

City of Galesburg

GALESBURG EMPLOYER TRAINING PROGRAM

Guidelines and Applications



For additional information contact:

*Cesar Suarez
Economic Development Director
City of Galesburg
55 W. Tompkins Street
Galesburg, IL 61401
Phone: 309-345-3680
Fax: 309-345-5713
csuarez@ci.galesburg.il.us*

City of Galesburg

EMPLOYER TRAINING PROGRAM

GRANT GUIDELINES

AVAILABILITY OF GRANT FUNDS

The City of Galesburg (City) is pleased to announce the availability of the Galesburg Employer Training Program grants for the City's calendar year. Training grants may help businesses located in Galesburg defray the cost of training their employees by up to 50% on a reimbursable basis. Grant funds are limited, so grant requests should be reasonable and include only eligible training conducted during the calendar year.

Receipt of an application does not commit the City to award a grant or to pay any costs incurred in the preparation of an application. The City reserves the right to determine if an application is eligible for funding and to negotiate the terms of the training grant contract with all qualified parties.

Awards of grant will be contingent upon the availability of funds appropriated and released for the purposes authorized for this program. The City reserves the right to disapprove costs incurred prior to award of this grant and/or execution and obligation of the grant agreement.

ELIGIBLE APPLICANTS

Businesses that are located in Galesburg may be eligible for up to 50% of approved training costs if they:

- Are expanding their operation in Galesburg
- Are expanding into new markets and operation in Galesburg stands to benefit.
- Are introducing more efficient technologies/continuous improvement systems into their operations which will result in greater output per employee
- Are training full-time employees (part-time, temporary or seasonal workers are not eligible) eligible to work in the USA.
- Are expanding exports from Galesburg
- Are providing additional training to employees as a lay-off aversion

INELIGIBLE APPLICANTS

Public agencies; non-profit agencies, government-operated facilities; or public or private educational institutions are not eligible for training grants.

ELIGIBLE TRAINING ACTIVITIES

- Training programs required to respond to new or changing technologies, processes, product lines, machinery or equipment being introduced in the workplace.
- Training necessary to implement continuous improvement systems in the workplace, including quality certifications.
- Training employees in skills necessary to enable the company to establish/maintain or expand into new export markets.
- Basic and/or remedial training, of employees as a prerequisite for other vocational or technical skills training.
- Training related to regulatory compliance issues mandated for the workplace.

INELIGIBLE TRAINING ACTIVITIES

Examples of ineligible training activities include:

- Administration and Compensation Systems
- Recognition Systems
- Degree courses
- Diversity
- Consulting Services including Strategic Planning
- Sales training
- Personal development & G.E.D.
- Human Resource practices
- Interviewing
- Performance appraisals
- Employee discipline/termination
- Non-job related training
- Stand-alone basic and/or remedial training
- Non-skill related assessments

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ALLOWABLE COSTS

Grants for employee training will allow for reimbursement or payment on the terms and conditions agreed to between the grantee and the City through the execution of a Notice of Grant Agreement. The City may reimburse a grantee for up to a maximum of 50 percent of the total training costs for all approved training programs.

- External vendor/trainer costs
- Individual or one-on-one training may be eligible for reimbursement; however, the applicant must provide sufficient justification that group or classroom based training is unsuitable.
- Internal trainer wages
- Training materials
- Related training skill assessments

NON-ALLOWABLE COSTS

Meals, travel, lodging, administrative costs, etc. are not reimbursable. In some instances costs for an audit of the grant funds are allowable. In addition, City staff or program administrator will provide assistance in completing the application upon request. No cost will be reimbursed for employees who are not eligible to work in the USA. No consulting costs associated with the preparation and documentation of the application will be reimbursed by the City.

FINANCIAL REQUIREMENTS

In order to be considered for funding, applications must include certain financial information. This includes the applicant's audited financial statements, including the annual balance sheets and profit and loss statements for the past three years, or copies of federal tax returns for the company. If the applicant is a division or subsidiary of a parent company, then financial statements for the division must be submitted. For newly established companies, a three-year projected balance sheet and profit and loss statement and a one-year monthly cash flow statement are required. Companies submitting financial information more than six months old must submit a statement regarding why more current information is not available. Staff from the City will then review the balance sheets and audited financial Statements as "State of condition" review. This action considers the likelihood of the business continuing during the contract period. No assessment of need is made nor are other credit sources considered (unless otherwise identified and also in conformance with City policy). Recommendations are based upon the analyst's understanding of the project at the time of this review.

