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## Incumbent Workforce Development Program Fact Sheet

**What is the purpose?** The Incumbent Workforce Development Program provides funding to established businesses in the Centralina region to provide educational and skills training for current workers. It is designed to benefit business by enhancing the skills of employees, thereby increasing employee productivity and the potential for company growth. Training in portable skills results in a more highly skilled and versatile workforce that contributes to the ability of the Centralina WDB region to attract new business and creates an environment conducive to expansion. The program (under the federal Workforce Investment Act) broadens the scope of the state's existing incumbent worker initiative.

**Who may apply for funds?** Any private for-profit or private non-profit business that has been in operation in the State of North Carolina during the entire twelve-month period immediately preceding the date of application, is current on all state tax obligations and that proposes training at a facility it operates that is located in the State may apply. State agencies, local community colleges, labor unions and training providers are not eligible to apply for funding under this program.

**How is "incumbent worker" defined?** An incumbent worker is an employee of the applicant business.

**How do I apply for funding?** To request the project application and guidelines, contact the staff of the Centralina Workforce Development Board (WDB) at (704) 348-2717 or at [dhollars@centralina.org](mailto:dhollars@centralina.org). The project application can be found on the Internet at [www.centralinaworks.com](http://www.centralinaworks.com) or at <http://www.nccommerce.com/workforce/>. The Centralina WDB staff can also provide assistance and guidance in completing the project application. Completed applications should be sent to: David Hollars, Executive Director - Centralina Workforce Development Board, PO Box 35008, Charlotte, NC 28235

**How much money is available?** The maximum funding for a project is \$50,000. A total of \$3,000,000 in Workforce Investment Act statewide activities funds has been designated for North Carolina to fund the overall initiative.

**Where can I get assistance in developing a project application?** The staff of the Centralina WDB can assist your business in developing a project application. Your business may also seek assistance from other local agencies with an interest in the program, such as a community college or local economic development entity.

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Centralina Workforce Development Board, Inc.  
Serving – Anson, Cabarrus, Iredell, Lincoln, Rowan, Stanly, and Union Counties

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**What types of training are allowable?** Two types of training are available:

- Occupational skills training that is designed to meet the special requirements of a business and that is conducted with employer commitment to continue to employ all trained individuals upon successful completion of the training
- Educational training including workplace literacy, basic skills, “soft” skills, and English as a second language

**What are the requirements for employees participating in the program?** Your business will need to identify the individuals or groups of individuals eligible for participation in the incumbent workforce program. In addition, to be eligible for funding under the Workforce Investment Act individuals must be: at least 18 years old; a U.S. Citizen or authorized to work in the U.S; and if the individual is a male born after 12/31/1959, he must be in compliance with selective service registration requirements.

**When are funds made available?** The Commission on Workforce Development will accept project applications approved, prioritized and forwarded by the Centralina WDB on a monthly basis through June 30, 2003. After this initial application period, the Commission will accept applications on a quarterly basis. The Commission will make the final decision on all project applications.

**Where do I submit my application?** Completed applications should be sent to: David Hollars, Executive Director - Centralina Workforce Development Board, PO Box 35008, Charlotte, NC 28235. Please carefully review the program guidelines before submitting your application to ensure that your business is eligible for possible funding, that you have made contact with your local community college for possible provision of part or all of the actual training for employees, and that you have included all required documentation.

**Where can I find more detailed information on this program?** The Centralina WDB, serving Anson, Cabarrus, Iredell, Lincoln, Rowan, Stanly, and Union counties, is your point of contact for the Incumbent Workforce Development Program. Contact the Centralina WDB at (704) 348-2717 or at [dhollars@centralina.org](mailto:dhollars@centralina.org) or visit our website – [www.centralinaworks.com](http://www.centralinaworks.com).

**If my application is approved, what are the next steps?** If your application is approved, the Centralina WDB will prepare a contract between the WDB and you (the employer) that will serve as the legal agreement for the Incumbent Workforce Development Program. All costs associated with the program will be on a cost reimbursement arrangement. The employer will also need to ensure that performance measures and outcomes from the program are properly documented.

