



Program Policies

Quality Green Jobs for Eastside Tacoma Program & Stipend Policy

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| POLICY #: | <i>P-EPA-1024</i> |
| EFFECTIVE: | <i>January 13, 2026</i> |
| SUPERSEDES: | <i>N/A</i> |

PURPOSE:

This policy provides guidance for implementing the U.S. Environmental Protection Agency (EPA)-funded Quality Green Jobs for Eastside Tacoma program including participant eligibility, program enrollment, stipend administration, and compliance requirements.

BACKGROUND:

Through a U.S. Environmental Protection Agency (EPA) award granted to Philanthropy Northwest, and subcontracted to WorkForce Central, Quality Green Jobs for Eastside Tacoma prepares residents of environmentally burdened communities in Pierce County for careers in Heating, Ventilation, and Air Conditioning (HVAC) Technicians and Low-Voltage Electricians. WorkForce Central will coordinate with Clover Park Technical College who will provide HVAC and Low-Voltage Electrician/Fire & Security Systems training at the Eastside Training Center at no cost to Eastside Tacoma residents. Program design includes delivery of training, stipends to reduce participation barriers, and coordinated job placement support into quality jobs.

POLICY:

Participant Eligibility & Enrollment

Eastside Tacoma residents eligible to receive HVAC and Low-Voltage Electrician training at the Eastside Training Center must meet the following eligibility criteria:

- Proof of residency in one of the following Pierce County ZIP codes: 98446, 98445, 98444, 98443, 98424, 98421, 98418, 98409, 98408, 98405, 98404, and 98402
- Be age 18 or older
- Be legally authorized to work in the U.S.



Enrollment into the Quality Green Jobs for Eastside Tacoma Program requires the following:

- Participant submission of a Quality Green Jobs for Eastside Tacoma application
- Participant completion of the Washington State Freedom from Discrimination form
- Proof of participant's enrollment into the HVAC or Low-Voltage Electrician training program

Service providers must upload program eligibility determination, enrollment, and the associated source documentation to Monday.com, WorkForce Central's management information system (MIS) within seven (7) calendar days of receiving the participant's application. Program enrollment will be completed using Cognito Forms and recorded in Monday.com.

Training Services

Training is authorized only for Clover Park's HVAC and Low-Voltage Electrician/Fire & Security Systems. If a participant withdraws from training during the first academic quarter, backfilling the student's open seat may be considered, subject to Clover Park's capacity and WorkForce Central approval to ensure instructional continuity and compliance.

Service providers must record training services and related case notes in Monday.com within seven (7) calendar days of the service. Case notes must include the name of the training provider, name of the training program, start date of training, anticipated and actual training completion date, and any necessary job placement support, such as resume assistance, interview preparation, or job search assistance. Source documentation validating training completion (e.g., certification, training provider documentation, report card or transcript, or graduation records) must be uploaded in Monday.com.

Participant Services

Participants may receive career and job preparation services such as coaching, mentoring, job referrals, resume support, and employment placement activities. These services are intended to complement the specific training pathway, support placement into quality jobs, and align with local employer demand. All job preparation and/or placement assistance will be documented in case notes and recorded in Monday.com within seven (7) calendar days of the activity.

Participant Stipends

To help offset instruction-related and basic living costs while in training, participants enrolled in Clover Park's HVAC and Low-Voltage Electrician/Fire & Security Systems programs may receive \$800 in stipends during the first quarter of training and \$650 in stipends during subsequent second and third quarters of training. The maximum stipend per participant is \$2,400.



Each participant may also receive a one-time \$300 employment incentive for providing evidence of employment (via an offer letter or pay stub) in a related field within 30 days of training completion. Exception to the 30-day timeframe may occur with WorkForce Central approval and must be documented in case notes recorded in Monday.com.

To be eligible for the first quarter \$800 stipend, the participant must provide WorkForce Central confirmation of their training enrollment and continued attendance/and or completion of the first quarter. WorkForce Central will confirm continued enrollment prior to giving the stipend to the participant. Subsequent \$650 quarterly stipends require verification of continued enrollment and satisfactory academic progress via a transcript, grade report, or instructor attestation. Processing stipends may take up to six (6) weeks. Participants who discontinue training at any point are not eligible for stipends for the quarter they drop out.

Quarter 1 Stipend – Enrollment and Continuation of Training

- **\$800 stipend**
- Issued upon verification of:
 - Enrollment in an approved training program, and
 - Confirmed attendance through the first six (6) weeks of training and disbursed after verifying completion of the first quarter of training.

Quarter 2 – Continued Enrollment & Satisfactory Progress

- **\$650 stipend**
- Issued upon verification of:
 - Continued enrollment, and
 - Satisfactory academic progress documented through a transcript, grade report, or instructor attestation

Quarter 3 – Program Completion / Certificate Attainment

- **\$650 stipend**
- Issued upon verification of:
 - Completion of required coursework, and
 - Receipt of a certificate, transcript, or official completion documentation

Note: Stipends are provided for the first three (3) quarters of training. Participants have the option of completing their education and obtain an AAT without additional stipends. The next opportunity to earn a stipend is verification of employment in a related field within 30 days of training completion.



Employment Placement Incentive

- **\$300 one-time stipend**
- Issued upon verification of employment in a related field through an offer letter or pay stub obtained within thirty (30) days of training completion.
- Exceptions to the 30-day timeframe may be approved by WorkForce Central and must be documented in Monday.com case notes.

Stipend Requirements

To receive stipends, participants must complete a W-9 form provided by WorkForce Central. WorkForce Central will issue a Form 1099-NEC to any participant whose stipend payments equal or exceed \$600 in a calendar year, consistent with tax reporting requirements. Written exceptions, such as emergency or out-of-sequence payments, replacement of lost cards, or other special circumstances, require WorkForce Central approval, and must be documented in Monday.com.

WorkForce Central will issue stipends via prepaid debit cards which may be disbursed quarterly or with prior WorkForce Central authorization, in prorated quarterly installments aligned to the same quarter-based schedule.

Management Information System (MIS)

Service providers must record participant demographics, program eligibility, program enrollment, and all other program elements in Monday.com within seven (7) calendar days of the activity. Service provider reimbursement may be delayed if documentation in Monday.com is insufficient or invoice packets are incomplete. Source documentation, such as program enrollment materials, participant attestations, training provider records (e.g., certificates, diplomas, report cards), and case notes must be collected and uploaded to Monday.com.

Quality Assurance and Monitoring

WorkForce Central will monitor program implementation through monthly program and fiscal invoice reviews, reconciliation of stipend disbursements to Monday.com records, and periodic quality assurance checks of participant eligibility and required documentation in Monday.com. Monitoring will occur in a manner consistent with WorkForce Central's standard oversight practices and funder requirements. Records must be retained for six (6) years after the grant end date.

WorkForce Central is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.