

Attachment 16

Incumbent Worker Training Policy

Background: The Workforce Innovation and Opportunity Act (WIOA) has provided that up to 20% of WIOA Adult and Dislocated WIOA funding may be used to train existing employees (i.e. Incumbent Workers) without the required eligibility criteria set forth by each program. Activities are outlined in WIOA Section 134 et. Al. [29 U.S.C. 3174]

Purpose: To establish guidelines for the Southeast Region Job Center in providing training for employed individuals who are currently under-skilled. This will allow them to advance with their employer and will allow their employer to be more competitive in the workforce.

Target: Businesses that need to up-skill their workforce to retain their employees or to avert a layoff within our indentified sectors: Advanced Manufacturing, Mining/Energy, Transportation/Distribution/Logistics, Agriculture/Agri-business, Health Sciences & Services,

Training: Training shall be conducted for “in-demand” sectors as established by the Workforce Development Board. Training will lead to increasing the competitiveness of the employee and the employer.

Number of Employees Trained: No minimum requirement.

Employer Requirements: The employer shall guarantee that employees shall receive either an increase in pay or receipt of additional benefits (i.e. healthcare, retirement, insurance, promotion, etc.) within 60 days of completion of training. The employer will provide in-kind matching resources, such as trainee wages or leasing costs for classroom space. In addition, employers will be required to present documentation of increased skills obtained by the participant, such as an industry-recognized certificate or credential, or a promotion that correlates to the competitiveness of the job and the employer; or averting the need to lay off employees through assisting workers to obtain the skills necessary to retain employment. This must increase both a participant’s and a company’s competitiveness.

The employer must participate in E-verify for all Incumbent Worker Training Program candidates. If a collective bargaining agreement covers the employer, then union concurrence with the training services is required.

Employee Requirements: The employee must have worked six consecutive months, at a minimum of 32 hours per week to be considered.

Assurances:

As the State of Missouri offers a state-funded Incumbent Worker Training Program, Job Center staff members shall ensure that no duplication of training funds will be expended. Each application for funding shall be reviewed and checked against the State’s list.

WDB approved 02-21-17



REQUEST FOR APPLICATION

Issued by

**WORKFORCE DEVELOPMENT BOARD
SOUTHEAST REGION**

Approved February 21, 2017

Incumbent Worker Training

Request for Application

The Southeast Region Workforce Development Board in Cape Girardeau, Missouri will receive applications for the development of incumbent worker skills training projects for the Southeast Region. The thirteen county area served by the Workforce Development Board, includes Bollinger, Cape Girardeau, Dunklin, Iron, Madison, Mississippi, New Madrid, Pemiscot, Perry, Scott, St. Francois, Ste. Genevieve, and Stoddard Counties.

Background Information

The Workforce Innovation and Opportunity Act (WIOA) has provided that up to 20% of WIOA Adult and Dislocated WIOA funding may be used to train existing employees (i.e. Incumbent Workers) without the required eligibility criteria set forth by each program. Activities are outlined in WIOA Section 134 et. AL. [29 U.S.C. 3174]

Eligible Applicants

Businesses that need to up-skill their workforce to retain their employees or to avert a layoff.

Availability

Funding is available for the 2016-2017 program year. Grants will be funded by the size of the company and how many employees are being trained and the cost of the training. The maximum grant amount is \$5000 per employer and is based on availability of funding. Funding amounts will be approved by the Incumbent Worker Committee and approved by the Workforce Development Board.

Training Requirements

The Workforce Development Board is accepting applications for employee work skill enhancement and training activities from the Southeast Region area employers. The training requested should be geared towards providing a new skill or enhancing the skill level of an incumbent worker, thereby improving their chances for promotion and ultimately resulting in increased wages. The training requested should go beyond training the employee has already received or training that the employer normally provides.

In an effort to maximize the financial resources within the community, the Workforce Development Board requires in-kind matching resources by the employer, such as training wages or leasing costs for classroom space. An eligible incumbent worker is an employee working a minimum average of 32 hours per week and employed at the respective employer for more than six consecutive months.

