



BLUEGRASS STATE SKILLS CORPORATION

GRANT-IN-AID GUIDELINES

FY 2013-2014



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TABLE OF CONTENTS

INTRODUCTION	1
APPLICATION SUBMISSION AND BOARD MEETING SCHEDULE	1
EFFICIENCY STATEMENT	2
GRANT-IN-AID PROGRAM.....	2
FUNDING CAPS	2
ELIGIBLE COMPANIES	2
CO-APPLICANT	4
ELIGIBLE TRAINEES	4
ELIGIBLE TRAINING PROVIDER.....	4
ELIGIBLE TRAINING ACTIVITIES.....	4
A. <i>Training Types</i>	4
B. <i>Methods of Delivery</i>	5
C. <i>Training Categories</i>	5
ELIGIBLE TRAINING COSTS.....	6
A. <i>Educational Institution, Consultant and In-House Training</i>	7
B. <i>Innovative Training Techniques</i>	7
C. <i>Tuition Courses</i>	7
D. <i>Individual Assessment</i>	7
E. <i>Certification, Licensing, and Trainer Development</i>	7
F. <i>Instructional Materials, Texts and Supplies</i>	8
G. <i>Train-the-Trainer Travel</i>	8
H. <i>Educational Institution Service Fee for Pass-Through Grants</i>	8
LENGTH OF AGREEMENT.....	9
EMPLOYMENT THRESHOLD.....	9
BSSC FUNDING PROCESS.....	9
ORGANIZED LABOR	10
EQUAL OPPORTUNITY	10
APPLICATION SCORING.....	11
ADDITIONAL PROGRAM REQUIREMENTS.....	12
A. <i>Modifications</i>	12
B. <i>Reimbursements</i>	13
AREA OF NEED	14

INTRODUCTION

The Bluegrass State Skills Corporation (BSSC) was established in 1984 by the General Assembly of the Commonwealth of Kentucky as an independent, de jure corporation to stimulate economic development through customized business and industry-specific skills training programs. The BSSC works with business and industry and Kentucky's educational institutions to establish programs of skills training. The BSSC is attached to the Cabinet for Economic Development for administrative purposes, in recognition of the relationship between economic development and skills training efforts.

An eighteen-member Board of Directors, including representatives of business, government, education, and labor, governs the BSSC. The Board is made up of private sector individuals as well as public officials. The public officials, who serve as ex-officio members on the Board, include the Secretaries of the Cabinet for Economic Development, Education Cabinet, and Labor Cabinet, as well as the President of the Council on Post-secondary Education, the President of the Kentucky Community and Technical College System, and the Commissioner of the Department of Workforce Investment.

The purpose of the BSSC is to improve and promote employment opportunities for the residents of the Commonwealth through agreements for skills training programs.

The BSSC's four main functions are:

- ◆ To administer and fund Kentucky's customized business and industry-specific training efforts through agreements for Grant-in-Aid and Skills Training Investment Credit projects that are approved by the BSSC Board of Directors;
- ◆ To act as a broker by coordinating the resources of providers of skills training and employment services;
- ◆ To facilitate the creation of public/private partnerships through education and training programs designed to meet unfilled training needs of individual and multiple company (training consortia) training projects; and
- ◆ To administer any special state appropriations for customized business and industry-specific training.

APPLICATION SUBMISSION AND BOARD MEETING SCHEDULE

The schedule for submission date deadlines of grant applications and BSSC Board of Directors meetings are as follows:

SUBMISSION DEADLINE	BOARD MEETING DATE
June 17, 2013	July 31, 2013
August 15, 2013	September 25, 2013
October 15, 2013	December 4, 2013
December 16, 2013	January 29, 2014
February 18, 2014	March 26, 2014
April 15, 2014	May 28, 2014

All meetings will begin at 1:00pm and will be held at the Kentucky Transportation Cabinet Conference Center in Frankfort. Notices of the meetings will be published in advance of the meetings. The BSSC reserves the right to schedule, reschedule, or cancel a board meeting at its discretion.

EFFICIENCY STATEMENT

The Bluegrass State Skills Corporation continuously strives to be a good steward of the precious resources that are provided by the Commonwealth to meet its mandate to create economic opportunity. Given the current budget constraints placed on Kentucky state government, we realize the ever-increasing importance of ensuring that the resources entrusted to BSSC are used in the most efficient and effective manner. Therefore, BSSC strongly encourages applicant companies/consortia to shop around within the training provider community to confirm that the services they are soliciting are of the greatest value.

GRANT-IN-AID PROGRAM

The purpose of the Grant-in-Aid program is to improve and promote employment opportunities for residents of the Commonwealth through training grants with business and industry. The program provides reimbursement dollars to companies/consortia for company specific training activities.

Any expenditures of an approved company that constitute approved costs and are the basis for grant funding pursuant to KRS 154.12-204 to 154.12-208 shall not be eligible as the basis for investment credits under Bluegrass State Skills Corporation Skills Training Investment Credit provisions in KRS 154.12-2084 to 154.12-2089 or the Local Government Economic Development Program under the provisions of KRS 42.4588 to 42.4595.

FUNDING CAPS

It is the intent of the BSSC to provide for the equitable distribution of BSSC funds to all eligible companies with special attention to the needs of small companies and training consortia. Therefore, the following funding caps have been established:

- ◆ Applications written for less than \$6,000 will not be accepted for the Board's review.
- ◆ The maximum grant amount that an individual company may receive is:
 - ◆ \$25,000 (1 to 499 KY resident, full-time employees); or
 - ◆ \$50,000 (500 or more KY resident, full-time employees)
- ◆ A consortium may receive a grant up to a maximum of \$75,000.
- ◆ All applications are further limited based upon a calculation of the total number of trainees multiplied by \$2,000.

Unused Funds: Approved companies shall notify the BSSC if they find they are unable to use all or a portion of the funds that have been set aside for them. These unused funds will then be reallocated. Companies that act responsibly in this manner are in no way penalized when applying for future BSSC funding.

ELIGIBLE COMPANIES

Companies must be registered and in good standing with the Secretary of State's Office. Eligible BSSC companies are separated into five categories:

- ◆ **Manufacturing** - Any Kentucky manufacturing company is eligible for BSSC funding.
- ◆ **Non-Manufacturing** - The BSSC also provides training funds for Kentucky's non-manufacturers that have an "economic development impact." A non-manufacturer is considered to have met the definition of an "economic development impact" if the company provides a service to or uses technology for customer or affiliate entities predominantly outside the Commonwealth.

- ◆ **Headquarters** – Headquarter operations are eligible for BSSC funding. Headquarters means the principal office where the principal executives of the entity are located and from which other personnel, branches, affiliates, offices or entities are controlled.
- ◆ **Public or Non-Profit Hospitals** - Public or non-profit hospitals licensed by the Commonwealth of Kentucky are eligible BSSC applicants.
- ◆ **Consortia:** The BSSC Board of Directors promotes collaborative training initiatives and provides priority consideration for training agreements that demonstrate the willingness of multiple companies to work together through training consortia. The following points must be addressed in a consortium application:
 - ◆ The common training needs of the participating companies;
 - ◆ The effort is **industry-driven** as demonstrated by an administrative board or committee comprised of business and industry representatives with voting rights, and non-voting public-sector members, if applicable;
 - ◆ There is collaboration by the area providers of employment and training services;
 - ◆ There is an overall savings in training costs because of the collaborative effort (must be able to document the overall cost savings);
 - ◆ The project will facilitate the advancement of the host community's economic development efforts; and
 - ◆ Proof of payment must show consortium paid the training provider from its own bank account; therefore, BSSC will only reimburse the consortium.

An eligible consortium application shall include three or more BSSC eligible companies, an industry-driven board or committee, a mission statement, bylaws, and a federal identification number. Consortia must establish a bank account prior to requesting reimbursement on an approved application. **Signatories of the bank account must represent two separate consortium member companies.** Consortium projects shall include a listing of the member companies and a "lead company" whose representative is authorized by the consortium to provide his/her signature on behalf of the consortium.

Unless otherwise specified herein, BSSC requires that at least three consortium member companies be engaged and participate together in any single training activity on the Training Plan page of the application. The applicant consortium may request an exception under specific circumstances as follows:

1. A newly formed consortium (one year from start date of initial application) may request on its initial application for a Grant-in-Aid project that a minimum of two consortium member companies be allowed to participate in a single training activity; and
2. An existing consortium may request that a minimum of three consortium member companies be allowed to participate individually in the same type of single training activity on the Training Plan page of the application, as long as the individual trainee cost of the single training activity is the same for each participating company.

Ineligible Companies: Any firm, company, consultant, or institution whose primary business is to provide training or training consultation for a fee is not eligible for BSSC grant funds. Retail establishments will be eligible to apply only when specific funds for grants-in-aid to retail businesses are appropriated by the General Assembly. At this time, no funds have been appropriated by the General Assembly, therefore retail establishments are not eligible.

