

CUYAHOGA COUNTY DEPARTMENT OF WORKFORCE DEVELOPMENT CONTRACT

THIS CONTRACT made and entered into this _____ day of _____, 2013 by and between the County of Cuyahoga, Ohio (the "County") and **Long Term Care Ombudsman**, with principal offices located at 2800 Euclid Avenue, Ste 200, Cleveland, OH 44115 (the "EMPLOYER").

WITNESSETH:

WHEREAS, the County of Cuyahoga has entered into various Agreements with the United States of America providing for financial assistance to said County under Title I of the Housing and Community Development Act of 1974; and

WHEREAS, pursuant to such Agreements, said County is undertaking by and through Development certain activities; and

WHEREAS, such activities to be performed include Incumbent Worker Training for Economic Development activities, and

WHEREAS, the County is desirous of having the EMPLOYER provide various employment and training services under Title I of the Housing and Community Development Act of 1974 and the EMPLOYER is willing to provide such services.

NOW, THEREFORE, IT IS AGREED TO, by and between the parties hereto as follows:

I SCOPE OF SERVICES:

For detailed description of Scope of Services, refer to Attachment A.

II TIME OF PERFORMANCE:

- A. The services of the EMPLOYER are to commence January 2, 2014 and shall be undertaken and completed in such sequence as to assure their expeditious completion in light of the purposes of this Agreement, but in any event, all of the services required herein shall be completed by June 30, 2014.
- B. Amendment to the time of performance shall be subject to the provisions of Attachment C, Terms and Conditions, hereof.

III COMPENSATION AND METHOD OF PAYMENT:

- A. It is expressly understood and agreed that in no event will the total compensation and reimbursement to be paid hereunder exceed the maximum sum of \$3,250.00 for all of the services required. It is further expressly understood and agreed that in no event will the Agreement exceed any budget line item of the latest approved budget by greater than ten percent (10%) prior to receiving, in writing, a budget revision from the "Development" authorizing the excess. In no case shall any approved budget line item excess cause the total agreed compensation and reimbursement to be exceeded.
- B. The total compensation referred to in paragraph (A) above shall be paid on a month-to-month basis reimbursing EMPLOYER for actual expenditures involved in performing the necessary work as set forth in the Scope of Services and Budget Summary. EMPLOYER shall submit an invoice itemizing both actual time expended and costs incurred in performance of said Scope of Services and in accordance with the Scope of Services and the Budget.

VI INDEMNITY:

Contractor hereby indemnifies, defends and holds harmless the County and its respective officers, officials, directors, board members, employees, and agents, from and against all claims, damages, losses, liens, causes of action, suits, judgments and expenses (including attorney's fees and other costs of defense), of any nature, kind or description, that result from (a) the negligent acts or omissions of Contractor, including all of its officers, owners, principals, subcontractors, employees, and agents, or (b) breach or default by Contractor under any terms or provisions of this Contract.

Contractor acknowledges that, as an political subdivision of the State of Ohio, the County does not indemnify any person or entity. Contractor agrees that no provision of this Contract or any other contract or agreement between Contractor and the County may be interpreted to obligate the County to indemnify or defend Contractor or any other party.

Insurance Requirements

Contractor shall procure, maintain and pay premiums for the insurance coverage and limits of liability outlined below with respect to products, services, work and/or operations performed in connection with this Contract:

The Contractor shall procure, maintain, and pay premiums for the following forms of insurance:

- a) Worker's Compensation Insurance as required by the State of Ohio. Such insurance requirement may be met by either purchasing coverage from the Ohio State Insurance Fund or by maintaining Qualified Self-Insurer status as granted by the Ohio Bureau of Workers Compensation (BWC).

For Contractors with employees working outside of Ohio, Worker's Compensation Insurance as required by the various state and Federal laws as applicable including Employers' Liability coverage with limits of liability not less than:

\$1,000,000 each accident for bodily injury by accident;
\$1,000,000 each employee for bodily injury by disease;
\$1,000,000 policy limit for bodily injury by disease.

Such insurance shall be written on the National Council on Compensation Insurance (NCCI) form or its equivalent.

- b) Commercial General Liability Insurance with limits of liability not less than:

\$1,000,000 each occurrence bodily injury & property damage;
\$1,000,000 personal & advertising injury;
\$2,000,000 general aggregate;
\$2,000,000 products/completed operations aggregate.

Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) form or its equivalent.

