



WORKFORCE CENTRAL FLORIDA

Employed Worker Training Award Guidelines

Are you interested in taking advantage of a competitive application program that may help cover a portion of your organization's employee training costs? WORKFORCE CENTRAL FLORIDA's (WCF) Employed Worker Training Awards program may help pay for training costs up to \$50,000, or even \$100,000 in targeted industries for approved applicants. Apply today. Awards are going fast!

How does the program work?

The Employed Worker Training Awards program provides up to 50 percent reimbursement of a company's direct training costs. Each employer is eligible for up to \$50,000 or \$100,000 if an organization is part of WCF's defined targeted industries, per WCF program year (July 1 – June 30) with a maximum of \$5,000 per employee per year. Current WCF targeted industries include:

1. Any employer in a STEM (Science, Technology, Engineering, Math) occupation, regardless of the training and /or occupations recommended for training
2. New and Emerging Industries related to renewable and sustainable energy, digital media, cyber security and biotechnology, regardless of the industry, where training is new and emerging related
3. K-12 math and science related training for public education institutions

Employers are required to pay for the cost of training up front and then submit a reimbursement invoice to WCF for the employees who successfully completed training. The minimum application that WCF can accept is \$1,000, for a total of \$500 reimbursed.

If I don't submit an application now, will there be other opportunities?

Although the program is ongoing and organizations may apply any time throughout the year, there are limited funds available that will be awarded to local employers on a first-come, first-served basis. If you need help formulating training goals or designing a program, we will be happy to assist.

GUIDELINES

To determine if your company is eligible to receive an Employed Worker Training Award, review these guidelines.

Who can apply?

Employers that meet all of the following criteria are eligible to apply for an Employed Worker Training Award:

1. Employers in the private, for-profit sector, non-profit, local governments or public agencies;
2. Employers must have been in business in Lake, Orange, Osceola, Seminole or Sumter counties for a minimum of one year; and
3. Employers must have at least two full-time employees.

If an organization uses a professional employer organization (PEO), the PEO must include a letter stating that as the employer of record, it acknowledges, accepts and agrees that its employees that are assigned to the supervising employer applying for the award will be in compliance with the application submitted.

Applications submitted by WCF board members will need to be reviewed and approved by the review committee, the WCF Board of Directors (which meets in March, June, Sept and Dec) and by a state agency. All application have to be submitted 30 days prior to the board meeting and 60 prior to the training start date. Please allow at least 90 days for you application to be fully processed. However, please note the length of time for review & approval from

the state agency is not within local control, so it is strongly suggested that applications are submitted with as much advance planning as possible.

Who can be trained?

1. Employees must work in Lake, Orange, Osceola, Seminole or Sumter counties the majority of their working time.
2. Employees must be authorized to work in the United States (I-9 information).
3. Males must be registered for the selective service.
4. Employees in the training program must be at least 18 years old and willing to complete and sign a program application and provide necessary documentation.
5. Employees must work a minimum of 20 hours a week, and must earn less than \$39,584 per year. *\$51,000 per Anika Holmes*
6. For soft skills training (ESOL, critical thinking, supervisory training, etc.), the employee's family income must be less than federal working family income guidelines and he/she must have a dependent under the age of 18.
7. Employees must have been employed with the company at least 90 days before training begins, unless one of the following applies:
 - A. The training will last at least 90 days or 160 clock hours, whichever is longer, and the employer's company falls within one of WCF's targeted industries; or
 - B. WCF is working jointly with an economic development organization in an effort to overcome specific issues/barriers for a company.

What type of training is authorized?

This award must be spent on training that develops employees' specific occupational or soft skills knowledge. In addition, these skills must contribute to the organization's ability to compete in the market, or if the organization is a non-profit or a public agency, to effectively deliver the services expected by the organization's constituents. The training should also improve the opportunities for the employees trained to keep their jobs, advance within the company, receive a wage increase and gain additional skills. Stand alone leadership training, conferences or attending a conference cannot be included.

