

## **Notice of Funds Available to Train Employed Workers** *Rating Criteria and Application Instructions*

The purpose of the Employed Worker Training (EWT) program is to provide training funds to companies with the intent of advancing current employees' wages and positions, and to assist them in retaining jobs that provide self-sufficient employment. The Broward WorkForce Development Board (BWDB) and the WorkForce One Employment Solutions Council of Elected Officials allocate EWT funding each program year. Funded customized training projects must be completed by June 30 of each year for which funds are awarded. Businesses applying for EWT training must meet the following conditions:

- Business may be *for-profit, non-profit* or *governmental organizations*
- Business must be in operation in Broward County for a minimum of one year prior to application date
- Be fully licensed to operate in Broward County
- Must have a least one full-time employees apart from the owner
- Must have Workers Compensation coverage
- Must be able to demonstrate the need for training and identify the specific skills the employees need to acquire
- Trainees may not include individuals who are related to the owner of the business
- Individuals selected for training must meet Workforce Investment Act (WIA) eligibility requirements
- Business will be required to contribute matching financial resources of 50% of the requested training costs
- To get reimbursed Business has to have a certificate of completion for each employee trained that is national recognized or industry based recognized training

### **Employee Eligibility**

The Workforce Investment Act (WIA) affords many opportunities both at the state and local level to serve employed workers. The BWBD has the authority to select the income levels for WIA adults who would qualify for training. In order to define the self-sufficient wage policy and to provide other guidelines on determining eligibility, **employers must qualify staff to be trained in one of two categories.**

1. Employee and his family do not meet the definition of Self-Sufficiency (reference chart below). The Self-Sufficiency Standard calculates how much money working-adults need to meet their basic needs, without subsidies of any kind and by taking into account the cost of living and working, as they vary by family size and composition.

<b>Family Size</b>	<b>Self-Sufficient Wage</b>
<b>1</b>	<b>\$40,707</b>
<b>2</b>	<b>\$40,707</b>
<b>3</b>	<b>\$40,707</b>
<b>4</b>	<b>\$44,700</b>
<b>5</b>	<b>\$52,340</b>
<b>6</b>	<b>\$59,980</b>
<b>7</b>	<b>\$67,620</b>
<b>8</b>	<b>\$75,260</b>

For family sizes larger the eight (8), add \$7,640 for each additional family member



2. Employee does meet the definition of Self-Sufficiency but will not be retained unless additional skills are attained.
3. Non-eligible employees can be trained at the same time as eligible employees; however the cost must be paid for by the business.

**Required from Businesses Accepted for Funding**

Upon award of a grant, WorkForce One Center staff will arrange a time and date convenient to the employer to meet with the proposed trainees to determine their training eligibility. During that meeting, employees will be guided through the eligibility process and asked to provide a copy of the necessary eligibility documents. Other information may be requested from the business during the course of training and businesses will be requested to identify a liaison to facilitate data collection requirements. WorkForce One’s intent is to make this process as streamlined and easy as possible.

**Rating Requirements and Scoring Criteria**

Proposals will be evaluated to determine if they meet the following requirements:

- Budget reflects reasonable costs pro-rated on value added provided, with maximum training costs paid per trainee with grant monies not to exceed \$2,500
- Proposal represents a significant upgrade in employee skills
- Proposal represents potential backfill opportunities
- Proposal includes detail for matching resources from business
- Additional points are awarded for companies which will increase employee wages by at least \$.50 an hour as a result of training
- Proposal represents an upgrading of employee’s skills in targeted business sectors

**Rating of applications** submitted for funding will be evaluated on the following percentage/scores:

Reasonable costs	10 pts
Potential backfill opportunities (do businesses know what this means)	15 pts
Promotions and/or significant skills upgrade	20 pts
Matching Resources from Business	10 pts
Increase in Wage Rate at least \$0.50	20 pts
Targeted Business Sector	10 pts
First time applicant for employee training funds	10 pts
Successfully completed EWT training grant giving contracted pay increases and/or promotions	5 pts
<b>Total</b>	<b>100 pts</b>

Applications that score 70 points or more may be considered for an EWT grant.

If the minimum point total is obtained, bonus points may be added to the score if these additional criteria are met.

