



# **WORKFORCE DEVELOPMENT**

## **TRAINING FUND**

### Business Training Grants - Grant Application Instructions

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## Introduction

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The Workforce Development Training Fund (WDTF) is a unique Wyoming-based program that awards funds to employers to provide their employees with professional development opportunities to increase employee skill attainment. Business Training Grants can provide up to \$1,500 per trainee, per state fiscal year, for established Wyoming businesses for employees who need a skill upgrade or need re-training in their current occupations. In order for training to be approved, the business must demonstrate the following:

- Training will either correct an employee's skill deficiency or upgrade an employee's current skill level;
- There is a direct relationship between the training and the trainee's occupation or craft;
- The training is not normally provided by the business;
- The business will not substitute funds normally provided for training or funds obtained from another source with Business Training Grant funds;
- There is a need for the skill upgrade provided by the training for the business to remain competitive in the industry or economy; and
- The skill upgrade provided by the training will:
  - Enhance the business's productivity, efficiency or profitability;
  - Reduce employee turnover;
  - Enhance employee effectiveness; or
  - Enhance employee wages.

## Contact Information

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By Email: [DWS-WDTF@wyo.gov](mailto:DWS-WDTF@wyo.gov)

By Telephone: 307-777-8717 or 307-777-6075

Business account creation and grant application website: <https://trainingfund.wyo.gov>

