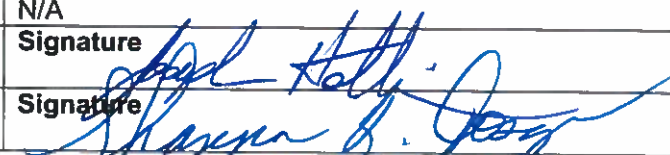



LOUISIANA WORKFORCE COMMISSION		
<b>Policy Number</b> AOI 00-01	<b>Policy Name</b> ApprenticeshipUSA Grant Supportive Services, Apprentice Stipends and Employer Incentives	<b>Original Effective Date</b> March 15, 2018
<b>Issuing Department</b> Office Of Workforce Development		<b>Revision Dates</b> N/A
<b>Owner</b> Joseph Hollins, State Apprenticeship Director		<b>Signature</b> 
<b>Appointing Authority</b> Shannon Joseph , Director		<b>Signature</b> 

Memorandum For: The Apprenticeship Division, Registered Apprenticeship Program Sponsors, Training Providers, Employers, and All One-Stop Site Managers, Local Area Coordinators and WIB Directors

From: Joseph Hollins

Subject: ApprenticeshipUSA Grant Policy for Stipends, Incentives, and Supportive Services

I. **Purpose:** To provide clarification on the eligibility to receive this funding, the process to apply, the obligations required, and the allowable activities within incentive, stipend, and support service programs conducted by the Apprenticeship Division.

II. **Reference:** None

III. **Rescissions:** None

IV. **Background:** In November 2016, the Louisiana Workforce Commission (LWC) received the ApprenticeshipUSA Expansion Grant. Written within this grant was funding for support services and a financial stipend for apprentices. After receiving these ApprenticeshipUSA funds, the Apprenticeship Division realized that with future grants it would be beneficial to Registered Apprenticeship growth to include incentive funding that can be given to organizations to create apprenticeship opportunities. These funds will supplement the Workforce Innovation and Opportunity Act (WIOA) funding from local one-stop career centers throughout the state. The Apprenticeship Division's goals include providing opportunities to low-income individuals and underrepresented populations (youth, women, communities of color, Native Americans, individuals who are limited English proficient, foreign-trained immigrants, and persons with disabilities), increasing their participation in Registered Apprenticeship; also to incentivize organizations to create opportunities for these populations.

V. **Policy:**

A. **Supportive Services:** Supportive services may include but are not limited to: transportation assistance, child care assistance, and assistance purchasing tools, supplies, uniforms, and/or textbooks.

If an individual wishes to apply for this supportive services funding, the individual must complete an application (attached) providing demographic information, whether or not they are currently receiving WIOA funding, a statement of need, and an itemized estimated cost. Applications are to be submitted either via email to [apprenticeshipla@lwc.la.gov](mailto:apprenticeshipla@lwc.la.gov), or via postal mail to 1001 N. 23<sup>rd</sup> St., Attn: Apprenticeship

Division, Baton Rouge, LA 70804. Once submitted, the Apprenticeship Division will review all applications to make a determination as to whether or not the individual's application justifies funding. The review period shall be no longer than 15 work days. The individual will then be informed whether or not their request has been approved. Chosen candidates will be instructed on how to proceed.

Individuals who receive this funding must report any form of transaction to the Louisiana Workforce Commission with an account of the exchange, such as an invoice or receipt. These accounts of exchange should be emailed to [apprenticeshipla@lwc.la.gov](mailto:apprenticeshipla@lwc.la.gov).

- B. Stipends:** The financial stipends shall be for first time apprentices. The financial stipend, for the purposes of the ApprenticeshipUSA grant, shall be \$250 per quarter for quarters 2 through 5 of an apprentice's enrollment in a Registered Apprenticeship program, for a total of \$1000.

If an individual wishes to apply for this stipend funding, they must complete an application (attached) providing demographic information, whether or not they are currently receiving WIOA funding, and a statement of need. Applications are to be submitted either via email to [apprenticeshipla@lwc.la.gov](mailto:apprenticeshipla@lwc.la.gov), or via postal mail to 1001 N. 23<sup>rd</sup> St., Attn: Apprenticeship Division, Baton Rouge, LA 70804. Once submitted, the Apprenticeship Division will review all applications to make a determination as to whether or not the individual's application justifies funding. The review period shall be no longer than 15 work days.

