job growth and lead to skilled occupations that pay a sustainable wage. **Regional workforce and economic development partnerships may determine other target areas based upon local need, sector strategies and emerging industries.** Sector partnerships in targeted industries can help workforce staff to identify opportunities where there are employer needs for structured training and hands-on experiences such as RA.

H. Registered Apprenticeship Program Sponsors

An RA Program sponsor registers and operates one or more apprenticeship program(s). Some examples of typical RA program sponsors are listed below:

1. **Employers who provide related instruction**, such as formal in-house instruction, as well as on-the-job training at the work site.
2. **Employers who use an outside educational provider** to deliver instruction. Under this model, RA program sponsors do not provide the related instruction or educational portion of the apprenticeship, but rely upon an outside educational entity. Employers can use two or four-year post-secondary institutions, technical training schools or on-line courses for related instruction. The employer is the eligible training provider and must identify their instructional provider.
3. **Joint Apprenticeship Training Programs (JATP)** that are made up of employers and unions. They have an apprenticeship training school where the instructional portion of the apprenticeship program is delivered. The training schools are usually administered by the JATP, in which case the JATP would be the eligible training provider.
4. **Intermediaries** that serve as program sponsors who take responsibility for the administration of the apprenticeship program. They also can provide expertise such as curriculum development, classroom instruction and supportive services, as appropriate. Intermediaries include educational institutions including two and four-year post-secondary institutions or technical schools. In this model the educational institution administers the program, works with employers to hire apprentices and provides classroom or on-line instruction for the apprenticeship program.
5. **Industry associations** that administer the program and work with employer/members and educational entities to implement the apprenticeship program.
6. **Community-Based Organizations (CBOs)** that administer the program and work with employers, educational entities and the community to implement the apprenticeship program.

I. Registered Apprenticeship Sponsors on the Eligible Training Provider List (ETPL)

Under WIOA, RA program sponsors are automatically eligible for placement on the state's ETPL. All RA programs can opt in to be included on the ETPL and will remain on the list as long as the program is registered or until the sponsor informs CDLE that they no longer want to be on the list. New RA programs are informed of the ETPL opportunity at the time of registration with the USDOL Office of Apprenticeship.

J. Coordination with the Sector Partnership National Emergency Grant

Local areas participating in the Sector Partnership National Emergency Grant (SPNEG) can integrate activities and leverage funds with their RA grant. Although the primary focus of these activities is to help Dislocated Workers obtain and maintain employment, they indirectly benefit anyone who is interested in RA training. Examples of RA-related activities that can be provided through SPNEG Planning, Career Services and/or Training funds include:

- Dedicated business services related to registered apprenticeships such as:
 - Employer outreach
 - Assistance in developing and registering apprenticeship programs
 - Information on available tax credits and other incentives for employers who hire apprentices, particularly those with barriers to employment
 - Coordination of job development services
- Outreach to existing RA programs in order to:
 - Determine and assess the employer/sponsor's needs (e.g. recruiting, skills assessment, etc.)
 - Provide services to current apprentices such as remedial training (i.e. reverse referrals)
- Collaboration with sector partners to:
 - Increase employer awareness of RA

ADWB-07-2018: ApprenticeshipUSA State Expansion Grant

Page 7 of 15

- Identify unmet talent needs that could be addressed by RA training
- Help employers develop and register apprenticeship programs
- Work with employers to identify and provide assessment tools applicable to their RA programs
- Work with Job Seeker or Career Services Teams to:
 - Increase the awareness to dislocated workers about RA opportunities and career pathways, and the value that RA training offers dislocated workers
 - Identify the availability of competency-based RA programs and related skills assessments
 - Organize Work-Based Learning Career Fairs that include information about RA opportunities
 - Develop or provide pre-apprenticeship training directly linked to one or more RA programs
 - Reverse referrals to meet the needs of existing apprentices (i.e. incumbent workers) and promote job retention
 - Connect classroom and occupational training related to RA programs
 - Provide job development services and coordinate monitoring of training between employer and participant

For more information on ways to integrate RA and SPNEG activities, please refer to PGL GRT-2015-02, Sector Partnership National Emergency Grant. Resources will be provided to help local areas access information related to existing RA programs.

