

APPLICANT INFORMATION FORM
CUSTOMIZED TRAINING

The applicant must ensure that the Information Form is complete before submitting.

An applicant is a person, sole proprietorship, partnership, corporation, or private organization that enters into a partnership for a customized job training project with an educational institution or training agency and the County of El Paso.

Please use the following information to respond in order to complete this form.

- I. A business that currently employs full time employees (FTE).
 - a) Provide complete responses to questions 1 through 4 below.

Applicant Information:

- 1. Complete the chart below by providing the information requested.
Important: Separate application information forms must be completed for each location if training is being requested for multiple locations of the same business.
The address provided must be the physical location where FTE will be employed upon the completion of training.

APPLICANT INFORMATION	
Legal Name of Applicant	
Contact Name and Title	
Contact's email address and phone #	
Physical Address	
City/County/State/ Zip Code	
Number of full time employees	
TWC account number	
NAICS Code that identifies your industry	

Employment Benefits Information:

- 2. Indicate which of the following employment benefits the applicant will provide for employees who participate in the proposed training by placing an "X" in the appropriate boxes:

EMPLOYMENT BENEFITS					
	Medical Insurance		Prescriptions		Educational Assistance
	Worker's Compensation		Vacation		401 K/ Pension Plans
	Dental Insurance		Holidays		Profit Sharing
	Life Insurance		Sick Days		Other

Trainee Information:

3. In the chart below, please provide the following:

- The job title of each position for which training is being requested.
- The number of new jobs that will be created and/or the number of existing jobs to be upgraded through the proposed project. A new job is one occupied by an individual hired any time during the 12 months prior to the grant submission date who will receive training through the proposed project. It also includes those individuals who are hired during the contract period and will receive training with grant funds.
- The hourly wage range to be provided to the employee upon the successful completion of training. (The minimum wage is the least hourly wage that a trainee will be paid upon the completion of training, and the maximum wage is the highest hourly wage that a trainee will be paid.) Only include hourly wages of those workers who will participate in training.

(Important: It is a requirement that the wages for each occupation must be equal to or greater than the prevailing wage for that occupation in the local labor market).

- The average percentage increase in wages that will be paid to trainees in upgraded jobs upon the successful completion of training.

Customized Training Grant Reporting Requirements

4. If a Customized grant is awarded for the proposed project, each applicant will be required to provide the County with specific data on each trainee. This includes information such as the trainee's full name, and other relevant information pertaining to the training. Trainees should be eligible for lawful employment within the United States.

Reporting Requirements

Applicant will file an annual report to include:

- Duration of training
- Place of training
- Original number of trainees to include names and length of time working for the company
- Number of trainees completing training
- Original salaries
- Increment to salaries for trainees completing training
- Contact information for training provider
- Documentation for training qualified expenditures
- Curricula formulated between training provider and applicant

Applicant Acknowledgement and Assurances:

By signing below, the applicant hereby assures and acknowledges the following:

- a. The applicant and any businesses it represents (if applicable) should provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief.
- b. The applicant and any business it represents (if applicable) should conform to all applicable federal and state laws, rules, guidelines, regulations, and executive orders, and provide equal employment opportunity in all employment and employee relations.

Important: The County conducts internal reviews on all potential customized training applicants. County's review includes an analysis of the fiscal stability of the business, as well as a regulatory integrity review of the business partner's standing with federal, state, and local governments (including confirming payment of all taxes, determining the existence of pending administrative or court actions, and determining whether there are any adverse factors related to the business applicant that could impact the awarding of a grant).

- c. The applicant will comply with the Fair Labor Standards Act (FLSA), 29 U.S.C. Chapter 8. (If the business requires employees to attend the identified courses outside of standard work hours, the business must ensure appropriate compensation, in compliance with the FLSA.)
- d. The applicant and any businesses it represents (if applicable) agrees to post all of their company's job openings through Texas Workforce Commission's internet-based employer job-matching system, WorkInTexas.com.

The applicant and any businesses it represents (if applicable) agrees to adhere to all reporting requirements, as well as the rules and regulations governing this funding.

Authorized Signature _____ Title _____

Type Name _____ Date _____