

INCUMBENT WORKER TRAINING FAQs

OVERVIEW

WHAT IS THE INCUMBENT WORKER TRAINING PROGRAM (IWTP)?

The Incumbent Worker Training Program (IWTP) is funded by the Federal Workforce Investment Act (WIA) and administered by the Department of Workforce Services (DWS). Through this program, DWS can provide training funds to businesses for the purpose of providing skill enhancement training to currently employed workers. Keeping Utah's workforce competitive in a global economy is critical for both the retention of good employees and sustaining of existing businesses.

WHAT TYPES OF TRAINING CAN THE IWTP FUND?

The program does not limit the types of training that will be considered for funding. Training may include industry or business specific skills, technical and computer skills, and "soft-skills" such as leadership, teamwork, and management skills. Keep in mind, however, that the high demand and limited funding for IWTP has resulted in a preference for funding training that represents a significant skills enhancement for employees and/or the greatest potential for impacting the business's competitiveness. To that end, businesses are advised to prioritize their training needs when requesting IWTP funds.

WHO IS ELIGIBLE?

All **Utah** businesses or consortiums that have been in operation for a minimum of three (3) years, with a minimum of one (1) year operating in the State of Utah, prior to the application date, are financially viable and current on all state reporting and tax obligations.

THE INCUMBENT WORKER TRAINING PROGRAM CAN ALLOW WHAT COSTS?

Allowable costs are part of the approved budget in the final IWTP award and can include those expenses related to specific job training. Eligible expense may include but not limited to: instructors'/trainers' salaries, curriculum development, textbooks/manuals, and materials/supplies.

WHAT ARE SOME OF THE COSTS THAT WILL NOT BE ALLOWED UNDER THE INCUMBENT WORKER TRAINING PROGRAM?

IWTP funds cannot be used to pay for but not limited to: capital improvements or costs incurred prior to the approval date of the application. These types of expenses associated with the training, however, may be included as part of the "company match" to the project in the IWTP application budget.

BUSINESS CONSIDERATIONS

WHAT IS REQUIRED OF THE BUSINESS?

The business must identify in the IWTP application, its contribution ("company match") to the training program. Businesses will be required to provide a minimum of 50% of the requested direct training cost; i.e., instructors' /trainers salaries, curriculum development and materials and supplies. Other cash and in-kind contributions from the business that contribute to the training program should also be disclosed. An in-kind contribution is a non-cash contribution of goods or services provided by the business. Examples include: wages paid to trainees during the training period, equipment purchased to be used in the training project, materials and supplies, curriculum development, facility usage and travel, etc; Once an award is received the business must maintain adequate financial records of the training expenses associated with the IWTP award.

WHAT KIND OF REPORTING IS REQUIRED ONCE AN AWARD IS RECEIVED?

The business will submit reports on the training, expenditures, and on performance to DWS. At the end of the project, the business will also submit a final report to close out the IWTP Agreement. DWS will request that the business provide feedback on how the training project went and how IWTP might be improved.

CAN YOU HELP US FIND EMPLOYEES?

DWS operates Employment Centers statewide, which are available to assist employers in the recruitment and assessment of potential employees. To locate the Employment Centers in your area click [here](#).

TRAINING DELIVERY

WHERE CAN THE TRAINING TAKE PLACE?

Training can 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 meets the needs of the business.

WHO ACTUALLY DOES THE TRAINING?

Program instructors can be provided through Utah's public or private educational institutions, private training organizations, trainers employed by the business, or a combination of training providers. The business can also utilize any WIA Approved Training provider. <http://jobs.utah.gov/services/wiaapproved.pdf>

APPLICATION AND APPROVAL PROCESS

WHERE CAN AN APPLICATION BE OBTAINED?

Applications can be obtained by contacting the IWTP specialists at (801) 526-9955 or by clicking [here](#).

HOW LONG DOES THE PROCESS TAKE AFTER THE APPLICATION IS SUBMITTED?

