



Mississippi Valley Workforce Development Board

Business Committee Meeting Agenda

Thursday, December 14, 2023, at 11:00 a.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/86836600675?pwd=MWJMUUnZWV05FK2p6REJaNjIESnhhQT09>

Meeting ID: 868 3660 0675 Passcode: 432130

One tap mobile: +16469313860,,86836600675#

Called to Order	Mandy Parchert
Roll Call	Tyler Lanz
*Consent Agenda	Mandy Parchert
Excused Absences	
Approval of Previous Meeting Minutes	
Approval of Agenda	
Retrain & Retain Grant Interest Updates (Page 4)	Tyler Lanz
*Michelle's Vocational Placement Application (Page 5)	Mandy Parchert
*Titan Machinery Application (Page 8)	Mandy Parchert
*Dynamic Tube Application (Page 11)	Mandy Parchert
*Retrain & Retain Policy Modification (Page 14)	Miranda Swafford
Business Team Updates/Minutes (Page 23)	Tyler Lanz
Other Business	Mandy Parchert
Public Comment	Mandy Parchert
*Adjourn	Mandy Parchert

*Items Requiring a Vote ** Items Requiring a Roll Call vote

Accommodations

Accommodations are available upon request for individuals with disabilities. If you need accommodation, please contact Mandy Tripp at assistant@mississippivalleyworkforce.org or at 1-844-967-5365 option 3.



Mississippi Valley Workforce Development Board

Business Committee Meeting Minutes

Thursday, November 9, 2023, at 11:00 a.m., via Zoom

Members Present: Mandy Parchert, Stephanie Torrance, Stacy Borgeson, Chris Caves, and Emily Benjamin

Members Absent: Kelley Brown (excused), Caitlin Bliesener (unexcused)

CEO: Don Schwenker

Staff Present: Andrea Taylor, Strategic Partnership Specialist, and Tyler Lanz, Communications Assistant

Guest: Jennifer Schuster and Travis Robinson

CALLED TO ORDER

Parchert called the meeting to order at 11:03 a.m.

QUORUM

There was a quorum to conduct business.

CONSENT AGENDA

The consent agenda included agenda approval, previous meeting minutes, and excused absence for Kelley Brown. Torrance made a motion to approve it, seconded by Caves, and the motion carried.

***MOU ATTACHMENT K: BUSINESS SERVICE PLAN**

Parchert presented the draft attachment outlining the business service plan. Caves inquired whether this document would include Title I business engagement efforts as well and it was clarified that all of the workforce system partners who provide business services are party to the MOU. Benjamin made a motion to approve MOU Attachment K: Business Service Plan, seconded by Torrance, and motion carried.

RETRAIN & RETAIN GRANT INTEREST UPDATES

Taylor reviewed the recent interest forms that were filled out and discussed why they were or were not eligible to apply. Taylor advised that applications are being completed, however we are waiting on the FY24 funding. There was a discussion about eligibility and the 260E training grants, specifically, whether the companies who receive the 260E grants are actually utilizing them and whether we can get a list of grant recipients from EICC to verify.

RETRAIN & RETAIN FINANCIAL UPDATE

Taylor presented the financial updates. Taylor advised that Carl A. Nelson has opted out, and detailed the grants that have been awarded so far. A total of \$39,015.20 has been obligated, with \$38,190.00 remaining.

EMPLOYEE TRAINING SATISFACTION SURVEY

Taylor presented the employee training satisfaction survey, which will gather feedback about the quality of training they received and the relevance of the training to their current positions. The survey has been shared with the contacts for grant recipients who have already completed their training so they can be distributed to the participating employees.

BUSINESS TEAM UPDATES

Taylor reviewed the monthly business service reports from September and October, including success stories from both centers, updates about Rapid Response, and various outreach events and meetings. There was a discussion about how to engage more employers in our hiring events including industry-specific reverse job fairs, hosting an open house for employers at the Iowa*WORKS* centers, or hosting a Q&A Session between the Business Committee and the Business Service Team members. There was additional discussion about virtual job fair platforms and drive thru job fairs that have been well attended in the past and whether that could be a strategy moving forward.