K. Coordination with WIOA-funded programs

The AEG requires that grantees demonstrate the integration of RA in their workforce, education and economic development systems by increasing the number of registered apprentices who receive WIOA-funded services (i.e. Adult, Dislocated Worker, Youth, Wagner-Peyser, Adult Education or Vocational Rehabilitation), and the number of employers who receive WIOA-funded services to either assist their RA program or their apprentices.

RA participants may receive services from one or more WIOA programs (i.e. ADW!, Adult Education, Vocational Rehabilitation) in addition to enrollment in the grant. Examples include, but are not limited to:

- RA participants who receive services from Adult Education or Vocational Rehabilitation
- Individuals who are enrolled in an Adult Workforce Partnership program, engaged in integrated basic education and skills training related to a career pathway, and interested in RA training
- A participant with a disability who requires assistance with reasonable workplace accommodations from Vocational Rehabilitation

NOTE: If a RA participant is receiving assistance from another WIOA program, this information should be recorded in the notes on Connecting Colorado and reported on the quarterly RA report.

For more information, refer to TEGL 13-16: Guidance on Registered Apprenticeship Provisions and Opportunities in WIOA and PGL WIOA-2017-05, Registered Apprenticeships in WIOA for further guidance on opportunities to align with WIOA.

L. Coordination with Other Project Partners

ADW! is encouraged to work with their partner agencies (WIOA and non-WIOA) to leverage resources, and coordinate services that meet the needs of participants and reduce the overall costs for each agency. This should include conducting outreach and co-enrolling participants that are from under-represented populations.

Resources including WIOA funds, federal and state discretionary grants, and referrals to partner programs such as Adult Education, Vocational Education, TANF, SNAP, and other local programs for services not available through the workforce center should be utilized.

ADW! may also be able to provide Wagner-Peyser services for in-school youth who are engaged in pre-apprenticeship and registered apprenticeship programs through their local secondary schools, career and technical education programs, and community colleges.

“Two Generation” service strategies can help increase the participant’s potential for successful completion of their RA training by recognizing that an individual’s success is also dependent upon their family’s success. Because WIOA Title I services focus only on the employment and training needs of the individual, collaborative partnerships should be leveraged to provide additional services to meet the needs of family members.

M. Program Enrollment and Participant Activities

Effective April 1, 2018, local areas will enroll participants into Program Code AR, including participants who are co-enrolled into a WIOA Title I Program.

All program participants are eligible to receive grant funding that supports the RA including the full range of WIOA services, as appropriate.

If the participant is co-enrolled in a WIOA Title I Program, local areas should indicate the source of funding used to provide services (e.g. WIOA Adult paid for OJT while AEG paid for supportive services). If more than one funding source pays for a service, local areas must indicate the amount that each funding source provided for the service. At a minimum, this will be included Connecting Colorado case notes.

Program participants who require pre-apprenticeship services prior to entry into RA should receive service code “PA” with related activity “AC” to identify them as pre-apprentices. A case note should be entered that describes the nature of the pre-apprenticeship service and the RA program(s) to which it is formally linked. If the individual subsequently enters an RA from a pre-apprenticeship program, activity code “AC” should be entered along with a corresponding case note containing information about their RA program.

WIOA participants who are engaged in RA at the time of enrollment, or who enter an RA program after enrollment, should be identified with an “AC” service code. Apprenticeships are considered employment so participants who are enrolled in an RA must be identified as employed. In some cases, the participant may be considered an incumbent worker. A case note must also be entered with information about their RA program. This service must be stored for the length of time that the WIOA program will be supporting the RA program.

