

Application for Incumbent Worker Training Grant

Good Jobs

I. Overview

Through its Good Jobs initiative, CWP is offering incumbent worker training grants to employers in Connecticut. Good Jobs is a statewide initiative focused on training, placing, and advancing thousands of Connecticut workers in key sectors. Incumbent Worker Training (IWT) is a core strategy to increase the skills of the healthcare and technology workforce and help workers advance into high-quality roles.

II. Application Process

Employers may apply for incumbent worker grant funds by completing this application and submitting it to Capital Workforce Partners. CWP may approve the application as submitted, or negotiate changes as needed to ensure compliance with grant requirements and budget availability.

As part of the application process, applicants must attach at least three (3) price quotes from qualified sources of training.

Priority will be given to training that helps employees advance from entry-level roles and that will make a significant impact on the employees' career potential.

III. Other Requirements & Definitions

- Eligible Occupations
 - Training is for employees in healthcare and technology-related roles. Technology training must focus on technology-dependent roles across industries including healthcare, advanced manufacturing, financial services, transportation, professional/IT services, and others.
- Training must result in immediate advancement for participating workers. Advancement is defined as a wage increase, promotion, or a change in work status to full-time permanent from part time, per diem, or other non-FT, non-permanent status.
- Incumbent workers must meet the following criteria
 - Be employed by the employer applicant
 - Meet the Fair Labor Standards Act requirements for an employer-employee relationship
 - Have an established employment history with the employer applicant for 6 months or more, except with the following exception:
 - If the incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for 6 months or more as long as a majority of those employees being trained do meet the employment history requirement.
 - Participants must be 18 years old and a US citizen or able to work in the US.
 - Must enroll in CWP's Good Jobs program prior to the start of training.
- Grants will be limited to a per-participant cost of \$5,000.00.

IV. Employer Information

Applicant Details

Employer Name:

Address:

Federal I.D.#:

NAICS Code (6-Digit):

State Tax I.D.#:

Training Contact (*Name and Title*):

Telephone:

Email:

Organization Status:

Private For-Profit Corporation

Sole Proprietor LLP

LLC

Partnership

Private Non-Profit

Public Entity

Other (*specify*):

Employer Size (*total number of employees*):

Insurance Coverage:

Worker's Compensation:

Carrier:

Policy Number:

Liability Insurance:

Carrier:

Policy Number:

Authorized Signatory (*must be an officer or have fiduciary signing authority*)

Name:

Title:

Authority:

Owner

Partner

CEO

COO

CFO

Other (please specify):

Training Provider Quotes (please attach supporting documentation)

<i>Provider</i>	<i>Cost</i>
1)	
2)	
3)	

****** SOLE SOURCE RATIONALE *** (get the form)**

VI. Assurances

I recognize that I must give assurance for each item below. If I cannot, this application will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of Connecticut, or local Debarment List.
3. We have not had a contract terminated for cause by any State of Connecticut government entity.
4. We will provide records to show that we are fiscally solvent, if needed.
5. We have all of the fiscal controls and accounting procedures needed to ensure that public/private funds will be used as required by law and contract.

6. **We will meet all applicable Federal, State, and local compliance requirements.**

These include, but are not limited to:

- Records accurately reflect actual performance.
- Maintaining record confidentiality, as required.
- Reporting financial, participant, and performance data, as required.
- Complying with Federal and State non-discrimination provisions.
- Meeting requirements of Section 504 of the Rehabilitation Act of 1973.
- Meeting requirements of the Americans with Disabilities Act of 1990.
- Meeting all applicable labor law, including Child Labor Law standards.
- Ensure organization is a Drug Free Workplace.
- Will not use contract funds to lobby.
- Enforce zero tolerance for violence in the workplace.
- Ensure that all staff with direct contact with minors under 18 undergo a criminal background check and only those individuals with a satisfactory result are employed in a program serving minors.
- Protect participant confidentiality and protect personally identifiable information (PII).

We will not:

- Place a participant in a position that will displace a current employee.
- Use public/private money to assist, promote, or deter union organizing.
- Use funds to employ or train persons in sectarian activities.
- Use funds for adults or youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- Use public/private funds for activities that would interfere with or replace regular academic requirements for eligible youth that are not dropouts.

I hereby assure that all of the above are true.

Signature of Authorized Representative

Date