



## CEJA Clean Jobs Workforce Network Program (Workforce Hubs) Transition Outcomes Documentation

**BACKGROUND:** The Climate and Equitable Jobs Act (CEJA) establishes the Clean Jobs Workforce Network Program (Workforce Hubs). Workforce Hubs provide training, certification preparation, and skill development for entry-level positions in clean-energy industries, including solar, wind, energy efficiency, and electric-vehicle (EV) maintenance.

After completing training services, grantees should offer transition services to help participants achieve outcomes that support CEJA's goals. Primary transition outcomes most closely indicate program success, such as securing employment in the clean energy industry, being placed in an apprenticeship in the construction trades or clean energy sector and enrolling in advanced training. Secondary transition outcomes may support participants' learning interests or lead to employment but do not directly support CEJA's goals. These include receiving additional training in unrelated fields, obtaining employment outside the clean energy sector, or being placed in a non-DOL-registered apprenticeship program. Once the Performance-Based Payment model is implemented, grantees will be reimbursed at different rates depending on whether participants achieve Primary or Secondary Transition Outcomes. Primary outcomes will be fully reimbursed, while Secondary outcomes will receive only partial reimbursement.

Program compliance monitoring is essential throughout the DCEO grant lifecycle. To ensure that grant funds are used in accordance with the grant agreement signed by the grantee and the Department of Commerce and Economic Opportunity (DCEO), DCEO Grant Monitors may oversee the process. These monitors conduct detailed reviews of grant expenditures and program implementation. Monitoring requirements apply to all grantees, subgrantees, contractors, and subcontractors that receive or provide services related to a grant. The grantee must allow any authorized agent of the grantor, upon presentation of credentials and in accordance with all lawful methods, full access to examine any documents, papers, and records, whether in hard copy or electronic form, related to transactions for this award.

Grantees should provide transition services to participants to ensure positive outcomes for participants and the grant. Grantees must document the completed transition outcome. The documentation sources below are provided as guidance for grantees preparing for compliance monitoring. Grantees should collect documentation for each applicable element of the participant's transition.

**RECORD KEEPING:** Grantees should collect documentation and maintain it in the Participant File. Documents may be kept in hard copy or digital form. However, grantees should be consistent in their record-keeping approach and follow the guidance in 2 CFR 200.334 for record storage.

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**Transition Outcomes for the Clean Jobs Workforce Network Program**

Workforce Hub Grantees should document trainee job acquisition and retention statistics, including the duration of employment (start and end dates of hires) by race, gender, and geography. Hourly wages, including hourly overtime pay rate, and benefits of trainees placed into employment by race, gender, and geography; d. Percentage of jobs by race, gender, and geography held by Program trainees or graduates that are full-time equivalent positions, meaning that the position held is full-time, direct, and permanent based on 2,080 hours worked per year (paid directly by the employer, whose activities, schedule, and manner of work the employer controls, and receives pay and benefits in the same manner as permanent employees)

Outcome/Required Data Entry Field	Explanation of Requirement	Documentation Sources Allowed (minimum of one needed for each category to establish eligibility)
Job placement	Information to verify that the job placement transition has taken place.	<ul style="list-style-type: none"> <li>• Completed Employment Verification Form verified by the employer</li> <li>• Other correspondence with employer (email, telephone)</li> <li>• Job description</li> <li>• Web link to the company website detailing the employer's work</li> <li>• O*NET Code</li> <li>• *Self-attestation of the job description by the program participant</li> </ul>
Job type or category	Information necessary to determine whether the job is a "clean energy" job or a job in "construction and the building trades with an emphasis on clean energy." Clean Energy Jobs are jobs in the solar energy, wind energy, energy efficiency, energy storage, solar	<ul style="list-style-type: none"> <li>• Completed Employment Verification Form verified by the employer</li> <li>• Other correspondence with employer (email, telephone)</li> <li>• Job description</li> </ul>

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Outcome/Required Data Entry Field	Explanation of Requirement	Documentation Sources Allowed (minimum of one needed for each category to establish eligibility)
	thermal, green hydrogen, geothermal, electric vehicle industries, other renewable energy industries, industries achieving emission reductions, and other related sectors including related industries that manufacture, develop, build, maintain, or provide ancillary services to renewable energy resources or energy efficiency products or services, including the manufacture and installation of healthier building materials that contain fewer hazardous chemicals. "Clean energy jobs" include administrative, sales, and other support functions within these industries and related sectors.	<ul style="list-style-type: none"> <li>• Web link to the company website detailing the employer's work</li> <li>• O*NET Code</li> <li>• *Self-attestation of the job description by the program participant</li> <li>• </li> </ul>
Union employment	Information to verify whether the job is part of organized labor, in an effort to	<ul style="list-style-type: none"> <li>• Letter from Union</li> <li>• Self-Attestation</li> </ul>

