
PASCO HERNANDO WORKFORCE BOARD, INC.

REQUEST FOR PROPOSAL

ISSUED: February 23, 2010

RFP: EWT – IWT 02-10

Issued

02-23-10

**HIGH SKILL HIGH WAGE INDUSTRIES:
FUNDING TO PROMOTE CAREER LADDER, BUSINESS RETENTION &
SKILLS UPGRADE TRAINING FOR EMPLOYED WORKERS**

EMPLOYED WORKER/INCUMBENT WORKER TRAINING PROGRAMS

IMPORTANT INFORMATION

- **Question and Answer Period - Ongoing until funds are obligated**
- **Due Date - Ongoing until funds are obligated or March 30, 2010**
- **Any employer that received funding under a prior RFP in PY 09-10 must propose new and unique training for individuals under this RFP.**
- **All training must be completed by June 15, 2010.**

Submittal Deadline: Ongoing until funds are obligated or March 30, 2010. Applications will be processed on a first come first served basis. The Selection Committee will meet at the Pasco Hernando Workforce Board, 3185 Premier Drive, Brooksville, Florida 34604. Each application will be scored independently.

All responses are to be submitted to the address and contact person listed below. **Please reference Section IV (A) for detailed instructions.**

Question and Answer period will be ongoing. Questions can be submitted via email to kruss@careercentral.jobs or fax (352-593-2210). The questions and answers will be posted on our website at www.pasco-hernando.com on a weekly basis until all funds are obligated.

REQUEST FOR PROPOSAL
RFP: EWT – IWT 02-10

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PASCO HERNANDO WORKFORCE BOARD, INC.

I. Introduction

A. Objectives

The Governing Board of the Pasco Hernando Workforce Board, Inc. is requesting proposals from qualified employers within the Targeted Occupations industries for the provision of training of their existing workforce. Pasco Hernando's Employed/Incumbent Worker Training programs are designed to assist employees in developing higher skills and receiving increased wages along with promoting business retention for existing Pasco and Hernando County businesses.

The services are to cover a period encompassing a date thru June 15, 2010. Any employer that received funding Program Year (PY) 09-10 must propose new and unique training for individuals trained under previous contracts.

Multiple proposals will be selected. The award of these contracts is open to only Pasco and Hernando County employers providing services within the two county regions. Employers may use their own (in-house or contracted) training providers or local training providers. **The Employer must submit the proposal.**

Employers are encouraged to provide training credentials/certifications that comply with the USDOL/ETA policy definition of a certificate listed below. The Pasco Hernando Workforce Board may fund training components that do not meet the requirements. However, each individual must earn at least one USDOL/ETA recognized credential/certification.

Per the USDOL Employment and Training Administration's (ETA) definition: Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates.

“Certificate – A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards are not included in this definition. Work readiness certificates are also not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.*
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student*

financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.

- *A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.*
- *A registered apprenticeship program.*
- *A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).*
- *A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.*
- *Job Corps centers that issue certificates.*
- *Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes."*

B. Standards

To be considered for a contract award under this RFP, the employer must be approved to do business in the State of Florida and have not been suspended or debarred from doing business with the state or federal government. **Employers must provide evidence of sound financial condition and include their Dunn & Bradstreet Number as part of the proposal.**

C. Selection Committee

The Committee will be comprised of Pasco Hernando Workforce Board, Inc. staff.

II. DESCRIPTION OF PASCO HERNANDO WORKFORCE BOARD, Inc.

A. General Information

The Pasco Hernando Workforce Board, Inc. is a 501(c)(3) non-profit organization. The Pasco Hernando Workforce Board, Inc. Governing Board (hereafter known as the Governing Board) was appointed and designated by the Pasco and Hernando Board of County Commissioners to act as the Pasco Hernando Workforce Development Board under provisions of the "Workforce Innovation Act of 2000". The Pasco Hernando Workforce Board, Inc. has

requested and received certification as the Region 16 Workforce Development Board by Workforce Florida, Inc., the State of Florida Workforce Development Board. This public-private partnership supports and promotes economic growth through workforce development. The Pasco Hernando Workforce Board, Inc. is one (Region 16) of twenty-four regional workforce boards in Florida.

