

ADDENDUM

Incumbent Worker Training Grant Capital Area Workforce Development Board Local Guidelines

In addition to guidelines set forth by the North Carolina Department of Commerce, Capital Area Workforce Development Board requires the following guidelines be adhered to when applying for and training under the NCWorks Incumbent Worker Training Grant (IWTG) in **Wake and Johnston Counties**.

Application

- Companies applying for the IWTG must first meet Capital Area Workforce Development Board's application deadline. Note: Applications received by CAWDB after this date will not be considered.
 - **Spring 2016 Application Deadline – Tuesday, March 15, 2016 (Tentative)**

Eligibility

- Applicant companies must not have been awarded an IWTG within the last 2 years and have spent less than 75% of the funds awarded. Exceptions are considered on a case-by-case basis given extenuating circumstances, such as business closure or employee turnover.

Training (for businesses awarded an IWTG)

- Prior to entering into a contract with Capital Area Workforce Development Board, the following must occur:
 - The business must provide a clear **START** and **END** date for each training component. If there is a change in the anticipated training dates originally provided in the application, the company must notify CAWDB **prior** to beginning training.
 - The business and trainees must register in NCWorks online and provide trainee information to Capital Area Workforce Development Board as requested

Additional Key Points

- Businesses that receive an IWTG are expected to participate in monthly conference calls with Capital Area Workforce Development Board to share an informative update on training – including, but not limited to:
 - Employees that have completed training in the previous month
 - Employees that are currently in training
 - Employees that are expected to start training in the following month
 - Feedback on training providers
 - Update on start and end dates for training sessions that have not yet been fulfilled
- Once a company has been awarded an IWTG, training and use of funds must occur in accordance with the training approved in the application process.
 - Exceptions to this rule are considered on a case-by-case basis under certain circumstances, such as employee turnover.
 - Any changes in training must meet eligibility criteria and continue to address the originally identified skills gap.

- No changes in training – including type of training or employees receiving training – may occur without the prior written approval of Capital Area Workforce Development Board and the North Carolina Department of Commerce.
- Training must not occur prior to or after the contracted training dates established in the contract between Capital Area Workforce Development Board and the IWTG recipient company. Any training that occurs outside of this allowable date range will not be reimbursed.
- Training extensions are considered on a case-by-case basis and must be approved by both Capital Area Workforce Development Board and the North Carolina Department of Commerce.
- At the end of training, the IWTG recipient company must complete and submit a final report. The final reimbursement payment will not be made to the business until the final report has been received by Capital Area Workforce Development Board.