

Kansas Industrial Training (KIT)

Program Guidelines and Proposal Outline

WHAT ARE THE ELIGIBILITY REQUIREMENTS OF THE PROGRAM?

- Priority is given to Kansas **Basic Industries**—firms involved in manufacturing; multi-state, wholesale distribution; regional or national service; agriculture; mining; research and development; interstate transportation; and tourism activities primarily aimed at attracting out-of-state tourists. Non-basic industries are eligible only if some compelling economic benefit to the state can be shown and/or if the project has an impact on occupations involved in businesses that play a supporting role in economic development efforts. Such projects might include those targeting severe labor shortages in specific occupations, housing shortages, and certain business services. Swine production facilities are not eligible.
- A company must be adding at least one net new job at an average wage of at least \$8.50/hr. in Douglas, Johnson, Leavenworth, Sedgwick, Shawnee, and Wyandotte counties, or \$8/hr. in the rest of the state. For new companies, any job that is created in Kansas is a “net new job.” For expanding companies, a “net new job” is any job that is created over and above the employee base, which is determined by calculating the average number of permanent full- and part-time employees over the preceding 12 months.
- Firms that are creating new jobs that do not satisfy the “net new job” requirement may qualify for assistance, subject to the approval of the Secretary of the Kansas Department of Commerce (Commerce).
- A firm must show adequate financial strength to accomplish the goals of the project. In addition, a firm must be current with its state and federal tax obligation and with repayment to other state and local economic development programs such as Kansas Economic Opportunities Initiative Fund (KEOIF) and Community Development Block Grant (CDBG).
- Companies with similar training needs may submit a joint proposal with other companies. A qualified

training provider, such as a technical school, college, university, or other training entity, must be chosen as the administrator of funds for projects involving several firms.

HOW MUCH FUNDING IS AVAILABLE?

- The maximum amount allowable is \$2,000 per trainee, although contracts typically average much less than that. The recent average cost of successful training projects is less than \$500 per trainee. Awards typically range from \$5,000 to \$100,000 per project.

WHAT TYPES OF TRAINING EXPENDITURES ARE ELIGIBLE FOR REIMBURSEMENT?

- Examples of eligible expenditures include instructor salaries, curriculum planning and development, travel, materials, supplies, textbooks, manuals, minor training equipment, and certain training facility costs.

WHAT ARE INELIGIBLE TRAINING EXPENDITURES?

- Trainees’ salaries, major equipment, business management consultant fees, fringe benefits for trainers, and fees associated with writing a company’s KIT proposal.

WHEN CAN A COMPANY SUBMIT A TRAINING PROPOSAL?

- Applications are accepted anytime throughout the year. Projects are funded on a “first-come, first-served” basis.
- A proposal must be submitted prior to or concurrent with the beginning of the hiring phase.

HOW LONG DOES A COMPANY HAVE TO COMPLETE ITS TRAINING PROJECT?

- Training contracts are usually 12 to 18 months in length. If necessary, contracts may be extended to successfully complete the training.
- Companies are eligible to receive KIT grants in consecutive fiscal years.

Kansas Industrial Training (KIT)

Program Guidelines
and
Proposal Outline

■ TO PREPARE A KIT PROPOSAL

Use the KIT template provided by Commerce to furnish the following information:

I. KIT Project Summary Sheet

II. Brief Description of the Company's Business Operation

- A. Brief history of the company
- B. Type of product or service
- C. Location of company's market
- D. Financial condition of the company
- E. Describe the economic impact of the project on your community and state. Include current local employment conditions, impact on the tax base, any related new economic activity, etc.

III. Description of the Training Project

A detailed description of the planned training must be outlined in this section.

- A. Brief description of the job class to be trained, the number of trainees in each job class, whether any trainees are part-time, the average wage, and the anticipated hiring schedule.
- B. Quality of the jobs
 - 1) Calculate the average wage of the trainees.
 - 2) List the benefits provided to employees by the company.
 - 3) Describe the company's turnover rate.
 - 4) Describe the opportunities provided by the company for employee career development or advancement.
- C-1. Give an overview of the company's training program
 - Describe the unique features and explain specialized job and equipment training requirements.
 - Identify and explain the roles and responsibilities of the trainers.
 - What skills will the employee gain as a result of the training project?
 - Describe how the project uses funds in the most efficient and effective manner to train employees.
- C-2. Description of each training component and the number of hours for each training
 - Identify the primary training providers and describe the key components of the training plan.
- D. Type of training
- E. Source of instructors
- F. Location of training

