

## **INCUMBENT WORKER TRAINING GRANT (IWTG) PROGRAM OVERVIEW**

- Funds approved for the biennium beginning 7/1/11 and ending 6/30/13.
- Workers and businesses are eligible for new grants every fiscal year during this biennium, beginning on 7/1 and ending on 6/30.

### **A. Eligibility of Businesses:**

1. Businesses must be clients of the BEAR Program, Montana Manufacturing Extension Center (MMEC) or the Small Business Development Center (SBDC) -- locally, this is the Montana Community Development Corporation (MTCDC).
2. Business must have been in operation at least one year.
3. Business must be registered with the Secretary of State as a corporation, LLC, partnership, association or sole proprietor.
4. Business must meet the definition of a "small business." This is no more than 50 employees statewide and no more than 20 in one location (includes both full- and part-time employees).

### **B. Eligibility of Workers:**

1. Workers must be permanent employees, past their probationary period as defined by the business. If the business does not have a written probationary period, the time frame defaults to Montana state law, which is six months.
2. Workers must meet the definition of a non-seasonal, non-temporary, full-time or part-time employee.
  - a. Full-time employees must receive at least 35 hours per week, predominantly year round.
  - b. Part-time employees must receive between 20-34 hours per week, predominantly year round.

### **C. Eligibility of Training and Training Providers:**

1. Training must demonstrate a clear and distinct benefit to both the employee and the business in terms of increased wages, productivity and/or competitiveness.
2. The training providers must be:
  - a. Part of the Montana University System, or,
  - b. Montana Tribal College, or,
  - c. Registered Apprenticeship, or,
  - d. Other providers recommended by the BEAR, MMEC, or SBDC teams. This can include proprietary training or out-of-state programs

### **D. DISALLOWED training:**

1. Training that cannot demonstrate a clear, distinct benefit to the employer and worker.
2. Training that is regular and on-going, or that is normally offered or expected by the employer or profession. Examples of this would be new-hire training or continuing education credits.

**E. IWTG Funding Requirements and Limitations:**

1. Grant funds may be used to pay for certain costs of training:
  - a. Direct training costs and travel costs
    1. Direct training costs: tuition, books, fees, supplies.
    2. Travel costs: lodging and transportation (NOT meals).
2. Grant limits:
  - a. Full-time employee: annual limit of \$2,000 per job, not worker.
  - b. Part-time employee: annual limit of \$1,000 per job, not worker.
3. Matching requirements:
  - a. Employer must contribute 20% of the training and travel costs for in-state trainings.
  - b. Out-of-state trainings: Training must be matched at 20% in wages or in cash. Travel must be matched at 50% in cash.
4. Allowed Match Options:
  - a. Direct payments to vendors for portions of the training cost.
  - b. Direct payments for lodging and transportation.
  - c. Wages and benefits (for training costs and in-state travel, only).

**F. How businesses apply for IWTG funding:**

1. **Contact the BEAR program** to schedule an interview/assessment. Businesses must go through the BEAR assessment process, then apply, or,
2. **Contact the MMEC** to meet with an engineer, then apply (manufacturing entities only), or,
3. **Contact the MTCDC** to set up an appointment, then apply.

THESE THREE AGENCIES ARE THE ONLY MEANS OF OBTAINING IWTG FUNDING:

**Contacts:**

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| <b>MMEC:</b>         | Mark Shyne<br><a href="mailto:marks@coe.montana.edu">marks@coe.montana.edu</a><br>(406) 994-3876 |
| <b>SBDC/MTCDC:</b>   | Sean Becker<br><a href="mailto:seanb@mtcdc.org">seanb@mtcdc.org</a><br>(406) 728-9234 ext. 250   |