A company or member of a consortium that has been found (adjudicated) to have committed a willful violation of a Kentucky Occupational Safety and Health Standard (OSHA) within three previous years is not eligible to apply for BSSC funds. If a company is approved for funding and is

then found (adjudicated) to have committed a willful OSHA violation during the life of a BSSC grant, no remaining funds will be paid to the company from the date the willful violation is made known to the BSSC.

CO-APPLICANT

The application may be written and submitted by the company alone or submitted jointly with a co-applicant. A co-applicant must be either a public or non-public secondary or post-secondary educational institution, or an independent (private or proprietary) provider within the Commonwealth authorized by law to deliver a program of skills training or education.

ELIGIBLE TRAINEES

Participants (i.e. trainees) in the BSSC program must be limited to residents of the Commonwealth who are seeking or have already obtained permanent full-time employment. A full-time employee is a Kentucky resident who is employed by the qualified company to work for a minimum of 35 hours per week during a calendar year and is subject to the tax imposed by KRS 141.020. Full-time employees do not include contract or seasonal labor.

Pursuant to KRS 141.010(17): "Resident" means an individual domiciled within this state or an individual who is not domiciled in this state, but maintains a place of abode in this state and spends in the aggregate more than 183 days of the taxable year in this state.

Trainee Minimum Wage Rate and Benefits: A goal of the BSSC program is to stimulate economic development by establishing a minimum wage rate of 150% of the federal minimum wage (\$10.88 per hour). In addition to the applicable minimum hourly wage, the eligible company shall provide employee benefits equal to at least fifteen percent (15%) of the applicable minimum hourly wage for trainees on grant applications to be considered by the board. The term "employee benefits" is defined as "payments by an approved company for its full-time employees for health insurance, life insurance, dental insurance, vision insurance, defined benefits, 401(k) or similar plans." If the eligible company does not provide employee benefits equal to at least fifteen percent (15%) of the applicable minimum hourly wage rate of \$10.88 per hour, the eligible company may qualify under this section if it provides the employees a total hourly compensation equal to or greater than one hundred fifteen percent (115%) of the applicable minimum hourly wage through increased hourly wages combined with employee benefits (\$12.51 per hour).

ELIGIBLE TRAINING PROVIDER

A company may choose to use in-house trainers, educational institution regular or adjunct faculty, training consultants, or a combination thereof. Companies are free to use any provider they choose. BSSC does not recommend, endorse, certify or advertise for any particular training providers. Training Providers are not permitted to use the BSSC name in any of their advertisements, brochures, or other promotional materials for the purpose of soliciting or obtaining customers.

ELIGIBLE TRAINING ACTIVITIES

A. Training Types

- ◆ **Pre-Employment Skills Training (PE)** – This training is short term in nature, customized to meet the needs of the company/consortium, provides a general orientation and exposure to the specific jobs and skills planned by the company/consortium, and prepares trainees for permanent full-time employment. Pre-Employment skills training shall result in the

placement of at least fifty percent (50%) of each program's enrollees into permanent full-time employment.

- ◆ **Entry Level Skills Training (EL)** – This type of training is short term in nature and closely follows the beginning of employment opportunities in the trade, occupation, or profession specified. "New employees" are defined as employees that are hired by a new or expanding company within 90 days prior to or during the one-year term of the grant agreement.
- ◆ **Skills Upgrade Training (SU)** – This training provides an existing employee with new skills necessary to enhance productivity, improve performance, and/or retain employment. Skills upgrade training aids a company and its employees in adapting to new or altered technologies; management/supervisory systems; continuous quality improvement initiatives or production methods; or the new skills needed by the company to remain competitive, productive, and economically viable.

B. Methods of Delivery

- ◆ **Classroom Training (CRT)** – CRT is training provided outside of the process of the production of goods or the delivery of a service. This activity can take place in a school or any other traditional classroom setting such as a conference room, a training room or laboratory, a meeting room, a lunch or break room, or on the production floor. For eligibility, training must be a minimum of 30 minutes and may be claimed in increments of 15 minutes above the 30 minute minimum. BSSC will reimburse on instructor hours, not trainee hours. Company should maintain records accordingly.
- ◆ **On-the-Job Training (OJT)** – OJT is training provided in the process of the production of goods or the delivery of a service. For eligibility, training must be a minimum of 30 minutes and may be claimed in increments of 15 minutes above the 30 minute minimum. BSSC will reimburse on instructor hours, not trainee hours. One instructor may train several trainees or one trainee during the same amount of time. No trainee can train by OJT without an instructor.

