**Section 2650.320 Application Documentation**

Applications shall include documentation of the following:

a) A history and summary of the qualifications of the organization submitting the application, including any related experience in coordinating, conducting or sponsoring training programs for businesses or its membership.

b) A description of how the companies or members will be/were selected to participate in the project and an explanation of how the common employee training needs were determined. The applicant also should indicate if a training needs assessment has been conducted.

c) A company profile for each of the participating companies, including how long they have been in business, a description of the products manufactured or services provided, the location of their facilities, the North American Industry Classification System, the current number of employees, the name of any labor organizations representing the employees (if applicable) and a company contact and telephone number.

d) A description of any new capital investment made by the participating companies and if it relates to the proposed training program.

e) The type of training being requested (e.g., classroom, on-the-job training).

f) The objectives of the training.

g) Where the training will be conducted.

h) The names of the training providers.

i) The expected measurable outcomes or benefits to the participating companies of the training program and a description of how these benefits will be measured.

j) An Applicant Certification form which is signed and dated by the Chief Executive Officer or duly authorized representative of the applicant certifying that the applicant:

1) Understands that receipt by the Department of Commerce and Economic Opportunity of an application for training assistance is not a guarantee or commitment by DCEO for funding;

2) Agrees to submit to DCEO, on either a monthly basis or other basis agreed upon by the Department and the Grantee, information regarding training activity as required for training payment under the Employer Training Investment Program;

3) Agrees to submit to DCEO, within 60 days following the end of the grant period, a written evaluation of the results of the training experience by the participating companies. The evaluation report should be based on the measurable outcomes or benefits contained in the grant application;

4) Authorizes DCEO to verify in any manner deemed appropriate any and all items indicated in this application which include information obtained through the Illinois Department of Employment Security, Consumer Credit Bureau Services and business reporting services such as Dun and Bradstreet;

5) Agrees to submit to DCEO by the end of the grant period the Unemployment Insurance Employer Account Number and Taxpayer Identification, Number of all employers participating in an approved training program, and the Social Security Number of all employees participating in the approved training program or, in lieu thereof, an applicant may provide a notarized certification signed and dated by a duly authorized representative, or that representative's authorized designee, certifying that all participating employees are employed at an Illinois facility and that the applicant has adequate written verification of the employees' employment at an Illinois facility. The Department may audit the accuracy of submissions. An Applicant sponsoring multi-company training grant programs shall obtain information meeting the requirement of this subsection (j)(5) from each participating company and provide it to the Department upon request;

6) Agrees to notify DCEO promptly regarding any major changes in the project (e.g., layoff situations at participating companies, changes in training plans or schedules);

7) Maintains that, to the best of its knowledge as of the date of the application, no employers participating in the project are in material violation of local, State or federal labor laws at any sites involved in the application, and that abnormal labor conditions such as a strike or lockout do not exist at any of these sites;

8) Acknowledges that, if the application is funded, the applicant will be required to comply with the Illinois Drug Free Workplace Act [30 ILCS 580], the Illinois Human Rights Act [775 ILCS 5], the Americans With Disabilities Act (42 USC 12101) and any future laws enacted that may be applicable to the grant;

9) Maintains that all information contained in this application, including the documentation, is accurate, complete and true to the best of their knowledge;

10) That, if funded, all companies participating in the training and the trainees of those companies will be notified in writing that the training is partially funded by the Employer Training Investment Program grant administered by the Department of Commerce and Economic Opportunity;

11) Agrees that, upon request by the Department, it will conduct an audit of grant funds in accordance with generally accepted auditing standards and any special audit conditions that the Department deems necessary to ensure the accountability of public funds; and

12) Agrees:

A) if the project is funded, to make every effort to reemploy individuals who were previously employed at the facility when:

i) the employer is reopening, or is proposing to reopen, a facility that was last closed during the preceding two years;

ii) at least one-third of the persons who were employed at the facility before its most recent closure remain unemployed; and

iii) the product or service produced by, or proposed to be produced by, the employer at the facility is substantially similar to the product or service produced at the facility before its most recent closure; and

B) to notify the Department when all these conditions are met.

k) Training Outline – which provides a descriptive picture of each training module or job classification, the requirements for selection to enter training and additional skills to be acquired through training.

l) Training Outline Data/Trainees – by training module, the number of employees in training, the proposed number of hours of training requested for each trainee and the average wage rates of the trainees.

m) Training Outline Data/Trainers – which details the trainers or course names, the number of instructional hours and the cost of the training.

n) A project budget summary listing administration, internal instructor wages and fringe benefits, tuition costs, trainee wages and fringe benefits, training materials and other costs. The budget summary shall contain the total training costs, the local/company share, other sources of training assistance and the amount requested from the Employer Training Investment Program.

o) A budget narrative detailing how each line item in the budget summary was obtained and how the costs of each line item will be tracked and documented.

(Source: Amended at 35 Ill. Reg. 18623, effective October 28, 2011)