

retention

productivity

upgrade

innovative

growth

efficiency

training

technology



ARKANSAS Incumbent Worker Training Program

Due Date: March 31, 2010



Arkansas Incumbent Worker Training Program PY 2009 Instructions

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Contact Information

Applications should be submitted to the following address:

MAILING ADDRESS:

Arkansas Department of Workforce Services
Incumbent Worker Training Program
Office of Employment Assistance
Suite 430
P.O. Box 2981
Little Rock, AR 72203

PHYSICAL ADDRESS:

2 Capitol Mall, Suite 430
Little Rock, AR 72201

Any questions regarding this application should be directed to:

Ms. Angela Glasgow
Phone: (501) 683-5355
Fax: (501) 683-5858
Email: ADWS.IWTP@arkansas.gov
<http://www.dws.arkansas.gov/Employers/IWTP.htm>

Section I – Arkansas Incumbent Worker Training Program Fact Sheet

Application Due Date/Time: March 31, 2010, 4:30 p.m.

What is the purpose? Arkansas Incumbent Worker Training Program under the federal Workforce Investment Act provides funding for innovative training projects that will benefit business and industry by assisting the skill development of incumbent workers, thereby increasing employee opportunities, and company growth and productivity. Training in portable skills results in a more highly skilled and versatile workforce that contributes to Arkansas' ability to attract new business and creates an environment conducive to expansion.

Who may apply for funds? Any private for-profit or private non-profit business **that has been in operation in the State of Arkansas during the entire twelve-month period immediately preceding the date of application**, is current on all state tax obligations and that proposes training at a facility it operates that is located in the State may apply. State agencies, local community colleges, labor unions and training providers are not eligible to apply for funding under this program.

How is “incumbent worker” defined? An incumbent worker is an employee of the applicant business.

How do I apply for funding? The project application can be found on the Internet at <http://www.dws.arkansas.gov/Employers/IWTP.htm> or contact the Department of Workforce Services by email at ADWS.IWTP@arkansas.gov or by telephone at 501-683-5355 for a copy of the application and guidelines.

How much money is available? The maximum funding for an **applicant** is \$150,000.00. A total of \$3,377,381 in Workforce Investment Act statewide activities funds has been designated to fund the overall initiative.

Where can I get assistance in developing a project application? The applicant may also seek assistance from local agencies and/or training providers with an interest in the program, such as a community college, local economic development entity or your local workforce investment board.

What are the requirements for employees participating in the program? The business will identify the individuals or groups of individuals eligible for participation in the incumbent worker training program. In addition, to be eligible for funding under the Workforce Investment Act individuals must be: at least 18 years old; a U.S. Citizen or authorized to work in the U.S; and if the individual is a male born after 12/31/1959, he must be in compliance with selective service registration requirements.

Section II – Allowed Use of the Funds

Activities may include:

- Training to prepare participants for productive, high demand employment;
- Work-site-based learning strategies using cutting-edge technology and equipment;
- Training programs incorporating technological changes in the workplace;
- Training programs designed to impart learning to meet employer-specified or industry-specific skills;
- Train-the trainer instruction to build the capacity of Arkansas businesses to effectively respond to the challenges of an increasingly diverse workforce;

Activities NOT eligible for funding:

- Costs incurred prior to the approval date of the application
- Construction or purchase of facilities or buildings
- Business relocation expenses
- Employment or training in sectarian activities
- Lobbying activities
- Employee wages (**This includes both in-house trainers and trainees**)

Section III – Application Priorities

Priority will be given to companies:

- Whose application(s) request assistance in avoiding a significant layoff,
- Whose application(s) request funding by which employees will achieve a significant upgrade in skills
- Whose application(s) request funding for companies with 50 or fewer employees
- Whose application(s) request funding that includes training of workers employed in a distressed area (based on unemployment rate, poverty rate, per capita income, and growth rate.) See map titled – *Economic Development Tiers*, in Attachment I to these instructions
- Whose application(s) request funding for training that will be replicated by the company
- Whose application(s) request funding for “train-the-trainer” projects or
- Whose training projects utilize Arkansas public and private providers

Project descriptions must clearly demonstrate an increase in the skill levels of current workers to meet the needed workplace skill requirements. Projects must be designed in cooperation with the industry and its workers, and must assure that workers remain skilled and competitive in the workplace.