APPLICATION REQUIREMENTS

One hard copy of the application is required with original signatures (electronic versions may be emailed in advance). In order to be considered for funding, an application must be complete. Incomplete applications will not be submitted for financial review and will not be reviewed by program staff. Required information must include:

- Completed Transmittal Letter (see below)
- Typed application - no handwritten applications will be accepted
- Audited Financial Statements or Federal tax returns (3 years)
- Completed IRS Form W-9
- A letter of support from the Union(s), if applicable
- Completed Training Schedules (Schedule A & B)
- Completed Budget and Budget Narrative (Schedule C)
- Internal Instructor names and resumes
- Complete alphabetical list of trainee names

TRANSMITTAL LETTER

The transmittal letter must be written on company's official letterhead, and signed by an official with the authority to commit organization to the proposed project. The transmittal letter makes the Statement for need, and provides program staff with information needed to evaluate the application. The letter must include:

Company Information: specific information on the company, including but not limited to:

- Company History – a brief description of the organization's structure including any information on parent companies, subsidiaries, and divisions. Detail whether the workforce is increasing or decreasing. Describe whether the facility is expanding in, relocating to, or averting a lay-off or closure in Galesburg.

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- Nature of Business – an overview of the company's products and services. Identify major customers and competition.

Statement of Need: background information that warrants the need for training funds, including:

- How the training is linked to business goals.
- Explain how the training funds will impact the regional economy.
- Describe how training needs were identified.

Project Work Plan: a description of the training program objectives and plans. Include an estimate of the number of participants you expect to train through this grant; the number of training cycles; the number of hours per cycle; the names of courses. Please include:

- Detailed description of the training content
- Timelines for the training activities
- Identify trainers – provide background information on the trainers and their qualifications; describe why the trainer was selected (attach resumes of internal trainers).

Basis of Costs: a detailed budget narrative which clearly explains how funds will be used for each of the costs listed in the Project Budget Summary. The applicant must also:

- Detail the vendor selection process; indicate whether the training was competitively procured.
- Provide detailed vendor proposals including number of trainer hours, and detailed cost estimates.
- Describe internal trainer cost assumptions, including number of trainer hours per session, number of trainees per session.

Measurable Outcomes: Identify specific improvements to be achieved from the training. Anticipated performance results should be addressed in terms of percentages to protect proprietary information. They may include:

- Production, efficiency, and quality objectives such as, scrap reduction, increased productivity, reduced set-up time, etc.
- Operational, management information systems improvements
- Increase in shareholder value, company profitability, change in market share, etc.

REVIEW CRITERIA

Applications will be reviewed by a panel of staff and be evaluated, but not be limited to the following criteria:

- The quality of the training program;
- The identification of specific and measurable training objectives;
- The wage rates of the trainees;
- The amount of capital investment by the business and how that relates to the training programs;
- Foreign competition;
- Company headquarters; Impact of company and training on regional economy
- Percentage of exports;
- Enterprise Zone designation; and
- In circumstances where the applicant has been a past recipient of City of Galesburg training grant funds, their previous performance is taken into account.

Priority will be given to applicants in emerging growth industries, including green jobs, advanced manufacturing, and information technology.