BUSINESS SATISFACTION SURVEY

Taylor presented the results of the business satisfaction survey. There was a pretty even split between positive and negative responses. Most of the complaints centered around the Iowa*WORKS* case management system being difficult to navigate and not user-friendly. The committee discussed ways in which these comments are addressed and how to improve the system. The committee suggested developing a one-pager or a desk aid to assist employers with navigating and using the system.

OTHER BUSINESS

Lanz reminded committee members about the upcoming Annual Board Training on November 30, 2023 in Burlington and encouraged them to register.

PUBLIC COMMENT

There was no public comment.

ADJOURN

Caves made a motion to adjourn, seconded by Torrance, and the motion carried. Parchert adjourned the meeting at 11:56 a.m.

R R Interest orm pdates

*Michelle's Vocational Placement Grant Application

Documents Included: Application Summary, Scoring
Rubric

Action Requested: Approve the grant application



Mississippi Valley Workforce Development Board

RETRAIN AND RETAIN GRANT APPLICATION SUMMARY
Name of business: Michelle's Vocational Placement, LLC (MVP)
County: Scott
Amount of request: \$3,800.00
Date application submitted: 10/30/23
Date to start training: 12/21/23
Years in existence: 3
Total number of employees: 23
Total number of employees to be trained: 15 (all but one is an Iowa resident)
Reason for funding: This training will provide strategies to help the staff teach the clients how to be successful in their place of employment.
Employer cost share: \$3,341.00 in trainee wages
Number of training hours: 12
Length of training: Two days
Training provider: Judy Warth from Iowa Association for People Supporting Employment (ASPE)
Course description and objectives: Two-day job coaching component. Topics include Natural Supports and Workplace Culture, Systematic Instruction Supports, Self-Management Supports, Social Skills Support, Positive Behavior Support
<p>1. Does the business provide employees with opportunities to acquire new or improved skills by earning a credential or direct certification? Yes</p> <p>2. Does the proposal represent a significant upgrade in employee skills? Yes</p> <p>3. Do the characteristics of the participants represent individuals with barriers to employment? No</p> <p>4. Are there advancement opportunities with increased wages and benefits? Yes</p> <p>5. Is there an existence of other training and advancement opportunities provided by the employer? Yes</p> <p>6. Are layoffs averted because of the training? No</p> <p>7. Is this utilized as a steppingstone into further education or training or career advancement? Yes</p> <p>8. Employer size/Training Ratio: 15:23</p>
Upon completion, a trainee will receive: Certificate, Pay Increase
Date reviewed by board staff: 12/7/23

SCORING RUBRIC						
	5	4	3	2	1	Score
Summary	Detail in the training, provider, participants, and reason for training is very high	Detail in the training, provider, participants, and reason for training is high	Detail in the training, provider, participants, and reason for training is moderate	Detail in the training, provider, participants, and reason for training is low	Detail in the training, provider, participants, or reason for the training	
Degree of Change	Training will have a very high degree of change on the company and employees	Training will have a high degree of change on the company and employees	Training will have a moderate degree of change on the company and employees	Training will have a low degree of change on the company and employees	Training will have a very low degree of change on the company and employees	
Upgrade in employee skills	Very high upgrade in employee skills	High upgrade in employee skills	Moderate upgrade in employee skills	Low upgrade in employee skills	No upgrade in employee skills	
Advancement	Significant advancement opportunities, and significant wage &/or benefit increase	Slight advancement opportunities, and slight wage &/or benefit increase	Possible advancement opportunities, wage, or benefit increase	Low advancement opportunities, low wages, or benefit increase	No advancement opportunities, no wage or benefit increase	
Total Score						/20
Score must be least 11 to be considered eligible for approval.						

