

Customized Job Training Program

Program Guidelines | September 2008

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Section I – Introduction

A. Statement of Purpose

The Customized Job Training (CJT) Program is a grant program designed to:

- (1) Support the needs of employers to provide customized training to their employees; and
- (2) Promote business and educational partnerships in the development and implementation of industry specific curricula.

The following two funding programs are offered to businesses and others.

1. **Customized Job Training (CJT)** - Eligible applicants can access funds to assist with eligible higher level or advanced training that is not covered under the Guaranteed Free Training Program (GFT) and will provide a trainee with the skills and knowledge necessary to meet a private company's or labor organization's specifications for an occupation or trade. CJT funds are available for projects that will result in one or more of the following objectives:
 - a. The location or expansion of a private company or greenhouse within the Commonwealth of Pennsylvania, which will create jobs paying wages of at least 150% of the current federal minimum wage and will make private capital investment within Pennsylvania.
 - b. Successful trainees being employed at jobs paying wages of at least 150% of the federal minimum wage.
 - c. The expansion or upgrade of existing jobs that will result in increased wages for the employees being trained.
 - d. The retention of jobs in Pennsylvania that would otherwise be lost.
 - e. The promotion of partnerships between local education agencies and private companies, between two or more private companies, between a labor organization and private company(ies) where there is a direct connection between the development of skills and subsequent employment of students/trainees by one or more private companies.
 - f. The promotion of efforts by a labor organization to upgrade the skills of its members.
2. **Guaranteed Free Training (GFT) Program** – This program, operated by the WEDNetPA Partners, is a supplement to the CJT Program. The GFT Program can provide assistance to companies in the following areas:
 - a. Basic Skills Training - up to \$450 per employee to improve the basic skill level of new or existing employees. Examples of basic skills training include, but are not limited to: communication and teamwork; problem solving; quality assurance; business operations; computers; product and process control; workplace behavior skills; blueprint reading, and machine maintenance. On-the-job orientation and adult literacy activities are not eligible activities under Basic Skills Training.
 - b. Information Technology Training - up to \$850 per employee to improve the technical skill level of new or existing employees as long as there is a clear connection between the training and the employee's job responsibilities. Examples of information technology training include, but are not limited to: e-business/commerce; technology support; information security; database development; software engineering; computer programming; network administration; systems analysts;

management information systems; website design and development; applied manufacturing technology, i.e. CAD, CNC, PLC. For technology subject areas listed above, introductory level training does not qualify, but may be eligible under Basics Skills Training.

GFT Program Guidelines are attached or can be accessed at www.wednetpa.com.

Section II – Eligibility

A. Eligible Applicants

Eligible applicants for CJT Grants include:

1. **Local Education Agencies (LEAs)** – Includes area vocational-technical schools, community and junior colleges, intermediate units, licensed private/proprietary business and trade schools, public school districts and state and private colleges and universities located in the Commonwealth and certified by the Department of Education.
2. **Industrial Resource Centers (IRCs)** – An industrial resource center, as defined by the Industrial Resource Center Partnership Act (Act 31 of 2001).
3. **Economic Development Organizations** – Area loan organizations and industrial development corporations that have been certified by the Department of Community and Economic Development (DCED).
4. **Greenhouses** – Nonprofit organizations that are section 501(c)(3) organizations under the Internal Revenue Code of 1986 and that are formed for the express purpose of creating university/business partnerships to advance science and technology and to support economic and workforce development.
5. **Private Companies** – Businesses, professional service companies, or other for-profit enterprises, including two or more private companies operating as a consortium in order to take advantage of a common training program.
6. **Local Workforce Investment Boards** – Entities recommended for certification by the Pennsylvania Workforce Investment Board and certified by the Governor in accordance with the Workforce Development Act (Act 114 of 2001).

Economic Development Organizations, IRCs and LEAs may apply for funds on behalf of private companies, greenhouses or labor organizations. Private companies may apply for funds on behalf of themselves. Local workforce investment boards may apply for funds to promote LEA/private company partnerships or partnerships between private companies.

B. Eligible Uses of Funds

CJT funds may be used to implement a training program designed to provide a trainee with the skills and knowledge necessary to meet a private company's or labor organization's specifications for an occupation or trade. Upon completion of the training program, the trainee will be employed or continue to be employed full time by a private company, or be available to be employed through a labor organization. The training program may involve instruction within a local education agency or an Industrial Resource Center, within a private company's facilities, at a third party trainer's facility, on the job, within a training program of a labor organization, through technology-based instruction or any combination thereof.

1. Eligible Costs

The grant amount awarded for any funded project may not exceed 75% of the total eligible cost of the training program. Eligible costs include, but are not limited to:

- a. Salaries and fringe benefits for instructors and curriculum development.
- b. Instructional supplies and consumable materials.
- c. Instructional software.
- d. Reasonable travel expenses for contracted instructors, consistent with the training provider's established travel policy or the state policy if the provider has no travel policy.
- e. Tool and equipment rental directly applicable to the training project. Rental costs must be pro-rated when used by other non-CJT training classes or by the private company for general business purposes. Lease-to-purchase agreements are not eligible.
- f. In the case of economic development organizations, IRCs and LEAs, applicant administrative costs which include direct time spent on administering the grant and other direct costs such as postage, printing and travel.
- g. Tuition reimbursement, only if the trainee completes the course.

2. Ineligible Costs

Expenses not eligible for CJT reimbursement include, but are not limited to:

- a. Capital expenditures – the cost of equipment including computer hardware, buildings and repairs that materially increase the value or useful life of buildings or equipment.¹
- b. Equipment used for non-training production at a participating private company.
- c. Wages or salaries of employees of the private company, greenhouse or labor organization not directly involved in conducting the training.
- d. Trainees' wages or any portion of their wages and benefits.
- e. Travel expenses of trainees, unless this prohibition is waived by DCED due to the unique nature of the required training.
- f. Rental of a state-funded facility.
- g. Indirect costs of the applicant, private company, greenhouse or labor organization.

¹ Private companies seeking to purchase or upgrade equipment as part of an investment project may be eligible for funding under one or more other incentive programs administered by DCED. For additional information, visit our website at www.newPA.com or call (800) 379-7448.

Section III – Program Requirements

A. Private Matching Funds

1. CJT funds may be used to pay for up to 75% of eligible training costs. The 25% cash match for the training project costs must be provided by the applicant, private company, greenhouse or labor organization through an investment of its own funds or from other funds secured for the project.
2. If the training to be provided with CJT funds will complement capital investments in land, buildings or machinery made by a private company, the company must identify in the CJT application the amount of the investment and the specific capital improvements to be made. A private company's commitment to make a capital investment that is complemented by the proposed training project will enhance the competitiveness of a CJT application.

B. Training Guarantee Requirements

Applicants or subcontractors providing the training must include a "Satisfaction Guarantee" provision whereby the applicant or subcontractor agrees that if the private company is dissatisfied with the training, the applicant or subcontractor will retrain the employees at their expense.

C. Subcontracting Requirements

All training providers must be identified if other than applicant, the private company or the labor organization. The application must disclose the relationship between the training provider, the applicant, the private company, labor organization or greenhouse, as appropriate. All training requests must discuss the following:

1. The scope of services to be rendered and the timeframe for completion.
2. The amount of money to be paid.
3. Subcontracts must contain the appropriate "Nondiscrimination" clause provided by DCED upon approval of a CJT grant.
4. Subcontracts must contain a "Satisfaction Guarantee" provision as described in this section.

D. Other Requirements

1. The applicant must certify that the private company or labor organization has informed the local Workforce Investment Board of its intent to apply for funds prior to submission.
2. If the proposed training project includes training for entry-level employees, the applicant must certify that the private company has contacted the local Workforce Investment Board, the local CareerLink Center, and the local County Board of Assistance to solicit referrals of candidates for the training program.
3. CJT funds may be used only to provide training or instruction for Pennsylvania residents.
4. Applicants, private companies, greenhouses and labor organizations receiving CJT grants must comply with applicable federal and state statutes governing employment discrimination, minority recruitment, minimum and prevailing wages, work site safety and procurement practices. Funding will be provided only for training employees earning 150% or more of the federal minimum wage.
5. A private company or labor organization receiving a CJT grant must certify that its training program does not abridge any collective bargaining agreement.

