

**BLUEGRASS STATE SKILLS CORPORATION  
GRANT-IN-AID GUIDELINES FOR CUSTOMIZED  
BUSINESS AND INDUSTRY TRAINING  
FY 1998-99**

Kenneth M. Carroll  
Executive Director  
E-mail: [KCARROLL@mail.state.ky.us](mailto:KCARROLL@mail.state.ky.us)

Janet Pfeister  
Assistant Director  
E-mail: [JPFEISTE@mail.state.ky.us](mailto:JPFEISTE@mail.state.ky.us)

Glenna Glass  
Project Manager  
E-mail: [GGLASS@mail.state.ky.us](mailto:GGLASS@mail.state.ky.us)

Jessie Simpson  
Grants & Contracts Specialist  
E-mail: [JSSIMPSON@mail.state.ky.us](mailto:JSSIMPSON@mail.state.ky.us)

Marie Grasch  
Executive Secretary  
E-mail: [MGRASCH@mail.state.ky.us](mailto:MGRASCH@mail.state.ky.us)

Ruth Thompson  
Grants & Contracts Administrator  
E-mail: [RTHOMPSO2@mail.state.ky.us](mailto:RTHOMPSO2@mail.state.ky.us)



Cabinet for Economic Development  
Bluegrass State Skills Corporation  
500 Mero Street, Capital Plaza Tower 21st Floor  
Frankfort, Kentucky 40601-1975  
Telephone: 502/564-2021  
Fax: 502/564-4669

- These guidelines are in effect from September 25, 1998 through June 30, 1999 or until new Guidelines are approved and implemented by the BSSC Board of Directors.

## TABLE OF CONTENTS

INTRODUCTION .....	3
A NEW APPROACH.....	3
ELIGIBLE PARTICIPANTS.....	6
CONSORTIUM PROJECTS .....	7
EDUCATIONAL INSTITUTION SERVICE FEE FOR PASS-THROUGH GRANTS .....	8
MATCH REQUIREMENTS.....	9
FUNDING CAPS.....	9
EMPLOYMENT THRESHOLD/PAY BACK REQUIREMENTS.....	9
REIMBURSEMENTS .....	10
UNUSED FUNDS .....	10
ELIGIBLE TRAINING ACTIVITIES.....	10
A. Classroom and On-The-Job Training .....	11
B. Training Instructors.....	11
C. Instructional Materials, Texts and Supplies.....	11
D. Curriculum Development & Customization.....	12
E. Individual Assessment.....	12
F. Job Analysis.....	12
G. Pre-Employment Skills Training .....	12
H. Entry-Level Skills Training .....	12
I. Skills Upgrade Training.....	12
J. Occupational Upgrade Training.....	13
K. Capacity Building Programs .....	13
L. Train The Trainer Travel.....	14
M. Culture, Customs, Language and American Sign Language .....	15
N. Workplace Essential Skills Training .....	15
O. Safety Training .....	16
P. Industrial Quality Standards (ISO, QS, etc.).....	16
Q. Innovative Training Techniques .....	16
R. Customized Tuition Courses.....	16
S. Certification, Licensing and Train the Trainer .....	16
T. Facility Rental .....	17
SKILL AREA LISTING .....	17
MODIFICATIONS/EXCEPTIONS.....	18
ACTIVITIES NOT ELIGIBLE FOR BSSC FUNDING.....	19
ORGANIZED LABOR .....	19
EQUAL OPPORTUNITY .....	20
SCORING CRITERIA .....	20
AFFIDAVIT REGARDING RETENTION OR AT-RISK COMPANY PROJECTS .....	23
AFFIDAVIT REGARDING HARD IN-KIND MATCH.....	24
ATTACHMENT A.....	26

## **INTRODUCTION**

The Bluegrass State Skills Corporation (BSSC) was established in 1984 by the General Assembly of the Commonwealth of Kentucky as an independent, de jure corporation to stimulate economic development through customized business and industry specific skills training programs. The BSSC works with business and industry and Kentucky's educational institutions to establish programs of skills training. The BSSC is attached to the Cabinet for Economic Development for administrative purposes, in recognition of the relationship between economic development and skills training efforts.

The BSSC is governed by an eighteen-member Board of Directors, including representatives of business, government, education, and labor. Private sector representatives comprise more than two thirds (2/3) of the total membership. The Secretaries of the Cabinet for Economic Development, Cabinet for Workforce Development, and the Labor Cabinet, as well as the President of the Council on Post-secondary Education, the President of the Kentucky Community and Technical College System, and the Commissioner of the Department for Employment Services, serve as ex-officio members on the Board.

The BSSC's four main functions are:

- ◆ To administer and fund Kentucky's customized business and industry specific training efforts through agreements approved by the Board of Directors of the BSSC;
- ◆ To act as a broker, by coordinating the resources of providers of skills training and employment services;
- ◆ To facilitate and fund new training programs designed to meet unfilled training needs in the state; and
- ◆ To administer any special state appropriations for customized business and industry specific training.

The purpose of the BSSC is to improve and promote employment opportunities for the citizens of the Commonwealth through agreements for skills training programs. Applications for these agreements are submitted by educational institutions in partnership with private businesses, which absorb a share of the program costs through contributions of cash and/or equipment.

## **A NEW APPROACH**

In today's world economy, the only constant is change. Those with the vision to see the necessity for change and the ability to do so will have the best chance for survival. From this realization, an explosion of innovative concepts has come forth for a complete change from the BSSC's current approach. The new system will be market-driven, more customer focused, and may utilize requests-for-proposal (RFP) from a broad provider base.

While the RFP approach is voluntary, companies are strongly encouraged to consider its advantages. The RFP system encourages increased competition through an expanded training provider base that will ultimately drive costs down while improving the quality of service. It uses electronic connectivity to receive requests for training and connect them to a database of public and private sector training providers. The BSSC sends RFPs to potential training providers, the company/consortium then selects the provider that best meets its training needs from the proposals received. If an applicant company/consortium does not have computer connectivity, access may be available through the nearest Workforce Development Cabinet One-Stop Center or other public outlet. Applicants may also access the system via fax or mail by contacting the BSSC at 502/564-2021.

