

The Federal Resources Playbook for Registered Apprenticeship



EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR

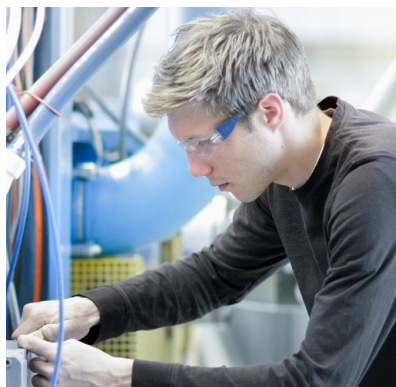


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Introduction

Apprenticeship represents a valuable investment in skills that can put workers on a proven path to the middle class while getting the job done for employers and businesses looking to grow and expand.

Federal workforce and education funds can help many businesses undertake new investments in apprenticeship, encourage more employers to provide high-skilled training opportunities for apprentices, and assist educators and intermediaries in strengthening the tie between training and employment through apprenticeship.

This guide provides information for companies, employers, labor, apprenticeship sponsors, educators, workforce professionals, intermediaries, and community-based organizations on using the following federal funds and resources to support apprenticeship:

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| 1 | U.S. Department of Labor: Federal Workforce Development Funds, including Workforce Innovation and Opportunity Act, Trade Adjustment Act, H1B and Women in Apprenticeship in Non-Traditional Occupations | 4 | U.S. Department of Agriculture: Supplemental Nutrition Assistance Program Education and Training Funds |
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IF YOU ARE:

- A company or an employer hoping to make starting or expanding an apprenticeship more affordable
- A college or training provider looking to strengthen partnerships or to build new partnerships with employers in your area
- A state or local workforce system looking to expand apprenticeships in your area and increase the number of workers on a path to the middle class
- A community-based organization or nonprofit intermediary looking for resources to assist workers in entering and excelling in an apprenticeship

This guide is for you!



U.S. Department of Labor: Federal Workforce Funds for Apprenticeship

The Workforce Innovation and Opportunity Act

Overview

Federal workforce development funds can be used to encourage employers to invest in Registered Apprenticeship Programs (RAP) and Industry-Recognized Apprenticeship Programs (IRAP), and to prepare workers for and support them in apprenticeship. For the purposes of this Playbook, the term “apprenticeship” refers to both models.

Registered Apprenticeship Programs,

which combine paid-work experience with education, are validated by the U.S. Department of Labor or a State Apprenticeship Agency, leading to a certificate of completion from that agency. The Federal RAP system was created in 1937; today there are over 23,000 programs in the United States. In an effort to expand the model to new industries, the U.S. Department of Labor in 2015 launched the American Apprenticeship Initiative (AAI), awarding \$175 million to “earn-and-learn” partnerships across the country. These partnerships between employers, organized labor, non-profits, local governments, and educational institutions have expanded the RAP model to new sectors, from transportation and advanced manufacturing to health care and information technology, registering over 24,000 new apprentices. Since the launch of the first AAI grants, the Department has invested in state and competitive grants to continue apprenticeship expansion efforts.

Industry-Recognized Apprenticeship Programs are high-quality apprenticeship programs recognized by industry or workforce leaders designated by the U.S. Department of Labor. Similar to RAPs, IRAPs include a paid-work experience and an educational component, resulting in an industry-recognized credential. They provide opportunities to obtain workplace-relevant knowledge and progressively advancing skills. IRAPs can be developed or delivered by entities such as trade and industry groups, corporations, non-profit organizations, educational institutions, unions or joint labor-management organizations. IRAP apprentices are paid, but pay increases are not required as in RAPs; programs must make clear what wages will be paid and under what circumstances the pay will increase.

Workforce development funds are limited, but employers and apprenticeship programs are eligible to receive these funds. Funding decisions are made at the state and local levels. The Workforce Innovation and Opportunity Act (WIOA) encourages the workforce system to work with employers to use apprenticeship to put workers on a path to high-skill, middle class careers.



