

Workforce Development Training Fund Policy

Adopted October 24, 2018

Goals of the Idaho Workforce Development Training Fund (WDTF) Grant Programs:

- Increase the economic mobility of Idahoans through training that leads to wage gains and retention.
- Provide timely assistance to businesses while shifting focus to broader talent pipeline development strategies that serve multiple employers.
- Support growth of the economy by assisting employers with job creation and integration of technology, specifically through the development of skills in their existing and/or new employees.
- Provide a return on investment to Idahoans as evidenced by increased wages, job creation, capital investment, retention of Idaho's workforce, credential attainment and/or customer satisfaction (employer and trainee).
- Promote innovation in talent development.
- Encourage replication of best practices in talent pipeline development.

Industry Sector Grants

Eligibility

A business entity representing a consortium of at least three industry partners with a similar talent development needs. All industry partners must meet current WDTF business requirements for employer grants. The business entity may be any of the following:

- an industry partner
- a non-profit or community-based organization
- a public training provider
- a private training provider

The entity must be authorized to conduct business in Idaho and in good standing as evidenced through the Idaho Secretary of State and/or State Board of Education.

Training should provide transferrable skills gains for all individuals participating in the program. Training should lead to wage gains and/or promotional opportunities for incumbent employees of the consortium partners. Training may include traditional classroom delivery, online delivery and/or work-based learning delivery.

Exclusions

Soft-skill training is not excluded from sector grants; however, it must be embedded in the training. A sector grant application focused on soft-skill training alone would not be eligible for funding.

Fund Availability

Industry sector grants should provide a cost effective, reasonable training solution to the needs identified by the industry partners. The following factors will be evaluated by the Grant Review Committee:

- the number of industry partners involved,
- the cost per participant served by the grant,
- the sustainability of the training/education program beyond the grant period,
- the transferability of the skills provided through the training/education program,
- whether industry recognized credentials are integrated into the training/education program,
- the entry level wage (at the county or state level, as appropriate) for the occupation(s) the training/education program is preparing individuals for,
- past performance, if any, by the lead entity on prior grants.

Applications

Applicants must provide at a minimum:

- A description of the need for the training proposed in the application.
- The industry consortium, together with its training provider partner, must provide resources that directly support the proposed training, at a rate of no less than 25 percent cash, or no less 100 percent in-kind match, or a combination of cash and in-kind match. All consortium partners must sign an MOU using a template provided by the Council.

Reimbursable Expenditures

Eligible use of grant funds includes:

- Personnel costs for development and/or delivery of training; or tuition, fees, books and materials for existing training integrated into the program.
- Personnel costs for the industry mentor/on-the-job trainer for structured on-the-job training.
- Reasonable training facility costs.
- Reasonable equipment costs and supplies.
- Reasonable travel costs for the instructor and/or trainee.
- Reasonable outreach/marketing efforts to attract individuals to the training program.
- Cost of assessments associated with the provision of recognized credentials.
- Administrative costs cannot exceed ten percent (10%) of the WDTF grant award. Excess administrative costs may be applied towards match requirements.

Contractual Terms

- Grant term is three years.
- Grantees are required to submit quarterly reports as delineated in the written contract. The quarterly report will include provision of the entire 9-digit social security number of the trainees/participants, regardless of the age of the participant.
- Intellectual property, training curriculum and/or how-to guides may be retained by the Workforce Development Council to share with other partners statewide.

Performance Metrics

The return on investment shall be measured by:

- Number of individuals trained
- Number receiving credential(s)
- Number of individuals employed within 30 days following the training
- Number of individuals employed by the industry consortium (whether incumbent or new hires)
- Wage gains for individuals trained (the wage prior to training and at one-year post training)
- Retention in Idaho at one-year post training
- Employer satisfaction with sector partnership

Innovation Grants

Eligibility

The lead applicant must represent a community-based team with representation and support from business, education and other community partners as an ideal partnership. The lead applicant must be an entity physically located in the State of Idaho with the fiscal capacity to track funds and safeguard spending.

Innovation grants can fund projects that address local workforce development needs. Projects may provide skills training to individuals and/or assist individuals with connecting to careers.

- New or enhanced training must address specific employer-identified skills gaps in the community; training cannot supplant or compete with current training opportunities.
- Training may include work-based learning opportunities, classroom training or virtual training that addresses the skill gaps identified by employers in the community.
- Assisting individuals to connect to careers may include providing information and outreach on career education and workforce training opportunities and/or soft skill development.

Fund Availability

Innovation Grants are available for up to \$25,000. Grantees may have more than one Innovation Grant project open. However, past performance will be reviewed and taken into consideration into future awards.

Applicants may apply for funding to serve more than one region. The budget for each region cannot exceed \$25,000.

Applications

Applicants must provide at a minimum:

- A description of the need for the training and/or activities proposed in the project.
- A description of the populations targeted for the training and/or activities.
- A description of the community support and/or leveraged resources.

Reimbursable Expenditures

Innovation Grants are intended to support innovative approaches to workforce development. Applicants should propose reasonable budgets that directly support the project.

