



**Wisconsin Economic Development Corporation
Program Guidelines for Fiscal Year 2021**

Program Name: Workforce Training Grants (WTG)

Program Inception: WEDC FY12

Lead Division: Business and Community Development

New **Revised**

Aid **Pass-thru Aid** **Technical Assistance**

Program Goal:

The goal of the Workforce Training Grant (WTG) Program is to incent new and expanding businesses to attract, develop and retain talent in the state of Wisconsin.

This program primarily supports the following WEDC Strategic Pillar and Focus Area:

Business Development: Business Retention and Expansion

Program Description:

The program aids businesses in attracting, developing and retaining talent as a part of a business development project. The program provides grant funds to businesses to upgrade or improve the job-related skills of a business's existing and new employees.

Eligibility Requirements:

Definitions

“Designated Rural County” means a county with a population density of less than 155 residents per square mile as of the 2010 Census.

“Financial Institution” means a bank, as defined in s. 214.01 (1) (c), a savings bank, as defined in s. 214.01 (1) (t), a savings and loan association, a trust company, a credit union, as defined in s. 186.01 (2), a mortgage banker, as defined in s. 224.71 (3) (a), or a mortgage broker, as defined in s. 224.71 (4) (a), whether chartered under the laws of this state, another state or territory, or under the laws of the United States; a company that controls, is controlled by, or is under common control with a bank, a savings bank, a savings and loan association, a trust company, a credit union, a mortgage banker, or a mortgage broker; or a person licensed under s. 138.09, other than a person who agrees for a fee to hold a check for a period of time before negotiating or presenting the check for payment and other than a pawnbroker, as defined in s. 138.10 (1) (a).

“Ineligible Business” means businesses ineligible for WTG funds, unless extraordinary circumstances exist, including but not limited to a serious threat of a business leaving the state, significant job creation or retention, or significant capital investment, and such extraordinary circumstances are approved by the Board of Directors’ Awards Administration Committee:

- Payday loan and title loan companies
- Telemarketing other than inbound call centers
- Pawn shops



- Media outlets
- Retail
- Farms
- Primary care medical facilities
- Financial Institutions
- The hospitality industry

“Opportunity Zone” means a designated qualified opportunity zone in the State of Wisconsin under Internal Revenue Code § 1400Z-1.

Activities

The program incents job training that focuses on new technology, industrial skills, manufacturing processes, or leadership development. The training must not be currently available through other resources such as Wisconsin Technical College System, Microsoft Office training, OSHA courses, or DWD Fast Forward, unless the program timeline does not coincide with business needs.

Eligibility Factors

Evaluation of all WEDC training grant applications will include, but are not limited to, the following factors:

- Training shall be related to a specific project that is not part of routine operations
- Whether the project will be located in an economically distressed area
- Whether the project will be located in a rural area
- The financial soundness of the business

Eligible grant and matching training costs may include the wages of employees participating in the training, training materials, and trainer costs.

Ineligible training costs (both grant and match) include travel, meals, lodging and training that addresses any of the following:

- Orientation
- Non job-related training
- State or federally mandated programs
- Routine training not related to a specific project

Grant Award Conditions

- Training may be on- or off-site
- Grant funds may not be used for past costs.

Incentives and Available Funding (FY21): This program is not being funded in FY21.

The incentives in this program are grants of 50% of eligible training costs, or up to 75% in Designated Rural Counties or Opportunity Zones. The maximum grant amount is calculated by multiplying the number of employees expected to be trained by \$5,000.



Activities and Expected Outcomes:

WEDC does not anticipate any program activities or outcomes during FY21.

Performance Reporting:

Recipients will be required to annually submit a performance report documenting job training as well as any other contract deliverable.

WEDC annually selects awards on a sample basis for an audit. All backup to the performance report is required to be maintained for the life of the award.

WEDC may impose additional reporting requirements to evaluate project performance and to ensure compliance with contract deliverables.

Application and Awards Process:

The WTG program has a continuous application process. Applicants for a WTG should complete an application through an Account Manager. The completed application will be assigned to an underwriter and go through the award review process.

For more information on application review, internal process, and award distribution, please refer to WEDC’s award administration policies and procedures.

Revision History:

Effective Date	Description of Change
7/1/2017	Expanded eligible training activities to include leadership development
7/1/2017	Simplified eligibility factors and ineligible training costs
7/1/2017	Eliminated unnecessary position maintenance period requirement and jobs references
7/1/2019	Clarified method to calculate grant amount; reduced match in a Designated Rural County or Opportunity Zone; clarified performance reporting requirements
7/1/2020	Placed temporary suspension on program activities and funding during FY21



PROGRAM REVIEW:

This document has been reviewed by the following parties (Check all that apply):

- Chief Operating Officer
- Chief Legal Officer
- Chief Financial Officer
- Other _____

Senior Director of Public Policy: _____

Date _____

Division Vice President: _____

Date _____

AUTHORIZED APPROVAL:

CEO or Designee: _____

Date _____