



# **EMPLOYEE TRAINING GRANT (Incumbent Worker Training Program)**

## **APPLICATION INSTRUCTIONS**

116 N. Chicago Street, Suite 101 · Joliet, IL 60432 · (815) 727-5679  
[www.willcountyworkforceboard.com](http://www.willcountyworkforceboard.com)

## **APPLICATION PROCESS**

There is a two-step application process.

- Step One is the submission of the completed Eligibility Questionnaire.
- Step Two is the submission of the Application Form and required attachments.

Step Two should only be undertaken after approval has been received from Step One.

Submission of an application does not commit the Workforce Investment Board of Will County to award funding. The contents of an approved application will become part of the Contract. No costs incurred in the preparation and submission of an application is eligible for reimbursement.

Copies of the **Application** and **Section 5 Training Project/Provider Information Form** (for additional training modules) can be downloaded from the Workforce Investment Board of Will County's website at [www.willcountyworkforceboard.com](http://www.willcountyworkforceboard.com).

## **APPLICATION REQUIREMENTS**

All applications must be submitted in electronic form. No handwritten applications will be accepted. Incomplete applications will not be reviewed.

### **Required Information must include:**

1. **Application Form** (includes description of training and project timetable; Employee Wage Match and Project budget summary and narrative) for up to \$19,500 total training. **Section Five** form should be completed for each training course proposed and incorporated into the Application Form.
2. **Training Proposal** or course outline from external vendor or school
3. If applicable, a **Letter of support** from the Union(s) representing the employees at the facility is required for the training.

Applications must be submitted in **Microsoft Word electronically with scanned signature page** to the Workforce Investment Board of Will County to:

Mary Gajcak  
Workforce Investment Board of Will County  
116 N. Chicago Street, Suite 101  
Joliet, IL 60432  
(815) 727-5679  
[mgajcak@willcountyillinois.com](mailto:mgajcak@willcountyillinois.com)

## **EVALUATION**

The Workforce Investment Board of Will County shall screen all applications to determine that all requirements of the application package have been addressed. Workforce Investment Board of Will County members and staff will conduct an evaluation of each complete application.

## **Technical Evaluation Component**

Each application will be reviewed to assure compliance with technical program requirements that ensure the applicant is an eligible entity and eligible training activities are being proposed. Workforce Investment Board of Will County members and staff will also review compliance with information contained in the Application, and ensure that all proper signatures are affixed to the document.

## **Application Evaluation**

Those applications determined eligible for funding based on the evaluation process described above will be evaluated according to the following criteria:

- Project readiness (e.g. time schedule for project)
- Level of value-added for the specific industry
- Quality and consistency of the proposed training programs
- Overall quality of application

Applications are limited to businesses in Will County's targeted industry sectors listed below:

- Healthcare
- Manufacturing
- Professional/Financial/Information Technology Services
- Transportation/Distribution/Logistics (TDL)

Industry sector exceptions will be considered on case by case basis.

## **ADMINISTRATION REQUIREMENTS**

### **Reporting-Quarterly**

Applicants who receive funding will be required to submit information quarterly on the progress of training. This information will be requested for training activity during the following timeframes:

- January 1 to March 31, 2018 (due April 10, 2018)
- April 1 to June 30, 2018 (due July 10, 2018)
- July 1 to September 30, 2018 (due October 10, 2018)
- October 1 to December 31, 2018 (due January 10, 2019)
- January 1 to March 31, 2019 (due April 10, 2019)
- April 1 to June 30, 2019 (due June 10, 2019)
- July 1 to September 30, 2019 (due October 10, 2019)
- October 1 to December 31, 2019 (due January 10, 2019)

All quarterly reports will be due to the Workforce Investment Board office no later than the 10<sup>th</sup> day of the month immediately following the end of the quarter. The following documents are to be submitted with your training information:

- Quarterly Report Form
- Employee Tracking Report/Summary

### **Reporting-Final**

At the completion of all training, a final report must be submitted. This report will include the following:

- Final Report Form
- Employee Tracking Report/Summary
- Reimbursement Request Form
- Completed Success Story Form

Complete reporting requirements and forms can be found in the Reporting and Reimbursement Requirements document available from the Workforce Investment Board of Will County or downloadable from <http://www.willcountyworkforceboard.com>.

The applicant must also develop a system to document costs, maintain class rosters, invoice vouchers and other reports necessary to document the use of funds. Businesses or other applicants that cannot meet quarterly reporting requirements that cannot provide the social security numbers of individuals who have received training, or who cannot develop and maintain necessary systems to document training programs are encouraged not to apply.

Final payment for businesses receiving funding will be withheld until the final report is submitted and all training specified in the application have been achieved and paid for.

### **Interim Reimbursements**

The applicant may request reimbursement for training that is completed when submitting a Quarterly Report. All documentation will be as required and outlined above under **Reporting-Final** and can be found in the Reporting Requirements and Reimbursement Instructions document downloadable from <http://www.willcountyworkforceboard.com>.

### **MONITORING**

If the applicant is awarded funds, the Workforce Investment Board of Will County may conduct at least one desk monitoring to verify that the applicant's financial management system is structured for accurate, current and complete disclosure of the financial results of the program. The monitoring will also verify employee wage records, training rosters, and invoices and receipts associated with the approved training.