*Titan Machinery Grant Application

Documents Included: Application Summary, Scoring
Rubric

Action Requested: Approve the grant application



Mississippi Valley Workforce Development Board

RETRAIN AND RETAIN GRANT APPLICATION SUMMARY
Name of business: Titan Machinery
County: Scott
Amount of request: \$3,600.00
Date application submitted: 10/26/23
Date to start training: Upon Approval
Years in existence: 47
Total number of employees: 15 at this location 150 throughout Iowa
Total number of employees to be trained: 1. The company does not have enough workers to have more than one participate in the training at this time, the trainee able to be trained is an Illinois resident.
Reason for funding: To allow the driver to use and run larger trucks, cranes, and other required equipment and potentially open up another position
Employer cost share: \$1,540.00 in trainee wages
Number of training hours: 40 (one week)
Length of training: One week
Training provider: EICC
Course description and objectives: Cover entry-level driver training requirements under the federal motor carrier safety regulations for commercial drivers. Learn to plan and map a trip, and log your hours. Defensive driving and safe operations are thoroughly covered, preparing you to pass the state CDL A test
<p>1. Does the business provide employees with opportunities to acquire new or improved skills by earning a credential or direct certification? Yes</p> <p>2. Does the proposal represent a significant upgrade in employee skills? No, other than being able to use a bigger truck and crane.</p> <p>3. Do the characteristics of the participants represent individuals with barriers to employment? Yes</p> <p>4. Are there advancement opportunities with increased wages and benefits? Yes</p> <p>5. Is there an existence of other training and advancement opportunities provided by the employer? Yes</p> <p>6. Are layoffs averted because of the training? No</p> <p>7. Is this utilized as a steppingstone into further education or training or career advancement? Yes</p> <p>8. Employer size/Training Ratio: 1:15</p>
Upon completion, a trainee will receive: Industry Recognized Credential, Pay Increase
Date reviewed by board staff: 12/7/23

SCORING RUBRIC						
	5	4	3	2	1	Score
Summary	Detail in the training, provider, participants, and reason for training is very high	Detail in the training, provider, participants, and reason for training is high	Detail in the training, provider, participants, and reason for training is moderate	Detail in the training, provider, participants, and reason for training is low	Detail in the training, provider, participants, or reason for the training	
Degree of Change	Training will have a very high degree of change on the company and employees	Training will have a high degree of change on the company and employees	Training will have a moderate degree of change on the company and employees	Training will have a low degree of change on the company and employees	Training will have a very low degree of change on the company and employees	
Upgrade in employee skills	Very high upgrade in employee skills	High upgrade in employee skills	Moderate upgrade in employee skills	Low upgrade in employee skills	No upgrade in employee skills	
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Total Score						/20
Score must be least 11 to be considered eligible for approval.						

*Dynamic Tube Grant Application

Documents Included: Application Summary, Scoring
Rubric

Action Requested: Discuss exception clause for Iowa residency
requirement, Approve the grant application



Mississippi Valley Workforce Development Board

RETRAIN AND RETAIN GRANT APPLICATION SUMMARY
Name of business: Dynamic Tube, Inc
County: Jackson
Amount of request: \$10,000.00
Date application submitted: 12/05/23
Date to start training: Upon Approval
Years in existence: 40
Total number of employees: 65
Total number of employees to be trained: 15 (all but one is an Iowa resident)
Reason for funding: With having purchased a new computer system for the manufacturing floor continued training will enhance the employee's ability and will increase our customer demand, tighten up production.
Employer cost share: \$4,292.00 in trainee wages
Number of training hours: 50
Length of training: Two days
Training provider: Global Shop Solutions-Virtual Training with a live instructor performing the trainings online.
Course description and objectives: Efficiently manage business relationships and effectively interact with prospects and customers. Meet the technology expectations of customers with single-entry data for orders. Oversee your order management process in one fully integrated system. Reduce manufacturing costs through simplified material tracking and management. simplify your process from estimating & quoting to final assembly. Get more done in less time with all the data on a single screen. Estimate & quote with certainty while tracking your costs accurately. View and schedule shop resources, outside processes, and material requirements in real-time. Take control of your inventory with the Purchasing application. Isolate and manage quality to focus on improving areas that will impact your business. Ensure orders are shipped accurately with the Shipping application. Increase your sales conversion rates with improved efficiency and leaner processes. Increase productivity with screens for logging on and off of jobs and tracking time.
<ol style="list-style-type: none"> 1. Does the business provide employees with opportunities to acquire new or improved skills by earning a credential or direct certification? Yes for 3-5 trainees 2. Does the proposal represent a significant upgrade in employee skills? Yes 3. Do the characteristics of the participants represent individuals with barriers to employment? Yes 4. Are there advancement opportunities with increased wages and benefits? Yes 5. Is there an existence of other training and advancement opportunities provided by the employer? Yes 6. Are layoffs averted because of the training? No 7. Is this utilized as a steppingstone into further education or training or career advancement? Yes 8. Employer size/Training Ratio: 24:65
Upon completion, a trainee will receive: Certificate (train the trainer) for 3-5 trainees, course completion for remainder
Date reviewed by board staff: 12/5/23

SCORING RUBRIC						
	5	4	3	2	1	Score
Summary	Detail in the training, provider, participants, and reason for training is very high	Detail in the training, provider, participants, and reason for training is high	Detail in the training, provider, participants, and reason for training is moderate	Detail in the training, provider, participants, and reason for training is low	Detail in the training, provider, participants, or reason for the training	
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Total Score						/20
Score must be least 11 to be considered eligible for approval.						

