

## Sample Hiring and Training Plan

The (name of local development organization) will adhere to the hiring and training plan for the (project description), funded in part by (name of local government)'s Community Development Block Grant-Economic Development Program. The (name of business) will be responsible for implementing the plan and will be assisted by the Montana Job Service and (name of local development organization).

1. Low and moderate income benefit: As a result of the (grant or loan) assistance provided by the CDBG-ED Program, (name of business) will create (number) full-time equivalent jobs by the end of the second year of operation. The business will make all job openings available to LMI persons and will use the most recent LMI guidelines provided by the Montana Department of Commerce to determine eligibility for this status. The business will hire at least (number) LMI persons during the two-year duration of the project.
2. Overall employment: (Name of business) is located at (address) and will employ a total of (number) persons through its operations by the end of the second year of operation. The job breakdown is estimated to be: (list job titles and number of positions).
3. Hiring practices: (Description of training provided)

In all of its hiring practices, the company will abide by the provisions of Title VI of the Civil Rights Act of 1964, which states that no person may, on the grounds, of race, color or national origin, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance.

The company will also comply with Section 109 of the Housing and Community

Development Act of 1974, which states that:

No persons in the U.S. may, on the grounds of race, color, national origin or sex be excluded from participation in, be denied the benefit of or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1974 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 will also apply to such program or activity.

This hiring and training plan contains the following exhibits:

Attachment A: List of jobs to be created or retained, including the percentage of full-time, skilled, semiskilled or unskilled; job titles; and rates of compensation;

Attachment B: Timetable for creating the jobs and total number of persons to be hired, including number of LMI to be hired;

Attachment C: Procedures for outreach, recruitment, screening, selection, training and placement of workers, particularly LMI workers, and description of training curriculum and resources.

4. Training practices (if applicable): (Name of business) will hire and train employees to: (description of duties to result from training).
5. Reimbursement for training activities (if applicable): (Name of business) will pay trainees (\$ amount) per hour during the training and probationary periods. The company has determined that it will take (number) hours to complete the initial training program and an additional (number) hours to complete the probationary

period. The total cost of training one employee is (\$ amount) for (number) hours at (\$ amount) per hour. Once the trainee has satisfactorily completed the training and probationary periods, (name of company) agrees to pay the trained employee (\$ amount) per hour.

The (city or county) agrees to reimburse (name of business) (\$ amount) for each FTE, up to (number) FTEs, not to exceed (\$ amount), that have successfully completed the training program and probationary period and are receiving the minimum hourly rate of (\$ wage). An FTE is defined as an employee, or combination of employees, that works 2,080 hours per year or 40 hours per week.

6. Compliance with equal opportunity and nondiscrimination laws: In all of its hiring practices, (name of company) will abide by the provisions of Title VI of the Civil Rights Act of 1964, which states that no person may, on the grounds, of race, color or national origin, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance.

(Name of company) will also comply with Section 109 of the Housing and Community Development Act of 1974, which states that:

No persons in the U.S. may, on the grounds of race, color, national origin or sex be excluded from participation in, be denied the benefit of or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1974 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 will also apply to such program or activity.

7. Reports and record keeping: (Name of company) will ask each applicant to complete a household questionnaire form, so that the designated representatives of the (name of local government), (local development organization), can determine the LMI status of the company's potential employees prior to the date of hire. In addition to this documentation, the Montana Job Service will maintain an applicant pool for the company, with special codes assigned to applicants interested in working at the company. Before referral to the company, all applicants will be screened for income eligibility for job training assistance, tax credit incentives and CDBG-ED LMI status. The company will provide a list of its employees to the (local development corporation) no less than every three months during the two-year duration of the project. The report must document that higher wages, at least (\$ wage) were paid to each employee after completion of the training program and probationary period.
8. (Name of business) agrees that in the event it ceases operation in (name of local government) within the first two years — the Commerce contract period — the company will reimburse the (name of local government) for the full amount of the Commerce labor training grant funds it has received.

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9. Acceptance: (Name of business) hereby agrees to abide by the hiring and training provisions described herein.

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Business owner

Name of business

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Date

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Chief elected official

Name of local government

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Date

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Director

Local development organization

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Date