B. Pasco Hernando Workforce Board, Inc. Board

The Board of Pasco Hernando Workforce Board, Inc. is comprised of representatives from businesses in Pasco and Hernando Counties, local educational entities, labor organizations, community-based organizations, economic development agencies, one-stop partners, and other individuals deemed appropriate. These members are appointed by the Pasco and Hernando County Board of County Commissioners and certified by the Governor of the State of Florida once every two years. Criteria for composition of the Board are set forth in Section 117, Chapter 2, Subtitle B, Title I of the Workforce Investment Act of 1998. The Board of Pasco Hernando Workforce Board, Inc. serves as the Administrative and Fiscal Agent for the region.

III. SERVICES TO BE PROVIDED

A. Scope of the RFP

Any employer is eligible to submit a proposal provided their employees fall within one of the Targeted Occupations listed in **Appendix B**. The projected total to be awarded under this RFP is approximately **\$250,000**. This amount is based on funding availability and is not a guaranteed amount. Funding will be limited to an amount not to exceed \$50,000 per employer. However, if funding permits, proposals that exceed \$50,000 may be considered based on cost per trainee. **Any employer that received funding in PY 09-10 must propose new and unique training for individuals under this RFP.**

The program will provide reimbursement grants to businesses to pay for pre-approved, direct, training-related costs. **Trainees must be existing full-time employees at the time of training. Trainee wages cannot fall below \$9.12 per hour after training. Trainee wages cannot exceed \$18.24 before training. An exception to the pre-training wages of \$18.24 per hour will be considered if the employer's proposal contains at least 70% of employees that meet the previously noted wage requirements.** Businesses that plan to use in house staff to provide customized training must note that customized training is defined as training that is designed to meet the special requirements of an employer that is conducted with a commitment by the employer to employ an individual on successful completion of the training and for which the employer pays for not less than 50 percent of the training.

Training provided to qualified employed workers must be training listed on the preliminary 09-10 Targeted Occupations List (TOL) in **Appendix B attachment or the employees must be employed in occupations listed in Appendix B.**

The program will not reimburse businesses for trainee wages, the purchase of capital equipment, or the purchase of any item or service that may possibly be used outside the training project. A business approved for a grant may be reimbursed for pre-approved, direct, training-related costs including tuition and fees; books and classroom materials.

Employers will be required to provide resources (other than Pasco Hernando funds) and/or leveraged funds. These resources and/or leveraged funds can include trainee wages, a portion of the requested direct training costs, i.e. instructors' wages, tuition, curriculum development, textbooks, materials and supplies and must be at least **50%** of the total program budget. **Note: Training funds cannot be used to reimburse any training costs incurred before the grant is approved. Please take this into account when developing your budget and timeline.**

Employers will be responsible for ensuring that all participating employees meet the program eligibility requirements and that eligibility paperwork is filled out by the employee and employers. The Pasco Hernando Workforce Board Inc. will not be responsible for reimbursement of any participants that do not meet the eligibility requirements. Participants and Employers will be required to fill out the WIA required eligibility paperwork.

An example of information that will be required is listed in **Appendix C. Employer/ Employee Profiles do not need to be submitted as part of the proposal.**

IV. GENERAL CONDITIONS

A. Response Format

Respondent(s) should follow the instructions in this RFP Document and **complete Appendix A – The Pasco Hernando Workforce Board Employer Training Application (pages 10-14 of this document)** in order to be considered fully responsive. Submissions should be concise and easily understood.

Responses should be submitted on 8 ½" X 11" pages, printed or typewritten, and single-spaced. Text should be presented single-sided on each separate page.

Include:

1 signed paper original and 3 paper duplicate copies of Appendix A to:

Jerome Salatino, President/ CEO,
Pasco Hernando Workforce Board, Inc.,
3185 Premier Drive Brooksville, Florida 34604

- The original should be stamped or marked “Original”. **Do not submit this entire document. Submit only the Application (pages 10-14).**
- **PDF will be considered non-responsive.**
- The proposal submissions must be submitted in a **sealed package**.