Company located in a distressed area	2 pts
Previously funded company willing to mentor first time applicant	2 pts



### **Funding Conditions**

Applications and funding requests with a score of 70 points or more, and are under \$50,000 are forwarded to the WorkForce One President/CEO for approval or non-approval. Applications and funding requests of \$50,000 or more, with a score of 70 points or higher, are forwarded to the WorkForce One Employer Services Committee for their recommendation and to the BWDB executive committee for approval. Final approval of the application however, is contingent upon the eligibility determination of all the employees to be trained in accordance with the federal Workforce Investment Act (WIA) criteria.

- Businesses approved for customized training funds must negotiate and execute a contract with WorkForce One.
- All trainees must meet WIA eligibility criteria as determined by WorkForce One Center staff.
- Businesses must keep accurate attendance and financial records related to the project.
- Businesses must submit monthly reimbursement requests with required documentation.
- All EWT contracts will withhold **25%** of the contract amount for performance. Performance shall be defined as the completion of the training project and number of employees trained; the program objectives having been met including the retention of the employees for a period of at least 3 months following completion of training; wage increases promised; and backfill opportunities realized.
- Final payments for employers receiving EWT funds will be withheld until the final report is submitted and all performance criteria specified in the negotiated contract are achieved.
- All final reports and invoices are due to WorkForce One no later than 30 days after the completion of the contract.

### **Application Instructions**

Print and complete the EWT Program Application. Any information or documentation that cannot be supplied in the provided space should be in an attachment, identified as such and attached to the back of the application form. Submit one (1) original and three (3) copies of the signed completed application to:

**WorkForce One  
Employed Worker Training Program  
Attention: Communications & Business Relations  
6301 NW 5<sup>th</sup> Way  
Fort Lauderdale, FL 33309**

It is recommended that you submit your application as soon as possible due to limited funding. Questions should be communicated to WorkForce One in writing and sent by fax, post or e-mail to Bonni Smith, Business Services Manager. WorkForce One cannot answer questions over the phone and will direct individuals to put their questions in writing. This is so everyone interested in funding has access to the same information. The preferred method is e-mail. The WorkForce One e-mail address to which questions should be sent is: [bsmith@wf1broward.com](mailto:bsmith@wf1broward.com). The fax number is (954) 202-3620. Responses to questions will be posted on the WorkForce One web site at [www.wf1broward.com](http://www.wf1broward.com). It is the proposer's responsibility to check the website often to review the latest posted information. The website will also be used in the event of any modifications to the application which are posted during the application period.

<b>Employee Required Document</b>	<b>Must Have/Be...</b>	<b>Check</b>
<b>DRIVER'S LICENSE</b>	<ul style="list-style-type: none"> <li>▪ Legible</li> <li>▪ Unexpired</li> <li>▪ Current <b>Florida</b> Address</li> </ul>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>SOCIAL SECURITY CARD</b>	<ul style="list-style-type: none"> <li>▪ Legible</li> <li>▪ Authorized to Work</li> <li>▪ Employee Signature</li> </ul>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>I-9 FORM</b>	<ul style="list-style-type: none"> <li>▪ Legible</li> <li>▪ Citizenship Status</li> <li>▪ List two verified documents</li> </ul>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>SELECTIVE SERVICE REGISTRATION</b> <i>(males only)</i>	<ul style="list-style-type: none"> <li>▪ Printout, <a href="http://www.sss.gov">www.sss.gov</a></li> <li>▪ Exemption Documentation               <ul style="list-style-type: none"> <li>↳ I-94</li> <li>↳ Passport</li> </ul> </li> </ul> <p><i>If born <b>before 1/1/1960</b> or <b>entered the country after 26<sup>th</sup> birthday</b>, the client is exempt—must provide proof.</i></p> <p><i>Immigrants who did not enter the US <u>or</u> maintained their lawful non-immigrant status by continually remaining on a valid visa <b>until after age 26</b> were never required to register.</i></p>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>GRIEVANCE ACKNOWLEDGMENT FORM</b>	<ul style="list-style-type: none"> <li>▪ Employee received WF1 Grievance Procedures</li> <li>▪ Signed Acknowledgment Form</li> </ul>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>CAREER PLAN</b>	<ul style="list-style-type: none"> <li>▪ Employee Name &amp; SSN</li> <li>▪ Certification Name</li> <li>▪ Employee Signature</li> </ul>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>EWT <u>or</u> IWT APPLICATION</b>	<ul style="list-style-type: none"> <li>▪ Family Size</li> <li>▪ Hourly Wage</li> <li>▪ Employee Signature</li> <li>▪ Annualized Family Income</li> </ul> <p><i>Please ensure that completed application contain these data elements.</i></p>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

**Employee Name:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_

**WF1 Staff, Job Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

