

APPLYING FOR THE GOVERNOR'S TRAINING INITIATIVE (GTI)

The Governor's Training Initiative (GTI) is a state-funded workforce development program jointly administered by the Maine Department of Labor (MDOL) and the Maine Department of Economic and Community Development (DECD).

GTI provides financial assistance to:

- Train future net new employees, or
- Retrain existing workers for sustained or enhanced competitive ability

Q: Who is eligible for GTI assistance?

A: Private sector employers that:

- Pay post-training wages equal to or greater than 85% of the prevailing occupational wage in their local labor market area
- Pay at least 50% of their employees' health insurance premium
- Require financial assistance to enhance the competitive skill development of their Maine workforce.

Q: How does it work?

- Following application and approval, the company is reimbursed for pre-approved and contracted employee training costs.

Q: How do I apply?

- Complete, sign, and submit the following *application*. Attach *employee job descriptions*.

Q: What happens next?

- Application data is reviewed for eligibility. Occupational wages are evaluated by MDOL according to GTI wage criteria.
- A *Site Review* (visit) is conducted to gain more information for project selection.
- A review team from DOL & DECD evaluates information to determine approval and funding, based on selection preferences.
- You are notified of the result.

Q: How do I know if my wages are 85% of the local occupational average?

- Individual post-training wages for proposed trainees/positions are reviewed against occupational wage averages for similar positions within your local labor market area. Averages are determined from data compiled by the Maine Department of Labor. Post-training wages refer to *wages at the completion of GTI-assisted training*.
- Your application must include position titles and job descriptions to assure accurate wage matching.
- *If you submit only wage ranges, only the lowest wage in the range will be considered.*

Q: What training costs are eligible for reimbursement?

- Non-routine competitive skills training for full-time permanent employees
- Training for future net new hires
- Tuition costs not covered by company reimbursement policies
- Training vendor/provider fees & expenses
- Training videos, books, manuals, CD-Roms
- Up to 50% of employee wage costs for supervised on-the-job (OJT) training
- Trainer wages for classroom training

Note: At least one employee other than the company owner must be included in the training request.

Q: What training costs are *not* eligible for reimbursement?

- Routine company training and workplace orientations
- New hire training due to attrition
- Hardware and equipment
- Lost productivity and/or waste
- *Trainee* travel/accommodation expenses
- *Trainee* wages while in classroom training
- Training covered in company training/tuition policies
- Mandated OSHA training
- Consultation that does not directly enhance employee skills
- Costs for non-Maine residents
- Training that precedes the date of application receipt by MDOL

For assistance in completing the following application, call (207) 624-6390, or contact your local CareerCenter – someone will assist you!

Return completed applications to:

Governor's Training Initiative
Maine Department of Labor
Bureau of Employment Services
55 State House Station
Augusta, ME 04333-0055

We welcome your comments.

Together, we are working to ensure a competitive workforce for Maine business,
and quality employment for Maine workers.

Governor's Training Initiative (GTI)

MESDA

If you need help with this application, call (207) 624-6390

1. Applicant (Employer) Name: Name: _____ DBA: _____ Date Established: _____	2. Federal Employer Identification No: _____ Type of Business (check one): ____ Private for profit ____ Private not for profit* <i>Only private-sector businesses are eligible to apply</i> *Attach documentation of funding sources
3. Mailing Address: Street: _____ City/Town: _____ State: _____ Zip: _____ 7	4. Contact Person: Name: _____ Tel: _____ Fax: _____ E-Mail: _____
5. Does this application include a training consortium? ____ Yes ____ No If yes, enter name of business agent: _____ Enter names of consortium members: _____	

Employer Information

6. Number of Employees:			
Total	Full-Time, Permanent	Total	Full-Time, Permanent
Current total: _____	_____	At project site: _____	_____
Year ago: _____	_____	At project site: _____	7
7. Business Product(s) or Service(s) at Project Site: 7		8. NAICS Code (If Known): _____ Are your products/services sold outside the U.S.? ____ Yes ____ No	
9. Other Company Locations (if applicable):			
City & State/Country: _____		City & State/Country: _____	
City & State/Country: _____		City & State/Country: _____ 7	
10. Parent Company (if applicable):			
Name: _____			
City & State/Country: _____ 7			

Project Information

11. Type (check all that apply): Expansion: ____ Yes ____ No If yes, enter number of proposed future hires: _____ Retraining/Upgrading for retention: ____ Yes ____ No Relocation: ____ Yes ____ No	
12. Reason for Expansion/Relocation/Retraining: _____ _____	
13. Proposed Project Location (City/Town):	14. Training Time frame (dates): Start: _____ End: _____
15. Do you provide 50% or more of premium cost of employee health insurance? ____ Yes ____ No % amount paid by company: _____% Is there a waiting period before benefit begins? ____ How long: _____ 7	

Non-Displacement

MESDA

16. Will this project result in the layoff, or a reduction in hours, wages or benefits for any of the company's Maine employees?

____ Yes ____ No If yes, please explain: _____

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17. Will this project conflict with existing contracts or collective bargaining agreements?

____ Yes ____ No If yes, please explain: _____

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18. Are any of the employer's Maine employees currently laid off from positions similar to those created by this project?

____ Yes ____ No If yes, please explain: _____

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Compliance**19. Has the employer remained in compliance with state and federal regulations within the past five years?**

____ Yes ____ No Please explain any noncompliance: _____

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Additional Considerations**20. What public benefit will result from this project? Examples include increase in lifelong learning opportunities, worker retention, increase in community tax base, new job creation, skills enhancement of the region's labor force, increase in workforce development capacity, re-employment, and welfare reduction. Provide attachment if necessary.**

Submitted by: _____
Signature Date**Name:** _____
Please Print**Title:** _____

TRAINING REQUEST FOR FUTURE HIRES

(Do not complete this page if there is no future hire training.)

Training Description	Training Provider	Trainee Position Titles	Number of Trainees	Total Cost of Training¹	Company Contribution	Amount Requested from GTI²
Total Request Amounts				\$	\$	\$

¹Show full costs for requested training (trainer/vendor costs; employee wages while in training; OJT employee wages; training materials/books/videos/software; tuition; etc.).

²GTI Reimbursable Costs: 50% of trainee wages for OJT; trainer/vendor costs for classroom training; training materials; tuition.

Non-Reimbursable Costs: Routine company training and workplace orientations; new hire training due to attrition, hardware and equipment, lost productivity and/or waste, *trainee* travel/accommodation expenses, trainee wages while in classroom training, training covered in company training/tuition policies, mandated OSHA training, consultation that does not directly enhance employee skills, costs for non-Maine residents, training that precedes the date of application receipt by MDOL .

(Do not complete this page if there is no training for incumbent workers.)

Non-Reimbursable Costs: Hardware and equipment, lost productivity and/or waste, *trainee* travel/accommodation expenses, trainee wages while in classroom training, training covered in company training/tuition policies, mandated OSHA training, consultation that does not directly enhance employee skills, costs for non-Maine residents, training that precedes the date of application receipt by MDOL.

Instructions:

- FUTURE HIRES:** Training for future net new employees as a result of workforce expansion.

INCUMBENT WORKERS: *Training for the company's existing workforce.*

[illegible]