- c) Business Automobile Liability Insurance covering all owned, non-owned, hired, and leased vehicles. Such insurance shall provide a limit of not less than \$1,000,000 combined single limit (bodily injury & property damage) each accident;

Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) form or its equivalent.

Requirements for All Insurance Coverage

1. The insurance policies of the Contractor required for this contract, with the exception of the All Risk Equipment Insurance and Errors & Omissions Insurance, shall each name the

"County of Cuyahoga, Ohio and its employees" as an Additional Insured and shall contain the following provisions:

- i) Thirty (30) days prior notice of cancellation or material change;
 - ii) A waiver of subrogation wherein the insurer(s) waives all rights of recovery against the County.
2. The insurance required for this contract shall be provided by insurance carrier(s) licensed to transact business and write insurance in the state(s) where operations are performed and shall carry a minimum A.M. Best's rating of A VII or above.
 3. These insurance provisions shall not affect or limit the liability of the Contractor stated elsewhere in this Contract or as provided by law.
 4. The Contractor shall require any and all of its subcontractors to procure, maintain, and pay premiums for the insurance coverages and limits of liability outlined above with respect to products, services, work and/or operations performed in connection with this Contract.
 5. The County reserves the right to require insurance coverages in various amounts or to modify or waive insurance requirements on a case-by-case basis whenever it is determined to be in the best interest of the County.
 6. If the Bid/Proposal/RFQ specifies the need for higher limits of liability for any applicable insurance provision, the Bid/Proposal/RFQ specifications shall govern.
 7. The Contractor shall furnish a Worker's Compensation Certificate and Certificate of Insurance evidencing the insurance coverages required herein are in full force and effect. Acceptance of a non-conforming certificate of insurance by the County shall not constitute a waiver of any rights of the parties under this Contract.

Governing Law/Jurisdiction

This Contract shall be governed by, and shall be construed and enforced in accordance with, the laws of the State of Ohio. The parties agree that the state and federal courts sitting in Ohio will have exclusive jurisdiction over any claim arising out of this Contract, and each party consents to the exclusive jurisdiction of such courts. Contractor hereby agrees not to challenge this Governing Law and Jurisdiction provision, and further agrees not to attempt to remove any legal action outside of Cuyahoga County for any reason.

Annual Appropriations

For contracts in excess of \$50,000.

All of the County's obligations under this Contract are contingent upon the County Council's appropriating the funds on an annual basis necessary for the continuation of this Contract in any contract year. In the event the funds necessary for the continuation of this

Contract are not appropriated or approved, the County will notify the Contractor of such occurrence in writing. This Contract shall thereafter terminate and be rendered null and void on the last day of the last fiscal period for which appropriations were made. Such termination is made pursuant to and in accordance with the terms of this Contract and shall not be considered to be a breach or default on the part of the County, and shall not result in the County having liability to the Contractor or any third party for any penalty, liability or any other expense.

V EQUAL EMPLOYMENT OPPORTUNITY:

EMPLOYER agrees to comply with:

- A. Title VI of the Civil Rights Act of 1964, (P.L. 88-352) and the HUD regulations under 24 CFR. Part 1, which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance by way of grant, loan, or Agreement and will immediately take any measures necessary to effectuate this Agreement. If any real property or structure thereof is provided or improved with the aid of Federal financial assistance extended to the EMPLOYER, this assurance shall obligate the EMPLOYER, or in the case of any transfer of such property or structure is used for a purpose of which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
- B. Title VIII of the Civil Rights Act of 1968 (P.L. 90-284), as amended by the Fair Housing Amendments Act of 1988 (P.L. 100-430), and will administer all programs and activities relating to housing and community development in a manner to affirmatively further fair housing within Constitutional limitations throughout the United States.
- C. Section 109 of the Housing and Community Development Act of 1974 and 1977, as amended, and in conformance with all requirements imposed pursuant to the regulations of the Department of HUD (24 CFR Part 570.602) issued pursuant to that Section; and in accordance with Equal Opportunity obligations of that Section, no person in the States shall, on the grounds of race, color, national origin, or sex, be excluded from participating in, be denied the benefits of, be subjected to discrimination under, any program or activity funded in whole or in part with Community Development Block Grant (CDBG) funds.

Section 109 of the Act further provides that any prohibition against discrimination on the basis of age, under the Age Discrimination Act of 1975 (24 CFR Part 146), or with respect to any otherwise qualified handicapped person, as provided in Section 504 of the Rehabilitation Act of 1973 (24 CFR Part 8), shall also apply to any program or activity funded in whole or in part with funds made available pursuant to the Act.

