

Northwest Regional Workforce Investment Board, Inc.
Incumbent Worker Training (IWT) Program
Request for Training (RFT)

The Northwest Regional Workforce Investment Board (NRWIB) is issuing this Request for Training (RFT) to provide Incumbent Worker Training Funds to companies in the northwest Connecticut region. Applicants must demonstrate the need and commitment for worker training.

Completed proposals will be accepted on a rolling basis until the funds under this grant program have been disbursed. This RFT may be downloaded from NRWIB's website at www.nrwib.org. Click on the RFP tab on the home page. Click on *IWT RFT 2011-2012* to view or download the document. Questions about the IWT Program may be directed to:

Michael Hayden, IWT Coordinator
Northwest Regional Workforce Investment Board
249 Thomaston Avenue
Waterbury, CT 06702-1028
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MHayden.CTWBS@ct.gov

SECTION I: OVERVIEW - NRWIB

The Northwest Regional Workforce Investment Board (NRWIB) is the administrative entity that oversees and administers Workforce Investment Act (WIA) and Connecticut Department of Labor (CT-DOL) funded programs in the Northwest Region Service Delivery Area (SDA). NRWIB was established by the Governor to promote effective delivery of job training services throughout the region that includes 41 municipalities. The 41 municipalities that make up the region are: Barkhamsted, Bethlehem, Bethel, Bridgewater, Brookfield, Canaan, Cheshire, Colebrook, Cornwall, Danbury, Goshen, Hartland Harwinton, Kent, Litchfield, Middlebury, Morris, Newtown, New Fairfield, New Milford, New Hartford, Naugatuck, Norfolk, North Canaan, Prospect, Redding, Ridgefield, Roxbury, Salisbury, Sharon, Sherman, Southbury, Thomaston, Torrington, Warren, Washington, Waterbury, Watertown, Winchester, Winsted, Wolcott and Woodbury.

NRWIB offers numerous services for adults, youth and employers in an effort to improve the workforce to meet the current and projected needs of the region.

SECTION II: BACKGROUND – INCUMBENT WORKER TRAINING

The mission of the Incumbent Worker Training Program is to provide business with the resources to invest in the region's workforce, improve employee skills and maintain the economic strength and viability of the region's businesses. The project's major focus is on small to medium-sized businesses that would not be able to make this investment without the assistance of the fund. Training funded by the program **MUST** address at least one of the following priorities:

- Training projects that will result in demonstrated job retention, job growth or increased wages
- Training projects that will make a difference in the company's productivity, competitiveness and ability to do business in Connecticut

- Projects for which the applicant has committed to providing significant private investment for the duration of the grant and after the grant has expired

SECTION III: APPLICANT ELIGIBILITY/REQUIREMENTS

This RFT encourages proposals from all industry sectors. Employers must be located in the northwest region of Connecticut to apply for Incumbent Worker Training (IWT) funds. Only current and newly-hired workers may be trained. Funding that requests training to update skills for “green jobs” will receive added weight in the scoring criteria. Applicants must also meet the following criteria:

- Projects must focus on upgrading the skills of employees requiring training
- Employees receiving training under the grant project must work in Connecticut

Organizations receiving funds under this RFT must demonstrate a 50 percent match in the form of cash and/or in-kind contributions. As long as the applicant is able to demonstrate and meet the 50 percent match, NRWIB will reimburse half of the total cost of the training.

Cash/In-Kind Match Example: The total cost of the training should be calculated first then 50 percent of that total cost would need to be contributed by the employer. Example:

Trainer =	\$2,500.00
Materials =	\$500.00
Employee Release Time =	<u>\$1,500.00</u>
Total Cost of Training =	\$4,500.00
Grant Funding for Project =	\$2,250.00
Employer Contribution =	\$2,250.00

Allowable training costs include those expenses that will occur during the course of the training grant period. They may include costs for training providers, curriculum development, tuition and supplies and equipment used for the training. **No training project may exceed an investment of more than \$3,000 per participating employee.** Match (cash or in-kind) includes only those current or newly incurred costs that are directly related to undertaking the proposed training. Match may not include costs that are not part of the proposed training plan, but rather are general costs of doing business.

