



CHICAGO COOK
WORKFORCE
PARTNERSHIP

INCUMBENT WORKER TRAINING (IWT)
GRANT APPLICATION

Program Year 2023

July 1st, 2023 – June 30th, 2024

69 W. Washington St., Suite 2860 · Chicago, IL 60602 · (312) 603-0200
www.chicookworks.org



I. Business Information Form

Legal Name of Employer / DBA	ABC Company	
Number of Years In Business	20	
Years at Current Location	15	
Federal Employer ID Number (FEIN)	12-3456789	
NAICS Code	333996	
Unemployment Insurance Account Number	1234567	
Ethnicity of Company Ownership	White	
Address – Administrative Office	Address	123 Main Street
	City, State, ZIP	Chicago, IL 60632
	Web Site URL	www.abccompany.com
Address – Training Location: This is the location where the training described in this application will be provided.	Address	123 Main Street
	City, State, ZIP	Chicago, IL 60632
	County	Cook
Principal of Agency: CEO/Executive Director/President	Name	John Smith
	Title	President
	Email Address	john@abccompany.com
	Phone	773-555-5555 ext. 100
Administrative Contact Person	Name	Carlos Santana
	Title	General Manager
	Email Address	carlos@abccompany.com
	Phone	773-555-5555 ext. 200
Total Number of Full-Time Employees	20	
Total Number of Employees to Be Trained	10	
Target Industries/Sectors	<input type="checkbox"/> Transportation, Distribution, and Logistics <input checked="" type="checkbox"/> Manufacturing <input type="checkbox"/> Information Technology <input type="checkbox"/> Other:	

II. Narrative Response Questions

<p>1. Company Description. Provide information about the company such as would be found on the “About” page of the company website. Include products, specialties, largest customers, etc.</p>
<p>ABC Company manufacture widgets which greatly increase performance in all electric products. The widget is capable of extending the life of electric products through the reduction of shock and vibration. ABC Company products used across many industries, some of them include agriculture, heavy machinery and aviation.</p>
<p>2. Incumbent Worker Training grants are aimed at up-skilling individuals. What direct benefits to employees will this training provide? Specify the immediate benefits to employees from this training. Include raises, promotions, new job titles, certifications, and credentials.</p>
<p>Existing employees will gain knowledge and skills regarding Quality Management Systems, specifically ISO-9001. This will include transferable skills, inspection practices, gage calibration, product validation and verification as well as best practices regarding process definition and execution, customer expectations, and various key business processes. This training will also enable cost reduction and help reduce waste and errors allowing us to increase bonuses and raises for our employees.</p>
<p>Need for Training</p>
<p>3. What are your company’s unique circumstances and challenges that make the training requested necessary?</p>
<p>Growing number of customers that require ISO 9001 certification of their suppliers. Specifically agriculture, heavy machinery and aviation. Not having ISO puts existing business at risk and greatly restricts growth opportunities with new customers</p>
<p>4. How will training affect your company’s productivity, revenue, ability to compete or expand, etc.?</p>
<p>The implementation of the ISO program will allow us to remain competitive through better process that will cut costs and increase our productivity. Having ISO certification will allow us to go after business previously unavailable to us at companies that require ISO certification of their suppliers. This will significantly expand our prospect list.</p>
<p>5. If training is not implemented, what will the overall effects be on your company?</p>
<p>Not having ISO certification will restrict our ability to grow the business. We will miss opportunities with new clients that require ISO certification of their suppliers. In addition, we will lose existing customers that now require ISO and risk losing others that may require it in the future. Declining revenues through the next 3 years, significant reduction in force within 12 months.</p>
<p>6. List the tangible outcomes anticipated as a result of training.</p>
<p>Improved company culture Promotion of best practices Improved quality Greater productivity Customer satisfaction New market opportunities Better supplier relations Decreased scrap Company growth and expansion Continuous improvement</p>