Workforce system resources that can be used to support apprenticeship include:

- ▶ **Assistance with training and tuition costs.** Local Workforce Development Boards (WDBs) and American Job Centers (AJCs) set policy on allowable apprenticeship costs for eligible individuals. Individual Training Accounts (ITAs) can cover the allowable amount of job-related instruction costs, including costs related to classroom instruction and distance learning. Due to COVID-19, this can also cover additional expenses such as software and equipment to support remote learning for eligible dislocated workers or employed workers determined to need training. Similarly, Customized Training Contracts between local WDBs or AJCs and employers can pay for apprenticeship instructional costs.
- ▶ **Support for training expenses.** Depending on state and local policy, On-the-Job-Training contracts can reimburse employers up to 75 percent of wage rates paid to participants for up to six months.
- ▶ **Coverage for supervision and extraordinary training costs.** On-the-Job-Training contracts can also cover a portion of the supervision and extraordinary training costs associated with overseeing a new apprentice, equivalent to 75 percent of the apprentice's wage rate.
- ▶ **Provision of additional recruiting, placement, and support services.** The workforce system can also cover a range of career services, including pre-apprenticeship training and assistance in recruiting and placing apprentices, as well as support services such as transportation, books, supplies, and childcare.
- ▶ **Flexibility for upskilling incumbent workers may be leveraged by apprenticeship.** WIOA permits local Workforce Development Boards to use a small percentage of their funds for incumbent worker training. Employers operating apprenticeship programs can leverage these dollars to help train their current workers.
- ▶ **Other DOL resources:** In addition to Office of Apprenticeship resources and WIOA formula funding, Trade Adjustment Act funding can reimburse employers for training workers that have been laid off because of foreign trade; H1B funding is aimed at training American workers and reducing dependence on foreign labor; Women in Apprenticeship and Non-Traditional Occupations (WANTO) grants can be used to support apprenticeship programs.

Program Eligibility

WIOA may be utilized to pay for training apprentices, including:

- ▶ Incumbent Worker Training (to pay for training/instruction of current apprentices);
- ▶ Customized Training (for eligible instruction costs);
- ▶ On-the-Job Training (OJT) contracts (to pay for employer's extraordinary costs of training); and
- ▶ Individual Training Accounts (to pay for training/instruction of new apprentices).



Under WIOA, an apprenticeship program seeking funds to support participants must be on the Eligible Training Provider List (ETPL).

Registered Apprenticeship Programs are, by definition, considered eligible; IRAPs must apply to be on the ETPL like all other training providers. To become an eligible training provider, apprenticeship programs apply to their local Workforce Development Board.

- ▶ Funding amounts are determined by the local Workforce Development Board or American Job Center.
- ▶ Contact your local Workforce Development Board or American Job Center for more details on availability of funding to support your apprenticeship program and to find the talent your organization needs here: <http://careeronestop.org>.

Apprenticeship programs can help local workforce system entities – including Workforce Development Boards and American Job Centers – meet important workforce system performance metrics.

Apprenticeship is a proven model to help job seekers immediately start working and increase their skills and earnings, and an effective strategy for connecting with businesses in diverse fields and meeting their workforce needs. In addition to successfully meeting the needs of employers and job seekers, partnerships with apprenticeship programs can positively impact workforce system outcomes across many key measures such as:

- ▶ **Employment** – An apprenticeship is a job, so job seekers enter employment when they begin an apprenticeship program.
- ▶ **Retention** – Apprenticeship programs have high retention rates. The vast majority of apprentices retain employment after the program ends.
- ▶ **Earnings** – Graduates earn an average of \$70,000 per year.
- ▶ **Credential Attainment** – Apprentices earn a national, industry- recognized credential upon completion.

INNOVATIVE USE OF FEDERAL FUNDS TO SUPPORT APPRENTICESHIP

The **Shenandoah Valley Workforce Development Board** in Northwestern Virginia has made apprenticeship in advanced manufacturing a cornerstone of its strategic plan and dedicates WIOA and other resources to support and sustain the model. For more information see: www.vcwvalley.com.