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DOCUMENTATION OF TRAINING

If an applicant is awarded grant funds, certain documentation and reporting responsibilities are required. Training activities and related costs shall be reported to the City on a quarterly basis. Reports are due twenty (20) days after the end of each quarter. The first such report shall be filed for the first complete quarter that falls after the date of execution of the grant agreement. Reporting forms and instructions will be forwarded upon execution of grant agreement. Reports are due on the following schedule:

PERIOD	REPORT TERM	DUE
1 st Quarter	January 1 to March 31	April 20
2 nd Quarter	April 1 to June 30	July 20
3 rd Quarter	July 1 to September 30	October 20
4 th Quarter	October 1 to December 31	January 20

Final evaluative report must include:

- Written report from company official describing the results of the training program, 60 days after completion
- One complete alphabetical list of the names of individuals who received training (original or amended list forwarded with final report)
- Completed customer survey
- Trainee Retention Report (60 days after completion)

MONITORING

If the applicant is awarded funds under this program, the City or its program administrator may conduct on-site monitoring visits to verify trainee employment dates and wages and to ensure that the Grantee's financial management system is structured for accurate, current and complete disclosure of the financial results of the grant program in accordance with all provisions, terms, and conditions contained in the grant contract. The applicant must agree to allow the City access to any documents and records of the Grantee involving transactions relating to this grant, including but not limited to, employee wage records, detailed invoice(s) received from and checks paid to external vendor(s), (i.e., private consultants and/or community college) for training services provided during the course of the grant period. If applicable, documentation regarding the applicant's internal training program is required, including but not limited to approved hours plus approved cost as well as trainee sign-in sheets for each approved training activity performed. Each applicant must, on request by the City, provide to the City certification that all participating employees are employed at a Galesburg facility and, for each participating employee, stating the employee's name and providing either (i) the employee's social security number or (ii) a Statement that the applicant has adequate written verification that the employee is employed at a Galesburg facility. The City may audit the accuracy of submissions.

PLEASE SUBMIT APPLICATION ELECTRONICALLY TO:

Cesar Suarez, Economic Development Director
City of Galesburg
55 W. Tompkins Street
Galesburg, IL 61401
Phone: 309-345-3680
Fax: 309-345-5713

email: csuarez@ci.galesburg.il.us

Copies of the application can be downloaded from the City's website at www.ci.galesburg.il.us

City of Galesburg
EMPLOYER TRAINING PROGRAM
GRANT APPLICATION
(Application must be typed)

Type of Applicant: (check one)

<input type="checkbox"/> Small/Mid-Sized Company: Company has less than 100 employees	<input type="checkbox"/> Large Company: Company has 100 or more employees
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Company Name: (as listed with IRS)		Grant Administrator:		Check One:	Title:
				<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	
Application Date:	Address:	City:	State:	Zip Code:	
		Galesburg	Illinois	(9 digit zip code required) 61401+	
County:	Phone Number:	Ext:	Fax Number:	Email Address:	
Knox	() -		() -		
Taxpayer Identification #	State Unemployment Insurance # (For assistance with acquiring this number, contact IDES Employer Services Hotline at 800-247-4984)		NAICS code: www.naics.com	Web Address:	

Type of Company:		Products Manufactured, Distributed and/or Services Provided		Headquarters Location:
<input type="checkbox"/> Manufacturing <input type="checkbox"/> Distribution <input type="checkbox"/> Service <input type="checkbox"/> Other				
Year Incorporated	Capital Investment in Facility Last Year:	Projected Current Year Capital in Facility:	Is the proposed training related to capital investments?	
	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Major Customers:		Major Competition:		
		<input type="checkbox"/> Domestic <input type="checkbox"/> Foreign		
Percentage of Sales (Sum should total 100%):		Countries where currently exporting products:		
Galesburg ____% Other Cities ____% Foreign ____%				

Grant Share 50% Maximum (See Schedule C)	Current # of full-time Galesburg employees: as of date of application:	Total # of full-time Galesburg employees to be trained as of date of application	
\$	Administration: _____ Production: _____	Net New*: _____ Existing: _____	
Training Dates:	Type of Training:	Training Provider(s):	Training Location(s):
Start:			
End:			
Which objective(s) will the training program assist? (Check one or more)			
<input type="checkbox"/> Expanding business enterprise in Galesburg		<input type="checkbox"/> Expanding business into new markets	
<input type="checkbox"/> Introducing more efficient technologies/continuous improvement systems into their operations which will result in greater output per employee		<input type="checkbox"/> Expanding exports from Illinois	
		<input type="checkbox"/> Providing additional training to employees to avoid a potential layoff	

CITY USE ONLY
App #:
Grant #:
Award:

* A "NEW" employee is defined as one who would be hired during the grant period and would represent an increase in the growth of the company's employment as of January 1, 2010.

