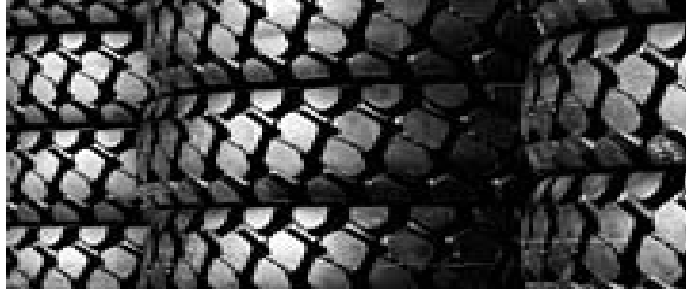


# WORKFORCE INVESTMENT ACT

## ALABAMA INCUMBENT WORKER TRAINING PROGRAM

### PROGRAM GUIDELINES



**OFFICE OF WORKFORCE DEVELOPMENT**  
**WORKFORCE DEVELOPMENT DIVISION**  

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**WIA**

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**ALABAMA DEPARTMENT OF ECONOMIC  
AND COMMUNITY AFFAIRS**



Bob Riley, Governor



**WORKFORCE INVESTMENT ACT**  
**ALABAMA INCUMBENT WORKER TRAINING PROGRAM**  
**PROGRAM GUIDELINES AND FREQUENTLY ASKED QUESTIONS & ANSWERS**

The Workforce Investment Act (WIA), Incumbent Worker Training Program (IWTP) is funded by the United States Department of Labor and administered by the Office of Workforce Development. The purpose of the program is to provide assistance to Alabama employers to help with certain expenses associated with new or upgraded skills training of full-time, permanent company employees.

- Training projects are reviewed on a first-come/first-serve basis, with priority given to companies that have not previously received IWTP funding assistance, until the budgeted funds are awarded.
- The WIA funds budgeted for each program year<sup>1</sup> are approximately \$1,000,000.
- The maximum funding award for training projects is \$50,000 and the initial agreement duration may not exceed twelve months. (If multiple business locations apply for funding each location's workforce must generate a product or service that is unique to that site and/or that site must be located beyond normal commuting distance of a seventy-five (75) mile radius from the other applying locations.)
- Each business location must provide evidence of matching contributions, at least dollar-for-dollar, for the funds requested.
- With high demand and limited funding available, all applications will be evaluated to leverage other state, federal, and private funds with IWTP funds.
- The Office of Workforce Development reserves the right to request follow-up information pertaining to the realized results of the funded training projects.

**PROGRAM GUIDELINES**

All Alabama companies that meet the requirements outlined on the following pages are eligible to apply for the WIA IWTP.

■ **BUSINESS APPLYING FOR FUNDS MUST:**

- Be "for-profit" and have been in operation in Alabama for a minimum of two (2) years before the application date.
- Have at least one full-time, permanent employee, other than the owner of the business.
- Demonstrate financial viability and be current on all state and federal tax obligations.
- Present a training program that provides for new and/or upgraded job skills that are necessary for the company to maintain or increase competitiveness in a global economy and marketable work skills for the participating employees.
- Demonstrate the effect of the training on business operations and identify the skills that will be acquired by the employees.
- Include clear and measurable performance outcomes in the IWTP application.

■ **BUSINESSES NOT ELIGIBLE TO APPLY FOR FUNDS INCLUDE:**

- Any business currently receiving training funds from the Alabama Department of Economic and Community Affairs (ADECA) or the Office of Workforce Development, which are a duplication of training efforts outlined in the proposed IWTP project.
- Any business that has received funds, either directly or indirectly, from the State of Alabama under any previous training initiative and the terms of the agreement for training were not met or completed.
- Training Providers
- Labor unions.
- Government entities.
- Any business, or business division, that has relocated to Alabama within the past 120 days prior to application and the move resulted in any employee losing his/her job at the original location<sup>2</sup>.
- Those that have received funding from a previous IWTP agreement and at least 24 months have not expired from the final ending date of that agreement.
- Any business which has reached the lifetime maximum award of \$100,000 from the Incumbent Worker Training Program.

<sup>1</sup> The program year for the Incumbent Worker Training Program runs July 1 through June 30.

<sup>2</sup> WIA Regulations, 20CFR 667.268(a)(2).

## ■ TRAINING SERVICES:

- Can be provided through Alabama's public or private educational institutions, in- or out-of-State private training organizations, professional trainers hired by the company, or a combination of training providers.
- Can be conducted at: the business's facility, the training provider's facility, or a combination of sites.
- Can be occupational skills training designed to meet special requirements of a business or industry.
- Can be educational training, other than degreed programs, such as workplace literacy, basic skills, "soft" skills, and English as a Second Language (ESL).