Jobs for the Future (JFF) has assisted multiple apprenticeship programs across the country in finding ways to braid federal and other funding streams in support of apprenticeship, including WIOA, Office of Apprenticeship industry partner incentive funds, State apprenticeship expansion grants, Pell Grants, and GI Bill® benefits. For more information see: www.jff.org.

Workforce Professionals

Using Federal Workforce Funding to Support Participants in Apprenticeship

Apprenticeship is a proven training strategy that helps businesses thrive by generating highly skilled and productive employees while helping workers start new careers offering higher wages.

In addition, by connecting workers and employers through a proven training strategy, apprenticeship can strengthen local workforce systems overall – significantly increasing performance on critical metrics like employment, earnings, measurable skill gains, credential attainment, and effectiveness in serving employers.

The following are a few examples of how apprenticeship can help improve workforce system performance outcomes (see Training and Employment Guidance Letter 13-16 for further discussion: https://wdr.doleta.gov/directives/attach/TEGL/TEGL_13-16.pdf).

A Workforce Development Board or American Job Center could provide services leading to placement in an apprenticeship program:

- ▶ A WIOA participant could receive any combination of core services, which could include career services such as pre-apprenticeship, training, and support services leading to placement in an apprenticeship.
- ▶ Upon entering the apprenticeship program, the individual could be exited and counted as a positive placement for the 2nd Quarter After Exit Employment Rate.



Alternatively, a Workforce Development Board or American Job Center could provide continuing services after placement in an apprenticeship program:

- ▶ Once an individual is placed into an apprenticeship, the cost of supportive services or classroom training may be covered.
- ▶ Programs may also incentivize an apprenticeship employer/sponsor's participation to hire dislocated workers by reimbursing the employer/sponsor for a portion of the OJT, per WIOA guidelines. The length of the OJT contract will not cover the entire apprenticeship duration; it can, however, help offset the initial-costs associated with onboarding a new hire.
- ▶ Once WIOA-funded services (OJT, supportive, classroom, etc.) have ended, an individual would be exited and counted as a positive placement for the 2nd Quarter After Exit Employment Rate. Only credentials that are earned by an apprentice while they are enrolled in WIOA can be counted. Where tracking of earned credentials is required, the workforce system would track the interim credential earned by the apprentice while co-enrolled.

RESOURCES

Interested higher education institutions, training providers, employers, and individuals can find more detailed information and instructions on these websites:

- U.S. Department of Labor, Employment and Training: www.dol.gov/apprenticeship
- American Job Centers (One-Stop Career Centers): <http://careeronestop.org>
- WIOA and Apprenticeship Guidance: <http://apprenticeship.gov>
- WIOA resource page: www.doleta.gov/wioa
- Industry-Recognized Apprenticeship Programs: <https://www.apprenticeship.gov/employers/industry-recognized-apprenticeship-program>; and https://www.apprenticeship.gov/sites/default/files/IRAP_Sponsor_Fact_Sheet.pdf

NOTE: An individual that is already enrolled in an apprenticeship prior to being determined eligible under WIOA would be considered an incumbent worker and would not meet the dislocated worker participant eligibility requirement.





U.S. Department of Education: **Federal Student Aid Funds: Title IV Student Aid including Pell Grants and Federal Work Study**

Recognizing the value of apprenticeship – which ties higher education and technical instruction directly to on-the-job training and employment – the U.S. Department of Education has issued guidance to the postsecondary education community on the various ways that colleges and universities can use federal student aid to support the creation and development of apprenticeship training programs, including assisting with the costs of tuition and wages.

Overview

The Federal Student Aid (FSA) office in the U.S. Department of Education provides billions of dollars each year in federal grants and work-study funds that can be used to help workers pursue higher education through an apprenticeship.

For example:

- ▶ Apprentices who qualify for Federal Pell Grants can receive funding to cover all or most of the **cost of tuition and fees, as well as books and supplies** for the technical instruction portion of an apprenticeship if it is part of an eligible academic program.
- ▶ Institutions can use Federal Work Study (FWS) funds to pay a portion of the **training wages** of eligible students who are apprentices while they are enrolled in eligible certificate or degree programs.
- ▶ The Coronavirus Aid, Relief, and Economic Security (CARES) Act offers **funding for education institutions** to provide emergency financial aid grants to students who have been financially impacted by the coronavirus.

