



OHIO DEPARTMENT OF DEVELOPMENT

Bob Taft
Governor

Bruce Johnson
Director

Ohio Investment in Training Program Ohio Department of Development

The Ohio Investment in Training Program (OITP) provides grants for training expenses directly to Ohio companies when companies make investments, which result in the creation or retention of jobs.

OITP generally focuses on manufacturing companies, but also provides training funding and support for non-manufacturing companies such as distribution, information technology, and financial service operations which could otherwise be located outside of Ohio.

OITP provides reimbursement for up to 50% of eligible training costs of a defined training program. Eligible training costs include payments for instructor costs, training materials, travel and other related training expenses with matching funds being provided by the participating company.

Training by educational institutions, private sector training professionals, equipment vendors and company-provided instruction is eligible.

The Program is administered through the Economic Development Division of the Ohio Department of Development. Direct assistance is provided to companies through the Governor's 12 Regional Economic Development Offices. Your local Regional Coordinator Jennifer Spohr.

OITP Regional Representatives work directly with company representatives to develop and fund customized training programs. The OITP Regional Reps also provide technical assistance on training issues to companies and local organizations.

Region 5 consists of Butler, Clermont, Hamilton and Warren Counties. The Region 5 office is at the following address:

Ohio Investment in Training Program
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Governor's Regional Economic Development Offices
One West Fourth Street, Suite 425
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Ohio Investment in Training Program Eligible Costs

The Ohio Investment in Training Program (OITP) supports companies that are making investments in facilities, equipment and training that results in the retention and creation of jobs for Ohioans. The OITP is one of the few programs in Ohio and in the country that provides direct financial support to employers for training. Employers have the ability to choose the training provider whether it is a company employee or an outside training provider. The OITP defrays some of the costs of instructor salaries, materials, travel and special needs. Payments are made on a reimbursement basis and most types of training associated with an investment project are eligible training activities.

Instructor's Costs: OITP pays for 50 % of the instructor's hourly rate, including fringe benefits, whether the company chooses to use a public or private sector instructor, training from an equipment vendor or if the company chooses to use their own instructors. The average company "benefit" percentage rate is acceptable.

Example:	Instructor's Actual Rate	% Benefits	= Total Hourly Rate
	\$35/hour	30%	= <u>\$45.50</u> \$22.75 reimbursement

Eligible Training Activities endorsed by the OITP are to be categorized into one of the following ten (10) categories:

1. Basic Skills
2. Customer Services
3. Information Technology
4. Managerial Supervisory Skills
5. Employment Orientation
6. Product Knowledge
7. Communication Skills
8. Maintenance/Skilled Trades
9. Quality
10. Technical Processes

The OITP will reimburse up to 50% of the actual costs for **instructional materials**, and can be reimbursed provided that these materials are necessary for the instruction. Materials need to be identified in the application and approved in the grant agreement. Materials include, but are not limited to, the following:

- Texts
- Manuals
- Company Handouts
- Duplicated Materials (copies)
- Videotapes, and
- Compact Discs - Read Only Memory (CD-ROMs)

Workshops, seminars and tuition are reimbursed at 50% of the flat fee cost if requested as a special need under training. (Must include agenda with invoicing.)

Travel costs are eligible for reimbursement of travel for instructors who will be performing training for the project. Reimbursement rates for the OITP are based on the Ohio Revised Administrative Code and is referenced in Section 27-j of the OITP Grant Agreement. The Company must submit documentation including receipts and paid invoices for reimbursement.

Train-the-trainer travel costs may be reimbursed up to 50% of the actual cost for travel and lodging limited to the State of Ohio's most recent reimbursement rates). As the State of Ohio's reimbursement rates may from time to time be increased, and the invoicing request may correlate to the most recent reimbursement rates, not to exceed 50% of the actual costs.

- **In-State Travel:** Hotel expenses will be reimbursed at 50% of the documented hotel cost including taxes with a maximum reimbursement of \$70 plus taxes per night.

The training activity must take place at least 60 miles from both your residence and headquarters to be eligible for in-state reimbursement.

Out-of-State Training: Hotel expenses will be reimbursed at 50% of the documented hotel cost including taxes with a maximum reimbursement of \$70 plus taxes per night.

International Travel: Hotel expenses will be reimbursed at 50% of the documented hotel cost including taxes with a maximum reimbursement of \$70 plus taxes per night. The OITP will provide a higher reimbursement rate if the US Secretary of State Office indicates that costs are higher in the country where the training is taking place. In this case, the OITP will reimburse 50% of the lodging and incidental travel costs stated in the US Secretary of State's *Maximum Travel Per Diem for Foreign Areas*. These rates are posted on the Internet web site, www.state.gov/www/perdiems/index.html or can be found on the US State Department's website www.state.gov.

Personal Vehicles: The OITP will provide reimbursement for travel by privately owned automobiles if the training activity takes place at least 60 miles from the trainee's home and place of employment. The OITP will reimburse 50% of the costs based on a maximum of \$.30 per mile as of July 1, 2001.

Targeted Hands-On Training vs. On-the-Job (OJT): "Hands-on" training is considered any structured training outside the classroom (e.g. simulated lab, on the line, etc.). OITP will reimburse at 50% of the trainer/instructor cost for "hands-on" instruction. Instruction is capped at 24 instructional hours per trainee. Any instructional time exceeding 24 hours per trainee requires approval by the Director of the Department of Development. (Neither the instructor nor the trainee may produce the complete product to be sold for company profit).

Ineligible Training Activities or Costs may include the following:

- Equipment
- Software
- Infrastructure
- Consumables
- Alcoholic Beverages: The OITP cannot reimburse any costs for alcoholic beverages.
- Food
- Trainee (employee wages)
- On-the-Job Training except as otherwise noted
- Profit-Oriented Courses (Marketing Research/Sales)
- 4-5 year Apprenticeship Programs (Classroom Courses taken while in a pre-apprenticeship program or in the first 2 years of the program may be eligible)
- Professional Skills – Career path courses or interviewing courses (HR)
- GED when deemed as the Objective
- College Degreed Course Instruction
- Training which is reimbursed by other Public Agencies or Departments.