



**INCUMBENT WORKER TRAINING
Program Description
2010 – 2011**

Background:

The Incumbent Worker Training Program is making grants available to businesses in the North Central Region to upgrade the skills of employees in Capital Workforce Partners (CWP) targeted sectors: advanced manufacturing, allied health, and green industries/technologies. The North Central Region covers the following municipalities:

Andover	East Granby	Granby	Plainville	Stafford
Avon	East Hartford	Hartford	Plymouth	Suffield
Berlin	East Windsor	Hebron	Rocky Hill	Tolland
Bloomfield	Ellington	Manchester	Simsbury	Vernon
Bolton	Enfield	Marlborough	Somers	West Hartford
Bristol	Farmington	New Britain	South Windsor	Wethersfield
Burlington	Glastonbury	Newington	Southington	Windsor
Canton				Windsor Locks

Employers will complete a two-page application that identifies the type and location of the proposed training, which employees will be trained within the company, the full cost of training, and training-related expenses. A justification statement will also be required that explains how the proposed training will assist the company to build a **talent pipeline of workers**. Such justification should include how the training will increase employees' skills and open up opportunities for advancement within the company and/or how training will upgrade worker skills to allow for salary increases due to greater productivity, and/or how training will upgrade employee skills and job classifications within the next 12 months. **Justification of such training outcomes is mandatory and a condition for proposal responsiveness.**

Use of Funds:

- Grants for training of existing workers in CWP's targeted sectors are a priority: Advanced Manufacturing, Allied Health and Green Industries/Technologies. If another sector is indicated, please provide justification for demonstrating its demand in the North Central Region of CT.
- The training can include both classroom training and on-the-job training, and **must** demonstrate how the employees will achieve skill upgrades that advance them in

the company or within classification or increase their wages. Priority is also given for training that leads to a certification or a credential in the skill being trained.

- Reimbursable training expenses include tuition, fees, books, materials, and exams but *exclude* the cost of any travel associated with training or wages during training or any sales or service tax. Travel and/or participant wages can be applied toward the employer cash match.
- The grant can be applied for 50% of the cost of training; employer match can be both cash and in-kind; proposals with cash match will be given priority consideration.
- The cost per trainee cannot exceed \$6,000, or \$3,000 of reimbursed expenses.

Application Due Dates

Employers can submit applications as the need arises. The application process will remain open throughout the year until all funds are obligated.

Requirements and Priorities for Funding

Requirements

- Employer must be a private for profit or non-profit legal entity
- Funding must be for training of staff at organizations within the CWP target sectors
- Training must demonstrate skill acquisition as defined in this program description
- Employer must not have unresolved Unemployment Compensation, Wage and Hour violations, or OSHA issues with the state of CT.
- Employer must provide the data tracking elements listed below. Final payment will be contingent upon receiving the required data. Elements are as follows:
 - Employee name, last 4 digits of each employee's social security number **(these are required for participation)**
 - Job Title, Hourly Wage or Annual Salary
 - Documentation of skills acquisition
 - Training outcome (skills certification, wage increase or position upgrade)

Priorities in order of importance:

- Targeted Sector Projects (Advanced Manufacturing, Allied Health, and Green Industries/Technologies) with skill development outcomes, i.e. skills training documented through pre/post testing or certification
- Project results in quantifiable outcomes: increases in employee skills; advancement of career opportunities, resulting salary increases; job classification upgrades within the next 12 months, skill certification or credential
- Small to mid-size firms (500 employees or less)
- Projects with cash match
- Companies that have not had previous contracts with Capital Workforce Partners, or have not received funds within the past 18 months

Notes / Exclusions:

- Training entities are excluded from applying; however, CTWorks education partners can assist in identifying employers who can benefit from the project and assist in completing the application. Applications must be submitted through a CTWorks Business Services Consultant (BST). BST Consultant contacts are listed at http://www.capitalworkforce.org/business_services/bus_services_team.shtml
- Business organizations, such as Chambers of Commerce or industry representatives can apply on behalf of several smaller employers, provided specific employers are identified in the application, as well as the details of the training and vendor choice. Project must still meet skills acquisition requirement; administrative or overhead expenses cannot be included in the grant request.
- As a condition of final payment, companies must supply employee tracking information, including social security numbers, job status, wage and wage progression information, and skills certification – ***no exceptions***. This data will be kept confidential by Capital Workforce Partners and the CT Department of Labor.
- Employers must be willing to participate in an employer/participant satisfaction survey conducted by the CT Department of Labor upon completion of each training project.

Selection of Training Providers

- Employer applicants will be asked to specify their proposed vendors(s) to deliver the training, which may occur at the company's location or by sending employees to training vendor sites.
- Employers are encouraged to review training options at regional community colleges, public institutions of higher education, and Workforce Investment Act (WIA) program providers, available at [://www1.ctdol.state.ct.us/etpl/index.asp](http://www1.ctdol.state.ct.us/etpl/index.asp).

Review Process

Capital Workforce Partners, in consultation with CT Department of Labor will review applications. Applications recommended for funding based upon the stated priorities.

Contractual Obligations

Once an award is approved, CWP will utilize its Business Services Team Consultants to complete a simple contract with successful applicant employers. The contract will detail all employer requirements to receive training funds. Employers should work directly with the Business Services Team Consultant to submit a complete application and process the contract, if awarded.