WIRED Worker Training Program Guidelines
Workforce Alliance of South Central Kansas

The Composites Kansas Workforce Innovation in Regional Economic Development (WIRED) Training Program is funded by the Federal Department of Labor and administered by the Workforce Alliance of South Central Kansas in partnership with Kansas Workforce One. The purpose of the program is to provide grants to employers who want to increase their involvement with products and/or processes that involve composite materials. Employers are eligible for grant awards up to $50,000.00. Requests that exceed $50,000.00 will be reviewed by the Leadership Team on a case by case basis. Businesses are required to match the grant awards by providing a minimum of 50% of the total training costs. Grant applications are subject to a proposal evaluation and approval by the Workforce Alliance of South Central Kansas and Kansas Workforce One.

PROGRAM GUIDELINES
- Applications are open to all Kansas companies meeting the guidelines that reside in the Composites Kansas WIRED Region.
- Notification of approval must be received prior to start of any training.
- Must have at least one full-time employee.
- Must demonstrate financial viability and must be current on all federal, state, and local obligations.
- Is compliant with existing employment, health, and safety laws and regulations.
- Applications must be submitted to the Workforce Alliance of South Central Kansas.
- Should be for the purpose of improving employee earning potential through the upgrade of skills and to assist in keeping businesses competitive to promote growth and avoid layoffs.
- Employees must be Kansas residents and employed in the Composites Kansas WIRED Region.

TRAINING SERVICES
- Can be conducted at the business’s own facility, at the training provider’s facility, or at a combination of sites.
- Program instructors can be full or part-time educators, vendors, subject matter experts, or professional trainers from the business.

REIMBURSEABLE TRAINING EXPENSES
- Instructors’/Trainers’ salaries
- Curriculum development
- Textbooks/Manuals
- Materials/Supplies
- Tuition/Registration expenses
- Training certifications, licenses, and credentials
- Training software and information technology
- Training Equipment

COSTS NOT ELIGIBLE FOR FUNDING
- Trainees’ wages (including benefits)
- Costs incurred prior to the approval of the contract by the Workforce Alliance of South Central Kansas
- Construction or purchase of facilities or buildings
**GRANT AWARDS**

- Businesses are eligible for grant awards up to $50,000.00 per year for training programs that will be completed within one year. Requests for grants that exceed $50,000.00 will be reviewed by the Leadership Team on a case by case basis.
- Businesses will provide a matching contribution to the training project. Businesses are required to provide a minimum of 50% of the total training costs.
- Businesses approved for funds enter into a contract with Workforce Alliance of South Central Kansas which commits the business to complete the training project as proposed in its application.
- Approved budget items are reimbursed upon presentation of adequate documentation of the training and evidence that the training expense incurred has been paid.
- Businesses will keep accurate records of the project’s implementation process and certify that all information provided for the purpose of requesting reimbursements and reporting training activity is accurate and true.
- Businesses submit monthly or quarterly reimbursement requests with required support documentation, to the Workforce Alliance of South Central Kansas.
- It is possible that Kansas Industrial Training (KIT) Funds and/or Kansas Industrial Retraining (KIR) Funds can be used in conjunction with WIRED Funds. This combination can be reviewed on a case by case basis.

**PROJECT COMPLETION**

- All Grant projects shall be performance based with specific measurable performance outcomes including: the completion of the training project, number of employees trained, beginning and ending wages of trainees, and customer satisfaction.
- Final payment for businesses receiving Incumbent WIRED Grants shall be made when the final report is submitted and all performance criteria specified in the grant have been achieved.
- Businesses shall provide sufficient documentation to the Workforce Alliance of South Central Kansas for identification of all employee participants for calculation of performance measures required by the Workforce Investment Act (WIA), and any other outcomes deemed pertinent to the grant administrator.
- When a WIRED Grant award is made, it is for the completion of specific training components. If the company does not complete those training components by the end of the contract period (June 30, 2010), its final reimbursement will be pro-rated to bring the total reimbursement for the project inline with the actual training components completed.

**APPLICATION INSTRUCTIONS**

Contact the Workforce Alliance of South Central Kansas for assistance with completion of and submission of application. Any information or documentation that cannot be supplied in the provided space should be identified by the relevant question number and attached to the back of the application form. Submit the application to the Workforce Alliance of South Central Kansas.

IT IS RECOMMENDED THAT YOU SUBMIT YOUR APPLICATION AT LEAST 45 DAYS PRIOR TO THE START OF YOUR TRAINING. NOTIFICATION OF APPROVAL MUST BE RECEIVED PRIOR TO START OF ANY TRAINING.

If you have any questions or need assistance in completing the application, please contact:

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