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GRANT APPLICATION
(Application must be typed)

What other financial training assistance, including but not limited to any Federal, State, or local governmental financial assistance, has the company applied for or been awarded in the last 3 years? (If applicable, please check one or more)

- | | | |
|--|-------------|------------------|
| <input type="checkbox"/> IL Department of Commerce and Economic Opportunity | Date: _____ | Amount: \$ _____ |
| <input type="checkbox"/> Secretary of State (Workplace Literacy) | Date: _____ | Amount: \$ _____ |
| <input type="checkbox"/> Workforce Investment Board – Incumbent Worker | Date: _____ | Amount: \$ _____ |
| <input type="checkbox"/> Other (Specify) - Educational institution; foundation; non-profit; or employer organization (e.g. trade association; chamber of commerce) | Date: _____ | Amount: \$ _____ |

Is the company located in a designated Enterprise Zone? ☐ Yes ☐ No

Name of Labor Union(s) representing employees at facility, if applicable: (Attach letter of support. If additional unions, please specify per below and add an attachment)

Union(s):	Contact Person(s):	Phone:
Address:	City:	City: Zip Code:

BUSINESS CERTIFICATION

This City of Galesburg (City) is requesting disclosure of information to make a determination of funding. Disclosure of the information is REQUIRED. Failure to provide any information will result in this form not being processed. The applicant understands that receipt by the City of an application for training assistance is **not** a guarantee or commitment by the City for funding. The applicant agrees to:

1. Submit to the City on a quarterly basis, information regarding training activity as required for training payment under this program.
2. Submit to the City 60 days following the end of the grant period, a written evaluation of the results of the training experience by the company. The evaluation report should be based on the measurable outcomes or benefits contained in this grant application. In addition, the applicant agrees to submit the names of all employees participating in the approved training program plus documentation of external and/or internal training cost incurred.
3. Provide a statement of having adequate written verification that the employee is employed at a Galesburg facility and provide the names of the employee's receiving training. The City may audit the accuracy of submissions.
4. Report the employment status of all trainees at 60 days following the completion (last day) of training. The applicant agrees that, upon request by the City, it will conduct an audit of the grant funds in accordance with generally accepted auditing standards and any special audit conditions, which the City deems necessary to ensure the accountability of public funds.
5. Be in good standing and authorized to do business in Illinois and have no delinquent City tax liabilities.
6. Authorizes the City to verify in any manner deemed appropriate any and all items indicated in this application which includes information obtained through the Illinois Department of Employment Security, Consumer Credit Bureau Services and business reporting services such as Dun and Bradstreet. The applicant agrees to promptly notify the City regarding any major business or personnel changes at their facility (e.g., layoff situations, changes in training plans or schedules).
7. Comply with the Illinois Drug Free Workplace Act, the Americans with Disabilities Act, the Illinois Human Rights Act and any future laws enacted which may be applicable to the grant.
8. Certify that to the best of its knowledge, as of the date of this application, it is not in material violation of any local, State or federal labor laws at the site and that abnormal labor conditions such as a strike or lockout do not exist at this site. The grantee agrees to immediately notify the City regarding any major changes in the above-mentioned conditions. The City reserves the right to collect grant funds or withhold payment in situations where staff was reduced due to layoff or turnover in excess of normal attrition.
9. Make every effort to reemploy individuals who were previously employed at the facility
10. Make every effort to contact representatives of the local Illinois Department of Commerce and Economic Opportunity, Illinois Department of Employment Securities, and the local Workforce Investment Office to determine the resources available to assist with the recruitment and training of employees.
11. Maintain appropriate records for a period of two years, and be obligated to adhere to the above conditions over the two year period, or otherwise be required to payback the grant. The applicant agrees to notify all trainees that, if funded, the training is being partially funded by a grant provided by the City.

