



Expand Your Horizon!

260F Training Funds Quickstart Guide

Welcome to the Iowa Jobs Training (260F) Program!

Congratulations on taking this step to invest in your workforce and your company. We are delighted that you have selected Des Moines Area Community College (DMACC) and our DMACC Business Resources department as partners in this endeavor. We look forward to building lasting relationships, developing strong skill sets for employees, and seeing your success.

This overview and the corresponding binder will be your guides and resources on this journey, along with your DBR Business Consultant.

We appreciate your commitment to your employees, your company, and Iowa's growing economy by utilizing the Iowa Jobs Training program.

Sincerely,



Robert J. Denson
President, Des Moines Area Community College



Kim Didier
Executive Director, DMACC Business Resources

Your 260F Training Funds Overview

Below are the details of your training funds. If you have any questions, please contact your DBR Business Consultant.

Your project start date is:

Your project end date is:

Number of employees to train through your project is:

Your total training fund amount is:

Your cash match amount is:

Your Company Obligations

Below are the obligations you will need to meet to utilize the Iowa Jobs Training Program. If you have any questions, please contact your DBR Business Consultant.

1. Meet the cash match amount by project end date.
2. Use all of the funds by the project end date.
3. Train the number of people stated.
4. Complete a Performance Report at end of project.

Failure to meet all obligations may result in repayment of the loan and/or exclude your organization from participation in future projects.

Your Personal DBR Business Consultant

From keeping on schedule to hitting your training goals, our DBR Business Consultants are your resource every big and small step along the way.

Your DBR Business Consultant is {merge field} and can be contacted at {merge field}.

Learn more about your consultant and our entire DBR team in Tab 1.

Getting Started

Follow this checklist with corresponding information in the binder to keep on track with your 260F training funds. Your DBR Business Consultant will also be sending you information, deadlines, and forms to fill out to keep you on track with your training goals.

___ Set-up reimbursement login (can do at any time): _____

___ Attend reimbursement webinar: _____
(must be completed prior to submitting a reimbursement)

___ Send your business consultant a completed W9 to allow for reimbursement payments

- ___ Enter employee information in reimbursement system
(must be completed prior to submitting a reimbursement)
- ___ Enter training expenses to be applied toward the project cash match requirement
(must be completed prior to submitting a reimbursement)
- ___ Enter training expenses to be submitted for reimbursement
(must be completed before the two year project deadline)
- ___ Ensure you have trained the required number of employees
(as stated in the project application)
- ___ Complete performance report at the end of the project



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About 260F Iowa Jobs Training Program

The 260F Training Program has been helping Iowa businesses stay competitive by providing state-funded forgivable loans or grants to train existing employees. Projects are awarded and customized based on business and employee needs.

About Des Moines Area Community College (DMACC)

Des Moines Area Community College is a publicly supported two-year institution serving the Des Moines metropolitan area and surrounding counties. The College District includes all or major portions of Audubon, Boone, Carroll, Dallas, Guthrie, Jasper, Madison, Marion, Polk, Story and Warren counties and minor parts of 11 adjacent counties.

It encompasses 6,560 square miles or about 11 percent of the land area of the state. Approximately 20 percent of the state's population resides within the district. It operates in the same geographical boundaries as Heartland Area Education Agency 11.

Des Moines Area Community College was officially created March 18, 1966, and was designated as Merged Area XI. A nine member Board of Directors was elected and formally installed that same year.

About DMACC Business Resources (DBR)

DMACC Business Resources is a division of Des Moines Area Community College whose sole purpose is to work directly with businesses and organizations in the DMACC region. DBR Consultants and staff are passionate about growing businesses, as well as the regional community. DBR promises to each and every business and organization that it will:

1. Identify specific needs to get to the root of issues.
2. Connect our clients to the right resources.
3. Partner long-term with our clients to ensure needs are met.