Employers and apprenticeship sponsors should work with their local higher education institutions, including colleges and community colleges, on aligning their apprenticeship programs with these sources of FSA and helping student-apprentices assess the amount of FSA for which they qualify.



Program Eligibility

Federal student aid can be used by student-apprentices to meet their educational and training expenses.

- ▶ To be eligible to receive a Federal Pell Grant and other forms of federal student aid, the student-apprentice must be enrolled in an eligible (credit-bearing) certificate or degree program at a participating postsecondary educational institution.
- ▶ The current maximum Pell Grant is \$6,345 with awards generally ranging between \$3,000-\$6,000. The average Federal Work Study award is \$2,500 and can change yearly.
- ▶ Federal student aid funding is used to meet some or all of the student's costs for tuition and fees, and any related equipment or supplies for enrollment in the eligible apprenticeship-aligned academic program. This funding may also be used to cover costs associated with virtual instruction and electronic media to support remote learning.
- ▶ Federal Work Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. Specifically, FWS:
 - Provides part-time employment while enrolled in school.
 - Is available to full-time or part-time students.
 - Is administered by schools participating in the FWS Program.
 - Provides training wages for student-apprentices. To be eligible for a student-apprentice with a portion of the training wages paid out of the FWS Program, the student must be enrolled in an eligible certificate or degree program at a participating postsecondary educational institution and demonstrate financial need.
- ▶ The amount of FWS funding a student-apprentice qualifies for is determined by the student's institution under federal guidelines, based on the student's financial need, enrollment status, and cost of attendance.

INNOVATIVE USE OF FEDERAL FUNDS TO SUPPORT APPRENTICESHIP

South Carolina Technical College System. Apprenticeship Carolina™ and South Carolina's 16 technical colleges work with employers statewide to design apprenticeship programs in which the technical training component is aligned with academic coursework provided by the colleges. By having the technical colleges provide the job-related education instruction for apprenticeship programs within their certificate and degree programs, the students are eligible for FSA to help pay for tuition, fees, and supplies. Learn more about Apprenticeship Carolina™ here: <https://www.apprenticeshipcarolina.com/>.

CARES Act Higher Education Emergency Relief Fund providing

- ▶ The Coronavirus Aid, Relief, and Economic Security Act (CARES) Act Higher Education Emergency Relief Fund (HEERF) provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet.
- ▶ Students cannot apply for assistance directly from the U.S. Department of Education but should contact their institutions for further information and guidance.
- ▶ Additional information including important institutional deadlines are located here: <https://www2.ed.gov/about/offices/list/oep/heerfstudentfaqs.pdf>, and here: <https://www2.ed.gov/about/offices/list/oep/caresactsupplementalfaq61620.pdf>.

RESOURCES

Interested postsecondary institutions, training providers, employers, and individuals can find more detailed information and instructions using the following resources:

- Explore how financial aid works, learn about the types of aid, and learn about eligibility: <https://studentaid.gov/>
- Overview of student eligibility requirements to receive federal student aid: <https://studentaid.gov/understand-aid/eligibility/requirements>
- CARES Act grant resources and guidance: <https://www2.ed.gov/about/offices/list/oep/caresact.html>

3 U.S. Department of Veterans Affairs: GI Bill® and Veterans Programs in Apprenticeship

Did you know that Veterans have the opportunity to “earn and learn” in an apprenticeship, and may receive their GI Bill® Educational Benefits?

Overview

Companies that want to hire Veterans can provide an added incentive to attract skilled Veterans as apprentices. By becoming “Approved for GI Bill®,” apprenticeship programs can assist their current and future Veteran apprentices with the benefits they have earned. Veterans who have existing benefits under the GI Bill® may qualify for a monthly stipend, paid by the U.S. Department of Veterans Affairs (VA), in addition to the wages they receive in an apprenticeship, to help them meet their monthly expenses.



- ▶ **Incentive to Hire Veterans.** Employers can offer an incentive to attract skilled Veterans to work at their companies. Veterans who have existing benefits under the GI Bill® and are participating in a VA-certified apprenticeship can use the GI Bill® towards tuition and fee payments.
- ▶ **Certification.** You can ensure that your organization can be certified by the VA to provide GI Bill® benefits to future Veterans you hire in your apprenticeship program. Office of Apprenticeship representatives can help you get started when you register your apprenticeship program.
- ▶ **Books and Supplies Stipend.** While a Veteran is learning a trade or skill through an approved OJT or an apprenticeship training program, they can access GI Bill® benefits to help pay for books and supplies. Post-9/11 GI Bill® recipients may receive up to \$83 per month for books and supplies in addition to their VA housing stipend.
- ▶ **Monthly Housing Allowance (MHA) and Tuition and Fee Payments.** A Veteran-apprentice can use their GI Bill® benefit and receive a tax-free monthly stipend while participating in an apprenticeship program. The Post-9/11 GI Bill® stipend is the equivalent of the MHA of an E-5 with dependents, which is paid in addition to the employer-paid wage. Recipients receive 100 percent of the applicable MHA during the first six months of training. The stipend is reduced 20 percent every six months thereafter as the Veteran’s wages regularly increase until the Veteran has attained journey worker status and pay. In addition to using the MHA for living expenses, a Veteran can elect to use their MHA to pay for any related classroom tuition and fee costs.¹

¹ Based on \$1509 for first 6 months and following the GI Bill® guidelines for MHA for Registered Apprenticeship

Certifying Programs to Provide GI Benefits

Apprenticeship program sponsors (and employers) are provided a streamlined process for becoming certified under the GI Bill® – typically within 30 days. Upon approval, apprenticeship sponsors are encouraged to promote their apprenticeships as “Approved for the GI Bill®” to inform Veterans about their eligibility for benefits as an apprentice with their organization. Learn more about the Streamlined Process for Approval here: https://www.apprenticeship.gov/sites/default/files/Apprenticeship_Veterans_FactSheet.pdf.

The Valor Act streamlines how multi-state apprenticeship programs are certified by the VA. Prior to this legislation, employers had to certify their program with individual state approving agencies. Now, they can register one time in the state in which they are headquartered, and then become VA certified across state lines.

INNOVATIVE USE OF FEDERAL FUNDS TO SUPPORT APPRENTICESHIP

With two Navy bases in the Jacksonville Metropolitan area, the **Florida Apprenticeship Grant Program** partners with **Assessment Technologies Group (ATG)**, which has a national contract with the United Service Organizations, Wounded Warriors, and Onward to Opportunity to provide a knowledge skills and ability assessment for Veterans who are transitioning out of the military. Veterans can create an electronic portfolio that includes their resume and can connect to companies with apprenticeship opportunities within ATG’s database. Learn more here: <https://www.fscj.edu/academics/workforce-education/grant-programs/florida-apprenticeship-grant>.

Other VA Services

- ▶ **Veterans Readiness and Employment VR&E Program.** Formerly known as Vocational Rehabilitation and Employment, VA’s VR&E program helps Servicemembers and Veterans with service-connected disabilities obtain suitable employment. They do this by providing services to help with job training, employment accommodations, resume development, and job seeking skills coaching. The VR&E program can assist Veterans interested in learning how these benefits can support them in an apprenticeship program. Additional information can be found here: http://www.vba.va.gov/bln/vre/emp_resources.htm.
- ▶ **Special Employer Incentive (SEI).** Under the SEI program, employers hiring Veterans approved for VR&E services may receive a reimbursement of up to 50 percent of the Veteran’s salary for six months. Reimbursements help employers offset costs associated with a loss of production, training instruction, and training materials. Additional information about the SEI program is located here: <https://benefits.va.gov/BENEFITS/factsheets/vocrehab/SpecialEmployerIncentive.pdf>.



