

Special Report – December 15, 2011

Free Training! Apply for a NC Training Grant– February 2012 Deadline

Do your employees need training, but you have limited funds? North Carolina has grant money available for employers to improve their employees' skills. One such source is the North Carolina Incumbent Workforce Development Program, which provides grants of up to \$25,000 per year. The next application deadline for local employers is in mid-February, with the specific date varying by county.

Interested companies **must first contact their Local Workforce Development Board (WDB)** to receive the Board's support for application (see chart below). Funding awards are anticipated to be announced by the state on April 16, 2012.

Employers may use their choice of training vendors, as long as the training is conducted in North Carolina. We encourage member companies to apply, and we hope that you will consider us as a vendor for any of your training needs. Over 60 members have received grants in the past several years, including topics such as:

- Computer Training
- Management & Leadership Development
- Professional Development
- Teambuilding
- Safety

Contact Laura Hampton for more information, or visit our web site at www.employersassoc.com and click on "NC Training Grant Information" to download the guidelines and application.

Want to learn more? Attend the Charlotte-Mecklenburg Workforce Development Board's "Incumbent Worker Program Orientation" session on January 11th from 9:30-11:30 a.m. at Central Piedmont Community College's Harris Campus. Register by phone at 704-336-6270 or email dfrink@ci.charlottesville.nc.us.

Local NC Workforce Development Board Contacts

<u>County</u>	<u>Contact</u>
Anson	Centralina Workforce Development Board Vail Carter (704) 348-2710
Cabarrus	Centralina Workforce Development Board Vail Carter (704) 348-2710
Gaston	Gaston County Workforce Development Board Angela Karchmer (704) 862-7930
Iredell	Centralina Workforce Development Board Vail Carter (704) 348-2710
Lincoln	Centralina Workforce Development Board Vail Carter (704) 348-2710
Mecklenburg	Charlotte/Mecklenburg Workforce Development Board Craig Cole (704) 336-2879
Montgomery	Pee Dee Workforce Development Board Linda Parker (336) 629-5141
Rowan	Centralina Workforce Development Board Vail Carter (704) 348-2710
Stanly	Centralina Workforce Development Board Vail Carter (704) 348-2710
Union	Centralina Workforce Development Board Vail Carter (704) 348-2710

THE STATE OF NORTH CAROLINA

INCUMBENT WORKFORCE DEVELOPMENT PROGRAM



GUIDELINES AND APPLICATION

PROGRAM YEAR
JULY 1, 2011 - JUNE 30, 2012

**NORTH
CAROLINA**

DEPARTMENT OF COMMERCE

An Equal Opportunity/Affirmative Action Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities.

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NORTH CAROLINA INCUMBENT WORKFORCE DEVELOPMENT PROGRAM GUIDELINES

KEY POINTS:

- The purpose of the Incumbent Workforce Development Program (IWDP) is to support training that results in lay-off aversion through skill attainment for employees.
 - North Carolina for-profit and not-for-profit businesses that have been in operation for a minimum of one year prior to the application date, are current on all federal and state tax obligations, and are financially viable are eligible to apply.
 - IWDP funds are limited, and are therefore awarded on a competitive basis. The maximum amount is \$25,000 per grant, with a lifetime funding limit of \$40,000.
 - The IWDP is cooperatively administered through the state's Local Workforce Development Boards (LWDB) and the North Carolina Department of Commerce's Division of Workforce Development (Division). Applications are submitted directly to a LWDB. A LWDB may request additional information or establish supplemental provisions and requirements for the training projects.
- | | |
|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• <i>State Submission Deadline</i>
September 30, 2011
February 29, 2012 | <ul style="list-style-type: none">• <i>Grant Award Announcement</i>
November 15, 2011
April 16, 2012 |
|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
- For each funding cycle, each LWDB will set its own due date so that the state submission deadline can be met.
 - Only complete IWDP applications will be considered for this competitive grant process.

Please see the information below for more details and the grant application.

FREQUENTLY ASKED QUESTIONS

WHAT IS THE PURPOSE OF THE NORTH CAROLINA INCUMBENT WORKFORCE DEVELOPMENT PROGRAM?

The purpose of the Incumbent Workforce Development Program (IWDP) is to support training that results in lay-off aversion through skill attainment for employees.

WHAT IS AN INCUMBENT WORKER?

An incumbent worker is:

- A paid employee of the applicant business, or a person working for the business as a staffing agency employee;
- At least 18 years of age; and
- A citizen of the United States or a non-citizen whose status permits employment in the United States.

For the purpose of these funds, any incumbent worker to be trained must be working at a facility located in North Carolina or working for a staffing agency and placed at the North Carolina facility.

WHAT IS LAY-OFF AVERSION?

A lay-off is averted when: 1) a worker's job is saved with an existing employer that is at risk of downsizing or closing; or 2) a worker at risk of dislocation transitions to a different job with the same employer or a new job with a different employer and experiences no, or a minimal, spell of unemployment.

WHAT IS SKILL ATTAINMENT?

Skill attainment refers to incumbent worker training that develops skills that directly benefit the workers receiving the training and results in:

- Participants qualifying for a job with changing skill requirements, or for higher paying jobs with their existing employer or other companies in the area;
- Participants obtaining the skills and knowledge to perform work that is at a higher level than their current positions; and
- Participants obtaining an industry-recognized certification or credential, or the training provides a significant step towards achieving such credentials that increase the workers' overall employability.

WHO IS ELIGIBLE TO APPLY?

North Carolina for-profit and not-for-profit businesses that are at risk of a lay-off, have been in operation for a minimum of one year prior to the application date, are current on all federal and state tax obligations, and are financially viable are eligible to apply.

WHAT IS A NOT-FOR-PROFIT BUSINESS?

A not-for-profit entity is a legally constituted organization whose primary objective is to support or to actively engage in activities of public or private interest without any commercial or monetary profit purposes. For the purpose of this grant, it is further defined as having the following characteristics: 1) has paid employees (Volunteers are not eligible for training under this program.); 2) pays required wage taxes; and 3) generates income through the production of product or the provision of services.

WHO IS NOT ELIGIBLE TO APPLY?

