

Grant Program Announcement

Issue Date: July 20, 2022

**FORWARD
CAREERS**
DEVELOPING A THRIVING WORKFORCE



INCUMBENT WORKER TRAINING GRANTS

Fiscal Year 2022 – 2023

Applications for Fall 2022 are Due at Noon (12:00 PM) on Wednesday, August 31, 2022.
Applications for Spring 2023 are Due at Noon (12:00 PM) on Wednesday, November 30, 2022.

All questions and applications must be submitted to: contact@forwardcareers.org

Forward Careers, Inc. • 327 E Broadway Waukesha • WI 53186

ABOUT INCUMBENT WORKER TRAINING (IWT) GRANTS

Boost Your Employees' Skills!

In today's ever-changing marketplace, the importance of job training has never been greater. Our Incumbent Worker Training (IWT) grant is a way to keep your organization competitive. The IWT grants provide funding to employers who want to upgrade the skills of their current employees to enhance their expertise in the workplace, avert layoffs, and make their business more competitive.

How it Works!

- Participating businesses must have a facility located in Wisconsin.
- Employers select the training to be provided to their employees.
- Trainings may range from 1 day to 16 weeks.
- Employers complete and submit an application, a detailed training description, training invoice, trainee form(s) and job description(s) for each employee going to the training. Please note that the training program cannot have started, must be new a training program that will start between the time periods listed below.
- After the employees successfully complete the training, the employer may be reimbursed between 25% and 75% of costs of training their workers. Training costs cannot include travel, equipment, training supplies or materials such as books, manuals, etc.

Businesses interested in this grant opportunity may apply for the Fiscal Year 2022-2023 funding cycle to offer training programs that will be delivered to their workforce between the following periods:

- **Fall 2022:** Training programs may range from 1 day to 16 weeks and be held between September 12, 2022 and December 31, 2022.
- **Spring 2023:** Training programs may range from 1 day to 16 weeks and be held between January 1, 2023 and June 16, 2023.

This is a great opportunity to plan for training programs that have been delayed due to limited resources and to further engage your workforce for positive results.

BENEFITS

The IWT program provides a win-win situation for businesses and employees.

Benefits for **businesses** include:

- Increased Competitiveness
- Skilled Workforce
- Increased Productivity
- Increased Profits
- Company Growth
- Reduced Turnover

Benefits for **employees** includes:

- Advancement Opportunities
- Increased Job Opportunities
- Industry-Recognized Credentials
- Transferrable Skills
- Job Retention
- New Skills for Continued Growth

ELIGIBLE BUSINESSES

An eligible applicant is a business across any industry sector that:

- Has been in continuous operation for the 12 months immediately prior to the application submittal,
- Agrees to cooperate with the data collection requirements, and
- If participated in the past, have a successful history with IWT's and all requirements.

Where a union bargaining agreement exists and is applicable to the training for the employee, the IWT program must not conflict with that agreement. The business must obtain written concurrence of the bargaining unit. Written concurrence must be submitted with the IWT application in order for the contract to be reviewed for approval. Funds provided to businesses for the IWT program must not be used to directly or indirectly assist, promote or deter union organizing.

ELIGIBLE INCUMBENT WORKER

To qualify as an incumbent worker, the employee must:

- Be directly employed by the company for a period of no less than 6 months*,
- Be at least 18 years of age,
- Work at least 32 hours per week,
- Earn an hourly wage above the state minimum wage,
- Agree to cooperate with the data collection requirements, and
- Meet the Fair Labor Standards Act requirement for an employer-employee relationship.

In the event that the incumbent worker training is being provided to a **cohort of employees***, not every employee in the cohort must have an established employment history with the employer for 6 months or more as long as a majority of those employees being trained do meet the employment history requirement.

FUNDING LEVELS

IWT funds will be used to reimburse businesses providing training on a graduated scale based on the size of a business and results of credential attainment, wage increase, and promotion resulting in an open position. Such participating employers must pay the remaining share of the costs not covered.

For example, ABC Company will train one worker that will result in a credential attainment and a wage increase upon completion of the training. The size of company is 80 and the total cost of the training is \$5,000.

ABC Company will tentatively receive a total reimbursement of \$3,250 ($\$5,000 \times 65\%$).

		Reimbursement is Based Upon Receiving One or More of the Following		
		1. Credential Attainment	2. Credential Attainment + Wage Increase or Promotion	3. Credential Attainment + Wage Increase + Promotion
Business Size	100 or Fewer Employees	50%	65%	75%
	More than 100 Employees	25%	40%	50%

Note: Size is calculated based on number of employees in Wisconsin and does not include employees located in other states.

Grant Amounts: IWT funds are limited and are therefore awarded as funds are available. The maximum award amount may not exceed \$10,000 per business per program year.

