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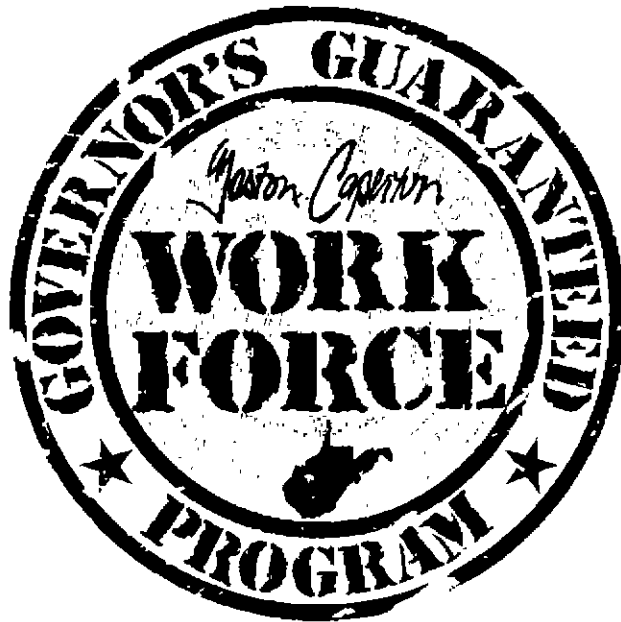
**TITLE 145
PROCEDURAL RULE
WV DEVELOPMENT OFFICE**

**SERIES 1
GOVERNOR'S GUARANTEED WORK FORCE PROGRAM
APPLICATION GUIDE AND FORMS**

EDITORS NOTE: A copy of this series can be obtained for the Secretary of State's Office.

STATE OF WEST VIRGINIA
GOVERNOR'S GUARANTEED WORK FORCE PROGRAM
GASTON CAPERTON, GOVERNOR

Application Guide and Forms



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OFFICE OF COMMUNITY AND INDUSTRIAL DEVELOPMENT
SECRETARY JAMES



Governor's Office of Community and Industrial Development
State Capitol M-146
Charleston, West Virginia 25305
(304) 348-0400

in cooperation with

West Virginia Bureau of Employment Programs
West Virginia Department of Education
West Virginia Colleges and Universities
Private Industry Council of West Virginia
Private Industry Council of Kanawha County
Northern Panhandle Private Industry Council

Purpose

It is the goal of the Governor's Guaranteed Work Force Program, as enacted by the West Virginia Legislature House Bill 2252, to provide assistance for new or expanding businesses for the training, retraining or upgrading of the skills of existing or potential employees. This program will emphasize employee training specifically designed to accommodate the needs of individual employers.

The specific objectives of the Governor's Guaranteed Work Force Program are:

- 1) To encourage the expansion of existing businesses and industries.
- 2) To promote retention of existing businesses, industries and jobs within the state.
- 3) To prevent economic and industrial out-migration.
- 4) To assist in the relocation of out-of-state businesses and industries to the state.

Definitions

For the purposes of this program and this grant application, the following definitions will apply:

- 1) "GOCID" shall mean the Governor's Office of Community and Industrial Development.
- 2) "Employer" shall mean an individual, partnership, cooperation, or other legal entity that employs or plans to employ skilled workers.
- 3) "Retraining" shall mean the specialized training involving new technology which results in job retention.
- 4) "Job upgrade" shall mean the specialized training given to an identified level of employees to enable them to advance to a higher level of employment.

- 5) "Program" shall mean the Governor's Guaranteed Work Force Program established pursuant to Section Three.
- 6) "Training" shall mean custom-design training given to employees or prospective employees of new or expanding businesses and industries within the state.
- 7) "Training provider" shall mean any persons, public or private educational institutions, agencies, companies or other entities that may be utilized for training or consultative services for an employer.

Under this program, the Governor's Office of Community and Industrial Development (GOCID), may pay up to one hundred percent (100%) or one thousand dollars (\$1,000), per employee, whichever is less, of the training costs (excluding wages and benefits) of new or existing employees, if companies meet at least one (1) of the following criteria:

- 1) The company must create at least ten (10) new jobs in a one year period.
- 2) Existing businesses in cases in which training, retraining or upgrading services will result in the retention or expansion of jobs in West Virginia.

The state of West Virginia guarantees if employer satisfaction is not achieved, GOCID will carefully review the effectiveness of the recently completed training plan and program with the employer and the training provider. After such review, if GOCID determines that the training program was inadequate to meet the employer's specifications and satisfaction as originally agreed to, then those employees so trained shall be eligible for retraining under the guarantee provision except when the training program curriculum and/or provider were selected solely at the discretion of the employer, then no such additional training shall be considered or approved: Provided, that in no instance may the cost of training and retraining an employee exceed two thousand dollars (\$2,000).

Colleges, universities or area vocational education centers will be given initial consideration in providing any training. The employer will have the opportunity to participate in the selection of a training provider.

The types of training expenses allowed include but are not limited to the following:

- 1) Performance of a jobs skills analysis and design of a training curriculum for an employer.
- 2) Recruit and refer trainee applicants to an employer.
- 3) Provide off-site or on-site preemployment training, whichever is more practical, to prospective employees of a new or expanding business or industry and to existing employees for purposes of retraining or upgrading.
- 4) Retrain employees in response to a technological change.
- 5) Provide job upgrade training if the training will increase the employer's total work force.
- 6) Contract with persons, public or private educational institutions, agencies, or other bodies for training or consultative services for an employer.
- 7) Provide materials and supplies used in the training process, instructors with specialized skills, instructional training aids and equipment, consultative services relative to highly specific or technical data, and other services.
- 8) Assist a foreign employer locating or expanding in this state.
- 9) Other action that is considered to be necessary or desirable for the furtherance of this program.
- 10) However, no funds shall be awarded or reimbursed to any business or industry for the training, retraining or upgrading of skills of potential employees with the purpose of replacing or supplanting employees engaged in an authorized work stoppage.

Requirements for Proposal Narrative

The company shall provide a narrative description of the proposed training program. The description must include, but need not be limited to, the following:

- 1) Company history - how long in business, a description of service, products manufactured, etc.
- 2) A description of new capital investment and how it relates to the training (this is especially important for upgrading programs).
- 3) Explain how the training will enhance the business and employees.
- 4) Explain clearly the objectives of the training program.
- 5) Delineate the expected outcomes of the training program.

Grant Review and Award Process

Applications will be accepted at any time. Only those applications that meet program guidelines will be considered for funding. Funding considerations will include the following:

- . Feasibility of the project.
- . Project readiness.
- . Training cost per employee.
- . Capital investment.
- . Company training commitment (i.e. partnership in funding of training plan).
- . Utilization of other available training resources.

All information and applications must be submitted to:

Mark R. Julian, Director
Governor's Guaranteed Work Force Program
Governor's Office of Community and Industrial Development
State Capitol M-146
Charleston, West Virginia 25305
(304) 348-0400

STATE OF WEST VIRGINIA
GOVERNOR'S GUARANTEED WORK FORCE PROGRAM
APPLICATION

County(ies) _____ Date Submitted _____

Name of Company: _____

Address: _____

Telephone Number: _____

Contact Person: _____

Business Information: Type of Company _____
(Manufacturing, Service or Other)

Company Structure _____
(Corporation, Partnership, Sub S or
Proprietorship)

State Incorporated _____ Year _____

Federal Employer Identification Number
(F.E.I.N.) _ _ _ - _ _ _ - _ _ _ - _ _

Total Number of Permanent Employees _____
_____ Hourly _____ Salary

Additional Information (if applicable):

Workers Comp. # _____

Unemployment Insurance # _____

Vendor's # _____

Product or Service _____

Union Affiliation _____

Local # _____

TRAINING REQUEST INFORMATION

Type of Training Being Requested: _____

(Classroom, On-Job Training or Other)

Reason Training is Being Requested: _____

Please Explain: _____

(Expansion, Revitalization or New Location)

Total Number of Employees to be Trained: _____

_____ Hourly _____ Salaried

Type of Work for Which Persons are to be Trained by Job Title:

Average Wage Rate for Hourly Employees: _____

Salaried Employees: _____

Benefit Package (% of Wage) for Hourly Employees: _____

Salaried Employees: _____

Start Date(s) for Proposed Training: _____

Additional Information:

Do you use the Targeted Jobs Tax Credit Program? _____

Do you fill job openings through Job Service? _____

Have you ever applied for or received any funding from other job training programs in West Virginia?
(Job Training Partnership Act (JTPA), Vocational Education Act or Other) _____

Signature (Plant Manager, Owner or President)

Company Name

TRAINING PROGRAM ABSTRACT

Classroom Information: Provide written justification delineating the need for training (attach to application).