Note: Employee release time, whether as trainer or trainee, may count towards the match requirement but is not considered a reimbursable expense. The following items are non-reimbursable expenses:

- Employee wages – whether employee being trained or employee as in house trainer
- Capital equipment
- Purchase of any item that may be used outside the training project
- Costs not approved in the cost-reimbursement agreement with the NRWIB

SECTION IV: ELIGIBLE ACTIVITIES

Available funding under this RFT can be used for the training needs of current and newly-hired workers employed by companies and organizations with locations in Connecticut’s Northwest Regional Workforce Investment area. The intent of the program is to benefit Connecticut businesses and their employees. While it is understood that small to medium-sized companies are most likely to benefit from the program, companies of any size are eligible to apply. **All applicants must demonstrate, however, that it is unlikely that the training would occur**

without these funds. Non-Connecticut-based companies may apply for training funds provided the employees to be trained are based in Connecticut.

Applications will be accepted from one organization or a group of partnering organizations. Proposals demonstrating collaborations will not have an advantage over proposals submitted by a single organization. Applicants must decide whether the priorities under the Incumbent Worker Training program will best be met by applying individually or as a member of a partnering group.

Both full-time and part-time employees are eligible for training. Training may be provided by in-house trainers or external training professionals, however in-house trainer wages are not reimbursable, as noted in Section III. The trainer need not be Connecticut-based, but all employees receiving training must work in Connecticut. Training may take place out-of-state however applicants must demonstrate that such training and its related expenses are cost effective and reasonable. Employers are encouraged to review training options at local community colleges, adult education providers, and Workforce Investment Act (WIA) program providers available at <http://www.ctdol.state.ct.us/cgi-bin/wiapub.pl>

The types of training funded under this grant program are not restricted. Employers may use their own discretion to decide the training subject matter, methods and schedule. **However, funds cannot be used to subsidize existing, ongoing training that would have been offered without this grant.** Training must be job specific; Programs such as new employee orientations will not be funded, nor will a training program designed exclusively to meet a legal mandate, such as OSHA training.

SECTION V: EVALUATION CRITERIA

Incumbent Worker Training proposals will be reviewed using the following criteria:

- Project will result in job retention, job growth or increased wages and improves the company's productivity and ability to do business in Connecticut
- Project is comprehensive and has a sound plan for implementation
- Training professionals' qualifications have been demonstrated
- Project has clear, measurable and achievable objectives
- Budget illustrates cost effectiveness
- Training directly relates to the organization's mission and business plan
- All components of the training are job-related
- Training will be completed by June 30, 2012
- Company is able to demonstrate 50 percent match
- Training participants are non-government workers
- All training participants are employed, but may not live, in Connecticut

Proposals incorporating adult education, English as a second language and related training must identify the provider and associated costs. If there are associated costs, applicants must explain why this training is not available through existent resources in the community.

SECTION VI: RESTRICTIONS & LIMITATIONS

Restrictions:

- Government entities are not eligible and may not apply for these funds
- Training programs must be completed by June 30, 2012
- Only region-based employees are eligible; Employees must be working at a location in the northwest region of Connecticut (*see eligible communities under Section I*)
- Contract employees are not eligible to be trained with these funds
- Applicants must demonstrate a 50 percent match

Limitations:

1. This RFT does not commit NRWIB to award a contract to any applicant organization. NRWIB will not pay any costs incurred by any applicant in the preparation of a proposal. NRWIB may accept or reject any or all proposals received as a result of this RFT in whole or part, or cancel in part or in its entirety this RFT if it is in the best interest of NRWIB to do so.
2. NRWIB may choose not to fund the applicant who has the proposal with either the lowest cost or the highest score on the proposal. In addition to the scores obtained, NRWIB will take into account the previous experience the applicant has had in implementing similar projects. NRWIB may request additional information or an oral presentation in support of written proposals.
3. NRWIB may award contracts under this RFT without discussion with applicant organizations therefore proposals must be submitted on the most favorable terms from both a technical and cost standpoint.
4. NRWIB may award less than the amount requested. NRWIB may require applicants selected to participate in negotiations and to submit any price, technical or other revisions of their proposals as may result from negotiation.
5. All contract awards are subject to the availability of federal funds and the execution of a contract acceptable to both NRWIB and the selected applicant.

DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Federal regulations require NRWIB to determine if a contractor is debarred, suspended, ineligible or voluntarily excluded from applying for federal funds. This will be done at the same time the "Notice of Approval" is sent to the selected applicants. Organizations will be asked to sign a form certifying they are NOT currently debarred, suspended, ineligible or voluntarily excluded from applying for federal funds.

CONNECTICUT DEPARTMENT OF LABOR REQUIREMENTS

Per the Connecticut Department of Labor, NRWIB is required to collect the full name and last four digits of the social security number for every employee who will receive training under your grant proposal. The required form will be supplied to all companies who are awarded Incumbent Worker Training funding and must be completed prior to the beginning of your training projects.