Simplified paperwork is another major advantage to this new approach. A completed application for BSSC funding will include the proposal from the selected training provider detailing the services to be provided and the associated costs, the BSSC Grant-in-Aid Agreement with all applicable signatures, a completed and signed Cabinet for Economic Development Economic Incentive Disclosure Statement, and a copy of the union notification, if applicable. Reimbursement for outsourced training will be based on the training provider's invoice to the company and a copy of the company's cancelled check or paid receipt as proof of payment. Therefore, the need for an application fee, individual time sheets, class rosters, receipts, etc. has been eliminated. (Additional documentation is still required for Capacity Building and Train the Trainer Travel programs.)

The BSSC's time frame goal from receipt of needs assessment to distribution of RFP to receipt of proposals from interested providers is ten working days. All completed applications with a selected training provider received by the first Friday of the month will be acted on at that month's meeting of the BSSC Board of Directors.

Requests for BSSC services from individual companies, training consortia, industrial or community development agents, or local or regional agents in the field dealing with economic development will be broadcast to the Electronic Training Directory. Companies/consortia and training providers can access the directory through the Internet, or by fax or mail by contacting the BSSC at 502/564-2021. The Electronic Training Directory is very broad-based in nature, including both branches of the newly formed Kentucky Community and Technical College System (KCTCS); the Workforce Development Cabinet's departments for Technical Education, Adult Education and Literacy, and Employment Services; public and private post secondary institutions; proprietary schools; local school systems and private consultants. Consultants listed in the directory must first receive an endorsement and be recommended by a Kentucky company that is eligible under these guidelines. The endorsement must list the specific services provided by the consultant to the endorsing company. In addition to these options, companies/consortia may also choose to provide their own training through in-house trainers.

The BSSC web site will include a procedures manual for companies and training providers. The procedures manual will have definitions of terms, BSSC meeting dates, application deadlines and other information of interest to BSSC participants. The procedures manual will also be available in hard copy.

Under the new system, the cost of supplies, instructors, travel, etc. are not considered individually. Current limitations on class size and on-the-job training (OJT) have also been eliminated. The new system relies on annual or semi-annual funding caps for individual companies and training consortia and maximum BSSC amounts for skills training categories. The company/consortium will choose the provider, as long as the proposal chosen is within the parameter of approved funding caps. Current guideline requirements for capacity building components of grants are essentially unchanged under the new system. Train-the-trainer travel will not have the cost containment per trainer, but BSSC will reimburse fifty percent (50%) of the travel and lodging costs as well as local ground transportation.

The following is a list of eligible activities with some newly approved activities added:

- ◆ Classroom and On-The-Job Training
- ◆ Training Instructors
- ◆ Instructional Materials, Texts and Supplies
- ◆ Curriculum Development & Customization (*now applies to companies and consultants!*)

- ◆ Individual Assessment
- ◆ Job Analysis (*now allowed for skills upgrade activities!*)
- ◆ Pre-Employment Skills Training
- ◆ Entry Level Skills Training
- ◆ Skills Upgrade Training
- ◆ Occupational Upgrade Training
- ◆ Capacity Building (*company ownership of selected training aids now an option!*)
- ◆ Train-the-Trainer Travel (*now includes ground transportation!*)
- ◆ Culture, Customs, Language, and American Sign Language Training (*new activity!*)
- ◆ Workplace Essential Skills Training
- ◆ Safety Training (*conditional*)
- ◆ Industrial Quality Standards (ISO, QS, etc.) (*more allowable hours!*)
- ◆ Innovative Training Techniques (Teleconferencing, Internet, Video, CD ROM) (*new activity!*)
- ◆ Customized Tuition Courses (*new activity!*)
- ◆ Certification, Licensing & Train the Trainer (*new activity!*)
- ◆ Facility Rental

Accountability and auditing activities change considerably under the new program. The company/consortium will pay the provider in full and the BSSC will reimburse the company/consortium based upon copies of invoice(s) from the provider and copies of cancelled check(s) or paid receipts as proof of payment. The company/consortium must provide a master list of all trainees who participated in all BSSC-funded training, with company identification numbers or social security numbers, complete addresses and trainee signatures verifying their participation. A performance evaluation questionnaire, used to collect data for a customer satisfaction rating and return on investment, must be completed by the company/consortium and included with the final reimbursement request. The applicant company/consortium will send the required documentation directly to the BSSC office in order to receive reimbursement – training providers will no longer collect and maintain this documentation.

Monitoring will be greatly increased under the new program. In addition, the BSSC will market the program to recruit new providers and participate in professional development activities with training and development coordinators, business and industry liaisons and company/consortium training coordinators. Following is a brief overview of the RFP process:

- ◆ The BSSC markets the program to firms through several types of media presentations, both public and private (Kentucky Educational Television (KET), radio, print, industry organizations, personal contact, etc.);
- ◆ Firms express training needs to BSSC via the needs assessment form available on BSSC's web site;
- ◆ BSSC staff communicates the company/consortium's needs, in the form of a request for proposal (RFP), to a list of eligible training providers;

- ◆ Interested training providers respond within ten working days;
- ◆ Applicant company/consortium chooses training provider;
- ◆ Chosen training provider forwards the completed application for BSSC funding (the training proposal detailing the services to be provided and the associated costs, the BSSC Grant-in-Aid Agreement with all applicable signatures, a completed and signed Cabinet for Economic Development Economic Incentive Disclosure Statement, and a copy of the union notification, if applicable) to the BSSC office;
- ◆ Complete and correct applications received by the first Friday of the month are acted on at that month's board meeting; and
- ◆ If the application is approved for funding and the training is completed, the BSSC reimburses the company/consortium fifty percent (50%) of the **eligible** training costs\* based upon invoice(s) from the training provider and copies of cancelled check(s) or paid receipt(s) as proof of payment.

## **ELIGIBLE PARTICIPANTS**

Eligible BSSC applicants are separated into three categories: manufacturing, non-manufacturing and public or non-profit hospitals. Any Kentucky manufacturing firm is eligible for BSSC funding.

The BSSC also provides training funds for Kentucky's non-manufacturers, which have an "economic development impact." A non-manufacturer is considered to have met the definition of an "economic development impact" upon the BSSC's determination that (1) the firm could be located outside as easily as inside of Kentucky and (2) the majority of the firm's income, for services provided or items distributed, is generated from outside of Kentucky. The application for a non-manufacturing firm must address these points in order to be deemed eligible for BSSC funding.

Finally, public or non-profit hospitals licensed by the Commonwealth of Kentucky are eligible BSSC applicants. Any organization, business, or company/consortium that does not meet the aforementioned criterion will not be considered for BSSC funding.

