Workforce Development Training Grant

The Fairfield County Economic and Workforce Development Department understands that building a skilled workforce is one of the major issues facing businesses today. This is why the county's Workforce Development Training Grant was created to help you invest in your employees.

The Fairfield County Commissioners recognize that each economic development project is unique but that all investments to the community produce tangible benefits and serve as a public good. As such the Workforce Development Training Grant is designed to be flexible and adaptable to fit your training and hiring needs.

General Eligibility Qualifications:

In general, projects that intend to utilize the Workforce Development Training Grant should meet at least two of the following criteria to be eligible. *However, all companies making an investment in the community are encouraged to apply as each application will be considered on a case-by-case basis since every project is unique.* The Fairfield County Commissioners and the Fairfield County Economic and Workforce Development Department are the final decision making authority for each grant application.

- ✓ Projects must take place within Fairfield County.
- ✓ Projects should attempt to make a concerted and reasonable effort to hire/train residents of Fairfield County.
- ✓ Funding can only be used on the creation or retention of full-time jobs (at least 35 hours/week).
- ✓ Projects that are in high growth industries or provide above average wages will receive priority.
- ✓ Projects that are not high income or high growth but leverage existing industry clusters or workforce skillsets will receive priority.
- ✓ Projects that use grant funds to train for retail jobs are not eligible.
- ✓ Projects that reuse already existing, vacant building inventory within the county will receive priority.
- ✓ Company must pay for the training costs upfront; the cost of the training will be reimbursed at a level agreed upon by the company and the Fairfield County Economic and Workforce Development Department. Costs that occur prior to a signed agreement cannot be reimbursed.

www.fairfield33.com
210 East Main Street • Suite 407 • Lancaster, Ohio 43130-3879 • USA
740.652.7160 • Fax 740.681.4780 • rick.szabrak@fairfieldcountyohio.gov

Ineligible Activities and Purchases:

The Workforce Development Training Grant is designed to assist your company find and train the best possible talent. However, it is not intended to absorb all costs associated with the training curriculum. Please consult the Economic and Workforce Development Department with a proposed budget and breakdown of the use of funds to avoid unnecessary reimbursement complications or misunderstandings. The department will work with you to help maximize the benefit of the grant. The following is a list of ineligible activities and purchases:

- o College/GED degrees
- o Consumables (such as training material for practice welds, etc.)
- o Equipment and materials (books, CDs, DVDs, etc.)
- o Food and beverage
- o Physical plant improvements
- o Lodging/mileage/travel costs
- o Other items as determined by the Economic and Workforce Development Department

Reimbursement Procedure

The Workforce Development Training Grant will reimburse the company for allowable costs and expenditures as agreed upon between the company and the Fairfield County Economic and Workforce Development Department and approved by the Fairfield County Commissioners. The company awarded the grant must use its funds upfront and seek reimbursement as prescribed in the agreement. The agreement will serve as a legal, binding contract that stipulates the number of employees to be trained, the training curriculum and other relevant information.

Examples of reimbursable expenses include:

- o Payroll for training hours of employees, including benefits
- o Costs for an outside vendor that is providing the training
- o Instructor wages, including benefits
- o Occupational Safety Health Administration training fees
- o Drug tests or other drug free workplace costs
- o Other items as determined by the Economic and Workforce Development Department

www.fairfield33.com
210 East Main Street • Suite 407 • Lancaster, Ohio 43130-3879 • USA
740.652.7160 • Fax 740.681.4780 • rick.szabrak@fairfieldcountyohio.gov

fairfield 33 corridor

Board of County Commissioners
Steven A. Davis
Jeffrey M. Fix
David L. Levacy

FAIRFIELD
COUNTY · OHIO
SERVE · CONNECT · PROTECT

Fairfield County Workforce Development Training Grant Application

Company name: _____

Company physical address: _____

Company SIC/NAICS Code or description of industry: _____   Grant request amount: $_____

Applicant name: _____   Date of application:_____

Applicant phone: _____   E-Mail: _____

Applicant relationship to company: _____

How long has the company been operating in Fairfield County: _____

Name of parent company, if applicable, and location of headquarters: _____

If applicable, how long has the parent company been in business: _____

Is this request for retention (keep) of jobs or expansion (add new) of jobs: _____

Total full-time equivalent jobs (40 hours per week) at company's location in Fairfield County:_____

Number of new or retained full-time employees to be trained (also attach a position list with hourly pay):_____

Wage range of employees to be trained: _____Total additional payroll: _____

Training Start and End Dates: _____   Training Grant Funds Requested: _____

As part of your application, please provide the following:
- Overview of your expansion plans detailing investment, goals, and why you're requesting the grant.
- Budget and detail of training activities and costs of each activity.
- Dates and expenses associated with the training curriculum.   The Fairfield County Department of Economic and Workforce Development will work with you to determine eligible expenses.

By signing below I understand that the training dollars can only be used for projects that train full-time employees at a business located within the political boundaries of Fairfield County. I acknowledge that the dollars will not be used to train any employees for a retail establishment and that I will make a concerned effort to hire and train residents of Fairfield County whenever possible. The grant is reimbursement based and I will provide any and all documentation requested by the Department of Economic and Workforce Development as part of this agreement. Grant agreement will contain a claw back provision where company will be required to keep the jobs at a location in Fairfield County for a set, agreed upon period of time and will be negotiated on a case-by-case basis.

_____

www.fairfield33.com
210 East Main Street • Suite 407 • Lancaster, Ohio 43130-3879 • USA
740.652.7160 • Fax 740.681.4780 • rick.szabrak@fairfieldcountyohio.gov