

NC INCUMBENT WORKFORCE DEVELOPMENT PROGRAM SCORING SHEET
July 1, 2010- June 30, 2011

Is process improvement training such as, but not limited to, Lean, Six Sigma, ISO, a part of this application?

NO **YES**

Company Name _____

Amount Requested _____ **Proposed # of Trainees** _____ **Total Points** _____

Local Workforce Development Board (LWDB) _____

SECTION I: BUSINESS INFORMATION – Maximum Score = 30 points

1. Is the information provided in Section I, Parts A through C, of sufficient quality to support the competitive review process?	Inadequate Information (0)	Adequate Information (3)
2. Access the information supplied in the Project Abstract that explains and supports the need for the training and how it will avert lay-offs.	Poor (0)	Average (4) Above Average (9)
3. Access the information supplied in the Project Abstract that explains and supports the need for requesting financial assistance to conduct the training.	Poor (0)	Average (4) Above Average (9)
4. How well does the information supplied in the Lay-off Aversion Attestation Form explain the business' need to: a) Improve workers' skill levels, or b) Improve company processes in order to avert lay-offs?	Poor (0)	Average (4) Above Average (9)
<i>SECTION I SCORE (0 -30)</i>		

SECTION II: AVAILABILITY AND/OR USE OF FUNDS – Maximum Score = 5 points

1. Does the application indicate that contact has been made with the community college or university to ensure that other funding for this training is not available?		No (0)	Yes (5)
<i>SECTION IV SCORE (0-5)</i>			
<i>SCORE SUBTOTAL</i>			

SECTION III: TRAINING PLAN – Maximum Score = 45 points

1. Is the information about the training plan of sufficient quality to support the competitive review process?	Inadequate Information (0 pts)	Adequate Information (3 pts)	
2. How well do the training components relate to the business' training needs as stated in the Project Abstract?	Not Relevant (0 pts)	Relevant (3 pts)	
3. Is the information about the Training Provider of sufficient quality to support the competitive review process?	Inadequate Information (0 pts)	Adequate Information (3 pts)	
4. Based on the stated qualifications of the Trainers/Instructors, are they appropriate selections for delivering the training?	No (0 pts)	Yes (3 pts)	
5. Do the competencies for each training component provide the knowledge that the trainees will need to avert lay-offs?	No (0 pts)	Yes (3 pts)	
For <u>Skill Attainment Applications</u>, please answer question 6 A and B. For <u>Process Improvement Applications</u>, please answer question 7 A and B.			
6. Please answer A and B. For Skill Attainment Applications: A. Will the training lead to or result in an industry-recognized skill certification, or has some other proof of appropriate skill attainment that directly benefits the Trainees been explained? B. Will the training positively impact the trainees' opportunity for advancement in the business and/or a wage increase?	(6.A) No (0 pts) (6.B) No (0pts)	Proof of Skill Attainment (8pts) Future Possibility (8pts)	Industry-recognized Skill certification (15 pts) Immediate Result of Training (15pts)
OR			
7. Please answer A and B. For Process Improvement Applications: A. Is there evidence that the training will directly contribute to the improving efficiency or quality in a way that makes the business more competitive? B. Is there evidence that the training will directly contribute to process improvement within the business, thereby averting lay-offs?	(7.A) No (0 pts) (7.B) No (0 pts)	Future Possibility (8 pts) Future Possibility (8 pts)	Immediate Result of Training (15 pts) Immediate Result of Training (15 pts)
SECTION III SCORE (0 -45)			

SECTION IV: BUDGET – Maximum Score = 20 points

1. Are proposed costs reasonable and allowable and are they allocated in the appropriate line item?	No (0)	Yes (5)
2. Does the budget provide enough explanation and detail to relate all budget items to the training description(s)?	No (0)	Yes (5)
3. Both of the following summations must be verified and correct : A. The total of all “Component Costs Charged to Grant” (located in the individual training components) equal to the “Total Grant Funds Requested”. B. The total of all proposed costs listed in the budget under the “Grants Funds Requested” equal to the “Total Grant Funds Requested”.	No (0)	Yes (5)
4. Is there evidence of in-kind or other type of employer contribution to support the cost of training, such as salary, meeting space, etc.?	No (0)	Yes (5)
<i>SECTION IV SCORE (0 -20)</i>		

SPECIAL CONSIDERATIONS – Maximum Score = 20 Points

1. Is the business located in a Tier 1 county as designated by the NC Department of Commerce? If yes, please give the county name:	No (0)	Yes (10)
2. Is the business identified as a small business employing 100 or fewer? If yes, please give the number of paid employees at the workplace location:	No (0)	Yes (10)
<i>SECTION V SCORE (0 -20)</i>		
APPLICATION TOTAL SCORE (0 – 120)		

Signature of Reviewer _____ **Date** _____

COMMENTS: