



**Workforce
Opportunity
Council, Inc.**

Leveraging Resources for New Hampshire's Future

IS YOUR BUSINESS TAKING ADVANTAGE OF THIS VALUABLE TRAINING RESOURCE?

It's easier to get funds for training than you may think!

HERE'S A PROGRAM THAT MAKES EMPLOYEE TRAINING AFFORDABLE

If your company has employee training needs, or is considering locating to or expanding in New Hampshire, the Workforce Development Training Fund (WDTF) can help. Through the WDTF, your company may be able to receive funds to train newly-hired employees or upgrade the skills of current workers.

The WDTF is designed to help companies of all sizes become more competitive. This is a great opportunity for New Hampshire businesses!

WORKFORCE TRAINING TO MAKE YOU MORE PRODUCTIVE AND PROFITABLE

The Workforce Development Training Fund has two primary objectives:

First, it provides funding to companies to help them train newly-hired employees so that the companies can expand and become more competitive. Second, it allows for skills upgrade training of current workers who need retraining to ensure ongoing employment.

Both of these objectives will help New Hampshire communities attract and retain desired companies and make New Hampshire a better place to work, live, and do business. Our technical colleges,

located in each region of the state, are willing partners available to develop training suited to the specific needs of the company. Private training vendors may also be utilized, if appropriate.

Funds will be available for any size employer, and are accessible throughout the state for both urban and rural areas. The WDTF process requires minimum paperwork.

Projects funded by the WDTF must emphasize job skill training. Basic skill training (math, English, etc.) is allowed only in conjunction with job skill training (technician skills, etc.).

COMPANY ELIGIBILITY

Both for-profit and not-for-profit companies are eligible to apply for training funds. Publicly funded entities (federal, state, and municipal governments) are not eligible to apply for these training funds.

New Hampshire companies selling a majority of their products and services outside of the state, or the market area in which they are located, have priority for funding. These companies are bringing new revenue into the state and creating new jobs and economic growth. Companies (mainly retailers) selling products and services in the local area are eligible only if a compelling economic benefit to the state can be shown. Such companies

are encouraged to highly develop the “impact” portion of their application.

Your company must be adding, or preserving, at least five permanent positions. The wage at completion of training should be at least \$10 per hour plus employer-assisted benefits.

TRAINING PROJECT REQUIREMENTS

1. Projects must emphasize job skill training. Basic skill training (e.g.: adult basic education) and training in quality practices (e.g.: ISO) are allowed only in conjunction with job skill training.

2. Training must be for full-time employment. Training of temporary or part-time employees is not supported with these funds.

3. Trainees successfully completing the training must be retained in full-time positions by the participating business. If the occupation for which training is being conducted is covered by a collective bargaining agreement, concurrence of the union is required.

4. The Job Match System must be utilized with job creation projects. A participating business creating new jobs through use of these funds (career ladder advancement) must list those job openings with the NH Works job matching system (www.nhes.state.nh.us/itsweb/html/pgemp.cfm).

5. Application preparation costs are the company’s responsibility. Costs associated with the preparation of the application cannot be submitted for reimbursement. Training contracts are usually 12 months in length, but may be written for up to 18 months if the training plan requires it. Under certain circumstances, contracts *may*, at the sole discretion of the Workforce Opportunity Council, be extended to successfully carry out the project.

6. Flexibility in Training Providers Allowed. Training may be provided by state technical colleges, universities, other public or private training organizations, the employer, or through partnerships among the above entities.

APPLICATION PROCESS

For information regarding the WDTF program, contact either of the following people at the Workforce Opportunity Council, Inc.:

Dennis Delay
603-229-3307

ddelay@nhworkforce.org

Cindy Naiditch
(603) 229-3312

cnaiditch@nhworkforce.org

Potential applicants are encouraged to seek information and technical assistance on allowable activities prior to submitting a proposal.

Applicants for project funds must submit a completed WDTF proposal as outlined in this document. Four copies of the completed proposal should be submitted to:

Workforce Opportunity Council, Inc.
64 Old Suncook Road
Concord, NH 03301

REVIEW PROCESS

The Demand Committee of the Workforce Opportunity Council will review and approve the proposals based on the funding criteria. An employer may be asked to submit additional clarifying information and materials.

The company will be provided written notice of the project’s approval or denial as soon as the review process is complete—generally within three weeks of the proposal’s receipt. Once a project is approved, the Workforce Opportunity Council will develop a cost-reimbursement contract with the approved applicant.

FUNDING CRITERIA

Applications must meet the company eligibility and project requirements included in these guidelines. Priority for funding will be based on the following criteria:

A. Impact of the Project

- Impact of the project on the local economy
- Impact of the project on the tax base
- Resulting new economic activity
- Probability the project will accomplish the projected benefits

B. Need for Training Support

- The extent funding is essential to the creation or retention of jobs
- Impact of training on competitiveness
- Training funds are an incentive to encourage location or expansion in New Hampshire
- Level of employer involvement in the project

C. Quality of the Training Plan

- Training is designed to improve job skills
- Training projects will result in quality jobs (*Quality jobs are based on pay, benefits, and reasonable opportunities for career advancement*)
- Project readiness
- Quality of the training proposal
- Impact of training on workers' skills
- Identification of quantifiable outcome measures

D. Budget

- Project costs are reasonable
- The training is cost effective
- The training cost per position created/retained is reasonable
- Average grant request per company is \$7,500 or less, unless there is a compelling benefit to the community
- The employer is providing matching resources of no less than 100% (1:1 matching funds) documented in the budget

BUDGET GUIDELINES

A. Funds may be used for reasonable costs associated with: training seminars, tuition, fees, books and classroom materials; instructor wages and benefits; instructor travel and/or per diem; reasonable equipment lease and rental costs during the training project period; rental of training facilities; reasonable cost of pre- and post-training assessment; costs of curriculum development, minor training equipment, and other reasonable costs related to direct training.

B. Ineligible grant expenditures include trainees' salaries, wages, benefits, and travel; purchase of major equipment; and all other costs not articulated in the prior paragraph. Applicants are encouraged to request technical assistance if there is a question on whether a cost is covered.

C. Employers will be expected to provide private matching funds of at least 100% (1:1). Documentation of higher match is encouraged to illustrate increased leveraging of federal dollars.

Employers must meet matching requirements by providing cash or in-kind contributions as noted in the budget instructions and worksheet.

E. The maximum grant amount allowable per company is \$7,500 per 18-month period, based, of course, on availability of funds.

PROJECT MANAGEMENT

The Workforce Opportunity Council (Council) will develop cost-reimbursement contracts with the successful applicants based on the review and approval process previously described. The contracts will, at a minimum, encompass the company's proposal commitments.

Contract management, modifications, and project reimbursement, as well as technical assistance and project evaluation, will be performed by the Council.

The applicant will be required to submit progress and final reports summarizing the project's accomplishments. Please refer to the "Final Evaluation" section for the reporting requirements. A six-month follow-up study on employment retention may be conducted by the Council.

HOW TO APPLY FOR TRAINING FUNDS

Each applicant must complete the application package consisting of

- Cover page
- Scope of work narrative
- Budget

The cover page must be signed by a company official authorized to legally bind the company in contract, and proposal materials must be accompanied with a cover letter on company letterhead.

The narrative should be as concise as possible, while still addressing the various items listed on the scope of work page. A *Question & Answer* section on the website (www.nhworks.org) may provide additional information.

Companies are encouraged to seek technical assistance from either of the two contacts listed previously, if questions arise in the application process.

BUDGET AND COMPANY CONTRIBUTION

The applicant must complete the budget page included in the Workforce Development Training Fund application package. Unusual expenses should be explained. Please note that the budget must reflect at least a 100% (1:1) employer match, and verification of the expenses will be required to support WDTF payments or company match. Further guidance is provided on the Budget Instructions Form.

FINAL EVALUATION

The final evaluation report is due within 45 days from the completion of the training, and will address the following performance measures:

- number of individuals trained
- cost per trainee
- number of trainees placed and/or retained in employment
- impact of the training on the workers' skills

The signed Participant Data Sheets, completed by the individuals who received training, must accompany the final evaluation report.

The final report should also include a description of employer-assisted benefits.

Please Note:

For purposes of federal performance reporting, participants receiving training with these funds will be requested to provide their social security number.

Rest assured that this information will be carefully safeguarded and used only to meet federal statistical reporting requirements on aggregate changes in pre-and post-training wages.

Participants will be asked to complete the Participant Data Sheet included in the Application Package.

The Workforce Opportunity Council, Inc. is a sponsor of the NH WORKS system, a proud member of America's Workforce Network, and an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
TDD: Relay NH 1-800-735-2964