

# **WORKFORCE INVESTMENT BOARD OF WILL COUNTY**

## **BUSINESS GRANTS FOR EMPLOYEE TRAINING**

### ***APPLICATION INSTRUCTIONS***



## **APPLICATION PROCESS**

A completed application must be submitted along with required attachments to the Workforce Investment Board for consideration for training funds.

Receipt of an application does not commit the Workforce Investment Board of Will County to award funding. The contents of an approved application will become part of the Contract. No costs incurred in the preparation and submission of an application is eligible for reimbursement.

Copies of the application can be downloaded from the Workforce Investment Board of Will County's website at [www.willcountyworkforceboard.com](http://www.willcountyworkforceboard.com), or by calling (815) 727-5670 ext. 2.

## **APPLICATION REQUIREMENTS**

**Applicants must include:**

1. **Application Form**
2. **Training vendor quotes**
3. If applicable, a **Letter of support** from the Union(s) representing the employees at the facility is required for the training.

Applications submitted to the Workforce Investment Board of Will County ***should not be bound***. No handwritten applications will be accepted. Incomplete applications will not be reviewed. **ONE (1) ORIGINAL HARD COPY AND ONE (1) ELECTRONIC COPY IN MICROSOFT WORD** on a CD should be submitted to:

Workforce Investment Board of Will County  
214 N. Ottawa Street  
Joliet, IL 60432

## **EVALUATION**

The Workforce Investment Board of Will County shall screen all applications to determine that all requirements of the application package have been addressed. Workforce Investment Board members and staff will conduct an evaluation of each complete application.

### **Technical Evaluation Component**

Each application will be reviewed to assure compliance with technical program requirements that ensure the applicant is an eligible entity and eligible training activities are being proposed. Workforce Investment Board of Will County members and staff will also review compliance with information contained in the Application, and ensure that all proper signatures are affixed to the document.

## **Application Evaluation**

Those applications determined eligible for funding based on the evaluation process described above will be evaluated according to the following criteria:

- **Employee skill improvement/upgrade**
- **Project readiness (e.g. time schedule for project)**
- **Specific and measurable training objectives**
- **Level of value-added for the company**
- **Quality of the proposed training programs**
- **Overall quality of application**

Applications are limited to businesses in Will County's targeted industry sectors listed below:

- Construction
- Finance, Information and Professional Services
- Healthcare
- Logistics/Transportation/Warehousing
- Manufacturing

## **ADMINISTRATION REQUIREMENTS**

**The Illinois Department of Commerce and Economic Opportunity requires as a part of this program that a company provide a list of employees who were trained with these funds along with their Social Security numbers. This information must be provided to be reimbursed for training.**

## **MONITORING**

If the applicant is awarded funds, the Workforce Investment Board of Will County may conduct at least one desk monitoring to verify that the applicant's financial management system is structured for accurate, current and complete disclosure of the financial results of the program. The monitoring will also verify employee wage records, training rosters, and invoices and receipts associated with the approved training.