Occupational skills training must lead to an industry-recognized certificate of skills attainment, and soft skills training must lead to a completion certificate. All training programs provided by a public education agency such as a community college, university or vocational center meet this requirement. If the organization plans to use another type of training vendor, WCF will work with you to determine if the certificate that will be issued meets this requirement.

Any employers that have a vested interest in the training vendor will be considered a subject matter expert.

What will be paid for?

If the organization's application is approved and WCF executes an agreement with the company, the award will cover up to 50 percent of the training costs. Training costs may include tuition, textbooks and other training materials. The employer must pay the remaining costs of training through a cash match.

WCF bases its reimbursements on the following:

- **External Training:** WCF pays half of the current undergraduate credit hour course rate for the University of Central Florida (currently \$162.57), or a maximum of \$81 per training hour.

What will be required of the Employer?

1. The organization must agree to pay the employee his/her wages if training occurs during his/her normal working hours.
2. Completed applications must be submitted at least two weeks prior to the first training start date.
3. The company must ensure that the training begins within 45 days of the date the agreement is executed by WCF or the organization must reapply for funding. Training must be completed within the contracted time period, unless a contract modification is obtained in writing from WCF. Awards not used in the timeframe of the contract will be rescinded.
4. The company must ensure that all employees, who will be trained under the agreement resulting from this application, apply and are registered before training begins. Registration consists of each selected employee

completing a short online application and providing an electronic signature. The company can only receive reimbursement under this agreement for employees who complete the registration process, meet the eligibility requirements and complete the training. This registration will include the release of employee information, which includes but is not limited to social security numbers as well as wage information. WCF will hold the information we collect in the strictest of confidence and destroy files appropriately when our funding sources allow. Any employees that do not release this information cannot be included for reimbursement.

5. The organization must require selected employees to attend and complete the training once scheduled. Voluntary attendance at training will not be approved.
6. The company must agree to allow WCF to announce and promote the receipt of the award, including company name, the amount of the award, the number of employees to be trained, the type of training and the company's contribution to the training cost. WCF does not sell employer contact information.

What steps do I need to follow to apply for an award?

Online Application

- Complete either the online or the paper application at www.WorkforceCentralFlorida.com/EWT Awards. The application will identify the type of training needed, the training vendor best suited to provide that training and the training cost. A company officer must sign off on the application and agree to the subsequent releasing of employee information.

Within approximately two business days, the company will be notified by a WCF representative that the application has been received, and he/she will request that you submit support documentation as outlined below.

Support Documentation – Submit to WCF Representative

- Complete training vendor form(s) provided by the WCF representative, and provide details about the curriculum.
- Complete a W-9 (Request for Tax ID Number).
- Provide a copy of the company's business license (private, for-profit companies) or articles of incorporation (nonprofit organizations) to the WCF representative. Government or public education agencies do not have to provide this documentation.

At this point, the completed application and support documentation will be reviewed by a WCF internal review committee. A WCF representative will notify the company if the training program is approved for funding and what the total agreement dollar amount will be. If approved, the WCF representative will send an agreement package to the employer.

Agreement Package – Submit to WCF Representative

- Complete the agreement package. By having a company officer sign the agreement package and agree to the subsequent releasing of employee information. If a PEO is involved, the PEO will be a required signature on the agreement.

Once WCF receives the agreement, the employer will receive a signed copy of the agreement for its records.

Employee Registration and Training

Registration must be completed prior to the training start date to determine eligibility. Any application completed after the start date of training will not be reimbursed.

- Conduct online registration of employees. WCF will provide online link once the agreement is executed.
- Begin training and complete within scheduled timeframe.

How do I receive the reimbursement?

Invoices must be submitted within 60 days from the date of completion of each training course. If the agreement includes cycles of different trainings that start and end at staggered times, it is not necessary to wait until all training included in the agreement is completed to submit an invoice. WCF will supply a how-to-invoice checklist once the agreement is executed.

Who do I call with questions?

Please contact the WORKFORCE CENTRAL FLORIDA at (407) 531-1222, extension 2055 or e-mail us at employerservices@wcfla.com.



