



WORKFORCE TRAINING PARTNERSHIP PROGRAM

Overview

Rev. 6/0/2024

The Office of Economic Development is capable of providing workforce training assistance to new and existing Cecil County businesses. This program is a partnership with eligible companies to gain the critical skills, upgrades, and/or technical training that will contribute to, expand, or improve upon the company's overall production and competitiveness. This program supports businesses by providing matching grants that encourage growth, advance the technical skills of the workforce, and create stability for workers. Preference will be given to businesses that utilize Cecil College for training as available/applicable.

Eligibility Criteria

- Businesses located in Cecil County (if a business has multiple locations, including outside of Cecil County, only those employees working at a Cecil County location are eligible)
- Priority given to key industries such as Manufacturing, Engineering, Technology, Healthcare, and Bio/Life Sciences
- Employees participating in training must be considered full-time employees (30 or more hrs/wk)
- Minimum training cost (per application, not per employee/trainee) determined by the Company's total number of full-time employees in Cecil County:

<u>Total # of Employees</u>	<u>Minimum Training Cost</u>
1 – 10	\$200 (\$100 reimbursable)
11 – 24	\$500 (\$250 reimbursable)
25 or more	\$1000 (\$500 reimbursable)

Permitted Uses

- Off-site and/or on-site training conducted by an external entity/third party Subject Matter Expert (SME) – instructor cannot be an employee of the applicant company
- Intermediate or advanced technological skills
- Industry-sponsored programs
- Other uses subject to negotiation with the Office of Economic Development, including employee soft skills and leadership development

Prohibited Uses

- Training that has already been started and/or completed
- Entry level, remedial education, safety, CPR or other non-direct technical skills
- ISO (International Standards of Organization), QA (Quality Assurance), Strategic Planning
- Travel expenditures
- Cost of books and materials



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Grant Terms

- Subject to availability of funds
- Up to \$2,500 in matching funds (50:50) per employee annually
- Up to \$20,000 per business annually
- Grant Agreement period runs concurrent with Cecil County's fiscal year (July 1 – June 30)
- Review Committee approval & executed Grant Agreement required before training commences (cannot be retroactive)
- Grants are reimbursable only (front funding not possible)

Application Submittal Requirements & Conditions of Approval

- The company must not have outstanding indebtedness to Cecil County Government
- Submission of a completed Workforce Training Partnership Program Application & all required supporting documentation to the Office of Economic Development
- Applications should be submitted at least one month prior to the proposed training start date; however, knowing this is not always possible, "emergency" applications are accepted on a case-by-case basis.
- All qualified applications are vetted through the Review Committee, which consists of members of the Cecil County Economic Development Commission and at-large representatives of the business community for approval/disapproval

Request for Reimbursement

- Proof of employees successful completion of approved training, such as a certificate
- Proof of payment of approved training
- Executed Agreement with OED
- Request for reimbursement must be submitted within 45 days of completion of training, which includes the completion of the Verification Close-Out Form