## ■ REIMBURSABLE TRAINING EXPENSES (WITH PROPER DOCUMENTATION):

- Primarily non-company, professional instructors'/trainers' fees.
- Tuition costs for training courses or programs.
- Textbooks/manuals directly related to training.
- Expendable materials and supplies directly related to training.
- Computer software that is used 100% for training activities only.
- Curriculum development expenses.

## ■ NON-REIMBURSABLE EXPENSES:

- Trainee (employee) wages.
- Travel, food, or lodging expenses related to program participants and/or trainers.
- Purchases of capital equipment or other durable (long lasting/reusable) training materials/equipment.
- Capital improvements and purchase of real estate, to include the construction or renovation of facilities.
- Purchase of any item or service that may be used outside of the training project.
- Any training-related expenses incurred before project approval or beyond the ending date of the agreement.
- Any training currently being offered by the employer.
- Business-related expenses.
- Training in sectarian activities.
- Training costs associated with professional fields in which continuous education is necessary to retain professional certification, such as Certified Public Accountants, degreed medical professionals, insurance providers, attorneys, etc.
- Training which would result in advanced degrees such as associate, bachelor, master, or doctorate.
- Any costs not approved in the final agreement.

## ■ BUSINESS COMMITMENTS (IF FUNDS ARE AWARDED) INCLUDE:

- Completion of all WIA enrollment forms prior to training start dates. Social Security Numbers for all employees (who are to receive training) are a required part of the enrollment process. Companies whose employees do not wish to complete the enrollment requirements or provide the identification documents needed for verification should not apply for IWTP funds.  
√ Employees, including union-represented employees, need to be made aware of the data collection requirements prior to a company's submission of an application request.
- Participation in two (2) program assessments by the Office of Workforce Development to evaluate the anticipated measurable results (projected return on investment, reductions in production costs, number of jobs saved, number of expected new employees, sales increases, etc.) as outlined in the agreement.
- Entering into a written agreement with ADECA/Office of Workforce Development, which commits the business to complete the training project as approved in the agreement.
- Requesting in writing, and receiving approval from ADECA/Office of Workforce Development, of modifications to the approved training activities prior to implementing changes. No increase in funds can be approved.
- Providing sufficient documentation to an Alabama Career Center System job developer for identification of all IWTP participants, as required, and all additional information deemed pertinent to the agreement administrator.
- Maintaining accurate records of the project's implementation process and certifying that all information provided for reimbursement requests and training activities is accurately reported.
- Submitting reimbursement requests with required support documentation, including evidence that the employer has paid the training expenses in accordance with the terms of the agreement.
- Submitting the final reimbursement request forms within 30 days of the end of the agreement or the end of the formal training, whichever is the earliest ending date of program activity.
- Notifying the job developer when all training activities have been completed.

### ■ PARTICIPANT (INCUMBENT WORKER TRAINEE) REQUIREMENTS INCLUDE:

- Employment in a full-time position at the Alabama facility for which the training is being provided. (Co-op or intern employees may be considered for program participation on a case-by-case basis.)
- Employees must agree to cooperate with data collection requirements to participate in the IWTP.
- Labor unions must endorse the training and data collection requirements for employees represented by labor unions prior to receiving funding approval.

### ■ TRAINING PROGRAM ASSESSMENT:

- Reviews will help to gauge the progress of the training and will also serve to address any concerns which may have occurred since the origination of the training program. (*Confidentiality Notice: No proprietary or individually identifiable information will be shared publicly without prior permission from the business.*) The program reviews will also help to demonstrate training results in relation to expected outcomes identified by the company on the initial application. The reviews will include the following:
  - √ Business growth or expansion as a result of the training,
  - √ Productivity and efficiency improvements as a result of the training,
  - √ Improved turnover and wage status of employees as a result of the training
  - √ Description of how the training has allowed the use of new technology to improve current production practices, if applicable.
  - √ Return-On-Investment of Federal funds and employer matching contributions relevant to the outcomes achieved from the newly acquired skills obtained from the training activities.
- Training outcomes (program performance) for each participant will be recorded for Federal Training statistics. This information will be submitted to the State Office for data entry. *Confidentiality Notice: No individually identifiable information (Social Security Numbers, home addresses, etc.) will be shared publicly.* Relevant information collected will be used to determine if the participants have completed their training activities. This information will be used for statistical purposes only.

