



Northern Middle Tennessee Workforce Board Inc.

Effective Date: 10.01.2018
Duration: Indefinite

Consolidated Business Grants Policy

Purpose

This policy establishes the eligibility requirements for Consolidated Business Grants.

Background

The Workforce Innovation and Opportunity Act (WIOA) expands businesses by ensuring the workforce system is job-driven, matching employers with skilled individuals. The Northern Middle Tennessee Workforce Board (NMWB) has identified demand occupations and sectors to assist employers in order to provide appropriate training to meet their needs. The NMWB can meet these needs by providing funds for Apprenticeship Training, Incumbent Worker Training, and On-the-Job Training.

Policy & Instructions

The NMWB approves the funding amount of the Title I Adult and/or Dislocated Worker funds to be used for the grant awards. The staff to the NMWB are responsible for determining grant eligibility. Grants are awarded on a first come, first serve basis.

For a business to qualify for a grant it must meet the following criteria:

- Must be classified as a Tennessee for-profit business or, not-for-profit business with a presence in accordance with Federal, State, and Local law;
- Must be in operation for at least one (1) year;
- Must be current on all local, state, and federal tax obligations;
- Must be a financially viable business not currently in, nor expecting to file for bankruptcy nor be in or plan to be in a lay-off status for the past 12 months;
- Must not appear on any federal suspension or debarment list;
- Must be current in unemployment insurance and workers' compensation, taxes, penalties, or interest; and
- Must be in an in-demand industry as determined by the Northern Middle Tennessee Workforce Board

The following will also be considered during review:

- Priority will be given to employers who propose training to individuals with barriers to employment, as defined in WIOA Section 3(24)
- The benefit to workers in regards to retention, advancement or increase in wages either short-term or long-term
- The benefit to the employer to save jobs or prevent layoffs
- The benefit to the employer to enhance process improvement
- The benefit to the participant to gain industry experience leading to recognized credentials and/or an increase in wages
- The number of participants the employer plans to training
- If the business is in a distressed area

Types of Grants and Funding

Funds may be awarded in increments of up to \$25,000. All expenditures must follow the policies and procedures of the Federal, State, and Local government fiscal responsibilities and expended in the contract period.

The contract awarded will be cost reimbursement. No Expenses are reimbursable until a contract has been fully executed (signed by all parties) and all participant data has been submitted and deemed eligible. Monthly invoices are due by the 10th of the month for the previous month and must include documentation of expenditures. Invoices will be paid within 30 days of receipt of approved documentation.

A. Incumbent Worker Training (IWT)

1. Participant must have been employed and have an established employment history with the employer receiving the grant for six (6) months or more.
2. A U.S. citizen or individual legally entitled to work in the U.S.
3. Age 18 or older
4. Registered for Selective Service unless an exception is justified
5. Employer is required to match a minimum of 50% of the requested training costs

B. On-the-Job Training

1. Newly hired
2. A U.S. citizen or individual legally entitled to work in the U.S.
3. Age 18 or older
4. Registered for Selective Service unless an exception is justified
5. The occupation chosen by the employer for training must meet a Specific Vocational Preparation (SVP) level of 3 or greater
6. Grant will reimburse employer up to 50% of wages

C. Apprenticeship Training

1. Must be an apprenticeship or pre-apprenticeship program to increase the skill level and proficiency of their employees, and
2. Promote an increase in production efficiency
3. Employer is required to match a minimum of 50% of the requested training costs

Reimbursable Training Expenses

1. Instructors/trainers salaries capped at actual amount of \$50/ hour if company trainers are used (whichever is less)
2. Textbooks and manuals
3. Materials and supplies
4. Tuition expense

Non-Reimbursable Costs

1. Trainee's Wages (IWT only, OJT and Apprenticeship can be reimbursed for trainee wages)
2. Purchases of capital equipment
3. Purchase of any item or service that may possible be used outside of the training project
4. Travel expenses of trainers or trainees
5. Assessment, testing, or certification fees
6. Language training unless specific to terms of employment
7. Advertisement or recruitment
8. Any costs not approved in the final sub-recipient agreement

Grant Award Requirements


1. Businesses approved for funds must enter into a contract. The contract commits the business to complete the training as proposed in it application, as well as committing to compliance with all applicable Federal, State and Local laws.
2. Approved budget items are reimbursed upon presentation of adequate documentation of the training and evidence that the training expense incurred as been paid.
3. Businesses must submit monthly reimbursement requests in the timely manner with required support documentation.
4. Businesses will keep accurate records of the project implementation process and certify that all information provided, for the purpose of requesting reimbursements and reporting training activity is accurate and true.

Additional Grant Award Procedures

- A. Cost per participant will be considered when evaluating the effectiveness and efficiency of the award. Factors include:
 1. Does the total amount of the grant divided by the number of participants represent a cost equivalent to other training options in the local workforce development area?
 2. Is the training provided in a demand occupation?
 3. Has the company/trainer demonstrated successful performance previously?
- B. Monitoring
 1. Participant data will be reviewed for completeness and eligibility prior to payment of any invoice
 2. Supporting documentation must be provided with each invoice demonstrating appropriate and allowable expenses and employer match
 3. For trainer wages, documents providing direct expense (gross wages paid) to grant must be provided
 4. NMWB staff will review submitted data and invoices for accuracy
 5. NMWB staff will have regular contact with grant recipient to ensure proper information is being maintained
 6. Lack of response by grant recipient to the NMWB staff may result in termination of the contract

Authorized by:

Approved by:

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 Marla Rye, Executive Director Date

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 John Zobl, Chairman Date