Training may take the form of traditional classroom training, on-the-job training, distance learning, workshops, seminars, site-based training, computer-based training, and other methods as approved by the Department of Workforce Services.

Expected Outcomes

As a result of an award of training funds, applicant(s) will be required to demonstrate one or more of the following outcomes in the Contract End Report, due within 30 days after the end of the contract:

- Demonstrate business growth or expansion
- Demonstrate increases in productivity through measurements
- Demonstrate that funds used to train incumbent workers resulted in lowering turnover rates
- Increase retention of their existing workforce and demonstrate higher post-training wages of participating employees
- Establish new relationships with other businesses to solve the problems of recruiting and retaining workers
- Demonstrate ability to utilize new technology to improve current production levels

Project Completion

All grant projects shall be performance-based with specific measurable performance outcomes -- including the completion of the training project and number of employees trained.

Businesses shall provide sufficient documentation to the Department of Workforce Services for identification of all employee participants for evaluation of outcomes and any other purposes deemed pertinent by the Department or the Arkansas Workforce Investment Board.

All training must be completed no later than **April 30, 2011**.

A training program evaluation survey must be completed by participants and submitted with final report to the Department of Workforce Services.

Section IV – Program Intent

Across Arkansas, as well as the nation, businesses are concerned with the availability of skilled workers. The Workforce Investment Act (WIA) is affording businesses every opportunity to sustain, grow, and strengthen from employer-led Workforce Investment Boards. The WIA has also allowed for funds to be designated for the sole purpose of training Arkansas' workers. It is the intent of WIA to be flexible, allowing States to create their own solutions. It is also the intent of the State to be flexible, allowing employers to create their own training programs to meet the needs of businesses and employees.

Section V – Submission Requirements

The application form can be found on the Department of Workforce Services website at <http://www.dws.arkansas.gov/Employers/IWTP.htm>. The space provided on the application is not indicative of the answer required; therefore, the application should be completed electronically. The form will expand as information is entered. Applications should be submitted **by mail or in person** to the Department of Workforce Services by private sector businesses only by the due date and time indicated in Section I of these instructions.

Applicants are required to submit one original and five copies of each application. Failure to submit the required copies will result in the application not being considered for funding.

Applicants may include an individual business, a consortium of businesses, or a business/trade association whose members have demonstrated a specific skill training need. State agencies, local community colleges, labor unions and training providers are not eligible to apply for funding under this program. Any application not adhering to this process will be returned to the applicant. Each application shall conform in every respect with the requirements discussed below.

Employers shall be required to submit a separate application request for each of the projects they are proposing. All proposals will be evaluated as separate training projects. Any resultant contract award will be made to the applicant that offers the best value for each of the separate training projects.

The application consists of the following sections:

- **Part I – Administrative Data**
- **Part II – Management/Technical Proposal**
- **Part III – Cost Proposal**

The three parts shall, at a minimum, contain the information specified in the paragraphs below:

Part I – Administrative Data: Administrative data will consist of required information about the applicant and partners in the training project, and will include the signature of the authorized company representative. This representative shall designate an alternative point of contact for purposes of the program.

Part II – Management/Technical Proposal:

Included in the answers to Part II should be a detailed description of who will benefit from this training and how they will benefit. It should include the important aspects of the plan and describe how this plan will lead to a measurable success. It should describe any partnerships that will be utilized to accomplish the objectives outlined in the application.

MANDATORY REQUIREMENTS:

Any application not meeting the mandatory requirements will be returned without consideration for evaluation. Employers are advised that they are responsible for the integrity and content of their proposals.

Location Of The Incumbent Worker Training

The applicant shall list the location of the training for which they are submitting a proposal.

Goals

a). Describe the project's goals, performance measures, and expected outcomes. How does the training relate to the performance goals and measures? Address the nature of the training program (job creation, training, or retraining) and the consequences if funding is not secured, including whether other grants or funding sources are being pursued for the same or similar proposal.

- Performance measures relate to the scope of work.
- Project goals, measures and outcomes are clearly stated and will support current workforce skill development.
- Outcomes are quantifiable and attainable.
- Activities proposed are projected to provide community sustained wages, career opportunities, employment permanence, and/or other job related factors.
- Describe how the training will be replicated and/or sustained.
- Project has a clear timeline of training and specific number of trainees to complete training.

Outcome Objectives

b). What impact will the training have on the affected community? How is this assessed? How many trainees will be served and in what timeframe? How are wage levels of the jobs affected by the training program? What changes do you expect to see among the trainees who are served? What will the consequences be if funding is not secured? Will jobs be lost? Will the company have to close or relocate?

