

Workforce Development Training Fund

Eligibility Requirements and Application Instructions-Expansion

The Workforce Development Training Fund (WDTF) is a valuable resource for companies expanding in or relocating to Idaho in order to provide new, full-time employees with needed skills. Funds are available for companies of any size.

Eligibility Requirements:

In order to qualify, the following must be met:

1. Your company produces a product or service that is mainly sold (>51%) outside the region where your business is located; OR your company is in the Healthcare Industry
2. Position(s) being funded by the Workforce Development Training Fund pay a starting wage of at least \$12 an hour
3. Your company provides employer assisted medical benefits
4. Your company is expanding and training new staff

Application Instructions

Company Background Information:

1. **Describe the nature of the company's business, including the type of products and services provided:** Provide detailed information on the nature of your business, what the business does, and markets you serve.
2. **What employee benefits do you offer?** List the employee benefits your company offers, such as medical, dental, and 401K
3. **When was your company founded?** List the year company was established
4. **Number of existing full-time employees:** How many full-time positions are currently available at the site. Do not include part-time, temporary or contract employees.
5. **How many full-time positions will be created?** Provide the total number of full-time positions that will be added in addition to those currently available
6. **How many positions will be available at your company after the expansion?** Provide total number of positions available at end of contract period

Business Expansion:

1. **What is driving your business expansion?** Provide detailed information on why the company is expanding and how training will assist in creating more jobs in your company.
2. **Please provide the position title, wage, and number of openings below.** List the position title, number of positions by job title and corresponding wage of the new positions to be created.

Training Description:

1. **Proposed contract start date and end date.** Contracts are typically written for a 2 year period and start the month the application is submitted keeping in mind no training can be reimbursed that occurred prior to the contract start date.
2. **Please describe the job specific skill training you will be providing each position.** Provide detailed information on what training each position will receive.
3. **How will you use external or internal trainers:** Do you have onsite trainers that will provide the training? Will you use a vendor and/or local training provider? Please describe.
4. **Where will the training be delivered?** Will you send employees to classes/workshops either in the area or out of the local area? If out of the local area, what cities? Will it be onsite, in the town where the company is located?
5. **Please provide a detailed outline of training examples:** Show class costs, name of vendor, where training is located, travel costs, number of employees receiving training.

Examples of Training Detail:

In house training:

Welding Instruction for 5 workers

5 weeks of training x 40hrs a week x \$20.83 average trainer wage x 2 trainers = \$8,332

Out of area training:

Leadership Development, 2 day seminar located in Phoenix: \$7,500

a. 1295/person x 4 people= \$5180

b. Airfare= 1600

c. Lodging= 360

d. Meals= 360

Vendor training onsite

Lean Series Training provided by Idaho Tech Help onsite

8 participants, flat fee of \$1000/day for 4 days=\$4,000

Employer Match

20 new employees x 4wks of training x 40hrs a week x \$13.50 average trainee wage = \$43,200