

**GREENVILLE COUNTY WORKFORCE INVESTMENT BOARD
INCUMBENT WORKER TRAINING PROGRAM
LOCAL PRIORITIES AND OPERATIONAL GUIDELINES**

The Greenville County Workforce Investment Board (WIB) hereby adopts the following priorities and guidelines for the operation of state and local funded Incumbent Worker Training (IWT) programs.

FISCAL AGENT

The County of Greenville serves as the fiscal agent for the WIB/WIA and the Incumbent Worker Training (IWT) Program.

PROGRAM ADMINISTRATOR

Greenville County Workforce Development will administer the Incumbent Worker Training Program on behalf of the Greenville County WIB and in cooperation with the County of Greenville.

FISCAL AGENT REPORTING AND REQUESTS FOR PAYMENTS

Greenville County Workforce Development will prepare monthly financial status reports and invoices for payments on behalf of the fiscal agent for submission to the State Workforce Investment Board. Such documents will be forwarded to the designated individual(s) authorized to request federal funds on behalf of the County of Greenville for approval and signatures.

IWT FUNDING SOURCES

The IWT program is funded by state funds. State funds are issued annually and amounts are determined by the State Workforce Investment Board (SWIB).

PUBLIC NOTICE

A public notice will be provided to the public announcing the availability of state IWT funds and how to obtain an application. At a minimum, the public notice will be advertised at least once on South Carolina Business Opportunities (SCBO) at www.mmo.sc.gov/MMO/ops/MMO-scbo-index.phtm and listed for thirty (30) days on the Greenville County One-Stop website www.greenvillewib.com during each application round. Staff may choose to list additional notices of the availability of IWT funds through local Chambers of Commerce, economic development organizations, and other employment and training organizations.

APPLICATION SUBMISSION TIMEFRAMES

State IWT funds are administered on a program year cycle of July 1–June 30 and must be obligated in employer agreements by October 1st. The following schedule will be used as the primary means to solicit and issue state-funded IWT grants:

- Public Announcement. **May 3 – June 11**
- IWT Applications Period: **May 10 – June 18**
- Evaluation of IWT Applications: **May 17 – June 25**
- WIB Approval: **at July WIB meeting**
- Grant Agreement Development: **by July 31st**
- Issue IWT grants: **on or soon after August 1st**
- IWT Agreement Period: **August 1 – January 31**

NOTE: Applications that were received during the IWT Application Period but not recommended for funding after receiving the minimum evaluation score may be held for up to 9 months in the event additional dollars are made available.

NUMBER OF TRAINEES

There is no limit on the number of IWT workers to be trained under each state-funded IWT application. Applications may be approved in part or in full.

EVALUATION AND PRIORITIES

A WIB subcommittee will be responsible for evaluating all state-funded IWT applications received during the IWT Application Period and for making funding recommendations to the WIB for approval. Applications will be ranked according to the total evaluation score received and for meeting established priorities.

EMERGENCY SOLICITATION

The Greenville County Workforce Development, on behalf of the Greenville County WIB, may solicit IWT applications outside of the established IWT Application Period in the event a public procurement does not yield a sufficient number of potential grant awards and obligation of funds.

AGREEMENT SIGNATURES AND MODIFICATIONS

The WIA Administrator is authorized to sign local IWT employer agreements and modifications on behalf of the WIB and County of Greenville. The WIA Administrator is granted authority to alter, modify, and terminate IWT grant agreements when it is determined to be in the best interest of the Greenville County WIB and County of Greenville.

LOCAL PRIORITIES

The Greenville County WIB has established local priorities in addition to criteria established by the State Workforce Investment Board. The Greenville WIB hereby establishes the following local priorities:

1. Focusing Incumbent Worker Training funds within high growth sectors. Sectors that will be the focus of IWT funding include (and will be given priority consideration for funding) are:
 - Aviation/Aerospace
 - Advanced Manufacturing
 - Energy
 - Life Sciences
 - Chemicals and Films
 - Automotive

2. Newly created jobs due to a company expansion.

EVALUATION CRITERIA

All IWT applications will be evaluated using established criteria. A copy of the IWT Evaluation Form will be made available with the IWT Application during the solicitation period.

AGREEMENT PERIOD

The term of the IWT agreement period between Greenville County Workforce Development and the employer shall be a term of six (6) months. The agreement period may be extended for additional time as determined necessary by both the employer and the WIB staff. The expenditure rate of funds during the current agreement will be taken into consideration before approval is made. All funds not expended by the end of the agreement period will be forfeited to the administrative entity.

DE-OBLIGATIONS AND REALLOCATIONS

Timely expenditure of funds is crucial in the IWT program as with all federal grant awards. In the event that a business awarded an IWT grant fails to meet planned expenditures, the Greenville County WIB grants the WIA Administrator the authority to de-obligate and/or re-allocate available IWT funds in new agreements. IWT applications received during the public solicitation period that met the minimum evaluation score but was not recommended for funding will be prioritized for funding after a de-obligation has occurred. This will ensure that IWT funds remain obligated and expended in a timely manner. Secondary prioritization will be afforded to IWT applications received during an emergency solicitation, as applicable.

APPROVALS

Approved by the Greenville County Workforce Investment Board:

D. Douglas Dorman, WIB Chairman




Signature

5/12/10
Date

Approved by the County of Greenville:

Joseph Kernell, County Administrator



Signature

5/12/10
Date

Greenville County WIB Incumbent Worker Training Application Review Criteria

Employer/Applicant Name: _____

Criteria to Approve Grant Applications: (14 possible points)	Yes	No	
Is the business current on all State tax obligations?			
Does the business have at least one full-time employee?			
Is the application completed in its entirety? (Including Section 3)			
Has the business relocated operations within the last 120 days?			
			Score

Priority Points: High Growth Sectors	Yes	No	Growth Sectors +10
Aviation/Aerospace			
Advanced Manufacturing			
Energy			
Life Sciences			
Chemicals and Films			
Automotive			
			Score

Previous IWT Grantee: Y/N If no, skip this section (2 possible points)	Yes (+1)	No (-1)	
If business was previously awarded for an IWT agreement, were reports completed correctly and submitted timely?			
Did the business expend the total amount of funds awarded during previous agreement?			
			Score

Priority Given to Those Applications Which Represent: (5 possible points)	Yes	No	
A significant upgrade in employee skills as a result of this training.			
A layoff avoidance strategy and provide retention opportunities.			
Business hasn't had a layoff at this location in the last 12 months.			
Business hasn't received an IWT agreement during the prior or current program year.			
Business uses OneStop services.			
			Score

Anticipated Outcomes of Training: (4 possible points)	Yes	No	
Training results in obtainment of a degree or certification.			
Critical to the long-term viability of the company.			
Would result in employee wage increases.			
Would create openings in the entry-level positions.			
			Score

Application: (7 possible points)	Yes	No	
Did the company include a feasible timeline for implementing the training? (Attachment A)			
Is the training explanation stated clearly and present a comprehensive description of the training? (Section 3)			
Are training costs proportionate to the type of training and/or the number being trained?			
Are the proposed expenses allowable, reasonable, and necessary?			
Is the budget complete?			
Does the budget add up correctly? Is the application signed?			
Do the training hours add up?			
			Score

Total Points (42 possible points)

Reviewer: _____
Date: _____