C. Training Categories

Customized business and industry-specific training activities encompass a variety of skill areas within different training categories. The following are just a few of the types of skill areas that might be included in an application for BSSC funding. This is not intended to be an all-inclusive list, and other skill areas may be eligible. Therefore, applicant companies/consortia should work with BSSC staff when designing their training programs. The skill area training categories are Efficiency, Lean, Quality, Soft Skills, Workplace Essential Skills, and Technical Skills.

TRAINING CATEGORIES

<p>Efficiency 5-S Kiazan Kanban/Just in Time (JIT)</p> <p>Lean Lean Manufacturing Lean Service Value Stream Mapping</p> <p>Quality Design of Experiment International Organization for Standardization (ISO) Quality Control (QC) Quality System (QS) Statistical Process Control (SPC) Total Quality Management (TQM) Six Sigma</p>	<p>Soft Skills Adapting to Change Communications Conducting Meetings Change Management Critical Thinking Customer Service Drug and Alcohol Education Effective Listening Facilitation Foreign Culture, Customs, Language and American Sign Language Habits of Successful People Instructor Training/Methods of Instruction (MOI) Kepnor-Tregoe Leadership/Supervisory Skills Management Information Systems (MIS) Motivation (Employee & Leadership) Myers Briggs Negotiation Skills Personal Management/Health Presentation Skills Problem Solving Strategic Planning Stress and Time Management Teamwork/Team Building</p>	<p>Technical Skills Accounting Blueprint Reading Company and Process Orientation Computer Aided Design (CAD) Computer Aided Manufacturing (CAM) Computer Integrated Manufacturing (CIM) Computerized Numerical Controls (CNC) Computer Skills/Computer Software Coordinate Measuring Machines (CMM) Electricity Electronics Ergonomics Geometric Dimensioning & Tolerancing Grading Lumber Hydraulics Instrumentation & Gauging Machine and Process Operation Maintenance Material Handling/Inventory Control Material Resource Planning (MRP) Mechanical/Electrical Metallurgy Motor Controls Pneumatics Production Systems Programmable Logic Controllers (PLC) Robotics Welding</p>	<p>Workplace Essential Skills (Introductory or Basic Levels only) Communications (Written and Verbal) Computers Internet – Explorer, Email Basics Intro to Windows Intro to Microsoft Office Word Excel Access Outlook Keyboarding WordPerfect Conflict Resolution Critical Thinking English as a Second Language GED Prep Courses Math Basic Gauge Calibration Metric System Metrology Pre-Blueprint Pre-Statistical Process Controls Refresher Shop Problem Solving Reading Teamwork/Team Building Time Management</p>
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Note: Safety, mandated or regulatory training is not allowed as a stand-alone training activity. Safety Management or Safety Recording Keeping is considered safety training and is not allowed. Safety, mandatory or regulatory training includes but is not limited to: blood borne pathogens, control of hazardous materials, lockout/tagout, emergency action plan, emergency response, hazard communication, hearing conservation, safe electrical workplaces (all OSHA), and stand alone safety (including first aid, cardiopulmonary resuscitation (CPR), emergency medical technician (EMT), etc).

ELIGIBLE TRAINING COSTS

Specific skills training programs may be customized for a particular company/consortium to encompass one or more of the following eligible training costs. The BSSC gives preference to training projects that create, maintain, and promote higher wage jobs, given its statutory mandate to improve and promote the employment opportunities of the residents of the Commonwealth. BSSC will provide reimbursement funds for fifty percent (50%) of total eligible costs up to the maximum allowable funding cap.

A. Educational Institution, Consultant and In-House Training

The BSSC will reimburse the company/consortium for fees or salaries required to be paid to full-time, part-time, or adjunct instructors with an educational institution; instructors who are employees of the company; and instructors who are consultants on contract with a company, or a combination thereof in connection with an occupational or skills upgrade training program sponsored by a company. (For eligibility, training must be a minimum of 30 minutes and may be claimed in increments of 15 minutes above the 30 minute minimum.)

- ◆ **Company In-House Provided Instruction** - The BSSC will reimburse the company/consortium at a rate of \$25 per hour for instruction and curriculum development activities where company employees serve as in-house training instructors. The company/consortium shall provide a match of \$25 per hour for in-house instructor training costs. This match may be in the form of in-kind contributions such as company-paid wages to the trainer and trainees. The BSSC will also reimburse for curriculum development services. (**Note:** \$25 per hour as used herein is equal to fifty percent (50%) of the total eligible rate of \$50 per hour).
- ◆ **Curriculum Development** - The BSSC will reimburse for curriculum development to support in-house training activities based on a rate of five (5) development hours for each one (1) hour of instructional time included within an application. A company may use an Educational Institution or a Consultant for curriculum development for company in-house courses. The curriculum must be company specific and remain with the company. A copy of the curriculum must be submitted to the BSSC before final certification is issued. Modification to existing curriculum is not allowed as a separate charge.