Workforce Development Board encourages applicants to collaborate with other employers and public and private entities/businesses in order to maximize services and benefits for employees. Organized consortiums of industry employers are also encouraged to apply. Employers must complete an application packet describing the training to be provided. Also included in the application packet should be an explanation of each training method and a timeline for completion, whether a new job will be created as a result of the training, the type of skills that will be upgraded, and any projected pay increases. Additionally, all training must be consistent with the Southeast Region's Sector Occupations/Targeted Industries list (see Exhibit B).

If a collective bargaining agreement covers the employer, then union concurrence with the training services is required. An incumbent worker project may employ any training allowable under the Workforce Innovation & Opportunity Act (WIOA) and must comply with general requirements and restrictions. Reporting on participant and employer performance outcomes is also required.

The attached materials describe the information needed to submit an application. For questions regarding the application contact: June O'Dell at (573) 334-0990 or email: june@job4you.org. One original, signed application must be submitted to the Workforce Development Board and a submission of application electronically (via email).

Submission of Applications

Applications should be typed or printed and submitted via email to june@job4you.org and mailed to:

Workforce Development Board
Attention: June O'Dell
760 S Kingshighway, Suite C
Cape Girardeau, MO 63703

See **Exhibit A** for the Application Statement of Work document.

See **Exhibit B** for the list of Targeted Occupations/Targeted Industries.

Application Selection Process

The Incumbent Worker Committee (application review team) will evaluate all requested training and determine available funding. Other examination factors include, but are not limited to, number of applications received, the number of employees to be trained, the training curriculum, in-kind matching, etc. The following considerations also apply to the selection process:

1. Applications must be responsive to the instructions to be considered.

2. Workforce Development Board will base its selection on:
 - a. program design and the training curriculum;
 - b. proposed in-kind matching; and
 - c. number of employees to be trained and whether the training is in a targeted industry and an in-demand occupation.

3. All applicants will receive notification of application approval. An applicant who wishes to protest the decision will be required to notify the Incumbent Worker Committee, in writing, within fifteen (15) days from the date of the notification letter. The complainant letter must specify the nature of the protest and any desired remedies of action. The Workforce Development Board reserves the right to determine whether the protest is valid and merits further consideration.

Application Evaluation Criteria

The review and selection process will include the following criteria and value system:

Responsiveness to Application points	Value 30
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This criterion examines the extent to which the objectives of the application are addressed. This includes determining whether the training requested is consistent with a high priority occupation.

Business Contribution/In-kind Matching points	Value 30
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This criterion examines the extent to which the employer is willing to contribute to the skill enhancement effort. An employer will be required to provide an in-kind match.

**Reasonableness of Cost
points**

Value 25

This criterion examines the cost of services being requested. Training costs should be documented on Exhibit A, Application Form.

**Program Design
points**

Value 15

This criterion examines the quality and innovativeness of the activity and the outcomes desired.

Other Information

1. The Workforce Development Board reserves the right to accept or reject any or all applications submitted.
2. The Workforce Development Board is a 501(3)c tax exempt organization .
3. This does not commit the Workforce Development Board to pay for any cost incurred prior to the execution of any contract. All approved applications are contingent upon availability of funds.
4. Applicants shall not make offers of gratuities or favors, to any officer, board member and/or employee of the Workforce Development Board, or any subcontractor employees. Contact for technical assistance is allowed with the contact person or designated Business Services staff.
5. The Workforce Development Board specifically reserves the right to vary the provisions set herein anytime prior to the execution of the application where such variance is deemed to be in the best interest of Workforce Development Board.
6. All applications and their accompanying attachments will become property of the Workforce Development Board after submission and materials will not be returned. In addition, all materials that are produced as a result of these become the property of the Workforce Development Board.
7. The Workforce Development Board reserves the right to select and/or contract with more than one vendor from the applications submitted.
8. Costs incurred by a contracted entity in the delivery of services shall be reimbursed based on mutually-agreed conditions and delivery schedules with the submission of appropriate documentation. Delivered services must meet standards agreed upon during contract negotiation before reimbursement is made.
9. The undersigned authorized representative of the entity submitting the application herein understands and certifies that:
 - the application is true and correct; and
 - making a false statement is grounds for application rejection or cancellation
10. The Workforce Development Board is an equal opportunity employer and complies fully with the nondiscrimination and equal opportunity provisions of the applicable laws.
11. All employers must agree that all records relating to activities covered under the Incumbent Worker Training Program shall be fully available and accessible, upon request, during

