



# EMPLOYEE TRAINING GRANT (INCUMBENT WORKER TRAINING)

## PROGRAM OVERVIEW

When workers lack needed training and businesses experience skill gaps, the company's ability to compete, expand, and retain workers can be compromised. The Employee Training Grant Program (Incumbent Worker Training), is funded by the federal Workforce Innovation and Opportunity Act (WIOA), and administered by the Workforce Investment Board of Will County addresses such needs. The Incumbent Worker Training (IWT) Program was created for the purpose of providing grant funding for continuing education and training of incumbent employees at existing Will County businesses. The program will provide reimbursement grants to businesses that pay for preapproved, direct, training-related costs.

Businesses must meet the following eligibility requirements to be considered for funding:

- Operation in Will County for a minimum of six months prior to application for funding; and
- Have at least one full-time employee; and
- Demonstrate financial viability and provide a match toward requested funding; and
- Current on all state, county, and local tax obligations; and
- Comply with the non-discrimination and equal opportunity provisions of Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; and with 29 C.F. R. Part 37.

Priority is given to Will County businesses that offer high skill, high wage jobs.

**Awards made in response to this application will be contingent upon the availability of funds and released for the purposes authorized by this program.**

Training needs to be completed within twelve (12) months of date of Contract, unless otherwise authorized at time of grant approval.

Employers participating in the program are required to provide a match to the training costs as indicated below:

- 10 percent of the costs, for employers with 50 or fewer employees
- 25 percent of the costs, for employers with 51 to 100 employees
- 50 percent of the costs, for employers with 101+ or more employees

The employer match may include the amount of the wages and benefits/fringes paid by the employer to a worker while the worker is attending training and may also include in-kind contributions.

Funding: Company may apply for up to \$19,500 for skill-related trainings and is provided on a reimbursable basis. Reimbursement for training will only be for employees who successfully complete training.

## **ELIGIBLE APPLICANTS AND TRAINING ACTIVITIES**

Businesses that are located in Will County may be eligible for reimbursement of approved training costs if they:

- Are expanding their business enterprise in Will County and/or
- Are training employees in skills necessary to enable the company to establish, maintain, or expand into new markets and/or
- Are introducing more efficient technologies/continuous improvement systems into their operations which will result in greater output per employee, including quality certifications and/or
- Are providing additional training to employees who will be threatened with layoff and/or
- Are providing training that will result in benefits to employees such as: enhanced employability, job upgrades, increased wages, increased job security and/or
- Are providing job-linked training programs in response to new or changing technologies, processes, product lines, machinery or equipment being introduced in the workplace

Employees must be full-time employees of the business working at a Will County facility; part-time, seasonal, or employees of temporary employment agencies are not eligible to participate. Employees have to be employed by participating employer for six (6) months or more to be eligible for training.

Applications will be evaluated according to the following criteria:

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

Applicants 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.

## **INELIGIBLE APPLICANTS**

- Units of local, municipal, home rule, county, state or federal government
- Government agencies
- Government-operated facilities
- Training vendors or consultants
- Professional and consulting services
- Educational Institutions (Public or Private)

## **ALLOWABLE COSTS/ACTIVITIES**

Reimbursement for employee training will allow for payment on the terms and conditions agreed to between the employer and the Workforce Investment Board of Will County through the execution of a Contract. The employee skill requirements and training needs are established by the employer and may include basic, technical, or managerial skill sets. Allowable costs may include:

- Tuition and school fees
- Books
- Training materials and supplies
- Vendor/contractor training costs
- Fees for technical or professional certifications
- Refresher courses for occupational certifications

Note: Training wages while in training may be used to meet the employer's match requirement but are not reimbursable costs under this program.

### **INELIGIBLE COSTS/ACTIVITIES**

The program will not reimburse a company for training in the following areas:

- Self-paced learning
- "Outward bound" or experiential training programs
- Personal development courses
- Non-skill related assessment
- Administrative costs
- Food or travel expenses for employees
- Safety, regulatory compliance training mandated for the workplace (i.e. OSHA)
- "Off the shelf" computer software training
- Other non-job related training

Additionally, the program will not reimburse for job design and analysis statements or activities (e.g. Work Keys), assessments of internal systems and other non-skill related assessments.

### **APPLICATION PROCESS**

There is a two-step application process.

- Step One is the electronic submission of the Eligibility Questionnaire Form. Once the Workforce Investment Board of Will County staff confirms eligibility, Applicant will be notified by email to proceed submitting the program application.
- Step Two is the electronic submission of a complete Employee Training Grant Application and required attachments.

Receipt 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 can be downloaded from the Workforce Investment Board of Will County's website at [www.willcountyworkforceboard.com](http://www.willcountyworkforceboard.com) or by calling Mary at 815-727-5679.