SECTION VII: APPLICATION PROCEDURES

Proposals shall be submitted to NRWIB at the address listed below. Proposals will be accepted on a **rolling basis**. Applications will continue to be accepted and awarded until all the grant funds available under this RFT have been disbursed.

To apply, **send one original, ten (10) hard copies and one electronic copy (Word Doc) of your proposal to:**

Northwest Regional Workforce Investment Board
Attention: Michael Hayden, IWT Coordinator
249 Thomaston Ave., Waterbury, CT 06702-1028
MHayden.CTWBS@ct.gov

To facilitate the review process, **all proposal pages must be numbered**. Complete applications should include:

- NRWIB Incumbent Worker Training Cover Sheet (attached)
 - Project Narrative which includes a training plan, expected outcomes and budget (template attached)
 - Attachment – Resume of Training Professional (if applicable)
- Do not send additional attachments such as brochures and newspaper articles

All proposals will be given equal consideration and each application will be judged on its own merits. Applications will undergo an internal staff screening prior to review by NRWIB's Worker Training and Education Committee, which sets board policies and oversees all funding.

SECTION VIII: FUNDING NOTIFICATION AND GRANT AWARD

Every effort will be made to render decisions regarding funding within 30 days of grant submission. Training shall not commence until "contract for training" has been executed with NRWIB. Grantees will pay the total cost of training and will be reimbursed 50 percent of that cost by NRWIB. Businesses applying for funds must pay at least half of the total cost of training. For example, 2 employees may be trained at a cost of \$2,250 per employee for a total of \$4,500. The organization will pay the total cost of the training (\$4,500) and, as long as the 50 percent match has been met, NRWIB will reimburse the organization in the amount of \$2,250. NRWIB will reimburse grantees upon receipt of: 1) Verification by the employer and the trainer that grant-funded training has been successfully completed; 2) Copies of vendor invoices; 3) An evaluation report from the grantee. Reimbursement will be made within 30 days following receipt of the above documentation. Grantees agree to participate in any program-wide evaluation of the program that may be undertaken in the future. Businesses will receive payment for training on a cost-reimbursement basis.

Northwest Regional Workforce Investment Board Incumbent Worker Training (IWT) Cover Sheet Instructions

Applicant Organization: Legal name of applicant business/company/organization

Applicant Address: Complete Mailing address (street address, city, state, zip code)

Contact Person: Contact person who can be contacted for further information, if necessary

Title: Title of contact person

E-mail: E-mail address of contact person

Telephone: Telephone and extension of contact person

Employer: Name of business/company where participants are employed

Employer Address: Complete Mailing address (street address, city, state, zip code)

Telephone: Telephone and extension of contact person

Sector: Check appropriate organization type

Description: Briefly describe the organization's mission/purpose

CT UI Tax #: Enter your company's Connecticut Unemployment Insurance Tax Number
Example of this number's format: 99-999-99

Federal Tax ID: Enter your company's Federal Tax Number
Example of this number's format: 01-2345678

Authorized Signatory: Proposal should be signed by company representative that has the authority to enter into a contract between NRWIB and your organization

Name: Printed name of signatory

Title: Title of signatory Date: Date the proposal was signed

**Northwest Regional Workforce Investment Board
Incumbent Worker Training (IWT)
Cover Sheet**

APPLICANT INFORMATION:

Applicant Organization: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Contact Person: _____ Title: _____
E-mail: _____ Telephone: _____

EMPLOYER INFORMATION: (if different from above)

Employer Organization: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____
Industry Sector: **(please specify):** _____

Brief Description of Business: (may be copied and pasted from IWT Cover Sheet)

Connecticut Unemployment Insurance Tax Number: _____
Federal Tax ID Number: _____

SIGNATURES:

Authorized Signatory: _____
Printed Name of Signatory: _____
Date Signed: _____

FOR NRWIB PURPOSES ONLY

State IWT Funds 15 % Reserve Funds

Northwest Regional Workforce Investment Board Incumbent Worker Training (IWT) Project Narrative

Note: These forms may be adapted to fit your needs however applicants must answer all questions completely. Project narrative should be five pages or less in length.