normal business hours and as often as deemed necessary by local board, local staff, State, and Federal duly authorized representative(s), for purposes to include monitoring, reviewing, verification, audit, and/or investigation. This shall include authorization to make excerpts or transcripts from all applicable records.

12. An eligible incumbent worker is an employee working a minimum average of 32 hours per week and employed at the respective employer for more than six consecutive months.
13. The employer assures that it and its sub-recipients shall comply with requirements of the Americans with Disabilities Act of 1990 (or as amended) and associated Code of Federal Regulations as applicable to the entity directly or indirectly as recipients of contracted funds from the state of Missouri. The employer assures that it and its sub-recipients shall comply with Title VI of the Civil Rights Act of 1964, as amended and implementing regulations at 29 CFR part 31, which prohibit discrimination and require provision of equal opportunity on the basis of race, color, or national origin. The employer assures that it and its sub-recipients shall comply with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), as amended (including amendments made by the Americans with Disabilities Act Amendments Act of 2008), and U.S. Department of Labor's implementing regulations at 29 CFR part 32, which prohibit discrimination and require provision of equal opportunity on the basis of disability. The employer assures that it and its sub-recipients shall comply with Title IX of the Education Amendments of 1972, as amended and implementing regulations at 29 CFR part 36, which prohibit discrimination and require provision of equal opportunity on the basis of sex in education and training programs. The employer agrees is an equal opportunity employer and complies fully with the nondiscrimination and equal opportunity provisions of the applicable laws. The Sub-recipient assures that it and its sub-recipients shall comply with Age Discrimination Act of 1975, as amended and implementing regulations at 29 CFR part 35, which prohibit discrimination and require provision of equal opportunity on the basis of age, but permit certain distinctions based on or related to age.

Exhibit A

Incumbent Worker Funding

Please mail completed form and any additional documentation to: Workforce Development Board, 760 S Kingshighway, Suite C, Cape Girardeau MO 63703. In addition to a hard copy, submission of application electronically (via email) is required. Paper applications with original signature are required and may not be substituted with an electronic version. Email to: june@job4you.org.

Application will expand as you type

Business Information

Business _____ or _____ Consortium**
Name: _____

Each business in a consortium must complete the first page of the application. The lead business in the consortium should be responsible for completing the primary page and the additional pages of the application.

FEIN: _____

Address: _____

City/State/Zip: _____

Contact Name: _____

Phone No: _____ Fax No: _____

Explain the nature of your business (i.e. product or service) _____

No. of Employees Company Wide: _____

Is this a Historically Underutilized Business (HUB)? _____

Has the business applied or received any funding from Missouri Works Training?

Employment Benefits Currently Offered

	Medical Insurance		Vacation		Prescriptions
	Life Insurance		401 K/Pension Plan		Holidays
	Dental Insurance		Sick Days		Profit Sharing
	Vision Insurance		Educational Assistance		Other:

Describe other: _____

Project Costs	
Total Grant Amount Requested	\$
Number of Employees to be Trained	
Average Cost per Job	\$
Project Start Date	
Project End Date	

Proposal Information

Provide a brief description of the proposed training.

Training Objectives

(Attach additional pages as needed)

Provide information applicable to any of the objectives listed below.

To facilitate the development and productivity of employees and prepare them for personal advancement and anticipated growth within the company;

To ensure retention of jobs by providing retraining in response to new or changing technology;

Other objectives (i.e. creation of new jobs as a result of this training, etc.);

Training Curriculum

(Attach additional pages as needed)

For each course or type of training that will be provided (i.e., Computer Skills training, Technical Skills Training, etc.), provide a brief description of the course and the number of instructor hours to be provided.