The following businesses are not eligible to apply for funds under this program:

- A business currently receiving training funds, either directly or indirectly, from North Carolina state government unless those training funds do not duplicate the training efforts outlined in the project application
- A business that has received funds either directly or indirectly from North Carolina state government under any previous training initiative, and the terms of the agreement for training have not been met
- A training provider
- A Workforce Development Board or its administrative entity
- A labor union
- A government entity
- A company that has already met its lifetime limit (\$50,000 for grants awarded prior to July 1, 2008, or \$40,000 for grants awarded after July 1, 2008), unless it is part of a collaborative grant application.

CAN A BUSINESS APPLY FOR AN IWDP GRANT IF IT IS ELIGIBLE FOR OTHER TYPES OF TRAINING RESOURCES, SUCH AS CUSTOMIZED TRAINING?

In addition to the IWDP, the North Carolina Community College System provides funds through the Customized Training Program. Introduced in 2008, the Customized Training Program is an integration of two prior programs: The New and Expanding Industry Program (NEIT) and the Focused Industrial Training Program (FIT). To maximize resources, the business must demonstrate that it is not eligible for, or has exhausted efforts to secure, funding through this or other existing programs (examples: agreement on an acceptable training schedule timeline; availability of funds to meet training timeframe).

WHAT KINDS OF TRAINING CAN BE FUNDED BY THE IWDP?

The following types of training can be funded:

- Occupational skills training designed to meet the special requirements of a business or a group of businesses
- Educational training including, but not limited to, workplace literacy, basic skills, soft skills, and English as a second language

An applicant must describe the effect of the proposed training in averting a lay-off and identify the transferable skills to be acquired by the employees.

Funds awarded for a project will be expended on training activities that take place only in North Carolina unless the Local Workforce Development Board approves for training outside the state. If consent is given, all other rules and regulations of the IWDP still apply. Costs associated with conferences are not allowed.

WHAT IS THE MAXIMUM AMOUNT FOR WHICH A BUSINESS CAN APPLY?

IWDP funds are limited, and are therefore awarded on a competitive basis. The maximum amount is \$25,000 per grant, with a lifetime funding limit of \$40,000. Businesses with locations in multiple areas of the state will be treated as a single company for the purposes of determining when the lifetime maximum has been met. The lifetime limit applies to the company, its parent company and subsidiaries. The business may apply for subsequent grants, based on the difference between the amount of a previous grant award(s), not total expenditures of previous grants, and the lifetime funding limit of \$40,000.

WHAT IS THE LIFETIME LIMIT FOR THOSE WHO HAVE RECEIVED AN IWDP GRANT PRIOR TO JULY 1, 2008?

Businesses that received IWDP funds prior to July 1, 2008 and have not reached the lifetime funding limit that was set at \$50,000 are grandfathered under the \$50,000 lifetime limit. Thus, the eligible amount for which they can apply is based on the difference of the prior grant award, not total expenditures of previous grants, and \$50,000.

If a company is awarded an Incumbent Worker grant but is unable to use any of the funds and forfeits the full grant amount, then that grant amount will not count against the total lifetime limit for that company.

CAN A BUSINESS APPLY FOR A GRANT THAT WILL SERVE DIFFERENT, MULTIPLE BUSINESSES WITH COMMON TRAINING NEEDS?

Yes, businesses can partner and apply for a collaborative training grant. The businesses pursuing this approach must consult with their Local Workforce Development Boards (LWDB), who will help coordinate this type of application. The proposal for the common training must:

- Serve employees of at least two (2) different businesses, with one of those businesses designated as the Lead Applicant. A non business entity can apply on behalf of the businesses, but this non-business entity cannot be the training provider.
- Include information on each business that will be part of the training. The application has a specific section for this information.
- Include training descriptions and outcomes that address the employees from all businesses impacted by the proposed common training, and
- Be for a collective group of businesses of which *none* have ever received a collaborative training grant.

Attachment E (*Multiple Business Collaborative Form*) and Attachment F (*Lay-Off Aversion Attestation Form*) must be completed by each business that is part of the collaborative training application.

An application representing the training needs of **two (2) businesses** will be subject to the \$32,500 per grant funding limits previously set forth.

If **three (3) or more different businesses** apply for a collaborative training grant, then the funding request may be awarded for an amount up to \$40,000.

HOW IS A BUSINESS'S LIFETIME FUNDING LIMIT AFFECTED IF IT IS PART OF A COLLABORATIVE APPLICATION?

The amount of the award will be equally portioned among the businesses included in the application as follow:

- For a business that has *not received* an Incumbent Workforce Development Program (IWDP) grant(s) *prior to July 1, 2008*, its portion of a collaborative award will apply towards its lifetime funding limit of \$40,000.

Example: Two businesses receive a collaborative training grant in the amount of \$20,000. These businesses have never received an IWDP grant; therefore, their lifetime funding limit is \$40,000 each. Each business will have \$10,000 credited towards its lifetime funding limit, leaving \$30,000 available for future IWDP grant(s) in which each business is the sole applicant.

- For a business that *has* received an IWDP award(s) *prior to July 1, 2008*, its portion of a collaborative grant award will *not* apply towards its lifetime funding limit of \$50,000. The business can still apply for its lifetime funding balance as a sole applicant.

Example: Two businesses receive a collaborative training grant in the amount of \$20,000. Business A has benefited from the IWDP *prior to July 1, 2008*. In determining each business's equal portion of the grant amount, Business A is considered in the denominator, but its portion is not applied towards the amount remaining, if any, in its lifetime funding limit of \$50,000.

All other rules, regulations and guidelines of the Incumbent Workforce Development Program apply.

WHAT COSTS CAN BE REIMBURSED BY THE IWDP?

See Attachment B for a list of allowable and non-allowable costs. Costs associated with the training that are not allowable can be included as part of the “Employer Contribution” column on the budget form.

WHAT OUTCOMES ARE EXPECTED FROM THE IWDP GRANT?

When workers lack needed training and businesses experience skill gaps, the company’s ability to compete, expand, and retain workers can be compromised. North Carolina’s IWDP, funded by the federal Workforce Investment Act (WIA), addresses such needs. The specific outcomes of the training through the IWDP will avert lay-offs by providing skill attainment opportunities for employees.

HOW IS THE IWDP ADMINISTERED?