There are three (3) ways to support individual apprentices:

1. **Related Training and Instruction (RTI)** – To support the RTI portion of the RA, store an “OC” service code with related activity “AC”. ADW! will follow the Classroom Training policy in relation to the “OC”
2. **On-the-Job training (OJT)** – To support the OJT portion of the RA, store an “OJ” service code with related activity “AC”. ADW! will follow the On-the-Job Training policy in relation to the “OJ”
3. **Supportive Services (including tools and child care)** – To provide supportive services while supporting an RA program, store the appropriate supportive service activity code that is being

ADWB-07-2018: ApprenticeshipUSA State Expansion Grant

Page 9 of 15

provided with a related activity "AC". ADW! will follow the Supportive Services policy in relation to what supportive services are allowable.

Here is the complete list of supportive services:

- Counseling (CO)
- Family Care (FC)
- Health/Medical (HM)
- Housing or Rental Assistance (RA)
- Needs Related Payment (NR)
- Other Supportive Services (SS)
- Relocation (RL)
- Transportation (TR)

NOTE: Supportive services alone cannot initiate participation or extend exit. Supporting apprentices by only providing supportive services, such as transportation and child care, may be done so as long as the service is coupled with an appropriate career service that can initiate participation and/or extend exit, such as career counseling. When utilizing career services that are related to RA, use the related activity "AC".

Once ADW! is done supporting the RA, the "AC" service needs to be closed. The following **three (3)** milestones are examples of appropriate exit points for an RA:

1. **Wage Increases** – Apprentices receive progressive increases in pay as their skills and knowledge increase; this is a core element of all RAs. A wage increase may be an appropriate point of exit from WIOA, as it means that apprentices have passed a milestone in their training, improved their skills, and increased their earnings, signaling that support through WIOA may no longer be needed.
2. **Credential Attainment** – Many RA programs offer interim occupational credentials that can be attained by apprentices during their program. The attainment of a credential is another aspect that could be factored into the determination of an appropriate exit point from WIOA, given that this marks an important milestone in the RA program. Attainment of a credential signals that apprentices have successfully advanced along a career pathway and increased their skills in the field, and potentially moved beyond the point of needing WIOA support.
3. **Measurable Skill Gains** – As apprentices' skills increase, they should be able to document progress towards such an interim occupational credential or the certificate of completion awarded at the successful end of an apprenticeship.

Documented progress in an apprenticeship is defined as either:

- i. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or
- ii. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

All program participants are eligible to receive Basic Career, or Wagner-Peyser, services, such as:

- Bonding Assistance (BA)
- Initial Assessment (IA)
- Job Development (JD)
- Job Fair (JF)
- Job Search Assistance (JS)
- Tax Credit (TC)

ADW! is encouraged to use soft skills assessment and Virtual Job Shadowing as part of the process for enrolling a participant into AP. This will help ensure that participants have the adequate baseline skills and a general understanding of what the job entails before they enter the RA. Individuals who are eligible for Adult, Dislocated Worker, or Youth services should be enrolled in the appropriate program to receive services that are directly related to their RA program, such as:

- On-the-Job Training (OJT)
- Related Training Instruction
- Incumbent Worker Training (IW)
- Occupational Skills Training (OC)
- Skill Retraining/Upgrade (UP)
- Pre-Apprenticeship Training (PA)
- Supportive Services

Pre-Apprenticeship Training generally does not include soft skills training unless it is provided in a contextual learning environment and is necessary for the participant's success in RA.

NOTE: CDLE encourages the enrollment of out-of-school youth into RA programs. Enrolling too many in-school youth into WIOA may have a negative impact on youth performance outcomes. However, in-school youth may receive Wagner-Peyser services without any impact to the WIOA Youth program.

Please refer to TEGL 13-16, "Guidance on Registered Apprenticeship Provisions and Opportunities in WIOA," PGL WIOA-2016-05, "WIOA Classroom Based Training and Work Based Learning Options – Interim Guidance," and PGL WIOA-2016-08, "On-the-Job Training," for additional guidance.