Provide information about how the training will be conducted. Will outside training/educational entities be the providers of training? (If so, indicate whether a certificate, license, or credit hours toward a degree will be earned upon completion of course.)

Course Name	# Of employees receiving training	# Of hours to be provided

Trainee Information

Wage Increase:

Trainees Occupation Upon Completion of Training	Specialized Job Title	# of Employees to be trained	Wage at End of Training	Percent of Increase over Wage at Start of Training

Company Provided Benefits:

Trainees Occupation Upon Completion of Training	Specialized Job Title	# of Employees to be trained	Additional Company Provided Benefits

Business Contribution/In-kind Matching

In-kind matching resources by the employers; such as trainee wages or leasing costs for classroom space

Description of Business Contribution (In-kind Matching)

Proposed Budget

For each budget item, include detail on how the cost was determined. (For example, 2 books X 3 trainees @\$20 = \$120.) The following are suggested budget categories, but costs are not limited to these:

Line Item Description	Amount
Tuition and Fees:	\$
Instructor Costs:	\$
Training Supplies:	
Curriculum Materials:	\$
Books:	\$
Other Costs (Describe):	\$
Total Training Costs	\$

Business Statement

The following is required for eligible incumbent worker training services:

- A wage increase or access to company-provided benefits including healthcare for the participant within 60 days of the successful completion of training; and
- In-kind matching resources by the employer, such as trainee wages or leasing costs for classroom space; and
- Documentation
 - Of increased skills obtained by the participant, such as an industry-recognized certificate or credential, or a promotion, that correlates to the competitiveness of the job and the employer; or
 - Of averting the need to lay off employees through assisting workers to obtain the skills necessary to retain employment. This must increase both a participant’s and a company’s competitiveness.

The Applicant hereby acknowledges that an application has been submitted to request funding to train incumbent workers under the Incumbent Worker Training Program and

agrees to adhere to all state and local policies and procedures. The Applicant certifies that all information included in the Application is true and correct.

Authorized Signature

Title

Typed or Printed Name

Date

Exhibit B

Southeast Region Targeted Occupations

<u>SOC Code (6-digit)</u>	<u>SOC Occupation Name</u>
15-1151	User Support Specialists
15-1132	Software Developers
15-1142	Network/Computer Systems Admins
15-1121	Systems Analysts
15-1134	Web Developers
29-1141	Registered Nurses
29-2061	LPNs
29-2052	Pharmacy Techs
29-1123	Physical Therapists
29-2012	Medical/Clinical Lab Techs
43-4051	Customer Services Representatives
43-9061	Office Clerks, General
43-6014	Secretaries and Admin Assistants. Except Legal, Medical, and Executive
43-1011	First-Line Supervisors of Office and Administrative Support Workers
43-6013	Medical Secretaries
47-2061	Construction Laborers
47-2031	Carpenters
47-2111	Electricians
47-2152	Plumbers/Pipefitters/Steamfitter
47-2181	Roofers

Southeast Region Targeted Industries

<u>SOC (first 2 digits)</u>	<u>Industry Name</u>
29	Healthcare
15	Information Technology
47	Construction
51	Manufacturing
53	Transportation
43	Business Services

51-2092	Team Assemblers
51-4121	Welders/Cutters/Solderers/Brazers
51-4041	Machinists
51-9199	Production Workers, All Other
51-4011	Computer-Controlled Machine Tool Operators, Metal and Plastic
53-3032	Heavy and Tractor-Trailer Truck Drivers
53-7062	Laborers and Freight, Stock, and Material Movers
53-3031	Driver/Sales Workers
53-3033	Light Truck or Delivery Services Drivers
53-3041	Taxi Drivers and Chauffeurs

The Incumbent Worker Committee and the Workforce Development Board have the authority to approve training other than what is listed under the targeted occupations (Exhibit B)

WDB approved 02-21-17