

Workforce Training Fund Program

GENERAL PROGRAM



| STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|--|---|--|---|--|
| <h3>Business Needs Assessment</h3> <p>Identify need for training</p> <ul style="list-style-type: none"> Business Problems Opportunities to be addresses Gap in skills for employees <p>Support need with success metrics</p> <ul style="list-style-type: none"> Quantifiable Key Performance Indicators (KPIs) Intentional measurement of progress towards a goal <p>Explore & Source Training Vendors</p> <ul style="list-style-type: none"> Research training vendors by talking with colleagues or community colleges Review Recent grant awards Use the Express Program Course Directory | <h3>Prepare Required Documents</h3> <p>Individual Application</p> <ul style="list-style-type: none"> Certificate of Good Standing (COGs) from the Department of Revenue (DOR) - that is less than 6 months old Cover Letter Course Descriptions <p>Consortium Application</p> <p>Lead applicant and all partners with trainees in the grant should provide: Certificate of Good Standing (COGs) from the Department of Revenue (DOR) - that is less than 6 months old</p> <p>In addition to the COGs, include</p> <ul style="list-style-type: none"> Cover Letter Course Descriptions Partner(s) letter of commitment Union Letter(s) are required if union members are participating in the training proposed | <h3>General Program Application</h3> <p>Work through Training Application</p> <ul style="list-style-type: none"> Clear Summary of training Identify training costs and related expenses Include sufficient information on training result: <i>job retention, job growth, increased wages, etc.</i> Share expectations of company impact: <i>business productivity, competitiveness, and/or ability to do business in Massachusetts</i> Supplemental trainings that enhance but not replace private investments in the workplace. | <h3>Application In Progress</h3> <p>Application Checkpoints</p> <ul style="list-style-type: none"> Ensure steps 1 - 3 are complete Review trainee count and cost of benefits + wages are entered accurately Confirm you meet or exceed \$1:\$1 match requirement Upload all required documents including the GP Course Details & Budget Worksheet Please ensure our email address: WTFP@commcorp.org is on your organization's safe list to avoid missing key updates and communications | <h3>Submission</h3> <p>Application Submission</p> <ul style="list-style-type: none"> Submit application at least 90 days prior to the intended start of training After you submit your application, you will enter the Application Review & Award Decision Phase In most cases, applicants are notified of application outcomes within 60 days* from submission of a complete application. <p><small>*Timing may vary if there are missing attachments, compliance issues, or unresolved items indicated from the WTFP - Review Team.</small></p> <ul style="list-style-type: none"> You may review your General Program Portal for status update(s) or follow up on a status manually by emailing our team at: WTFP@commcorp.org |