Pursuant to KRS 154.12-207(3)(b), participants (i.e. trainees) in the BSSC program must be limited to citizens of the Commonwealth. A "citizen of the Commonwealth" is defined as a person who is a citizen of the United States and who maintains a permanent residence in Kentucky for more than 183 days during a tax year (i.e. January 1 through December 31) and is therefore subject to Kentucky income tax.

A participating educational institution must be a public or nonpublic secondary or post-secondary educational institution, or an independent (private or proprietary) educational institution within the Commonwealth authorized by law to provide a program of skills training or education beyond the secondary school level. Independent, nonprofit colleges and universities and proprietary institutions offering baccalaureate degrees must be licensed by the Council on Post-secondary Education. In order to qualify as an authorized independent institution, a non-baccalaureate degree-granting proprietary institution must be issued a certificate of approval by the Kentucky State Board of Proprietary Education.

---

\* See Attachment A

A BSSC agreement is subject to:

- ◆ The educational institution and the company/consortium jointly providing a valid training agreement to the BSSC for review and approval which would be consistent with these BSSC funding guidelines. The application shall include all applicable signatures and attachments;
- ◆ The company/consortium, pursuant to Kentucky Revised Statutes and these BSSC guidelines, committing financial support equal to or greater than the amount of the BSSC grant-in-aid;
- ◆ The BSSC Board of Directors approving the required grant-in-aid application that shall not exceed one year in length from the approved start date.

The BSSC Board of Directors meets on the last Friday of each month, and applications are due on the first Friday of the same month. All BSSC Board meetings are open to the public. Anyone wishing to attend a Board meeting should contact the BSSC office at 502/564-2021 to confirm the date, time and location of the meeting.

The Bluegrass State Skills Corporation reserves the right to reject any application that is incomplete and/or does not meet the conditions specified in these Guidelines. No BSSC-funded training may be implemented prior to board approval unless the board grants an exception. Generally, the board will consider projects that are no more than twenty-five percent retroactive. The company must provide a letter of justification when requesting retroactive approval. The board will consider these requests on a case-by-case basis.

**Small businesses are vital to Kentucky's economy and provide diverse employment opportunities for the state's workforce.\* A 1995 study indicates that 94.5% of the business establishments in Kentucky are small businesses.** The BSSC has structured its scoring process to encourage entrepreneurial activities and assist existing small firms. Scoring criteria number one allows maximum points for eligible businesses with fifty or fewer Kentucky citizens employed. The next highest points are given to new businesses or those with fifty-one to one hundred Kentucky citizens employed. Scoring criteria number six allows five points for companies with fifty or fewer Kentucky citizens employed and an average base wage rate of greater than seven dollars per hour.

Small businesses can also realize savings in training costs by forming or becoming members of a consortium as discussed in the next section. Consortium projects receive the maximum points possible in scoring criteria number six.

## CONSORTIUM PROJECTS

The BSSC Board of Directors promotes collaborative training initiatives and provides priority consideration for training agreements that demonstrate the willingness of multiple companies to work together through training consortia. The following points must be addressed in a consortium application for BSSC funding:

- ◆ The common training needs of the participating companies;
- ◆ The effort is industry-driven as demonstrated by an administering board or committee composed of

---

\* The Kentucky Cabinet for Economic Development's Small and Minority Business Division provides assistance with advocacy, public sector purchasing, and financing. The division is located at 67 Wilkinson Boulevard, Frankfort, KY 40601 and can be reached by calling 502/564-2064 or faxing 502/564-9758.

business and industry representatives with voting rights, and non-voting public-sector members if applicable;

- ◆ There is collaboration by the area providers of employment and training services;
- ◆ There is an overall savings in training costs because of the collaborative effort; and
- ◆ The project will facilitate the advancement of the host community's economic development efforts.

An eligible consortium shall include three or more BSSC-eligible companies, an industry-driven board or committee, a mission statement, and shall have, or be in the process of developing bylaws and establishing a bank account requiring at least two consortium member signatures. Consortium projects shall include a listing of the member companies and a "lead company " whose representative is authorized by the consortium to provide his/her signature on behalf of the consortium. The application shall include a cover letter from the Lead Company and may include letters of support from other consortium member companies and local economic development, educational institution, government officials, etc.

A consortium shall certify in the BSSC Grant-in-Aid application what its aggregate employment threshold will be based upon its employment of Kentucky citizens at the conclusion of the proposed training agreement. The employment threshold for a consortium project shall be equal to ninety percent (90%) of the combined total of existing and/or recently hired Kentucky citizens employed in permanent full-time positions at all participating member companies upon completion of the training agreement (see Employment Threshold/Pay Back Requirement section, page 10.)

The BSSC office shall be notified when a new member company is added to the grant project or an existing member company leaves. In either case, the employment threshold in the grant shall be adjusted based on ninety percent (90%) of the new combined total employment. New members shall also submit a completed Training Consortium Member Information Form, a Cabinet for Economic Development Economic Incentive Disclosure Statement, and a copy of a union notification letter if the company has collective bargaining (see Organized Labor section, page 19.)

## **EDUCATIONAL INSTITUTION SERVICE FEE FOR PASS-THROUGH GRANTS**

A pass-through grant is one in which the training is being provided by either company in-house trainers or consultants. BSSC statutes require that applications be submitted jointly by a business/industry and an educational institution. With the new approach, eligible companies will be able to complete the main components of the BSSC application and submit them electronically. The only remaining documents will be those requiring signatures. Educational institutions will be given the opportunity to be placed in a database as a pass-through grant participant. When the BSSC staff receives a pass-through application, it will be broadcast to the list of participating educational institutions and the first response will be awarded the project.

A two-part service fee structure has been established to assist in offsetting expenses incurred by the educational institution participating in a pass-through project.

- (1) If the applicant company/consortium has completed all the required forms and needs no technical assistance from the educational institution, a service fee of \$50 will be paid to the participating educational institution by the BSSC.
- (2) If the applicant company/consortium requires technical assistance from the educational institution in order to complete the application, a service fee of \$50 per hour up to \$300 will be

paid to the educational institution by the BSSC. Such technical assistance must be documented (including the type of assistance rendered and the amount of time spent) and submitted directly to the BSSC office in order to receive the service fee.

The educational institution service fee for writing pass-through grants may be matched by the applicant company/consortium with in-kind contributions such as trainer and trainee salaries.

