

# ApprenticeshipGUAM Expansion Grant Training Fund

The ApprenticeshipGUAM Expansion Grant Training Fund is a competitive grant that provides seed funding, aiming to begin the expansion of Apprenticeship training. This funding is to help eligible Guam businesses effectively train and retain 100 new apprentices. This seed money is strictly for first year of related training costs for identified in-demand occupations in Allied Health, Construction, Hospitality, and Telecommunications.

All applications must be received by the close of business on **April 21, 2017** to be considered.

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## Qualifying Businesses

Grantee must be classified as a licensed Guam for-profit business or Government of Guam Agency.

Businesses in operation at least one year.

Businesses which employ at least five full-time employees.

Businesses current on all local, state, and federal tax obligations.

Businesses not currently or recently experiencing, nor expecting to experience, a bankruptcy – all businesses must be financially viable.

Businesses must not appear on any federal suspensions or debarment list.

## Qualifying Non-Profit or Trade Organizations/Associations

Must demonstrate a strong business or industry connection.

Must demonstrate financial viability.

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## Training Services:

Can be provided through Guam Community College, licensed and certified private institutions or Workforce Innovation Opportunity Act (WIOA) eligible training providers.

Can be conducted at the business's own facility, at the training provider's facility or at a combination of sites.

Instructors can be either full or part-time educators or professional trainers from the business.

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## Costs That May Qualify

Grant funding vouchers will cover all or part of the costs of training eligible new employees.

### Eligible expenses include:

Tuition

Textbooks and manuals

Supportive Service (Personal Protective Equipment, Transportation Vouchers and Guam Identification Card)

### Ineligible Costs:

Trainees' wages

Travel expenses of trainers or trainees

Assessment or testing fees Certification fees

Advertisement or recruitment

## **Training Services**

All training must be completed by the last day of the specific program period. All programs with statewide funds need to have end dates that complete training no later than June 30, 2018. All training should have specific start and end dates.

Training can be provided through Guam's public or private educational institutions, private training organizations, trainers employed by the business, or a combination of training providers.

Training can be conducted at the business's own facility, at the training provider's facility, or at a combination of sites.

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## **Grant Funding Is Limited**

ApprenticeshipGUAM Expansion Grant Training Funds are limited and are therefore awarded on a competitive basis. Applicants will be given preference based upon a score derived from criteria met on the ApprenticeshipGUAM Expansion Grant Training Fund Criteria sheet.

1. Explain how the Expansion Grant Training Funds will benefit your organization's goal of adding new apprentice(s) in the Industry Cluster and selected Occupation(s). (5 points maximum)
2. Provide Cost Breakdown of apprentice(s) annual Related Training Instruction. (2 points)
3. Identify two options of Related Instruction partners to fulfill educational component for your organization's apprentice(s). (5 points maximum)
4. Identify financial resources to ensure organization has ample funding to continue related training instruction for apprentice(s) once Expansion Training Funds have exhausted after First Year of Related Training Instruction. (5 points maximum)

Finally, there is a 'Content Points' section. worth 3 points, where points are awarded if Exceptional research and use of material that clearly meets all objectives of explanation; Excellent use of various materials/examples to support objectives.

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## **Allotment Methodology**

The ApprenticeshipGUAM Expansion Grant Training Fund for 2017 has been set at \$700,000 for use throughout Guam. The funding and training period is for one (1) year (May 1, 2017 through April 30, 2018). All training must be completed by June 30, 2018. Funds are allocated based on Industry cluster allotment set at:

### **Allied Health**

(10 Certified Nursing Assistants & 10 Medical Assistants)

### **Construction**

(10 Carpenters, 10 Construction Craft Laborers, & 10 Electricians)

### **Hospitality**

(10 Facilities Maintenance & 10 Hotel Associates)

### **Telecommunications**

(9 Network & Computer System Administrators, 9 Computer Systems Analyst & 12 Telecommunications Technicians)

For assistance, a list of Guam Eligible Training Instruction Providers is available. Please contact Guam SAA staff for listing.

