

**WACCAMAW INCUMBENT WORKER TRAINING (IWT) PROGRAM**  
**AWARD PROCESS**

Upon notification by the SC Department of Employment and Workforce of the local area allocation of funds, Waccamaw Regional Council of Governments submits an advertisement to local media outlets announcing the availability of IWT funding.

After this advertisement is released, businesses may submit applications for IWT funding. Applications will be accepted until the Application Submission Deadline.

Once all applications are received the IWT Manager will:

1. Complete the Pre-Award Review (if applicable) to verify the applicants are eligible to receive IWT funding.
2. Distribute eligible applications to the IWT Review Committee members. The IWT Review Committee is made up of Waccamaw Workforce Development Board (WWDB) staff.

The IWT Review Committee will evaluate and score eligible applications using established criteria. These criteria are: Training Plan Description, Eligibility for Funds, Priority Budget, and Outcomes. Priority will be given to businesses whose training increases an employee's transferable skills and/or results in increased wages.

Upon completion of the evaluation process, the IWT Grants Manager will rank the applications in order of score. A minimum score of 70 is needed to qualify for IWT funding.

IWT funding is limited; therefore available IWT funds are awarded to the extent possible. Other successful applications scoring above 70 may be held until additional funds are available. This may occur when a business who received funding is unable to expend the funds in the time frame prescribed or another allocation of funds is received from the State Administrative Unit.

Businesses are encouraged to contact the IWT Grants Manager and the WWDB staff prior to completing the application for IWT funding. This contact gives the business and the WWDB staff the opportunity to review the IWT Grant Program guidelines, highlight restrictions, discuss priority of training as it relates to the needs of the business, assist with completion of the application and explain the contracting/reimbursement process. The IWT Grants Manager and the WWDB staff will be the primary contacts for businesses seeking training assistance. These contacts are well-versed in locally available training programs as well as other training resources and providers available to employers, and can help identify the most appropriate source of training for the company.