DBR provides a broad spectrum of training and consulting services including:

- Professional Development for Managers and Supervisors
- Technical Training
- Safety/OSHA Training
- Employee Workplace Skills
- Continuous improvement, including Lean for Manufacturing, workplacelean® for the office, and Six Sigma
- Entrepreneurship
- Waste Management and Control

DBR has been facilitating workplacelean® since 2006 and is a recognized leader in the field. While Lean is most commonly associated with manufacturing processes, DBR's workplacelean® consultants have found that there are significant cost and time savings to be achieved in addressing inefficiencies in office processes as well. DBR's workplacelean® program works with educational institutions, manufacturers and government entities as well as other industries, including healthcare, financial services, insurance, information technology, and non-profit institutions throughout the country.

Meet Our DBR Business Team

Our diverse team has years of experience helping companies in all industries and markets in Iowa grow and succeed. Learn a little more about our team below.



Pam Akers
Administrative Assistant

Pam joined DMACC Business Resources in 2006. She is responsible for processing the 260E and 260F projects, Supervisory/Management Skills and Wastewater Training. Pam provides administrative support to DBR's Executive Director, Training Consultants, instructors and company contacts. Prior to joining DBR, Pam was employed in the fields of education and manufacturing.

Contact: pjakers@dmacc.edu | (515) 256-4913



Emily Betz
Process Improvement & Technology Coordinator

Emily is the Process Improvement & Technology Coordinator at DMACC in the Business Resources Department. She holds a B.A. from Central College and an M.A. from SUNY Stony Brook.

Emily is a certified workplacelean® trainer, helping clients evaluate and improve work processes across Iowa and nationally. She is also trained in Microsoft SharePoint® providing training and consulting services to departments wanting to transition to an electronic document management system.

Emily's past experience includes teaching art and English in Germany and France, and

specific work experience in translation, web design, international sales, payroll, hiring, and student services.

Contact: ejbetz@dmacc.edu | (515) 256-4914



Jacki Boldt
Business Consultant

Jacki has been a Consultant for DMACC Business Resources since October of 2012 and works with clients in Polk County. Prior to joining DBR, Jacki worked in the DMACC Career Center where she facilitated the connection between area employers and current students and alumni. Her background is in education, career development, adult education and program development. Jacki earned her B.A. in Business and Finance from Waldorf College and her B.A. in Secondary Education from Buena Vista University. Contact Jacki to learn more about how DMACC Business Resources can help your organization.

Contact: jlboldt@dmacc.edu | (515) 256-4915



Melissa Chavas-Miller
Business Consultant

Melissa began in DMACC Business Resources as a Consultant in September of 2007. She works with clients in Polk, Dallas and Adair counties. In addition to administering 260E & F programs, Melissa designs, develops and facilitates experiential management development training programs for DBR. Her background includes over 25 years experience in the Human Resource Development field working with all different types of companies in varied industries. Melissa earned her B.A. in Theatre/Communication/Education from Simpson College and a M.Ed. in Organizational Learning & Human Resources Development (OLHRD) from Iowa State University. Prior to joining DBR, Melissa owned her own consulting business, Chavas Consulting, for eight years where she focused on training, consulting and instructional design. Melissa also spent nine years working at American Media Incorporated as the Director of Training and Employee Development and as a Senior Instructional Designer in Research and Development. Contact Melissa to learn more about how DMACC Business Resources can help your organization.

Contact: mkchavas@dmacc.edu | (515) 256-4916



Aaron Chittenden
Business Consultant

Aaron joined DBR in March 2014. He works with organizations in Polk and Dallas counties. Aaron has an excellent background in economic development in Iowa. His experience includes Executive Director of Jones County Economic Development Commission, Executive Director of Grimes Chamber of Commerce, City of West Des Moines City Planner, Assistant to the City Manager and Interim Development, Planning and Inspection Manager. Contact Aaron to learn how DBR can help your organization.