- ▶ **The Transition Assistance Program (TAP).** This program provides information, resources, and tools to service members and their loved ones to help prepare for the transition from military to civilian life. The VA portion of TAP helps Veterans understand how to navigate VA and the benefits and the services earned. Learn more about TAP here: <https://www.benefits.va.gov/transition/tap.asp>.

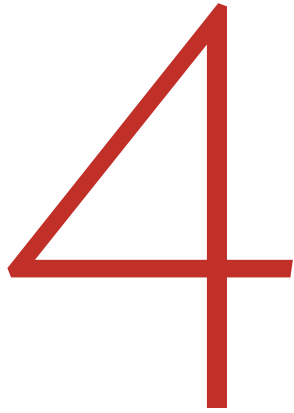


RESOURCES

Interested higher education institutions, training providers, employers, and individuals can find more detailed information and instructions here:

- **Apprentices and Career Seekers FAQ.** This resource provides answers to questions related to GI Bill® benefits information and apprenticeship programs. Access the FAQ here: <https://www.apprenticeship.gov/help/apprentices-and-career-seekers>.
- **“Approved for the GI Bill®” Guide for Employers.** Employers looking to help their Veteran apprentices qualify to receive their GI Bill® benefits can find a step-by-step guide for approval: https://www.benefits.va.gov/GIBILL/docs/job_aids/OJT_APPIInfoGuide.pdf.
- **GI Bill® Information.** Further GI Bill® information including payment rates, and how to apply for and manage education and training benefits can be found at <https://www.va.gov/education/>.
- **GI Bill® Comparison Tool.** This tool provides a personalized estimate of GI Bill® tuition and fees, housing, and book stipend payments to the student. In addition, the tool displays school level complaint data compiled from the GI Bill® Feedback System, an improved search capability to search for schools and employers, the ability to compare benefits of multiple GI Bill® programs, and information for over 30,000 approved programs, including apprenticeships. Comparison Tool: <https://www.va.gov/gi-bill-comparison-tool>.
- Apprenticeship job opportunity listings can be found using the Apprenticeship Finder here: <https://www.apprenticeship.gov/apprenticeship-finder>.





U.S. Department of Agriculture: **Supplemental Nutrition Assistance Program: Employment and Training Programs**

Overview

State agencies administering the United States Department of Agriculture Food and Nutrition Service's Supplemental Nutrition Assistance Program (SNAP), (i.e., 'food stamps') receive federal funding for employment and training (E&T) programs that help SNAP recipients gain skills, training, work, or experience that will lead to employment. Community-based organizations, apprenticeship sponsors, community colleges, training providers, educators, and employers can partner with their state SNAP agencies to provide, among other services, apprenticeship, and pre-apprenticeship as part of a state's SNAP E&T plan.

- ▶ State agencies receive an annual direct federal grant of not less than \$100,000 for SNAP E&T programs based on the size of their SNAP population subject to work requirements, known as the 100 percent grant. In addition, U.S. Department of Agriculture (USDA) reimburses 50 percent of the additional state agency costs that are over and above its federal E&T grant. USDA also reimburses 50 percent of state agency costs for "participant reimbursements," which include dependent care, transportation, and other reasonably necessary participant expenses. In FY 2019, approximately \$360 million in federal funds went to states for SNAP E&T services.
- ▶ State agencies have a great deal of flexibility in designing SNAP E&T programs, which can include both pre-apprenticeship and apprenticeship. E&T programs may also include supervised job search, job search training, workfare, work experience, occupational training, education programs, self-employment training, and job retention services. The 2018 Farm Bill explicitly made apprenticeship an allowable SNAP E&T activity.