B. Innovative Training Techniques

Modern technological advances have spawned a variety of innovative training techniques. The BSSC will provide reimbursement funds for training that meets the needs of the applicant company/consortium through: internet; teleconference; videoconference; video; CD-ROM; interactive software; or virtual simulation. *No instructor hours are allowed during the process of using an Innovative Training Technique if an instructor is not actually providing training. (Example: If there is a 30 minute video presentation—no instructor hours are allowed for the 30 minute presentation time of the video).*

C. Tuition Courses

The BSSC will provide reimbursement funds for tuition courses when the course meets the needs of the applicant company/consortium in the most cost efficient manner. Therefore, the applicant company/consortium must provide written justification within the application that the request for reimbursement funds for the tuition is the most cost efficient approach to meet the needs of the applicant company and that the training is job related. Textbooks for approved tuition courses are allowed. Registration fees for annual meetings, conferences, or seminars without proof of training are **not** eligible for tuition reimbursement. It is not the intent of the BSSC to provide funds for Continuing Education Units which are not job related. In addition, tuition courses which are for the sole purpose of obtaining a bachelor's or master's degree are not allowed.

D. Individual Assessment

Assessment activities are targeted toward pre-employment, entry level, and skills upgrade. These activities measure the competency levels of current and prospective employees to ensure that the skills training activities are customized in the most appropriate manner to meet the needs of the applicant. The assessment tool must be named in the application.

E. Certification, Licensing, and Trainer Development

To aid in building training capacity, the BSSC will provide reimbursement funds for certification, licensing, and trainer development costs for company employees.

F. Instructional Materials, Texts and Supplies

The BSSC will reimburse for the actual reasonable costs of instructional materials, texts and supplies used exclusively in an occupational or skills upgrade training program sponsored by a company. Instructional materials and texts include training manuals and text books in hard copy or electronic formats and instructional materials (overheads, photocopies, etc). Supplies include paper, pencils, highlighters and easel pads. The BSSC will only provide reimbursement for shop training materials (welding rods, scrap metal, etc) used for classroom instruction and not for on-the-job training activities.

G. Train-the-Trainer Travel

The primary purpose of train-the-trainer travel is to build the training capacity of Kentucky's businesses and industries. This activity involves training provided at an in-state company site; at an out-of-state or offshore company location; or equipment manufacturer in which a person employed by the applicant company is being trained to become a training instructor for the company. In the preceding scenario, the company employee being trained as a trainer must be a Kentucky resident. Eligible train-the-trainer travel activities also include company employees that travel from other company locations to the applicant company. Under this second scenario, the company employee who is already designated a trainer is not required to be a Kentucky resident.

The approved company is eligible to receive reimbursement for travel expenses including round-trip transportation and lodging while on travel status, with the requirement that all other costs are to be paid by the company and/or the individual.

Applications for train-the-trainer travel shall include the following:

- ◆ Date(s) of training;
- ◆ City and state or country where training is to take place;
- ◆ Name of training organization indicating whether it is either a parent or sister facility or equipment vendor location;
- ◆ Number of additional trainees to be trained;
- ◆ Summary of activities; and
- ◆ Cost breakdown for transportation and lodging.

Transportation: Round-trip air transportation for international or domestic flights from the nearest major airport to the nearest host city served by a major airport are eligible, supported by receipts for documentation. Local ground transportation including rental car, taxi service, fuel expenses or public transportation documented with receipts is also eligible. Van rental and/or fuel expense may be reimbursed in lieu of air travel not to exceed the amount of lowest available airfare. In no case will the BSSC pay for other related travel costs including food, passports, phone calls, laundry, entertainment, sightseeing, gratuities, etc.

Lodging: The approved company is eligible to receive reimbursement for lodging at actual rates not to exceed fifty percent (50%) of the Federal Per Diem rate (see www.GSA.Gov and select "Per Diem Rates" from the navigation bar for federal rates) for that location.

H. Educational Institution Service Fee for Pass-Through Grants

A service fee not to exceed \$400, has been established to assist in offsetting expenses incurred by the educational institution participating in a pass-through project (i.e., company provided and consultant provided instruction).