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EMPLOYER TRAINING PROGRAM
GRANT APPLICATION
(Application must be typed)

DISCLOSURE OF FINANCIAL INFORMATION CERTIFICATION

The information contained in this application may be subject to disclosure by the City of Galesburg under the Freedom of Information Act (5 ILCS 140). However, if the applicant makes the following certification, all applicable commercial and financial information provided in this application shall be deemed by the City to be exempt from disclosure under Section 7 of the Act. In addition, if the Applicant considers information contained in its application to be confidential business or proprietary information, which could result in competitive harm to the Applicant, it should clearly mark all such information as "CONFIDENTIAL". The City shall exert that such information is subject to exemption from disclosure to the extent allowable by law.

The applicant hereby certifies that the commercial and financial information contained in this application is proprietary, privileged, and confidential or is of a nature that its disclosure may cause competitive harm to the applicant.

TRAINING INFORMATION CERTIFICATION

Portions of the contents of an approved application will become part of the grant agreement. The application and all documentation submitted with it shall become the property of the City.

The City reserves the right to request at least one copy of all training materials used by the grantee or any subcontractor for training, which is eligible for reimbursement under the grant. However, the City will not distribute any proprietary information nor circulate any training materials without the express consent of the grantee or Subcontractor, with the exception of those materials, which are developed in whole or in part with City funds.

Portions of the schedules contained in this Application Package become part of the signed contract between the City and the grantee. Reimbursement of training costs will be based on the information contained in Schedules A, B and C.

The applicant certifies that the information contained in the training schedules is accurate to the best of their ability, and any changes to the schedules must be completed through grant agreement modifications to the actual grant contract. In addition, the applicant certifies that all individuals to be trained are full-time employees of the Galesburg facility or resident of Galesburg, and none are unauthorized aliens as defined in 8 U.S.C. 1324a.

Please be sure to check the boxes and attach the following information:

- ☐ Transmittal Letter
- ☐ Letter of Union support (if applicable)
- ☐ Financial Statements
- ☐ IRS Form W-9
- ☐ Schedule A –Description of Training & Timetable
- ☐ Schedule B - Trainee Wage and Training Cost
- ☐ Schedule C – Project Budget Summary
- ☐ Summary of training project – Dates of training sessions, # of training hours, and trainees per session

The applicant acknowledges that the individual identified below is the person authorized to execute a legal and binding grant agreement as the authorized signator for a grant contract if this application is funded by the City of Galesburg.

Authorized Signator (Please type or print): _____ Title: _____

Signature: _____ Date: _____

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GRANT APPLICATION
(Application must be typed)

SCHEDULE A – DESCRIPTION OF TRAINING & TIMETABLE

List the number of employees entering into training during a particular month. For new hires, this form is used for your projected hiring schedule. For example, if two employees enter a training program/course in March, then there would be a "2" placed in the March column. The total number of trainees should agree with the Trainee Information/Wage Data (Schedule B) of the application.

SCHEDULE B – TRAINEE WAGES AND TRAINING COST

TRAINEE INFORMATION / WAGE DATA

Course name listed on Schedule A should follow the same format on Schedule B. This Schedule should list the training activity and the number of trainees for each. When identifying the number of employees/trainees, indicate whether the employees are new ("N") or Existing ("E") for each classification. "New" employees can be defined as those employees hired during the current grant cycle. "Existing" employees are defined as those hired prior to the current training cycle.

Enter the number of hours of training requested for each trainee. The requested hours should be supported by the training outline. The wage or salary listed under starting hourly wage/salary should be the average wage paid to employees in that job classification.

EXTERNAL TRAINING COSTS (*Attach signed proposal for external vendor(s)*)

Identifies external training providers including tuition-based providers. The number of training hours pertains to the total number of training hours required to complete that course. Total external trainer costs reflect the estimated total cost of the training, not to include materials, etc.

INTERNAL TRAINER COSTS (*Attach resumes of internal trainers*)

Identifies that internal trainers are conducting the training, and this information must be grouped by category. The maximum number of training hours pertains to the total number of all training hours required to complete that course. The hourly wage rate of the trainers should be calculated as an average wage rate of all internal trainers conducting the training. Total internal trainers costs are the total # of training hours times the average hourly rate of the internal trainer wage rate.

