



# Application to Pre-Obligate Workforce Development Training Funds

**Date Submitted:**

**<sup>1</sup>Requested Amount of Pre-Obligation Funding: \$**

## Economic Development Organization Information

<sup>2</sup> Legal Name:		
<sup>3</sup> Street Address:		
<sup>4</sup> Mailing Address:		
City:	State:	Zip:
<sup>5</sup> Telephone:	<sup>6</sup> Email Address:	
<sup>7</sup> Contact Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.	Title:	
<sup>8</sup> Website:		
<sup>9</sup> Is the local Workforce Center aware of the potential business recruitment or expansion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Applicant Business Information

<sup>1</sup> Legal Business Name: (if available)		
<sup>2</sup> dba:		
<sup>3</sup> Business Type Code:	<sup>4</sup> Business Structure: <input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> County Hospital	<sup>5</sup> Total Number of Projected Employees:
<sup>6</sup> Projected Fringe Benefits:	<input type="checkbox"/> Health/Dental/Vision Insurance <input type="checkbox"/> Vacation <input type="checkbox"/> Sick/Personal Time	<input type="checkbox"/> Retirement Plan/401(k) <input type="checkbox"/> Paid Holidays <input type="checkbox"/> Life Insurance <input type="checkbox"/> None at this time
<sup>7</sup> Estimated number of employees to be trained:	Full-Time	Part-Time
	At or above county mean wage of \$	
<sup>8</sup> Will the trainees be working in Wyoming at least 50% of the time? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## Training Information

<sup>1</sup> Projected Training Start Date:		<sup>2</sup> Projected Training End Date:	
<sup>3</sup> Projected Training Location:			
<sup>4</sup> Type of Training Needed:			
<sup>5</sup> How does this business fit into the economic development plan of the community or region?			
<sup>6</sup> Explain the potential positive and negative impacts on the local businesses and community.			

## Project Cost Projection

Trainee Category	Maximum Annual Grant Amount	Number of Trainees	Total
Part-Time	\$1,000		\$
Full-Time	\$2,000		\$
At or Above Mean County Wage	\$4,000		\$
Total (Not to Exceed \$800,000)			\$

Authorized Signature

Date

Printed Name and Title



# Instructions – Application to Pre-Obligate Workforce Development Training Funds

## General Instructions

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DWS may pre-obligate funds when:

- The fund will be used to attract a new business to Wyoming as part of an economic development initiative; or
- An existing Wyoming business entity is planning an expansion of its workforce.

The application to pre-obligate funds shall be completed by an economic development organization, which includes local, regional, or state economic development organizations, city or town councils, county commissions, or a tribal council.

If Workforce Development Training Funds (WDTF) are pre-obligated for a project, the appropriate type of WDTF training grant application must be approved and contracted prior to implementing any actual program-funded activities or funding disbursement. There are two types of WDTF grants available for use using pre-obligated WDTF funds:

- Business Training Grants for New Positions (Completed by the expanding or new business)
- Pre-Hire Economic Development Grants (Completed by the training entity)

All applications to obligate funds must be completed on the official application form and must be mailed or hand-delivered to:

Department of Workforce Services  
Attn: WDTF Program  
122 West 25<sup>th</sup> Street  
Herschler Building, 2-East  
Cheyenne, WY 82002

Letters of support for the application are optional. Applicants may attach other documentation to support the application as desired. If approved, the applicant will be notified of the approval date and amount. The appropriate type of WDTF grant application must be submitted within six months of that date or the funds will be de-obligated. Please see Section 6 of the program rules for information regarding requests for extension beyond 6 months.

The Department of Workforce Services (DWS) will provide assistance as needed to facilitate the application and implementation process. Some of the services available at the local Workforce Centers to assist new or expanding businesses include:

- Providing rooms for interviews, meetings, corporate presentations;
- Listing all jobs in the on-line database, locally and nationally;
- Providing labor market information;
- Linking to local workforce partner resources;
- Providing access to a variety of additional workforce and training resources.

Assistance is also available by contacting the DWS Administrative Office in Cheyenne at (307) 777-8616 or [laurie.timm@wyo.gov](mailto:laurie.timm@wyo.gov)

Please see our website at <http://wyomingworkforce.org/employers-and-businesses/workforce-development-training-fund/> for Pre-Obligation Program rules, as well as detailed information and application procedures for Business Training Grants for New Positions and Pre-Hire Economic Development Grants.

## Economic Development Organization Information

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1. Requested Amount of Pre-Obligation Funding. Total of the Project Cost Projection matrix.
2. Legal Name—the official name used for tax reporting and contracts.
3. Street Address—physical location of the organization/business.
4. Mailing Address—complete if different from physical location.
5. Telephone—primary telephone number of the contact person for the application.
6. Email Address—email address of the contact person for the application
7. Contact Name—person to contact in case of questions regarding the application or grant follow-up. Please provide salutation, name, and title.
8. Website—if available, provide the organization’s website address.
9. Has the local Workforce Center been involved in the potential business recruitment or expansion?

## Applicant Business Information

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1. Legal Business Name—if available, official name used for tax reporting and contracts.
2. dba—if different from legal business name, the name under which the business operates or is known to the public.
3. Business Type Code—a numerical code from the following table which best describes the business. Further information on business classifications can be found at: <http://www.census.gov/epcd/www/naics.html>.

Code	Type of Business	Code	Type of Business
1	Agriculture	11	Real Estate and Rental and Leasing
2	Mining and Extraction	12	Professional and Technical Services
3	Utilities	13	Management of Companies and Enterprises
4	Construction	14	Public Administration and Waste Services
5	Manufacturing	15	Educational Services
6	Wholesale Trade	16	Health Care and Social Assistance
7	Retail Trade	17	Arts, Entertainment and Recreation
8	Transportation and Warehousing	18	Accommodation and Food Services
9	Information	19	Other Services (Except Public Administration)
10	Finance and Insurance		

4. Business Structure—check the appropriate box.
  - For Profit—all private, for-profit businesses that are registered with the Wyoming Secretary of State to conduct business in Wyoming; or Wyoming sole proprietorships or Wyoming partnerships.
  - Non-Profit—all non-profit corporations that are registered with the Wyoming Secretary of State.
  - County Hospital—the only government entity eligible for WDTF training grants are county hospitals.

5. Total Number of Projected Employees—enter one of the following:
  - Total number of employees which will be working in the new business; or
  - Highest number of positions in the expanding business during the previous 12 months.
6. Projected Fringe Benefits—if available, check appropriate boxes for fringe benefits which are normally provided to eligible employees.
7. Estimated Number of Employees to be Trained—enter number of trainees in each category for which business will be applying.
8. Each trainee for which funding is being requested must be working in Wyoming for at least 50% of the time, and must be working for the business applying for the training grant at the time the training takes place.

## Training Information

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1. Projected Start Date—start date of training, including the first day of travel to the training location. For example, if the training starts on Tuesday, but the trainee must travel on Monday, the beginning date will be Monday.
2. Projected End Date—last day of training project, including the final day of travel.
3. Training location—enter city and state where the proposed training will be conducted.
4. Type of Training Needed—a brief description of training that will be needed. For example: Provide electrical technician training for 10 new employees at Megawatt Training School.
5. Provide information on how the new business or expansion fits into the overall economic development plan for the community or area.
6. Provide detailed information on the potential positive and/or negative impacts the addition or expansion of the business will have on the community or area.

## Project Cost Projection

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Complete the Project Cost Projection matrix to determine the total amount of requested Pre-Obligation funding. This amount is based on the total of the grant award limits for Business Training Grants for New Positions for all trainee categories. Grant award limits per State fiscal year for each trainee wage category are:

Part-Time (35 hours per week or less) – \$1,000

Full-Time – \$2,000

Trainee whose wages are equal to or greater than the mean hourly wage by county– \$4,000.

Current mean wages may be found at <http://doe.state.wy.us/lmi>. Scroll the page for “Earnings and Wages”, then “Wyoming Wages by Occupation”. Choose the county where the business is located; then choose “Total all occupations,” and use the “Mean Wage” category to determine if the trainee is eligible for funding at the \$4,000 level.

## Signatures

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The application must be signed by an authorized representative of the economic development organization.

Failure to sign will result in rejection of the application.

The original, completed application, with any supporting documentation or letters, must be mailed or hand-delivered to the address on the application form. Fax or emailed copies will not be accepted.

***Thank you for your application!***