

APPENDIX 01

SAMPLE HIRING AND TRAINING PLAN

In consideration of the financial assistance provided by (Name of Local Government) and the Community Development Block Grant – Economic Development (CDBG-ED) Program through the Revolving Loan Fund (RLF) administered by the (Name of Local Development Organization), (Name of Assisted Business) agrees to participate in a hiring and training plan that is an integral part of the Loan Agreement. The 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 loan assistance provided by the Montana CDBG-ED Program, the business will create (Number) full-time equivalent jobs by the end of the second year of the project. The business will make all job openings available to low and moderate-income persons, and will use the most recent low and moderate-income guidelines provided by the Montana Department of Commerce to determine eligibility for this status. The business will hire at least (Number) low and moderate-income persons during the two-year duration of the project.
2. **OVERALL EMPLOYMENT:** The business's place of operation will be located at (Address) and operations at that facility will employ a total of (Number) persons by the end of the second year of the project.
3. **HIRING AND TRAINING PRACTICES:** A personnel coordinating committee will be formed that will include representatives from the Montana Job Service, (Name of Local Development Organization, Name of Assisted Business, or Other Entity, i.e. District HRDC). The committee will assess training needs, develop application and referral procedures, and ensure that hiring practices conform to requirements of Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, the Age Discrimination Act of 1974, and the Americans with Disabilities Act.

The committee will establish coordination of services that benefit low and moderate-income persons including necessary skills, training, employment counseling, job retention skills, and supportive services when appropriate through linkages with job programs operated by Montana Job Service and (Other Resources).

In all of its hiring practices, the business 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 business 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, rates of compensation;

Attachment B – Timetable for creating the jobs, 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. **REPORTS AND RECORD KEEPING:** (Name of Assisted Business) will ask each applicant to complete an income survey form and ethnicity/racial category form, so that the designated representatives of the (Name of Local Government) and Name of Local Development Organization), can determine the low and moderate-income status and ethnicity/racial category of the business's employees at the time of hire. Employees will be given race and ethnicity categories form to complete for data collection to be reported to the CDBG-ED program and HUD. In addition to this documentation, the (Name of Local Government Job Service) will maintain an applicant pool for the business, with special codes assigned to applicants interested in working at the business. Before referral to the business, all applicants will be screened for income eligibility for job training assistance, tax credit incentives, and CDBG-ED low and moderate-income status. The business will provide a list of its employees to the (Name of Local Government)'s designated representative no less than every three (3) months during the two-year duration of the project.

5. **ACCEPTANCE:** (Name of Assisted Business) hereby agrees to abide by the hiring and training provisions described herein.

Name of Business Owner
Name of Business

Chief Elected Official
Name of Local Government

Date

Date

Local Development Organization Director
Name of Local Development Organization

Date

Attachment A - Example
(Name of Assisted Business)
(Address of Business)
(Phone Number of Business)

Example of how jobs should be listed:

<u>JOB TITLE</u>	<u># OF POS.</u>	<u>JOB DESCRIPTION</u>	<u>POS. #</u>	<u>PROJECTED WORK TIME</u>	<u>FTE</u>	<u>PROJ. COMPEN.</u>
1. Toolpusher	1	Oil & Gas Drilling Rig	001	1600 Hrs/Yr	0.75	\$21.50/Hr
2. Driller	6	Oil & Gas Drilling Rig	002-007	1600 Hrs/Yr	0.75	\$21.10/Hr
3. Floor Hand 1	6	Oil & Gas Drilling Rig	008-013	1600 Hrs/Yr	0.75	\$19.00/Hr
4. Floor Hand 2	6	Oil & Gas Drilling Rig	014-019	1600 Hrs/Yr	0.75	\$18.50/Hr
5. Bookkeeper	1	Basic Accounting	020	2080 Hrs/Yr	1.0	\$17.50/Hr
6. Data Entry Clerk	1	Computer Data Input	021	2080 Hrs/Yr	1.0	\$16.50/Hr
7. Land Secretary	1	Oil & Gas Records	022	2080 Hrs/Yr	1.0	\$17.50/Hr
8. Receptionist/Sec.	1	General Secretarial	023	2080 Hrs/Yr	1.0	\$16.00/Hr
9. Revenue Accountant	1	Gas Revenue Accounting	024	2080 Hrs/Yr	1.0	\$18.50/Hr
10. Skilled Labor	2	Assembling Air Compressors	025-026	2080 Hrs/Yr	1.0	\$18.25/Hr
11. Welder	1	General Equipment Maintenance & Fabricator	027	2080 Hrs/Yr	1.0	\$22.00/Hr
12. Truck Driver	1	Moving Oil Field Equipment & Driving Water Truck	028	1600 Hrs/Yr	0.75	\$18.00/Hr
Total FTE					<u>23</u>	

Positions will be paid every two weeks.

Position 001: Oil field drilling and management experience necessary.
 Position 002: Oil field drilling experience preferred.
 Position 003 - 019: Oil field experience preferred.
 Position 020: Some accounting experience preferred.
 Position 021: Computer experience necessary
 Position 022: Secretarial and computer skills necessary. Knowledge of land descriptions advantageous.
 Position 023: Secretarial and computer skills necessary.
 Position 024: Accounting experience needed.
 Position 025-026: Mechanical experience necessary.
 Position 027: Two years welding experience or Technical Training necessary.
 Position 028: Current commercial driver's license and Department of Transportation physical required

Attachment B

Timetable for Hiring and Training

Attachment C

Description of Outreach and Recruitment
Description of Training and Curriculum