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Start (and end date if applicable) of employment.	Information to verify participant's employment start date, information necessary to validate timeline for transition support services	<ul style="list-style-type: none"> <li>• Completed Employment Verification Form verified by the employer</li> <li>• Other correspondence with employer (email, telephone)</li> <li>• Offer letter from employer</li> <li>• Pay stub</li> <li>• Self-Attestation</li> </ul>
Hourly Wages	Information to verify a participant's wages is a legislated reporting requirement	<ul style="list-style-type: none"> <li>• Completed Employment Verification Form verified by the employer</li> <li>• Other correspondence with employer (email, telephone)</li> <li>• Offer letter from employer</li> <li>• Pay stub</li> <li>• Self-Attestation</li> </ul>

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Hourly Overtime Pay rate	Information to verify a participant's wages is a legislated reporting requirement	<ul style="list-style-type: none"> <li>• Completed Employment Verification Form verified by the employer</li> <li>• Other correspondence with employer (email, telephone)</li> <li>• Offer letter from employer</li> <li>• Pay stub</li> <li>• Self-Attestation</li> </ul>
Benefits of employment	Information to verify a participant's employment benefits is a legislated reporting requirement	<ul style="list-style-type: none"> <li>• Completed Employment Verification Form verified by the employer</li> <li>• Other correspondence with employer (email, telephone)</li> <li>• Offer letter from employer</li> <li>• Benefits package materials from the employer</li> <li>• Self-Attestation</li> </ul>
FTE positions	Information to verify that the participant's employment is full-time, a legislated reporting requirement	<ul style="list-style-type: none"> <li>• Completed Employment Verification Form verified by the employer</li> <li>• Other correspondence with employer (email, telephone)</li> <li>• Offer letter from employer</li> </ul>

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Registered Apprenticeship Program (RAP) Placement	Information to verify that the participant has been placed in a Department of Labor (DOL) Registered Apprenticeship Program (RAP). Registered Apprenticeship is an industry-driven, high-quality career pathway that enables employers to develop and prepare their future workforce. Individuals can obtain paid work experience with a mentor, receive progressive wage increases, receive classroom instruction, and earn a portable, nationally recognized credential. Registered Apprenticeships are industry-vetted, approved, and validated by the U.S. Department of Labor or a State Apprenticeship Agency.	<ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• RAPIDS ID number</li> <li>• Completed Employment Verification Form verified by the registered apprenticeship program</li> <li>• Other correspondence with registered apprenticeship program (email, telephone)</li> <li>• Offer letter from registered apprenticeship program</li> <li>• Self-Attestation</li> </ul>
Placement in a training program	Information to verify that the participant has been placed into a training program	<ul style="list-style-type: none"> <li>• Acceptance Letter from Training Provider</li> <li>• Course schedule from Training Provider</li> </ul>

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Outcome/Required Data Entry Field	Explanation of Requirement	Documentation Sources Allowed (minimum of one needed for each category to establish eligibility)
		<ul style="list-style-type: none"> <li>• Transcript</li> <li>• Self-Attestation</li> </ul>
Placement in Advanced Training	Additional information to verify the participant has been placed in “Advanced Training.” An advanced training program is an educational or occupational training experience that builds upon the participant’s credentials earned in the CEJA program through either vertical or horizontal stacking. Advanced Training occurs <i>after</i> CEJA training and is a transition outcome. See published guidance around Advanced Training in the Partner Guide for more details.	<ul style="list-style-type: none"> <li>• Course catalog description of the training program</li> <li>• Other information that demonstrates the connection between the CEJA training and the advanced training program:               <ul style="list-style-type: none"> <li>○ Career pathway information</li> <li>○ Job descriptions, job postings showing the need for a specific credential</li> <li>○ Other labor market information showing the connection between the two training programs</li> </ul> </li> </ul>

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### **Self-Attestation**

\* Self-attestation may be an acceptable form of documentation, as outlined in this document, if no other form of documentation is possible or practical. While other documentation sources are preferred, self-attestation may be used if obtaining documentation is impossible or would create an additional barrier to the participant's training. In those cases, self-attestation should be used as a last resort when no other allowable form of documentation is available. Even though it is not necessary to go back and obtain documentation beyond self-attestation for the data elements for reporting purposes, the program must assist the participant in obtaining documentation such as a driver's license, a state ID, a birth certificate, et cetera, since the participant will likely need that documentation for training and/or employment. The program should seek documentation for each element that establishes participant eligibility and should use self-attestation only for the individual element when other documentation sources are impossible or impractical to obtain. The participant should not try to claim blanket self-attestation for all aspects of eligibility. Where documentation is available, it should be obtained.

#### Definition of Self-Attestation –

Self-attestation refers to a written or electronic declaration of information for a specific data element, signed and dated by the participant. An electronic signature or a submission from the participant, such as an email, text, or unique online survey response, is considered an electronic signature or verification if it is participant-generated and traceable to the participant. Grantees must retain documentation of the self-attestation.