Course Outline - List the following information for each job classification.

Length of Training: Daily Hours _____ Number of Days Per Week _____
Number of Weeks _____
Beginning Date _____ Ending Date _____

Minimum Skills for Entry into Training _____

(Attach additional pages, if needed.)

Minimum Skills Required for Successful Completion of Training

(Attach additional pages, if needed.)

On-Job Training Information: Provide written justification delineating the need for training (attach to application).

Training Outline - List the following information for each job classification.

Projected Hiring Schedule. Please complete the attached form identifying the number of employees to be hired each month.

Starting Wage Rate(s): _____

Company Name

On-Job Training Information (Continued)

Training Hours Per Job Title _____

Wage Rate(s) at Completion of OJT _____

Weekly Number of Hours _____

Brief Description of Duties for each Job Title _____

(Attach additional pages, if needed.)

Identify Job Competencies Required for Successful Completion of
Training and Number of Hours Allotted to
Attain Competency _____

(Attach additional pages, if needed.)

Budget Information: Training Deliverable Costs. Please tabulate the
following information.

Instructional Services (salaries)
Materials and Supplies

When Applicable:

Classroom Rental
Equipment Rental or Purchase
Travel
Ancillary Services
Other

TOTAL TRAINING FUNDS REQUESTED: \$ _____

TOTAL AMOUNT APPROVED: \$ _____

(Please see Project Budget page for funding
allocation.)

Company Name _____

PROJECT BUDGET

	Company Commitment to Proposed Training Program	JTPA Class- room	OJT	Vocational Education	Governor's Guaranteed Work Force Program	Other	Total Costs
Training Delivery Costs							
<u>Instructional Services</u>							
Salaries							
Materials & Supplies							
Equipment Rental							
Purchase							
Classroom Rental							
Travel							
<u>Ancillary Services</u>							
Salaries							
Travel							
Fixed Charges							
Retirement							
Worker's Comp.							
P.E.I.A.							
Unemployment Comp.							
Reports & Printing							
<u>Other Program Costs</u>							
<u>Indirect Costs</u>							
TOTAL COSTS							

TOTAL AMOUNT APPROVED \$ _____

Company Name

DEMOGRAPHICS

Please complete at the end of the training program.

	MALES			FEMALES		
	WHITE	BLACK	OTHER	WHITE	BLACK	OTHER
TOTAL TRAINED						
EDUCATION LEVEL						
*less than high school						
*GED						
*high school						
*college						
AGE						
*18-25						
*26-35						
*36-45						
*46-55						
*56-65						
*Over 65						

This information will only be utilized for statistical purposes.

ASSURANCES

The company understands receipt by the GOCID of an application for training assistance is not a guarantee of funding.

The company certifies it is a company in good standing authorized to do business in West Virginia and has no delinquent financial liabilities or obligations, federal or state.

The company will provide all the information necessary, including financial, for the proper administration and evaluation of the Governor's Guaranteed Work Force Program.

The company authorizes the GOCID to verify in any manner deemed appropriate any and all information filed in this application.

The company certifies all information contained in this application, including documentation, is accurate, complete and true to the best of their knowledge.

The company certifies it will agree to discuss with representatives of the local Job Training Partnership Act (JTPA) office the hiring of JTPA eligible individuals for jobs created as a result of this project.

It is the company's policy to actively strive to provide equal employment opportunities without regard to race, creed, color, age, sex, religion, national origin, marital status, sexual orientation or handicap. This shall apply to all employment practices including placement, transfer, promotion, upgrading, training and development.

The company will provide worker's compensation protection for all employees hired under this project.

The employer will perform his duties in accordance with the West Virginia Guaranteed Work Force Program (H.B. 4799) enacted in 1990, as amended and the procedures set forth in the application guidelines. The employer will comply with all federal, state and local laws, rules and regulations which deal with or relate to the employment of persons who perform work or are trained under this project. This project in no way releases the employer of responsibility for compliance with the provisions of the Fair Labor Standards Act, as amended.

Any potential contractor who does not possess a West Virginia vendor's registration number must apply for such number by completing a notarized vendor registration application.

No member of or representative to Congress, member of the West Virginia Legislature, elected official or appointed official shall be admitted to any share or part of this project, or to benefit that may arise therefrom, but this provision shall not be construed to extend to the project if made with a corporation for its general benefit.

Signature

Date

Title

F.E.I.N.