

Grant Program Announcement

Issue Date: March 9, 2022

**FORWARD
CAREERS**
DEVELOPING A THRIVING WORKFORCE



INCUMBENT WORKER TRAINING GRANTS

**Fiscal Year 2021 – 2022
(Round IV)**

Applications for Spring 2022 Trainings
Due Noon (12:00 PM) on Friday, April 1, 2022.

All questions and applications must be submitted to: forwardcareers@wctc.edu

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

ABOUT INCUMBENT WORKER TRAINING (IWT) GRANTS

Boost Your Employees' Skills!

The Incumbent Worker Training (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, detailed training description, training invoice and job descriptions for each employee going to training. Training program cannot have started.
- After the employees successfully complete the training, the employer will be reimbursed between 25% and 75% of costs of training their workers. Training costs cannot include travel, training supplies or materials such as books, manuals, etc.

IWT grants are now available to businesses who invest to reskill and upskill their workforce, equipping them with the knowledge and skills they need to remain competitive. The IWT program is designed to provide direct financial assistance to businesses to train current employees to avert a layoff and/or improve the economic competitiveness of the company.

Organizations interested in this grant opportunity may apply for Round III of Fiscal Year 2021-2022 funding cycle to offer training programs that will be delivered to their workforce between the following periods:

- **Spring 2022:** Training programs may range from 1 day to 16 weeks and be held between April 11, 2022 and June 17, 2022.

This is a great opportunity to plan for training programs that have been on the backburner 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

2020-2021 program year awards include:

Business	Amount Reimbursed	Training Program	Training Provider
Heale Manufacturing	\$5,804.50	English as a Second Language	Waukesha County Technical College
Pindel Global Precision Inc.	\$4,062.50	CAM Software Programmer Training (1st Level)	DP Technologies – “virtual training”
Accurate Pattern	\$4,839.81	ISO Certification Preparation and Audit Training	Waukesha County Technical College
Fox Bros. Piggly Wiggly	\$250.00	ESOP Education Training	ESOP Partners
Ace Precision Machining Corp	\$50.00	Basic Metallurgy of Heat Treatment	PRI Training

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 April 11, 2022 and June 17, 2022 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](#) and/or coincides with [Wisconsin's Long-Term Occupation Projections List](#) 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

- 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 training supplies, employer wages, books, 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

Spring 2022 applications follow this deadline.

Date Deadline	Item
12:00 P.M. on Friday, April 1, 2022	Deadline for application submissions must be received via email to forwardcareers@wctc.edu Only fully completed applications submitted via email will be accepted.
Week of April 4, 2022	Award notification(s) and contract(s) will be issued. Organization must review and sign contract before starting training program.

NOTE: Failure to submit paperwork 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: Applications with missing paperwork will not be reviewed.

Item	Status
<p><input type="checkbox"/> Submission of an accurate and fully completed Incumbent Worker Training (IWT) Application with supporting documentation that includes:</p> <p><input type="checkbox"/> A quote or 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. Refer to "application sample" document.</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"/> 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" document.</p>	<p>Required if training is being conducted in-house</p>
<p><input type="checkbox"/> If the training will result in a wage increase, please indicate in the application the amount of the increase.</p>	<p>Required if training will result in a wage increase.</p>
<p><input type="checkbox"/> If the training will result in a promotion, please indicate in the application the date of the promotion.</p>	<p>Required if training will result in a promotion.</p>

APPENDICES

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