



# WORKFORCE DEVELOPMENT TRAINING FUND

## Pre-Obligation Grants

Pre-Obligation Grants are available to economic development entities to incentivize business recruitment and expansion. Applications are available for economic development entities to apply in collaboration with a business and blend Business Training Grants with a Pre-Hire Grant option as well. If a Pre-Obligation Grant is awarded, the Department of Workforce Services (DWS) will enter into a Master Agreement with the business to pre-obligate the necessary funds for training. If the Pre-Hire option is being considered, an additional application by the training entity would be required under the Pre-Obligation grant. If awarded, DWS will enter into a Pre-Hire Grant contract with the training entity. The pre-obligated funds bypass the monthly competitive application and award process for the Business Training Grants.

The total application amount shall not exceed an amount equivalent to two hundred (200) trainees multiplied by the maximum grant amount allowed under the Business Training Grant rules, which is determined by industry as follows:

- \$1,000 per trainee per state fiscal year
- \$1,500 per trainee in a preferred industry per state fiscal year

[\(http://wyomingworkforce.org/businesses/wdtf/industries/\)](http://wyomingworkforce.org/businesses/wdtf/industries/)

Business Training Grants are for employees of the new or expanding business to access training. Funds will be reimbursed to the business once DWS has received and approved a Final Report, due ninety (90) days after completion of each Training Event. The Final Report shall include:

- A summary report of the results of the Training Event;
- A copy of the agenda;
- A payroll record listing the name(s), last four (4) digits of the trainee(s) SSN, hourly wage/salary of the trainee(s) for a pay period ninety (90) days after completion of each Training Event;
- Invoices and proof of payment for allowable expenses; and
- Verification of trainee(s) attendance.

The Pre-Hire Grant option is for potential new employees if the new or expanding business is unable to recruit workers with specific skills for expansion. Applications are completed through a partnering of four entities:

- A training entity that can deliver the identified training the business(es) requires;
- A business, group of businesses or an industry with a need for workers with specified skill;
- The local or regional economic development entity; and
- The local Workforce Center, which will assist in the recruitment of potential skilled workers, along with placement of trainees upon training completion.

Invoices shall be submitted on a monthly basis for reimbursement of expenses in accordance with the Master Agreement. A Final Report shall be submitted to DWS within one hundred (100) days following completion of the Training Event. The Final Report shall include:

- the results of the Training Event, including the number of trainees served and their identifying information;
- date services began and ended for each trainee; and
- post training employment information.



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## Pre-Obligation Grant Application

The purpose of this funding is to provide a means for Wyoming based economic development entities to request obligation of funding on behalf of businesses for Workforce Development Training Fund (WDTF) grants. The obligated funds are to be used to help bring a new business to Wyoming or to assist an existing business in its expansion efforts. The following economic development entities are eligible to apply:

- Local, regional, or state economic development organizations
- City or Town Council
- County Commission, and
- Tribal Council

This application shall be completed by both the economic development entity and the business as co-applicants, with the intent that, if approved, the business shall enter into a Master Agreement with the Department of Workforce Services (DWS).

### Application Information

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#### **The following information is provided to help ensure completeness of the application:**

The co-applicants have read the information and rules about the Pre-Obligation Grants program posted on the DWS website at <http://wyomingworkforce.org/businesses/wdtf/>.

The co-applicants understand that no funds shall be disbursed prior to signing a Master Agreement with DWS. Payments shall be made for authorized expenditures on a cost reimbursement basis upon receipt and approval of Final Reports and invoices detailing actual financial expenditures made by the business.

#### **Submit the application in the following order:**

Part 1 – Application

Part 2 – Application Narrative

Section 1 – Business Summary

Section 2 – Reporting Requirements

Section 3 – Partnerships

Part 3 – Training Information and Cost Projections Narrative

Part 4 – Cost Projections Worksheet



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## Submission Instructions:

- Email application packet in a PDF format to [DWS-WDTF@wyo.gov](mailto:DWS-WDTF@wyo.gov).
- Application must be submitted as one document in its entirety.
- The original packet and signatures with supporting documentation must also be mailed to DWS postmarked within five (5) business days of the date of the email submission.

Please send these documents to:

Department of Workforce Services

Attn: WDTF

5221 Yellowstone Road

Cheyenne, WY 82002

## Formatting Instructions:

- The text of the narratives, Part 2 and 3, shall be 12-point font, double-spaced, and on one side of standard 8.5 x 11-inch pages.
- Margins must be 1 inch on all sides.
- The Application Narrative must use the section headings provided.
- Number all narrative pages in the **upper right-hand corner**.
- Do not add a footer.
- Include supporting documentation and properly label as appendix items.
- Part 2 (Application Narrative) and Part 3 (Training and Cost Projections Narrative), combined, may be up to five pages in length. Part 1 (Application), Part 4 (Cost Projections Worksheet), and any supporting documentation are not counted toward the page limit.

## General Instructions:

- The approval committee may require the co-applicants (economic development entity and the business), along with support staff from the local DWS Workforce Center, to make a presentation supporting the application.
- If approved, funding will be obligated for six (6) months. The obligation period may be extended by a three (3) month period, with DWS approval, and up to two (2) extensions are allowed for a total of six (6) months of extension with proper documentation.
- If an extension is requested, the original co-applicants must apply for it and the application shall include:
  - A favorable recommendation by the economic development entity supporting the extension; and
  - Documented proof of significant progress of the business' efforts to locate or expand in the state.
- No funds shall be disbursed to any entity prior to signing a Master Agreement. Grant funds shall be paid directly to the Contractor (the business) on a cost reimbursement basis once DWS reviews and approves submitted invoices.
- If the application fails to meet any of the above requirements, it may be denied in whole by DWS.



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## PART 1 – Application (Complete sections, save, and submit with supporting documentation)

<b>For Office Use Only</b>	
Application #:	Date Received:

### Economic Development Entity Information

Legal Business Name: <i>(&amp; DBA, if applicable)</i>			
Physical Address:			
Mailing Address:			
Telephone:		Fax:	
			Website:
Contact Name:	Mr.	Ms.	Dr.
Job Title:		Email Address:	
FEIN:	WY Secretary of State Filing ID:		
WY UI No.:	WY Worker's Comp. No.:		
Contact has authority to sign contracts for business? Yes      No			
If no, provide full name and title for contact with authority to sign contracts.			
Name:			Title:

### Business Information

Legal Business Name: <i>(&amp; DBA, if applicable)</i>			
Physical Address:			
Mailing Address:			
Telephone:		Fax:	
			Website:
Contact Name:	Mr.	Ms.	Dr.
Job Title:		Email Address:	
FEIN:	WY Secretary of State Filing ID:		
WY UI No.:	WY Worker's Comp. No.:		
Contact has authority to sign contracts for business? Yes      No			
If no, provide full name and title for contact with authority to sign contracts.			
Name:			Title:



# WORKFORCE DEVELOPMENT

## TRAINING FUND

### Signatures

1. Economic Development Entity Representative. The person signing this application as the economic development entity certifies that the proposed training is in line with the economic development plan for the community and shall have a positive impact on the community. The economic development entity representative further agrees to the contents of the application and was involved in the development of the application.

Local Economic Development Entity Representative:	Date:
Title:	
Entity:	

2. Business Representative. The person signing this application as the business representative certifies that he/she agrees to the contents of the application and was involved in the development of this application.

Business Representative:	Date:
Title:	
Business Name:	



# **WORKFORCE DEVELOPMENT**

## **TRAINING FUND**

### **PART 2 – Application Narrative**

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#### ***Section 1 Business Summary***

Provide a brief description of the business expansion or relocation to Wyoming, including the expected timeframe. The summary should provide an overview of the goals for the proposed expansion/relocation, the planned activities, necessary training, number of participants, expected outcomes and the proposed economic impact on the community.

#### ***Section 2 Reporting Requirements***

The co-applicants will explain in detail how they will gather data to fulfill the reporting requirements listed below for:

Business Employees:

- A Final Report shall be submitted ninety (90) days following the completed Training Event and shall include:
  - A summary report of the results of the training
  - A copy of the agenda
  - A payroll record listing the name(s), last four (4) digits of the trainee(s) SSN, hourly wage/salary of the trainee(s) for a pay period ninety (90) days after completion of training
  - Invoices and proof of payment for allowable expenses
  - Verification of trainee(s) attendance

Pre-Hire Trainees:

- A Final Report shall be submitted one hundred (100) days following the completed Training Event and shall include:
  - the results of the training
  - the number of trainees served and their identifying information
  - date services began and ended for each trainee
  - post training employment information

#### ***Section 3 Partnerships***

Detail information about any partnerships that will financially support the business expansion and/or relocation or contribute to the training program. Briefly describe if any other funding has been secured in connection with this training effort and how the additional funds will be applied to the training expenses.

For the application to be considered, the economic development entity and business shall be in Good Standing with the Wyoming Secretary of State, Wyoming Unemployment Insurance and Workers' Compensation, if required, and the Workforce Development Training Fund.



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## PART 3 – Trainee Information and Cost Projections Narrative

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The co-applicants shall provide a narrative that addresses the anticipated training and projected costs. This narrative shall outline and define the projected costs with explanations for all items. Please include information on the following:

- The specific skills required of workers.
- How these skills will be developed – sending business employees to training and/or utilizing a training entity to develop a specific workforce for the business or industry where there is a shortage of skilled workers.
- If a training entity is deemed necessary to develop the skilled workforce, please indicate your understanding that a Pre-Hire application will also need to be completed by the training entity.
- The number of business employees that will be trained and their positions within the business.
- The number of new employees anticipated and needing to be trained for a specific skill set.
- The training entity(es), if identified.
- Projected cost of the allowable expenses for both business employees and for training potential employees. *Refer to Allowable Expenses listed below.*
- The total application amount being requested, which shall not exceed an amount equivalent to two hundred (200) trainees multiplied by the maximum grant amount allowed for Business Training Grants:
  - \$1,000 per trainee per state fiscal year
  - \$1,500 per trainee in a preferred industry per state fiscal year

[\(http://wyomingworkforce.org/businesses/wdtf/industries/\)](http://wyomingworkforce.org/businesses/wdtf/industries/)

### **Allowable Expenses:**

#### Business Training Grant:

- Registration or Tuition Fee (*required*)
- Class materials, supplies, and fees directly related to the training
- Travel expenses directly related to the training – air travel, mileage for personal vehicle, other transportation costs (*Lodging and meals are not allowable expenses*)
- Instructor's fees, when an instructor, who is not an employee of the business, is brought in to conduct the training and a participant fee is not charged.

#### Pre-Hire Grant:

- Registration or Tuition Fee
- Class materials, supplies, and fees directly related to the training
- Travel expenses directly related to the training – transportation, lodging, meals



## **WORKFORCE DEVELOPMENT TRAINING FUND**

- Instructor Wages and Fringe Benefits
- License or Certification Fees obtained during training
- Administration cost (not to exceed 5% of the training cost)
- Human resource screening services based on the business or industry needs, which may include, but are not limited to, basic qualification screening
- Drug and aptitude screening to meet basic qualification
- Curriculum development, if one does not already exist, to meet the needs of the business or industry
- Costs associated with recruitment and marketing the program
- *Purchased, Rented, or Leased equipment costs are not allowable expenses*

The Cost Projection Worksheet below will provide projected estimates to determine the total funding needed for the anticipated training expenses. If the Pre-Obligation application is approved, specific training that is identified for business employees will require a Training Event Form to be completed by the business for each Training Event. This form can be located on the WDTF website at <http://wyomingworkforce.org/businesses/wdtf/>.





# WORKFORCE DEVELOPMENT

## TRAINING FUND

### PART 4 – Cost Projections Worksheet

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Trainee Title and Status (Business Employees or New Trainees)	Description of Training	Start Date	End Date	Training Entity	# Trainees	Cost per Trainee	Total
<b>Total Funding Requested</b>							<b>\$</b>