Phyllis Topasna, Program Coordinator, 300-4572,  
phyllis.topasna@dol.guam.gov

Lina Hammond, Federal Program Examiner, 300-4574,  
lina.hammond@dol.guam.gov

## **ApprenticeshipGUAM Expansion Grant Training Fund**

### **Application Process**

Application forms will be accessible on the GDOL website at <https://dol.guam.gov/apprenticeship>

To apply for ApprenticeshipGUAM Expansion Grant Training Fund assistance you must print forms and submit via email to [apprenticeship@dol.guam.gov](mailto:apprenticeship@dol.guam.gov). Once submitted, the appropriate State Apprenticeship Agency staff will be notified of your completed application.

### **When to Apply**

All applications must be received by the close of business on **April 21, 2017** to be considered.

ApprenticeshipGUAM Expansion Grant Training Fund grant applications must be submitted via email and is available now. Applications are accepted from **March 23, 2017 to April 21, 2017**.

It is recommended that you submit your application prior to the start of your training. Training funds cannot be used to reimburse any training costs incurred before the grant is approved. All training from statewide funds has to be completed by June 30, 2018.

### **Applications Must Be Submitted Electronically**

All required attachments and supportive documentation must be submitted and emailed to [apprenticeship@dol.guam.gov](mailto:apprenticeship@dol.guam.gov).

Applicants should save a copy of the email application submission for their records.

Notification of approval must be received prior to start of any training and a contract initiated with the SAA.

SAA staff will review applications for compliance and completeness. SAA staff will then forward recommended applications, based on completeness to Selection Committee for review and rating.

Technical assistance is available by contacting Guam SAA at 475-7000/1.

**Phyllis Topasna, Program Coordinator, 300-4572,**  
**phyllis.topasna@dol.guam.gov**

**Lina Hammond, Federal Program Examiner, 300-4574,**  
**lina.hammond@dol.guam.gov**

## **Grant Awards Requirements**

The Selection Committee will evaluate and score of each submitted application based on Industry Cluster (Allied Health, Construction, Hospitality, & Telecommunications).

Businesses approved for funds must enter into a contract with the SAA. The contract commits the business to complete the apprenticeship criteria as proposed in its application, as well as committing to compliance with all applicable local, state, and federal laws.

Approved budget items are vouchered upon presentation of adequate documentation of the training and evidence that the training expense incurred has been paid.

Businesses must submit detailed related training instruction costs, with required supporting documentation, to the SAA.

Businesses must keep accurate records of the project's implementation process and certify that all information provided, for the purpose of requesting training voucher and reporting training activity, is accurate and true.

Businesses approved for funds must complete a monthly status report. The monthly report will only take a few minutes and must be submitted via email.

Any other contract provisions established by the SAA must be met by the employer.

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### **Monthly Status Report Requirement**

Businesses approved for funds must complete a monthly status report. The monthly report will only take a few minutes and must be submitted electronically.

### **Project Completion**

All grant projects shall be performance based with specific measurable performance outcomes including: the completion rate of the training project, number of employees trained, beginning and ending wages of trainees, and customer satisfaction.

Any payment for businesses receiving ApprenticeshipGUAM Expansion Grant Training Funds will be withheld if any report is not submitted or all performance criteria specified in the grant have not been achieved. Final reports must be submitted prior to receiving final payment.

Businesses must provide sufficient documentation (including proof of eligibility to work in the U.S.) to the SAA for identification of all employee participants for calculation of performance measures required by Expansion Grant, and for any other outcomes deemed pertinent to the grant administrator.

When an ApprenticeshipGUAM Expansion Grant Training Fund grant award is made it is for the completion of specific training components. If the company does not complete those training components by the end of the contract period then their final reimbursement will be pro-rated to bring their total reimbursement for the project in line with the actual training components completed.

### **Contacts**

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See more at: <https://dol.guam.gov/apprenticeship>