

Grant Program Announcement

Issue Date: October 21, 2020



INCUMBENT WORKER TRAINING

Applications are Due Noon (12:00 PM) on Friday, November 20, 2020

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

2020 has been a challenging year for businesses of all sizes and industries. Both the pandemic and recent headlines on diversity and inclusion have led many talent acquisition professionals to take a closer look at their workforce. The importance of efficient and effective training and onboarding workers with the right skills for the job has become increasingly critical. Businesses will need tangible solutions to re-skill and upskill workers lacking job competencies as a result of emerging technologies and the changing environment. Investing in incumbent workers is a critical layoff aversion strategy for companies at a time of historic worker displacement and can be a path to better equity in the workforce.

Incumbent Worker Training grants are being made available for business needing to re-skill and upskill their workforce, equipping them with the skills they need to reopen or remain open and competitive. The Incumbent Worker Training program (IWT) 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. Businesses interested in this grant opportunity may apply for this round of funding to offer training programs that will be delivered to their workforce between December 16, 2020 and June 18, 2021.

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:

- Advance 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.

FUNDING LEVELS

IWT funds will be used to reimburse businesses providing training on a graduated scale based on the size of a business (Note: Size is calculated based on number of employees in Wisconsin and does not include employees located in other states.), credential received, wage increase, and promotion resulting in an open position. Such participating employers must pay the remaining share of the costs not covered.

		Reimbursement Based Upon Receiving One or More of the Following: 1) Credential, 2) Wage Increase and/or 3) Promotion Resulting in an Open Position		
		1	2	3
Business Size	100 or Fewer Employees	50%	65%	75%
	More than 100 Employees	25%	40%	50%

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

2019-2020 program year awards include:

Business	Amount Reimbursed	Training Program	Training Provider
Eaton	\$8,601	Train the Trainer	Waukesha County Technical College Corporate Training Center
		Coil Winding Cross-Training 1	In-house Training
HD Ramps LLC	\$3,120	HDR Welding Certification	In-house Training
Milwaukee Habitat for Humanity	\$1,500	Unconscious Bias: Can We See Our Own Blind Spots?	Wauwatosa Avenue United Methodist Church
Multi-Fab	\$3,370	Principles of High Performance Culture Certificate Series	Waukesha County Technical College Corporate Training Center
		Electrical & Hydraulic Basics	Almon, Inc.
Pace Industries	\$299	Solidworks Advanced Parts Modeling	Computer Aided Technology
Wisconsin Expo	\$4,875	Sales to Sales Manager	Wright Innovation, LLC.

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 months of December 16, 2020 and June 18, 2021.
- Training may range from 1 Day to 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 to train an employee while 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
- 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

Date Deadline	Item
12:00 P.M. on October 30, 2020	Deadline for questions about this announcement will be accepted via email to forwardcareers@wctc.edu
12:00 P.M. on November 4, 2020	Responses to questions will be posted on Forward Careers’ webpage: www.forwardcareers.org/retaining
12:00 P.M. on November 20, 2020	Deadline for application submissions must be received via email to forwardcareers@wctc.edu
4:00 P.M. on November 30, 2020	Award notification will be issued with additional forms to complete and details.
12:00 P.M. on December 9, 2020	Contracts will be issued.

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
<input type="checkbox"/> Complete Incumbent Worker Training (IWT) Application with supporting documentation: <ul style="list-style-type: none">• Attach quote that details the 1) training and learning objectives, 2) dates of training, 3) attainment of industry recognized certificate or credential, and 4) itemized cost.• Attach job description(s) for each employee(s) to be trained. Refer to "application sample" document. NOTE: if the training is for a seminar, workshop, or webinar, there must be a test or assessment provided.	Required

<input type="checkbox"/> If training is occurring in-house, a letter on company letterhead that details costs may be submitted. Refer to “in-house training template” document.	Required if training is being done in-house
<input type="checkbox"/> If the training will result in a wage increase, please indicate in the application the amount of the increase.	Required if training will result in a wage increase.
<input type="checkbox"/> If the training will result in a promotion, please indicate in the application the date of the promotion.	Required if training will result in a promotion.

APPENDICES

- A. Application
- B. Application & Supporting Documents Sample
- C. In-House Training Template