### ■ AVAILABILITY OF PROJECT APPLICATIONS AND GUIDELINES:

The Office of Workforce Development will use the resources available through the Alabama Department of Economic and Community Affairs (ADECA) to publicize the availability of the funds. The standard project application and guidelines are available at [www.adeca.alabama.gov](http://www.adeca.alabama.gov). Additionally, these documents are available from the Alabama Career Centers or by contacting the Office of Workforce Development at (334) 353-1632.

## FREQUENTLY ASKED QUESTIONS & ANSWERS

### ➤ **What is the Incumbent Worker Training Program?**

Funded by the U.S. Department of Labor and administered by the Office of Workforce Development, the Workforce Investment Act (WIA) Incumbent Worker Training Program (IWTP) is designed to provide funding assistance to qualifying Alabama for-profit businesses to provide skills training to full-time, permanent company workers. The training must be a business necessity that will enhance companies' abilities to compete in global economies, expand present markets, and help ensure the permanency of businesses in Alabama. For the workers, the training will upgrade present work skills, heighten job security, provide marketable skills, and increase the possibilities for higher wages and promotional opportunities. The Office of Workforce Development staff administers, monitors, and evaluates the training program. They also provide fiscal and agreement compliance assistance during the training process.

### ➤ **What kind of training can be funded by the WIA Incumbent Worker Training Program?**

Training can include, but is not limited to, industry or company-specific work skills, basic job skills, technical computer skills, new manufacturing technologies, equipment operation training, changes in production processes, and "soft skills", such as leadership, teamwork, communication, and management skills. The Office of Workforce Development does not maintain a list of approved training providers for the WIA IWTP. Companies will select the type(s) of training and training provider(s) that meet their business and training requirements before submitting an application for consideration.

- ✓ Please note. Because of high demand and limited funds for the program, funding of training projects that provide the greatest potential for impacting the company's competitiveness and employee retention will receive the highest consideration.

### ➤ **Which companies are eligible to apply?**

For-profit Alabama companies that have been in business in Alabama for a minimum of two consecutive years immediately prior to submitting an application are eligible. Applying company must also have at least one full-time, permanent worker (other than the owner), be financially viable, and be current on all State and Federal tax obligations.

### ➤ **What information is required for the "Employer Contribution" portion of the program budget?**

The company must identify, in their WIA IWTP application, its contribution (company match) to the training program. The company contributions must equal at least 50% of the total requested funds, up to the maximum funding request of \$50,000. Company contributions may be comprised of trainee wages and benefits paid during the training period, equipment purchased for training, training materials and supplies, training curriculum development expenses, and travel and lodging costs.

### ➤ **What information will the company need to maintain for the Training Program Assessment reviews?**

Once training begins, the company should maintain adequate records of the costs associated with the training, information about the training provider, a detailed description of training, and benefits the training activities have provided to the company and to the employees. This information will be used to document the impact the training has had on morale, retention, wages, promotions, efficiency, and profit improvements. An Office of Workforce Development employee will meet with the company delegate to review and evaluate the training program outcomes.

### ➤ **What does "performance-based" mean?**

A company is awarded training funds to provide skills training to an agreed-upon number of workers. If the company does not train the agreed-upon number of workers by the end of the agreement period, the final reimbursement may be pro-rated to bring the total project costs in line with the actual number of trained employees. If the company provides training to less than the planned number of employees or the projected training is not completed, then the cost of the training may be pro-rated.

### ➤ **What training costs will not be reimbursed under the WIA Incumbent Worker Training Program?**

Program funding cannot be used to pay for trainees' wages and benefits during the training, travel expenses, training equipment, administrative costs, catering of training events, and costs outside the agreement period (effective beginning and ending dates of the agreement). However, these types of training expenses, incurred within the approved agreement period, may be included as part of the "Employer Contribution" to the project.

➤ **What if an employee that has been determined ineligible by WIA regulations is trained?**

Any costs associated with participants deemed ineligible by WIA regulations will not be reimbursed. Whether the trainer charges a flat fee or a per participant fee, the invoice will be pro-rated to exclude ineligible participants.

➤ **What training costs can be reimbursed under the WIA Incumbent Worker Training Program?**

Training expenses may include non-company professional instructors' fees, trainee(s)' tuition, required textbooks, manuals, curriculum development, and required expendable training supplies and materials. Necessary computer software that is used 100% for training purposes only, may also be considered for reimbursement.

➤ **How should the budget reflect the proposed training costs and the employer contributions?**

An example of training costs and employer contributions can be found in the "Sample Budget" on page 7 of these guidelines. The sample budget illustrates the various options for employer matching funds against the WIA IWTP reimbursable training costs.

