



CHECKLIST OF ELIGIBILITY & SUPPORTING DOCUMENTATION

EMPLOYED WORKER TRAINING GRANT - ELIGIBILITY

If your company:

1. Has been in business at least one year
2. Has at least one Full Time Employee working at least 37.5 hours per week
 - a. Trainee wages must start at \$12.00 per hour
 - b. Trainee wages cannot exceed \$25 per hour before training (commission is not counted)
 - c. Trainees must be employed in designated Employed Targeted Occupations (eligible occupations are provided with the RFP application)
3. Plans Full Time Employee training that meets the USDOL/ETA guidelines for training certificates:
 - a. 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.
4. Employers may use their own (in-house or contracted) training providers or local training providers.

Companies meeting the above general criteria may outline a forecast for certificated training and request 100% reimbursement of their training costs for pre-approved, direct training related costs up to \$50,000 to cover:

1. Tuition & Fees
2. Textbooks and/or manuals related to course study

Employers are required to provide resources equivalent to 50% of the total budget. Such resources include: trainee wages, and/or a portion of the requested direct training costs (i.e. instructors' wages, tuition, curriculum development, textbooks, materials and supplies). **Note: Training funds cannot be used to reimburse any training costs incurred before the grant is approved.**

Non-Allowable Training costs include such items as:

1. Employee wages and fringe benefits
2. Travel, food or lodging
3. Purchase of capital equipment used during training
4. Purchase of any item or service that may possibly be used outside the training project

The timeframe to complete training is dependent upon the date posted in the RFP. For example, if a company submits an RFP that posted in September 2011 and is awarded a training grant in October, their training would have to be completed by May 31, 2012 as the program financials must be closed by June 30th. If the company does not submit an RFP application until January 15, 2012, their training must still be completed by May 31, 2012.

EMPLOYED WORKER TRAINING GRANT - DOCUMENTATION

1. To be considered for contract award, employers 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.**
2. Employees to be trained must fall within one of the region's recognized Targeted Occupations codes.
3. Each individual trainee must earn at least one USDOL/ETA recognized credential/certification during the course of their training.
4. Invoicing must include reporting the amount of employer resources and/or leveraged funds provided in category and dollar amount. No paper invoices and required paperwork will be accepted.
5. Employer must be able to validate that all training met the USDOL/ETA definition of a credential or certificate
6. All trainees must complete and sign a form providing demographic, military and other census type information about themselves before any reimbursement will be authorized.