

Rhode Island Economic Development Corporation/ Workforce Expansion Grant Funding Guidelines

1. Total grant award will be based on the following: Number of employees trained, degree of training, skills acquired, salaries or wages of the position, length of training period, company's match of grant funds, and the availability of grant funds.
2. Grant funds may not be used to pay for equipment, benefits or travel or lost productivity. Books, videos and other training related software is allowable expense.
3. The company must list new positions with the RI Department of Labor & Training Job Bank and/or other local job listing services. If applicable, the company must consult with local colleges and universities in developing training programs.
4. Grant funds paid to an employer must be refunded to the Governor's Workforce Board (GWB) if a company lays off employees, closes their RI facilities, relocates out of state, does not increase employment as proposed or does not comply with other conditions as agreed upon by the company and the State.
5. Grant funds may not be used for administrative expenses of the training project.
6. The Workforce Expansion Program operates on a performance based, reimbursement basis. After the training is complete and costs are incurred, the company will be reimbursed upon submission of an invoice and the necessary reports to the GWB. Reimbursement can be requested on a quarterly basis and only after training is completed for each trainee.
7. The purpose of this program is to assist companies that are either expanding or relocating from another state in the training of new full-time (30 hours per week or more) employees. The new employees must be current RI Residents or in the process of relocating to RI. The upgrading of existing employees under this program is only allowed when it will result in additional business and creates new employment opportunities.
8. If possible, companies applying for this program must make use of other state and federally funded training programs such as Workforce Investment Act and DHS's Supportive work Program.
9. The appropriateness of the cost per trainee of the proposed training program will be evaluated against the cost of comparable training programs in the state. The GWB reserves the right to determine what are reasonable training costs.
10. The GWB Project Review Committee must review and approve all grant applications.
11. Applications for training that has been completed, is currently underway or that will result in the reimbursement of training costs incurred before the approval of the application will not be reviewed and expenses are ineligible for the grant. Training expenses for employees hired previous to the approval date of the award will not be reimbursed unless specifically approved prior to start of training by the Project Review Committee of the GWB
12. The employee's wage at the end of the training must be at least 150% of the state minimum wage (currently \$7.10 per hour), which equals \$10.65 per hour, and reasonable health care benefits must be provided.
13. Applications are accepted monthly, contingent on funding availability, and must be received by the 3rd Friday of the month for consideration at the next month's GWB Project Review Committee Meeting which is generally held on the 2nd Thursday of each month. If approved, the start date of the grant will coincide with the Project Review Meeting date and training that occurs prior to this date will not be reimbursed.
14. Companies must contribute to the Job Development Fund to be eligible for funding under this program.

Proposals that do not comply with these guidelines will not be considered.

Rhode Island Economic Development Corporation
Workforce Grant Fund
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