N. Supplemental Data Collection and Reporting

The grant requires the collection and reporting of data related to business engagement activities. These include:

- # Employers who are engaged in RA-related activities such as targeted presentations on RA/pre-apprenticeship, meetings to discuss the development of new RA programs, the creation of talent pipelines or career pathways related to RA, employer roundtable events, etc.
- # Employers/RA Program Sponsors whose apprentices receive any WIOA-funded services such as classroom training, OJT, or support services.
- # Employers/RA Program Sponsors who receive any WIOA or Wagner- Peyser support such as hiring events, specialized assessments, recruiting, screening and referral of RA applicants, tax credit or federal bonding assistance, assistance with reasonable accommodations or an assessment of the facility for ADA compliance (Vocational Rehabilitation), etc.
- # New RA programs registered as a result of the grant and the type of program (i.e. time-based, competency-based, hybrid)
- # Existing RA programs expanded as a result of the grant (i.e. number of existing programs that increase either the number of occupations involved or the number of apprentices)

ADW! is required to collect and report information regarding employers who receive services related to apprentices. The following service codes should be used:

- “BI” service code for sharing information regarding RA with an employer and selecting Apprenticeship from the drop down menu.
- “TN” service code and selecting “Apprenticeship” for participation in a registered apprenticeship program. The amount spent and number of open positions should also be recorded.

NOTE: WDP will work with its state partners to develop a mechanism for identifying which program participants are receiving services from other programs such as Adult Education, Vocational Rehabilitation, TAA, TANF, etc.

WDP works with the Office of Apprenticeship to obtain information on new or expanded RA programs. However, ADW! is encouraged to include this information as part of their quarterly reports if it is reported to them by an employer.

O. Performance Requirements

State Goals: By April 30, 2019, the State is required to meet the following objectives:

| Objective: Increase capacity to support and expand Registered Apprenticeships | | |
|--|---------------|------------|
| | Baseline Data | State Goal |
| # New Apprentices | 4,968 | 248 |
| # New RA Programs | 204 | 9 |
| # New Employers Engaged | 0 | 45 |
| # Apprentices with WIOA Svcs | 0 | 248 |
| # Employers with WIOA Svcs (e.g. hiring events, job orders, applicant screening, etc.) | 0 | 100 |
| # Sponsors w/apprentices that receive training or OJT | 0 | 75 |
| # Women enrolled in RA | 229 | 12 |
| # Youth (16-24) enrolled in RA | 1,545 | 74 |
| #Persons with Disabilities enrolled in RA | 0 | 12 |
| # Minorities enrolled in RA | 1,644 | 84 |
| # Statewide Completion Rate | 50.1% | 511 |

Please note that WIOA performance measures do not apply to this grant. However, if an RA grant participant is enrolled in WIOA and receives WIOA funded services, their outcomes are included in the WIOA performance measures. Please refer to TEGL 13-16: Guidance on Registered Apprenticeship Provisions and Opportunities in WIOA for additional information.

P. Funding AEG Activities

Each local area may receive \$30,000 in direct AEG funding to support individuals enrolled in registered apprenticeship programs, with a special focus on populations who are underrepresented in apprenticeship programs (i.e. youth (16- 24), women, persons with disabilities, and minorities).

ADWB-07-2018: ApprenticeshipUSA State Expansion Grant

- Funds must be used to support the OJT, RTI, and/or supportive services as part of a registered apprenticeship program.
- Participants are not required to be co-enrolled in WIOA, though co-enrollment and fund braiding are encouraged whenever possible.
- Up to 10% of these additional AEG funds may be used to support staff, overhead and/or administration costs associated with the work of this grant. Associated activities include sustainable partnership development to broaden access to underrepresented populations.
- Local areas must document all activities related to the AEG funding in Connecting Colorado.
- Local areas must include all grant-related activities in the AEG Quarterly Performance Report.
- Funds must be expended by April 30, 2019.

Because grant funding is limited, ADW! is expected to leverage WIOA-funded services and the SPNEG to accomplish the objectives of the grant. This can include co-enrolling participants in more than one program, with each program covering one or more of the services provided. It can also include the use of federal resources such as PELL Grants or the GI Bill. Please refer to the Federal Resources Playbook for Registered Apprenticeship, for additional ideas.

