

**River Valley Workforce Investment Board  
Incumbent Worker Training Grant  
FAQ's**

**Who should apply for the Incumbent Worker Training Grants?**

Any Illinois privately-owned or public sector organizations located in Kane, Kendall or DeKalb Counties that meet the following criteria:

1. Is in one the following targeted industries:
  - Healthcare;
  - Manufacturing;
  - Information Technology;
  - Agri-Business;
  - Finance & Insurance;
  - Hospitality & Retail;
  - Green Industries & Occupations, and
  - Transportation, Warehousing & Logistics.
2. Has been in operation in Illinois for more than 12 months.
3. Employs at least one permanent full-time employee besides the owner.
4. Has not relocated in the last 120 days resulting in job losses.
5. Is committed to retaining all employees who are trained in this program.
6. Is not already receiving training funds from public sources.
7. Is current on all local, state and federal obligations.

**Which of my employees are eligible to be trained?**

Only permanent full-time employees on your Kane, Kendall or DeKalb County payrolls are eligible for the Incumbent Worker Training Program. Part-time, seasonal, temporary workers and contract employees are not eligible.

**What type of training will be accepted?**

Only training leading to an upgrade of skills for specific jobs in your organization or that will lead to job advancement for the employee will be considered. Training needs are established by the employer.

Types of training that are not eligible include:

- Stand-alone adult basic education (ABE);
- Stand-alone English as a Second Language (ESL);
- Team building;
- Motivational;
- Basic computer literacy;
- Training required by federal, state or industry guidelines, and
- Off-the-shelf software products. (training for Microsoft products may be available through the Elevate American Grant administered by KCDEE)

**Where can the training take place?**

Training can occur at your facility, in a classroom, at a vendor location or other specialty training site as dictated by the type of training. The facility does not need to be located in Kane, Kendall or DeKalb Counties.

**Am I limited to which training organizations I can use?**

You must solicit three quotes for professional trainers and supply those quotes to the River Valley WIB along with your application. (This requirement may be waived in certain circumstances. Contact the River Valley WIB offices for further information.). Additionally, you should indicate in your application your preferred vendor describing your rationale for that selection.

Training providers need not be from Kane, Kendall or DeKalb Counties.

Trainers can be contracted professional trainers, public or private educational institutions or manufacturer reps that can train on new equipment.

**When can I apply for this grant?**

You may apply at anytime, there are no deadlines. Grants are available until funds are depleted.

**When will I know if my application is approved?**

We will convene our review panel as we receive applications and will process them as soon as possible.

**When can I begin the training covered under the grant?**

You can begin training once a signed Service Agreement with the River Valley WIB has been executed.

**Can I submit an application for training that is already in process or completed?**

No

**Can I begin training as I await approval of our application?**

No

**How long do we have to complete the training?**

You have 12 months from the date your service agreement is executed to complete the training.

**What is our percentage match for the training?**

You will be required to provide a percentage match for training. You may use wages and benefits of employees being trained during training hours toward that match:

50 or fewer full-time employees: Applicant match is 10%  
51 to 99 full-time employees: Applicant match is 25%  
100+ full-time employees: Applicant match is 50%

**What costs are allowable for reimbursement?**

Costs that are reasonable and necessary for conducting the required training are allowable, including but not limited to:

- Training development;
- Instructor wages;
- Tuition;
- Training materials & supplies;
- Fees required to complete training;
- Travel for trainers & trainees beyond normal commute;
- Off-site & on-site facility costs;
- Cost for use of equipment during training, and
- Fees for technical or professional certifications.

**What costs are not reimbursable?**

Costs for administering the grant or training are not reimbursable. Additionally, we cannot reimburse you for the wages paid to employees while in training; however wages can be deducted from your match requirement.

**How do we get reimbursed for the training?**

Once training is completed, send us your final report (form will be provided) and your request for reimbursement (form will be provided) and include receipts and a description on how you applied your match. A check will be issued once information is reconciled and approved.

**Where can I get an application?**

Incumbent Worker Training Grant applications are available online at: [www.rivervalleywib.org](http://www.rivervalleywib.org) and under Training for Tomorrow at [www.KCDEE.org](http://www.KCDEE.org), or call our office at 630-859-9923, extension 2.

Please do not hesitate to contact us with any questions or if you need help determining eligibility or completing the application.