## **MATCH REQUIREMENTS**

**Pursuant to KRS 154.12-207 and these guidelines, all BSSC funded training programs must be matched by the participating business or industry with financial support equal to or greater than the amount of the grant-in-aid. Most BSSC-funded activities shall be matched by the company/consortium with a fifty percent (50%) cash match, with the exception of capacity building projects, company in-house training, and educational institution service fees for writing pass-through grants. Capacity building expenditures may be matched with a hard in-kind match of new or used equipment or, in the case of training aids, in-kind contributions. Company in-house instruction and educational institution service fees for writing pass-through grants may be matched with in-kind contributions such as trainer and trainee salaries.**

## **FUNDING CAPS**

It is the intent of the BSSC to provide for the equitable distribution of BSSC funds to all eligible companies, with special attention to the needs of small and mid-sized companies. Therefore, the following funding caps have been established:

- ◆ Individual company funding cap of one hundred thousand dollars (\$100,000) per company location per BSSC fiscal year, which is July 1, 1998 through June 30, 1999.
- ◆ Consortium project funding cap of two hundred fifty thousand dollars (\$250,000) per BSSC fiscal year.
- ◆ The caps are further divided so that individual companies may be approved for no more than \$50,000 and consortia no more than \$125,000 during any single six-month period of the BSSC fiscal year.
- ◆ Company in-house provided training is limited to \$2,000 (in approved BSSC funds) per Kentucky citizen trained per BSSC fiscal year.
- ◆ The BSSC's fifty-percent match will be based on a pre-determined maximum eligible cost for the type of training requested. The aggregate cost schedule\* (instruction, materials, texts, supplies, travel, equipment rental, facility rental and administrative costs) will be available on the BSSC web site or by calling the BSSC office at 502/564-2021.
- ◆ Funding caps for Cabinet commitment projects are limited to the amount of the financial commitment authorized by the Secretary of the Cabinet for Economic Development.

## **EMPLOYMENT THRESHOLD/PAY BACK REQUIREMENTS**

The 1990 General Assembly of the Commonwealth of Kentucky stipulated that the BSSC establish an employment threshold requirement, with pay back provisions, for skills training agreements. All

---

\* See Attachment A

applicant companies shall certify what their permanent-full time employment of Kentucky citizens will be upon completion of the training agreement. The employment threshold shall be equal to ninety percent (90%) of existing and/or recently hired Kentucky citizens employed in permanent full-time positions at the company/consortium location, upon completion of the training agreement. If the employment threshold is not achieved, an appropriate pro-rata reduction in cost reimbursement shall be made.

A pro-rata reduction of the cost reimbursement shall not be required if the company/consortium's failure to achieve their employment threshold is caused by an event beyond the control of the company/consortium as documented in writing to and determined by the BSSC. Examples of circumstances beyond the control of the applicant company/consortium include but are not limited to riots, actions of governmental authorities, acts of God, acts of the public enemy, transportation or supply shortages which are a result of some industry-wide condition, labor strikes or other work stoppages.

## **REIMBURSEMENTS**

All payments to companies/consortia by the BSSC will be on a cost reimbursement basis, supported by auditable documentation as specified in these guidelines and approved by the BSSC. Reimbursement for educational institution and consultant training will be based on copies of the invoice(s) from the provider and the cancelled check(s) or paid receipt(s) as proof of payment. Reimbursement for company in-house training will be based on a signed training summary document and paid receipt(s) for textbooks, etc.

The company/consortium must provide a master list of all trainees who participated in all BSSC-funded training, with company identification numbers or social security numbers, complete addresses and trainee signatures verifying their participation. A performance evaluation questionnaire, used to collect data for a customer satisfaction rating and return on investment, must be completed by the company/consortium and included with the final reimbursement request. The applicant company/consortium will send the required documentation directly to the BSSC office in order to receive reimbursement.

If the BSSC is forced to close out a project because of insufficient reimbursement documentation, the applicant company/consortium is financially responsible for any goods and/or services provided by the applicant educational institution. If an applicant company/consortium defaults on its cash match portion of the approved activities, future funding through the BSSC will be jeopardized.

## **UNUSED FUNDS**

Approved companies shall notify the BSSC if they find they are unable to use all or a portion of the funds that have been set aside for them. These unused funds will then be re-allocated to other eligible projects. Companies that act responsibly in this manner are in no way penalized when applying for future BSSC funding.

## **ELIGIBLE TRAINING ACTIVITIES**

Specific skills training programs may be customized for a particular company/consortium to encompass one or more of the following activities. The BSSC gives preference to training projects that create, maintain and promote higher wage jobs, given its statutory mandate to improve and promote the employment opportunities of the citizens of the Commonwealth.

## **A. Classroom and On-The-Job Training**

Classroom training (CRT) is instruction that is provided outside of the process of the production of goods or the delivery of a service. Classroom training can take place in a school or any other traditional classroom setting, a conference room, training room or laboratory, a meeting room, lunch or break room, or on the production floor.

On-the job training (OJT) is instruction that is provided in the process of the production of goods or the delivery of a service. A CRT or OJT program (pre-hire or post-hire) provides specific occupational skills and knowledge to prospective, newly hired (within ninety days prior to or during the term of the grant agreement) or existing employees.

When an applicant company needs both educational institution and company in-house training, the applicant educational institution shall include the in-house training in the same application.

## **B. Training Instructors**

The BSSC is customer focused and has an obligation to reveal all eligible public and private training providers to the customer. Ultimately, the customer will choose the provider(s) that best meet its needs at a given time.

**Educational Institution and Consultant Provided Instruction.** Instruction provided by and through educational institution regular or adjunct faculty and consultants is eligible for matching funds through the BSSC.

**Company-Provided Instruction.** For company/consortium employees who are selected as in-house training instructors, the BSSC will reimburse the company/consortium at a rate of \$15.00 per hour for instruction and curriculum development. The applicant company/consortium shall provide a match of \$15.00 per hour for in-house instructor training costs. This match may be in the form of in-kind contributions such as company-paid wages to the trainer and trainees.

## **C. Instructional Materials, Texts and Supplies**

The BSSC will provide matching funds for the actual reasonable costs of instructional materials, texts and supplies used for classroom instruction and on-the-job training. These include small inexpensive calculators; shop training materials (welding rods, scrap metal, etc.); and textbooks or training manuals in hard copy or electronic formats. In-house produced instructional materials (overheads, photocopies, etc.) are also reimbursable.

