

# Incumbent Worker Training Program

A Business-Driven Workforce Solution made possible by the  
Inter-County Community Council (ICCC) /  
Northwest Minnesota Workforce Development Board



**The Incumbent Worker Training Program (IWTP)** is a workforce training program designed to provide direct financial assistance to businesses to train current employees, with the ultimate goal of enhancing the economic competitiveness of regional businesses. The program is intended to offset a portion, via reimbursement, of the businesses' costs to train and upgrade the skills of its incumbent (existing) workers.

The program will provide reimbursement grants to eligible businesses for specific training costs accrued during the course of training. Eligible businesses must demonstrate that by receiving funding assistance through the program that their business will not only improve the skills of their workforce but also improve their business processes and competitiveness.

## **Who is an eligible business for the Incumbent Worker Training Program?**

An eligible business must be located in Minnesota and must be registered with the Minnesota Secretary of State's office as a(n): association, corporation, LLC, partnership, nonprofit, government entity, including school districts, or sole proprietor. This entity must be in continuous operation for 18 months, immediately prior to the application submittal. Businesses are encouraged to provide training to a group of employees and not individual training, although the number of employees in the company will be taken into consideration.

Companies that are in the process of a layoff are not eligible for the IWTP. If a layoff occurs in a company while they have an open IWTP grant, the current workers will be able to complete the training. A group of employers who need the same training for their workers may submit a joint application.

Only one application per business (based upon FEIN#) will be accepted per program year (July 1 – June 30). If a business has multiple sites, those sites must work together to submit one application. An application may include multiple sets of employees and multiple training courses. Businesses administering a current Minnesota Job Skills Partnership (MJSP) award, or similar grant, are not eligible to receive IWTP funds.

## **Who is an eligible employee for the incumbent worker?**

An incumbent worker is a person who is currently employed and could benefit themselves and their employer by upgrading their skills through educational and training opportunities. Employee must be at least 18 years of age, working at least 32 hours per week for at least 6 months with the business, committed to attendance at all trainings and cooperate with data collection requirements.

## **What is the amount of the training grant?**

Incumbent worker training funds are limited, and are therefore awarded in a competitive bid process. The maximum award per grant, per year, is \$10,000.00. *\*maximum award may be adjusted based upon funding availability each program year.*

## **What is the employer's responsibility?**

The business (or small group of employers) must complete an Incumbent Worker Training Program application to be considered for a grant.

Businesses will be required to provide a portion of the training costs dependent upon the size of the business and number of employees (e.g., instructors' wages, curriculum development, and training manuals/textbooks) either through direct cost contribution or in-kind contribution:

- At least 10 percent of the cost, for employers with 50 or fewer employees;
- At least 25 percent of the cost, for employers with 51 to 100 employees; and
- At least 50 percent of the cost, for employers with more than 100 employees.

The business must disclose In-kind contributions. Examples of in-kind contribution, *in addition to any direct costs*, may include expenses associated with the use of space and equipment during the training project and trainee wages (including benefits) of employees during training.

The business will keep accurate records of the project's implementation process and certify that all information provided, for the purpose of requesting reimbursements and reporting training activity, is accurate and true, including evidence that the business has paid the training expenses in accordance with the terms of the agreement prior to requesting reimbursement of allowable training costs. If applicable, the business will submit monthly reimbursement requests, with required support documentation, to ICCC.

All IWTP grants are subject to federal Workforce Innovation and Opportunity Act (WIOA) and State Dislocated Worker Program reporting requirements and performance standards. All training sessions must have signed attendance sheets or digital confirmation of attendance. The business must submit to ICCC copies of all credentials, certificates of completion, or other documentation of the employee's participation within 30 days of the end of training to be considered eligible for reimbursement.

#### **What is the responsibility of ICCC?**

ICCC will review the proposal from the individual employer(s) and notify the employer(s) of the award.

Once a grant is awarded, ICCC staff will track all participants using the Workforce One database and follow all required state and federal statutes. ICCC is responsible for collecting attendance sheets of training, training assessments or "tests" given if employees attend a workshop or seminar, and certificates of completion/credential. ICCC will assign its staff to provide follow-up services with the business to ensure the training plan is being fulfilled.

#### **Who can provide training and what activities are included?**

Public or private educational institutions, trade associations, community-based organizations, economic development agencies, unions, or government agencies may provide incumbent worker training, and training can be conducted at the business's own facility, at the training provider's facility, or at a combination of sites.

Training must be skills-based and must result in a certificate or accreditation for the employee; training should result in improved productivity, efficiency, or an increase in the employee's existing wages.

Training opportunities should expand and improve an employee's workforce skills and develop his or her opportunities for growth or promotion within the company (or a future company.) The business (or the employee with the employer's approval) will select the training provider. It may be a public or private trainer.

All training should have specific start and end dates.

The Incumbent Worker Training Program does not limit the kinds of training that businesses may request. Training may include industry or business-specific skills, technical and computer skills, and/or "soft skills," such as leadership and management training. ICCC strongly encourages training programs to be accredited by the American National Standards Institute (ANSI), which can be found on the Career One Stop website

(<http://www.careeronestop.org/credentials/toolkit/find-certifications-help.aspx>.) The ANSI provides information about a variety of different types of certifications, including, but not limited to, Career and Technical Education, Industry-endorsed, Job Corps Training, Military Occupational Specialties, and the National Commission for Certifying Agencies (NCAA.)

The following are examples of the types of training that would be acceptable:

- Training to gain or maintain an ANSI-recognized certificate/credential.
- Human Resource (HR) Certification (e.g., PHR, SPHR, GPHR, or SHRM). Please note that an HR training credential must be attained and a copy of the certification will be sent to ICCC within 30 days of completion.
- CD-10 training – training that teaches coding professionals how to become proficient in the ICD-10-CM and ICD-10-PCS coding or other similar systems.
- Training for improved process efficiency as identified by industry professionals.
- Training from a national, regional, or state trade association that offers an independently certified training curriculum and testing.
- Training provided in conjunction with the purchase of a new piece of equipment.
- Upgrade of computer skills (e.g., Microsoft Excel, Access).
- Seminars/workshops/webinars are eligible, however, they must have an assessment or “test” tied to it to be eligible for this program. **Businesses must indicate in the application what assessment of skills is included for this type of training to justify it will improve economic competitiveness.** Failure to include this may exclude the application from consideration.
- English Language Learning for managers or staff to enable them more effectively communicate with limited English employees.

These are examples of the types of activities that would **not** be covered by this grant; this is not a definitive list:

- Required/regulatory training – training mandated by any other public agency or department is not eligible. These trainings may include, but are not limited to, EPA, Hazardous Waste, FDA, Workers Compensation, OSHA, etc.
- 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.
- Incumbent Worker training already being reimbursed by another state or federal training program (e.g., Minnesota Job Skills Partnership grants, National Emergency Grants, etc.).
- Training that leads to a professional license (e.g., doctors, lawyers, CPA accountants, etc.).
- Employee travel, food, or lodging costs related to program participation.
- Wages of trainees while being trained.
- Purchases of capital equipment or other durable (long lasting/reusable) training materials/equipment.
- Training in sectarian activities.

### **How does a business apply for funding?**

Complete the attached eligibility checklist and application and submit it to:

Inter-County Community Council  
Employment and Training Programs  
PO Box 189  
Oklee, MN 56742  
Phone: 218-796-5144 ext. 1018  
E-mail: [jpreuss@intercountycc.org](mailto:jpreuss@intercountycc.org)

## INCUMBENT WORKER TRAINING PROGRAM - ELIGIBILITY CHECKLIST

This form is intended to serve as a general guideline to help you, the business, determine if you should complete a grant application on behalf of the business. Meeting the following conditions does not guarantee eligibility or a grant award.

### **Business Eligibility**

The business must meet all of the following to apply for an Incumbent Worker Training grant.

- x Located in Minnesota.
- x Registered with the Minnesota Secretary of State's office as a(n): association, corporation, LLC partnership, nonprofit, government entity, including school districts, or sole proprietor
- x Be in continuous operation for 18 months immediately prior to the application submittal.
- x Not in the process of a layoff.
- x Preference given for sector-based occupations including: manufacturing, healthcare, transportation, IT, natural resources, and professional business services.
- x The business will match the grant with cash or in-kind contributions at the required level.
- x Demonstrate that its training needs cannot be met alone.

### **Employee Eligibility**

An eligible employee is someone who is directly employed by the company at a facility located within Minnesota and meets the following requirements:

- X Employee is 18 years of age.
- X Working at least 32 hours a week for over 6 months with the same employer.
- X Earning an hourly wage above the state minimum wage.
- X Committed to attend all scheduled training and cooperate with data collection requirements.

### **Project Eligibility**

The training project must meet all of the following conditions to be eligible for funding.

- X The business has discussed the project with ICCC staff and can demonstrate that its training needs cannot be met alone.
- X The training is with an eligible training provider and leads to an industry recognized credential.
- X The business will match the grant with cash or in-kind contributions at the required level.
- X Training will begin within six months of award.

# INCUMBENT WORKER TRAINING PROGRAM - APPLICATION

## Section 1. Business Applicant Information

Business Legal Name:	Parent Company Name (if applicable):	
Street Address:	Primary Business Contact Name:	
Street Address Line 2:	Business Contact Title:	
City/State/Zip:	Business Contact E-mail:	
Mailing Street Address (if different):	Business Contact Telephone:	
Mailing Street Address Line 2:	Minnesota Tax ID:	
Mailing Address City/State/Zip:	FEIN:	
County:	Primary NAICS Code for Project Location:	
Website:	Date of Inception:	Years in Business:
Legal Structure of Business:		
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Association <input type="checkbox"/> Nonprofit <input type="checkbox"/> LLC <input type="checkbox"/> Government Entity <input type="checkbox"/> Other: _____		
Is your business receiving/applying for any other training funds? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list the name of the program or type of grant: _____		
Name of grant:	Amount of award:	
Year award was received:	Year training was complete:	

