



State of Rhode Island - Department of Labor & Training
Layoff Aversion / Business Retention Incumbent Worker Training
Program Guidelines

PURPOSE

The purpose of the incumbent worker training program is to increase the skills of the incumbent workforce. As a result of improving this capacity, the business applicant must indicate how the training will avert a pending layoff, mitigate a pending layoff or support business retention.

Rapid Response Funds

The funds for this program were made available through the Workforce Investment Act (WIA), and as stated above, must be used only for layoff aversion / business retention purposes through this procurement solicitation.

Amount of Assistance

There is no minimum or maximum amount to be awarded to an individual business or organization. Business applicants are responsible to contribute a minimum of 10% to a maximum of 50% of the allowable training expenses. This is based on the sliding scale (Program Parameters).

INQUIRIES

RI Department of Labor & Training
Business Services Unit
Center General Complex, Bldg. 72, First Floor
1511 Pontiac Avenue, Cranston, RI 02920
PHONE: (401) 462-8723 FAX: (401) 462-8722
EMAIL: Susan.Biagioni@dlt.ri.gov

SUBMISSION OF APPLICATIONS

Business applicants must submit one application with an original signature along with four (4) copies of the completed proposal. Proposals should be submitted to:

RI Department of Labor & Training
Business Workforce Center
Center General Complex, Bldg. 72, 1st Floor
1511 Pontiac Avenue, Cranston, RI 02920

The submission of business applications is on a rolling basis. Faxed or emailed applications will not be accepted. A complete application consists of the Section I Business Information, Section II Training Plan, Section III Budget, Section IV Authorization and Certification and completed W-9 form.

ELIGIBILITY AND PROCEDURES

Eligibility Requirements for Incumbent Workers

- The incumbent worker must be at least 18 years old, a U.S. citizen or non-U.S. citizen legally authorized to work in the United States, and comply with Selective Service provisions. These requirements must be documented
- Each employee participating in the training must complete a netWORKri application (to be provided upon approval of funding)
- The incumbent worker must be currently employed with the participating employer.

Eligibility Requirements for Employers

Employers must be:

- In operation in the State of Rhode Island during the entire twelve month period prior to the application date, with at least one employee other than the owner, have workers' compensation insurance;
- Current on all Rhode Island tax obligations, including all applicable city and local taxes;
- In compliance with all federal, state and local laws;
- Currently considering downsizing, layoffs due to market conditions or natural disaster;
- Proposing to deliver the training for employees based within Rhode Island.

The following employers are not eligible to participate:

A business that has a history or pattern of failing to provide WIA participants with continued employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.

ALLOWABLE ACTIVITIES / PARTICIPANTS

All trainees must be employees. Volunteers and board members are not eligible to participate in the training. Allowable training is flexible, should be based upon the employer's needs and designed to avert or mitigate a pending layoff or support business retention. Reimbursable activities cannot occur prior to the actual start date of the grant.

Procedures for Employers:

The Business Services Unit (BSU) of the Department of Labor & Training (DLT) will be the primary point of contact for employers interested in Rapid Response funded incumbent worker training. Applications may be submitted by employers at any time to the BSU. Upon receipt of an application, BSU staff will review for initial eligibility (complete application and correct number of copies). Those applications meeting the initial eligibility will be read and scored by members of the Business Retention and

Expansion Initiative (BREI) Team, which may be made up of staff from, but not limited to, DLT, the Economic Development Corporation, Local Workforce Investment Boards, and other business organizations and resources. Points will be allocated to each section of the application with the most weight assigned to the description of how the training will address layoff aversion or support business retention. Employers will be notified by BSU staff of funding decisions.

Organizations receiving funding will enter into a contract with DLT. The contract will include the scope of work as described in the application, the budget, certifications, provisions and payment procedures. Invoice and program narrative templates will be provided to the employers. The BSU will review and approve invoices for approval.

PROGRAM PARAMETERS

- The training provided for incumbent workers through the funding of this program to avert or mitigate a pending layoff must be “hard skills”. In the world of work, “hard skills” are technical or administrative procedures related to an organization’s core business. Examples include machine operation, computer protocols, safety standards, financial procedures and sales administration. These skills are typically easy to observe, quantify and measure. They’re also easy to train, because most of the time the skill sets are brand new to the learner and no unlearning is involved.
- Training must be technical in nature, address occupational skills (hard skills) and result in the awarding of a certificate with the exception of the training being conducted by an internal (employee) trainer, for all those who successfully complete the training. The certificate must be awarded by:
 - A state educational agency or a state agency responsible for administering vocational and technical education within a state.
 - An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
 - A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual’s knowledge, skills, and abilities.
 - A registered apprenticeship program.
 - A public regulatory agency, upon an individual’s fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).

- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- An institution of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.
- There is no minimum or maximum amount of grant funds to request.
- A company can be funded just once per 12 month period.
- The company must match the grant funds received. The match is based on a sliding scale determined by company size, as with On-the-Job and Customized Training: no less than a 10% match for companies with 50 or fewer employees; no less than a 25% match for companies with 51-250 employees; for companies with more than 250 employees, no less than a 50% match.
- The match can either be cash or in-kind. In-kind consists of the value of the wages paid to the employees while they are in training.

WHAT CRITERIA ARE USED TO EVALUATE AND FUND APPLICATIONS?

Number the sections of your proposal to correspond to the content outline below:

The BREI will evaluate and rate applications based on the following criteria:

1. The IWTP outcomes (avert layoff, support business retention, build businesses’ competitiveness, upgrade employee skills are clearly stated) = 40 points
2. The application clearly describes the training to be delivered, states the training objectives, and describes how the funds would be used to meet the objectives = 15 points
3. Site Visit = 15 points
4. Complete Budget Section Narrative = 10 points
5. The company has initiated other layoff aversion, business retention activities and has clearly described them = 20 points

The BREI team will, during the evaluation process, at its discretion, request additional information from any or all applicants, including a site visit by the BREI team, which will be considered in making funding decisions.

EXAMPLES OF ALLOWABLE AND NON-ALLOWABLE COSTS FOR TRAINING EXPENSES

Allowable Training Expenses

Tuition and training provider fees
 Training materials and supplies
 Software that is used 100% for training activities
 In-house trainer wages – excluding benefits

Non-Allowable Costs

Equipment including hardware and software
 Lost worker productivity
 Grant preparation or administrative costs
 Travel expenses, meeting space, lodging, food
 Wages while in training and fringe benefit cost