The IWDP is cooperatively administered through the state’s Local Workforce Development Boards (LWDB) and the North Carolina Department of Commerce’s Division of Workforce Development (Division). Within the framework established through the IWDP, a LWDB may request additional information or establish supplemental provisions and requirements for the training projects.

HOW DOES A BUSINESS SUBMIT AN APPLICATION?

First the business must contact the Local Workforce Development Board (LWDB) that administers the Incumbent Workforce Development Training Program (IWDP) in its geographical area (see Attachment C). This contact allows the business and the LWDB the opportunity to review the guidelines and eligibility requirements, highlight restrictions, discuss training priorities, understand the cost reimbursement procedures and the application time schedule, and other procedures and expectations.

Program applications for North Carolina’s IWDP are available on the Department of Commerce website: <http://www.nccommerce.com/workforce/businesses/worker-training-program/how-to-apply/guidelines-applications-forms>. These documents are also available from LWDB offices.

HOW CAN A BUSINESS DETERMINE IF IT’S PARENT COMPANY AND/OR SUBSIDIARIES HAVE RECEIVED AN IWDP GRANT?

The business should work with its LWDB to determine this information. It may also view the following web site, which has a complete listing of all companies that have received an IWDP grant: <http://www.nccommerce.com/workforce/businesses/worker-training-program/how-to-apply/guidelines-applications-forms>. The list is updated within forty-five (45) days from the announcement of awards for each round.

IS IT REQUIRED THAT THE APPLICANT USE THE APPLICATION FORM PROVIDED?

Yes. The application is provided as a Word document. All information is to be provided *within* the form. The space will expand to accommodate the information. Please do **not** include trainer’s resumes or other excess information. Also, a trainer’s qualifications, course descriptions and objectives should be summarized within the form. Incomplete applications will not be considered for review.

All applicants are to complete Attachment A (*Project Abstract*) and Attachment F (*Lay-off Aversion Attestation Form*). If the application is for a collaborative grant, the companies included in the grant, but not the lead applicant, are to also complete Attachment E (Multiple Business collaborative Form) and Attachment F (*Lay-off Aversion Attestation Form*).

IS AN ELECTRONIC SIGNATURE ACCEPTABLE?

No. Electronic signatures will not be accepted. All sections requiring a signature must be original, handwritten signatures.

WHAT TECHNICAL ASSISTANCE IS AVAILABLE TO ASSIST THE BUSINESS?

The LWDB staff is available to provide technical assistance throughout the process.

CAN AN ENTITY APPLY FOR TRAINING ON BEHALF OF THE BUSINESS (ES)?

An individual or organization may apply for a grant on behalf of a business or group of businesses; however the individual/organization may not be compensated with grant funds.

WHEN CAN A BUSINESS APPLY FOR AN IWDP GRANT?

State Submission Deadline

September 30, 2011

February 29, 2012

Grant Award Announcement

November 15, 2011

April 16, 2012

The LWDB will inform the business of its advanced submission date and other requirements necessary in order to meet the State’s application submission deadlines.

WHAT CRITERIA IS USED TO REVIEW AND FUND APPLICATIONS?

The application must be reviewed by the Local Workforce Development Board (LWDB) to ensure that:

- The application is complete, with all information supplied,
- The proposed training is consistent with local economic and workforce priorities,
- The training is restricted to skill attainment activities and the primary purpose of lay-off aversion is met,
- The application clearly describes the training to be delivered, states the training objectives, and describes how the funds will be used to meet the objectives,
- Support is provided in the application that the training is needed and that other resources are not available to meet the need, and
- Any additional criteria required by the LWDB are submitted.

The LWDB then ranks the applications and submits them to the Division of Workforce Development (Division) for final review and selection. The number of awards approved per round is based on funding availability as determined by the Division.

IS A BUSINESS GIVEN ANY SPECIAL CONSIDERATION?

Yes.

- Ten (10) extra points are added to the score if the business is located in a Tier 1 county as specified by the NC Department of Commerce’s 2011 County Tier Designation (See Attachment D).
- Ten (10) extra points are added if the applicant location has less than 100 employees and less than 300 employees throughout North Carolina. All businesses participating in a collaborative application must fit the small business criteria in order for a collaborative application to receive these ten (10) extra points.

HOW WILL I KNOW IF MY BUSINESS' APPLICATION IS APPROVED?

The Local Workforce Development Board (LWDB) will notify the business of action taken on its application. The LWDB will begin the process of developing a contract between it and the business, to be executed within 60 days of the date of the Notice of Funds Availability cover letter from the Division of Workforce Development (Division) to the LWDB. The contract will set forth all processes and expectations for administering, implementing, and completing the training. If the contract is not executed within the aforementioned 60-day time frame, the grant award becomes null and void and the business will have to re-apply in a future round.

Each project will be monitored and evaluated by the LWDB, with outcomes reported to the Division.

HOW LONG DOES A BUSINESS HAVE TO CONDUCT THE TRAINING?

Training must be completed within 12 months from the date of the contract between the business and the LWDB.

CAN THE CONTRACT BE EXTENDED?

A business is expected to carefully assess its training needs so that it will apply only for the funds needed for training that can be completed in a twelve (12) month time frame. Under extenuating circumstances, a request can be made by the business to the Local Workforce Development Board (LWDB) to extend the date of a contract. The LWDB will evaluate the request and, if favorably reviewed, will submit the request in writing to the Division of Workforce Development for final review and decision. Each request is reviewed on a case-by-case basis. In any event, no extension will exceed 30 days past the end date of the original contract.

ONCE THE BUSINESS HAS BEEN AWARDED AN IWDP GRANT, CAN IT CHANGE THE TYPE(S) OF TRAINING OR USE OF FUNDS APPROVED IN THE GRANT?

The Incumbent Workforce Development Training Program (IWDP) is a very competitive program and each application is evaluated and ranked by the Local Workforce Development Board (LWDB). The applications are then reviewed in relation to all applications received within the same round of funding and awarded by the Division of Workforce Development (Division). The business is expected to assess its immediate training needs and apply only for the amount of funds needed to meet those needs within a one-year time frame and will avert a lay-off.

If there is a need to request a change to the approved training, in effect the proposal changes. Training changes must result in lay-off aversion through skill attainment for employees.