- D. Executive Order 11063 on equal opportunity in housing and related facilities owned or operated by the Federal government or provided with Federal financial assistance.

- E. Executive Order 11246, as amended, requiring nondiscrimination and affirmative action to ensure nondiscrimination in employment by government EMPLOYER and recipients and under Federally assisted construction EMPLOYER.
- F. The National Affordable Housing Act of 1990 (P.L. 101-625) adds religion as a basis on which EMPLOYER may not discriminate in the programs and activities funded under CDBG programs.
- G. The Fair Housing Act (P.L. 90-284) requires that all programs and activities related to housing and community development are administered in a manner to affirmatively further the policies of the Act.

VI CONDITIONS & ATTACHMENTS

It is expressly understood and agreed that Attachment A, "Scope of Services", Attachment B, "Fiscal Management Standards, Payment Schedule and Budget Summary", Attachment C, "Terms and Conditions", and Attachment D, "Invoice Template", attached hereto are made a part hereof as if fully rewritten herein.

XVII ELECTRONIC SIGNATURE:

THE CONTRACTOR AGREES ON BEHALF OF THE SUBMITTING BUSINESS ENTITY, ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, SUBGRANTEES, AGENTS OR ASSIGNS, THAT ALL CONTRACT DOCUMENTS REQUIRING COUNTY SIGNATURES MAY BE EXECUTED BY ELECTRONIC MEANS, AND THAT THE ELECTRONIC SIGNATURES AFFIXED BY THE COUNTY TO SAID DOCUMENTS SHALL HAVE THE SAME LEGAL EFFECT AS IF THAT SIGNATURE WAS MANUALLY AFFIXED TO A PAPER VERSION OF THE DOCUMENT. THE CONTRACTOR ALSO AGREES ON BEHALF OF THE AFOREMENTIONED ENTITY AND PERSONS, TO BE BOUND BY THE PROVISIONS OF CHAPTERS 304 AND 1306 OF THE OHIO REVISED CODE AS THEY PERTAIN TO ELECTRONIC TRANSACTIONS, AND TO COMPLY WITH THE ELECTRONIC SIGNATURE POLICY OF CUYAHOGA COUNTY.

IN WITNESS WHEREOF, the COUNTY and the EMPLOYER have executed this Agreement as of the date first written above.

LONG TERM CARE OMBUDSMAN

BY: *Debra Arnaud*

COUNTY OF CUYAHOGA, OHIO

Edward Fitzgerald, County Executive

BY:

Ed Fitzgerald
Edward Fitzgerald, County Executive

ATTACHMENT A

SCOPE OF SERVICES

INCUMBENT WORKER TRAINING

The purpose of the Incumbent Worker Training Program (IWTP) is to support training projects that will benefit local business and industry by assisting the skill development of existing employees, thereby increasing employee productivity and growth/retention of the company and its workforce. The training must have common acceptance as a skill required for a particular industry over and above an entry level skill.

The EMPLOYER will implement an IWTP for approximately TEN (10) employees, to accomplish the following:

- Improve the skills of the EMPLOYERS' workforce
- Assist employers in averting lay offs
- Raise the skill level of workers that leads to promotion
- Increase retention in employment
- Understand new production or service procedures

The EMPLOYER will train approximately TEN (10) employees in different jobs and new service procedures so that they may learn new skills and maximize their potential.

The total training program budget is estimated to be \$6,500.00. The EMPLOYER will contribute \$3,250.00 and the COUNTY will reimburse up to \$3,250.00.

ATTACHMENT B

FISCAL MANAGEMENT STANDARDS, PAYMENT SCHEDULE AND BUDGET SUMMARY

Payments will be made on a cost reimbursement basis. EMPLOYER may request reimbursement for their actual training costs incurred in accordance with the following limitations:

- At no time may the amount requested exceed the employer contribution to-date;
- To receive payment, the PROVIDER agrees to submit invoices in accord with Attachment D, which details expenditures made by the PROVIDER in accordance with the approved budget summary.

Payment shall be made by the City of Cleveland/Cuyahoga County Department of Workforce Department upon receipt of a completed and signed invoice containing appropriate documentation. Appropriate documentation shall consist of, but is not limited to:

- Copies of vendor invoices and/or employee reimbursements made on behalf of this project;
- Type of training activities received;
- Names of individuals trained and training dates.

The final request for payment reimbursement by the EMPLOYER must be received by the City of Cleveland/Cuyahoga County Department of Workforce Development within 30 calendar days following the end of this Contract. Any request for payment received after this date may not be honored for reimbursement.