- Project demonstrates a positive economic impact on the community, including the influx of dollars.
- Project demonstrates how the wage levels will be affected.
- Project clearly shows proposed changes in knowledge and skills.

Monitoring

Applicants should expect that the Department of Workforce Services staff, or their designees, will conduct at least one on-site project review. This review will focus on the project's performance in meeting the grant's programmatic goals and participant outcomes, complying with the targeting requirements regarding participants who are served, expenditure of grant funds on allowable activities, collaboration with other organizations as required, and methods for assessment of the responsiveness and

effectiveness of the services being provided. Grants may be subject to additional reviews at the discretion of the Department of Workforce Services.

Evaluations

The Department of Workforce Services may arrange for or conduct an independent evaluation of the outcomes, impacts, and benefits of the projects. Grantees must agree to make records available on participants and employers as well as project financial and management data and to provide access to personnel, as specified by the evaluator(s) under the direction of the Department.

Part III - Cost Proposal

All responses to this application are to be for a firm fixed price amount. This firm fixed price amount must include all aspects of the response (instructors/trainers fees, travel expense, consumable training materials and supplies, off-site facilities rental, etc.) All charges related to this project must be included in the firm fixed price amount submitted in the response. Applications that do not meet this requirement will be considered as incomplete and will not be evaluated.

The applicant shall summarize all proposed costs in Part III of the application in three areas:

1. **Project Training Costs** – Include costs associated with the development and delivery of the training.
2. **Trainee Wages** (for match purposes) - Use this table to calculate trainee wages, which can be used towards the Company Match of funds. Trainees must be paid full wages while in training if trainee wages are listed as Match funds. NOTE: Incumbent Worker Training Funds cannot be used for reimbursement of trainee wages. Add rows to the table as necessary to include all jobs.
3. **Miscellaneous Costs** - Identify costs associated with non-personal services such as training materials, supplies, textbooks, etc.

The applicant must provide actual verifiable computations used to reach the total dollar figure for each item.

Allowable Activities for IWTP Funding

- Consumable training materials and supplies (shelf life less than one year)
- Textbooks
- Off-site facility rental expense
- Rental of tools and equipment critical to the project
- Travel expense and per diem of instructor
- Instructor/trainer fees (Other than company employees)
- Train-the-trainer

Disallowed Activities for IWTP Funding

- Software
- Purchase of Equipment
- Food, Beverage, or Entertainment
- Trainee Wages
- Administrative Costs

Matched Funds

Each employer is required to match 100% of the requested funds. This match may be in the form of cash or in-kind contributions. The entire proposal must be matched, \$1 match for \$1 allotment. Match funds must be spent on allowable activities and in accordance with this agreement. In-kind match may be in the form of the reasonable fair market value of goods and services directly benefiting and specifically identifiable to the project. All match funds must be provided by the employer/business in this partnership. Match funds records must be verifiable, traceable, and available for review or audit. All documentation is subject to review and/or audit by the state and/or federal government. It will be the responsibility of the employer to maintain records and accounts for a period of three (3) years from the date of obligation, or as otherwise required by law.

In-kind match can include items such as

- Instructor fees (Other than company employees)
- Equipment rented specifically for use during training and with a prorated cost for the duration of the training project
- Supplies specifically designed for and exclusive to training
- Reasonable charges for other facilities used specifically for training – must provide three market comparisons. Rental charges donated by entities other than the designated Training Provider may serve as a match.
- Wages of trainees while in training and away from job duties. Trainees must be provided full wages while participating in the training.

Note: Training funds cannot be used to reimburse any training costs occurring before the grant is approved or for existing training contracts. Please take this into consideration when developing your budget and timeline.

Section VI – Terms and Conditions

General: The following Terms and Conditions are applicable to the resultant contract. Compliance with all Terms and Conditions is mandatory.

1. Approval of the Application

The application is subject to approval of the IWTP Review Committee, the written approval of the Department of Workforce Services Director or designee and shall not be binding until approved.