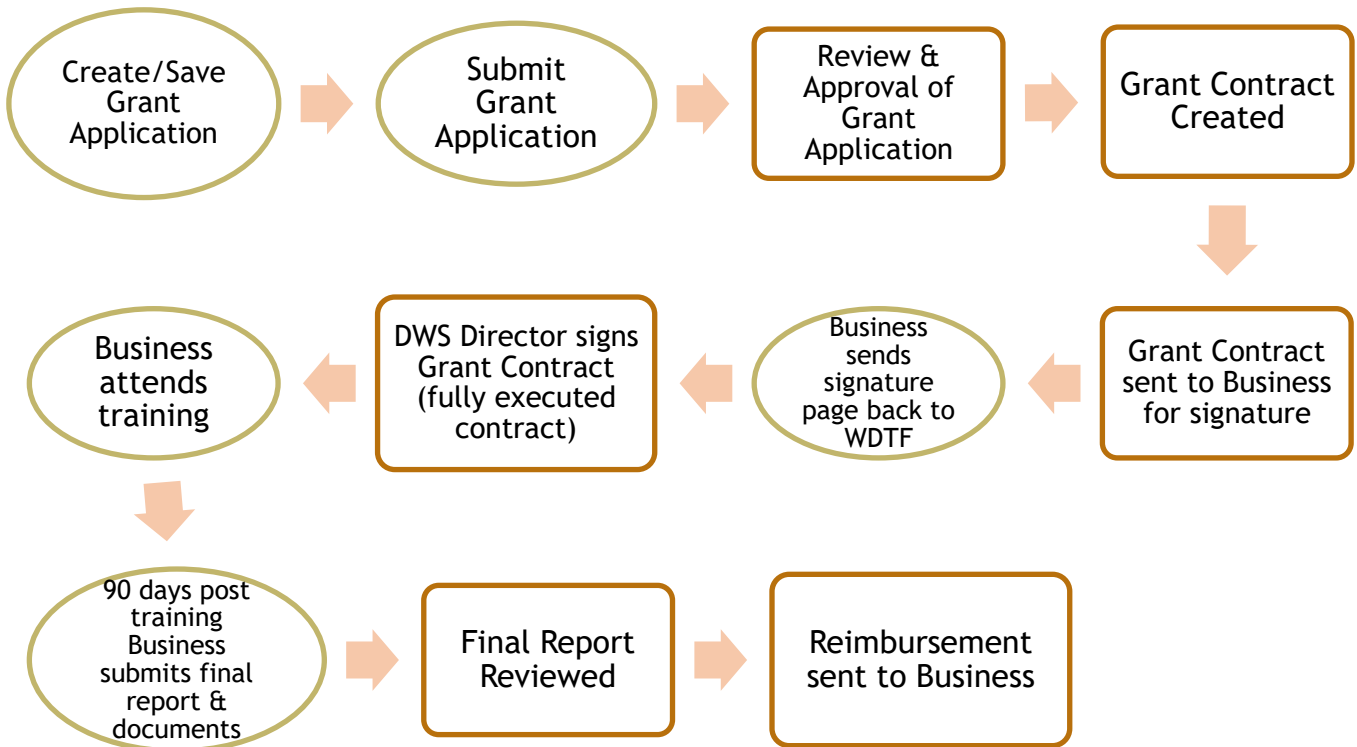
## Technical Information

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1. The Wyoming WDTF Training Grant System is designed for use with Google Chrome internet browser. We cannot guarantee the system will work if any other internet browser is utilized. Google Chrome is free and available for download here: <https://www.google.com/chrome/>
2. At various points in the application and reimbursement process you will be asked to upload documents. Documents should be clearly readable and in PDF or JPEG format. If you do not have the ability to scan documents to your computer, we suggest taking a photo with a smartphone, emailing it to yourself, save the photo, then upload to our system.

# Grant Application Process Chart

The chart below shows a high-level view of how the Grant Application process works. The oval items are for the Business to complete and the rectangle items are for WDTF Staff to complete.

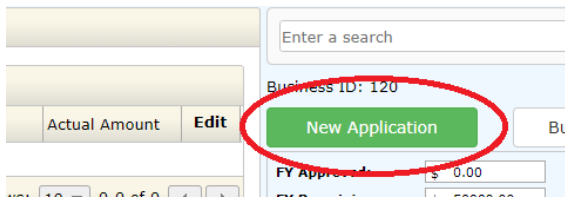


# New Grant Application

When creating a new grant application, you will need to have supporting documentation available and ready for upload to the grant application system. Examples include: Airfare estimates, training fees (required), mileage (Google Map/Mapquest), payroll verification for trainees, and any other estimates for reimbursable costs. Required fields are marked with an asterisk (\*).

3. To create a new application, log on to the Training Fund site located here: <https://trainingfund.wyo.gov>

4. Click on the green New Application button.



5. Complete each section of the application by clicking on its title. The application can be saved at any time by clicking the green Save button at the bottom of the page. You may return to a saved application at any time and complete it later.

6. Enter the Training Information. You will be asked if your business is participating in a State Partnership. Next Generation Sector Partnerships are partnerships of businesses, from the same industry and in a shared labor market region, who work with education, workforce development, economic development, and community organizations to address the workforce and other competitiveness needs of the targeted industry. For more information please visit <http://wyowdc.wyo.gov/nextgen>.

▼ Training Information

Training Information  
Required fields \*

Training Title: ⓘ \*

Sample Training Title

State Partnership \*

None

Training Start Date (first date of travel or training, whichever occurs first) \*

08/30/2019

Training End Date (last date of training or travel, whichever occurs last) \*

08/30/2019

7. Enter the Training Provider Information.

▼ Training Provider Information

**Training Provider Information**  
Required fields \*

**Training Provider** ⓘ \*

Training Provider Name

**WebSite** \*

http://www.trainingprovider.com

8. Enter the Training Location Information.

▼ Training Location

**Training Location**  
Required fields \*

**Training Type** \*

Technical - Information Management

**Result of Training** \*

Continuing Education Units

**Training City** ⓘ \*

Denver

**State** \*

CO

9. Answer the Questions about the training.

▼ Questions

**Questions**  
Required fields \*

**Training Description** ⓘ \*

Training to provide employees with enhanced information management skills including database, table and report creation.

**Will the training correct a trainee's skill deficiency?** \*

No

**Will this training upgrade a trainee's skill level?** \*

Yes

**Is there a direct relationship between the training and the trainee's occupation?** \*

Yes

**Are the trainees currently working in Wyoming?** ⓘ \*

Yes

**Is this training normally provided by the business?** ⓘ \*

No

10. Enter the Instructor Expenses, if applicable. (In the case of this example, an instructor is NOT traveling to the business to conduct training, so the answer is No. This removes all of the Instructor questions from the application. See the second screen shot, below, for the information required if an instructor is traveling to the business for training.)

