



## How to Apply

### Employee Training Grant (Incumbent Worker Training)

#### APPLICATION PROCESS

There is a two-step application process.

- Step One is the submission of the completed Application (Part A) to verify eligibility.
- Step Two will be the submission of the Application (Part B) form that will be provided once eligibility is confirmed.

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.

#### APPLICATION REQUIREMENTS

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

Step One:

**Application (Part A)** is available at <http://www.willcountyworkforceboard.com>. Once eligibility is confirmed by the Board, Applicant will be notified by email to proceed to Step Two.

Step Two:

**Application (Part B)** includes description of training and project timetable; Employee Wage Match and Project Budget Summary/Narrative) for up to **\$19,500** total training, Training Proposals for all trainings from external vendor or school, and Letter of support (if applicable) from the Union(s) representing the employees at the facility is required for the training.

Application (Parts A and B) must be submitted in **Microsoft Word** electronically (with scanned signature page for Part B) to the Workforce Investment Board of Will County to:

Mary Gajcak  
[mgajcak@willcountyillinois.com](mailto:mgajcak@willcountyillinois.com)  
(815) 727-5679

#### 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. A comprehensive list is included in the Application.

- 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 that will be entered into the Incumbent Worker Tracking System (IWTS) as required by the State. This information will be requested for training activity during the following timeframes:

- January 1 to March 31 (due April 15)
- April 1 to June 30 (due July 15)
- July 1 to September 30 (due October 15)
- October 1 to December 31 (due January 15)

All quarterly reports will be due to the Workforce Investment Board office no later than the 15<sup>th</sup> day of the month immediately following the end of the quarter. The following documents are to be submitted electronically 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
- Reimbursement Request Form
- Completed Success Story Form

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 reserves the right to conduct 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.