If the applicant company/consortium requires technical assistance from the educational institution in order to complete the application, a service fee of \$50 per hour up to \$400 is allowable and will be reimbursed to the company at fifty percent (50%) upon receipt of proof of payment. Such technical

assistance must be documented by specifying the type of assistance rendered and the amount of time spent. Invoices must be submitted directly to the Applicant Company in order to receive the service fee. The BSSC reserves the right to reduce the service fee if the application is not complete and accurate upon submission. In the event that no approved activity occurs during the term of the agreement, the applicant company/consortium is not eligible for reimbursement of any service fee.

LENGTH OF AGREEMENT

Grant-in-aid agreements shall be one (1) year in length from the approved start date. **Grant-in-aid applications shall not contain any retroactive training.**

EMPLOYMENT THRESHOLD

The 1990 General Assembly of the Commonwealth of Kentucky stipulated that the BSSC establish an employment threshold requirement with pay back provisions for skills training agreements. All applicant companies shall certify what their employment threshold of permanent full-time and prospective employment of Kentucky residents will be upon the completion of their training agreement. The employment threshold shall be equal to one hundred percent (100%) of this total. If the employment threshold is not achieved upon completion of the training agreement an appropriate pro-rata reduction in cost reimbursement shall be made. Therefore, if the applicant company's workforce included one hundred (100) Kentucky residents, its employment threshold would be 100. If its employment of Kentucky residents drops by fifty percent (50%) to 50 employees upon the completion of the training agreement, its maximum reimbursement would be reduced by fifty percent (50%).

A pro-rata reduction of the cost reimbursement may not be required if the company/consortium's failure to achieve its employment threshold is caused by an event beyond the control of the company/consortium as documented in writing to and approved by the BSSC Executive Committee. An event beyond the control of the company includes, but is not limited to, riots, actions of governmental authorities, acts of God, acts of the public enemy, transportation or supply shortages which are a result of some industry-wide condition, labor strikes or other work stoppages.

BSSC FUNDING PROCESS

- ◆ **Completion of BSSC Application** – To qualify for a grant-in-aid in which an educational institution will provide training, an educational institution and a business or industry may submit a joint application to the BSSC detailing the desired training. To qualify for a grant in which a provider other than an educational institution will provide training, the business or industry may independently submit an application to the BSSC detailing the desired training. All applications will be arrival time and date stamped upon receipt as long as required signature pages are included.
- ◆ **Submission of Application** – Complete, signed applications are due in the BSSC office by the schedule found under the Application Submission and Board Meeting Schedule of these guidelines.
- ◆ **Evaluate and Score Application** – BSSC staff review applications for eligibility, completeness and accuracy and verify the calculation of the score. Staff may contact the applicant if there are any questions. Upon completion of staff's review, eligible applications are submitted to the BSSC Board for funding consideration. Not all applications submitted are approved by the BSSC Board.

- ◆ **Approval of Training Application** – If the BSSC Board of Directors approves the training application, an approval letter indicating the amount of BSSC funding is emailed to the company contact and educational institution contact if applicable. An agreement is also sent to the company for execution. Upon receipt of the executed agreement from the applicant, the agreement will be signed by BSSC and becomes effective. A copy of the agreement will be returned to the applicant. Information to assist in maintaining documentation and requesting reimbursement payments can be found on our web site.
- ◆ **Submission of Reimbursement Request** – All requests for reimbursement will be submitted to the BSSC in the form of a Reimbursement Worksheet along with any other required documentation. To expedite the reimbursement process, a reminder of the training end date may be sent to the company.
- ◆ **Interim Reimbursement Process (If applicable)** – Interim reimbursement requests will be prorated based upon the company's employment level at the time of the request, up to a maximum of seventy-five percent (75%) of the total grant amount. After the BSSC staff reviews the Reimbursement Worksheet and it is found to be complete and satisfactory, the payment will be processed. A check will then be forwarded to the company or a payment will be deposited electronically in the company's account.
- ◆ **Final Reimbursement** – When the training has been completed and the final reimbursement is being requested, the company will sign and forward the Reimbursement Worksheet to the BSSC. This document provides detailed information on employment threshold and eligible costs incurred in instruction and materials categories. The company will also complete and forward a Performance Evaluation Questionnaire. Given that the BSSC will only provide up to seventy-five percent (75%) of the total grant amount through interim reimbursement requests, the remaining twenty-five percent (25%) will not be disbursed until after the end date and verification of the company meeting the required employment threshold.

ORGANIZED LABOR

When a collective bargaining unit exists at the work site where the proposed training will be provided, the company shall provide written notification to the on-site collective bargaining agent of the company's intention to apply for BSSC funding. Notification shall include a summary of the proposed curriculum and shall occur prior to the time that the company files the proposal with the BSSC. A copy of the notification indicating the date the notice was provided, the sender, and the recipient shall be filed with the BSSC application.