The business should contact its LWDB to discuss the best alternatives if issues arise that would warrant changes. The LWDB will evaluate the request and, if favorably reviewed, submit the request in writing to the Division for final review and decision.

WHAT INFORMATION IS A BUSINESS REQUIRED TO SUPPLY TO THE LWDB ON THE EMPLOYEES TO BE TRAINED?

The LWDB will discuss with the business the employee information required on the trainees. Federal reporting requirements mandate funded businesses provide the following data for each training participant:

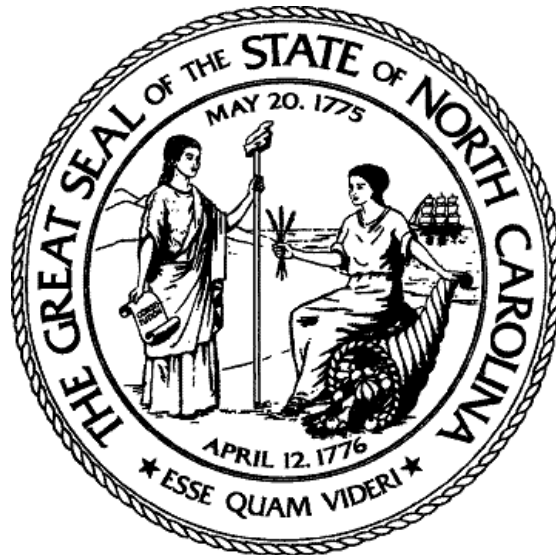
- Social Security Number
- Complete Name and Contact Information
- Gender
- Date of Birth
- Citizenship (Right to Work Status)
- Selective Service Compliance
- Person with Disability
- Ethnicity and Race

ARE ANY REPORTING REQUIREMENTS EXPECTED OF THE BUSINESS?

Yes. The Local Workforce Development Board (LWDB) will advise and discuss the reporting requirements for the grant award, to include content, time frame and other matters. A final report on the training is due no later than forty-five (45) days from the *end of the training*. It will be forwarded by the LWDB to the Division of Workforce Development.

THE STATE OF NORTH CAROLINA

INCUMBENT WORKFORCE DEVELOPMENT PROGRAM



GUIDELINES AND APPLICATION

PROGRAM YEAR
JULY 1, 2011 - JUNE 30, 2012

**NORTH
CAROLINA**

DEPARTMENT OF COMMERCE

An Equal Opportunity/Affirmative Action Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities.

North Carolina Incumbent Workforce Development Program Application

Note: For an application to be considered, all requested and applicable information must be provided.

SECTION I. BUSINESS INFORMATION

The sections of the application are to be completed by the Applicant. Please complete within the form, as the space will expand as more information is added.

All applicants are to complete Attachment A and Attachment F. If the application is for a collaborative grant, the companies included in the grant, but **not** the lead applicant, are to also complete Attachment E and Attachment F.

A. Applicant Information

Company Name:			
Street/Mailing Address:			
City/State:		Zip:	County:
Company Contact Person:		Title:	
Phone:	Ext:	Fax:	
E-Mail Address:		Company Web-site:	
Description of Business Product(s) or Service(s):			
Years in business at training location:	Total number of paid employees at this location:	Total number of paid employees throughout NC:	NAICS Code:
Legal Structure of Business:	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation (Designation) _____
Tax Status of Business:	<input type="checkbox"/> For-profit	<input type="checkbox"/> Not-for-profit (Designation) _____	Other: _____
Employer's Federal ID #:		Unemployment Comp ID #:	

B. Is your company a subsidiary of another company or affiliated with a parent company? ____ Yes ____ No

If “Yes”, please provide the following information about the corporate office/parent company, if different from above, or indicate ‘SAME’.

Parent Company Name:		
Street/Mailing Address:		
City/State:	Zip:	County:
Authorized Representative:		Title:
Phone:	Ext:	Fax:
E-Mail Address:		Company Web-site:

C. Business Status Checklist

- Has the company been in operation in the State of North Carolina during the entire twelve month period immediately preceding the date of application? ____ Yes ____ No
- Is your company current on all North Carolina state taxes? ____ Yes ____ No
- Is your company current on all federal taxes? ____ Yes ____ No
- Is your company current on all county, city and local taxes? ____ Yes ____ No
- Is your company subject to a collective bargaining agreement? ____ Yes ____ No
(If “Yes”, please attach a letter of endorsement from the authorized union official)

D. Project Abstract

Please provide the following information on Attachment A:

1. Background information on the company;
2. Overview of the training (not to exceed ½ page) and information to support the request and need for training;
3. Description of how the training plan will avert lay-offs of the trainees; and
4. Reason for requesting financial assistance to conduct the training.

SECTION II. AVAILABILITY AND/OR USE OF OTHER FUNDS

In addition to the IWDP, the North Carolina Community College System provides funds through the Customized Training Program. Introduced in 2008, the Customized Training Program is an integration of two prior programs: The New and Expanding Industry Program (NEIT) and the Focused Industrial Training Program (FIT). To maximize resources, the business must demonstrate that it is not eligible for, or has

exhausted efforts to secure, funding through this or other existing programs (examples: agreement on an acceptable training schedule timeline; availability of funds to meet training timeframe).

- A. Please describe the results of your communication with a local community college or publicly funded college or university concerning the availability of resources through: 1) The Customized Training Program 2) other potential training resources that could fund the training described herein.

Contact:

Institution:

Outcome of discussion:

NOTE: If more than one contact was made, supply the same information for each contact.

- B. Are any of the training components described in this application available from any publicly-funded community college or university? Yes _____ No _____

Has your company previously received any training grants, such as the Customized Training Program, New and Expanding Industry Training or Focused Industrial Training or other training grants from any government sources? Yes _____ No _____

If “Yes”, please provide the following information about each grant received:

Funding Source:	Amount of Award:	Dates of Grant Period:
Types of training provided:		
Have the terms and agreements of the training been completed? Yes No (If no, explain.)		
Summary of the outcome(s) from the training:		
Explain the relationship, if any, to the training described in this application:		

Funding Source:	Amount of Award:	Dates of Grant Period:
Types of training provided:		
Have the terms and agreements of the training been completed? Yes No (If no, explain.)		
Summary of the outcome(s) from the training:		
Explain the relationship, if any, to the training described in this application:		

- C. Has your company previously received any Incumbent Workforce Development Training Grants (this includes funds from Local Area Incumbent Workforce Development Training Grants)?
 _____ Yes _____ No

If “Yes”, please provide the following information about each grant received:

Local Workforce Development Board:		
Amount of Award:	Dates of Grant Period:	
Types of training provided:		
Have the terms and agreements of the training been completed? Yes No (If no, explain.)		
Summary of the outcome(s) from the training:		
Explain the relationship, if any, to the training described in this application:		

Local Workforce Development Board:	
Amount of Award:	Dates of Grant Period:
Types of training provided:	
Have the terms and agreements of the training been completed?	Yes No (If no, explain.)
Summary of the outcome(s) from the training:	
Explain the relationship, if any, to the training described in this application:	

SECTION III. TRAINING PLAN

A. Training Summary

Anticipated Project Start Date: _____

Project Length: _____ (to be no longer than 12 months from date of contract)

Amount of Funds Requested: _____

Number of Employees who will attend **only** an orientation/introduction of the training: _____
(Do not count this number in the “Number of Employees to be trained”)

Number of Employees to be trained (Count each **one** time): _____

If this is a Collaborative Grant, please provide the following for each company:

Company Name:	# to be Trained (unique count):

B. Training Components:

Below is a Training Component Template for the application. The form can be replicated as many times as necessary to include all Training Components requested for funding.

NOTE: “Component Cost Charged to Grant” should capture **all** cost to be **charged to the grant**. The “Component Costs Charged to Grant” should include, but is not limited to: training materials, certification costs, software, etc.

Lay-Off Aversion through Skill Attainment Template

TRAINING COMPONENT #1

Course Title:		
Course Description and Objectives:		
Training Schedule (# hours of training):		Estimated Training Dates:
Number of Trainees for Component:		
Training Location:		
Component Cost:	Component Cost Charged to Grant:	
Please provide information for the training provider.		
Name of Training Provider:		
Name of Training Provider Contact:		Phone:
Address:		
City:	State:	Zip:
E-Mail Address:		
Provide the following information for <u>each</u> Instructor of this Component.		
Name of Trainer/Instructor:		
Qualifications of Trainer/Instructor to Teach Component:		
Please provide the information requested in questions 1-3. The form will expand as text is inserted.		
1. Please provide a list of competencies the trainees will attain:		
2. Explain how this training component will lead to, or result in, a skill certification or other proof of skill attainment that directly benefits the Trainees:		
3. How will this training component impact the trainees' opportunity for advancement in the company and/or wage increases?		

NOTE: This template is to be replicated for each Training Component. Duplicate information in additional components that appears in a prior component may be noted as “Same as Component #____” in the appropriate subsection.

SECTION IV. BUDGET

- A. The applicant is encouraged to apply only for the amount of funds needed to meet its immediate training needs. The project budget should clearly support and relate to the training plan and itemize how the award will be used. **The amount under the “Grant Funds Requested” column below should equal the total of the amounts shown under “Component Cost Charged to Grant” for all Training Components listed in Section III.** All proposed expenses must be allowable, reasonable and necessary (See Attachment B). Please provide the required information on this budget form, rather than submitting attachments.

The applicant is encouraged to place a monetary value on the contributions that will be made to this training request, if funded. These contributions may be in-kind, cash, etc. A column has been provided for this information.

NOTE: Shaded areas represent expenses not eligible to be funded through the IWDP. See Attachment B for additional information on allowable costs.

Category	Grant Funds Requested	Employer Contribution (in-kind, cash, etc, expressed in \$)	Explanation and Detail Please place a “G” after all explanation of costs to be paid by IWDP funds.
Instructor Wages/Tuition			(Example: CAD training \$300 x 10 employees=\$3000)
Manuals/Textbooks (itemize)			(Example: 10 Microsoft manuals at \$30 each=\$300)
Training Certifications, Certificates, Credentials, Licenses			(Specify number and type)
Materials/Supplies			(Itemize and describe)
Software and Technology (limited to 5% of the requested amount)			

Category	Grant Funds Requested	Employer Contribution (in-kind, cash, etc, expressed in \$)	Explanation and Detail
Training equipment purchase (can be employer contribution)			
On-site facility usage (can be employer contribution)			
Trainee travel, food, lodging (can be employer contribution)			
Trainee wages (can be employer contribution)			
Total Funds (Both Grant and EC)	\$	\$	TOTAL TRAINING INVESTMENT (Grant + EC): \$

The Local Workforce Development Board and the NC Division of Workforce Development reserve the right to remove or adjust any part of the budget prior to grant approval.

SECTION V. AUTHORIZATION AND CERTIFICATION

As authorized representative of the Business submitting this application, I hereby certify that:

- I have read the Incumbent Workforce Development Training Program Guidelines and coordinated this application with the Local Workforce Development Board;
- The Business meets the requirements and is eligible to submit this application;
- The information contained in this application is true and accurate and reflects the intentions of the Incumbent Workforce Development Training Program;
- I am aware that any false information, intentional omissions, or misrepresentations may result in rejection of the application and possible disqualification for future funding;
- I am aware that any false information, intentional omissions, or misrepresentations may subject the Business to civil or criminal penalties;
- I understand that training materials purchased or developed with funds awarded under this project will be in the public domain and will be available for use by other eligible entities at no costs;
- The Business agrees to adhere to all reporting requirements; and to respond to a Customer Satisfaction Survey(s), if asked: and
- The Business agrees to provide all requested data elements as required for federal reporting.

Further, this business shall not discriminate against any employee, applicant for employment, applicant or Workforce Investment Act participant, subcontractor or potential beneficiaries of employment and training programs or projects because of race, color, disability, religion, age, sex, national origin, political affiliation or belief.

Print Name

Title

Signature

Date

ATTACHMENT A
PROJECT ABSTRACT

SECTION VI.

Please provide the following information, not to exceed three (3) pages:

1. Background information on the company;
2. Overview of the training (not to exceed ½ page) and information to support the request and need for training;
3. Description of how the training plan will diffuse the threat of lay-off(s); and
4. Reason for requesting financial assistance to conduct the training.