PAST GRANTS

2021-2022 program year awards include:

Business	Amount Reimbursed	Training Program	Training Type
Ace Precision Machining Corp	\$2,400.80	<ul style="list-style-type: none"> PC-DMIS CMM 101 On The Job Training for Team Lead Ispen U Training for Vacuum Furnace Equipment 	<ul style="list-style-type: none"> Hexagon Manufacturing Intelligence In-House Training Ispen U Cherry Valley
Dynatect	\$3,679.00	<ul style="list-style-type: none"> Human Resources Foundational Training 	<ul style="list-style-type: none"> In-House Training
HUSCO	\$8,526.25	<ul style="list-style-type: none"> High Impact Presentations 	<ul style="list-style-type: none"> Dale Carnegie Training
Innovative Signs	\$772.46	<ul style="list-style-type: none"> SDC Channel Letter Trimmer Training 	<ul style="list-style-type: none"> In-House Training
Liberty House	\$7,293.75	<ul style="list-style-type: none"> Professional Development - Home Manager Training 3 Community-based Residential Facilities (CBRF) Training 	<ul style="list-style-type: none"> Wisconsin Caregiver Academy On-site Training
Property Loss Management	\$2,704.00	<ul style="list-style-type: none"> Water Restoration Technician Lead Safe Renovator 	<ul style="list-style-type: none"> IICRC (Remote Zoom Training) Milwaukee Lead and Asbestos Information Center Online Training
Radius Packaging	\$3,748.75	<ul style="list-style-type: none"> Paulson's ProEx Customized Instructor-Led Blow Molding Training and Certification 	<ul style="list-style-type: none"> Paulson Plastics Academy On-Site Training
Versevo	\$5,939.43	<ul style="list-style-type: none"> Coaching Lean Six Sigma ISO Auditor Zoller Training Event Laser Safety Officer Training 	<ul style="list-style-type: none"> Waukesha County Technical College

TRAINING CRITERIA

This training grant announcement is open to all industry sectors. Factors to consider when submitting an application include the following requirements and options:

Required

- Training does not only improve the skills of employees but also improve the business's processes and competitiveness and/or avert a layoff.
- Training will result in an industry recognized certificate or credential.
- **Training may be provided between the dates of September 12, 2022 and December 31, 2022 for Fall 2022 and January 1, 2023 and June 16, 2023 for Spring 2022 applications.**
- Training may range from 1 Day to a maximum of 16 Weeks.
- Past or in progress trainings are not eligible. Must be a future training.
- Training must not begin prior to award notification and contracts being fully executed.

Optional

The following are components of the training programs that would strengthen the application, but are not required.

- Training shows at least 20 current openings with a median salary of at least \$34,000, but not required.
- Training applications may be submitted for a group of businesses, but not required.
 - If funding is limited, preference will be given to a group of businesses to maximize training dollars.
- Training may be for a group of employees, but not required.
 - If funding is limited, preference will be given to group trainings to maximize training dollars.
- Training may be provided by a registered training provider listed on the state's Eligible Training Program List (<https://dwd.wisconsin.gov/etpl/home/programsearch>) and/or coincides with Wisconsin's Long-Term Occupation Projections List (<https://jobcenterofwisconsin.com/wisconsin/pub/occupation.htm#Viz>) for WDA 3, but not required.
- Training completions that will result in a wage increase and/or promotion resulting in an open position [per WIOA section 134 (d)(4)(A)(ii)] will be given preference, but not required.

TRAINING RESTRICTIONS - This is not a definitive list.

- Trainings excludes c-suite positions, top-level executives, and individuals at the top of their career ladder.
- Funds provided cannot be used to pay the wages of incumbent worker employees during their participation in an economic development activity provided through a statewide workforce development system.
- When a relocation of a business results in the loss of employment of any employee of such business, no funds provided for employment training can be used for incumbent worker training until after 120 days has passed since the relocation that caused the loss of employment at an original business location in the United States.

- Funds will not be used to cover travel, equipment, training supplies or materials such as books, manuals, etc.
- Businesses administering a current Wisconsin Fast Forward and/or Workforce Advancement Training (WATS) grants, or similar grants, are not eligible to receive IWT funds.
- Training for an employee who is employed through a temporary employment agency is not allowed. IWT may be utilized with an established business to train an employee that has been employed by the company for a period of no less than 6 months.
- Required/regulatory training – training mandated by any other public agency or department is not eligible. These trainings may include, but are not limited to EPA, Hazardous Waste, FDA, Workers Compensation, OSHA, etc.
- Training which would result in advanced degrees such as associate, bachelor, master, or doctorate.
- Training already being reimbursed by another state or federal training program (e.g., Other Workforce Development Boards, National Emergency Grants, etc.).
- Employee travel, food, or lodging costs related to program participation.
- Wages of trainees while being trained.
- Purchases of capital equipment or other durable (long lasting/reusable) training materials/equipment.
- Training in sectarian activities.