Retrain Retain Policy Modification

Reason: Discuss the requirement for employees receiving training to be Iowa residents, due to the bi-state nature of our local workforce area

Documents Included: current Retrain Retain Policy, highlighted eligible employees section on page



Mississippi Valley Workforce Development Board

RETRAIN & RETAIN GRANT PROGRAM POLICY, GUIDELINES, AND PROCEDURES

Approved Date: 11/21/2022

Effective Date: 1/1/2023

Amended Date: 7/11/2023

PURPOSE

The Mississippi Valley Workforce Development Board (MVWDB) establishes this local policy, guidance, and procedures for the Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker Training (IWT) Program as outlined in WIOA Section 134 et.al. [29 U.S.C. 3174]. This program will be referred to as the Retrain & Retain (R&R) Grant Program in the Mississippi Valley Workforce Area (MVWA).

BACKGROUND

Incumbent Worker Definition - An Incumbent Worker is a person who is currently employed and could benefit themselves and their employer by upgrading their skills through training. The training should give the employee the opportunity for advancement and wage gains within their company. Incumbent Workers will be referred to in the R&R Grant Program as “employees.”

R&R Grants are designed to meet the special requirement of an employer to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. Grants provide both workers and employers with the opportunity to build and maintain a quality workforce. Mississippi Valley R&R Grant Program is a business-driven program designed to meet the needs of an employer or group of employers. There is an expectation that the employee will be promoted or retained by the company after they receive training. Ideally, this would also create additional back-fill opportunities for other workers.

The program is intended to offset a portion, via reimbursement, of the business’s cost to train and upgrade the skills of its employees. Eligible businesses must demonstrate that by receiving funding assistance through the program, their business will not only improve the skills of their workers but also improve their business processes and competitiveness and decrease the risk of permanent layoffs.

PROGRAM OVERVIEW

Grant funds are limited and therefore will be awarded through an application process. The maximum award per grant, per year, is \$10,000 and the initial training agreement duration may not exceed 12 months. The maximum award may be adjusted based on funding availability, each program year. A notification will be posted on www.mississippivalleyworkforce.org when funds are no longer available.

When workers lack necessary training and businesses experience skill gaps, the company's ability to compete, expand and retain workers can be compromised. Mississippi Valley R&R Grant Program addresses such needs. The Grant Program is to provide funding for continuing education and training of employees at existing Iowa businesses with physical locations in the MVWA. The program will provide reimbursement grants to businesses that pay for preapproved direct training-related costs.

The program helps established MVWA businesses to upgrade the skills of current employees, which provides enormous benefits including:

For employers:

- Increased Competitiveness
- Skilled Workforce
- Increased Productivity
- Increased Profits
- Company Growth
- Reduced Turnover

For employees:

- Advancement Opportunities
- Increased Job Opportunities
- Industry Recognized Credentials
- Job Retention
- Transportable/Transferrable Skills
- Improved Morale and Work Culture

ELIGIBLE EMPLOYEES

An eligible employee is one who is directly employed by the company at a facility located within the MVWA and meets these requirements:

1. Employee must be at least 18 years of age.
2. A citizen of the United States or a non-citizen whose status permits employment in the United States
3. Iowa resident
4. Employee must work at least 32 hours per week
5. Employee must have an established employment history with the employer for six months or more and receives a W-2.
6. Employee must be committed to attending all trainings.
7. Employee must earn an hourly wage above the state minimum wage.
8. Employee must agree to cooperate with data collection requirements.

*An employee does not have to meet the eligibility requirements for participation in career and training services for Adults and Dislocated Workers under WIOA unless they are also enrolled as a participant in the WIOA Adult or Dislocated Worker program.