2. **Contract Administration**
For contract administration matters, contact Incumbent Worker Training Program, Arkansas Department of Workforce Services, Attn: Angela Glasgow, P.O. Box 2981, Little Rock, AR 72203-2981, Phone: (501) 683-5355.
3. **Contracting Officer Authorization**
The Department of Workforce Services shall be the only entity authorized to direct and/or redirect the effort in any way.
4. **Modification**
Any modification or amendments to the agreement must be requested in writing, submitted to and approved by the Department of Workforce Services in advance. All appropriate sections of the application must be revised and submitted. **Modifications will not be accepted by fax or electronically.**
5. **Oral Agreements**
No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the application or the resultant agreement. All modifications to the resultant agreement are not effective unless acknowledged in writing by the Department of Workforce Services.
6. **Gratuities**
The right to perform under the resultant agreement may be terminated by written notice if the Department of Workforce Services (DWS) determines that the approved employer, its agent, or another representative (1) offered or gave a gratuity (e.g., entertainment or gift) to an officer, official, or employee of the DWS or IWTP Committee member, and (2) intended the gratuity to obtain an awarded proposal or favorable treatment.
7. **Termination**
Both parties agree that this agreement may be terminated by notice in writing, by either party, 30 days before termination date.
8. **Assessment**
At conclusion, this program will be monitored and assessed by the DWS to assure compliance with all requirements.
9. **Performance Period**
The resultant Incumbent Worker Training period shall be the date of award through **April 30, 2011.**
10. **Final Report**
The employer will provide a contract-end final report and participant evaluation surveys prior to final reimbursement. A representative sample of trainee completed evaluations will be acceptable.

Monthly invoices **may** be submitted for reimbursement rather than holding until the end of the contract period.

- NOTE: A total of **twenty-five (25) percent** of the IWTP grant awarded will be withheld until the final report is submitted and all performance criteria specified in the grant have been achieved.

11. Compliance with Law

The employer shall be subject to all applicable state and federal laws, rules and regulations, and all amendments thereto. The employer agrees to devote special attention to its responsibilities under state statutes.

Observance of the compliance with the requirement thereof shall be the responsibility of the employer, without reliance on or direction from the DWS. The employer shall be in good standing and in compliance with rules and regulations regarding:

- a. Worker's Compensation Insurance
- b. A Drug-Free Workplace
- c. Liability Insurance and indemnification
- d. Environmental Protection
- e. Equal Opportunity Employer
- f. Americans with Disabilities Act
- g. Client Confidentiality

12. Intergovernmental Contracting Clause

By signing this agreement, the employer certifies that the training services provided under this agreement are authorized in the normal course of the employer's business. Signature also certifies that individuals providing the training services are currently employed in occupations that ensure that they possess the expertise necessary to fulfill the training requirements of the business contractor.

Section VII – Evaluation Criteria for Application Award

A. General

All responses will be evaluated according to the procedure outlined in this Section. An Evaluation Committee composed of members of the Arkansas Workforce Investment Board, and others as appointed, will conduct an evaluation of all applications received and accepted as complete.

B. Award of Contract

Award of any contract as a result of this application will be made in strict accordance with this Section. The DWS reserves the right to reject all responses not conforming to the application submission requirements specified in Section V of the application instructions.

C. Award to Multiple Applicants

The DWS reserves the right to award multiple contracts to multiple applicants. Issuance of this application does not guarantee that a contract award will result from this solicitation.

D. Evaluation

Applications will be evaluated by a team of reviewers and will be rated based upon Administrative Data, Management and Technical Proposal, and Cost Proposal. Required elements are in Section V of the application instructions.

Specific Criteria – Criteria are listed in descending order of importance. These are mandatory considerations.

Program Management /Technical Proposal

45 points

- Project demonstrates the benefit of the partnership effort and its impact on reduced cost, shared resources, shared instructor, etc.
- Roles and contributions of partners are clearly explained and demonstrate how they will work together.
- Project demonstrates that the business/industry and its workers were involved in the design of the project.
- If the project is part of a larger strategy, it is explained.
- Performance measures relate to the scope of work.
- Project goals, measures and outcomes are clearly stated and will support current workforce skill development.
- Outcomes are quantifiable and attainable.
- Activities proposed are projected to provide community sustained wages, career opportunities, employment permanence, and/or other job related factors.
- Describe how the training will be replicated and/or sustained.

Cost Proposal/Budget

30 points

The budget must include detailed breakouts of each of the proposed budget categories. The 100% match must be indicated.