Does the business have any outstanding local, state or federal tax liabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe: _____	
Are there current or unsatisfied judgments or injunctions against the business or owners?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe: _____	
Is there current or pending litigation involving the business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, attach summary and disposition.</i>	
Within the past five years, have there been any violation(s), citation(s), or complaint(s) of discrimination filed against the company in a state or federal court or before any state, federal, or local government agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, attach a copy of the violation(s), citation(s), or complaint(s), and the disposition of each.</i>	

## Section 2. Training Project Information

### Part A. Business/Project Description

Description of the proposed training project: Prepare a brief summary of the program. The summary must include the following:

1. Description of the educational/training component
2. Number of trainees to be served including job titles, departments
3. Training provider details including provider name, number of hours of training, cost of instruction/tuition, type of training to be provided, resulting certifications
4. Anticipated start and end date of the training

**Example: Vendor Training Provider**

*(5) Plastics Operators, Production Department, and Course Name: How to make plastic, number of hours – 28 hours, Training Provider: Society of Plastics Industry via satellite downlink at company site. \$500 per trainee = \$2,500.00 (course cost) National Certification in Plastics – NCP Certified Operator*

1. DESCRIPTION OF THE EDUCATIONAL/TRAINING COMPONENT

NUMBER OF TRAINEES TO BE SERVED AND JOB TITLE

ANTICIPATED DATE OF TRAINING:

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**Section 3. Training Project Detail**

<b>Trainee Name</b>	<b>Date of Birth</b>	<b>Social Security Number (last 4 digits)</b>	<b>Position Title</b>	<b>Current Wage</b>	<b>Dates of Training</b>

### Section 4. Training Program Budget

Grant will not pay for costs in shaded areas. Use in-kind or matching dollars.

A. Budget Category	B. Total Costs	C. Incumbent Worker Training Funds Requested	D. Employer Contribution * (B-C)
<b>1. Instructor Wages/Tuition</b> <span style="color: red;">Required Field</span> <i>(This information should reconcile with Section 2, Training Project Information.)</i> <i>Example: Column B should be the total cost of the training in Section 3: 1) How to make Plastic \$500 x (5) = \$2,500 2) New Visions \$35/hr x 24 hrs = \$840 TOTAL COSTS = \$3,340</i>			
<b>2. Curriculum Development</b> (include calculation of costs in section III)			
<b>3. Manuals/Textbooks</b> (itemize in section III) <i>Example: Column B should be the total cost of the manuals in Section 3: (10) New Vision Manuals @ \$30 each = \$300</i>			
<b>4. Training Equipment Purchase</b> (must be employer contribution)			
<b>5. Other Costs</b> (e.g.,. copies, DVDs,) <ul style="list-style-type: none"> <li>a)</li> <li>b)</li> </ul>			
<b>6. Facility Usage</b> (if some training takes place at company site, then this is a <span style="color: red;">Required Field</span> )			
<b>7. Travel, Food, Lodging</b> (if some training takes place off site, then this is a <span style="color: red;">Required Field</span> )			
<b>8. Sub Total</b>			
<b>9. Trainee Wages</b> <span style="color: red;">Required Field</span> (including benefits)			
<b>10. Indirect Costs</b>			
<b>11. GRAND TOTALS</b> <span style="color: red;">Required Field</span>			



**Office use only:**

**IWT Cost per Trainee = Line 11, Column C divided by Number of Trainees **Required Field****

**Employer Contribution Ratio = Line 11, Column D divided by Line 11, Column C **Required Field****

**\*Note: Businesses will be required to provide a portion of the training costs, dependent upon the size of the business and the number of employees it has (e.g., instructors' wages, curriculum development, and training manuals/textbooks).**

Examples of employer contribution, *in addition to the direct costs*, may include wages paid to trainees during the training period, equipment purchased to be used in the training project, manuals and textbooks, curriculum development, facility usage and travel.

### Section 5. Expected Outcomes

**Describe the expected outcomes of the training, including any expected measurable outcomes. Also describe the impact the program is expected to have on the businesses' ability to expand.**

*\*Note: Businesses will be required to demonstrate in their expected measureable outcomes, increased wages for the trainee within one year of successfully completing training.*

### Section 6. Business Acknowledgement and Certification

#### Data Privacy Acknowledgement

Tennessee Warning Notice: Per MN Statutes 13.04, Subd.2, this data is being requested from you to determine if you are eligible for an award under the Incumbent Worker Training Program. You are not required to provide the requested information, but failure to do so may result in ICCC's inability to determine your eligibility for an award. The data you provide is classified as private or non-public and cannot be shared without your permission except as specified in statute.

Data Privacy Notice: Per MN Statutes 13.591, Subdivision 1, certain data provided in this application is private or non-public data. This includes financial information about the business, including credit reports, financial statements, net worth calculations, business plans, income and expense projections, balance sheets, customer lists, income tax returns, and design, market, and feasibility studies not paid for with public funds.

#### Business Certification

I have read the above statements and agree to supply the information requested to ICCC with full knowledge of the information provided herein. I certify that all information provided herein is true and accurate and that the official signing this form has authorization to do so.

Name of Business Official: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_