▼ Instructor Expenses

**Instructor Expenses**

Required fields \*

Will the Instructor be traveling to the business to conduct Training? \*

No ▼

▼ Instructor Expenses

**Instructor Expenses**

Required fields \*

Will the Instructor be traveling to the business to conduct Training? \*

Yes ▼

Instructor Name ⓘ \*

First Name

Instructor Fee ⓘ	Airfare ⓘ	Rental Car ⓘ
\$ 1000	\$ 500.00	\$ 0
Mileage ⓘ	Mileage Rate	Mileage Pay
0	\$ 0.545	\$ 0
Other Expenses ⓘ		Total Estimated Cost ⓘ
\$ 75		\$ 1575

11. Add Trainees. Trainees can be added in two ways.
- Method #1: New Trainee. Use this method if you have never added the trainee to an application in this grant system. (\*\*Please be aware that NO data was migrated from the former WDTF Training Grant system. No trainees will be present from grant applications submitted prior to the Go Live date of this new system.\*\*) Click the Add New Trainee button and complete the trainee and training cost information. Click the blue Add/Update Trainee button.

▼ Trainees

**Trainees**

Search for existing trainee

SSN: \_\_\_\_-\_\_\_\_-\_\_\_\_

Search

Selected trainees for this

**Add New Trainee**

Application Trainee - Tier - 4 Insert x

First Name  Last Name

SSN

City

State

Title/Position

Job Type

Hourly Wage Prior  Projected Hourly Wage After

Training Costs	
Instructor Costs	\$0.00
Registration/Tuition Fees	\$350.00
Class Materials, Supplies or Fees	\$0.00
Other Travel Expenses	\$0.00
Airfare	\$0.00
Rental Car	\$0.00
Mileage Enter total Miles: <input type="text" value="105.00"/>	\$60.90
Less External Funds Received	-\$0.00
<b>Total Estimated Training Cost</b>	\$410.90
Funding Information	
Trainee Fiscal Year Funding Limit	\$1000.00
Less Trainee FY Current usage (not including this application)	-\$0.00
Available Funds for this Application	\$1000.00
<b>Total Requested Training Amount</b>	\$0.00

- b. Method #2: Existing Trainee. If the trainee has been added to a previous application, you can add them to a new grant application by searching their social security number and last name. Both fields are required to return a match. Enter the trainee SSN and Last Name then click the Search button. Complete the trainee and training cost information and click the blue Add/Update Trainee button.

▼ Trainees

**Trainees**

Search for existing trainees by SSN and Last Name. Please put exact information in.

SSN:  Last Name:



Application Trainee - Tier - 4 Insert

First Name:  Last Name:

SSN:

City:

State:

Title/Position:

Job Type:

Hourly Wage Prior:  Projected Hourly Wage After:

Training Costs	
Instructor Costs	\$0.00
Registration/Tuition Fees	\$350.00
Class Materials, Supplies or Fees	\$0.00
Other Travel Expenses	\$0.00
Airfare	\$0.00
Rental Car	\$0.00
Mileage Enter total Miles: <input type="text" value="105.00"/>	\$60.90
Less External Funds Received	-\$0.00
<b>Total Estimated Training Cost</b>	\$410.90
Funding Information	
Trainee Fiscal Year Funding Limit	\$1000.00
Less Trainee FY Current usage (not including this application)	-\$0.00
Available Funds for this Application	\$1000.00
<b>Total Requested Training Amount</b>	\$0.00

## 12. Review the Budget Summary.

▼ Budget Summary

**Budget Summary**

Note: The Total Grant Amount Requested cannot exceed Business and Trainee limits as defined in the Workforce Development Training Fund rules. Current Trainee limits are: \$1,000 per trainee, per state fiscal year or \$1,500 per trainee, per state fiscal year for specific industries as agreed upon with the Wyoming Workforce Development Council. ⓘ Current Business limits are: \$10,000 per month and \$50,000 per state fiscal year regardless the number of trainees.