1. Please provide the name of the training you will offer.
2. Please describe the type of training you will provide.
3. Please provide the dates of the training you will provide (month(s), date(s), year).
4. How many employees will participate in the training?
5. What is the current skill level of the employees to be trained?
6. What skill level will be attained upon completion of the training?
7. Total number of employees at company.
8. Current hourly wages of employees to be trained.
9. Projected hourly wages of trained employees upon completion of training.
10. Current and projected available benefits.
11. Length of training (hours per day, number of days, number of weeks).
Hours per Day: _____
Number of Days: _____
Number of Weeks: _____
Total Hours: _____ (hours x days x weeks)
12. Will training result in certification? Yes_____ No_____
13. Who will conduct the training?
Current Employee: _____ (please provide name and title)
Outside Consultant: _____ (please provide name and address)
14. Please describe the trainer's qualifications (attach resume if available).
15. What is the trainer/instructor's hourly rate/wages?
16. Location of training (location, city, state).
17. Describe the skills, knowledge and abilities that will be conveyed to employees.
Skills Gained: _____
Knowledge Learned: _____
Abilities Conveyed: _____
18. What materials, supplies and textbooks will be used during the training?
19. Briefly describe the need for the proposed training
20. Identify what potential impact this training will have on:
Your Business: _____

Your Employees: _____

21. Budget: Fill out the attached budget template and match explanation to your proposal
22. Evaluation: **All funded companies must report on the outcomes listed below:**

A. Employee-Related Outcomes

1. Number of individuals trained - please identify with name and social security number.
2. Number of individuals successfully completing training
3. Number of training hours provided, cumulative and per individual
4. Number of trainees who improved their skill level
5. Wage increase per individual
6. Employee satisfaction*

B. Employer-Related Outcomes

1. Cost per hour of instruction
2. Cost per Trainee
3. Aversion of layoffs
4. Increase in profitability
5. Employer satisfaction *

** The Connecticut Department of Labor (CT-DOL) requires employee and employer satisfaction surveys for all projects funded under this program. Additional details will be provided by NRWIB.*

**Northwest Regional Workforce Investment Board
Incumbent Worker Training (IWT) Budget & Budget Narrative**

FOR TECHNICAL ASSISTANCE, CALL MICHAEL HAYDEN AT (203) 574-6971 EXT. 437

Employer: _____

Name of Training: _____

DESCRIPTION	(A)	(B)	(C)	NARRATIVE
	TOTAL COST OF TRAINING	GRANT REQUEST	EMPLOYER MATCH	(replace instructions below with your company's narrative)
Cost of Trainer:				
<i>Internal Trainer:</i>	\$ -	Not Applicable	\$ -	(Provide Hourly Rate x Training Hrs/Wk x # of Weeks)
<i>External Trainer:</i>	\$ -	\$ -	\$ -	(Provide Hourly Rate x Training Hrs/Wk x # of Weeks)
Tuition/Course Fee:	\$ -	\$ -	\$ -	(Provide Course Fee x # of Participants)
Employee Release Time:				Attach Additional Sheet if Necessary
<i>Employee # 1:</i>	\$ -	Not Applicable	\$ -	(Provide Hourly Rate x Training Hrs/Wk x # of Weeks)
<i>Employee # 2:</i>	\$ -	Not Applicable	\$ -	(Provide Hourly Rate x Training Hrs/Wk x # of Weeks)
<i>Employee # 3:</i>	\$ -	Not Applicable	\$ -	(Provide Hourly Rate x Training Hrs/Wk x # of Weeks)
<i>Employee # 4:</i>	\$ -	Not Applicable	\$ -	(Provide Hourly Rate x Training Hrs/Wk x # of Weeks)
<i>Employee # 5:</i>	\$ -	Not Applicable	\$ -	(Provide Hourly Rate x Training Hrs/Wk x # of Weeks)
OTHER TRAINING COSTS:				
<i>Books</i>	\$ -	\$ -	\$ -	(Provide # of Books Needed x Cost per Book)
<i>Curriculum Development</i>	\$ -	\$ -	\$ -	(Provide Detail of Costs)
<i>Classroom/Space Rental:</i>	\$ -	\$ -	\$ -	(Provide Detail of Costs)
<i>Office Supplies:</i>	\$ -	\$ -	\$ -	(Provide Detail of Costs)
<i>Other: (Identify)</i>	\$ -	\$ -	\$ -	(Provide Detail of Costs)
TOTAL	\$ -	\$ -	\$ -	
# OF PARTICIPANTS:	N/A		N/A	
COST PER INDIVIDUAL:	N/A		N/A	Amount of NRWIB Grant divided by # of Participants – Cannot exceed \$3,000/person

Describe briefly the source of the match dollars listed in the Employer Match column above:

**Northwest Regional Workforce Investment Board
Incumbent Worker Training (IWT)
Budget Attachment: Match Explanation**

Please detail both the source and amount of match dollars (in-kind and/or cash):

<u>SOURCE</u>	<u>AMOUNT</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	\$