

Memorandum

TO: UPPER SAVANNAH AREA BUSINESSES

**FROM: UPPER SAVANNAH WORKFORCE DEVELOPMENT BOARD,
JESSE SIBERT, CHAIRMAN
UPPER SAVANNAH COUNCIL OF GOVERNMENTS,
SANDRA JOHNSON, WORKFORCE DEVELOPMENT ADMINISTRATOR**

DATE: February 24, 2009

SUBJECT: ANNOUNCEMENT OF INCUMBENT WORKER TRAINING (IWT) FUNDS

Funds are available through the Workforce Investment Act to train currently employed workers. The Upper Savannah Area, which consists of Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda Counties, was awarded Incumbent Worker Training funds to contract with area businesses.

Because funding is limited, a panel from the Upper Savannah Workforce Development Board will rate applications based on the cost-effectiveness of the investment. Priority for funding will be given to 1) Businesses whose applications represent a significant upgrade in employee skills and/or employee wage increases as a result of training, 2) Businesses whose training applications reflect a significant layoff avoidance strategy and provide retention opportunities, and 3) Businesses/Business Sites who have not received an Incumbent Worker Training Program award during the prior or current program year.

Businesses should note that this year funding will be limited to **\$15,000 per business**. No business match is required for this round of funding. Approved training will be reimbursed 100%. Training must begin no later than July 1, 2009 and end no later than December 31, 2009.

Upper Savannah Council of Governments will contract with the selected business (es) to write an agreement for incumbent worker training. Costs will be reimbursed after the business provides the training services specified in the contract. Reimbursable training expenses include instructors/trainers' salaries, textbooks/manuals, and materials/supplies.

Enclosed in the Grant Announcement is the following information:

- Incumbent Worker Training Program Guidelines and Application
- A sample IWT Trainee Information Form (completed if awarded grant)
- A sample IWT Expenditure Form (completed if awarded grant).

*Upper Savannah Council of Governments must receive applications by **noon, Tuesday, March 31, 2009**. Applications received after noon, March 31, 2009 will be placed on a waiting list for consideration as additional funding becomes available. To request an electronic copy of the application, contact Upper Savannah workforce staff at (864) 941-8050 or adowell@uppersavannah.com.*