**[INSERT GRANTEE LOGO]**

**[GRANTEE NAME] Stipend and Incentive Procedure Template**

For the Climate and Equitable Jobs Act (CEJA) Workforce Program at [GRANTEE NAME], participants are expected to attend [#] days per week for [#] hours each day. This curriculum will last [#] weeks and contains [#] training modules that last for [#] training hours.

A stipend is a fixed, regular payment made to participants. **It is not a wage but is intended to cover incidental costs incurred while attending the training program.** They are based on attendance during all training activities associated with this program.

Stipend amounts are ***$13 per instructional hour*** and paid on actual hours of attendance. Each training day, participants can earn up to $[PER DAY] ($[AMOUNT]/training hour) per training day, $[AMOUNT] per training week, and $[AMOUNT] total. However, this amount is reduced based on missing training hours or failing post-assessments.

[*Add if the grantee is providing incentives on top of the stipends]*

Additionally, participants may earn incentives for completing certain milestones during the training program. The incentives are performance-based and awarded when the participant meets or exceeds the objectives.

**Attendance**

Participants are expected to attend every training day. Attendance will be tracked to determine stipend payments. Only verified attendance hours are eligible for the stipend payment. A participant must attend at least 80% of the training sessions to complete the program.

If participants cannot attend due to illness or unforeseen circumstances, hours can be made up on a different date to receive the stipend payment. For example, if a participant missed 2.5 hours and did not make those hours up, their stipend would be reduced by $[STIPEND AMOUNT REDUCTION]. ($[STIPEND AMOUNT] per hour x 2.5 hours = $[STIPEND AMOUNT REDUCTION])

**Post-Assessments**

Participants are expected to pass a post-assessment for each training module. To pass a post-assessment, participants must receive 70% or above. If a participant fails the post-assessment, their stipend for that training day will be reduced by $[REDUCTION FOR FAILING POST ASSESSMENT].

For example, a participant attended the full day of courses and earned $[PER DAY AMOUNT] for that training day. However, they scored 30% on their post-assessment. This means they will only earn $[PER STIPEND AMOUNT MINUS AMOUNT STIPEND WILL BE REDUCED FOR FAILING POST ASSESSMENT] for that training day.

**Payment Information**

Stipends are set at $13 per training hour and given to all participants, regardless of need. These will be paid to participants every [FREQUENCY] via [METHOD (Direct Deposit, check, etc.)] based on the number of instruction hours attended during the previous week(s)

Incentives will be paid [FREQUENCY]. To receive an incentive on top of the stipend payment, a participant must meet the following milestones:

* [insert milestones]

[GRANTEE NAME] will work with the instructors to review rosters and post-assessment scores to determine the stipend amount to be paid. Participants will receive a report outlining the stipend amount, adjustments factored into the payment, and any incentive earned.