Section IV – Limitations and Penalties

A. Assistance Limitations

1. At the beginning of each fiscal year, a reserve not to exceed 25% of the funds appropriated to DCED for the CJT Program will be set-aside for use by small businesses with 100 or fewer employees. Any funds remaining in this reserve after March 1 of each year will be made available to any eligible applicant.
2. No more than 10% of the funds appropriated in any fiscal year may be awarded to one private company, greenhouse or labor organization including any affiliates thereof.
3. No private company, greenhouse or labor organization may receive CJT grants for more than two successive fiscal years or three out of every five fiscal years.
4. An economic development organization may not serve as the training provider for a CJT project.
5. Grants may not be used to reduce the work force or displace workers. However, this limitation may be waived by the secretary of DCED if it is determined that the long-term benefits to be gained by a private company through the introduction of new manufacturing techniques, technology or modernization significantly exceeds the short-term detriments caused by a reduction in work force.
6. Grants may only be used for training that will result in full-time permanent employment as defined by a specific industry.
7. Grants may not be used to assist in the relocation of a private company's operation from one region of the Commonwealth to another.
8. Recipients of CJT funds must be current on payment of state taxes prior to receiving a grant award.
9. Training for point-of-sale retail is not eligible for funding under CJT.

B. Penalties

If a private company fails to: (1) create the number of jobs or make the amount of capital investment as promised in a funded application, (2) maintain a business presence in Pennsylvania for a period of five years after approval of a grant, or (3) substantially carry out the training program, the private company will be liable for repayment of the grant unless the secretary of DCED determines that failure to meet the requirement was for reasons outside the control of the company.

Upon receiving any complaint from a private company, greenhouse, labor organization or trainee as to the inadequacy of training received, DCED may initiate an investigation and take appropriate action, including the recovery of grant funds.

Section V – The Application Process

A. General Procedures

1. Applicants will utilize the DCED Electronic Single Application for Assistance.
 - a. The Electronic Single Application can be accessed at www.newPA.com.
 - b. Electronic Single Application questions can be directed to the DCED Customer Service Center at 1-800-379-7448 or 717-787-3405 or e-mailing: ra-dcedcs@state.pa.us.
 - c. Applications may be electronically submitted by eligible applicants to DCED at any time during the fiscal year (subject to the availability of funds).
2. In addition to the Single Application, applicants must submit the following:
 - a. A detailed budget that supports the summarized budget on the Single Application form. At a minimum, the budget should detail direct training costs and administrative costs (Refer to Appendix II).
 - b. A Detailed Training Plan Narrative containing no more than five pages of the proposed training describing every module (course) of training to be considered. The Training Plan must include:
 - Program starting and ending dates.
 - Projected number of instructional hours.
 - Total number of trainees per course.
 - Training provider and location of training.
 - Cost per course.
 - The skills, competencies and knowledge to be learned by trainees.
 - c. A Completed CJT Summary Form (refer to Appendix III).

B. Application Submission

1. All applications should be electronically submitted to DCED not less than eight weeks prior to the start of the training. The beginning date of each agreement is determined by DCED following receipt of application. Obligations cannot be incurred prior to the beginning date of an agreement unless prior written approval to incur obligations has been received from DCED.
2. Single Application signature pages and any supplemental information required but not attached to the electronically submitted Single Application should be mailed to:

PA Department of Community and Economic Development
Customer Service Center
400 North Street, 4th Floor
Commonwealth Keystone Building
Harrisburg, Pennsylvania 17120-0225

Section VI – Application Evaluation

A. Funding Priorities

Competition for CJT funds is very strong. DCED will give priority consideration to applications that:

1. Establish a training program in an industry with skilled labor shortage or with growth potential. This includes agribusiness, advanced manufacturing, life sciences, biotechnology, biopharmaceutical manufacturing and health care, environmental technology, alternative energy, information technology, building and construction, logistics and transportation, lumber, wood, and paper.
2. Support a private company or labor organization that is located in a targeted area. A targeted area includes: a municipality in which the average unemployment rate in the most recent calendar year is above the statewide average; a state-designated enterprise zone; Keystone Opportunity Zones; Keystone Innovation Zones; a municipality or region that has suffered a significant job loss due to one or more major plant closings, layoffs, or natural or man-made disasters.
3. Support a private company that plans to create 50 or more jobs and is making a capital investment of at least \$1 million. If the proposed training project will result in the creation of new jobs by a private company, the private company must commit, in writing, to the creation of the new jobs and the investment of funds.
4. Receive support from their Local Workforce Investment Board, address a critical skill shortage in local areas or establish training programs in industry or occupational targets established by the Workforce Investment Board.

B. Evaluation Criteria

Applications will be evaluated on the following criteria:

1. The amount of job creation and retention.
2. The quality of the jobs in terms of the wage level of trainees.
3. The skills, competencies, and knowledge to be developed through the training program.
4. The amount of private match to be leveraged.
5. Overall cost and cost per trainee of the proposed training program.