SCHEDULE C - PROJECT BUDGET SUMMARY

The City can provide up to 50 percent of an applicant's total direct training costs. For the purpose this grant application, total direct training costs include; internal trainers' wages and fringe benefits, tuition or external trainers' costs, training materials and other training costs. All training costs must be tracked and documented.

**GALESBURG EMPLOYER TRAINING PROGRAM
DESCRIPTION OF TRAINING AND TIMETABLE
SCHEDULE A**

Category		Description / Skills	Total Number of Employees To Be Trained By Month												
NAME OF TRAINING COURSE		Description of Course and / or Additional Skills To Be Acquired Through Training	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APRIL	MAY	JUNE	TOTAL
Information Technology/Computer Skills															
Quality - ISO - Safety															
Technical / Workplace Skills															
Electronic Media															
		Trainee Information						Internal Trainer / External Trainer							

**GALESBURG EMPLOYER TRAINING PROGRAM
TRAINEE WAGES & TRAINING COST
SCHEDULE B**

NAME OF TRAINING COURSE	Number of Employees		Number of Training Hours Per Individual	Average Hourly Wage of Trainees	TOTAL TRAINEE WAGES	TRAINING PROVIDER Internal Trainer / External Trainer (identify by name)	Total Number of Internal Trainer Hours	Average Hourly Internal Trainer Wage Rate	Total Internal Trainer Costs	Total External Trainer / Vendor Costs
	New	Existing								
Information Technology / Computer Skills										
Quality - ISO - Safety										
Technical / Workplace Skills										
Electronic Media										
TOTAL										

**GALESBURG EMPLOYER TRAINING PROGRAM
PROJECT BUDGET SUMMARY
SCHEDULE C**

Budget Line-Items	Total Project Cost	Company Share	Other Source	City Share (50% Maximum)*
1. Internal Trainer Wages				
2. Internal Trainer Fringe Benefits				Not Eligible for Reimbursement
3. External Trainer/Tuition Costs				
4. Training Materials (Attach Detail)				
5. Trainee Wages				Not Eligible for Reimbursement
6. Trainee Fringe Benefits				Not Eligible for Reimbursement
7. Other Direct Cost (Attach Detail)				
TOTAL BUDGET				

Allowable training costs for company share include, but are not limited to, the following:

1. Internal Trainer Wages should only include actual instructional hours. No course development or preparation time by trainer.
2. Internal Trainer Fringe Benefits should include Unemployment Compensation costs, Workers Compensation costs, and FICA.
3. External Trainer Costs should include both external trainers and tuition-based costs.
4. Trainee Wages are identified as the actual wages incurred while in training.
5. Trainee Fringe Benefits should include Unemployment Compensation Costs, Workers' Compensation Costs, and FICA.
6. Training Materials should include costs for manuals and other materials necessary to complete the training course. Any item that can depreciate in cost, such as the purchase of equipment is not an allowable cost.
7. Other Costs may include any other training cost not included in the above categories such as the cost of individual employee testing and assessments. Other Costs do not include curriculum development, assessments, travel, meals, lodging and consulting fees.

* -Please note City will reimburse only 50% of total budget, but will only reimburse those items specified above.

BUDGET NARRATIVE

Attach a narrative description to accompany Schedule C explaining each line of the Project Budget Summary. This narrative should provide a detailed explanation of how each cost figure was calculated. Include a complete breakdown of internal trainer costs and fringe benefits, external trainer costs/tuition costs, training materials, other costs, and administrative costs. Some budget line items (e.g., external trainer costs) may be explained simply by reference to Schedule B. If you, or any of your training subcontractors, have applied for or are receiving any other source of federal and/or State employment and training grants, please indicate the amount and purpose of these funds in the narrative.

