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Incumbent Worker Training Program

Pre-Award Analysis

A. Business Information

|  |  |  |  |
| --- | --- | --- | --- |
| Business Name: | | | |
| Street and Mailing Address: | | | |
| City/State: | | Zip: | County: |
| Business Contact Person: | | Title: | |
| Phone: | Ext: | Email address: | |

B. Pre-Award Questions

* What type(s) of training are you interested in for your employees (*list all*):
* Do you need assistance from the Board in exploring training topics, finding a training provider, etc.?  Yes  No
* Approximately how many employees would participate in the training(s)?
* Have the employees to be trained been employed with your business for at least six (6) months prior to the anticipated start date listed below?  Yes  No
* Has the business been in operation in NC for 12 months?  Yes  No
* What’s your estimated timeline for training(s) to occur?
* Please indicate location of business (must be in Rivers East Region) which includes Beaufort, Bertie, Hertford, Martin and Pitt counties.
* Is your company current on all federal, state, and local (county and city) taxes?  Yes  No

*If no, your application is not disqualified but you will need to provide documentation of your payment plan agreement with your application.*

* Is your company subject to a collective bargaining agreement?  Yes  No

(If “Yes”, please attach a letter of endorsement from the authorized union official)

* Has your business established an employer account through NCWorks.gov?  Yes  No

*If not, please set up your free account before submitting your application. If you need assistance, please let us know.*

* Have you contacted the Small Business Technology and Development Center (SBTDC) and/or your local Community College to see if the training was available at no cost?  Yes  No
  + Is the training available through either organization?  Yes  No
* Has your company previously received any training grants, such as the NCWorks Customized Training Program or other training grants from any government sources?  Yes  No

*If yes, you will be asked to provide details.*

* Has your company previously received any Incumbent Worker Training Grants from this Workforce Board or another Workforce Board?  Yes  No

*If yes, you will be asked to provide details.*

I hereby certify that the above information is, to the best of my knowledge, true and correct

Printed Name Title

Signature Date

*Please submit completed Pre-Award Analysis and any requested supporting documentation to our Compliance Manager, Lou Stout, at* [*lstout@mideastcom.org*](mailto:lstout@mideastcom.org)*.*

**ATTACHMENT A**

**Reimbursable/Non-Reimbursable Training Costs**

The following is a listing of reimbursable and non-reimbursable training costs for the Rivers East Workforce Development Board:

**Allowable Training Costs**

1. Training/Course registration
2. Training that results in participants obtaining an industry-recognized certification or credential to include training preparation for certification exams
3. Virtual and/or web-based online training when seated classes are not possible
4. Employee skills assessment that results in primary training funded through the grant
5. Textbooks/manuals used 100% for the training activities listed in the application
6. Materials and supplies directly related to the funded training
7. Travel for trainers - if the requested training is not available within reasonable proximity to the business. *Reasonable proximity should be discussed with the Workforce Development Board staff prior to submitting the application.*
8. Trainer/Instructor salaries provided they are not employed by any business whose employees are being trained
9. Training related software -- limited to 5% of the total grant award and must be necessary for the training request
10. Process improvement or quality-related training

**Non-Allowable Training Costs**

* Employee-related costs such as wages, fringe benefits, etc.
* Training-related costs incurred prior to the beginning date of the Agreement or after the Agreement ends
* Training that the business or entity on the business’s behalf already provides to its employees
* Training that a business is mandated to provide on a regular basis to its employees by federal, state, or local laws
* Continuing Education Units (CEUs) and other training that is specifically required for an employee or business to maintain licensure, certification, or accreditation
* Courses that are part of a trainee’s pursuit of an educational degree
* Employment or training in sectarian activities
* Curriculum design and/or training program development
* Trainers employed by any business whose employees are being trained to include parent business employees
* Purchase of employee assessment systems or systems usage licenses (*example: site licenses*)
* Business website design and development, website hosting, and maintenance, software or hardware upgrades, advice on computer selection for purchase and upgrade
* Third party compensation or fees not directly related to the provision of the requested training
* Any costs that would normally be considered allowable, but for which there is no request/cost for training related to the item(s) within the application
* Capital improvements, purchase of real estate, to include the construction or renovation of facilities or buildings, and capital equipment or other durable (*long lasting and/or reusable*) training materials
* Business relocation or other similar/related expenses
* Travel outside of contiguous United States or costs associated with bringing a trainer into the country
* General office supplies and non-personnel service costs (*example: postage and photocopying*)
* Membership fees/dues
* Food, beverage, entertainment, and/or celebrations related expenses
* Job/position profiling
* Publicity/public relations costs
* Costs associated with conferences