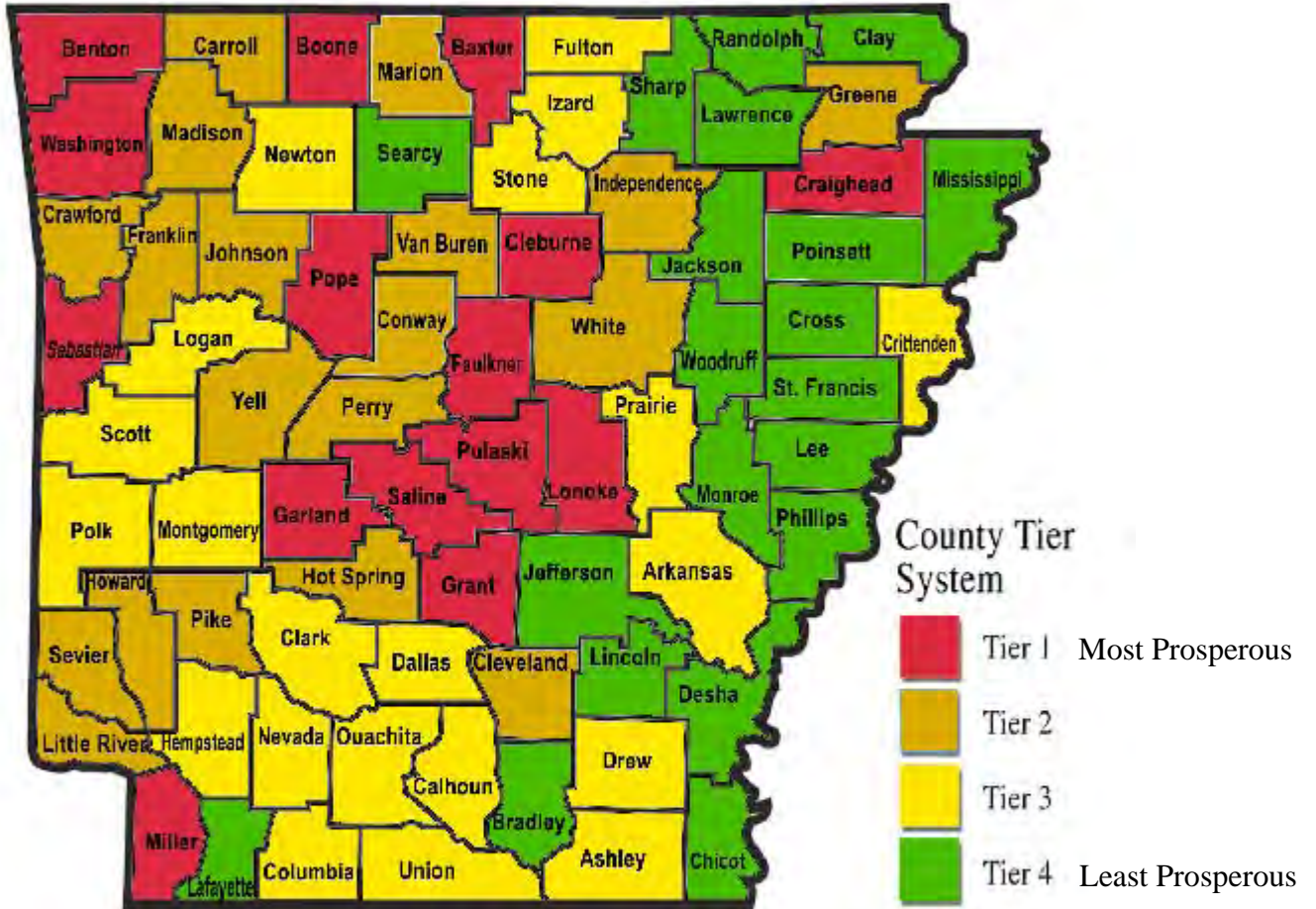
- Budget is reasonable and necessary to complete the proposal's scope of work.
- Costs are consistent with past patterns for similar services.
- Expenditures are clearly described and reflect all project activities.

Outcome Objectives**25 points**

- Project demonstrates a positive economic impact on the community, including the influx of dollars.
- Project demonstrates how the wage levels will be affected.
- Project clearly shows proposed changes in knowledge and skills.
- Project has a clear timeline of training and specific number of trainees to complete training.

Additional points will be awarded to companies that propose training that complies with the application priorities described in Section III of these instructions.

TIER MAP



Effective August 1, 2009 through July 31, 2010
Revised 9/9/09

Source: Arkansas Economic Development Commission website