

# Customized Incumbent Worker Training (CIWT) Reimbursement Program

**Apply for funding** to supplement the cost of developing and delivering customized trainings to incumbent workers

The CIWT Reimbursement Program supports Hillsboro businesses by financing the cost of training for groups of employees in a specific area. Examples include **ongoing skills training** such as English for Speakers of Other Languages (ESOL), safety, equipment maintenance, or professional development promoting economic mobility and career advancement for incumbent workers in **key industries** of advanced manufacturing, technology, and food manufacturing.

The City will partially fund approved programs in partnership with an eligible **third-party, non-profit training provider** such as Portland Community College, Oregon Manufacturing Extension Partnership and any accredited university to develop curriculum that meets the business' objectives and instructional classes for workers.

Employer reimbursement is capped at **\$45,000 per fiscal year** (July – June). Priority and additional incentives of **\$500 per employee** will be reimbursed when training historically and currently underserved populations and participants from local workforce programs.

# Application Process



Submit a **pre-application [Interest Form](#)** indicating an estimated reimbursement request amount, expected number of trainees, training provider information and curriculum themes.



After training is complete, submit the **[CIWT Reimbursement Form](#)**, including employee and training provider information.



**Upload a W9** to the **[City's secure file transfer platform](#)** for review and approval.

## ✓ Program Requirements:

- The training must have occurred **after January 1, 2023**, to be eligible for reimbursement.
- All participants must be employees of the business partner and any businesses it represents.
- The business partner pays wages to the employees who successfully complete the training program.
- The business partner must employ the program participants for at least 60 days after the completion of training.
- The business partner must document and provide program data as required or requested by the City of Hillsboro, including:
  - Brief overview of selected training provider and training developed and/or completed
  - Number of employees trained
  - Trainee demographic data, as possible