ATTACHMENT B

REIMBURSABLE/NON-REIMBURSABLE TRAINING COSTS

The following is a listing of reimbursable and non-reimbursable training costs for NC's IWDP:

Allowable Training Costs

- Instructors'/trainers' salaries – trainers must not be employed by any business whose employees are being trained
- Tuition
- Training materials and training supplies
- Textbooks/manuals – limited to course of study
- Training that results in participants obtaining an industry-recognized certification or credential, or that provides a significant step towards achieving such credentials that increases the worker's overall employability
- Training related software -- limited to 5% of the total grant award and must be necessary for the training request
- Travel for trainers - if the requested training is not available within reasonable proximity to the business
- On-line training
- Employee skills assessment that results in primary training funded through the grant

Non-Allowable Training Costs

- Employee wages and fringe benefits
- Compensation or consultant fees not directly related to the provision of training
- Costs incurred prior to the approval date of the application
- Capital improvements and purchase of real estate, to include the construction or renovation of facilities or buildings
- Business relocation expenses
- Employment or training in sectarian activities
- Costs associated with in-house company trainers to include parent company employees
- Travel outside of contiguous United States or costs associated with bringing a trainer into the country
- Curriculum design and/or training program development
- General office supplies and non-personnel service costs, i.e., postage and photocopying
- Company website design and development, website hosting, and maintenance, software upgrade, advice on computer selection for purchase and upgrade
- Memberships fees/dues
- Purchase of employee assessment systems or systems usage licenses (ex. site licenses)
- Employee travel
- Basic occupational health and safety training, to include OSHA training
- Any training that a company is mandated to provide on a regular basis to its employees by federal, state, or local laws.
- Equipment
- Food, beverage, entertainment, and/or celebrations
- Job/position profiling
- Publicity/public relations costs
- Costs associated with conferences

ATTACHMENT C
NC WORKFORCE DEVELOPMENT BOARD LISTING

Cape Fear Workforce Development Board

Counties Served: Brunswick, Columbus, New Hanover, Pender

Director: Margie Parker
1480 Harbour Drive
Wilmington, NC 28401
Phone: 910-395-4553
Fax: 910-395-2684
Email: mparker@capefearcog.org

Capital Area Workforce Development Board

Counties Served: Johnston, Wake

Director: Pat Sturdivant
2321 Crabtree Blvd., Suite 200
Raleigh, NC 27604
Phone: 919-856-6040
Email: pat.sturdivant@co.wake.nc.us
Website: www.capitalareawdb.com

Centralina Workforce Development Board

Counties Served: Anson, Cabarrus, Iredell, Lincoln, Rowan, Stanly, Union

Director: David Hollars
525 North Tryon Street, 12th Floor
Charlotte, NC 28202
Phone: 704-348-2717
Fax: 704-347-4710
Email: dhollars@centralina.org;
pwhite@centralina.org
Website: <http://www.centralinaworks.com/index.cfm>

Charlotte/Mecklenburg Workforce Development Board

Counties Served: Mecklenburg

Director: Deborah Gibson
700 Parkwood Avenue
Charlotte, NC 28205
Phone: 704-336-3952
Fax: 704-336-7259
Email: dgibson@ci.charlotte.nc.us
Website: www.charlotteworks.org

Cumberland County Workforce Development Board

Counties Served: Cumberland

Director: Amy Cannon, Interim Director
PO Drawer 1829
410 Ray Avenue
Fayetteville, NC 28302
Phone: 910-321-6421; (910) 678-7740
Email: acannon@co.cumberland.nc.us;

DavidsonWorks Workforce Development Board

Counties Served: Davidson

Director: Cindy Livengood
DavidsonWorks, Inc.
P.O. Box 1067
555 West Center Street Extension
Lexington, NC 27293-1067
Phone: 336-242-2065
Fax: 336-236-7522
Email:
Cindy.Livengood@DavidsonCountyNC.gov
Website: www.davidsoncountyworks.org

Durham Workforce Development Board

Counties Served: Durham

Director: Kevin Dick
Office of Economic and Workforce
Development
302 E. Pettigrew Street, Suite 190
Durham, NC 27701
Phone: 919-560-4965
Fax: 919-560-4986
Email: kevin.dick@durhamnc.gov

Eastern Carolina Workforce Development Board

Counties Served: Carteret, Craven, Duplin,
Lenoir, Onslow, Pamlico, Wayne, Greene, Jones

Director: Tammy Childers
1341 South Glenburnie Road
New Bern, NC 28562
Phone: 252-636-6901
Fax: 252-638-3569
Email: childers@ecwdb.org
Website: <http://www.ecwdb.org>

Gaston County Workforce Development Board

Counties Served: Gaston

Director: Angela Karchmer
330 N. Marietta Street
Gastonia, NC 28052
Phone: 704-862-7930
Fax: 704-862-7939
Email: angela.karchmer@co.gaston.nc.us

**Greensboro/High Point/Guilford Workforce
Development Board**

Counties Served: Guilford

Director: Lillian Plummer
342 North Elm Street
Greensboro, NC 27401
Phone: 336-373-8041
Fax: 336-373-8629
Email: lillian.plummer@greensboro-nc.gov

High Country Workforce Development Board

Counties Served: Alleghany, Ashe,
Avery, Mitchell, Yancey,
Watauga, Wilkes

Director: Adrian Tait
468 New Market Boulevard
Boone, NC 28607
Phone: 828-265-5434 ext. 130
Fax: 828-265-5439
Email: atait@regiond.org
Website: www.highcountrywdb.com

Karr Tar Workforce Development Board

Counties Served: Caswell, Franklin,
Granville, Person, Vance, Warren

Director: Vincent Gilreath
P.O. Box 709
7091724 Graham Avenue
Henderson, NC 27536
Phone: 252-436-2052
Fax: 252-436-2055
Email: vgilreath@kerrtarcog.org

Lumber River Workforce Development Board

Counties Served: Bladen, Robeson,
Scotland, Hoke

Director: Dana Powell
ComTech Park
30 CJ Walker Road
Pembroke, NC 28372
Phone: 910-618-5533
Fax: 910-521-7576
Email: dana.powell@lrcog.dst.nc.us