The purchase of non-expendable property with BSSC funds such as instructional equipment, videotapes, tools, computer hardware and software packages, etc. is addressed in the section entitled Capacity Building Programs.

#### **D. Curriculum Development & Customization** (*now applies to companies and consultants!*)

The BSSC will provide matching funds for curriculum development and customization services provided by and through educational institution regular, part-time or adjunct faculty, company trainers or consultants.

#### **E. Individual Assessment**

Assessment activities are targeted toward pre-employment, entry-level, skills upgrade and occupational upgrade programs. Individual assessment activities measure the competency levels of current and prospective employees to ensure that the skills training activities are customized in the most appropriate manner to meet the needs of the applicant company or consortium.

#### **F. Job Analysis** (*now allowed for skills upgrade activities!*)

Job analysis is targeted toward pre-employment, entry-level, skills upgrade and occupational upgrade programs. In today's rapidly changing world economy, companies that succeed will be those whose jobs are designed for maximum efficiency. Job analysis activities assist new, expanding and existing companies in their efforts to engineer and re-engineer job descriptions, develop training plans and institute compensation packages.

#### **G. Pre-Employment Skills Training**

Pre-employment skills training is short term in nature, customized to the company/consortium's needs, provides a general orientation and exposure to the specific jobs and skills planned by the company/consortium, and prepares trainees for permanent full-time employment with the employer.

Pre-Employment Skills Training should result in the placement of at least seventy-five percent (75%) of each program's enrollees into permanent full-time employment.\* Specific company/consortium commitments to hire training graduates are encouraged, and should be documented in the application.

#### **H. Entry-Level Skills Training**

Entry level skills training is short term in nature and closely follows the beginning of employment opportunities in the trade, occupation, or profession specified. Entry-level skills training is provided to a company/consortium's newly hired employees. "New employees" are defined as employees that are hired, by a new or expanding company/consortium, within ninety (90) days prior to or during the term of the grant agreement.

#### **I. Skills Upgrade Training**

Skills upgrade training provides an existing employee with new skills necessary to enhance productivity, improve performance, and/or retain employment. Skills upgrade training aids a company/consortium and its employees in adapting to new or altered technologies; management/supervisory

---

\* Permanent full-time employment is defined here as being employed for a minimum of thirty-five (35) hours per week for more than two hundred fifty (250) workdays during a tax year (i.e. January 1 through December 31) and is therefore subject to Kentucky income tax.

systems; continuous quality improvement initiatives or production methods; or the new skills needed by the company/consortium to remain competitive, productive, and economically viable.

## **J. Occupational Upgrade Training**

Occupational upgrade training provides an existing company/consortium employee with the skills necessary to advance to a higher job position in a trade, occupation, or profession that requires greater skills and increased responsibilities, and allows for a promotion and wage increase for the trainee.

Specific company commitments must be made to place a majority of all program enrollees into higher paying jobs that include at least a five percent (5%) wage increase over and above any annual increment earned. The application must include job descriptions for both the present and future positions along with wage rates for each.

## **K. Capacity Building Programs (*company ownership of selected training aids now an option!*)**

Capacity building programs, either in-part or exclusively, build and enhance the capacities of Kentucky's public educational institutions to be more responsive to the needs of business and industry and to provide skills training for new, existing, or prospective workers. Capacity building programs assist in the purchase of non-expendable property including equipment, tools, computer hardware and/or software, or instructional videos necessary to deliver training by a public educational institution. A fifty percent (50%) cash or hard in-kind match of new or used equipment is required from the participating company/consortium.

Non-expendable property purchased with BSSC funds or the required cash match, or utilized as a hard in-kind match shall be used primarily for customized business and industry specific training, with priority consideration given to the participating companies. The non-expendable property, including equipment, tools, computer hardware and/or software, or instructional videos to be purchased must be fully described in the application.

Capacity building applications shall include a narrative addressing the following points:

- ◆ The company/consortium's financial contribution to the project;
- ◆ How the proposed program replaces or expands on-going activities or creates new activities or capabilities for the educational institution. The program should build a new education or training capacity in the institution which will be sustained or expanded over time to have a long-term impact on the institution and on collaborating businesses;
- ◆ The commitment by the educational institution to continue the effort beyond BSSC funding;
- ◆ How the program will enhance the competitive posture of the Commonwealth in attracting or retaining high growth industries;
- ◆ A statement from the company/consortium certifying that the purchased and hard in-kind match item(s) will become property of the Commonwealth and be given to the BSSC or the public educational institution either prior to or immediately following the training program covered by the agreement. The BSSC will provide funding for transporting, hooking up and making ready such equipment at the participating public educational institution site.

**Hard In-Kind Match Less Than \$5,000.** When the current fair market value of the hard in-kind match is \$5,000 or less, the applicant company/consortium shall submit a signed and notarized affidavit affirming the current fair market value of the hard in-kind match (affidavit form is provided at the end of the guidelines.)

**Hard In-Kind Match Greater Than \$5,000.** When the current fair market value of the hard in-kind match exceeds \$5,000, the applicant company/consortium shall submit a signed and notarized affidavit affirming the current fair market value of the hard in-kind match (affidavit form is provided at the end of the guidelines) and an appraisal from a qualified, independent appraiser.

**Hard In-Kind Match of New Equipment.** When the hard in-kind match consists of new equipment, tools, computer hardware and/or software or other new items considered by the BSSC to be appropriate match items, the applicant company/consortium shall submit a signed and notarized affidavit affirming the current fair market value of the hard in-kind match (affidavit form is provided at the end of the guidelines) and a sales receipt from the vendor.

**Purchasing Requirements.** All purchases must be made by the educational institution in accordance with applicable state procurement statutes, rules and regulations unless the company/consortium can make the purchase for an amount that is lower than the state price contract.

**Items Produced with BSSC-Funded Equipment.** Any items produced with equipment purchased or acquired through a capacity building agreement must be donated to charity, or kept by or sold by the Commonwealth, and not by the company/consortium pursuant to the original intent of the BSSC capacity building agreement.

**Proper Disposal of BSSC-Funded Equipment.** The applicant company/consortium and the BSSC, in consultation with the educational institution, may determine that equipment purchased with BSSC funds, required cash match, or used as a hard in-kind match is outdated and no longer meets the needs of business and industry. Upon this determination, the equipment shall be placed on the state surplus equipment list and disposed of according to state surplus property guidelines. The proceeds from the sale of the aforementioned non-expendable property shall be used to purchase upgraded equipment to meet the skills training needs of business and industry, pursuant to the intent of the original BSSC capacity building agreement application, unless an exception is approved by the BSSC Board of Directors.