**There is an exception to the six-month requirement: In the event, R&R funding is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for six months or more, as long as a majority (at least 51%) of those employees being trained meet the employment history requirement.

***R&R funding can also be used for underemployed if workers if the use of the funding focuses on increasing skills for underemployed frontline workers in an effort to advance these workers to more skilled positions with the same employer; or workers who would prefer full-time work but are working part-time for economic reasons.

INELIGIBLE EMPLOYEES

- Anyone who receives a 1099 Form: or
- Those who are placed through a temporary agency.

EMPLOYER ELIGIBILITY

Employers applying for an R&R Grant must meet the following criteria:

- Financially viable, private sector employers and certain nonprofit and local government entities (e.g., a nonprofit or county hospital) are eligible to receive R&R funds.
- The business or businesses must have been in operation for 12 months, not currently or recently experiencing bankruptcy, be current on all local, state, and federal tax obligations, and not appear on any federal suspensions or debarment lists.
- An eligible business must be located in Iowa and registered with the Iowa Secretary of State Office and have a physical location in the Mississippi Valley Workforce Area (MVWA).
- Businesses are encouraged to provide training to a group of employees and not individual training, although the number of employees in the company will be taken into consideration.
- Businesses should also demonstrate a commitment to retain or avert the layoff of employees receiving training.

Companies that are in the process of a layoff or have had a layoff in the last six months are not eligible for the R&R Grant Program (excludes temporary hires or contract workers.) If a layoff occurs in a company while they have an open R&R Grant, the current workers will be able to complete the training.

MULTIPLE BUSINESS APPLICATIONS

A group of employers who need the same training for their workers may submit a joint application. Multiple businesses can collaborate and apply for a collaborative training grant. The proposal for the common request must:

- Train employees of at least two different businesses, with one of those businesses designated as the Lead Applicant.

- Include employees of the Lead Applicant in the training.
- Include training descriptions and outcomes that address the employees from all businesses impacted by the proposed common training
- Include information on each business that will be part of the training.

A business may be treated as a single company or multiple companies depending on the number of locations and Federal Employer Identification Number (FEIN). If each location operates under a different FEIN, each location will be considered a separate company and will need to submit separate applications to receive separate awards. If the locations operate under one FEIN, it will be considered one company and will therefore need to join its training efforts, submit one application, and receive one award.

INELIGIBLE EMPLOYERS

The following businesses are not eligible to apply for funds under this program:

- Not-for-profit agencies or organizations. [Note: This does not apply to hospitals operated by local government entities in the State of Iowa or nonprofit hospitals)
- Entities whose administrations only comprise volunteers.
- Local Workforce Development Boards and their administrative entities.
- Labor unions.
- Federal, state, county, or city governmental entities [Note: This does not apply to hospitals operated by local government entities in the State of Iowa or nonprofit hospitals)
- Businesses that received an R&R Grant award in the current program year.

FUNDING CONSIDERATIONS

Funding considerations shall be given to the following:

- Businesses that provide employees with opportunities to acquire new or improved skills by earning a credential.
- Businesses whose grant proposals represent a significant upgrade in employee skills.
- The characteristics of the participants in the program, specifically the extent to which they historically represent individuals with barriers to employment as defined in WIOA sec. 3(24), and how they would benefit from retention or advancement.
- The employees' advancement opportunities along with wages and benefits (both pre-and post-training earnings).
- The existence of other training and advancement opportunities provided by the employer.
- Layoffs averted because of the training.
- Utilization as part of a larger sector and/or career pathway strategy; or
- Employer size

While these considerations do not include an increased reimbursement percentage,

applications that meet one or more of these conditions will receive priority during times of limited funding.

EMPLOYER'S COST-SHARING REQUIREMENT

Businesses will be required to provide a portion of the training costs dependent upon the size of the business and the number of employees either through direct cost contribution or in-kind contributions.

- At least 10% of the cost for employers with 50 or fewer employees.
- At least 25% of the cost for employers with 51 to 100 employees.
- At least 50% of the cost for employers with more than 100 employees.

The business must disclose cash and in-kind contributions. Examples of in-kind contributions, in addition to any direct costs, may include expenses associated with the use of space and equipment during the training project and trainee wages (including benefits) of employees during the training.