The EMPLOYER shall comply with fiscal management guidelines for allowable costs as established for all expenditures made under this Contract for which reimbursement is requested. A summary is as follows:

Allowable Cost

- tuition/registration fees;
- instructor/trainer salaries;
- textbooks, manuals, materials, supplies on a case-by-case basis
- certifications, licenses, credentials;

Unallowable Cost

- expenses incurred prior to IWTP application approval;
- business capitalization;
- business relocation;

- employee travel (can be used as employer contribution);
- payroll costs of trainees (can be used as employer contribution);
- training software, information technology (can be used as employer contribution);
- food, refreshments (meals can be used as employer contribution if the training takes place out of the region).

The EMPLOYER assures that the financial management systems used for such expenditures will provide the necessary internal controls, accounting records and reporting systems to meet the prescribed standards. At a minimum this would include the following:

1. Internal controls which provide for separation of duties such that no one individual has control over all aspects of any transaction.
2. Payroll accounting records that reflect hours worked, gross wages, payroll deductions, and net wages, must be maintained for each person performing services under this Contract.
3. All wages and/or payments must be made by check.
4. All payroll taxes must be accounted for and paid in a timely manner to the appropriate government agency.
5. Responsibility for authorizing expenditures and making payments must be separated.
6. All expenditures must be supported by proper documentation. Supporting documents must be verified for completeness and accuracy before any payment shall be made to the EMPLOYER.
7. All invoices will be compared with the Contract or other authorizing documents for propriety and validity before payment.
8. The EMPLOYER's accounting procedures and internal financial controls shall conform to Generally Accepted Accounting Principles (GAAP).
9. Only those costs incurred or payments earned during this Contract period may be charged to this Contract (i.e., there must be a proper matching of revenues and expenses).
10. Obligations may not be incurred without specific written authorization from the Cuyahoga County Department of Workforce Development, nor may they be incurred before such authorization. Any obligation greater than the Contract Budget in Attachment A to this Exhibit is the sole responsibility of the EMPLOYER.

11. The EMPLOYER shall submit for written approval, to the DEPARTMENT, a modification request when the cumulative transfer of funds among budget line items is expected to exceed the total planned budget summary.

BUDGET SUMMARY

#	COST CATEGORIES	CONTRACT AMOUNT	EMPLOYER CONTRIBUTION	TOTAL TRAINING BUDGET
1	Instructor Wages	3,250.00	900.00	1,800.00
2	Materials/Supplies/Textbooks	0.00	150.00	150.00
3	Curriculum Development	0.00	2,200.00	2,200.00
4	Travel	0.00	0.00	0.00
5	Trainee Wages	0.00	0.00	0.00
6	Other (Meals)	0.00	0.00	0.00
	Total	\$3,250.00	\$3,250.00	\$6,500.00

ATTACHMENT C
TERMS AND CONDITIONS

SECTION 1 - RECORDS RETENTION AND ACCESS TO RECORDS

- A. Payroll and Distribution of Time- Payroll expenditures must be supported by a detailed account of all employees who were trained with these funds.
- B. The EMPLOYER shall document the marketing of services to the Community. Newspaper stories, posters, mailings, speaking engagements or other techniques employed shall be recorded by the EMPLOYER for review by the County. Any publications published as a result of this Agreement shall state that funding was made available through the Community Development Block Grant Program and/or Neighborhood Stabilization Program 1.
- C. Procurement records and files for purchases shall include the following at a minimum: basis for contractor selection; justification for lack of competition when competitive bids or offers are not obtained; and basis for award.
- D. The County, HUD, the General Accounting Office (GAO), or any of their duly authorized representatives, have the right of timely and unrestricted access to any books, documents, papers, or other records of recipients that are pertinent to the awards, in order to make audits, examinations, excerpts, transcripts and copies of such documents. This right also includes timely and reasonable access to a EMPLOYER personnel for the purpose of interview and discussion related to such documents. The rights of access in this paragraph are not limited to the required retention period, but shall last as long as records are retained.
- E. Financial records, supporting documents, personnel records, statistical records, and all other records pertinent to the Agreement shall be retained for a period of four years from the date of submission of the Agreement. The County's annual performance report in which the specific activity is reported on for the final time. The only exceptions are the following:
 - 1. If any litigation, claim, or audit is started before the expiration of the 4 year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action is taken.
 - 2. Records for real property and equipment acquired with Federal funds shall be retained for 4 years after final disposition.
 - 3. When records are transferred to or maintained by the U.S. Department of Housing and Urban Development, the 4 year retention requirement is not applicable to the EMPLOYER.
- F. The EMPLOYER shall provide citizens with reasonable access to records regarding the use of CDBG funds, consistent with federal, state and local laws regarding privacy and obligations of confidentiality.