**Company Ownership of Training Aids.** The BSSC may approve matching funds for companies to retain ownership of training videos, audiotapes, CD-ROM and software if these types of training aids are for continuous use by the applicant company. The cost shall be matched in cash and the applicant company may retain ownership. However, if the training aids are for one-time training, the cost may be matched with in-kind contributions and the BSSC shall retain ownership.

#### **L. Train The Trainer Travel (*now includes ground transportation!*)**

The purpose of train-the-trainer travel is to build the training capacity of Kentucky's new, expanding, or existing businesses and industries. This activity involves training provided at a company/consortium site or at an out-of-state or international company, equipment manufacturer, or other location in which a person employed by the applicant company/consortium will serve as a training instructor for the company/consortium. Eligible participants will either travel to Kentucky to provide skills training, or will travel outside of Kentucky or the United States and return to the company/consortium to provide skills

training to other employees.

Eligible expenses include round-trip transportation and lodging for travel status as defined herein with the understanding that all other costs will be paid by the company/consortium, and/or the individual. The applicant company/consortium will be reimbursed for travel and lodging based on the BSSC-approved application and documented by receipts.

Applications for train-the-trainer travel shall include the following:

- ◆ Date(s) of training;
- ◆ City and state or country where training is to take place;
- ◆ Summary of activities; and
- ◆ Cost breakdown for transportation and lodging.

**Transportation.** Round-trip air transportation for international or domestic flights from the nearest major airport to the nearest host city served by a major airport are eligible at actual rates, supported by receipts for documentation. Local ground transportation including rental car or taxi service is also reimbursable when documented with receipts. Van rental or automobile mileage may be reimbursed in lieu of air travel. Automobile mileage, as established by AAA or Rand McNally, is reimbursable at the company/consortium rate (or at the prevailing state rate in the absence of a company/consortium policy), not to exceed the amount of lowest available airfare and documented by a notarized statement from the applicant company/consortium. In no case will the BSSC pay for other related travel costs including passports, laundry, entertainment, sightseeing, gratuities, etc.

**Lodging.** The BSSC will reimburse the company/consortium for lodging at actual rates, supported by receipts for documentation.

## **M. Culture, Customs, Language and American Sign Language (*new!*)**

As partnerships with foreign-based businesses and industries continue to grow throughout the Commonwealth, companies may need to prepare their employees in foreign culture, customs or language. American Sign Language has been added as a new BSSC-eligible activity.

## **N. Workplace Essential Skills Training**

Workplace Essential Skills (WES) are the basic skills of reading, writing, computation, problem solving, communication and use of technology. The training is based on the challenges employees face in the workplace and is custom-fit to each company. The instruction is often part of a productivity/quality improvement process at the company, contributing to the competitiveness and survival of the business.

## **O. Safety Training**

Safety training is allowed if it is a standard component of the classroom or on-the-job training curriculum but it cannot be funded as a stand-alone training activity. **Mandated training is not allowed.**

The BSSC will consider funding a train the trainer program to train one company employee per company location per year to function as an in-house safety trainer. Companies are encouraged to apply for a train-the-trainer safety program through a consortium because of the value of sharing costs and information, and the increased points given to consortium projects. \*

One goal of the BSSC is to promote a safe and healthy workplace for the citizens of the Commonwealth. Accordingly, an applicant company shall disclose whether it has been found (adjudicated) to have committed a willful violation of a Kentucky Occupational Safety and Health Standard within the three-year period preceding the application date. Therefore, three points shall be deducted, through criteria number six, from any company which has been found (adjudicated) to have committed a willful violation within the aforementioned three-year period.

## **P. Industrial Quality Standards (ISO, QS, etc.) (*more allowable hours!*)**

Quality standard certification has become critical to a company/consortium's ability to compete in the world marketplace. Therefore the BSSC will reimburse the company/consortium for training at the following levels:

QS training for up to one hundred fifty (150) hours including materials and ISO training for up to one hundred ten (110) hours including materials; or ISO/QS train-the-trainer for up to two hundred fifty (250) instructional hours including materials.

## **Q. Innovative Training Techniques (*new!*)**

Modern technological advances have spawned a variety of innovative training techniques. The BSSC will provide matching funds for training that meets the needs of the applicant company/consortium through media such as teleconferencing, video, and training delivered via CD-ROM. Licensing fees to external Internet training packages may also be eligible.

## **R. Customized Tuition Courses (*new!*)**

The BSSC will provide matching funds for customized tuition courses at an eligible educational institution when the course meets the needs of the applicant company/consortium.

## **S. Certification, Licensing and Train the Trainer (*new!*)**

To aid in building training capacity, the BSSC will provide matching funds for certification, licensing and train the trainer instruction costs for company/consortium employees.

---

\* The Kentucky Labor Cabinet's Division of Education and Training for Occupational Safety and Health provides cost-free training services. For information concerning training, consultation, technical assistance, publications and OSH record-keeping forms contact Division of Education and Training, Kentucky Occupational Safety and Health Program, Kentucky Labor Cabinet, Frankfort, KY 40601; phone 502/564-6895 or fax 502/564-4769.

## **T. Facility Rental**

The BSSC will provide matching funds for the cost of rented facilities when necessary for the success of an approved training program.

## **SKILL AREA LISTING**

Customized business and industry training programs encompass a variety of skill areas. The following are just a few of the types of skill areas that might be included in an application for BSSC funding. Other types of training may be eligible. Therefore, applicant companies/consortia should work with BSSC staff when designing their training programs.