PERFORMANCE ACCOUNTABILITY

The employer must agree to provide performance records and keep accurate records of the project's implementation process and certify that all information provided, to request reimbursements and report training activity, is accurate and true, including evidence that the business has paid the training expenses in accordance with the terms of the agreement prior to requesting reimbursement of allowable training costs. During the grant and/or the completion of the grant, businesses will be asked to provide the following:

- Employer will collect and supply all trainee documentation (e.g., proof of SSN, proof of citizenship/right to work, and proof of physical address, etc.) to MVWDB (before the start date of the training).
- All training sessions must have signed attendance sheets or digital confirmation of attendance. Trainee participation is required.
- Employee satisfaction surveys
- The business must submit to MVWDB copies of all credentials, certificates of completion, or other documentation of the employee's participation within 60 days of the end of training to be considered eligible for reimbursement.
- R&R Grant projects require monthly communication with a Business Services staff member on the status of the project.
- Upon training completion, each project requires one year of follow-up to track project outcomes (e.g., providing updated trainee wages and promotions).
- Employers submitting an R&R Grant application are agreeing to provide this information.

ALLOWABILITY OF USE OF R&R FUNDS

With proper documentation allowable costs for R&R Grants include (but are not limited to):

- Training/Course Registration
- Instructors/Trainer Salaries
- Curriculum Development
- Textbooks and Manuals
- Materials and Supplies
- Tuition Expenses
- Off-site Training Space (e.g., classroom rental)

Non-reimbursable costs include (but are not limited to):

- Administrative Costs
- Trainee's Wages
- Purchases of Capital Equipment or Capital Improvement
- Purchases of items or services that will be used primarily outside of the R&R program
- Travel Expenses for Trainers or Trainees
- Assessment, Testing, or Certification Fees
- Advertisement or Recruitment
- Annual Membership for Online Courses

TRAINING SERVICES

The R&R Grant Program provides flexibility regarding the type(s) of training and the training provider(s). Based on the needs of the company and its overall workforce development needs, the company chooses its training and training provider that provides employees with opportunities to acquire new or improved skills.

Training can include, but is not limited to, industry or employer-specific work skills, basic job skills, technical computer skills, new manufacturing technologies, equipment operation training, changes in production processes, and skills such as leadership, teamwork, communication, conflict resolution, and management skills if the employer can document the need and effect on employee production and/or retention with the company.

Employers will determine and select the types of training and training provider(s) that meet their business and training requirements before submitting a grant application for consideration.

All proposals must show an end date that completes training within 12 months of the award date. All training should have specific start and end dates.

INELIGIBLE TRAINING

- New hire orientation
- Degree programs
- Training that takes place where food and/or beverages are included in the

cost

- Training that includes the purchase of equipment (such as iPads or other equipment/ supplies/devices that can be used outside of training) in the cost of the training
- Self-paced learning
- Non skill related assessments
- Mandated safety training (such as OSHA)
- Regularly provided annual training
- English as a second language
- Basic skills or remedial education
- Non-job-related training

ELIGIBLE TRAINING PROVIDERS AND ACTIVITIES

Public or private educational institutions, trade associations, community-based organizations, economic development agencies, unions, government agencies, or subject matter experts may provide R&R, and training can be conducted at the business facility, at the training provider's facility, online, or a combination of sites.

MVWDB CRITERIA

The MVWDB reserves the right to accept or reject any or all grant applications submitted.

MVWDB does not commit to pay for any cost incurred before any award notification or the execution of any contract. All grant applications and their accompanying attachments will become the property of the MVWDB after submission, and materials will not be returned. Costs incurred by a contracted entity in the delivery of services shall be reimbursed based on mutually agreed-upon conditions and delivery schedules with the submission of appropriate documentation.

Exceptions

Any exceptions to this policy must be approved by the MVWDB Executive Director in consultation with the Business Committee Chair and must be documented in the IWT file and a copy of the waiver form saved.

GRANT PROGRAM PROCEDURES

APPLICATION PROCESS

Eligible businesses can apply during the time periods listed above until funds are fully expended. The R&R Program Grant Interest Form should be completed, and a meeting scheduled to determine training needs and eligibility prior to completing the application. The application is the only document that may be used to apply for the R&R Grant. Applications should be submitted at least 30 business days before the start date of the training. However, submittal within this timeframe does not guarantee that the approval date will be on or before the training start date.