One of the goals of the BSSC is to promote cooperative training activities between a company and its employees. Therefore, a proposed skills training application will not be approved during a legal work stoppage and an active training application will be postponed during a legal work stoppage.

Pre-employment inquiries, oral or written, as to a job applicant's prior or current union affiliation or sentiment concerning unions are prohibited under the National Labor Relations Act, 29 U.S.C., Section 1589(a)(1). Denying employment to a job applicant on the basis of union affiliation or sentiment constitutes illegal discrimination under the National Labor Relations Act, 29 U.S.C. 158(a)(3).

EQUAL OPPORTUNITY

Persons shall not be discriminated against in accordance with KRS 344.040. The BSSC is interested in training a diverse array of individuals under its programs. The BSSC has not set numerical goals for the types of individuals to be trained because it recognizes that the trainee

profile of the individual training programs will vary depending upon the employee profile of the applicant company.

APPLICATION SCORING

In order to qualify for BSSC funding, a grant-in-aid application must earn a minimum score of **60 points**. Applications that do not meet this requirement will not be considered by the BSSC Board of Directors and will be returned to the applicant.

No.	Description	Criteria	Points
1	Company/Consortium Status*	<i>(Total number of Kentucky residents employed in permanent, full-time positions)</i> Existing company of 100 or less Existing company of 101 – 500 Existing company of 501 – 1,000 Existing company of 1,001 or more	20 15 10 5
2	Area Need (Percentage Above or Below Kentucky's Average BSSC Index)	(See Area of Need Chart) More than 25% Below 0% to 25% Below Greater Than 0% to 25% Above Greater Than 25% Above	20 15 10 5
3	Trainees Average Hourly Wage Rate (excluding Benefits)	\$14.00 or less \$14.01 - \$16.00 \$16.01 - \$18.00 \$18.01 - \$20.00 \$20.01 or more	5 10 15 20 25
4	Flexible System Production	See details below	5 (max)
5	Progressive Company Initiatives	See details below	30 (max)

* The employment figures for all participating consortium member companies are averaged to determine the proper category for criteria #1.

The scores for criteria 4 and 5 are based on information contained in the application that informs board members and staff of the company's philosophies and role in Kentucky's economy. Listed below are the criteria and potential points associated with each. In order to receive the point(s) for a criterion, the applicant company/consortium must demonstrate in the application that it is already participating in the activity. The point(s) will not be given if the applicant is just beginning to train in the activity. When a criterion requires examples, points will only be given if examples are provided in the application.

Flexible System Production - (maximum of 5 points)

Description	Points
Active labor/management employee/employer committee/program	1
Actively participates in local, regional or state labor/management activities/programs	1
Active safety and health committees/programs	1
Industrial quality standards program (ISO, QS, Malcolm Baldrige, Six Sigma, SPC, TQM, etc.)	2

Progressive Company Initiatives - (maximum of 30 points)

Description	Points
Consortium Project	30
Company was not approved for any BSSC incentives during previous BSSC fiscal year (July 1, 2012 – June 30, 2013)	15
Expanding Company adding more than 10% new, full-time jobs for Kentucky residents paying a minimum hourly wage of \$10.88 with a minimum of 15% benefits	10
Expanding Company adding more than 5% and up to 10% new, full-time jobs for Kentucky residents paying a minimum hourly wage of \$10.88 with a minimum of 15% benefits	5
Expanding Company adding 5% or less new, full-time jobs for Kentucky residents paying a minimum hourly wage of \$10.88 with a minimum of 15% benefits	2
Career growth: trainee receives pay increase as a result of training project. Must include percent or dollar amount of pay increase and identification of class title (example required)	4
Participates in development of future workforce through activities that prepare students for work including, but not limited to: co-op, work study, career days, job shadowing, school to work, etc. (example required)	2
Grant includes training that is part of a Registered Apprenticeship program (as defined by the Labor Cabinet)	2
Grant includes training for post-9/11 veterans who served on active duty and were discharged or released for other than dishonorable discharge	2
Activity of company included in one of the Cabinet's industry targets according to its most recent strategic plan (e.g., manufacturing, technology, transportation, healthcare and headquarters)	2

ADDITIONAL PROGRAM REQUIREMENTS

A. Modifications

A company/consortium may request one extension up to a maximum of six months for a grant-in-aid in the event more time is needed to complete training and/or meet their employment threshold. Requests must be made prior to the original grant expiration date and be in the form of a letter to the executive director giving justification for the request.

