



Workforce Services Memorandum – State Apprenticeship Funding Announcement

Effective Date: December 3, 2021

Duration: June 30, 2022

Event	Dates
Performance Period of Award	October 2021 – June, 2022
Expected Notice of Awards	December 17, 2021
Service Completion Date	June 30, 2022
Contact	Apprenticeship.TN@tn.gov

I. Program Purpose:

This guidance communicates requirements and procedures to provide the Tennessee Department of Labor and Workforce Development (TDLWD) State funds to Local Workforce Development Boards (LWDBs) in support of employers. In addition, the guidance defines the eligibility of both training recipients and their respective employers as grantees.

II. Eligible Participants:

Program participants must include first year apprentice, second year apprentice or a pre-apprentice.

III. Project Design:

Local Boards will submit a contract that defines the number of 1st year, 2nd year, and pre-apprentices that will be served with state funding.

- 1st year apprentices – up to \$2,000 cap per apprentice
- 2nd year apprentices – up to \$1,000 cap per apprentice
- Pre-Apprentices – up to \$1,000 cap per apprentice

Reimbursable Training Expenses include:

- Participant’s salaries in accordance with OJL as applicable (see funding cap limits)
- Textbooks and materials
- Tuition expense (tuition is defined as instruction related to the Related Technical Instruction (RTI) portion of the apprenticeship program) or Training Cost
- Other costs associated with the Apprenticeship program. Such as PPE, tools, etc.
- Up to five (5) percent allowable administration cost

IV. Requirements:

- Must be enrolled in a US DOL Registered Apprenticeship Program or State Certified Pre-Apprenticeship Program.
 - For Apprenticeships – Reimbursement should go to employer or for cost associated with Apprenticeship Program

- For Pre-Apprenticeships – Reimbursement should go to Pre-Apprenticeship Sponsor for cost associated with the Pre-Apprenticeships
- Apprentices must be added to VOS and the US DOL Form 671 must be provided by the sponsor and uploaded to VOS

Local Boards must designate a staff member to attend bi-weekly check-in meetings with Workforce Service staff to update on award progress, successes, challenges and efforts to ensure inclusion and diversity amongst eligible participants.

LWDBs must submit applications in Grants4TN no later than December 10, 2021 by 12:00pm CST.

Contact:

For any questions related to this memorandum, please contact Apprenticeship.TN@tn.gov.



Steve Playl,
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