Local areas will receive a combination of grant and WIOA Dislocated Worker 25% funding to support business services related to employer outreach and engagement related to RA. Local areas will be required to provide plans with their expenditure authorizations that include strategies to:

- leverage of existing funds, including SPNEG, to provide RA services, AND
- utilize RA as a work-based learning strategy.

The submitted plan must include proposed local performance goals that contribute to the state's overall grant performance goals shown above.

Q. Case File and Documentation Requirements

Each of the following eligibility elements must be documented for each applicant. The acceptable forms of documentation are the same as those used to document WIOA eligibility.

Age at enrollment must be 16 or older.

Citizenship/Alien Status/Eligible to Work – Participation shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

Selective Service/Military Status – All participants shall be in compliance with the Selective Service Act requirements: All males who are at least 18 years old and born after December 31, 1959 and who are not in the armed services on active duty shall be registered.

Lawful Presence – Applicants shall also prove lawful presence in the United States in accordance with the Colorado Revised Statutes 24-76.5, which will be documented with an Affidavit of Immigration per PGL WIOA/WIA-2014-02. Deferred Action for Childhood Arrivals (DACA) participants may be served without an affidavit.

All services must be entered into Connecting Colorado for all program participants. All case notes must be entered into Connecting Colorado or maintained in the case file. If a participant is co-enrolled in a WIOA program or discretionary grant, the case file and documentation must meet the requirements for that program.

Registered Apprenticeship – Applicants who are in RA at the time of enrollment, or who enter RA after enrollment into the program, must provide a copy of their formal Apprenticeship Agreement (ETA Form 671.)

Pre-Apprenticeship Training – At a minimum, the case notes for participants who receive pre-apprenticeship training must specify which RA program(s) are formally linked to the training.

R. **Reporting Requirements**

ADW! is required to submit a quarterly progress reports using the reporting template attached to the corresponding PGL. This report must be sent via email to the AEG State Coordinator within **thirty (30)** days after the end of the quarter.

In addition to reporting on funding expenditures, participant enrollment and activities, and performance measures, ADW! must track and document strategic planning activities, partner engagement, and additional career service and training outcomes. The submission of success stories is a required element of the quarterly report.

Closeout Report: A project closeout report shall be submitted to the state within **thirty (30)** days of the end of the grant period of performance. A narrative statement outlining the highlights, challenges, successes, and customer and partner feedback must be included in the report. The report should be sent via email to the AEG State Coordinator.

NOTE: Fiscal reports will not be required until after local areas receive funding through the grant.

S. **Technical Assistance and Training**

The AEG State Coordinator will develop and provide technical assistance and training through a variety of venues, including the monthly Colorado Workforce Forum; webinars and Go-to-Meetings; presentations at upcoming conferences and forums, such as the SPNEG Work-Based Training Summit; and in-person visits to local areas.

The Coordinator will assemble a statewide group of representatives to collaborate on ways to develop processes and strategies to meet the grant objectives. These may include, but are not limited to:

- Expanding the number of RA programs throughout the state
- Coordinating enrollments and data tracking between partner agencies
- Recruiting and conducting outreach activities (external and internal)
- Establishing statewide processes for RA and defining the roles and expectations of each partner
- Developing effective marketing and messaging to both employers and targeted populations

The “ApprenticeshipUSA Expansion Grant” team room has been set up in e-Colorado. It provides a variety of RA-related resources such as federal regulations and guidelines, planning tools, employer resources, links to online training, templates, studies, tool kits, and best practices.

T. **Monitoring Responsibilities**

CDLE will review the grant’s progress at the state level on an ongoing basis to ensure that the overall grant activities, deliverables, expenditures (when applicable), and performance outcomes are in compliance with federal and state requirements.

U. Participation in External Evaluation Activities

USDOL will conduct an external evaluation of the grant. Local areas will be asked to provide data or participate in these activities. Information regarding the external evaluation, and the role of the workforce system in this evaluation, will be provided at a later date.

V. Implementation

Effective April 1, 2018, local areas will enroll participants into Program Code AR, including participants who are co-enrolled into a WIOA Title I Program.

Only the ADW! Talent Development Manager and/or ADW! Division Manager may grant exceptions to provisions within this policy.