In addition to the above, consortium training projects will be evaluated on the extent to which the training plan addresses the needs of a specific industry cluster or skill set within a region of the Commonwealth.

Section VII – Grant Procedures

A. Grant Award

1. Following approval of a grant by DCED, the applicant will receive a grant agreement and a commitment letter outlining the conditions of the grant award. The grant agreement must be signed by the grantee, and the commitment letter must be signed by the grantee and private company or labor organization (if applicable) and returned to DCED. Grant funds cannot be disbursed until the CJT agreement is fully executed, which normally takes four to six weeks. All grant proceeds received from DCED by the grantee (on behalf of a company or companies) must be deposited in a separate project account maintained by the grantee to hold and disburse CJT grant funds only. Payment of grant funds will be made upon DCED's receipt and approval of invoices submitted by the grantee.
2. Amending an Approved Grant Agreement - A request, signed by the grantee and private company or labor organization (if applicable), for an amendment to an approved grant agreement must be submitted, in writing, to DCED for approval. Such requests should be kept to a minimum and must be submitted during the agreement period, but no later than 90 days prior to the end of the agreement. If the requested change involves the training budget, a revised detailed budget must accompany the request along with written justification.

The need for an amendment may arise as the result of: a change in the training program or program objective; a change in type of trainee personnel; transferring funds from one budget line to another when expenditures by category exceed 10% of the amount budgeted; creation of a new budget line item; or a change in agreement dates.

B. Invoicing

1. Requests for payment (invoices) must be submitted to DCED using the invoice and progress narrative format, a sample of which will be sent to the grantee along with a copy of the fully executed grant agreement. A breakdown of eligible administrative expenses incurred by the grantee should also be included when submitting an invoice, as well as any additional supporting documentation such as purchase orders, invoices, checks, etc. Expenses incurred before the beginning date of the grant agreement are not reimbursable. Estimated or anticipated costs cannot be processed.
2. DCED retains the right to withhold payment of up to 5% of the total amount of grant funds, until such time as DCED receives and approves the written final monitoring and expenditure report from the grantee substantiating incurrence of eligible expenses totaling 100% of the grant.

Section VIII – Monitoring and Reporting Responsibilities

A. Monitoring

The applicant is required to monitor in-school, in-plant or on-the-job training programs paid for with CJT funds. The monitoring component, which will occur during the time period in which training is being provided and through enforcement of the quality guarantee provision(s), must include at least two applicant on-site visits, inspections and interview/evaluation sessions with trainers and trainees. The applicant must submit a monitoring report to DCED at the mid-point of the training program and no more than 60 days following the conclusion of the training. Monitoring reports must include:

1. The names of trainees who have successfully completed the individual courses.
2. A written course evaluation to be completed by all trainees on the quality of the training.
3. The name of the training provider for each course.
4. The location where the training took place.

When the approved training plan includes curriculum development, monitoring reports must also include evidence of the curriculum developed and the number of employees trained or to be trained using the developed curriculum.

Mid-point monitoring reports should also include any barriers encountered in carrying out the approved training plan.

B. Fiscal Reporting

1. No later than 60 days after completion of all project activities, the applicant is required to submit to DCED a final monitoring and expenditure report which includes copies of all remaining invoices, purchase orders, bills, and other documentation of eligible expenses incurred and a final invoice requesting the remaining grant funds.
2. Applicants subject to Single Audit requirements must provide DCED with a copy of that audit each year in which CJT grant funds are received. Other applicants not covered by Single Audit requirements must submit either a project audit completed by a Certified Public Accountant within 120 days following receipt of the final CJT grant payment, if the grant awarded is in excess of \$100,000, or copies of canceled checks, bank statements or other documentation acceptable to DCED documenting the expenditure of grant funds received from DCED.
3. Program inquiries should be directed to:

PA Department of Community and Economic Development
Center for Business Financing
Customized Job Training Program
400 North Street, 4th Floor
Commonwealth Keystone Building
Harrisburg, Pennsylvania 17120-0225
Phone: (717) 787-7120
Fax: (717) 787-9154
E-mail: ra-dcededa@state.pa.us

Appendix I – Supplemental Information for the Single Application for Assistance

In addition to completing the Single Application for Assistance, please include the following items:

1. Detailed Training Plan Narrative containing no more than five pages of the proposed training describing every module (course) of training to be considered. The Training Plan shall also include:
 - Program starting and ending dates.
 - Projected number of instructional hours.
 - Total number of trainees per course.
 - Cost per course.
 - Location of training.
 - The skills, competencies and knowledge to be learned by trainees.
 - A discussion of the relationship between the training provider, the applicant, the private company, labor organization or greenhouse, as appropriate.