7. Sales/revenue for last fiscal/calendar year	\$ 2.5M
8. Sales/revenue RETAINED because of this training	\$ 80,000
Please explain briefly how you estimated the above:	
We have multiple existing customers that have requested ISO certification. The ISO certification will ensure that existing clients will not have to search for alternate vendors with better quality qualifications. Retained sales estimate - \$80,000.00	
9. Estimate NEW sales/revenue attributable to this training	\$ 300,000
Please explain briefly how you estimated the above:	
We estimate \$300,000 annually in new opportunities. \$ 80,000 will come from existing client that have informed us that once we have achieved our certification, we will be eligible to quote on most of their parts. An additional \$ 220,000 will come from new companies. ISO certification is becoming a necessity to become a vendor for many companies. This will also open the door to new industries.	
10. How much cost savings (waste reduction, equipment repair, etc.) because of this training?	\$ 50000
Please explain briefly how you estimated the above:	
The basic premise of ISO training is to increase efficiency across the board and decreasing scrap. Looking just at scrap and rework costs over the last three years, if we cut that cost in half, we would see an immediate cost savings of \$ 20,000 per year. By implementing standard operating procedures, we expect an increase in overall efficiency on direct labor will result in a cost savings of over \$50,000.	
Project Outline	
11. List all proposed training courses:	
ISO 9001:2015	
12. Name of Training Provider(s)	Training Corp.
13. Number of incumbent worker trainees	10
14. Does the training provide a skill upgrade sufficient to qualify the employee(s) for a position of higher responsibility and/or salary? Please explain.	
Yes. Employees will gain knowledge and skills regarding Quality Management Systems. This will include transferable skills like inspection practices, gage calibration, product validation and verification. They will also learn best practices regarding process definition and execution, customer expectations, and various key business processes.	



Layoff Aversion Strategy

15. Check the “at-risk” indicators that apply to the company’s situation:

- Declining Sales
- Adverse Industry/Market Trends
- Worker does not have in-demand skills
- Supply Chain Issues
- Changes in management philosophy/ownership
- Strong possibility of a job if worker attains new skills
- Other “at-risk” indicators

Remarks as to how each “at-risk” indicator applies to the company’s situation:

1. Loss of business at existing customers, combined with inability to replace lost business at new customer.
2. Industry/Market Trends – Not being ISO certified prevents us from acquiring additional production volume business from current customer base. With the company being certified and the employees trained on ISO, we can bid on additional volumes of work from current customer base as well as approach new potential customers.
3. In demand skills include quality inspection practices, gage calibration, product validation and verification.

16. Has your company had a WARN Act event?

NO

17. Has your company recently laid off employees that became covered under the Trade Act?

NO

Selection of Vendors

18. How did you select the trainers for this project?

training Corp. has a reputation for being knowledgeable and easy to work with. They bring hands on experience, not theory.

19. Do you have quotes from other trainers? If yes, please include as an attachment.

YES

III. Training Overview

Fill out the class average wage per hour column only if employee wages during training hours are being used to meet the matching requirement.

Name Of Training Course	Start Date	End Date	Daily Hours	Class Size	Total Hours	Cost / Class	Class Avg. Wage/Hr	Total Trainee Wages
ISO 9001 Implementation	01/15/2024	6/15/2024	4	10	100	15000	20	\$20,000.00
								\$ 0.00
								\$ 0.00
								\$ 0.00
								\$ 0.00
								\$ 0.00
								\$ 0.00
								\$ 0.00
								\$ 0.00
								\$ 0.00
								\$ 0.00
Training Cost:							Total Wage Match:	
\$15,000.00							\$20,000.00	

* Use average or estimated hourly wage for trainees
 Exact wage information for each trainee to be submitted after application is approved

IV. Employee Information

If the application is approved, personal information such as social security numbers, birth dates, and demographics of individual trainees will be required during first quarter of training. This information is not required as part of the current application.

V. Budget

Explain any additional materials costs or additional company match in the budget narrative section below.

Cost of Training		
Instructional Cost	\$15,000.00	Calculated from Section III
Additional Materials	0	Add if not included in instructional cost
Total Training Cost	\$15,000.00	Total amount requested
Company Matching Contribution		
Number of employees at company	20	
Required company match	\$1,500.00	
Total Employee Wage match	\$20,000.00	Calculated from Section III
Additional company match		Add additional match funds to meet required company match, if necessary
Budget Narrative		