➤ **How are companies reimbursed for approved training expenses?**

The Office of Workforce Development will provide approved companies with the required forms to complete for expense reimbursements. Companies should submit the reimbursement requests after the completion of each training module. Final expenses must be reported within thirty (30) days after training activities are complete or the agreement end date, whichever is the earliest end date of program activity.

➤ **What information is required for reimbursement of expenditures covered in the agreement?**

Before an invoice can be paid, all training participants' names, Social Security Numbers, and other required data must be entered into the State's participant information system. It is the responsibility of the Alabama Career Center System job developer to secure all eligibility, enrollment forms, etc. It is the responsibility of the employer to ensure that the employees (to receive training) are available to meet with the Alabama Career Center System job developer in order to complete the necessary WIA participant enrollment paperwork as required. The employer must also ensure the cooperation of the trainees to provide the necessary information (Social Security Numbers, etc.) to the job developer. (This is a Federally funded program and certain data is required for receipt of training services.) A submitted reimbursement form must include:

- ✓ Copy of paid trainer (college, private vendor, etc.) invoice. The invoice should include the date(s) and type(s) of training that was provided.
- ✓ Copy of the check with which the invoice was paid or other documentation as evidence of payment.
- ✓ For each training session, a copy of the roster from the training provider or employer, which includes trainees' names and Social Security Numbers, is required. The date(s) and type(s) of training should be noted on each roster. In addition, this roster should include the signature of the trainer or employer certifying that the listed employees did participate in the training.

➤ **Where may the training take place?**

Training may be conducted at the business's own facility, at a public or private training provider's facility, or at a combination of sites that best meet the needs of the business.

➤ **Who selects the training providers?**

The company selects the training provider that best suits their training needs. Trainers may be public or private professional trainers, equipment vendors, or subject matter experts.

➤ **Who provides technical assistance?**

The Office of Workforce Development staff is available to provide technical assistance throughout the training project – from the application stage through project completion.

➤ **What happens after a training project is approved for funding?**

Written notification of funding assistance approval will be provided to the company. The Office of Workforce Development staff will send a letter of notification and a written agreement to the company. The company representative(s) must review the written agreement and return the signed copies, as instructed, to the Office of Workforce Development before the training can begin. ADECA and the Office of Workforce Development will also issue a press release on each approved program, which may run in local area newspapers. You may view posted news releases at [www.adeca.alabama.gov](http://www.adeca.alabama.gov).

# SAMPLE TRAINING BUDGET

## BUDGET FOR PROPOSED TRAINING PROJECT

A. BUDGET CATEGORY	B. FUNDS REQUESTED	C. EMPLOYER CONTRIBUTION	D. TOTAL (B.+ C.)
<b>NON-COMPANY INSTRUCTOR</b>			
<b>FEES/TUITION</b> (THIS INFORMATION SHOULD BE RECONCILED WITH SECTION 4.)			
1	Rapid Management 101: \$1,750.00 x 2 (8 hr) classes = \$3,500.00 (flat fee)	1 \$ 3,500.00	\$ 17,900.00
2	Industrial Streamline 102: \$45.00/training hr. x 32 trainees x 10 training hrs = \$14,400.00	2 \$ 14,400.00	
3		3	
<b>CURRICULUM DEVELOPMENT</b>			
1		1	
2		2	
3		3	
<b>MATERIALS/SUPPLIES/TEXTBOOKS</b>			
1	Rapid Management Manuals @ \$15.90 ea. X 10 manuals = \$159.00	1 \$ 159.00	\$ 159.00
2		2	
3		3	
<b>TRAINING EQUIPMENT PURCHASE</b>			
1		INCUMBENT WORKER TRAINING PROGRAM FUNDS CANNOT BE USED.	
2			
3			
<b>OTHER COSTS (DESCRIBE)</b>			
1		1	
2		2	
3		3	
<b>TRAVEL, FOOD, LODGING</b>			
	Travel: \$0.37/mile x 1,000 miles = \$370.00	INCUMBENT WORKER TRAINING PROGRAM FUNDS CANNOT BE USED.	\$ 370.00
	Lodging: \$65.00/night x 6 nights = \$390.00		\$ 390.00
	Food: \$30/day x 7 days = \$210.00		\$ 210.00
<b>TOTALS</b>			
		\$ 17,900.00	\$ 18,015.00
			\$ 35,915.00

- The maximum amount of funding assistance awarded will not exceed \$50,000.
- Training funds cannot be used to reimburse any training costs incurred before the agreement is approved. Please consider this when developing your budget and timeline.
- The employer must show a matching contribution, at least dollar-for-dollar, of the requested funds to be considered for IWTP funding. Examples of employer contribution include expenses associated with: 1) instruction/tuition; 2) curriculum development; 3) materials/supplies; 4) training equipment; 5) travel, food, or lodging; and 6) trainee wages (including benefits) of employees during training.