The delivery of the Response is solely and strictly the responsibility of the Respondent. Proposals received once funding is obligated will be returned, unopened to the sender.

B. Assignment of Contract

The successful Respondent(s) may not make an assignment of their obligations resulting from award of a contract in response to this RFP.

C. Rejection of Responses

The Governing Board of Pasco Hernando Workforce Board, Inc. reserves the right to reject any or all responses, to re-advertise this RFP, to postpone or cancel this process, to waive irregularities in the process or in responses thereto; and to change or modify the project schedule at any time. Any proposal received that does not include resources and/or leveraged funds or list occupations or training not on the Targeted Occupations List will be considered non responsive and will not be included with the proposals to be reviewed by the committee.

D. Cost of Preparing Response

The cost of preparing a response to this RFP shall be borne entirely by the Respondent.

E. Requests for Interpretation of RFP

All requests for interpretation or clarification of the RFP document must be submitted in writing and received by the Pasco Hernando Workforce Board, Inc. within the dates listed on the first page. Any resultant interpretation or clarification responses, which if issued, will be added to our website for review.

F. Contract Term and Conditions

The term of agreements shall terminate by June 15, 2010. Invoices must be submitted on a monthly basis by the 10th of the month following the month of service. **Invoicing must include reporting the amount of employer resources and/or leveraged funds provided in category and dollar amount as well as a copy of canceled checks.** Contractors with the Pasco Hernando Workforce Board, Inc. must agree to allow the Pasco Hernando Workforce Board, Inc., The Agency for Workforce Innovation, USDOL, and USDHHS access to any records directly related to this program. Records must be maintained for three (3) years subsequent to the conclusion of this program

G. Selection Process

The selection committee will review and score each proposal, place the proposals in rank order, and present the results along with their recommendation to the Pasco Hernando Workforce Governing Board for final contract negotiation and award. Should the Governing Board be unable to negotiate a final contract, negotiations with that firm will be formally ended and negotiations will be undertaken with the next best qualified Respondent.

A Governing Board member or Committee member who is considering submitting an RFP for training must receive a 2/3 vote from the full board for approval if proposal is selected.

V. CRITERIA FOR SELECTION

CRITERIA	WEIGHT FACTOR
<p>1. Strategy/ Project Description-</p> <ul style="list-style-type: none"> a. The number of employees to be served during the period must be realistic for completion within the specified time period -10 Points b. Training meets the USDOL/ETA guidelines for training certificates-10 Points c. Employees will receive a wage increase after training- 10 Points d. Training promotes job retention- 10 Points e. Training is crucial to promote business retention -10 Points 	50 Points
<p>2. Cost of the Services-</p> <p>Costs will be calculated based on the amount requested divided by the number of unique eligible employees to be served. Points will be awarded on a cost per individual to the Pasco Hernando Workforce Board as follows:</p> <p>\$0-500=30 points \$2501-3000=5 points \$501-1000= 25 points \$3001 & higher=0 \$1001-1500= 20 points \$1501-2000= 15 points \$2001-2500= 10 points</p>	30 Points
<p>3. Provider Resources-</p> <p>Amount of provider resources or leveraged funds to be provided by the employer. The resources/ leveraged funds must enhance the intended scope of services. A minimum 50% match is required. Points will be awarded as follows:</p> <p>50%-59% = 5 points 60%-69% = 10 points 70% or higher = 15 points</p>	15 Points
<p>4. Sound Financial Condition- Appendix A: Proposer shows evidence of sound financial condition-Dunn & Bradstreet Number must be provided</p>	5 Points
TOTAL SCORE**	100 Points

**** ANY RESPONSE THAT SCORES BELOW A 70% OVERALL WILL NOT BE CONSIDERED FOR FUNDING.**

APPENDIX A
EMPLOYER TRAINING APPLICATION EWT – IWT 02-10
PASCO HERNANDO WORKFORCE BOARD, INC.