A sample training plan format can be obtained by contacting the Customized Job Training Program Office at (717) 787-7120.

2. Completed Customized Job Training Budget (Appendix II)
3. Completed Customized Job Training Summary Form (Appendix III)
 - If request includes funds for entry-level training, copies of letters from the private company to the local Workforce Investment Board, local CareerLink Center and the local County Board of Assistance soliciting referrals of candidates must be included.
 - If request includes funds for retention training, a signed statement must be included from the private company stating that the trainees' jobs would otherwise be lost to Pennsylvania without the training.

PA Department of Community
and Economic Development

Customized Job Training Budget

Refer to Section II B of the Program Guidelines before completing budget

Source	CJT	(2)	(3)
Training Expenses			
Salaries & Fringe Benefits for Instructor's Costs or Curriculum Development			
List Instructional Supplies and Consumable Materials			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Subtotal			
Instructional Software			
Travel Expenses			
Tool & Equipment Rental for Training			
Tuition Reimbursement			
Applicant Administrative Expenses*			
Other			
Other			
Total Training Expenses			
Capital Expenditure by Private Company in Past 12 Months or Next 12 Months:			
Land & Building Acquisition, Construction or Renovations			
Machinery & Equipment Purchases or Upgrades			
Start Date of Capital Expenditure is/was: _____			
Total Capital Expenses			

* Only applicable for LEAs, IRCs and Economic Development Organizations. Reasonable Applicant Administrative Expenses must be itemized and attached.

Appendix III – Customized Job Training Summary Form

Complete the sections of this form applicable to the proposed training project.

Entry-Level Training

Any request for entry-level training must be accompanied by copies of letters from the private company to the local Workforce Investment Board, the local CareerLink Center and the local County Board of Assistance soliciting referrals of candidates for the training program.

Number of entry-level employees to be trained	_____
Total cost of entry-level training	\$ _____
CJT amount requested for entry-level training	\$ _____
Trainee’s average hourly wage after training	\$ _____

Employee Upgrade Training

Number of existing employees to receive wage increases as a result of training	_____
Total cost of upgrade training	\$ _____
CJT amount requested for upgrade training	\$ _____
Trainee’s average hourly wage prior to training	\$ _____
Trainee’s average hourly wage after training	\$ _____

Employee Retention Training

Any request for retention training, without a wage increase at the successful completion of training, must be accompanied by a signed statement from the private company that the trainees’ jobs would otherwise be lost to Pennsylvania without the training.

Number of employees to be retained as a result of the training	_____
Total cost of retention training	\$ _____
CJT amount requested for retention training	\$ _____
Trainee’s average hourly wage after training	\$ _____

Pre-Employment Training by Labor Organization or LEA/Greenhouse/Private Company/Partnership

Number of people to be trained	_____
Total cost of pre-employment training	\$ _____
CJT amount request for pre-employment training	\$ _____
Trainee’s average hourly wage after training	\$ _____

Total number of people to be trained	_____
Total cost of training	\$ _____

Employment Projections

Peak number of permanent, full-time employees at the private company’s Pennsylvania facility(ies) in the 12-month period prior to submission of the CJT application	_____
Number of people expected to be employed at the Pennsylvania facility(ies) at the conclusion of the training program	_____
Number of people expected to be employed at the Pennsylvania facility(ies) within 3 years following submission of this CJT application	_____
Anticipated start date of training	_____

Guaranteed Free Training (GFT) Program Guidelines



For Fiscal Year
2008 – 2009

Basic Skills Training

Up to \$450 per eligible employee

Information

Technology Training

Up to \$850 per eligible employee

Training Period:

July 1, 2008-June 30, 2009

The Goal of the **Guaranteed Free Training** Program is to strengthen the business environment of the Commonwealth of Pennsylvania by improving the skill level and productivity of Pennsylvania workers.

Funding for the Guaranteed Free Training (GFT) Program is provided by the PA Department of Community and Economic Development (DCED).