EXHIBIT A

GALESBURG EMPLOYER TRAINING PROGRAM

GENERAL OVERVIEW

		TOTAL ANNUAL ALLOCATION
Total Proposed Allocation:	\$	100,000
Grant Amount Per Project:	Grant award will be limited to the lesser of the following:	
	1 50% of the total training cost	
	2 Maximum of \$50,000 per training project	
	3 \$500 grant per existing employee plus \$1,000 grant per new employee	
	4 The balance of total project cost, should other funds be available through the State, Workforce Investment Board, or another source.	
Type of Eligible Training:	1 Training programs required to respond to new or changing technologies, processes, product lines, machinery or equipment being introduced in the workplace.	
	2 Training necessary to implement continuous improvement systems in the workplace, including quality certifications.	
	3 Training employees in skills necessary to enable the company to establish/maintain or expand into new export markets.	
	4 Basic and/or remedial training of employees as a prerequisite for other vocational or technical skills training.	
	5 Training related to regulatory compliance issues mandated for the workplace.	
Program Administration:	1 Grant awards are subject to City Council approval and will be provided on a reimbursable basis, provided all program guidelines are met.	
	2 City staff will oversee entire program and provide financial oversight and disbursement of funds	
	3 A review panel consisting of City staff, WIB staff, and CSC staff will review and make recommendations for Council approval.	
	4 Workforce Investment Board staff would administer and monitor the program at an hourly rate, with a cost no greater than \$1,200 per training project completed and closed.	
Program Details:	See program guidelines and application form	

GALESBURG EMPLOYER TRAINING PROGRAM APPROVAL PROCESS - 2013

	INITIAL APPLICATION Initial GET Application & Documents Submittal	MID-TERM APPLICATION Staff Reviewed and Approved for Final	FINAL APPLICATION Final GET Package Completed	RECOMMENDATION GET Committee Tue. Mtg. - 10:30 am	DECISION City Council Mon. Mtg. - 7:30 pm
1	December 4, 2012	December 11, 2012	December 18, 2012	December 25, 2012	January 7, 2013
2	December 18, 2012	December 25, 2012	January 1, 2013	January 8, 2013	January 21, 2013
3	January 1, 2013	January 8, 2013	January 15, 2013	January 22, 2013	February 4, 2013
4	January 15, 2013	January 22, 2013	January 29, 2013	February 5, 2013	February 18, 2013
5	January 29, 2013	February 5, 2013	February 12, 2013	February 19, 2013	March 4, 2013
6	February 12, 2013	February 19, 2013	February 26, 2013	March 5, 2013	March 18, 2013
7	February 26, 2015	March 5, 2015	March 12, 2015	March 19, 2015	April 1, 2015
8	March 12, 2013	March 19, 2013	March 26, 2013	April 2, 2013	April 15, 2013
9	March 30, 2013	April 6, 2013	April 13, 2013	April 20, 2013	May 3, 2013
10	April 16, 2013	April 23, 2013	April 30, 2013	May 7, 2013	May 20, 2013
11	April 30, 2013	May 7, 2013	May 14, 2013	May 21, 2013	June 3, 2013
12	May 14, 2013	May 21, 2013	May 28, 2013	June 4, 2013	June 17, 2013
13	May 28, 2013	June 4, 2013	June 11, 2013	June 18, 2013	July 1, 2013
14	June 11, 2013	June 18, 2013	June 25, 2013	July 2, 2013	July 15, 2013
15	July 2, 2013	July 9, 2013	July 16, 2013	July 23, 2013	August 5, 2013
16	July 16, 2013	July 23, 2013	July 30, 2013	August 6, 2013	August 19, 2013
17	July 30, 2013	August 6, 2013	August 13, 2013	August 20, 2013	September 2, 2013
18	August 12, 2013	August 19, 2013	August 26, 2013	September 2, 2013	September 15, 2013
19	September 3, 2013	September 10, 2013	September 17, 2013	September 24, 2013	October 7, 2013
20	September 17, 2013	September 24, 2013	October 1, 2013	October 8, 2013	October 21, 2013
21	October 1, 2013	October 8, 2013	October 15, 2013	October 22, 2013	November 4, 2013
22	October 15, 2013	October 22, 2013	October 29, 2013	November 5, 2013	November 18, 2013
23	November 5, 2013	November 12, 2013	November 19, 2013	November 26, 2013	December 2, 2013
24	November 18, 2013	November 25, 2013	December 2, 2013	December 9, 2013	December 16, 2013

* Note - For further details please contact Cesar Suarez, Economic Development Director for City of Galesburg at 309-345-3680.