Company Name:			
Street/Mailing Address:			
City:		ZIP:	County:
Company Contact Person:		Title:	
Phone:		Ext.:	Fax:
Email Address:		Website Address:	
Date of Inception:	Years in Business:	Total # Full-time Employees at this location:	
Legal Structure of Business:	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation
	<input type="checkbox"/> Non-profit	<input type="checkbox"/> Leased	<input type="checkbox"/> Other (please indicate)
Employer's Federal ID #:		Unemployment Comp ID #:	
Dunn and Bradstreet. #:		Primary NAICS and or (SIC) Code:	
Is your company current on all State of Florida tax obligations?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Please estimate the total amount your company will spend on training in 2009/2010			
Is your company receiving/applying for other public training funds?			<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes explain:			
If yes, please state the source(s) and \$ amount(s):			
Description of your business, product(s) and/or service(s):			
Amount of Grant Request from Pasco Hernando Workforce Board:		Number of FT Employees to be Trained: (must be Florida residents)	
Training Start Date		Training End Date	
Training will be delivered:	<input type="checkbox"/> On-site	<input type="checkbox"/> At the training institution	<input type="checkbox"/> At a remote location

Please complete this form for each type of training that meets the USDOL definition
DO NOT FILL OUT FOR TRAINING THAT DOES NOT MEET THE DEFINITION

Type of Training:

Will the proposed training meet the USDOL/ETA definition of a credential or certificate? ___ Yes ___ No

“A nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates.”

If Yes- Which definition fits the types of organizations that will issue the certificates? (Check as many as apply)

_____ A state educational agency or a state agency responsible for administering vocational and technical education within a state.

_____ An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.

_____ A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual’s knowledge, skills, and abilities.

_____ A registered apprenticeship program.

_____ A public regulatory agency, upon an individual’s fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector)

_____ A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.

_____ Job Corps centers that issue certificates.

_____ Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe.

Who will provide the training:	
Organization:	Location:(City/State)
Contact Name:	Phone Number:

PROPOSAL APPLICATION BUDGET

A. BUDGET CATEGORY	B. PASCO HERNANDO WORKFORCE BOARD ASSISTANCE REQUESTED	C. * EMPLOYER CONTRIBUTION	D. TOTAL (B. + C.)
1. <i>Instructor Wages/Tuition</i>			
2. <i>Curriculum Development</i>			
3. <i>Manuals/ Textbooks</i> (itemize)			
4. Training Equipment Purchase <i>(must be employer contribution)</i>	<i>Cannot fund with grant</i>		
5. Other Costs (describe) a) b)			
6. Facility Usage <i>(if training takes place at company site)</i>	<i>Cannot fund with grant</i>		
7. Travel, Food, Lodging	<i>Cannot fund with grant</i>		
8. Trainee Wages (including benefits)	<i>Cannot fund with grant</i>		
9. Sub Total			
10. Indirect Costs	<i>Cannot fund with grant</i>		
11. TOTALS			

Pasco Hernando Workforce Board Cost per Trainee =Line 11 Column B divided by Number of Trainees

Employer Contribution Ratio =Line 11 Column C divided by Line 11 Column D

Please check the boxes that apply to the anticipated outcomes of the proposed employed worker training project.

<input type="checkbox"/> Will save ____ jobs within our company	<input type="checkbox"/> Will create ____ openings in entry-level positions
<input type="checkbox"/> Will improve the long-term wage levels of trainees	<input type="checkbox"/> Will improve the short-term wage levels of trainees
<input type="checkbox"/> Will create ____ new jobs within our company	<input type="checkbox"/> Would help prevent company from having to relocate operations
<input type="checkbox"/> Will lower employee turnover in our company	<input type="checkbox"/> Critical to the long-term viability of our company
<input type="checkbox"/> Critical to the short-term viability of our company	<input type="checkbox"/> Will make this location more competitive within company
<input type="checkbox"/> Will assist in the training of veterans	<input type="checkbox"/> Will assist in the training of minorities
<input type="checkbox"/> Will assist in the training of the disabled	<input type="checkbox"/> Will assist welfare to work participants
<input type="checkbox"/> Will increase the profitability of our company	<input type="checkbox"/> Important to the stated mission of our company
<input type="checkbox"/> Will be an important component of our company's overall workforce employee development efforts	
<input type="checkbox"/> Will assist in the improvement of international trade opportunities	

Certification by Authorized Company Representative

The individual signing the application below must have authority to enter into contracts on behalf of the applying company.