## Technical Skills

Blueprint Reading  
Company and Process Orientation  
Computer Aided Design (CAD)  
Computer Aided Manufacturing (CAM)  
Computer Integrated Manufacturing (CIM)  
Computerized Numerical Controls (CNC)  
Computer Skills/Computer Software  
Coordinate Measuring Machines (CMM)  
Electricity  
Electronics  
Ergonomics  
Geometric Dimensioning & Tolerancing  
Hydraulics  
Instrumentation & Gauging  
Machine and Process Operation  
Maintenance  
Material Handling/Inventory Control  
Material Resource Planning (MRP)  
Mechanical/Electrical  
Metallurgy  
Motor Controls  
Pneumatics  
Production Systems  
Programmable Logic Controllers (PLC)  
Robotics  
Safety Training (conditional)  
Welding

## Soft Skills

Accounting  
Communications  
Creative Thinking  
Drug and Alcohol Education  
Foreign Culture, Customs, Language and American Sign Language  
Group Effectiveness  
Instructor Training/Methods of Instruction (MOI)  
Leadership/Supervisory Skills  
Management Information Systems (MIS)  
Negotiations Skills  
Personal Management/Health  
Problem Solving  
Stress & Time Management  
Teamwork/Team Building

## Quality

Design of Experiment  
International Organization for Standardization (ISO)  
Just In Time (JIT)/Kanban  
Quality Control (QC)  
Quality System (QS)  
Statistical Process Control (SPC)  
Total Quality Management (TQM)

## Lean Manufacturing

Lean Manufacturing/Kaizen

## Workplace Essential Skills

## MODIFICATIONS/EXCEPTIONS

Applicants may propose exceptions to standards when such exceptions are necessary to the success of the company's proposed skills training program. Applicants submitting proposals that include provisions contrary to BSSC Guidelines shall provide a specific request including a detailed explanation, justification, and appropriate documentation concerning the need for the proposed exception(s).

**BSSC training agreements shall not exceed one (1) year in length from the approved start date.** Modification requests that increase the originally approved grant funds are limited to one per agreement. A modification of up to one thousand dollars (\$1,000) per agreement may be approved jointly

by the BSSC Chair and Executive Director; the BSSC Board of Directors shall approve those in excess of this amount.

Up to three modification requests that do not increase the grant funds are allowed per agreement.

All modification requests should be in the form of a letter to the Executive Director giving thorough justification for the request and shall include revised application pages and curriculum outlines showing the requested change(s). The BSSC may allow deviations from the original application with no written modification request required under the following conditions: (1) the curriculum areas to be changed were in the originally approved grant; (2) the approved amount of the grant does not increase; (3) the change is in accordance with the BSSC Guidelines; and (4) the applicant agrees to inform the BSSC of any such change when requesting reimbursement.

All modification requests are to be handled through the Educational Institution that submitted the original application. No modification will become effective until received, reviewed by BSSC staff, and approved by the Executive Director. One modification per year can be made at no cost to the applicant company. If more than one modification is made per year, a modification fee in an amount not to exceed \$100 may be charged by the educational institution servicing the agreement. This charge to the company would be billed by and paid to the applicant educational institution.

## **ACTIVITIES NOT ELIGIBLE FOR BSSC FUNDING**

Listed below are several activities that are not currently eligible for funding through the BSSC:

- ◆ Training Costs for Non-Kentucky Citizens. The BSSC does not reimburse training or supply costs for non-Kentucky citizens.
- ◆ Trainee Wages. The BSSC does not financially support, directly or indirectly, wages paid by the company/consortium to trainees. However, when a company/consortium is utilizing its own in-house trainers, those trainers' and trainees' wages may be used as an in-kind match.
- ◆ Part-Time/Temporary Jobs. The ultimate goal of the BSSC is to increase the value of Kentucky's human capital through the support of skills training programs that meet the needs of business and industry, and enable citizens of the Commonwealth to obtain and maintain permanent full-time employment. The BSSC does not provide grant funds for skills training for part-time or temporary employment opportunities.
- ◆ Mandated Training.

## **ORGANIZED LABOR**

When a collective bargaining unit exists at the worksite where the proposed training will be provided, the company/consortium shall provide written notification to the on-site collective bargaining agent of the company/consortium's intention to apply for BSSC funding. Notification shall include a summary of the proposed curriculum and shall occur prior to the time the company/consortium files the proposal with the BSSC. A copy of the notification indicating the date the notice was provided, the sender, and the recipient shall be filed with the BSSC application.

One of the goals of the BSSC is to promote cooperative training activities between a company/consortium and its employees. Therefore, a proposed skills training agreement will not be approved during a legal work stoppage, and an active training agreement will be postponed during a legal

work stoppage.

Pre-employment inquiries, oral or written, as to a job applicant's prior or current union affiliation or sentiment concerning unions are prohibited under the National Labor Relations Act, 29 U.S.C., Section 1589(a)(1). Denying employment to a job applicant on the basis of union affiliation or sentiment constitutes illegal discrimination under the National Labor Relations Act, 29 U.S.C. 158(a)(3).

## **EQUAL OPPORTUNITY**

Persons shall not be discriminated against in accordance with KRS 344.040. The BSSC is interested in training a broad cross-section of individuals under its programs. The BSSC has not set numerical goals for the types of individuals to be trained because it recognizes that the trainee profile of the individual training programs will vary depending upon the employee profile of the applicant company/consortium.

## **SCORING CRITERIA**

Throughout the early years of the BSSC, adequate funding was available to meet the demand for customized business and industry specific skills training. As the demand for training began to exceed the available funds, it became necessary to develop and implement a scoring system for the regular grants process.

In order to qualify for BSSC funding, an application must earn a minimum score of thirteen (13). Applications that do not meet this requirement will not be considered by the BSSC Board of Directors and will be returned to the applicant company and educational institution.

<u>No.</u>	<u>Description</u>	<u>Criteria</u>	<u>Criteria</u>	<u>Criteria</u>
1.	Company/Consortium Status*  <i>(Employment numbers in this section refer to total number of Kentucky citizens employed in permanent, full-time positions.)</i>	Retention or At-Risk Industry Project **; Occupational Upgrade; Employment of 50 or Less 6 points  Majority of Training Costs are for New Employees ***; Employment of 51-100 5 points	Employment of 101-300 4 points  Employment of 301-500 3 points	Employment of 501-1,000 2 points  Employment of 1,001 or more 1 point
2.	Cost Analysis  <i>(Based on actual BSSC-funded amount divided by number of trainees, divided by average training hours per trainee.)</i>	\$2.50 or less 3 points	\$2.51-\$5.50 2 points	\$5.51 or more 1 point
3.	Area Need	County Unemployment Rate Exceeds Ky. Average by more than 3% and County Per Capita Income is less than Ky. average 4 points	High Unemployment and Low Income 3 points  High Unemployment or Low Income 2 points	Low Unemployment and High Income 1 point  <i>Note: If the applicant's unemployment or income level is the same as the published rate, the application will be given the higher point.</i>
4.	Trainees Average Base Wage Rate (Without Benefits)	\$15.01 & Above 12.01 to 15.00 9.01 to 12.00 7.00 to 9.00 Less than 7.00	5 points 4 points 3 points 2 points (-) 2 points	
5.	Flexible System Production (Board Review)		2 points	
6.	Progressive Company Initiatives (Board Review)		1 to 7 points	

**The final score is determined by adding the scores of criteria 1 through 4 to the average of staff and individual board member scores of criteria 5 and 6.**

\* The employment figures for all participating consortium member companies are averaged to determine the proper category for criteria #1.