Examples of Acceptable Trainings:

- Training to gain or maintain an industry recognized certificate/credential.
- CD-10 training – training that teaches coding professionals how to become proficient in the ICD-10-CM and ICD-10-PCS coding or other similar systems.
- Training for improved process efficiency as identified by industry professionals.
- Training from a national, regional, or state trade association that offers an independently certified training curriculum and testing.
- Training provided in conjunction with the purchase of a new piece of equipment or in automating production systems.
- Upgrade of computer skills (e.g., Microsoft Excel, Access).
- Seminars/workshops/webinars are eligible, however, they must have an assessment or “test” tied to it to be eligible for this program. Businesses must indicate in the application what assessment of skills is included for this type of training to justify it will improve economic competitiveness. Failure to include this may exclude the application from consideration.
- English Language Learning for managers or staff to enable them more effectively communicate with limited English employees.

TIMELINE & DEADLINES

Fall 2022: Training programs may range from 1 day to 16 weeks and be held between September 12, 2022 and December 31, 2022.

Date Deadline	Item
12:00 P.M. on Wednesday, August 31, 2022	Deadline for application submissions must be received via email to contact@forwardcareers.org . Only fully completed applications submitted via email will be accepted.
Week of September 5, 2022	Award notification(s) and contract(s) will be issued. Organization must review and sign contract before starting training program.

NOTE: Failure to submit documents by due dates will result in applications being denied.

Spring 2023: Training programs may range from 1 day to 16 weeks and be held between January 1, 2023 and June 16, 2023.

Date Deadline	Item
12:00 P.M. on Wednesday, November 30, 2022	Deadline for application submissions must be received via email to contact@forwardcareers.org . Only fully completed applications submitted via email will be accepted.
Week of December 5, 2022	Award notification(s) and contract(s) will be issued. Organization must review and sign contract before starting training program.

NOTE: Failure to submit documents by due dates will result in applications being denied.

SCORING

Proposals will be ranked using the following scorecard. Based upon funding level and scores, trainings will be approved in order based upon their overall scores. If there is limited funding and two proposals have the same score, preference will be given to the smaller sized business of the two. Size will be determined based on business location with the Waukesha, Ozaukee, and Washington Counties.

A maximum of 100 points are possible under the following criteria:

Training Type and Outcome (Max of 20 points)

- Training results in an industry recognized certificate or credential (10 pts)
- Training type shows at least 20 current openings with a median salary of at least \$34,000 (10 pts)

Number of Businesses Benefiting from the Training (Max of 15 points)

- Two businesses are submitting the proposal together. (2 pts)
- Three businesses are submitting the proposal together. (5 pts)
- Over three businesses are submitting the proposal together. (8 pts)

Number of Trainees Benefiting from the Training (Max of 35 points)

- One trainee will be trained. (5 pts)
- Two to five trainees will be trained. (8 pts)
- Six to ten trainees will be trained. (10 pts)
- Over ten trainees will be trained. (12 pts)

Type of Training Provider (Max of 5 points)

- Training provider is listed on the state's Eligible Training Provider List (5 pts)

Long-term Training Outcomes (Max of 25 points)

- Training will result in a wage increase (10 pts)
- Training will result in a promotion resulting in an open position (15 pts)

APPLICATION CHECKLIST

NOTE: Incomplete applications with missing supporting documents will not be accepted.

Item	Status
<p><input type="checkbox"/> Submission of an accurate and fully completed Incumbent Worker Training (IWT) Application with the following:</p> <p><input type="checkbox"/> Trainee Form(s): For each employee that will participate in the training program, a trainee form must be submitted with IWT application. Example, 5 employees will be trained in ABC training program, 5 completed trainee forms are submitted with IWT application.</p> <p>Refer to "Trainee Form".</p> <p><input type="checkbox"/> An invoice that details the 1) training and learning objectives, 2) dates of training, 3) attainment of industry recognized certificate or credential, and 4) itemized cost.</p> <p><input type="checkbox"/> Job description(s) for each employee(s) to be trained.</p> <p>NOTE: if the training is for a seminar, workshop, or webinar, there must be a test or assessment provided.</p>	<p>Required documents.</p>
<p><input type="checkbox"/> In-House Training Invoice: If training is occurring in-house, a letter on company letterhead, that details costs, may be submitted.</p> <p>Refer to "In-House Training Template".</p>	<p>Required only if training is being conducted in-house</p>
<p><input type="checkbox"/> Union Form: Where a union bargaining agreement exists and is applicable to the training for the employee, submit a Union Concurrence Form.</p> <p>Refer to "Union Form".</p>	<p>Required only if employee(s) participating in training are in a union.</p>

APPENDICES

- A. Application Form *(Required)*
- B. Trainee(s) Form, Invoice, Training Description, and Job Descriptions *(Required)*
- C. In-House Training Template *(Required only if training is conducted in-house)*
- D. Union Form *(Required only if employee(s) are in union)*