Contact: ajchittenden1@dmacc.edu | (515) 256-4921



Kim Didier
Executive Director

Kim joined DMACC Business Resources as Executive Director in December 2010. Prior to joining DBR, Kim was the Executive Director for the Iowa Innovation Gateway, a new seven county economic development organization formed after Whirlpool closed its Newton operation. Initially funded by a regional innovation grant from the U.S. Department of Labor, the program is now being supported by the seven counties. Her office was in the Iowa Association of Business and Industry in downtown Des Moines. Prior to this economic development role, she served as the Executive Director of Newton Development Corporation, responsible for helping local businesses prosper and attracting new companies to the community. A native of Iowa, Kim holds a B.A. from the University of Minnesota and an M.P.A. from Indiana University's School of Public and Environmental Affairs. Contact Kim to learn how DBR can help your company meet its training needs.

Contact: kmidier@dmacc.edu | (515) 256-4917



Dennis Hayworth
Lean Training Coordinator/Projects Officer

Dennis has been with DMACC Business Resources since February 1999. His responsibilities include scheduling and coordinating Lean, workplace lean®, Management/Supervisory Skills, Water and Wastewater training and other DBR training events. He has a B.A. in Business Administration and over 30 years of experience in business as sales, Operations Manager, District Manager and Branch Manager. Call Dennis to learn more about scheduling a class for your organization or to learn more about how to enroll in upcoming classes offered by DMACC Business Resources.

Contact: dahayworth@dmacc.edu | (515) 256-4919



Craig Hennager
Water Environment Technology (WET) Training Coordinator

Craig manages the WET Program, which offers paths for water professionals to obtain and retain their professional certifications.

Craig also handles the On-Site Wastewater Training Center of Iowa, which provides training for county environmental health specialists, septic system installers, time of transfer inspectors, pumpers and design professionals.

Craig has a B.A. in Business Management, a Grade III in Wastewater Treatment, Grade II in Water Treatment and a Grade II in Distribution Systems.

Contact: cjhennager@dmacc.edu | (515) 256-4919



Caylene Hollinrake
Administrative Assistant

Caylene joined DMACC Business Resources in November 2013. Caylene provides administrative support to DBR's Training Coordinator, Training Consultants, and Instructors. She is responsible for processing Wastewater Training classes and acting as the contact for class registration for many of the other training classes DBR provides. Caylene comes to DBR with over eight years of experience in the Business Administration field. Caylene earned her B.A. in Business Administration from AIB College of Business. Contact Caylene to enroll in upcoming classes offered by DMACC Business Resources.

Contact: cjhollinrake@dmacc.edu | (515) 256-4920



Jeff Janes
Business Consultant

Jeff has been a Consultant for DMACC Business Resources since January of 2002 and covers Audubon, Boone, Carroll, Polk, and Story counties. His office is located in Ames at the DMACC Career Academy Hunziker Center. Prior to coming to DMACC, Jeff worked for Pella Windows and Doors in Chicago, IL and Pella Corporation in Pella, Iowa. His background is in manufacturing, marketing, training, customer service, and continuous improvement. Jeff earned his B.A. from Simpson College and his M.B.A. from Drake University. Contact Jeff to learn more about how DMACC Business Resources can help your organization.

Contact: jrjanes@dmacc.edu | (515) 663-6717



Kelly Mitchell
Business Consultant

Kelly Mitchell joined DMACC as a Business Resources Consultant in November 2012 and serves clients in the Marion, Jasper and Warren county region. She spent over 14 years with Vermeer Corporation in sales, marketing and human resources. Kelly has experience with organizational development in areas of succession planning, systems thinking, employee assessment and employee development. Kelly earned her Master's in Business Leadership at William Penn University, Senior Professional in Human Resources (SPHR) through the HR Certification Institute and holds an Organizational Development certification through DePaul University. Kelly is on the board of the Marion County Development Commission (MCDC) and the Central Iowa WORKS Advanced Manufacturing Workforce Partnership (CIW). Contact Kelly to learn more about the services DBR offers their clients.