Triangle South Workforce Development Board (formerly Mid-Carolina WDB)

Counties Served: Chatham, Harnett,
Lee, Sampson

Director: Rosalind Cross, Interim Director
1105 Kelly Drive
Sanford, NC 27330
Phone: (919) 777-7795
Email: RCross@cccc.edu

Mountain Area Workforce Development Board

Counties Served: Henderson, Madison,
Buncombe, Transylvania

Director: Phil Monk
P.O. Box 729
Asheville, NC 28802
Phone: 828-255-2525
Fax: 828-255-5833
Email: phil@landofsky.org

Northeastern Workforce Development Board

Counties Served: Chowan, Gates, Perquimans, Camden, Currituck, Pasquotank, Hyde, Tyrrell, Washington, Dare

Director: Wendy Jewett
P.O. Box 646
512 South Church Street
Hertford, NC 27944
Phone: 252-426-5753 ext. 229
Fax: 252-426-8482
Email: wjewett@albemarlecommission.org

Northwest Piedmont Workforce Development Board

Counties Served: Davie, Forsyth, Rockingham, Stokes, Surry, Yadkin

Director: Althea Hairston
400 West Fourth Street, Suite 400
Winston-Salem, NC 27101
Phone: 336-761-2111/336-634-5600
Fax: 336-761-2112
Email: ahairston@nwpcog.org

Region C Workforce Development Board

Counties Served: Cleveland, McDowell, Polk, Rutherford

Director: Bill Robertson
P.O. Box 841
111 West Court Street
Rutherfordton, NC 28139
Phone: 828-287-0262 ext 1245
Fax: 828-287-2735
Email: brobertson@regionc.org

Region Q Workforce Development Board

Counties Served: Beaufort, Bertie, Hertford, Martin, Pitt

Director: Walter Dorsey
1385 John Small Avenue
Washington, NC 27889
Phone: 252-974-1815
Fax: 252-948-1861
Email: wdorsey@midwestcom.org
Website: www.regionqwdb.org

Regional Partnership Workforce Development Board

Counties Served: Alamance, Orange, Randolph

Director: Linda Parker
P.O. Box 1883
221 South Fayetteville Street
Asheboro, NC 27204-1883
Phone: 336-629-5141
Fax: 336-629-1290
Email: lparker@regionales.org

Southwestern Workforce Development Board

Counties Served: Haywood, Jackson, Macon, Cherokee, Clay, Graham, Swain

Director: Vicki Green
125 Bonnie Lane
Sylva, NC 28799
Phone: 828-586-1962 x. 210
Fax: 828-586-1968
Email: Vicki@regiona.org
Website: www.regiona.org

Turning Point Workforce Development Board (formerly Region L)

Counties Served: Edgecombe, Nash, Halifax, Northampton, Wilson

Director: Michael Williams
4036 Capital Drive
P.O. Box 7516
Rocky Mount, NC 27804
Phone: 252-443-6175
Fax: 252-443-4468
Email: mwilliams@turningpointwdb.org
Website:
<http://www.turningpointwdb.org/>

Western Piedmont Workforce Development Board

Counties Served: Burke, Caldwell, Alexander, Catawba

Director: Sheila Dotson
P.O. Box 9026
736 Fourth Street, SW
Hickory, NC 28603
Phone: 828-485-4218
Fax: 828-322-5991
Email: sheila.dotson@wpcog.org

ATTACHMENT D
NC DEPARTMENT OF COMMERCE 2011 COUNTY TIER DESIGNATIONS

TIER 1		TIER 2		TIER 3
Alexander	Northampton	Alamance	Pitt	Brunswick
Alleghany	Richmond	Ashe	Polk	Buncombe
Anson	Robeson	Avery	Randolph	Cabarrus
Beaufort	Rockingham	Catawba	Rowan	Carteret
Bertie	Rutherford	Chowan	Sampson	Chatham
Bladen	Scotland	Cumberland	Stanly	Craven
Burke	Surry	Currituck	Stokes	Durham
Caldwell	Swain	Dare	Transylvania	Forsyth
Camden	Tyrrell	Davidson	Watauga	Guilford
Caswell	Vance	Davie	Wayne	Henderson
Cherokee	Warren	Duplin	Wilson	Iredell
Clay	Washington	Franklin	Yadkin	Johnston
Cleveland	Wilkes	Gaston	Yancey	Mecklenburg
Columbus		Granville		Moore
Edgecombe		Harnett		New Hanover
Gates		Haywood		Onslow
Graham		Hoke		Orange
Greene		Jackson		Pender
Halifax		Lee		Union
Hertford		Lincoln		Wake
Hyde		Macon		
Jones		Madison		
Lenoir		Nash		
Martin		Pamlico		
McDowell		Pasquotank		
Mitchell		Perquimans		
Montgomery		Person		

ATTACHMENT E
MULTIPLE BUSINESS COLLABORATIVE FORM

Please complete Attachment E for each additional business that is part of a collaborative to provide common training its employees. This attachment(s) is to be included as part of the completed application.

A. Applicant Information

Company Name:			
Street/Mailing Address:			
City/State:		Zip:	County:
Company Contact Person:		Title:	
Phone:	Ext:	Fax:	
E-Mail Address:		Company Web-site:	
Description of Business Product(s) or Service(s):			
Years in business at training location:	Total number of paid employees at this location:	Total number of paid employees throughout NC:	NAICS Code:
Legal Structure of Business:	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation (Designation) _____
Tax Status of Business:	<input type="checkbox"/> For-profit	<input type="checkbox"/> Not-for-profit (Designation) _____	Other: _____
Employer's Federal ID #:		Unemployment Comp ID #:	

B. Is your company a subsidiary of another company or affiliated with a parent company? Yes No

If "Yes", please provide the following information about the corporate office/parent company, if different from above, or indicate "SAME".