A consortium may request a modification to add additional eligible companies to the grant-in-aid in order to allow additional companies to participate. Requests must be made in the form of a letter to the executive director giving justification for the request.

All modification requests must be signed by both the applicant company/consortium and educational institution (if applicable) that submitted the original application. Modifications will not become effective until received, reviewed by the BSSC staff, and approved by the executive director.

The BSSC may allow deviations from the original application with no written modification request if the approved amount of the grant does not increase and the change(s) is in accordance with the BSSC Guidelines.

B. Reimbursements

All payments to companies/consortia by the BSSC will be on a cost reimbursement basis supported by documentation capable of being successfully audited. Reimbursement for educational institution and consultant training will be based on copies of the invoice(s) from the provider to the company/consortium which clearly identify the work performed, cost involved and proof of payment. Reimbursement for company in-house training will be based on a training summary document that identifies the training performed and paid receipt(s) for approved materials purchased or approved activities performed. The training summary document shall include the following information: 1) dates of classes, 2) class titles, 3) instructor name(s) and hours taught, 4) number of trainees per class, 5) total number of unduplicated trainees and 6) close with a statement certifying that all trainees are Kentucky residents, signed by a company representative. Supporting documentation from which the training summary document is prepared must be maintained on site by the company/consortium for a period of five years from the end date of the project and must be available to independent auditor(s) and/or the staff of BSSC upon request.

See our website for complete reimbursement instructions and forms. Reimbursements may be requested up to three times for each approved project with the third being the final request. If final reimbursement is requested prior to the training end date, twenty-five percent (25%) will be withheld until the approved applicant's threshold is verified as of the training end date.

The company/consortium may maintain a master list on site of all trainees who participated in all BSSC-funded training with company identification numbers or the last four digits of the trainees' social security numbers, city and state instead of this information being collected on sign in sheets.

A Performance Evaluation Questionnaire used to collect data for a customer satisfaction rating **must** be completed by the company/consortium and included with the final reimbursement request. If the BSSC is forced to close out a project because of insufficient reimbursement documentation, the applicant company/consortium is financially responsible for any goods and/or services provided by the applicant educational institution. If an applicant company/consortium defaults on its payment to the educational institution, future funding through the BSSC will be jeopardized.

AREA OF NEED

Percentage Above or Below Kentucky's Average BSSC Index
Points may vary on application. Index will be updated May 1 for Current Fiscal Year

Name	Points
Multi County	Averaged-based on counties
Statewide	5
Adair	15
Allen	15
Anderson	10
Ballard	10
Barren	15
Bath	20
Bell	20
Boone	5
Bourbon	15
Boyd	10
Boyle	15
Bracken	15
Breathitt	20
Breckinridge	15
Bullitt	10
Butler	15
Caldwell	15
Calloway	15
Campbell	10
Carlisle	15
Carroll	15
Carter	15
Casey	20
Christian	15
Clark	15
Clay	20
Clinton	15
Crittenden	15
Cumberland	20
Daviess	10
Edmonson	15
Elliott	20
Estill	20
Fayette	10
Fleming	15
Floyd	15
Franklin	10
Fulton	15
Gallatin	15
Garrard	15

Grant	15
Graves	15
Grayson	20
Green	15
Greenup	15
Hancock	5
Hardin	10
Harlan	15
Harrison	15
Hart	15
Henderson	15
Henry	15
Hickman	15
Hopkins	15
Jackson	20
Jefferson	10
Jessamine	15
Johnson	15
Kenton	10
Knott	15
Knox	20
Larue	15
Laurel	15
Lawrence	15
Lee	20
Leslie	15
Letcher	15
Lewis	20
Lincoln	20
Livingston	15
Logan	15
Lyon	15
Madison	15
Magoffin	20
Marion	15
Marshall	10
Martin	15
Mason	15
McCracken	10
McCreary	20
McLean	15
Meade	15
Menifee	20
Mercer	15
Metcalf	20

Monroe	15
Montgomery	15
Morgan	20
Muhlenberg	15
Nelson	10
Nicholas	15
Ohio	15
Oldham	5
Owen	15
Owsley	20
Pendleton	15
Perry	15
Pike	15
Powell	20
Pulaski	15
Robertson	20
Rockcastle	20
Rowan	15
Russell	15
Scott	10
Shelby	10
Simpson	15
Spencer	10
Taylor	15
Todd	15
Trigg	15
Trimble	15
Union	10
Warren	15
Washington	15
Wayne	20
Webster	10
Whitley	15
Wolfe	20
Woodford	10