IV. Cost of the Training Project - Itemize the following costs associated with the training project.

- A. Instructional Costs
- B. Curriculum Planning and Development

Kansas Industrial Training (KIT)

Program Guidelines and Proposal Outline

- C. Travel, Meals, and Lodging — If required, for both trainers and trainees.
- D. Materials and Supplies
- E. Training Aids — Textbooks, manuals, videos, or other aids.
- F. Minor Training Equipment — Includes training equipment, tools, and computer software of typically under \$1,000 per item. (The total amount of equipment purchased typically may not exceed 20 percent of the total reimbursable project costs.)
- G. Facilities — Temporary training facility rental and related costs.
- H. Calculate the Total Cost of Training Project
- I. Amount Requested from the KIT Program
- J. Amount of Company Match (Match = Total Cost of Training Project minus KIT Funding Request)

■ REIMBURSEMENT PROCESS FOR TRAINING COSTS

The amount of funding for each project will be determined based on the following five factors:

1. The effect the KIT program funding will have on the creation of the jobs and the training of the employees.
2. The cost efficiency and effectiveness of the project's plan to train the employees.
3. The quality of the jobs.
4. The economic impact of the project on the community and state.
5. The use of a local community college, technical school, or university as a training resource for the project.

■ REIMBURSEMENT PROCESS FOR TRAINING COSTS

- Companies submit an Invoice and Trainee Record Form on a monthly or quarterly basis for actual training expenses. In some cases, the agency may require a performance-based contract. These contracts include provisions for a modified reimbursement schedule as well as provisions that link project disbursements to the firm's ability to demonstrate financial stability and profitability.
- Requests for reimbursement must include the Commerce Invoice Form and related supporting documentation such as copies of invoices, receipts, or payment vouchers.
- The Trainee Record Form must include the names of the trainees, social security or employee numbers, and type of training.
- Reimbursements will be based on actual expenses incurred and on the actual number of new positions trained in accordance with the company's approved training plan.
- Companies may elect to be reimbursed through electronic funds transfer.

NOTE:

- ***Jobs must remain filled by an employer for a minimum of six months after the end of a project.***
- ***The employer must also maintain a significant business operation in Kansas for two years following the completion of training.***

■ HELPFUL INFORMATION

- Proposals that include training for both new and existing jobs will not be accepted. Existing employees may be trained through the Kansas Industrial Retraining (KIR) program.
- Provide all of the information requested in the Proposal Template.
- Use the base hourly wage when calculating instructors' salaries and fees for instruction or curriculum planning and development for in-house trainers.

■ HOW TO APPLY FOR FUNDING

Call the Workforce Training Staff:

- The employer must notify the Commerce workforce training staff of the firm's intention to apply for KIT funding prior to the development of a training proposal and the commencement of hiring positions that will be included in the proposal. Staff will determine company eligibility, identify local workforce training contacts, provide guidance, and answer questions regarding the application process.
- *Commerce Workforce Training Staff must have direct contact with the employer in order for the company to participate in the KIT program.*
- When initial eligibility is established, Commerce staff will send the template needed to prepare a KIT proposal to the company via e-mail.

Prepare Proposal:

- Use the KIT template to prepare your proposal.
- It is not necessary to employ a professional writer to develop the proposal. The application procedure is designed to be simple and straightforward. Free guidance is available through Commerce Workforce Development staff.

Send Completed Proposals by Electronic Mail (e-mail) to:

- Nadira Patrick, Manager, Performance Training Services
- Staff e-mail addresses are listed below in the Commerce Contacts section.

Once a Proposal is Received:

- The proposal will be assigned to a project coordinator from the workforce training staff who will work with the company contact person to develop a contract and final budget amount.
- *If a completed training proposal is not received within 90 days of commencement of the training project, any training funds that may have been reserved for the project may be released.*

■ COMMERCE CONTACTS

Nadira Patrick (IMPACT/KIT/KIR)
Manager, Performance Training Services
npatrick@kansascommerce.com

Becky Kester (KIT/KIR)
Operations Manager
bkester@kansascommerce.com

David Katz
Workforce Development Accountant
dkatz@kansascommerce.com

Cary Catchpole (KIT/KIR)
Prospects Manager
ccatchpole@kansascommerce.com



DEPARTMENT OF COMMERCE

Workforce Development

1000 S.W. Jackson Street, Suite 100
Topeka, Kansas 66612-1354
Phone: (785) 296-0607
TTY: (785) 296-3487
Fax: (785) 296-1404
e-mail: workforcedev@kansascommerce.com
www.kansascommerce.com