

EXHIBIT 8-F2

SAMPLE HIRING AND TRAINING PLAN FOR CUSTOMIZED EMPLOYEE TRAINING

In consideration of the financial assistance provided by (Name of Local Government)'s Community Development Block Grant – Economic Development (CDBG-ED) Program through the grant administered by the (Name of Local Development Organization) agree to participate in a hiring and training plan that is an integral part of the grant agreement. The (Name of Business) will be responsible for implementing the plan, and will be assisted by the Montana Job Service and (Name of Local Development Organization).

- 1. LOW AND MODERATE INCOME BENEFIT:** As a result of the grant assistance provided by the Montana CDBG-ED Program, (Name of Business) will create (Number) full-time equivalent (FTE) jobs by the end of the second year of operation. The company will make a minimum of (Number) FTE job openings available to low and moderate-income persons, and will use the most recent low and moderate-income guidelines provided by the Montana Department of Commerce to determine eligibility for this status. To ensure that the jobs created are made available to low and moderate income households, the company will use the Montana Job Service for referrals.
- 2. OVERALL EMPLOYMENT:** (Name of Business) is located at (Address), and will employ a total of (Number) persons through its operations by the end of the second year of operation. The job breakdown is estimated to be: (List job titles and number of positions).
- 3. HIRING PRACTICES:** (Description of training provided).
- 4. TRAINING PRACTICES:** (Name of Business) will hire and train employees to: (Description of duties to result from training).
- 5. REIMBURSEMENT FOR TRAINING ACTIVITIES:** (Name of Business) will pay trainees (\$Amount) per hour during the training and probationary periods. The company has determined that it will take (Number) hours to complete the initial training program and an additional (Number) hours to complete the probationary period. The total cost of training one (1) employee is (\$Amount) for (Number) hours at (\$Amount) per hour. Once the trainee has satisfactorily completed the training and probationary periods, (Name of Company) agrees to pay the trained employee (\$Amount) per hour.

The County agrees to reimburse (Name of Business) (Amount) for each full time equivalent (FTE), up to (Number) FTEs, not to exceed (\$Amount), that have successfully completed the training program and probationary period and are receiving the minimum hourly rate of (\$Minimum MDOC Wage). An FTE is defined as an employee, or combination of employees, that works 2,080 hours per year or 40 hours per week.

- 6. COMPLIANCE WITH EQUAL OPPORTUNITY AND NONDISCRIMINATION LAWS:** In all of its hiring practices, (Name of Company) will abide by the provisions of Title VI of the Civil Rights Act of 1964, which states that no person may, on the grounds, of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

(Name of Company) will also comply with Section 109 of the Housing and Community Development Act of 1974, which states that:

No persons in the U.S. may, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1974 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 will also apply to such program or activity.

7. **REPORTS AND RECORD KEEPING:** (Name of Company) will ask each applicant to complete a household questionnaire form, so that the designated representatives of the (Name of Local Government), (Local Development Organization), can determine the low and moderate-income status of the company's potential employees prior to the date of hire. In addition to this documentation, the Montana Job Service will maintain an applicant pool for the company, with special codes assigned to applicants interested in working at the company. Before referral to the company, all applicants will be screened for income eligibility for job training assistance, tax credit incentives, and CDBG-ED low and moderate -income status. The company will provide a list of its employees to the (Local Development Corporation) no less than every three (3) months during the two-year duration of the project. The report must document that higher wages, at least \$Minimum MDOC Wages were paid to each employee after completion of the training program and probationary period.
8. (Name of Business) agrees that in the event it ceases operation in (Name of Local Government) within the first two years—the Montana Department of Commerce (MDOC) contract period—the company will reimburse the (Name of Local Government) for the full amount of the MDOC labor training grant funds it has received.
9. **ACCEPTANCE:** (Name of Business) hereby agrees to abide by the hiring and training provisions described herein.

Business Owner
Name of Business

Date

Chief Elected Official
Name of Local Government

Date

Director
Local Development Organization

Date