



ONONDAGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY
JHM Civic Center, 421 Montgomery Street, Syracuse, NY 13202
Phone: 315-435-3770 Fax: 315-435-3669

Onondaga County Industrial Development Agency

Employee Productivity Program
Application

Application Procedure:

1. Complete the application form on the attached page and return to:
Employee Productivity Program
Onondaga County Industrial Development Agency
JHM Civic Center, 14th Floor
421 Montgomery Street
Syracuse, New York 13202
2. A meeting will be arranged with Agency staff and Agency members to discuss the proposed training program.
3. The application will be reviewed by the Agency Employee Committee and placed on the next Agency meeting agenda for consideration by the full board. The Agency meets on the second Thursday of every month.
4. Following approval by the Agency, the Company and the Agency will enter into a contract for services that will establish the terms under which the program funds will be paid to the Company.
5. Documentation to be provided to the Agency during the course of a training program will include such items as a copy of agreements between the Company and the provider of training services, lists of the positions and employees participating in the training, copies of training materials, and access to effectiveness evaluations by the Company.
6. The objective of the Agency is to support employer-identified skill and productivity training requirements for manufacturing and net-wealth generating companies in Onondaga County as a means of making the employees competitive and keeping the jobs in the County. Applications submitted to the Agency should be consistent with this objective.
7. The Agency will not fund travel costs or mandated training, such as that required by OSHA or on-going apprenticeship programs.
8. If you have any questions concerning the application, call Don Western at 435-3770.

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Date: _____

1. Company Name: _____ Employer ID _____
Address: _____
NAICS Code (three digits minimum) _____

2. Contact Person: _____ Phone _____

3. Training Objective: Attach as Schedule A a description of the objectives the company expects to achieve as a result of undertaking the proposed training. This description should identify the existing problems, limitations, or competitive requirements; provide a summary of any training previously undertaken to address the issues; and indicate the methods by which the company will assess the effectiveness of the proposed training.

4. Training Method: Attach as Schedule B an outline of the training methods to be used to achieve the training objective. This outline should include a description of the subject matter, the type of instruction, the length of the instructional period, the physical location, and the equipment and instructional materials.

5. Training Source: Attach as Schedule C the source of the training services and the reasons for using this source. If the source is outside the Company, include the source name, address, and phone number. Also include in the schedule a breakdown of the cost of each training component.

6. Target Positions: Attach as Schedule D the number and job titles of employees that will participate in the proposed training. This program is directed at training for production personnel and first line supervisors and the positions identified in this schedule should reflect this emphasis.

7. Project Cost: a. Total Estimated Cost: \$ _____
b. Funds requested from Agency (not to exceed \$12,500 or 50% of the project costs) \$ _____
c. Source of balance of project funds: _____

8. Signature: _____
Company Representative Title