# SAMPLE TRAINING PROJECT

✓ Example: The project reporting format used below is a sample guide for detailing your company's proposed training project activities. Please note that it is not essential to use this format as long as the necessary information is provided.

1. (a) COMPANY XYZ HAS BEEN EXPERIENCING A 20% REDUCTION IN PROFITS DUE TO HIGH EMPLOYEE TURNOVER AND POOR CUSTOMER SATISFACTION RATINGS. IT IS EXPECTED THAT THE TRAINING WILL IMPROVE OUR EMPLOYEES' SKILLS IN EMPLOYEE AND CUSTOMER SERVICE RELATIONS, LEADING TO AN IMPROVEMENT IN OUR CUSTOMER BASE.
  - (b-c) JOB TITLES: (24) ELECTRICIANS (AVERAGE WAGE/BENEFITS: \$24.35/HR)
  - (d) DEPT: PLASTIC MANUFACTURING DEPT.
  - (e-f) TYPE OF TRAINING: RAPID MANAGEMENT - 16 TRAINING HOURS EACH
  - (g) TRAINING PROVIDER: UNIVERSITY OF COVE BREWTON, MANAGEMENT DEPT.
  - (h) COST: \$1,750 PER 8-HOUR CLASS OF LESS THAN 30 (2 CLASSES TOTAL)
  - (i) NO CERTIFICATE WILL BE AWARDED FOR THIS TRAINING PROGRAM.
  - (j) THE EMPLOYEES WILL RECEIVE SPECIALIZED TRAINING IN RAPID MANAGEMENT THAT WILL ENABLE THEM TO REACT TO PROJECT MANIPULATIONS, JOB SITE DECISIONS, AND EMPLOYEE PROTOCOL ISSUES MORE EFFECTIVELY AND EFFICIENTLY.
  - (k) THE COMPANY WILL BENEFIT WITH THE IMPROVED EMPLOYEE SKILL BASE, BETTER PROJECT MANAGEMENT TECHNIQUES, AND FEWER DIFFICULTIES WITH EMPLOYEE RELATIONS. THESE WILL ALL HELP THE COMPANY TO REMAIN PRODUCTIVE IN THE MARKETPLACE WHILE HELPING TO SUSTAIN PERMANENCY IN OUR COMMUNITY.
  
2. (a) COMPANY XYZ IS FACING AN 8% REDUCTION IN OUR EMPLOYEE BASE DUE TO LOST CONTRACTS. IT IS ANTICIPATED THAT THIS TRAINING WILL ENABLE AN IMPROVED PRODUCTION LAYOUT, WHICH WILL LEAD TO INCREASED PRODUCTION NUMBERS, REDUCED WASTE ACTIVITIES, AND INCREASED CUSTOMER CONTRACTS.
  - (b-c) JOB TITLES: (32) MANUAL SORTERS (AVERAGE WAGE/BENEFITS: \$23.55/HR)
  - (d) DEPT: GLOVES SORTING DEPT.
  - (e-f) TYPE OF TRAINING: INDUSTRIAL STREAMLINE 102 - 10 TRAINING HOURS EACH
  - (g) TRAINING PROVIDER: UNIVERSITY OF COVE BREWTON, MANAGEMENT DEPT.
  - (h) COST: \$45 PER TRAINEE, PER HOUR
  - (i) THE EMPLOYEES WILL RECEIVE A CERTIFICATE OF COMPLETION FOR THIS TRAINING PROGRAM, WHICH WILL BE MAINTAINED IN THEIR PERSONNEL FILES.
  - (j) THE EMPLOYEES WILL RECEIVE TRAINING IN INDUSTRIAL STREAMLINE 102 THAT WILL ENABLE THEM TO VISUALIZE A BETTER CELL LAYOUT AND HELP TO IMPROVE THE PRODUCTION SEQUENCING INVOLVED WITH OUR PRODUCTS. THIS TRAINING IS NOT DEPARTMENT SPECIFIC, SO THE TRAINING COULD BE UTILIZED THROUGHOUT THE FACILITY IN SEVERAL DEPARTMENTS.
  - (k) THE COMPANY WILL BENEFIT WITH THE IMPROVED LAYOUT AND INDUSTRIAL DESIGN, WHICH WILL IMPROVE PRODUCTION AND ENABLE THE COMPANY TO SUPPLY A LARGER NUMBER OF CUSTOMERS.