APPLICATION RECEIPT

The business will receive a notification email that the application has been submitted within 48 hours. If the business does not receive this, the application was not received. A holiday or a large influx of applications may cause a delay in the sending of this email. Incomplete applications will delay the approval process, and the application will return to the queue.

REVIEW AND APPROVAL

Upon receipt of a completed R&R Grant Application, the grant application will be reviewed to determine the employer's eligibility for R&R funding by board staff. More information may be requested from the employer to determine eligibility. The business committee will review all applications and make award decisions.

GRANT CONTRACT

Once the application has been finalized and signed it will be considered the contract due to it containing all assurances and needed information. Within two weeks of the grant approval, the required grant documents will be sent to the applicant. Required self-registration on Iowa*WORKS* must be completed prior to the start date of the R&R training. Funding cannot be provided for any costs for an R&R program that starts before the training has been completed. These forms will include:

- Trainee Data Submission Form
- Reimbursement Request Form
- Trainee Roster
- Training Expense Summary Report
- Final Training Evaluation Form

REIMBURSEMENTS

The first reimbursement can be requested once the has been executed by MVWDB. Businesses may request reimbursement as frequently as needed during the 12-month period. Reimbursements will be made in direct correlation with the business's training progress. The percentage of funds reimbursed must stay equal to or less than the percentage of trainees that have been trained to date. All reimbursements must be submitted within 60 days of the contract end date. Reimbursement requests received after the 60-day cutoff will not be processed. Before an invoice can be paid, the Reimbursement Request Form must be completed and submitted to the MVWDB. Before the final payment can be processed the Final Training Evaluation form must be completed.

CONTRACT TERMS

The contract will set forth all processes and expectations for administering, implementing, and completing the training. If the contract is not executed within a 45-day time frame, the grant award becomes null and void unless permission is granted by the MVWDB. In the contract, the employer will agree to and assure the following:

- The business will disclose whether they are currently receiving training funds, either directly or indirectly, from Iowa state government. (If an employer is receiving training funds from Iowa state government, they are not eligible to receive R&R funds as it would be a duplication of funding).

- Employer will assure they are not presently debarred, suspended, proposed for disbarment, and declared ineligible, or voluntarily excluded from participation in transactions by USDOL or the State of Iowa.
- Employer will assure they do not have any outstanding tax liability to the State of Iowa and will disclose outstanding tax liabilities with any other state(s).
- Employer will assure they will not make offers of gratuities or favors to any officer, employee, or board member, or to any subcontractor staff of the MVWDB.
- Employer will assure they have not relocated from any location in the U.S. until the date that is 120 days after the date on which business commences operations at a new location if the relocation of such business or part of a business results in a loss of employment for any employee of such business at the original location and such original location is within the United States.
- Employer will assure that all records relating to activities covered under the R&R (Incumbent Worker Training Program) will be available and accessible, upon request, during normal business hours and as often as deemed necessary by state and federal duly authorized representative(s), for the purposes to include monitoring, reviewing, verification, audit, and/or investigation. This shall include authorization to make excerpts or transcripts from all applicable records.
- The employer will agree to monitoring by the MVWDB, Iowa Workforce Development, U.S. Department of Labor, or other such related agencies of training records to ensure compliance with rules and regulations.
- The Employer must agree to not discriminate against any participant because of age, race, creed, color, religion, political belief or affiliation, sex, national origin, ancestry, or disability.
- The Employer must agree to comply with the Americans with Disabilities Act of 1991, Public Law 101-336, or as amended and associated code of federal regulations published in the Federal Register as applicable to the Employer directly or indirectly as recipients of contracted funds for the State of Iowa.
- The employer will assure that all employees will receive a copy of the completion record for the training that each employee successfully completed.

LENGTH OF CONTRACT

Training must be completed within 12 months from the date of approval. From there, the company will have 60 days to submit final reimbursement requests for training completed during the contract period.

EXTENSIONS

There is no provision in the contract for extensions. A business is expected to have carefully assessed its training needs so that it will apply only for the funds needed for training that can be completed in a 12-month timeframe.