Contact: kjmitchell4@dmacc.edu | (515) 256-4922



Mabelle Sabin

Lean Facilitator

Mabelle is currently a Lean Facilitator for DMACC in Ankeny, Iowa. She holds a B.A. in Elementary and Special Education from Hastings College. Mabelle is responsible for facilitating Lean initiatives throughout DMACC's six campuses and providing training and consulting services to external manufacturing, service, government and education clients.

Prior to DMACC, Mabelle worked as a Learning and Development Consultant for 17 years. Mabelle was self-employed for the past several years where she partnered with the Iowa Judicial Branch to implement electronic filing to the entire State of Iowa. In this role, she was responsible for facilitating classroom training to everyone who touched the court system, including Judges, Court Administration, Clerks of Court, Law Enforcement, Juvenile Court Services, the Department of Human Services, and county citizens that file documents with the Clerk of Court. Mabelle has also worked in the Mortgage and Insurance industries as well as in Early Childhood and Special Education.

Contact: mmsabin@dmacc.edu | (515) 201-4609



Bonnie Slykhuis

Lean Consultant

Bonnie is currently a Lean Consultant for DMACC in Ankeny, Iowa. She holds a B.A. in Biology and Secondary Education from Central College and a Masters in Training & Development from Drake University. Bonnie is responsible for implementing Lean initiatives throughout DMACC's six campuses and providing training and consulting services to external manufacturing, service, government and education clients. She is a certified Master Trainer for workplacelean® (office lean) and a certified trainer for NIST/MEP Lean (manufacturing lean) having conducted over 700 Lean sessions for more than 100 organizations both in and out of state. She is also a certified instructor for leadership and soft skills programs such as MBTI (Myers-Briggs Type Indicator), DDI (Developmental Dimensions International), Achieve Global and Logic Opera.

Prior to DMACC, Bonnie was employed as a K-12 educator and employed by Pella Corporation, 3M Company, and Maytag Corporation. Areas of employment included production, safety, training, organizational development, and supervision. From 2002-2006 Bonnie also owned and operated her own small manufacturing business.

Contact: blslykhuis@dmacc.edu | (515) 238-3485



Cathy Spenceri
Business Consultant

Cathy has been with DMACC Business Resources since October 1999. Cathy has responsibilities for clients in Polk County where she recommends and implements a wide variety of training needs to corporations. Cathy holds a B.A. in Speech Communications and a M.Ed. in Organizational Learning & Human Resources Development (OLHRD) from Iowa State University. She has over 25 years of facilitation experience in business and industry including working for Physician's Mutual (insurance), Frigidaire - Electrolux and Des Moines University. Cathy is a certified facilitator in Wilson Learning, DDI (Developmental Dimensions International), Achieve Global, and MBTI (Myers-Briggs Type Indicator). Contact Cathy to learn more about how DMACC Business Resources can help your organization.

Contact: caspenceri@dmacc.edu | (515) 256-4923



Your 260F Training Plan

In this section is a copy of your approved 260F training plan. If you have any questions regarding this plan, please contact your DBR Business Consultant.



Project Implementation

Your company will have two years to access the allocated training funds and submit all expenses for reimbursement.

Classroom Training

Classroom training is divided into three subcategories of expenses:

1. Job Skills Training: directly related to training the employee(s)
2. Management/Supervisory Training: communication and leadership skills
3. Training Materials: items used to conduct training of employees

You may use your funds in these above three categories through different providers. For more details and examples of documentation required, see Tab 4.

- DMACC Provided Training
- Company Provided Training (Internal Trainer)
- Company finds external trainer

Employee wages and On-the-Job training are not eligible expenses in the 260F program.



Training Expenses & Reimbursement

Your 260F training funds can be used for classroom training, including on-site, managerial, soft skills, communication, leadership, internal training purposes, training materials, and more. Training funds are not intended for executive level employees in the organization. Below is a detailed list of what is covered by your available funds.

Classroom Training

Job Skills Training:

This is training for skills that are directly related to the position of the employee.