Individuals who are not approved for funding will be mailed a denial letter within 10 work days of the determination. Individuals who are approved for this funding will be mailed their first payment and an approval letter within 15 work days of the determination. In order to continue receiving the stipend funding, an apprentice must maintain enrollment in a Registered Apprenticeship program. The Apprenticeship Division will cross check the stipend recipient list against the RAPIDS database at the end of each quarter.

- C. Incentives:** The Apprenticeship Division of the Louisiana Workforce Commission may, when funding is available, offer the opportunity for new and existing programs to apply for incentive funds to create new programs and upgrade existing programs. The incentive funds may be used on activities including but not limited to: textbooks, apprentice tuition, supplies, equipment, cost of training, travel, and curriculum development. All spending of incentive funding must be in compliance with 2 CFR 200. The incentive funding shall not be used for salaries of apprentices or salaries of apprenticeship program administrators.

If an organization wishes to apply for incentive funding, they must complete an application (attached) that provides information on the occupation, selection procedure, and sustainability of the program. Once submitted, each application will be rated using a rating form (attached). The applications will be funded in the order in which they are ranked until funding is no longer available. The max amount of funding that will be granted for an individual application is \$250,000; there will be no minimum. Based on available funding and perceived need, LWC may fully or partially fund a given application.

Organizations will be notified about the opportunity to apply for funding through a number of avenues, including but not limited to: notification posted to the Louisiana State Procurement website, email notification from the Apprenticeship Division of LWC, and email notification from the local board director in their area. The application period for a given funding opportunity shall be 20 work days. The review period for these applications shall be 20 work days starting the first day following the application period. Applications are to be submitted either via email to [apprenticeshipla@lwc.la.gov](mailto:apprenticeshipla@lwc.la.gov), or via postal mail to 1001 N. 23<sup>rd</sup> St., Attn: Apprenticeship Division, Baton Rouge, LA 70804.

Organizations that submit successful applications will be contacted by the fiscal department of the Louisiana Workforce Commission to be enrolled in the state procurement system. Funding will be issued to the awarded organization upon the submission of invoices to the Apprenticeship Division of the Louisiana Workforce Commission.

This policy shall apply to incentive funding given to organizations through this process alone and shall not apply to organizations that have been awarded funding from the Louisiana Workforce Commission through other ApprenticeshipUSA grant opportunities or Incumbent Worker Training Program (IWTP).

**VI. Appeals:** Individuals or Organizations that wish to appeal decisions made by the Apprenticeship Division of LWC may appeal to the Director of the Office of Workforce Development at LWC. Appeals may be made via a written statement mailed to 1001 N. 23<sup>rd</sup> St., Attn: OWD Director, Baton Rouge, LA 70804. The OWD Director will make a final ruling on the appeal within 30 calendar days of receipt.

**VII. Definitions:**

**First Time Apprentice** – An individual who has not previously been indentured in a Registered Apprenticeship program, registered through USDOL Office of Apprenticeship or a State Apprenticeship Agency.

**Organization** – Any public, private, or nonprofit entity.

**Stipends**- Funding allocated for the support of individuals that are enrolled in a Registered Apprenticeship program.

**Incentives**- Funding allocated to support organizations in the creation or upgrading of a Registered Apprenticeship program.

**RAPIDS** – Registered Apprenticeship Partners Information Data System, an online database utilized by the majority of States in the Apprenticeship system. RAPIDS is used to track apprentice matriculation through a Registered Apprenticeship program.

**VIII. Website:**

<http://www.laworks.net>

**IX. Attachments:**

- Appendix A: Apprenticeship Louisiana Supportive Services/Stipend Application
- Appendix B: Incentive Funding Application
- Appendix C: Incentive Funding Scoring Sheet

**Direct Inquiries To:**

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(225) 342-3111  
[ApprenticeshipLa@lwc.la.gov](mailto:ApprenticeshipLa@lwc.la.gov)