Program Eligibility

- ▶ **Use of Funds.** Regarding pre-apprenticeship and apprenticeship activities, SNAP E&T funds may be used to pay for training and education expenses, participant reimbursements for dependent care, transportation, and other expenses directly related to participation in a pre-apprenticeship or apprenticeship program, and for case management.
- ▶ **Eligibility.** To be eligible for funding, activities must be included in the state's SNAP E&T plan. States submit SNAP E&T plans by August 15 and plans are effective October 1 through September 30 of each federal fiscal year. State agencies may amend their E&T plan during the fiscal year.
- ▶ **Awards.** The award amount is determined by a formula allocation of the 100 percent grant, based on the size of the SNAP population in each state subject to work requirements. USDA approves the 50 percent reimbursement of state or local spending beyond the 100 percent grant for additional administrative expenses and for participant reimbursements through the state's E&T plan.
- ▶ **Limits on Funding.** While USDA sets targets for each state's reimbursement funds, there is no ceiling on the availability of these funds, and USDA does not set limits on the amount of participant expenses. However, states may establish their own limits, such as \$50 per month for transportation reimbursements. All participant reimbursements must be reasonably necessary and directly related to participation in a SNAP E&T program.
- ▶ **Eligible Participants.** The award must be used on individuals receiving SNAP benefits. In states that choose to operate mandatory SNAP E&T programs, some SNAP household members may be required to participate as a condition of eligibility for food assistance. In states that choose to operate voluntary SNAP E&T programs, SNAP participants may volunteer for SNAP E&T services, but cannot be sanctioned if they choose not to participate in SNAP E&T.



INNOVATIVE USE OF FEDERAL FUNDS TO SUPPORT APPRENTICESHIP

The Connecticut Department of Social Services collaborates with community colleges to offer case management, support services and job placement for SNAP E&T participants in a range of apprenticeship programs. For more information, see: <http://www.ct.gov/dss>.

Washington State's Basic Food Employment & Training (BFET) initiative utilizes SNAP E&T resources to support apprenticeship through the Apprenticeship & Nontraditional Employment for Women program. For more information, see: <https://anewaop.org>.

RESOURCES

Interested higher education institutions, training providers, employers, and individuals can find more detailed information and instructions here:

- USDA SNAP E&T: <https://www.fns.usda.gov/snap/et>
- SNAP to Skills: <https://www.fns.usda.gov/program/snap-skills>
- SNAP E&T policy and guidance: <https://www.fns.usda.gov/snap/et-policy-and-guidance>

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U.S. Department of Transportation: Federal Highway Administration

On-the-Job Training and Supportive Services Program

Overview

The Federal Highway Administration (FHWA) On-the-Job Training Program is intended to ensure that a skilled workforce is available to meet highway construction hiring needs, and to address the historical underrepresentation of groups, such as women, minorities, and disadvantaged individuals, in highway construction skilled trades. The program requires contractors on federally-assisted contracts to recruit minorities, women, and disadvantaged individuals, and support them in an apprenticeship leading to journey-level status in the skilled trades. The OJT Supportive Services (SS) Program was established to supplement the OJT Program providing services to highway construction apprentices and trainees. These programs are managed by FHWA.



FHWA provides funding and technical assistance for state OJT/SS program through the following:

- ▶ **Grant Funding.** The first program provides a maximum of \$10 million in grant funding to states each year for OJT/SS, including apprenticeship programs, for selected surface transportation projects.
- ▶ **Highway Workforce Funding.** The second program is a discretionary funded program called Surface Transportation Workforce Development, Training, and Education that may be used by State Transportation Directors under the Fixing America's Surface Transportation Act (Fast Act). At the discretion of the Secretary of Transportation, states may use up to ½ of 1 percent of their federal apportionment for selected highway transportation programs to fund transportation workforce development, training, and education including apprenticeship programs.

Program Eligibility

- ▶ **Individual OJT programs must be formally approved by FHWA.** Support programs used by a highway contractor or subcontractor receive automatic approval as an OJT/SS program by the STA. Programs may also provide supportive services that can include recruitment, counseling, transportation assistance, basic education, and ongoing training during seasonal work stoppages.
- ▶ **OJT/SS programs reimburse 100 percent of on-the-job training supportive services costs.** Occupations eligible under OJT/SS training programs are construction trades and certain management positions where the training is oriented toward construction applications.

