

**Program Guidelines & Employer Agreement
NYC Business Solutions Packaged Training**

NYC Business Solutions offers packaged training to provide New York City businesses with high-value, standardized Lean Manufacturing, Microsoft Excel and QuickBooks training. By providing employees job skills that are responsive to business needs, businesses are improving their bottom line as well as supporting the career growth of their workers.

Currently, Packaged Training is offered in the following areas:

| Training Type | What is it? | Benefits to your employees | Benefits to your business |
|---------------------------|---|---|---|
| Lean Manufacturing Basics | A combination of classroom and hands-on training to help businesses streamline operations and systematically identify and eliminate waste. | Employees will learn how to develop maps of a business's value streams and gain various workplace organization tools such as checklists, visual aids, and tags. | Improved productivity, reduced waste, and increased throughput that leads to increased profitability. |
| Microsoft Excel | Spreadsheet software that allows users to store, analyze and manage data using calculation, graphing and other tools such as pivot tables. | Employees will gain improved proficiency in all widely used spreadsheet operations such as formatting cells and tables, sorting and filtering and creating formulas and charts. | Greater opportunities for cost savings and revenue growth from spreadsheet analysis skills; increased employee productivity and efficiency through better reporting and analysis tools |
| QuickBooks | Business accounting software that allows users to record, track and manage accounts receivable, accounts payable, sales, purchases and inventory. | Employees will learn software skills to manage bills and payments, payroll, inventory and tax information. | Improved efficiency through the ability to quickly understand customer sales information and expenses; decreased accounting costs through the development of internal capability and a reduction in bookkeeping errors. |

1. Eligible Businesses

- Organizations must already be doing business at the time of application. Start-ups that have not yet begun to operate are ineligible.
- Non-profit and not-for-profit organizations are ineligible.

2. Eligible Trainees

- A business can enroll a maximum of five (5) employees in each course. There is no minimum.
- Trainees are, or must become, permanent full-time or part-time employees after training. During training, they may be seasonal workers, consultants or interns.
- An employer can only request training for individuals employed at a worksite in one of New York City's five boroughs (The Bronx, Brooklyn, Manhattan, Queens, or Staten Island) after training. Employees are not required to reside within New York City.

3. Wage and Employment Requirements

- The employer must agree to allow trainees to attend all sessions of the training course.
- All trainees must be paid their current wage during training. Compensation must meet Federal and State minimum wage requirements.
- Trainees may not earn more than \$63,694/year (\$30.62/hr) prior to training, including tips, bonuses, or commissions. This salary limitation represents 450% of the Federal Lower Level Standard Income Level (LLSIL) for an individual in New York City.

- All employees must receive a W-2 tax form by the end of training. Please contact us at (212) 618-6765 if you have any questions about this.

4. Making a Request

- Packaged training is available on a rolling, first-come-first-served basis. Funding is non-competitive.
- A company can request NYC Business Solutions Packaged Training if they are applying for other public grants. However, the company must notify NYC Business Solutions Training if they have received other City, State or Federal training grants within the past three years. If this is the case, please contact us at (212) 618-6765.

5. Site Visits

- Staff will conduct site visits to observe training, including on-site training. All visits will be scheduled in advance.

6. Wage Gains

- 4% wage gains are required for at least 90% of trainees. Wage gains must be given within 90 days of training completion. This required wage gain is based on empirical results from similar trainings.
- Wage gains must be directly tied to the training program and not the result of any other factors, including pre-determined collective bargaining agreements or otherwise scheduled wage increases.

7. Documentation

- The employer must provide NYC Business Solutions Training staff and/or designees with documentation of trainee wages including, but not limited to, trainee payroll records for the duration of training and 90 days following the conclusion of training.

Employer Agreement

_____ (“Employer”) agrees to meet the aforementioned requirements as a condition for their employees’ participation in NYC Business Solutions Packaged Training (the “Packaged Training” or “Program”). Noncompliance with these requirements may result in the exclusion of your organization’s receipt of future NYC Business Solutions products and services.

Signature Certification

I am legally authorized to agree, on behalf of _____ (“Employer”), to the foregoing set of requirements as a condition for the receipt of training provided by NYC Business Solutions Training. I understand that noncompliance with these requirements may result in the exclusion of Employer from participation in future NYC Business Solutions products and services.

Name (PRINT)

Title (PRINT)

Signature

Date