Contractual Terms

- Grant term is one year.
- Intellectual property, training curriculum and/or how-to guides may be retained by the Workforce Development Council to share with other partners statewide.

Performance Metrics

The return on investment shall be measured by:

- Number trained/impacted.
- Number receiving credential(s).
- Number of employers involved in project.
- Trainee/participant satisfaction.
- Employer satisfaction.
- Additional metrics proposed by applicant.
- If direct training is provided to adults, Council staff may require the grantee to collect social security numbers so that employment information can be tracked.

Employer Grants

Eligibility

Idaho employers who are increasing their current workforce and/or retraining existing workers with skills necessary for specific economic opportunities or industrial expansion initiatives. **The fund is designed to support an employer's diversification of its products/services and the production of new goods or services which will improve the employer's competitive position within the industry.**

- Must be registered with the Secretary of State to do business in Idaho and be in "good standing".
- Entry level wage must be no lower than \$12 per hour. Preference will be given for jobs that pay at or above the county average wage.
- **Training must lead to a significant wage increase (i.e. beyond typical cost of living/annual increases) for existing workers based on the skill set attained during training. This criteria does not apply to new jobs.**
- Employer must provide a health benefit plan. "Health benefit plan" means:
 - any hospital or medical policy or certificate,
 - any subscriber contract provided by a hospital or professional service corporation, or managed care organization subscriber contract.

Health benefit plan does not include:

- policies or certificates of insurance for specific disease,
- hospital confinement indemnity,
- accident-only, credit, dental, vision, Medicare supplement, long term care or disability income insurance,
- student health benefits only coverage issued as a supplemental to liability insurance,

- workers compensation or similar insurance,
- automobile medical payment insurance,
- or nonrenewable short-term coverage issues for a period of twelve (12) months or less.

Exclusions

Temporary and contract positions do not qualify for training reimbursement.

- Employer training costs incurred during a temp-to-hire process with a temporary employment agency will become eligible for reimbursement at such time as the employee is hired into a full-time permanent position with the employer paying at least \$12 per hour with employer assisted medical benefits. Temporary employees hired only to meet seasonal demand do not qualify as temp-to-hire.

Fund Availability

A quantitative funding model is used for validating eligibility and to determine the maximum amount of funding for training per job for new and retained jobs based on several weighted factors. The policy committee will review the quantitative funding model annually. If the applicant has received a WDTF grant previously, past performance will be reviewed and taken into consideration for future awards. Grantees may have only one Workforce Development Training Fund Employer grant open at a time.

Applications

Employer shall provide at a minimum:

- A description of the capital investments being made by the company and the need for training.
- A list of all positions and average wage.
- A training plan that includes the anticipated training vendor, training title, training description, skills attainment and cost. If the company provides internal training, the training must be a structured on-the-job training with a specific outline of the learning outcomes and how the effectiveness of the training will be measured.

Reimbursable Expenditures

WDTF grants may reimburse the following eligible expenses for training that provides transferrable skills gains or leads towards promotional opportunities:

- Training costs associated with vendor provided training including instructor wages, reasonable travel costs and materials.
- Training costs associated with structured internal training including instructor wages, reasonable travel costs and materials.

The training project needs to out-of-the-ordinary training and beyond what is needed in the normal course of business. Examples include:

- Training for a new piece of equipment or service offered by the company.
- New industry certifications (cannot include continuing education to maintain an existing certification.)
- Opportunity for trainees to move into a new position that require different or additional skills than used in the current position.

Expenditures that are not reimbursable:

- Employee onboarding,
- Wages paid to individuals receiving training.

Contractual Terms

- Grant period is for two years.
- Only Idaho taxable full-time, non-seasonal employees are eligible for reimbursement.
- Grantees are required to submit quarterly reports as delineated in the written contract. The quarterly report will include provision of the entire 9-digit social security number of the trainees/participants.
- The executive director of the Idaho Workforce Development Council is authorized to impose a claw back provision when they determine it to be in the best interest of the fund.

Performance Metrics

The return on investment shall be measured by:

- Number of employees trained.
- Wage gains at one-year post training.
- Employee retention (at the employer who trained them and/or another Idaho employer).
- Capital investment in expansion/technology updates that precipitated the grant.

Outreach Projects

Eligibility

Eligible applicants include:

- State Agencies
- Educational institutions
- Non-profit organizations
- Employers

Fund Availability

The Council approves an earmark of training funds annually for Outreach Projects. The Outreach committee will follow the proposal procedure to determine awards.

Proposals

Applicants must provide at a minimum:

- Organizational capacity resume
- Resume or bio for the proposed project manager
- Project timeline
- Project description
- Budget (including in-kind and matching funds)
- Description of how the project increases awareness of career opportunities for Idahoans
- Break down of project audience reach
- Anticipated outcomes
- What metrics and reports will be delivered, and when

Contractual Terms

- Project terms are up to 3 years.
- Data, metrics, and campaign assets may be retained by the Workforce Development Council to share with other partners statewide.

Performance Metrics

The return on investment shall be measured by:

- Number reached.
- Number engaged.
- Number recruited.
- If hard-to-reach individuals are engaged.
- Metrics identified in initial proposal.