**WORKFORCE
CENTRAL FLORIDA**

Employed Worker Training Award Application

Complete and return this application to WORKFORCE CENTRAL FLORIDA by handing it to your WCF Business Development Manager, mailing it to WORKFORCE CENTRAL FLORIDA 707 Mendham Blvd., Ste 250, Orlando, FL 32825, Attn: EWT or emailing it to employerservices@wcfla.com

Company name: City of Leesburg

Company website: http://www.leesburgflorida.gov/

Physical address: 501 W Meadow Street

City: Leesburg, FL Zip Code: 34749

Mailing address (if different): P O Box 490630

City: Leesburg, FL Zip Code: 34749

Phone: 352-728-9816 Fax: 352-326-6622 County: Lake

Are the employees' salaries you are requesting training awards for paid for by a:

 PEO* Staffing Agency X Your Company Directly Other:

**Please attach a letter of support per the EWT Guidelines*

Authorized company representative: Bill Polk Title: Mayor

Contact Representative: Sabrina Hubbell 352-728-9816

Phone: 352-728-9704 Fax: 352-326-6622

Email address: sabrina.hubbell@leesburgflorida.gov

Employer Federal ID #: 596-000-362 Years in business at this location: 150+

Is your company current on all State of Florida tax obligations? X Yes No, if no explain on a separate page.

Total number of employees at this location(s): 500+

Does your company have any immediate or future plans to downsize its workforce or to lay-off any of its existing employees, including the employees to be trained with this award? X No Yes. If yes, please explain on a separate sheet of paper.

How did you hear about this award opportunity? Previously awarded

Is your company in a STEM (Science, Technology, Engineering, Math) related industry? ___Yes
X No If yes, please explain how you determined your company is STEM related. (List specific
STEM Occupations/or STEM related functions within the organization)

1. Describe the product(s) and/or service(s) of your company:

The City of Leesburg Electric Department provides electrical power to over 23,000 citizens in Leesburg. The Apprentice Linemen will be training in metering, overhead lines, underground lines, trouble shooting, safety procedures and all aspects of electrical distribution as well as customer service. The line crews maintain, build, and trouble shoot the electrical distribution system serving the citizens of Leesburg.

2. Describe in detail the proposed training project. Include descriptive information on the training being requested, the certification that will be received at successful completion and the training vendor that your company proposes to use.

1. Basic Electricity for Line Workers-this course introduces students to basic electricity and the fundamentals of electrical power that apply particularly to the line worker. Students will study the history of electricity; AC and DC circuits; the principles of induction, capacitance and reactance; portable generators and basic wiring; conductors and insulator technology and electric power. Students will demonstrate proficiencies in basic electrical formulae and measuring/metering instruments.

2. OSHA Electrical Standard & NESC

3. Basic Transformer-Basic electrical and magnetic principles as applied to the operation of distribution transformers will be presented in this course. Emphasis will be placed on understanding and applying transformer connections in three-phase banks; the physical construction of transformers, autotransformers and reactors; and safety requirements for installing and maintaining transformer equipment. Troubleshooting transformers and transformer bank problems will be an integral component of the course.

4. Pole Line Equipment I-This course is designed to provide students with the knowledge and skills necessary to perform overhead line installations, pole line inspection, transformer inspection, maintenance, and change-outs. Students will be involved in hands-on experiences in an outdoor lab.

The students will continue to work toward the completion of the Electrical Distribution Technology Program.

3. Describe how this award will improve your company's competitiveness and effectiveness as well as provide opportunities for your employees to keep their jobs, advance within the company, receive a wage increase, and/or gain additional skills.

The Apprentice Lineman program is registered with the State of Florida. At the conclusion of the electrical apprentice program employees will be a State certified Electrical Lineman. This title will provide a promotion and a pay raise.

These employees serve as a groundsman for six months, and then are promoted to Apprentice Lineman. Once they have graduated from the Apprentice program, they are guaranteed a promotion to First Class Lineman. They then work very closely with the Line Crew Leader and gain experience in supervising a crew. Without this employee training, an aging workforce will leave the City of Leesburg at a disadvantage to safely and effectively service the citizens of Leesburg.