Funding recommendations are generally made within 90 days of receipt of a complete application, unless other action is required.

WHO PROVIDES TECHNICAL ASSISTANCE?

The IWTP staff are available to provide technical assistance throughout the training program—from the application stage throughout contract execution, monitoring and fiscal closeout.

WHAT HAPPENS AFTER IWTP FUNDING IS APPROVED?

The business is notified that it has been approved IWTP funding and information on the "award date". That means that the business can proceed as of that award date. When an award is made, DWS sends the business an agreement for review, and signature by an authorized business representative. The agreement is then returned for the DWS executive director's signature to fully execute the agreement. Funding disbursements are negotiated once the required signatures are received and it is process through DWS Finance.

DETAILED QUESTIONS

On the Application, Under Evaluation Criteria, it says the company must provide "Evidence of long range commitment to training". What would acceptable evidence be?

Curriculum, training outlines from their HR departments, agreements with training providers, budgets showing funding allocated for staff training, etc.

If the company is getting all their employees from a leasing company, who would fill out the application and who would get the funds?

The hiring company, whoever pays the employee. The proposal could be a joint proposal from the leasing company and the company. The funds would go to the leasing company if they employ the incumbent workers.

If the company has their major business in Utah but also has a business in a neighboring state can the employees be brought in to Utah to the training?

Yes, the employees from the neighboring state can take advantage of the training class, but their salaries or travel cannot be used against the 50% match.

Is it a requirement that the employees have an increase in wages?

No, the proposal will receive additional points if the training will lead to higher wages. It is the overall goal to increase the skills, which should lead to higher wages.

How do CBO's that are federally funded make the 50% match.

If their only funding is from federal dollars they most likely would not be able to meet the match. Many CBO's also receive State funds and or private funds (donations), these non-federal funds can be used for the match.

Is paying for an exam for certification an allowable use of funds?

The exam is allowable but the printing or purchase of the certificate is not allowable.

Can these funds be used for Train the Trainer (train a training team to do the training)?

Yes, as long as the proposal shows it as a career growth for the trainer and a part of their sustainability plan.

If the employee pays ½ the tuition, can it be part of the 50% match?

No, it's the company's responsibility to meet the 50% match not their employees.

Can we pay for tuition for a Bachelor Degree if they can get it two years?

The time limit for IWTP is part of the agreement. We don't say all training for an individual must be completed with IWTP funding. Some of the IWTP funds can pay for a Bachelors degree.

If there are two physical locations in the company, Riverton (Corporate) and Kanab (Manufacturing) do they write one proposal for the entire company or do it per facility? Both locations have the same FEIN number.

If employees in both locations need training, they would write one proposal.

If consortium, whose FEIN do they use? Does one business have to be the fiscal agent?

In the case of a consortium of employers, they would need to designate a "lead" employer to be the fiscal agent. The lead employer would use their FEIN and be responsible to report either quarterly or biannually, which includes information on the matched funds of the "consortium".

Does it have to be moving up from entry-level jobs? Or if a person was in a middle level job and needed training to move higher, could that be done?

Yes, training can be for employees at any level within the organization; however, the scoring process awards more points for training of line level staff.

If we have an OJT at that company and they get an IWTP award, does that OJT employee get to be part of this? Or is it double dipping?

Yes, the OJT employee does get to participate in the training. The employer could only use 50% of the employee's wages as matching funds because DWS is already paying the other 50% of the wages with federal funding.

Can IWTP money be used to do Exit interviews of employees after they are gone, so they can do a survey to find out why people leave their company.

No, but the resulting training based on the feedback from exit surveys can be submitted as part of their IWTP application.

What are the reporting requirements? How detailed do the reports have to be. Is there a form the employer will complete? Will it require a significant amount of their time to complete reports? The reviews can be quarterly or semi-annual; this is negotiated with the employer when an on-site visit is done to go over the program with. The reporting requirements are straightforward and the forms required to track needed data are provided to the employer.