



Policy: **Increased Capacity Training Policy**

Number: **WIOA 02-06**

Effective: **March 4, 2026**

Purpose

To authorize and govern the use of Increased Capacity Training investments to expand regional training capacity, accelerate participant placement into high-demand occupations, and align training investments with Northwest Workforce Council strategic goals.

Background

Regional employers and training providers report capacity bottlenecks that prevent timely credential attainment and placement into high-demand occupations. Increased Capacity Training is an investment strategy to expand training seats, cohorts, or accelerated pathways through targeted, time-limited funding.

Policy

The Council will fund Increased Capacity Training when proposals:

- Demonstrably fill documented employer demand or labor market gaps;
- Increase the number of qualified graduates entering targeted occupations;
- Leverage employer, provider, or other funding to maximize public return.

Funds may include formula WIOA funds, allowable discretionary grants, and other Council-authorized funding used in accordance with federal and state rules. Awards are time-limited and intended to create sustainable training delivery beyond the award period.

Eligibility and Prioritization

Eligible Increased Capacity Training proposals must:

- Address identified regional or subregional demand occupations or sectors;
- Present a sustainability plan for continued delivery after initial funding.

Priority consideration will be given to proposals that:

- Serve individuals with barriers to employment;
- Propose registered apprenticeship or stackable credential pathways;
- Produce credential outcomes directly aligned with local labor market demand.

Allowable Uses of Funds

Curriculum and pathway development necessary to expand cohorts. Instructor wages for cohorts or accelerated offerings. Equipment and facility usage and modifications essential to conduct training. Development of training labs or apprenticeship pipelines.

Funding and Procurement

Awards will comply with federal and state procurement rules and Council procurement procedures. Contracts will specify payment milestones tied to enrollment, completion, credential attainment, placement, and other measurable outcomes.

Program Design and Participant Selection

Participants must meet WIOA training eligibility and local enrollment criteria. Participant selection will follow Council priority of service policies and local priority populations guidance. Participants must attend an orientation that will provide information on expectations required of them while in Increased Capacity Training. Participants will be informed of their choice of training providers. Should the contracted training provider not be the participant's choice, the participant will be directed on how to complete a training proposal for consideration of training funding conducted by their selected training provider. Training design may incorporate work-based learning (paid internships, OJT, apprenticeship) if possible and clear pathways to hire.

Performance Outcomes and Reporting

Awardees will conduct training in a consistent manner to facilitate completion of training in a reasonable time frame as indicated by the Increased Capacity Training contract. The contract must define measurable outcomes including:

- Number of additional training slots and training enrollments created;
- Expected number of training completions;
- Expected number of credentials attained.

Outcomes must align with WIOA performance measures and local negotiated goals. Awardees will submit performance and invoices in the format required by the Council and will provide participant-level data necessary for state and federal reporting. The Council will track outcomes against contract milestones and may apply performance-based payment provisions.

Satisfactory Progress

Individuals are expected to maintain satisfactory progress in the selected training program, with exception only for good cause as defined in this section below. Satisfactory progress is defined as:

- Maintaining a grade point average sufficient to graduate from and/or receive certification in their approved area of study.
- Maintaining sufficient credit hours to complete program in the timeframe established in the ITA.

Good cause for failure to make satisfactory progress is defined as factors that would cause a reasonably prudent person in similar circumstances to fail to make satisfactory progress. Good cause includes, but is not limited to:

- Illness, injury or disability of the participant or a member of the participant's immediate family;
- Severe weather conditions or natural disaster precluding safe travel;
- Destruction of the participant's school records due to a natural disaster or other catastrophe not caused by the participant;
- Acting on advice received from an authority such as the training provider, instructor, or case manager;
- Training is delayed or cancelled;
- Accepting stop-gap employment with hours or other work conditions that conflict with the training.

Monitoring, Compliance, and Recordkeeping

The Council will conduct risk assessments prior to award and ongoing monitoring (desk reviews and site visits) thereafter. Awardees must maintain records for audit and monitoring consistent with federal and state recordkeeping requirements and the Council's record retention standards. Noncompliance will result in corrective actions, up to suspension or termination of funding and repayment of disallowed costs.

Risk Mitigation and Sustainability Requirements

High-risk awards may include additional safeguards such as reduced upfront payments, milestone-based disbursements, or performance bonds. Proposals must include a sustainability or exit plan explaining how the expanded capacity will be maintained after award funds conclude.

Roles and Responsibilities

Northwest Workforce Council: Approve policy, allocate funding, and make final award decisions consistent with procurement rules.

Council Staff: Administer solicitations, manage contracts, conduct monitoring, and report to state and federal partners.

Training Providers (Awardees): Implement training expansions, comply with contract terms, and report outcomes.

Potential Employer Partners: Provide documented commitments, participate in training design and advisory roles, and facilitate hiring pathways.

Definitions

Increased Capacity Training: Employer- or sector-partnered training that increases a training provider's ability to deliver additional seats, cohorts, or accelerated pathways beyond baseline capacity to meet employer demand.

Training Provider: Eligible educational institution, community college, registered apprenticeship program, or other provider approved by the Council.

Participant: Individual enrolled in WIOA-eligible workforce services who meets local eligibility criteria for training funds.

Employer Partner: Business or consortium committing to hire, upskill, or provide work-based learning for participants in the Increased Capacity Training program.

Awardee: Entity receiving Council funds to implement Increased Capacity Training.

Confidentiality and Data Sharing. Awardees must protect participant privacy and share data only as required for state and federal reporting. All data handling must comply with applicable privacy laws and Council data-sharing agreements.

References

- [Public Law 113-128, Workforce Innovation and Opportunity Act of 2014; Section 134\(c\)\(3\)\(F\)\(i\) through \(v\) and \(G\)\(ii\) - Use of Funds For Employment and Training Activities; Section 108\(b\)\(19\) - Local Plan Contents; and Section 121\(e\)\(1\)\(B\) - Establishment of One-Stop Delivery Systems](#)
- [20 CFR 680.320\(a\)\(4\)](#)
- [Washington Career Bridge](#)
- [WIOA Title I Policy 5404](#) – Procurement and Selection of One-Stop Operators and Service Providers Workforce Innovation and Opportunity Act federal guidance and regulations.
- [WorkSource Information Notice: 5619, Revision 1](#)