Total Trainees (2) Estimated Expenses:	\$760.90	Instructor Estimated Expenses	\$0.00
Registration/Tuition Fee	\$700.00	Instructor Fee	\$0.00
Class Materials, Supplies & Fees	\$0.00	Airfare	\$0.00
Airfare	\$0.00	Rental Car	\$0.00
Rental Car	\$0.00	Other Travel Expenses	\$0.00
Other Travel Expenses	\$0.00	Mileage	\$0.00
Mileage	\$60.90		
Instructor Costs	\$0.00		
External Funds Received	(\$0.00)		
<b>Total Estimated Trainee Cost</b>	\$760.90	<b>Total Estimated Instructor Cost</b>	\$0.00
<b>Total Grant Amount Requested</b>	\$760.90		

13. Upload supporting documentation. The left side of the Documents section will display a list of required supporting documentation based on your specific grant application answers. Be sure to upload ALL of the listed supporting documentation. You can choose to upload a single file containing all of the documentation or separate files.

**\*\*Note:** Payroll verification can be:

a) most current paystub, or

b) a letter on business letterhead from the HR department or, for small businesses, the Owner verifying employment.

Document must include the trainee's name, last four digits of SSN and currently hourly wage\*\*

Documents

Documents \*

Based on the information provided in this application, please upload the supporting documentation requested in the list below. Click each item for a description of acceptable documentation. Files can be uploaded as one combined file or in separate files.

- ✓Registration/Tuition
- ✓Mileage
- ✓Payroll Verification

Uploaded Documents

Upload Documents Remove Document

Document
WDTF_MileageUpload.txt
WDTF_PayrollVerif.txt
WDTF_RegUpload.txt

14. Review the Business Users.

Business Users

The business users attached to this application are shown below. If the name(s) are incorrect, please save this application, click the 'Manage Business Information' link (above) and change the primary and/or signatory users to the correct names. After any changes are complete, return here to submit the application. Once this application is submitted the signers cannot be changed.

Primary Business User: Joe Smith

Signatory Business User: Joe Smith

15. Submit your application. Click on the red submit button to submit your grant application. **\*\*Note:** this button will only be available when the system has been opened for grant submission. The system will be opened on the first business day of each month and will only remain open while funds are still available.\*\*

Click on the red submit button to submit your grant application. Once this application is submitted the signers cannot be changed.

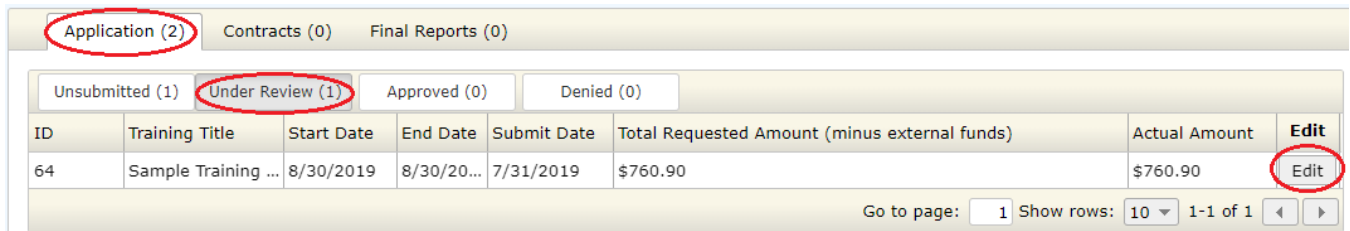
Save Submit

# Grant Application Review

During the grant application review process we may require additional information and/or supporting documentation. You will be contacted using the Online Message Center within the WDTF site.

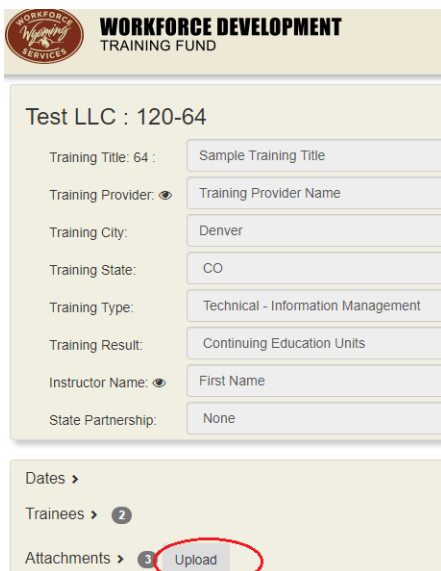
## Uploading Additional Documentation

1. Log into your account on the Training Fund site located here: <https://trainingfund.wyo.gov>
2. Locate your grant application. Applications that have been submitted and are under review (not yet approved) can be found on the Application | Under Review tab. Click on the Edit button to open the application



ID	Training Title	Start Date	End Date	Submit Date	Total Requested Amount (minus external funds)	Actual Amount	Edit
64	Sample Training ...	8/30/2019	8/30/20...	7/31/2019	\$760.90	\$760.90	Edit

3. Click on the gray Upload button next to Attachments in the lower section of the grant application screen to upload additional documentation.