The skills acquired during this certification are transferable skills. With an aging workforce in the electrical industry, the skills acquired in this 8,000 hr on-the-job training plus the certification with in-class courses through Lake Sumter Community College will allow these employees to be very much in

demand.

4. Please check at least one box in each of the two tables immediately below that accurately reflects the impact of the proposed training project.

<input checked="" type="checkbox"/> Will improve long-term wage levels for our employees that will be trained
<input checked="" type="checkbox"/> Will improve the short-term wage levels of our employees that will be trained
<input checked="" type="checkbox"/> Training will avert the need for the company to lay-off existing employees
<input checked="" type="checkbox"/> Training will improve the employees' opportunities to advance within the company
<input checked="" type="checkbox"/> Training will give the employees additional specific key occupational skills critical to their current job

<input checked="" type="checkbox"/> Will lower employee turnover in our company
<input checked="" type="checkbox"/> Critical to the short-term and/or long-term viability of our company
<input type="checkbox"/> Will increase the profitability of our company
<input type="checkbox"/> Will help prevent company from having to relocate operations
<input type="checkbox"/> Will improve our ability to be competitive in all our markets

5. Please identify any other potential impacts of this proposed training project by checking all applicable boxes below.

<input type="checkbox"/> Will assist in the training of veterans	<input type="checkbox"/> Will assist in the training of the disabled
<input type="checkbox"/> Training involves a workplace literacy component	<input checked="" type="checkbox"/> Important to the stated mission of our company
<input checked="" type="checkbox"/> Will be an important component of our company's training efforts	<input type="checkbox"/> Will assist in the improvement of international trade efforts
<input type="checkbox"/> Will create _____ new jobs within our company and/or will save _____ jobs within our company	

6. Please provide the following information for those employees who will be trained using this award.

Job Title	# of employees	Type/name of training	Length of training in hours	Anticipated Training start date	Who will be Providing the Training?	Estimated cost of training per employee
Apprentice Lineman	6	Electrical Distribution Technology		8/22/11	Lake Sumter Community College	4,200.00

Number of individual, unique employees that are proposed to be trained: 6

Will attendance and completion of this training be required of each employee selected for training?
 Yes No

7. Complete the following budget in as much detail as possible.

Budget category	Estimated cost per trainee	# of employees to be trained	Total estimated cost of training	Total \$ amount to be paid by WCF	Total \$ amount to be paid by Employer
Tuition	4,200	6	25,000.00	12,500.00	12,500.00
Training equipment Purchase	0	6	0	EWT Award Cannot Fund	0

Travel, Food, Lodging	0	0	0	EWT Award Cannot Fund	0
Other Costs (Textbooks, training materials, etc.) (describe in detail if you wish to propose that it be included in the award)	Included	6	Included	Included	Included
Employees Wages	Apprentice Linemen in training will receive a wage increase at 6 month intervals. Wages range from \$17.81–24.18 per hour.	6	–	EWT Award Cannot Fund	All wages will be paid by the City of Leesburg.
Total					

I acknowledge my organization is eligible to compete for training funds according to the Employed Worker Training Awards Guidelines and that the information in this application is complete and accurate. I acknowledge that my organization has received a copy of the Employed Worker Training Award Guidelines. I understand that any awards of training funds may be withdrawn should information in this application be inaccurate or if my organization fails to utilize these funds within the approved timetable. I further understand that if my company fails to release the employee information required, this application can not be approved for funding. I also authorize WCF to announce and promote our company's receipt of this award and include our company name, the amount of the award, the number of employees to be trained, the type of training and our contribution to the training. I am an officer of the organization and authorized to commit this organization to the terms and conditions of this training funding opportunity.

Signature
 Bill Polk
 Name (print)
 Sabrina.hubbell@leesburgflorida.gov
 E-mail address
 6/28/2011
 Date

Mayor
 Job Title
 352-728-9816
 Phone number

For WCF Office use only. Check one: EWT Targeted industry EWT NAICS Code: