



Tri-County Manufacturing Consortium
Tuition Reimbursement Program
Funding provided through
Tri-County Workforce Investment Board, Inc.
for
Incumbent Worker Training Grant

Your organization may qualify for funding to offset the cost of training your current employees. If interested, please review the follow information for qualifications and submit the application form. Upon approval, you will be contacted on the next steps. Small, Medium and Large business are encouraged to apply.

Overview

Incumbent Worker Training grants are to provide resources to Tri-County Manufacturing businesses to train currently employed workers in an effort to keep area businesses and workers competitive. Funding is provided on a reimbursement basis following the Incumbent Worker Training Grant Guidelines.

The following information is the requirement guidelines from the Industry Partnership Incumbent Worker Training Grant:

- Show how training providers will be selected
- Specific strategies expected that will benefit workers and the local economy including but not limited to wage gains, attainment of credentials, retention and recruitment improvement or improvement in job quality
- How training supports competitiveness in the industry
- Types of training to be delivered
- How workers are recruited and selected for training
- Any activities supporting individuals in completing, utilizing and/or building upon the training being provided

Allowable Activities

Allowable activities for the incumbent worker training program include, but are not limited to, skill training to upgrade existing skills or provide new skills to incumbent workers. Training topics and delivery methods are chosen by the employer. Training that is closely linked to specific jobs, as well as job advancement, is strongly encouraged.

Disallowable Costs and Activities

Although the proposed Industry Partnership plan may contain some of these elements, the grant award cannot be used to pay for the costs associated with items below.

- Basic skills or entry level training that does not result in higher skill levels or career advancement
- Training that can be supported by existing programs such as WIA, TANF, Customized Job Training, WEDNet and services provided through PA CareerLinks
- Articulation Agreements





- Proprietary training owned by a single business (NOTE: All new training curriculum developed by grant funds is owned by the Commonwealth)
- Basic occupation health and safety training
- Training provided by the lead applicant (NOTE: Training services provided by the lead applicant are not eligible for reimbursement but may be applied as matching funds)

Incumbent Worker Eligibility

Any worker who receives training must be an incumbent worker based on the following:

- a) An individual who has an employment relationship with either a participating employer in a targeted industry or an employer being provided incumbent worker training as part of an economic development incentive package and
- b) Is receiving upgrade training to
 - Increase his/her skills in an occupation in which the individual is already an incumbent or
 - Prepare the worker for entry into a new occupation within the targeted workforce (i.e. the workforce of the participating employer or group of employers)

And must be:

- An adult, age 18 or older
- Authorized to work in the United States
- A Pennsylvania Resident

Employer Match

Contingent on the State requirements, there will be a 25% cash match from the businesses. The Tuition Reimbursement Program will cover up to 75% of the incumbent worker training. Along with this is also the In-Kind match requirement (75%). Wages you pay your employees while they are in training count toward your in-kind match.

Reporting Requirements and Grant Awards

The applicant may request tuition/training cost reimbursement which is completed within the time period of July 1, 2009 through June 30, 2010. Applicants must develop a system to document costs, maintain class rosters, invoice vouchers, quantitative measure reports and other reports necessary to document use of funds. Applicants who cannot meet final reporting requirements, who cannot provide the Social Security numbers of individuals who have received training, or who cannot develop and maintain necessary systems to document training programs may not apply.

At the completion of all training, a final report must be submitted. This report will include the following:

1. Reimbursement application
2. Training Invoice
3. Quantitative Measure Report
4. Official Transcript (if applicable)



Reimbursement Process

Applicants will send the completed packet of information to:

Tri-County Workforce Investment Board, Inc.
Pullman Commerce Center
112 Hollywood Drive, Suite 201
Butler, PA 16001

Attention: Ken Raybuck

Review of applications will begin January 15, 2010 and will be considered based on the criteria listed below while funding is available. At that time the review committee will process and award reimbursements. The committee will be comprised of the Manufacturing Chairs or co-chairs in each County. The Manufacturing and Technology Industry Partnership Coordinator and the Grant writer within the Workforce Investment Board office will be available for clarification and questions.

- Applications will be reviewed on a “first come, first served basis”.
- Funding is dependent upon receipt of Grant Dollars from the PA Dept of Labor & Industry, and cannot be made available until those Grant Dollars are received by the Tri-County Workforce Investment Board, Inc.
- Applications received after January 15, 2010 will be considered if funding is available

The following criteria will be used to evaluate the applications:

Benefits to the Manufacturing Industry: Employer or group of employers must be from the manufacturing industry.

Quality of Training: The training received must be adequately specified and job specific and follow the Industry Partnership Guidelines for reimbursement.

Appropriateness of Costs: Cost must be judged reasonable in relation to the type of training and the number of workers trained. All proposed costs must meet State and Federal WIA costs related requirements and limitations. There must be a reasonable procurement process to justify the decision of the vendor chosen.

Matching costs: Requirements for employer cost participation must be met.

