

# INFORMATION SHEET

## WDTF Industry Sector Grant Guidelines

IDAHO  
DEPT. OF LABOR

In July 2015, the Workforce Development Council approved \$1,000,000 of Workforce Development Training Funds resources for a third round of industry sector grants designed to engage employers in developing new training solutions that address workforce issues, fill skill gaps and employment shortages.

- The WDTF Sector Grant will accept applications of up to \$250,000 on a non-competitive, first come, first-serve basis.
  - Applications will be accepted until all funds are obligated.
  - Each grant must be expended within two years with the option for a one year no-cost extension if outcome benchmarks are met.
  - The applicant must be a business entity representing a consortium of at least three industry partners with a similar occupational training need; all three partners must meet current WDTF business requirements, which can be found online at: <http://labor.idaho.gov/dnn/idl/Businesses/TrainingResources/WorkforceDevelopmentTrainingFund.aspx>
  - Prior to submitting the application, the industry consortium must partner with the Department of Labor for assistance in identifying skill gaps and research training options, to develop a targeted occupation labor market analysis that identifies the current and future projected gaps in employment for the industry, and to select a training solution to alleviate identified skill gaps. This may be selection of a public/private postsecondary training provider, development of work-based training components or a combination of the two.
  - Training may include work-based learning opportunities or classroom training that addresses the skill gaps identified by the industry consortium while providing job candidates with new skills, enhancing the skills of incumbent workers leading to a wage gain or promotion as a direct result of the training.
  - Grant funds must be used for delivery of training that alleviates the identified skill gaps and may include: personnel costs for development of training modules and/or delivery of training in a classroom; salary of a business training employee/trainer or for industry expert trainer at a job site; space, equipment or supplies necessary for training.
  - The industry consortium, together with its training provider, must provide resources that directly support the proposed training at one of the following rates:
    - 25% cash match of the total grant request, or
    - 100% in-kind match equal to the total grant request, or
    - A combination of cash match plus in-kind match equal to the total grant request.
  - The WDTF Sector Grant will accept as in-kind the cash value of a business partner's time or equipment/supplies/space that directly supports delivery of training and that will not be reimbursed with WDTF resources. Examples include: supervising/training at a job site or providing class instruction; developing training modules; use of existing laboratory, classroom space or equipment; purchase of new equipment/supplies or use of existing equipment directly used during training.
- NOTE: The application must include a thorough description of each item identified as in-kind match, the current value of the item and the cost allocation formula used to determine the value of the item as it relates to directly supporting delivery of training.

- A public or private postsecondary training provider selected by the employer may serve as the grant recipient. If virtual/online training OR work-based training is selected, the employer may be the grant recipient and costs of training will be reimbursed to the employer.
- Administrative costs cannot exceed 5 percent of the WDTF grant award.
- Industry Sector Grant awardees are required to complete the necessary reporting forms due on the 10<sup>th</sup> day at the end of each quarter. The awardee will submit the quarterly reimbursement request as delineated in a written contract with Idaho Department of Labor and the Idaho Department of Commerce. The awardee will be responsible for the retention of expenditure records as delineated in the contract in addition to completion the following cost-reimbursement forms:
  - Industry Sector Quarterly Report
  - WDTF01-02 Request for Reimbursement Form
  - Industry Sector Grant Program Cost
  - Industry Sector Participant (Student) Data Form (SSNs required)
  - Industry Sector Training Timeline
- The following outcomes will be measured on an individual participant level for the entire grant AND will also be measured on a company level for each consortium partner:

**For current employees of the project's business partners (incumbent workers):**

- Number of incumbent workers who receive classroom training
- Number of incumbent workers who complete classroom training
- Number of incumbent workers who receive structured on-the-job training
- Number of incumbent workers who completed structured on-the-job training
- Average wage prior to training/average wage after training
- Number attaining recognized credential/skill badge

**For other individuals:**

- Number of individuals who receive training
- Number of individuals entering training-related employment within 30 days of training completion
- Number of individuals entering training-related employment with one of the project's business partners
- Anticipated average hourly wage of new hires (minimum of \$12/hour)
- Number attaining recognized credential/skill badge

- Representatives from the Idaho Department of Commerce, the Idaho Department of Labor, the State Board of Education and the Workforce Development Council will review each grant application to ensure it meets the minimum criteria.

**If you have questions concerning the industry sector grant process, please contact your [Regional Business Specialist](#).**