RESOURCES

Interested higher education institutions, training providers, employers, and individuals can find more detailed information and instructions:

- The Federal Highway Administration OJT/SS web resource: <https://www.fhwa.dot.gov/civilrights/programs/ojt.cfm>
- The Center for Transportation Workforce Development (OJT/SS): https://www.fhwa.dot.gov/innovativeprograms/centers/workforce_dev/
- Guidance for Use of Federal-aid State Core Program Funds: https://www.fhwa.dot.gov/innovativeprograms/centers/workforce_dev/504e_state_core_programs_guidance_0318.aspx

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U.S. Department of Housing and
Urban Development:

Section 3 Covered Housing and Urban Development Financial Assistance Programs

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster community economic development and good jobs. The purpose of Section 3 is to ensure that economic opportunities, most importantly employment, generated by certain HUD financial assistance are directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing or residents of the community in which the assistance is spent, defined here as Section 3 workers and Targeted Section 3 workers.

Overview

HUD provides financial assistance to entities (“grantees”) such as Public Housing Authorities (PHAs), local government agencies, multi-family property owners, and non-profit organizations that in turn are responsible for providing jobs and training opportunities to Section 3 workers and awarding contracts to business concerns that provide economic opportunities to Section 3 workers. These Section 3 businesses perform contracted work on the following types of projects: a) public housing operations, management, development, and modernization; and b) housing rehabilitation, housing construction, and other public construction projects.



HUD grantees must meet the following minimum targets for Section 3 public housing financial assistance:

- ▶ Twenty-five percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance in the PHA's or other recipient's fiscal year are Section 3 workers; and
- ▶ Five percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance in the PHA's or other recipient's fiscal year are Targeted Section 3 workers.

For Section 3 Projects:

- ▶ Twenty-five percent or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and
- ▶ Five percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers.

Contractors can partner with and recruit workers from pre-apprenticeship programs, such as YouthBuild programs, and participate in Registered Apprenticeship programs that prepare and train Section 3 eligible residents for jobs. Since the Registered Apprenticeship model is already prevalent throughout the building trades, IRAPs are not permitted in this field. HUD and the U.S. Department of Labor have issued a joint letter encouraging HUD-funded entities and their contractors to partner with Registered Apprenticeship sponsors and YouthBuild programs in order to meet Section 3 requirements. By employing HUD residents or YouthBuild graduates as apprentices, contractors can receive a priority for HUD projects.

Program Eligibility

- ▶ Eligible Section 3 workers must meet at least one of the following criteria:
 - Worker's income is below the income limit established by HUD;
 - Worker is employed by a Section 3 business concern; or
 - Participant in a Department of Labor YouthBuild program.
- ▶ Eligible Section 3 business concerns must meet at least one of the following criteria:
 - Fifty-one percent or more owned by low- or very low-income persons;
 - Over 75 percent of the labor hours performed by the business over the prior three-month period were performed by Section 3 workers; or
 - Business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
- ▶ Firms that meet one of the definitions of a Section 3 business, including YouthBuild partnerships, may receive priority when bidding on HUD-funded contracts. Eligible businesses can self-certify that they meet HUD's criteria on the National Section 3 Business Registry.



INNOVATIVE USE OF FEDERAL FUNDS TO SUPPORT APPRENTICESHIP

Oakland Housing Authority: To meet Section 3 requirements, the Oakland, California Housing Authority partnered with pre-construction training programs recognized by local construction unions as an effective source for recruiting low-income Oakland residents into the trades. For more information see: www.oakha.org.

Jersey City Housing Authority: The Jersey City Housing Authority connects contractors and Section 3 residents with pre-apprenticeship and apprenticeship programs leading to careers in the building trades. For more information see: www.jerseycityha.org.

RESOURCES

Interested higher education institutions, training providers, employers, and individuals can find more detailed information and instructions here:

- HUD Section 3 web resource at: <http://www.hud.gov/section3>
- HUD-DOL partnership to promote Section 3 and Registered Apprenticeship partnerships: http://portal.hud.gov/hudportal/documents/huddoc?id=HUD-DOL_FACTSHEET.PDF
- Section 3 Business Registry: www.hud.gov/sec3biz

WWW.DOL.GOV/APPRENTICESHIP