Parent Company Name:			
Street/Mailing Address:			
City/State:		Zip:	County:
Authorized Representative:		Title:	
Phone:	Ext:	Fax:	
E-Mail Address:		Company Web-site:	

C. Business Status Checklist

- Has the company been in operation in the State of North Carolina during the entire twelve month period immediately preceding the date of application? _____ Yes _____ No
- Is your company current on all North Carolina state taxes? _____ Yes _____ No
- Is your company current on all federal taxes? _____ Yes _____ No
- Is your company current on all county, city and local taxes? _____ Yes _____ No
- Is your company subject to a collective bargaining agreement? _____ Yes _____ No
(If “Yes”, please attach a letter of endorsement from the authorized union official)

D. Has your company previously received an Incumbent Workforce Development Training Grant(s)?
 _____ Yes _____ No

If “Yes”, please provide the following information about each grant received:

Local Workforce Development Board:		
Amount of Award:	Dates of Grant Period:	
Types of training provided:		
Have the terms and agreements of the training been completed?	Yes	No (If no, explain.)
Summary of the outcome(s) from the training:		
Explain the relationship, if any, to the training described in this application:		

Local Workforce Development Board:		
Amount of Award:	Dates of Grant Period:	
Types of training provided:		
Have the terms and agreements of the training been completed?	Yes	No (If no, explain.)
Summary of the outcome(s) from the training:		
Explain the relationship, if any, to the training described in this application:		

E. Please provide how participation in this collaborative grant will add value to your company and its employees:

AUTHORIZATION AND CERTIFICATION FOR ATTACHMENT E

As authorized representative of the Collaborative Business submitting this application, I hereby certify that:

- I have read the Incumbent Workforce Development Training Program Guidelines and coordinated this application with the Local Workforce Development Board;
- The Business meets the requirements and is eligible to submit this application;
- The information contained in this application is true and accurate and reflects the intentions of the Incumbent Workforce Development Training Program;
- I am aware that any false information, intentional omissions, or misrepresentations may result in rejection of the application and possible disqualification for future funding;
- I am aware that any false information, intentional omissions, or misrepresentations may subject the Business to civil or criminal penalties;
- I understand that training materials purchased or developed with funds awarded under this project will be in the public domain and will be available for use by other eligible entities at no costs; and
- The Business agrees to adhere to all reporting requirements: and to respond to a Customer Satisfaction Survey(s), if asked.
- The Business agrees to provide all requested data elements as required for federal reporting.

Further, this business shall not discriminate against any employee, applicant for employment, applicant or Workforce Investment Act participant, subcontractor or potential beneficiaries of employment and training programs or projects because of race, color, disability, religion, age, sex, national origin, political affiliation or belief.

Print Name

Title

Authorized Signature
(Collaborative Business Representative)

Date

**ATTACHMENT F
LAY-OFF AVERSION ATTESTATION FORM**

State of North Carolina Incumbent Workforce Development Program

This form must be completed and signed by the Owner, President, CEO, or highest ranking local official of *each* business in North Carolina included in the Incumbent Workforce Development Program application.

Please review and select the appropriate lay-off aversion criteria that apply. More than one may be chosen. Space will expand as text is entered.

1. The company is phasing out a function which will lead to layoffs unless the workers can be retrained to perform new functions.
Explanation:
2. A worker's job has changing skill requirements as a result of external economic or market forces, significant changes in technology, rapidly changing industry or occupational requirements or emergence of new product.
Explanation:
3. The changing skill requirements are outside the normal skill growth and upkeep that would be provided by the employer.
Explanation:

I hereby certify that the information provided herein is true and accurate and that any false information, intentional omissions, or misrepresentations will disqualify the application for the Incumbent Workforce Development Training Program.

PRINT NAME

TITLE

Signature

Date

NC INCUMBENT WORKFORCE DEVELOPMENT PROGRAM SCORING SHEET
July 1, 2011- June 30, 2012

Company Name _____

Amount Requested _____ Proposed # of Trainees _____ Total Points _____

Local Workforce Development Board (LWDB) _____

SECTION I: BUSINESS INFORMATION – Maximum Score = 30 points

1. Is the information provided in Section I, Parts A through C, of sufficient quality to support the competitive review process?		Inadequate Information (0)	Adequate Information (3)
2. Assess the information supplied in the Project Abstract that explains and supports the need for the training and how it will avert lay-offs.	Poor (0)	Average (4)	Above Average (9)
3. Assess the information supplied in the Project Abstract that explains and supports the need for requesting financial assistance to conduct the training.	Poor (0)	Average (4)	Above Average (9)
4. How well does the information supplied in the Lay-off Aversion Attestation Form explain the business' need to Improve workers' skill levels	Poor (0)	Average (4)	Above Average (9)
<i>SECTION I SCORE (0 -30)</i>			

SECTION II: AVAILABILITY AND/OR USE OF FUNDS – Maximum Score = 5 points

1. Does the application indicate that contact has been made with the community college or university to ensure that other funding for this training is not available?		No (0)	Yes (5)
<i>SECTION IV SCORE (0-5)</i>			
<i>SCORE SUBTOTAL</i>			

SECTION IV: BUDGET – Maximum Score = 20 points

1. Are proposed costs reasonable and allowable and are they allocated in the appropriate line item?	No (0)	Yes (5)
2. Does the budget provide enough explanation and detail to relate all budget items to the training description(s)?	No (0)	Yes (5)
3. Both of the following summations must be verified and correct : A. The total of all “Component Costs Charged to Grant” (located in the individual training components) equal to the “Total Grant Funds Requested”. B. The total of all proposed costs listed in the budget under the “Grants Funds Requested” equal to the “Total Grant Funds Requested”.	No (0)	Yes (5)
4. Is there evidence of in-kind or other type of employer contribution to support the cost of training, such as salary, meeting space, etc.?	No (0)	Yes (5)
<i>SECTION IV SCORE (0 -20)</i>		

SPECIAL CONSIDERATIONS – Maximum Score = 20 Points

1. Is the business located in a Tier 1 county as designated by the NC Department of Commerce? If yes, please give the county name:	No (0)	Yes (10)
2. Both of the following criteria must apply in order to be considered a Small Business: A. Is the business identified as a small business where the applicant location has less than 100 employees and less than 300 employees throughout North Carolina? B. All businesses participating in a collaborative application have less than 100 employees and less than 300 employees throughout North Carolina? If yes, please give the number of paid employees at the workplace location:	No (0)	Yes (10)
<i>SECTION V SCORE (0 -20)</i>		
APPLICATION TOTAL SCORE (0 – 120)		

Signature of Reviewer _____ **Date** _____

COMMENTS: