



WORKFORCE TRAINING PARTNERSHIP PROGRAM

**FY
2019**

Cecil County Office of Economic Development is capable of providing workforce training assistance to new and existing Cecil County businesses. This program is a partnership with eligible companies to gain the critical skills, upgrades, and/or technical training that will contribute to, expand or improve upon the company's overall production and competitiveness. The program is targeted to support existing businesses, encourage growth, advance the technical skills of the workforce and create stability for the workers. Offers to prospective businesses are eligible; however, training will occur once the prospective business has taken residence. Preference is given to businesses that utilize Cecil College for the training, as applicable.

Eligibility Criteria

- Training for intermediate or advanced technical skills
- Business must be located in Cecil County at time of training & participating employees must work at business location in Cecil County
- Precedence for priority industries such as Manufacturing, Engineering, Technology, Healthcare, and Bio/Life Sciences

Types of Assistance

- External Training – vendor instructor
- Internal Training – subject matter expert (instructor cannot be an employee of the applicant company)

Permitted Uses

- Intermediate or advanced technological skills
- Industry-sponsored programs
- Other uses subject to negotiation with the Office of Economic Development

Prohibited Uses

- Entry level, remedial education, safety, CPR or other non-direct technical skills
- ISO (International Standards of Organization), QA (Quality Assurance), Strategic Planning
- Travel expenditures
- Cost of books and materials

Grant Terms

- Pursuant to passage of Office of Economic Development Fiscal Year Budget
- Subject to availability of funds
- Up to \$1,000 matching funds per employee
- Up to \$20,000 per business per fiscal year
- The Agreement period runs concurrent with Cecil County's fiscal year (July 1 – June 30)
- Must have approval before training (cannot be retroactive)
- Grants are for reimbursement only – no front funding



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Conditions of Approval

- Completed Workforce Training Partnership Program Application
- No outstanding indebtedness to Cecil County Government
- Formal Letter of Approval and notice to proceed (Executed "Agreement")

Review Committee

- Consists of Cecil County Economic Development Commission members and at-large representatives of the business community.

Request for Reimbursement

- Proof of employees successful completion of approved training, such as a certificate
- Proof of payment of approved training
- Request for reimbursement must be submitted within 45 days of completion of training, which includes the completion of the Verification Close-Out Form



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APPLICATION

Grant #: _____ **Date:** _____ **Amount Requested: \$** _____
(Assigned by OED)

Total Number of Employees involved in Training: _____

Business Profile:

Legal Business Name: _____

Industry Type: _____

Federal Taxpayer ID #: _____

Address: _____

Name and Title of Contact Person: _____

Phone No.: _____

E-mail Address: _____

Company's Annual Training Budget (for current year): _____

Number of employees (at Cecil County facility): _____ FTE _____ PTE

Training Plan:

Type of Training (External/Internal): _____

Training provided by: _____

Training start date: _____

Training completion date: _____

Number of instruction hours (per employee): _____

Number of employees participating in the proposed training*? _____ FTE _____ PTE

Proposed training cost per employee: \$ _____

Total proposed training cost (all employees to be trained): \$ _____

***Attach a list of the employees taking part in the proposed training (please provide employee ID #s only – NO names), include present position, position after training (if different), present wage, future wage (if different), and each employee's primary work location (employee(s) must work in a Cecil County facility).**



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Describe, in detail, the proposed training, skills, equipment, and/or processes that are subject to the training proposed under this Partnership.

1. What economic benefit will the company receive from this training

2. What is the indirect economic impact to Cecil County?

3. Describe, in detail, how the proposed training will enhance company production and competitiveness.

4. Describe, in detail, how the proposed training will enhance the employee(s).

Approved by Committee: _____ Yes _____ No (If yes, subject to an executed Agreement)

Date: _____

OED Staff Reviewer Initials: _____