SECTION 2 - REPORTS

At such times and in such forms as the Department of Housing and Urban Development ("HUD") or the County may require, there shall be furnished to HUD or to the County statements, records, data and information, as HUD or the County may request pertaining to matters covered by this Agreement.

SECTION 3- AUDITS AND INSPECTIONS

At any time during normal business hours and as often as the County, HUD and/or the Comptroller General of the United States may deem necessary, there shall be made available to the County, HUD and/or representatives of the Comptroller General for examination all records of the EMPLOYER with respect to all matters and the EMPLOYER shall permit the County, HUD and/or representatives of the Comptroller General to audit, examine and make excerpts or transcripts from such records, and to make audits of all Agreements, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters.

In addition to the above-described inspections, the County may perform inspections of the program facilities and/or records at any time it deems desirable.

The EMPLOYER must comply with OMB Circular A-133 "Audits of Institutions of Higher Education and other Non-profit Institutions". Audits shall be made in accordance with statutory requirements and the provisions of OMB Circular A-110 "Uniform Requirements".

SECTION 4 - CONFLICT OF INTEREST

A. No employee, agent, consultant, officer or elected or appointed official of the County or EMPLOYER who exercises or has exercised any functions or responsibilities with respect to the Scope of Services or any of the activities that are in any way connected with this Agreement or who is in a position to participate in a decision-making process or gain inside information with regard to such activities or Scope of Services, may obtain a personal or financial interest or benefit from any such activity or Scope of Services, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter, and the EMPLOYER shall take appropriate steps to assure compliance.

B. Personnel who are employed by the EMPLOYER shall not serve as a member of the agency's Board of Directors.

SECTION 5 - EMPLOYMENT DISCRIMINATION PROHIBITED

During the performance of this Agreement, the EMPLOYER agrees as follows:

A. The EMPLOYER shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, handicap, ancestry or Vietnam-era or disabled veteran status. The EMPLOYER shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, national origin, age, handicap, ancestry or Vietnam-era or disabled veteran status. as used herein, "treated" means and

includes without limitation the following: recruited, whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship, promoted, upgraded, demoted, downgraded, transferred, laid off and terminated. The EMPLOYER agrees to and shall post inconspicuous places, available to employees and applicants for employment, notices to be provided by the hiring representatives of the EMPLOYER setting forth the provisions of this nondiscrimination clause.

B. The EMPLOYER will, in all solicitations or advertisements for employees placed by or on behalf of the EMPLOYER, state that the EMPLOYER is an Equal Opportunity Employer.

SECTION 6 - HISTORIC PRESERVATION AND ENVIRONMENTAL REVIEW

The EMPLOYER is responsible to know that historic preservation rules may apply to federally funded exterior maintenance, repairs, and renovations. The EMPLOYER is expected to determine which structures may require historic preservation review due to age, location, and scope of work. Before allowing work to be done on any such structure, the EMPLOYER is expected to notify the County and cooperate in obtaining any documentation required for review by the Ohio Historic Preservation Office. The EMPLOYER does not assume the County's environmental responsibilities described in 570.604; and the Sub-grantee does not assume the County's responsibility to initiate the review process.

SECTION 7 - COPYRIGHTS

If this Agreement results in a book or other copyrightable material, the author is free to copyright the work, but HUD reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use all material which can be copyrighted.

SECTION 8 - PATENTS

Any discovery or invention arising out of or developed in the course of work aided by this Agreement shall be promptly and fully reported to HUD for determination by HUD as to whether patent protection for such invention or discovery shall be sought and how the rights under any patent issued thereon, shall be disposed of and administered, in order to protect the public interest.

SECTION 9 - POLITICAL ACTIVITY PROHIBITED

None of the funds, materials, property or services provided directly or indirectly under this Agreement shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

SECTION 10 - LOBBYING PROHIBITED

None of the funds provided under this Agreement shall be used for publicity or propaganda purposes designated to support or defeat legislation pending before the Congress or any public body.

SECTION 11 - CHANGES

A. The County may, from time to time, permit changes in the Scope of Services of the Agreement to be performed hereunder. Any such changes shall be incorporated in written amendments to this Agreement signed by the parties.