WORKFORCE DEVELOPMENT TRAINING FUND

Test LLC : 120-64

Training Title: 64 : Sample Training Title

Training Provider: Training Provider Name

Training City: Denver

Training State: CO

Training Type: Technical - Information Management

Training Result: Continuing Education Units

Instructor Name: First Name

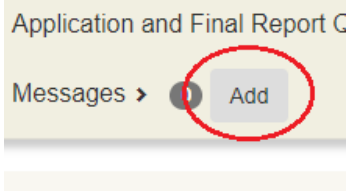
State Partnership: None

Dates >

Trainees > 2

Attachments > 3 Upload

4. Please send a message in the Online Message center after you have completed your upload to ensure we are aware you have added additional documentation. To send the message, click on the gray Add button next to Messages in the lower section of the grant application screen



Application and Final Report C

Messages > 1 Add

## Contract Process

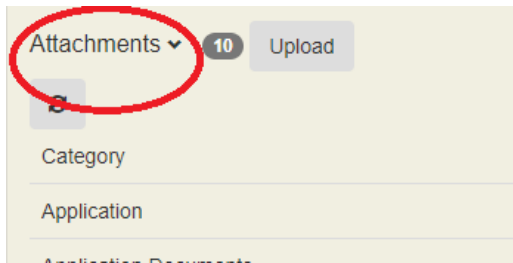
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After the grant application is approved, the next step is creating a State of Wyoming Contract. We will create the contract then obtain approval and signature from the Attorney General's office. At this point we will route it to you for signature.

**\*\*NOTE:** Reimbursement will not be granted for any training attended without the Contract being fully executed. A fully executed contract will have the Wyoming Attorney General's signature, the Business's signature, and the DWS Director's Signature. **\*\***

### Downloading Contract - Business Signature

1. WDTF staff will email you when the contract is available for download.
2. Open the application.
3. Expand the Attachments section in the lower part of the screen. Locate the Contract-AGSignature document. Double click to view/download the document.



4. After the signatory contact listed on the last page of the contract signs the page, MAIL just the signature page to: DWS, Attn: WDTF, 5221 Yellowstone Road, Cheyenne, WY 82002.
5. When we receive the signature page we will obtain the final signature from the DWS Director. This last signature moves the contract into the fully executed status. This must occur prior to the start of training.
6. Once the contract has been fully executed, it will be saved in the Attachments section. The document will then be available for download for your records.

## Attend Training

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Trainees should attend training as planned. Keep in mind the Final Report checklist when attending training, located here: <http://www.wyomingworkforce.org/businesses/wdtf/docs/>. This checklist will assure that you are aware of necessary documents and receipts to retain for Final Report submission, 90 days after training has been completed.

### Substituting or Canceling a Trainee

1. Substitution or cancellation of a trainee must take place prior to the start of training with notification made in writing to the WDTF team.
2. Log onto your WDTF account.
3. Locate your grant on the Contracts | In Process tab.
4. Edit the Grant by clicking on the Edit button.
5. Expand the Trainees section in the lower part of the screen.
6. Click on the "Substitute/Remove" button.

Name		Hourly Wages Prior	Projected Hourly Wages After	Requested Amount	Substitute / Remove
John	Doe	\$ 13.00	\$ 13.00	\$ 980.00	Substitute / Remove
John	Brown	\$ 13.50	\$ 13.50	\$ 980.00	Substitute / Remove

## Submit Final Report

90 Days after training has been completed, you will be able to log on to the WDTF System and submit your final report and associated documents.

1. Open the grant by navigating to the Final Reports Tab and clicking the Edit button.

Application (0) Contracts (0) **Final Reports (1)**

90 Days (1) 120 Days (0) 135 Days (0) FR Submitted (0) Expired (0)

Application ID	Business Name	Amount Approved	FinalReport Status	Edit
64	Test LLC	\$760.90	90DAY	Edit

Go to page: 1 Show rows: 10 1-1 of 1

2. In the lower section of the screen, click on the Application and Final Report Questions section to expand it.

Application and Final Report Questions >

3. Answer the final report question. Review the list of documents to be uploaded. This list will change based on the Grant Application. This list only displays what is required for the specific grant (subsequent grants may have different requirements).

Final Report Questions

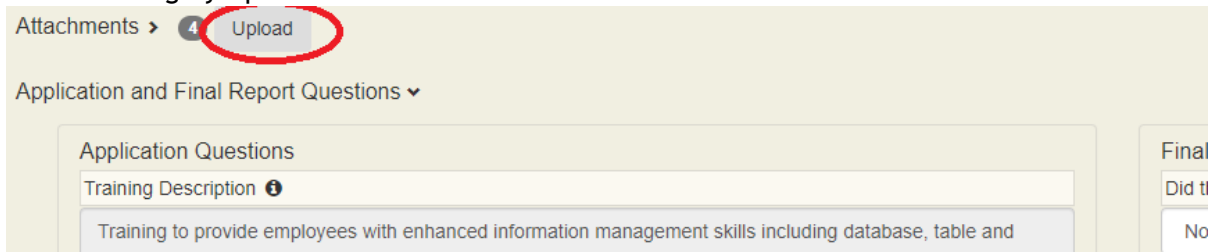
Did this training enhance your employee's skill level?

No

The following documents must be attached for the final report to be accepted:

- Registration/Tuition Fee: Proof of payment for actual cost and dates of training event including the registration/tuition fees.
- Training Summary: Provide a short, written summary from each trainee that completed the training.
- Verification of Employment: Furnish a payroll verification of employment for each trainee for ninety (90) days following the end of training. Verification must include the trainee name, last four digits of the trainee(s) social security number(s), and the hourly wage paid to the trainee at the ninety-day point. Verification can be an itemized copy of a payroll check or a printout from payroll software.
- Verification of Attendance: Provide a signed verification of attendance or completion for each trainee. Acceptable documents include: sign-in sheet with appropriate signatures, training title and dates; signed and completed verification form provided on our website for this purpose; completion certificate; grade report; acknowledgement of CEU receipt as a result of the training; or signed acknowledgement of completion from the training provider. Other proofs of attendance or completion must be approved by WDTF staff prior to submission.
- Agenda: Agenda or Table of Contents if Agenda was not provided.

4. Click on the gray Upload button next to the Attachments section.



Attachments > **4** Upload

Application and Final Report Questions ▾

Application Questions

Training Description ⓘ

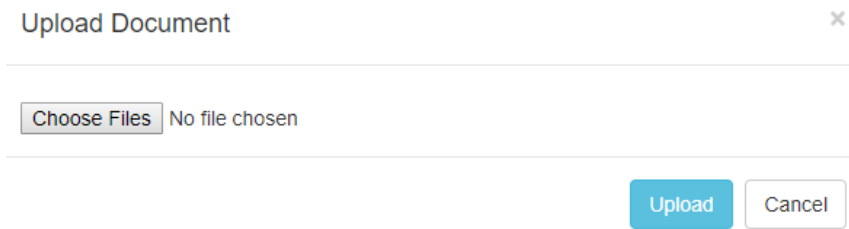
Training to provide employees with enhanced information management skills including database, table and

Final

Did t

No

5. Upload your documentation. You may upload a single file or multiple files.

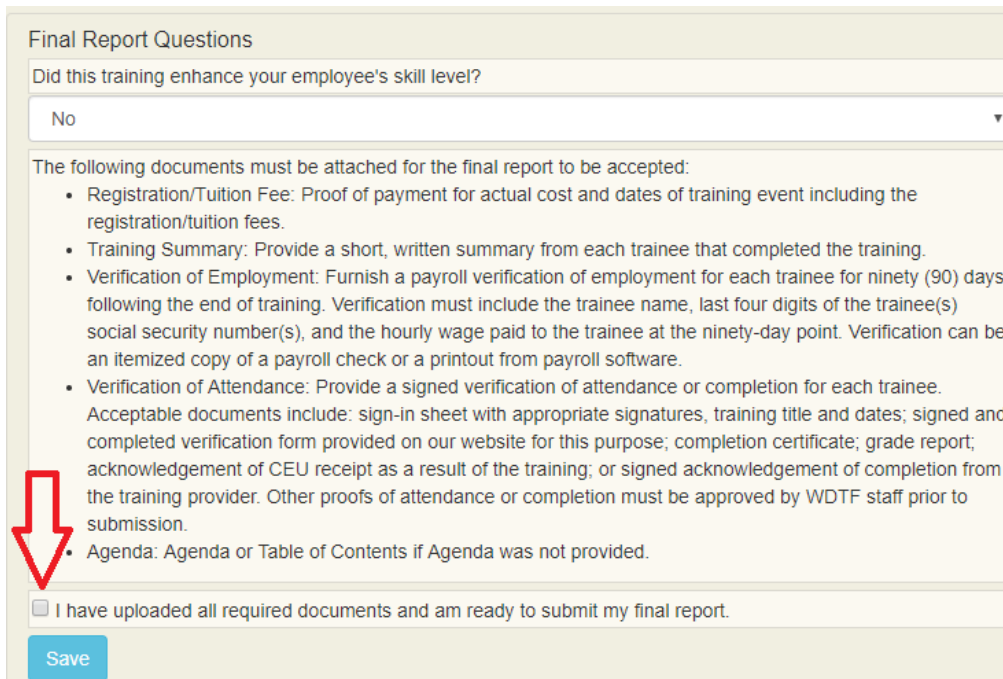


Upload Document ×

Choose Files No file chosen

Upload Cancel

6. Scroll down to the bottom of the Application and Final Report Questions section. Click the check box indicating you have uploaded all required documents. Incomplete final reports will result in a delay in processing your reimbursement.



Final Report Questions

Did this training enhance your employee's skill level?

No ▾

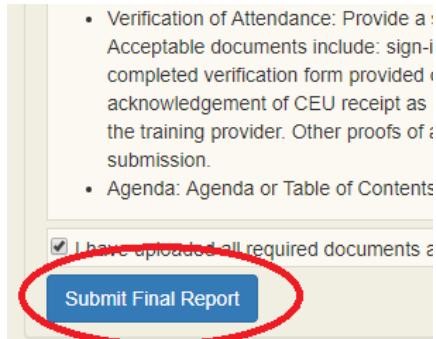
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- Training Summary: Provide a short, written summary from each trainee that completed the training.
- Verification of Employment: Furnish a payroll verification of employment for each trainee for ninety (90) days following the end of training. Verification must include the trainee name, last four digits of the trainee(s) social security number(s), and the hourly wage paid to the trainee at the ninety-day point. Verification can be an itemized copy of a payroll check or a printout from payroll software.
- Verification of Attendance: Provide a signed verification of attendance or completion for each trainee. Acceptable documents include: sign-in sheet with appropriate signatures, training title and dates; signed and completed verification form provided on our website for this purpose; completion certificate; grade report; acknowledgement of CEU receipt as a result of the training; or signed acknowledgement of completion from the training provider. Other proofs of attendance or completion must be approved by WDTF staff prior to submission.
- Agenda: Agenda or Table of Contents if Agenda was not provided.

I have uploaded all required documents and am ready to submit my final report.

Save

7. Click the blue Submit Final Report button.



The screenshot shows a portion of a web form. It contains a list of requirements for a final report submission:

- Verification of Attendance: Provide a :  
Acceptable documents include: sign-i  
completed verification form provided  
acknowledgement of CEU receipt as  
the training provider. Other proofs of  
submission.
- Agenda: Agenda or Table of Contents

Below the list is a checkbox that is checked, with the text "I have uploaded all required documents a". At the bottom of the form is a blue button labeled "Submit Final Report", which is circled in red.

## Grant Reimbursement Payment

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Grant reimbursement payments are typically processed within 10 business days after the final report has been approved. An email is sent to the primary signatory contact containing payment information including the EFT/Check number and date paid.