- **Examples:** Training on computer languages, project management, safety, HR required concepts, accounting, sales, welding, foreign languages, AutoCAD, etc.
- **Forms of training:** Tuition for credit courses, registration for classes and conferences (online or in-person), fees for trainers or consultants that come to your organization (one-time or on-going).
- **Can also include:** Travel expenses related to the training, parking fees, meals or catering associated with training; no alcohol or entertainment expenses will be reimbursed. **Itemized receipts are required for restaurants and hotels.**
- **Internal training:** You can cover the wages of an internal trainer for training sessions that occur between an internal trainer and a new employee. **You cannot cover the wages for the new employee;** Internal invoices are created to verify the training that occurred along with who was trained.
- **Documentation:** Itemized invoices or bills verifying the training cost **AND** proof of payment; invoices that show paid in full are acceptable, otherwise proof of payment can be copies of a check, copies of an ACH, credit card statements, etc.; internal training requires documentation of the rate of pay for the trainer.

Management/Supervisory Training:

This is training for soft skill areas.

- **Examples:** Training on leadership, new supervisor skills, performance reviews, communication, change management, process improvement and lean, delegation, developing team members, customer service, etc.
- **Forms of training:** Tuition for credit courses, registration for classes and conferences (online or in-person), fees for trainers or consultants that come to your organization (one time or on-going).

- **Can also include:** Travel expenses related to the training, parking fees, meals or catering associated with training; no alcohol or entertainment expenses will be reimbursed. ***Itemized receipts are required for restaurants and hotels.***
- **Documentation:** Itemized invoices or bills verifying the training and cost and proof of payment; invoices that show paid in full are acceptable otherwise proof of payment can be copies of a check, copies of an ACH, credit card statements, etc.; internal training requires documentation of the rate of pay for the trainers.

Training Materials:

These are expenses for materials required to conduct training.

- **Examples:** Projectors, books, online subscriptions, computers/kiosks designated for training, whiteboards, machines designated for training, scrap materials, tables in a training room, etc.
- **Documentation:** Itemized invoices or bills verifying the item and cost and proof of payment; invoices that show paid in full are acceptable otherwise proof of payment can be copies of a check, copies of an ACH, credit card statements, etc.

Reimbursement

Regardless of whether you use DMACC-provided training or a different provider, you will need to log on and file for reimbursement on the 260F Online Reimbursement System.

In the 260F Online Reimbursement System, you will upload employee data, including Social Security numbers, which is encrypted both when transferred and as data at rest. This employee data is available to you to auto-populate your reimbursements as you expend your funds.

Based on your Training Plan, indicate the category of the training (i.e. Job Skill, Management/Supervisory, Training Materials).

Attach and upload the following paperwork:

- An invoice of the training activity, including the name, dates and description, outline or agenda of the training class.
- Proof of payment (copy of the check, ledger posting, etc.).

For help with entering training, you can use the 260F Online Reimbursement System Guide. Make sure to set up your login and get our training webinar on your schedule before starting any training activities.

Below is the website URL and your specific login information for the 260F Online Reimbursement System.

URL: **dbr.dmacctraining.com**

Login: _____

The following is a step-by-step walkthrough of the system for reference.



Cash Match

The total amount of the project is determined during the application process. If a training project total is more than \$4,999, then the company is required to provide an approximate 26% cash match toward the project. Based on the total project amount, the company will pay for additional training that matches the cash match amount. These are funds that will not be reimbursed. Whether you choose to use DMACC or another provider for training, you submit all training, including training for cash match, to the online reimbursement system for approval and record keeping, verifying all requirements are met.

Cash match training is paid for out-of-pocket and fulfilled in full before submitting training that will be reimbursed.



260F Iowa Jobs Training Program – Frequently Asked Questions (FAQ)

Below are some common questions regarding the 260F Training Program.

If at any time you have additional questions or need more information, please contact your DBR Business Consultant.

- 1. How much time does the company have to train the employees?**
The company has two years from the date of the Agreement of Intent to train the number of employees included in the training plan and utilize all funds.
- 2. How can we use the training dollars? (See Tab #4)**
Training dollars can be used for job skill-specific training such as training on equipment and/or processes, new employee orientation, basic skills, English as a Second Language, Industrial Maintenance, Lean Operation Techniques, and training program development. They may also be used for Management/Supervisory training such as basics of supervision, good management practices, motivation, and leadership skills. In addition, training funds may be used for training materials, including the development, design and production of training support materials, process and procedure manuals, videos, and textbooks.

See Tab #4 for more detailed descriptions of approved training fund usage.
- 3. Can we pay for On-the-Job training (OJT)?**
No, the 260F program does not cover the wages of employees during training.
- 4. Why do I have to submit Social Security numbers of employees?**
These are required by Iowa Code. There are references to this requirement in both our Agreement of Intent and Final Agreement. They are used to calculate the effectiveness of the program for the State Legislature.
- 5. What happens if I don't train the number of employees listed in the application?**
Your cash match and project funds are based on the number of employees trained. If you only train 50% of your stated employees, then 50% of the cash match must be met and only 50% of the funds may be used.

Any deviation from this may also result in a payback of some or all project funds. Even if there is no financial penalty, this is one of the fundamental requirements of the 260F Project, and not meeting this obligation could affect eligibility for future projects.

6. What happens if I don't meet the cash match?

If you are short on your cash match, it could result in paying back some or all of your funds. Cash match is another requirement of the 260F program that is necessary for funds to be forgiven. Cash match should be met prior to reimbursement for expenses.

If you are receiving DMACC-provided training then you will occasionally be allowed to use funds prior to cash match submission. There are references to this requirement in both our Agreement of Intent and Final Agreement. Cash match should be submitted as soon as possible in this case.

7. What happens if I don't use all the funds?

Any funds not used are sent back to the state within 10 days of your project end date as long as you've trained the number of employees stated in the application and met your cash match within the stated two-year timeframe.

It is vital to have your reimbursements submitted prior to your project end date. Not using all of your funds could affect future projects as well.

8. What happens if I don't use all my funds in the two-year timeframe?

In the event of an emergency, IEDA will occasionally grant an extension on the time frame of a project. The extension request needs to be submitted at least one month prior to the end date of the project and needs to have a sound business reason for needing the extension.

There is no guarantee the extension will be granted. Extensions are at IEDA's discretion. It is important to begin with the end in mind when planning the use of funds.



Forms and Record Keeping

Use this tab to review forms needed for projects as well as a place to organize and keep all your completed forms and records throughout your 260F Training Program fulfillment.



Agreement for DMACC-Provided Training

DMACC Business Resources agrees to perform the following services as outlined for:

Training Plan/Services

Training Budget/Costs

260F Iowa Jobs Training Projects Only		
Base Headcount:	Number of New Jobs to be Created:	Current:

Headcount:

By signing this Letter of Agreement, _____ accepts the services as described and agrees to have the cost of these services plus travel and material expenses deducted directly from the company's

_____.

DMACC Index _____

Business Consultant Date

For Title

Signature Date

Classroom Training Form

Name: Susy Jones (*Name of the internal trainer*)

Dates of Training: May 20 – 24, 2012

Type of Training: Sales Training

Key Learning Points:

Participants will learn to:

- Ask questions to effectively identify customer needs
- Actively listen to customer concerns
- Explain the features and benefits of the EYZ product
- Overcome client objections

8 hours of Development

32 Hours of Facilitation

40 Hours Total X \$25.00 = \$1000.00

Participants Trained:

(*Names of employees that were trained*)

***This would be submitted as Job Skill training. You are training your employees on a skill related to their job and the training is done by one of your internal employees/trainers. The reimbursement would be to cover the wages of the internal trainers time for development of training materials and time conducting the actual training.

***In addition, you will need to include documentation that can verify the rate of pay for the internal trainer. This only needs to be done one time per year or until the trainer has a change in rate of pay.

SAMPLE