\*\* For "Retention or At-Risk Industry Projects" the company/consortium must submit a signed and notarized affidavit affirming that all or a portion of the jobs at their location will be lost unless the company/consortium receives assistance from the BSSC (affidavit form is included at the end of these guidelines).

\*\*\* New employees are defined as prospective employees or recently hired employees that have been hired within ninety (90) days prior to or during the term of the grant agreement.

The scores for criteria five and six are based on information contained in the application that informs board members and staff of the company's philosophies and role in Kentucky's economy. Listed below are the criteria and potential points associated with each. In order to receive the point(s) for a criterion, the applicant company/consortium must demonstrate in the application that it is already participating in the activity; the point will not be given if the applicant is just beginning to train in the activity. When a criterion requires examples, points will only be given if examples are provided in the application.

**Flexible System Production - (maximum of 2 points)**

- ◆ Goal of continuous improvement of quality
- ◆ Statistical process control (SPC)
- ◆ Total quality management (TQM)
- ◆ Labor/management committee
- ◆ Participates in local, regional or state labor/management activities
- ◆ Safety and health committees
- ◆ Team building
- ◆ Employee involvement program
- ◆ Industrial quality standards program (ISO, QS, etc.)

**Progressive Company Initiatives (maximum of 7 points)**

- ◆ Consortium project 7
- ◆ Company has 50 or fewer employees and avg. base wage rate of \$7.00/hour or more 5
- ◆ Requesting BSSC funding for the first time 2
- ◆ Expanding company (jobs have been added within the last 90 days or will be added within the next 12 months) 1
- ◆ To become or remain competitive in the world marketplace 1
- ◆ Career growth: promotes from within, trainee receives pay increase as a result of training project, or company/consortium has a formalized career track program (example required) 1
- ◆ Additional cash match (1 point for each additional 10% increment) 1
- ◆ Services the needs of other Ky. companies (examples required) 1
- ◆ Utilizes raw materials, products or services of Ky. vendors (examples required) 1
- ◆ Participates in School to Work Initiative 1
- ◆ Company or member of consortium has been found (adjudicated) to have committed a willful violation of a Kentucky Occupational Safety and Health Standard within the three-year period preceding the application date (-) 3

**AFFIDAVIT REGARDING RETENTION OR AT-RISK COMPANY PROJECTS**

COMMONWEALTH OF KENTUCKY                    }  
  }  
COUNTY OF \_\_\_\_\_                        }

SS

Before me, the undersigned Notary Public, personally appeared \_\_\_\_\_ (the "Affiant"), who being by me first duly sworn, deposes and states as follows:

- 1. The Affiant is the duly elected or appointed \_\_\_\_\_ of \_\_\_\_\_ (the "Company");
- 2. The Company maintains a facility located at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ County, Kentucky (the "Facility") and is engaged in the business of \_\_\_\_\_;
- 3. The Company wishes to obtain a Grant-in-Aid and other assistance (the "Grant-in-Aid") from the Bluegrass State Skills Corporation ("BSSC") in order to upgrade the skills of its employees;
- 4. The Company presently employs \_\_\_\_\_ Kentucky Citizens (as such term is defined in the BSSC Grant-in-Aid Guidelines); and
- 5. The Affiant, on behalf of the Company, affirms that if the Company does not obtain the Grant-in-Aid from the BSSC, [ ] all of the present number of or [ ] a portion of the present number of or [\_\_\_\_\_] Kentucky Citizens currently employed by the Company at the facility will lose their jobs.

FURTHER, AFFIANT SAYETH NOT.

IN WITNESS WHEREOF, the undersigned Affiant has executed this Affidavit Regarding Retention or At-Risk Company Projects as of the date set out below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Signatory (Please type or print)

\_\_\_\_\_  
Name of Company

County of \_\_\_\_\_ )  
  ) SS:  
State of \_\_\_\_\_ )

The foregoing instrument was acknowledged, sworn to and subscribed before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_, for and on behalf of said Company.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public, State at Large

**AFFIDAVIT REGARDING HARD IN-KIND MATCH**

COMES THE AFFIANT, \_\_\_\_\_, first being duly sworn and under penalty of perjury, hereby states as follows to the Bluegrass State Skills Corporation, an independent de jure corporation of the Commonwealth of Kentucky ("BSSC"):

1. The undersigned is the duly elected or appointed \_\_\_\_\_ of the "Company " named below;
  
2. The Company hereby requested that the Company be allowed to fulfill its obligations to match the amount of any proposed capacity building grant award with the donation of the following equipment to the public educational institution providing training services to the Company (the "Hard In-Kind Match");
  
3. Description of Equipment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Model # \_\_\_\_\_ Serial # \_\_\_\_\_
  
4. Equipment Purchase Date: \_\_\_\_\_
  
5. Equipment Purchase Price: \_\_\_\_\_
  
6. Fair Market Value: \_\_\_\_\_
  
7. Date Appraised: \_\_\_\_\_
  
8. Additional Information (if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
9. Name and Address of Company making Donation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Further the Affiant sayeth naught.



**ATTACHMENT A**

**BLUEGRASS STATE SKILLS CORPORATION  
COST SCHEDULE  
Including Instruction, Curriculum Development & Customization,  
Materials, Texts, Supplies, Travel, Equipment Rental,  
Facility Rental and Administration Costs**

<b>SKILL CATEGORY</b>	<b>MAXIMUM TOTAL ELIGIBLE</b>	<b>MAXIMUM BSSC AMOUNT</b>
SOFT SKILLS	\$120.00 Per Hour	\$60.00 Per Hour
TECHNICAL SKILLS	90.00 Per Hour	45.00 Per Hour
QUALITY	110.00 Per Hour	55.00 Per Hour
LEAN MANUFACTURING	800.00 Per Hour	400.00 Per Hour
WORKPLACE ESSENTIAL SKILLS	90.00 Per Hour	45.00 Per Hour