AMENDMENTS

If there is an extenuating circumstance that leads to a need to request a change to the approved training, the business must contact the MVWDB to discuss the best alternatives. Changes in the training(s) may not necessitate a new application, but the business will need to complete an amended training form and submit it to the MVWDB as soon as possible. If necessary, the MVWDB may convene the grant review committee to review these changes as it relates to the purpose of this grant. The training will still need to be completed within the one-year time frame.

TECHNICAL ASSISTANCE

The MVWDB staff is available to provide technical assistance throughout the process, from the application stage through contract execution, contract management, and fiscal closeout. An individual or organization may assist a business or group of businesses in the application process; however, that individual/organization may not be compensated with grant funds.

OTHER TRAINING RESOURCES

There are additional training programs at the local and state level designed to support Iowa businesses by providing training grants. A business can also apply for a State of Iowa grant through Future Ready Iowa's [Employer Innovation Fund](#)

The Iowa New Jobs Training Program (260E) was developed to assist businesses that are creating new positions or new jobs. If the company is expanding operations or relocating to a new facility in the state, the 260E program can provide flexible funding to meet a wide variety of training and employee development needs.

The Iowa Jobs Training Program (260F) provides job training services to current employees of eligible businesses.

- Helps companies train current employees with new skills.
- Eligible businesses collaborate with the local community college, which will assess training needs, determine funds available and provide training.
- Valuable employee training for little to no cost

Other local options for funding include customized training which is designed to meet the specific requirements of an employer or group of employers, with the commitment that the employer(s) will retain current employees or hire individuals who successfully complete the training or an On-the-Job Training grant (On-the-Job Training is training conducted by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job) through the MVWDB. Contact MVWDB for more information about customized and On-the-Job Training options.

Equal Opportunity Programs/Employer

Auxiliary aids and services are available upon request for individuals with disabilities.

business Service Report



Mississippi Valley Workforce Development Board

Business Service Report

Business Services Monthly Report November 1-30, 2023	Burlington	Davenport
Number of Businesses Served	134	84
Number of New Business Contacts	17	12
Business Referrals Made	2	2
Services Provided		
Assisted Employer with Accessing Untapped Labor Pools	10	2
Continued Employer Engagement	26	19
Employers view internal resumes	27	117
Notification to Employer of Potential Applicant	1	0
Notification to Employer of Resumes via Virtual Recruiter	9	23
Provided Candidate Pre-Screening	0	0
Provided Employer Information and Support Services	40	18
Provided Job Fair Services	12	10
Provided Job Order Follow-up/Assistance	13	4
Provided Rapid Response / Business Downsizing Assistance	0	0
Planned Layoff Response	0	0
Provided Strategic Planning/Economic Development Activities	0	0
Provided Training Services	0	2
Provided Workforce Recruitment Assistance	17	9
Referred Qualified Applicants	1	2
Registered Apprenticeship		
Registered Apprenticeship Intro Meeting	1	1
Handoff to Office of Apprenticeship	0	0
In-Depth Meeting	0	0
Program Registered	0	0

Burlington

- BST representative submitted a grant application to purchase CDL simulators for their CDL course. These would be made available at the Mt. Pleasant Correctional Facility to continue the training program they have been able to start there and in high schools.
- Hire Talent Tuesday had 11 employers and 40 job seekers participate!

Davenport

- Team reported job fair attendance numbers decreasing due to businesses having other priorities at this time of year. November 17th was the last Opportunity Knocks for the year due to business participation slowing during the holidays.

Other/Successes

- Quarterly in-person BST meeting was held in Burlington on November 28th. The SWOT analysis was reviewed in depth to allow the team to have more input and ownership of the strategic plan. Vocational Rehabilitation and Business Engagement Specialists provided cross-training to the group. There was also a discussion involving the Business Engagement managers that were in attendance regarding a pilot project for the MVWDB to see if allowing all partners access to Iowa*WORKS* would allow for a more seamless approach to their outreach efforts and communication and also the possibility of a business satisfaction survey being sent out through the Iowa*WORKS* system similar to the participant survey that is sent out.
- OJT participant completed with a company in Maquoketa and has been hired full-time.

Rapid Response

- Independent Can Co.- Closing end of December/beginning of January (no specific date has been set). 35 employees will be affected. Jen is working with the company and has WIM scheduled for 12/7/23.