As an authorized representative of the company listed above, I hereby certify that the information listed above and attached to this application is true and accurate. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any training award approved through this program.

Signature:	Title:
Email:	
Print Name:	Date:

END OF PROPOSAL APPLICATION

EXHIBIT B
FOR INFORMATIONAL PURPOSES- DO NOT INCLUDE AS PART OF APPLICATION
See Region 16 2009 -10 Targeted Occupations List (TOL)

2009-10 Regional Targeted Occupations List

Sorted by Occupational Title

orkforce Region 16 - Hernando and Pasco Counties

orkforce Estimating Conference Region 16 Selection Criteria:

- 1 FLDOE Training Codes 3 (PSAV Certificate) and 4 (Community College Credit/Degree)
- 2 10 annual openings and positive growth
- 3 Mean Wage of \$12.29/hour and Entry Wage of \$9.99/hour
- 4 High Skill/High Wage (HSHW) Occupations: Mean Wage of \$19.26/hour and Entry Wage of \$12.29/hour

OC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	2008 Hourly Wage		FLDOE Training Code	Data Source†††
					Mean	Entry		
132011	HSHW	Accountants and Auditors	1.96	38	28.69	18.68	4	R
113011	HSHW	Administrative Services Managers	1.74	385	43.04	23.69	4	S
413011	HSHW	Advertising Sales Agents	2.31	441	23.94	12.56	3	S
132021	HSHW	Appraisers and Assessors of Real Estate*	2.03	293	28.92	15.47	3	S
173011	HSHW	Architectural and Civil Drafters*	1.88	393	21.00	13.90	3	S
274011		Audio and Video Equipment Technicians	3.09	262	17.29	11.82	3	S
493023		Automotive Service Technicians and Mechanics	1.29	43	16.83	10.41	3	R
433031		Bookkeeping, Accounting, and Auditing Clerks	1.74	63	15.65	11.38	4	R
472021		Brickmasons and Blockmasons*	1.32	10	16.76	12.77	3	R
274012		Broadcast Technicians	2.07	182	20.10	11.89	3	S
493031		Bus and Truck Mechanics and Diesel Engine Specialists	1.34	10	18.23	13.64	3	R
533022		Bus Drivers, School	1.05	14	12.98	10.72	3	R
131199	HSHW	Business Operations Specialists, All Other	3.14	36	29.60	18.08	4	R
292031		Cardiovascular Technologists and Technicians	2.85	197	19.02	11.26	4	S
472031		Carpenters*	2.27	44	15.89	11.28	3	R
472051		Cement Masons and Concrete Finishers*	1.89	17	14.83	11.34	3	R
173022	HSHW	Civil Engineering Technicians*	2.19	213	21.89	15.03	4	S
131031	HSHW	Claims Adjusters, Examiners, and Investigators	2.51	1,019	25.73	16.86	3	S
272022	HSHW	Coaches and Scouts	1.81	447	24.69	13.32	4	S
131072	HSHW	Compensation, Benefits, and Job Analysis Specialists	2.13	181	24.33	16.50	4	S
131041	HSHW	Compliance Officers, Exc. Safety, Agri, Constr & Transp.	0.90	370	23.06	15.30	3	S
113021	HSHW	Computer and Information Systems Managers	2.25	260	55.14	37.18	4	S
151021	HSHW	Computer Programmers	0.07	484	33.26	21.98	3	S
151031	HSHW	Computer Software Engineers, Applications	4.74	10	35.59	21.17	4	R
151041		Computer Support Specialists	1.52	15	18.73	12.42	3	R
151051	HSHW	Computer Systems Analysts	2.83	11	35.50	23.47	4	R
514011		Computer-Controlled Machine Tool Operators, M & P		15	12.43	10.43	3	L
474011	HSHW	Construction and Building Inspectors*	2.39	309	25.41	18.21	3	S
119021	HSHW	Construction Managers*	2.24	30	38.47	24.97	4	R
333012	HSHW	Correctional Officers and Jailers	0.92	15	21.55	16.25	3	R
131051	HSHW	Cost Estimators*	3.18	13	25.85	15.13	4	R
232091		Court Reporters	5.17	161	18.52	11.25	3	S
434051		Customer Service Representative	2.63	128	14.69	10.71	3	R
151061	HSHW	Database Administrators	3.31	269	31.70	20.62	4	S
319091		Dental Assistants	3.17	15	16.49	13.01	3	R
292021	HSHW	Dental Hygienists	3.13	474	28.29	21.45	4	S
333021	HSHW	Detectives and Criminal Investigators	1.92	325	29.94	20.87	3	S
292032	HSHW	Diagnostic Medical Sonographers	2.38	155	27.47	20.90	4	S
472081		Drywall and Ceiling Tile Installers*	4.44	18	16.89	12.66	3	R
472111		Electricians*	1.69	31	18.19	13.77	3	R
492094	HSHW	Electronics Repairers, Commercial and Industrial Equip.*	1.74	282	21.29	14.65	3	S
292041		Emergency Medical Technicians and Paramedics	1.88	250	15.68	11.07	3	S
131071	HSHW	Employment, Recruitment, and Placement Specialists	0.97	482	22.85	14.31	4	S

*These occupations are associated with industries currently in decline and may have an oversupply of trained workers.

Source: Florida Agency for Workforce Innovation, Labor Market Statistics

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436011		Executive Secretaries and Administrative Assistants	1.94	56	18.08	13.03	3	R
132051	HSHW	Financial Analysts	3.44	318	33.64	20.67	4	S
113031	HSHW	Financial Managers	1.97	641	50.60	29.52	4	S
332011	HSHW	Fire Fighters	0.60	13	19.93	12.82	3	R
471011	HSHW	First-Line Superv. of Construction and Extraction Workers*	1.95	46	26.67	18.16	4	R
351012		First-Line Superv. of Food Preparation & Serving Workers	1.40	20	16.42	11.34	3	R
371011		First-Line Superv. of Housekeeping & Janitorial Workers	1.71	379	16.45	11.15	3	S
371012	HSHW	First-Line Superv. of Landscaping and Groundskeeping	2.92	11	19.73	13.62	3	R
531031	HSHW	First-Line Superv. of Material-Moving Vehicle Operators	1.47	413	25.88	16.49	3	S
491011	HSHW	First-Line Superv. of Mechanics, Installers, and Repairers*	1.21	17	25.67	17.04	3	R
431011	HSHW	First-Line Superv. of Office and Admin. Support Workers	1.48	52	22.71	14.48	4	R
511011	HSHW	First-Line Superv. of Production and Operating Workers	0.64	475	25.55	15.93	3	S
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	1.12	903	36.35	20.64	3	S
391021	HSHW	First-Line Supervisors of Personal Service Workers	1.32	480	21.40	13.04	3	S
411011	HSHW	First-Line Supervisors of Retail Sales Workers	1.39	81	20.93	13.21	3	R
119051	HSHW	Food Service Managers	0.79	10	28.58	18.47	3	R
111021	HSHW	General and Operations Managers	0.96	30	49.15	24.66	4	R
271024		Graphic Designers	1.63	703	19.11	12.74	3	S
499021		Heating, A.C., and Refrigeration Mechanics and Installers*	2.17	23	18.18	13.41	3	R
434161		Human Resources Assistants, Exc. Payroll	1.85	285	17.10	12.56	3	S
499041	HSHW	Industrial Machinery Mechanics	2.37	384	20.69	14.68	3	S
259031	HSHW	Instructional Coordinators	2.68	304	26.36	16.26	4	S
413021	HSHW	Insurance Sales Agents	2.76	23	27.55	13.69	3	R
132053	HSHW	Insurance Underwriters	2.42	300	25.51	16.73	3	S
271025	HSHW	Interior Designers*	2.91	324	22.88	12.81	3	S
436012		Legal Secretaries	2.38	10	17.51	12.78	3	R
292061	HSHW	Licensed Practical and Licensed Vocational Nurses	2.05	59	19.45	16.09	3	R
434131		Loan Interviewers and Clerks*	1.83	695	16.02	11.48	3	S
132072	HSHW	Loan Officers	3.17	1,309	28.27	15.90	4	S
112021	HSHW	Marketing Managers	2.58	282	53.11	28.55	4	S
292012		Medical and Clinical Laboratory Technicians	2.06	247	17.79	12.08	4	S
292011	HSHW	Medical and Clinical Laboratory Technologists	1.79	312	25.17	19.65	4	S
119111	HSHW	Medical and Health Services Managers	2.18	349	47.75	29.07	3	S
319092		Medical Assistants	3.49	39	12.98	10.50	3	R
292071		Medical Records and Health Information Technicians	2.30	10	15.23	10.00	3	R
436013		Medical Secretaries	1.89	22	13.51	10.43	3	R
319094		Medical Transcriptionists	2.75	221	15.06	12.15	3	S
493042		Mobile Heavy Equipment Mechanics, Except Engines*	2.34	225	18.86	13.36	3	S
151071	HSHW	Network and Computer Systems Administrators	3.25	780	32.88	21.78	3	S
151081	HSHW	Network Systems and Data Communications Analysts	5.38	20	34.33	22.33	3	R
311012		Nursing Aides, Orderlies, and Attendants		93	10.39	9.50	3	L
472073		Operating Engineers/Construction Equipment Operators*	2.39	34	15.35	12.05	3	R
472141		Painters, Construction and Maintenance*	4.71	47	16.30	12.70	3	R

*These occupations are associated with industries currently in decline and may have an oversupply of trained workers.

Source: Florida Agency for Workforce Innovation, Labor Market Statistics

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232011	HSHW	Paralegals and Legal Assistants	3.41	10	23.05	16.08	3	R
132052	HSHW	Personal Financial Advisors	3.16	839	33.21	16.62	4	S
372021		Pest Control Workers	3.34	14	13.44	10.28	3	R
292052		Pharmacy Technicians	4.07	37	13.17	10.21	3	R
312021	HSHW	Physical Therapist Assistants	3.19	172	24.29	17.72	4	S
472151		Pipelayers*	1.76	221	15.17	11.74	3	S
472161		Plasterers and Stucco Masons*	2.25	257	18.03	12.99	3	S
472152		Plumbers, Pipefitters, and Steamfitters*	1.74	15	16.83	12.01	3	R
333051	HSHW	Police and Sheriff's Patrol Officers	0.60	21	25.01	19.79	3	R
119141	HSHW	Property, Real Estate & Community Association Managers*	1.25	552	30.46	15.82	4	S
273031	HSHW	Public Relations Specialists	2.04	547	26.13	16.15	4	S
131023	HSHW	Purchasing Agents, Except Farm Products & Trade	0.96	467	25.39	16.28	4	S
292034	HSHW	Radiologic Technologists and Technicians	2.03	11	25.26	18.05	4	R
419021	HSHW	Real Estate Brokers*	1.66	445	41.73	14.95	3	S
419022		Real Estate Sales Agents*	0.68	36	25.44	10.22	3	R
291111	HSHW	Registered Nurses	2.67	133	29.39	21.81	4	R
291126	HSHW	Respiratory Therapists	2.77	282	23.43	18.56	4	S
472181		Roofers*	1.49	18	15.78	11.46	3	R
112022	HSHW	Sales Managers	1.88	697	59.49	30.75	4	S
414011	HSHW	Sales Reps., Wholesale & Mfg, Tech. & Sci. Products	2.01	1,259	33.78	17.29	3	S
414012	HSHW	Sales Reps., Wholesale and Manufacturing, Other	1.66	42	27.63	14.17	3	R
413031	HSHW	Securities, and Financial Services Sales Agents	1.50	809	39.44	16.86	4	S
492098		Security and Fire Alarm Systems Installers*	2.63	294	16.18	11.74	3	S
253021		Self-Enrichment Education Teachers	1.92	14	18.73	11.12	3	R
472211		Sheet Metal Workers*	1.81	375	17.04	11.90	3	S
211011	HSHW	Substance Abuse and Behavioral Disorder Counselors	2.97	199	19.49	12.69	4	S
292055		Surgical Technologists	2.91	327	18.04	13.83	3	S
173031		Surveying and Mapping Technicians*	3.40	569	16.32	11.01	3	S
171022	HSHW	Surveyors*	3.67	278	26.23	15.59	4	S
259041		Teacher Assistants	1.22	37	14.28	11.18	3	R
472044		Tile and Marble Setters*	5.81	13	17.12	12.18	3	R
232093	HSHW	Title Examiners, Abstractors, and Searchers*	1.67	165	19.89	12.85	3	S
533032		Truck Drivers, Heavy and Tractor-Trailer	1.63	63	17.51	12.10	3	R
251194	HSHW	Vocational Education Teachers, Postsecondary	3.10	339	25.62	15.68	3	S
514121		Welders, Cutters, Solderers, and Brazers	1.64	529	16.18	11.43	3	S

APPENDIX C

EXAMPLE

INFORMATION REQUIRED FOR EACH EMPLOYEE

(DO NOT FILL OUT FOR PROPOSAL)

EMPLOYER Information					
Employer:			Your Job Title:		
Date of Hire:			Current Hourly/Annual Wage:		
Trainee Details					
Last Name:		First:	Middle I:	Phone:	Social Security #:
Address:				City:	State: Zip:
Demographic & General Information					
Date of Birth:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Chinese	
Ethnicity: <input type="checkbox"/> Hispanic Latino <input type="checkbox"/> Not Hispanic Latino				<input type="checkbox"/> Black or African American <input type="checkbox"/> Haitian <input type="checkbox"/> Native Hawaiian	
<input type="checkbox"/> Others				<input type="checkbox"/> Multi Racial <input type="checkbox"/> White <input type="checkbox"/> Other	
Citizenship Status: <input type="checkbox"/> U. S. Citizenship or Naturalized Citizen				Limited English: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Lawfully admitted alien or refugee with right to work. If so, Alien Registration # _____ Expiration Date: _____				Individual with a disability: <input type="checkbox"/> Impediment to employment <input type="checkbox"/> No disability <input type="checkbox"/> Yes, disabled	
General Information					
Have you served in the U.S. Military, Naval or Air Service? : <input type="checkbox"/> No <input type="checkbox"/> Yes, under 180 days <input type="checkbox"/> Yes, over 180 days					
Branch: <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Air Force <input type="checkbox"/> US Coast Guard <input type="checkbox"/> Marines <input type="checkbox"/> National Guard Honorable Discharge?: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Selective Service: (for males 18yrs or older) <input type="checkbox"/> Registered <input type="checkbox"/> Not registered <input type="checkbox"/> Not applicable					
Enrolled in School: <input type="checkbox"/> Yes <input type="checkbox"/> No Highest Grade Completed: __ <input type="checkbox"/> GED <input type="checkbox"/> HS Diploma <input type="checkbox"/> AA/ AS Degree <input type="checkbox"/> BA/BS <input type="checkbox"/> Master's <input type="checkbox"/> Master's +					
Number in family (include both parents if applicable and any child under 18): _____ Are you a single parent? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you receive food stamps? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Participant/Employee:

I certify, by my signature, that I have read and acknowledge that the information on this form is accurate. Information is being provided to establish eligibility for training under the Workforce Investment Act and is subject to all applicable Federal and State confidentiality laws ("The EO data must be maintained in a manner that allows the individuals from whom the data was collected to be identified, and that ensure confidentiality.") I understand that I have the right to file a grievance with Pasco Hernando Workforce Board within one year from date of signing and grievance procedure is on file with my employer. I further understand I may file an EEO grievance within 180 days from date of alleged violation if I feel I have been the subject of discrimination. This procedure is also on file with my employer.

Employee Signature: _____ Date: _____

Employer:

Employer verifies it has a current I-9 form on file for the above named employee that verifies date of birth, American citizenship or right-to-work, and that this information is available for review on demand by Pasco Hernando Workforce Board and/or State of Florida Agency for Workforce Innovation. Employer further verifies training will enhance career advancement and promote or maintain self-sufficient earnings or that training is required for employee to retain employment.

Employer Signature: _____ Date: _____