ATTACHMENT D

INVOICE TEMPLATE

INVOICE - EMPLOYER INCUMBENT WORKER PROGRAM

INVOICE PERIOD _____

EMPLOYER NAME: _____

CONTRACTOR ADDRESS: _____

CATEGORY	Employment Connection Budget	Total Expenses To- Date	Total Invoice Request	Employer Contribution To- Date
Instructor Wages				
Curriculum Development				
Materials/Supplies				
Training Equipment				
Other Cost (Itemize)				
Travel				
Trainee Wages				
TOTAL	-	-	-	-

I certify that to the best of my knowledge and belief, this report is accurate, that the costs incurred are valid and consistent with the terms of the contract.

NAME: _____

TITLE: _____

SIGNATURE: _____

EMPLOYMENT CONNECTION
Customized Occupational Skills /Incumbent Worker Training Application

Company/Association Name: Long Term Care Ombudsman

Federal Tax [REDACTED] NAICS Code _____

Address 2800 Euclid Ave. Suite 200 City Cleveland Zip 44115

Contact Person - Linda Arnaut Title - Business Manager

Phone (216) 696-2719 Fax (216) 696-6216 Email - larnaut@ltco.org

1. Briefly describe your business/association: Long Term Care Ombudsman 10 A provides advocacy for residents in Long Term Care facilities, Home Health, Hospice, Adult Group Homes, Assisted Living facilities.
2. Briefly describe proposed training project: The name of the training is called Adaptive Design. The training was used by Toyota with great successes. This training enables frontline workers to find solutions to long term problems. It accentuates the skills and knowledge that workers already possess and improves immediate value and inspires mastery of new skills. Please see the following website for additional information on Adaptive Design training www.kenagyassociates.com.
3. Attach training outline(s) and/or curriculum. See attachment
4. Attach list of employees to be trained (complete spreadsheet). See attachment
5. Training Occupation (s): This training will be given to all staff including management, ombudsman and administrative assistant.
6. Starting Wage \$ _____
After Training \$ _____
After Six Months \$ _____
7. Training Start Date 1/2/2014 Training End Date 6/30/2014
8. What will you do to assure job retention (mentoring, ongoing learning, job shadowing, etc. Providing this training will assure job retention of our existing staff.
9. Total Cost (complete itemized budget page) \$6500

10. What is the outcome(s) of the training? Please check all that apply. Documented verification of all outcomes is required to be submitted at completion of training.

- ☐ The introduction of new technologies
- ☐ Introduction to new production or service procedures
- ☐ Upgrading to new jobs that require additional skills, especially that result in the creation of entry level positions
- ☐ Improve the occupational skills of the employers' workforce
- ☐ Assist in averting lay offs
- ☒ Raise the skill level of workers that leads to promotion
- ☐ Provide career progression that opens entry-level positions to others
- ☒ Reduction in employee turnover
- ☐ Increase individuals' wages

Company Representative:

Linda Arnaut
Name (printed)
Business Manager
Title
Linda Arnaut
Signature
10/11/13
Date

Employment Connection:

Rosie Dean
Name (printed)
Prog Officers
Title
R Dean
Signature
11-5-13
Date

Training Program Budget

Please use this as a guide. Start with the total Column. You may include other items for consideration as required.

Note: Training funds cannot be used to reimburse any training costs occurring before the grant is approved. Please take this into account when developing your budget and time line.

Employer Contributions must be 33% (50% for new worker customized training) or greater for employers with less than 100 employees, 50% or greater for employers with 100 or more employees or for employers requesting funds to train potential new workers. Contribution can be cash or in-kind.

BUDGET CATEGORY	EMPLOYMENT CONNECTION ASSISTANCE REQUESTED	EMPLOYER CONTRIBUTION	TOTAL
Instructor Wages (Break out costs for individual programs including total hours and instructor wages)	\$3250.00	\$900.00	\$1800.00
Curriculum Development		\$2200.00	\$4400.00
Materials/Supplies Textbooks (itemize)		150.00	\$300.00
Training Equipment (itemize)	N/A		
Other Costs (describe)	N/A		
Travel	N/A		
Trainee Wages* (attach payroll register)	N/A		
Sub Total	\$3250.00	\$3250.00	\$6500.00
Total			

*Employment Connection requests employers to cover trainees wages as an employer's match requirement. Employment Connection will consider funding trainee wages only for special circumstances on a case-by-case basis.