Basic Skills Training

To be eligible for a basic skills grant, Employers and employees trained must meet the following qualifications:

Employer:

- Must be based in Pennsylvania or maintain a significant presence in the state.
- This Grant is limited to manufacturing or technology-based businesses to include Biotech and Environmental-Tech companies.
- Point-of-sale retail businesses, gaming establishments, employment agencies, government agencies, government owned facilities, education, training vendors and non-profit entities are **not** eligible. Note: some unions, labor organizations, and non-profit healthcare entities may qualify as exceptions. Please contact a WEDnetPA partner for more information.

Employees participating in the training:

- Must earn at least 150% of the current federal minimum wage at start of training, excluding benefits.
- Must be a permanent full-time employee and eligible to receive full-time benefits.
- Must be a verifiable resident of Pennsylvania and employed in Pennsylvania.
- Must be a front-line employee or a first level supervisor.
- Employees with decision making responsibilities (may include, but not limited to budgetary, policy making, etc.) are not eligible for basic skills funding.
- Employees who supervise other supervisors are not eligible for basic skills funding.

Information Technology Training

To be eligible for an information technology grant, companies and employees trained must meet the following qualifications:

Employer:

- Must be based in Pennsylvania or maintain a significant presence in the state.
- This Grant is not limited to specific economic clusters.
- Point-of-sale retail businesses, gaming establishments, employment agencies, government agencies, government owned facilities, education, training vendors and non-profit entities are **not** eligible. Note: some unions, labor organizations, and non-profit healthcare entities may qualify as exceptions. Please contact a WEDnetPA partner for more information.

Employees participating in the training:

- Must earn at least 150% of the current federal minimum wage at the start of training, excluding benefits.
- Must be a permanent full-time employee and eligible to receive full-time benefits.
- Must be a verifiable resident of Pennsylvania and employed in Pennsylvania.
- Must have a clear connection between the training and the employee's job responsibilities.

Basic Skills Training

Additional Criteria:

- The company must verify that any employee involved in this training contract does not exceed the maximum reimbursement of \$450 for the Basic Skills training for any GFT contract within a fiscal year.
- A company may receive a maximum of \$75,000 per fiscal year.
- The company is also limited to participation in the Guaranteed Free Training program and the Customized Job Training program to two consecutive years and three out of the past five years. This restriction includes GAT offers. If a GAT offer is for multiple years, each year is counted as a year of eligibility. A company can check their eligibility at <http://wednetpa.com/gft/companygrant.asp>.
- The company will sign the applicable Statement of Eligibility Memorandum of Agreement (GFT-002) confirming that the Company, employees and training meet all of the requirements of the program.
- The company agrees to provide the participating employee's valid social security number, job title and hire date to determine eligibility to the program.
- A company is defined by their Federal Employer Identification Number (FEIN), not their location or operating functions.

Employee Turnover Policy:

- New grant recipients with a high historical employee turnover rate of 50% or greater may be declared ineligible.
- Prior grant recipients with a high employee turnover rate of 40% or greater may be declared ineligible.

Written justification from the company is required to be submitted with their application for consideration. This policy may be waived and is at the discretion of the WEDnetPA statewide director.

Information Technology Training

Additional Criteria:

- The company must verify that any employee involved in this training contract does not exceed the maximum reimbursement of \$850 for the Information Technology training for any GFT contract within a fiscal year.
- A company may receive a maximum of \$50,000 per fiscal year.
- The company is also limited to participation in the Guaranteed Free Training program and the Customized Job Training program to two consecutive years and three out of the past five years. This restriction includes GAT offers. If a GAT offer is for multiple years, each year is counted as a year of eligibility. A company can check their eligibility at <http://wednetpa.com/gft/companygrant.asp>.
- The company will sign the applicable Statement of Eligibility Memorandum of Agreement (GFT-002) confirming that the Company, employees and training meet all of the requirements of the program.
- The company agrees to provide the participating employee's valid social security number, job title and hire date to determine eligibility to the program.
- A company is defined by their Federal Employer Identification Number (FEIN), not their location or operating functions.

Employee Turnover Policy:

- New grant recipients with a high historical employee turnover rate (greater than 50%) may be declared ineligible.
- Prior grant recipients with a high employee turnover rate (greater than 40%) may be declared ineligible.

Written justification from the company is required to be submitted with their application for consideration. This policy may be waived and is at the discretion of the WEDnetPA statewide director.

Basic Skills Training

Eligible Training:

Eligible training activities, as set forth by DCED will be those that improve the skill level of employees through the introduction of **basic** skills required to be successful in various jobs. As such, basic skills training will be defined according to the type and scope of business being conducted by the employer.

Training for employees that is above basic skills may be eligible for the Customized Job Training program, which is also funded by the Department of Community and Economic Development (DCED). Please consult a WEDnetPA partner for assistance.

The eligible training period is July 1, 2008 through June 30, 2009. Training cannot take place outside of this timeframe and must not have been invoiced/reimbursed on another current fiscal year's contract.

Training activities must be started within 5 months of the contract award date or the end of the fiscal year (whichever comes first) and be completed by June 30th or the awarded funds will be forfeited. Acceptable documentation indicating the start of training must be provided upon request.

Information Technology Training

Eligible Training:

Eligible training uses technology to **improve the technical skill level** of trainees. The employees participating can be reimbursed with ITT funds, regardless of job title, type of company or company size, as long as there is a clear connection between the training and the employee's job responsibilities. As such, Information Technology training will be defined according to the type and scope of business being conducted by the employer but cannot include company-wide software end user training.

Training not eligible under the Information Technology program may be eligible under the Basic Skills program. Please consult a WEDnetPA partner for assistance.

The eligible training period is July 1, 2008 through June 30, 2009. Training cannot take place outside of this timeframe and must not have been invoiced/reimbursed on another current fiscal year's contract.

Training activities must be started within 5 months of the contract award date or the end of the fiscal year (whichever comes first) and be completed by June 30th or the awarded funds will be forfeited. Acceptable documentation indicating the start of training must be provided upon request.

Basic Skills Training

Types of Eligible Training (not all inclusive):

- Communication and Teamwork
- Applied Mathematics and Measurement
- Workplace Health and Safety
- Problem Solving
- Quality Assurance
- Business Operations
- Computers
- Product and Process Control
- Workplace Behavior Skills
- Manufacturing Fundamentals:
 - Blueprint Reading
 - Welding, Soldering
 - Tooling, Grinding
 - Machine Setup & Maintenance

*No On-the-Job, company orientation or **product specific** sales training is eligible for reimbursement. Grant funds cannot be used for adult literacy activities such as ESL. Where appropriate, WEDnetPA partners will collaborate with Adult Literacy Service providers to address workplace literacy needs. Company in-house training is permitted for eligible training.*

Training can be provided by the WEDnetPA partner institution, in-house or by third party vendors. **The company will always select their training provider.**

Information Technology Training

Types of Eligible Training (not all inclusive):

- E-Business/Commerce
- Technology Support
- Information Security
- Data Base Development
- Software Engineering
- Computer Programming
- Network Administration
- Systems Analysis
- Management Information Systems
- Website Design & Development
- Advanced Applied Manufacturing Technology:
 - CAD -CAM
 - CNC -PLC

*Any training deemed ineligible under basic skills is not eligible for ITT reimbursement. Any spreadsheet, word processing, presentation/graphic or basic/introductory database management training does not qualify for ITT reimbursement as they are considered basic skills and are eligible under the **Basic Skills program**. Company-wide software training for end users is not eligible for the Information Technology training program. Company in-house training is permitted for eligible training.*

Training can be provided by the WEDnetPA partner institution, in-house or by third party vendors. **The company will always select their training provider.**

Guaranteed Free Training Program

Eligibility:

Eligibility must be met on three levels: company, employee and training. Once a company has been determined to be eligible by a WEDnetPA partner, an application can be submitted on its behalf. Employees and training must also be determined eligible before reimbursement will be made.

Subcontracting:

WEDnetPA partners are encouraged to subcontract with other WEDnetPA partners or other third party training providers where appropriate and requested by the Company. **The Company will always select the training provider.** The Third Party Subcontractor Memorandum of Agreement (GFT-004) must be completed if the WEDnetPA partner is reimbursing the subcontractor directly. By signing the Third Party Memorandum of Agreement, the subcontractor is responsible for meeting all of the same reporting requirements as WEDnetPA partners would under these guidelines. In cases where a WEDnetPA partner is using a subcontractor for the training, the WEDnetPA partner will receive reimbursement for the training, and will be responsible for reimbursing the subcontractor or Company according to the terms of the subcontract.

WEDnetPA does not endorse any third party training vendor services.

GFT Application Timeline:

Only the 33 approved WEDnetPA partners are authorized to administer applications for the GFT program. WEDnetPA accepts no responsibility for applications solicited by entities other than the 33 approved WEDnetPA partners. To apply for Grant funds, the following must be completed:

- | | |
|--|-----------------------|
| 1. GFT Application | GFT-003 rev. 05/01/08 |
| 2. GFT Training Plan | GFT-009 rev. 05/01/08 |
| 3. GFT Statement of Eligibility MOA | GFT-002 rev. 05/01/08 |
| 4. GFT Third Party Subcontractor MOA (if applicable) | GFT-004 rev. 05/01/08 |

WEDnetPA partners can accept applications from eligible companies from **May 1, 2008 through July 11, 2008**. Partners who take applications from eligible companies during this period will be notified in writing by September 1, 2008 regarding the approval/non-approval of their pending applications.

When applications are reviewed, consideration will be given to, but not limited to the following target areas: industry partnerships, targeted industry clusters, geographic impact, company size and quality of jobs.

Applications may continue to be accepted after the initial application period but approval will be based on the availability of funds throughout the balance of the fiscal year.

Governor’s Action Team Applications:

Applications for DCED Governor’s Action Team (GAT) offer letters may be submitted any time during the fiscal year. For consideration, a copy of the complete GAT offer letter with the signed acceptance page must accompany the application. Generally, GFT policy guidelines apply to GAT offer letters. Within these guidelines, WEDnetPA is only obligated to fund the Company, based on the specific stipulations of its GAT offer letter.

Reimbursement for Training:

Companies are eligible to receive grant funds up to \$450 for Basic Skills and up to \$850 for Information Technology training per eligible employee in one fiscal year, regardless of training methodology (i.e. traditional, online, blended, etc.).

If a trainee meets the requirements of an eligible employee in two separate fiscal years, the WEDnetPA partner, on behalf of the company, may invoice up to \$450 for basic skills training and \$850 for information technology training for that employee in each of the fiscal years as long as it is for different training. Note: an employee can also appear on multiple contracts within the same fiscal year provided he/she does not exceed the \$450 and/or \$850 cap.

To receive reimbursement for training, the company, employees and training must first meet all eligibility requirements as set forth under the Eligibility section of this document. If the cost of providing the training exceeds the stated cap per employee under the grant, the employer must cover the balance of those costs.

GFT funds cannot be used to reimburse for training costs that have already been paid by another state and/or federal funding source.

Eligible expenses are the hourly salary of the trainer(s) for actual hours trained (not to include preparation time), instructor benefits (not to exceed 40%), cost of books and training materials, room rental (if applicable) for off-company-site training only, copying/printing of training materials or other materials consumed within the training period. **Companies that conduct in-house training must use the GFT in-house spreadsheet and may seek reimbursement only for actual eligible training costs incurred.**

Ineligible expenses include, but are not limited to: membership fees, in-house online training, employee (trainee) salary during training period, exam fees, test preparation, fees not associated with actual training, sales tax, travel expenses for trainers or employees trained, preparation time of trainer, costs to develop the training, room rental for on-company-site training, food, materials and tools used in job (calculators, calipers, hard hats, etc.), shipping and handling of training materials to training site, training materials not consumed within training period (such as hardware and software), general education requirements towards degree work, college level advance degree coursework, credit courses towards completion of degree work unrelated to current job and fixed assets.

Please consult a WEDnetPA partner for clarification of eligible & ineligible training costs.

Invoicing Process:

New Requirement: Companies must submit invoicing documentation to their WEDnetPA partner within 45 calendar days of the completion of each training event or the applicable WEDnetPA partner's designated year end invoicing deadline, whichever comes first. The GFT Verification Report signed by a Company official will serve as the employers' guarantee of satisfaction statement.

If the Company is dissatisfied with the training done by a training provider and a current signed Third Party Subcontractor Memorandum of Agreement (GFT-004) is on file with the WEDnetPA partner administering the grant, the training provider will retrain the employees at the training provider's expense.

Reporting Requirements:

There are a number of reporting requirements from the Pennsylvania Department of Community and Economic Development. In order for the WEDnetPA statewide office to meet those requirements, an application has been developed that includes all of the required information. That application and other required documents must be completed and submitted to a WEDnetPA partner for review and approval by the statewide office. The application timeline is outlined on page 6 of this document.

There are specific reporting requirements for invoicing. The invoicing guidelines and procedures are outlined above in this document.

Contact Information: For additional information regarding the **Guaranteed Free Training** program, please contact any one of the 33 authorized WEDnetPA partners directly or visit our web site at www.wednetpa.com.