

**DEPARTMENT OF WORKFORCE SERVICES**  
**TRAINING TRUST FUND PROGRAM**

The Department of Workforce Services (DWS) Training Trust Fund Program is hereby established pursuant to Act 551 of 2007, as enacted by the Arkansas General Assembly.

1. Purpose:

- a. The purpose of the DWS Training Trust Fund Program is to provide for innovative training support opportunities for qualified Arkansas businesses. Specifically, the DWS Training Trust Fund will primarily be used to support Arkansas businesses in their respective efforts to provide updated training for new and incumbent workers. The benefit of the DWS Training Trust Fund is that it can be used to help fill certain gaps in skills development training that may be otherwise unavailable.
- b. The DWS Training Trust Fund initiative will be coordinated with both the Arkansas Existing Workforce Training Program (EWTP), which is administered by the Arkansas Economic Development Commission, and the Arkansas Incumbent Worker Training Program (IWTP), which is administered in accordance with the Federal Workforce Investment Act by the Arkansas Workforce Investment Board.

2. Who may apply for the DWS Training Trust Funds?

- a. Any for profit or non-profit business that has been in operation in Arkansas during the entire twelve-month period immediately preceding the date of application. Exceptions may be considered on an individual basis.
- b. Businesses making application for training funds must be current on all tax obligations, and there must not currently exist any ongoing or pending litigation concerning a company's tax liability, either federal or state.

3. How to apply:

- a. Businesses must submit an application (see attached TBP) to the director of Arkansas Department of Workforce Services, # 2 Capitol Mall, PO Box 2981, Little Rock, AR 72203, a minimum of 30 days prior to commencement of training. Questions can be answered by calling 501-682-2033 or 501-682-2121.
- b. Applications must include a clear description of proposed training to include the proposed training provider and projected cost.

- c. Exceptions may be considered on an individual basis.
4. What are the requirements for applicant business to utilize these training funds?
- a. The business must specify target group of employees and specify type of training to be conducted and projected outcomes that are tangible and measurable.
  - b. Each employee must be at least 18 years of age.
  - c. Each employee must be a U.S. citizen or authorized to legally work in the U.S.
  - d. If the employee is a male born after 12/31/1959, he must be in compliance with the selective service registration requirements.
  - e. Provide assurance that participants involved in the proposed training possess the prerequisite literacy skills.
  - f. The business must clearly demonstrate the relationship of the proposed training to specific business goals and performance objectives (i.e., training on new equipment to increase production, reduce production cost and reduce waste by recycling).
5. Application priority will be given to companies:
- a. Who can avoid layoffs by incumbent worker training.
  - b. Who seek to upgrade employee skills and increase productivity.
  - c. Whose funding request is to provide training of workers employed in distressed areas (high unemployment, high poverty rate, low per capita income levels, etc.).
  - d. Who can certify company/business expansion.
  - e. Who will replicate the training internally (Train the Trainer concept).
6. Allowable use of funds:
- a. Training on use of cutting edge technology and equipment.
  - b. Training to meet employer or industry specific skill requirements.
  - c. Train the Trainer.
  - d. To compensate state supported institutions of higher education (two/four year Arkansas Colleges/Universities, Technical Schools), the Arkansas Workforce Investment Board approved training providers and approved company consultants and contract instructors, as well as company trainers for conducting prescribed training.
  - e. Employer must provide certification of company trainers, consultants and other contract instructors.

- f. Training may be in a traditional classroom, on-the-job training, distance-learning lab, workshops, seminars, site based training or computer based training.
- g. Other training methods as approved by the Department of Workforce Services.

7. Non-allowable use of funds:

- a. Cost incurred prior to the approved date of application.
- b. Construction or purchase of facilities or buildings.
- c. Business relocation expenses.
- d. Employment or training in sectarian activities.
- e. Lobbying activities.
- f. Employee wages (to include company in-house trainers and trainees).

8. Assurances:

- a. The applicant (business) assures that records of expenditures of funds under this agreement shall be made available for inspection by DWS audit staff or state auditors, as required.
- b. The applicant (business) assures that no person shall be excluded from training on the basis of race, color, national origin, age, religion, marital status, sex, or disability.
- c. The applicant (business) assures that in the event of labor dispute or strike, the director of DWS may postpone or cancel the funding of training support.
- d. The applicant (business) understands that this agreement may be canceled by the director of DWS by written notification at least 14 days prior to cancellation, or immediately, if funds are not available.
- e. The applicant (business) agrees that the terms of this agreement may be changed by common consent.
- f. The applicant (business) assures that provision will be made for submission of both a quarterly and final report, which will include but not limited to, a description of the funded program with quantifiable outcomes.
- g. The applicant (business) will provide the director of DWS a final report within 30 days following the end of agreed upon training.

9. Expected outcomes: Applicants who are awarded training funds under this program will be required to demonstrate one or more of the following outcomes:

- a. Demonstrate business growth or expansion.
- b. Demonstrate increased quantifiable productivity.

- c. Demonstrate training funds used resulting in lowering turnover rates.
- d. Increased retention rate and/or higher post-training wages of participating employees.
- e. Demonstrate ability to utilize new technology to improve current production levels.
- f. Participating businesses will provide a final report within 30 days of the end of agreed upon training to the director of DWS.

10. The review of applications will be coordinated with the following state agencies.

- a. Arkansas Economic Development Commission (AEDC)
- b. Arkansas Workforce Investment Board (AWIB)
- c. Arkansas Department of Workforce Education (ADWE)
- d. Arkansas Department of Higher Education (ADHE)
- e. Arkansas Department of Workforce Services (ADWS)