

Workforce Innovation & Opportunity Act **INCUMBENT WORKER TRAINING GRANTS**

Fiscal Year 2024 – 2025

Application Periods: Fall 2024 & Spring 2025

Fall 2024: Applications are due by Friday, September 20, 2024.

Spring 2025: Applications are due by Friday, December 6, 2024.

Please direct all questions and submit your completed applications to: contact@forwardcareers.org

Please submit your application by the specified deadlines to ensure eligibility for the upcoming training cycles.

ABOUT INCUMBENT WORKER TRAINING (IWT) GRANTS

Elevate Your Workforce, Elevate Your Business

In a rapidly evolving marketplace, staying competitive requires continuous investment in your most valuable asset - your employees. The Incumbent Worker Training (IWT) grant is designed to help your organization stay ahead by providing financial support to enhance the skills of your current workforce. By investing in your employees' professional development, you can not only boost their expertise but also safeguard your business from potential layoffs, ensuring a more resilient and competitive operation.

Why Choose IWT?

The IWT grant offers Wisconsin businesses a unique opportunity to tailor training programs that directly address their specific needs. Whether it's upskilling your team in the latest technologies, improving their industry-specific knowledge, or enhancing their leadership abilities, this grant can cover a significant portion of the costs. The result? A more skilled workforce that drives higher productivity, growth, and profitability for your business.

How It Works

- **Eligibility:** Businesses must be located in Wisconsin.
- **Flexibility:** Employers choose the training that best suits their employees, with programs ranging from 1 day to 16 weeks.
- **Simple Application:** Submit an application, detailed training plan, invoices, and relevant employee information. Note that the training must be new and not yet started.
- **Reimbursement:** Upon successful completion of the training, employers may be eligible for reimbursement of 25% to 75% of the training costs. The reimbursement percentage is determined based on outcomes that effectively prepare and advance the workforce in compliance with IWT.

Training programs for the Fiscal Year 2024 - 2025 can be scheduled within the following periods:

- **Fall 2024:** October 9, 2024 – December 31, 2024
- **Spring 2025:** January 1, 2025 – June 13, 2025

Seize This Opportunity

If you've been postponing essential training due to budget constraints, the IWT grant provides the perfect opportunity to move forward. By investing in your employees now, you set the stage for greater innovation, productivity, and long-term success.

Benefits for **businesses** include:

- Enhanced Competitiveness
- A Highly Skilled Workforce
- Increased Productivity and Profits
- Business Growth
- Reduced Employee Turnover

Benefits for **employees** includes:

- Career Advancement
- New Job Opportunities
- Industry-Recognized Credentials
- Transferable Skills
- Job Security and Continued Growth

Take the next step in securing your business's future by investing in your employees today with the IWT grant.

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 a past IWT grant participant, has 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 a current employee 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 all employees in the cohort are required to have an employment history with the employer of 6 months or more. However, the majority of the employees in the cohort must meet the 6-month 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 x 65%).

Refer to the following chart for potential reimbursement levels.

		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: The business size is calculated based on the number of employees the company has 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 reimbursement award amount may not exceed \$10,000 per business per program year.

TRAINING CRITERIA

This training grant announcement is open to all industry sectors. Factors to consider when applying 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 October 9, 2024, and June 13, 2025.**
- 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 may strengthen the application:

- 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/wits_info/downloads/projections/occ_lt_wda.xlsx) 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

Training programs may range from 1 day to 16 weeks. Only fully completed applications submitted via email will be accepted. Please attach all required attachments.

Fall 2024 Applications

- 12:00 P.M. on Friday, September 20, 2024

If approved with a signed contract, training may start on October 9, 2024.

Deadline for application submissions must be received via email to contact@forwardcareers.org.

Spring 2025 Applications

- 12:00 P.M. on Friday, December 6, 2024

If approved with a signed contract, training may start on January 1, 2025.

Deadline for application submissions must be received via email to contact@forwardcareers.org.

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

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)*