

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): <input type="checkbox"/> Private for profit <input type="checkbox"/> 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: _____ <input type="checkbox"/>	4. Contact Person: Name: _____ Tel: _____ Fax: _____ E-Mail: _____
5. Does this application include a training consortium? <input type="checkbox"/> Yes <input type="checkbox"/> 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:	_____	_____ <input type="checkbox"/>
Year ago:	_____	_____	At project site:	_____	_____ <input type="checkbox"/>
7. Business Product(s) or Service(s) at Project Site:			8. NAICS Code (If Known):		
<input type="checkbox"/>			_____		
Are your products/services sold outside the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No					
9. Other Company Locations (if applicable):					
City & State/Country: _____		City & State/Country: _____			
City & State/Country: _____		City & State/Country: _____ <input type="checkbox"/>			
10. Parent Company (if applicable):					
Name: _____					
City & State/Country: _____ <input type="checkbox"/>					

Project Information

11. Type (check all that apply):	
Expansion: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter number of proposed future hires: _____ Retraining/Upgrading for retention: <input type="checkbox"/> Yes <input type="checkbox"/> No Relocation: <input type="checkbox"/> Yes <input type="checkbox"/> 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?	
<input type="checkbox"/> Yes <input type="checkbox"/> No % amount paid by company: _____% Is there a waiting period before benefit begins? <input type="checkbox"/> How long: _____	

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: _____

17. Will this project conflict with existing contracts or collective bargaining agreements?
 ___ Yes ___ No If yes, please explain: _____

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: _____

Compliance

19. Has the employer remained in compliance with state and federal regulations within the past five years?
 ___ Yes ___ No Please explain any noncompliance: _____

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: _____

COMPANY NAME:

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WAGE INFORMATION BY OCCUPATION

Instructions:

- Group positions by occupation.
Provide a description for each occupation.
Separate positions by location - the city/town of where the jobs are usually assigned.
Provide wage rates for each occupation - enter individual rates on separate line(s) if occupation has positions at varying wage rates.
Submit in electronic format if the request involves 20 or more separate occupations.

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

Table with 5 columns: JOB LOCATION (City/town), OCCUPATIONAL TITLE (Each occupational title must be accompanied by a job description to complete the wage review), NUMBER OF FUTURE HIRES, STARTING WAGE, WAGE AFTER GTI TRAINING. Contains 10 empty rows.

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

Table with 5 columns: JOB LOCATION (City/town), OCCUPATIONAL TITLE (Each occupational title must be accompanied by a job description to complete the wage review), NUMBER OF INCUMBENT WORKERS, CURRENT WAGE, WAGE AFTER GTI TRAINING. Contains 10 empty rows.