

## Summary of Anticipated Program Outcomes



Statement	Y or N	Describe what/how/who	How many Jobs:
<b>Saves jobs within the company:</b> If the training is not provided, will it result in a need to replace existing workers with workers who have the skills?			
<b>Creates new jobs and/or openings for entry-level positions:</b> Will the training result in promotional opportunities for the trainees creating openings for others to move up and/or new staff to be hired?			
If so, do you intend to utilize Suncoast Workforce to post job openings and recruit qualified candidates?			
<b>Provides a significant skill upgrade:</b> Does this training significantly increase the current skill level of the trainees? How? Describe.			
<b>Improves wage levels of trainees:</b> Will the training result in wage increases for those being trained? Describe and include the amount of any proposed increases.			
<b>Helps prevent the company from having to relocate operations:</b> If the training is not provided, will it result in a need for the company to relocate operations to an area with workers who have the skills?			
<b>Critical to the viability of the company:</b> Are there current or anticipated changes in processes and/or technology innovations that require new or different skills than currently required of employees? Describe.			

## The Proposed Employee Training & Support Program - Part I



**Instructions:** If your employees will complete multiple trainings, then please use separate lines to list the number of employees who will complete each training program. For example, if you plan to train 15 R.N.s who will each complete 3 trainings, then list their job title in column B, and the number 15 in column C, and use that row to list the first training they will complete; then go to the next row, and enter R.N. again in column B, and 15 again in column C, and complete that row with the 2nd training described, and so on.

### Description of Training Program

#	Current Job Roles/Titles of Employees being Trained (do not list employee names)	# of Trainees in this Job role?	# of Months of Proposed Training	Training Provider	Name of Training Program or Curriculum	Does Training result in Certification or Degree?	If so, enter name of certification or degree	If so, enter name of certifying or degree-granting entity
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

## The Proposed Employee Training & Support Program - Part II



### Description of Employee Supports (please answer "yes" or "no" in columns D through K)

#	Current Job Roles/Titles of Employees being Trained (do not list employee names)	# of Trainees in this Job role?	Mentoring or Career Planning (Y or N)	Paid Training Time/Leave (Y or N)	Childcare while training (Y or N)	Digital Literacy (Y or N)	Financial Literacy (Y or N)	Paid Text Books or Training Materials (Y or N)	Paid Training Supplies or Equipment (Y or N)	Have you developed a "career ladder" for this position (Y or N)*
1	0	0								
2	0	0								
3	0	0								
4	0	0								
5	0	0								
6	0	0								
7	0	0								
8	0	0								
9	0	0								
10	0	0								

\*Your answer regarding career ladders will not impact your scoring; this is for informational purposes only.

### Other Forms of Support

Please list and briefly describe other forms of support that you will offer as part of your program

#	Other forms of support	Brief descriptions
1		
2		
3		
4		
5		
6		
7		

## Benefit & Impact for Employees



Instructions: The two tables below should result in an "unduplicated" count of the employees that will be trained. This is different from the way you listed them on the worksheet titled "Program Design-Training," where you may have needed to list the same employees multiple times. Here, you will simply put the total number of employees in each job role, regardless of the different trainings that they may be complete. So, following the sample we gave you in the instructions on the "Program Design-Training" worksheet, on this worksheet, you will simply list 15 R.N.'s, then go on to list other job categories.

### Description of Wage Increases

					Pay raise after training*		Pay raise within 1 year post-training*		
#	Current Job Roles/Titles of Employees being Trained (do not list employee names)	# of Trainees in this Job role?	Current Average Hourly Wage (\$)	Current Benefits Allocation (%)	Eligible for Pay Raise upon Completing Training (Y or N)	If so, enter average hourly dollar amt or percent increase	Eligible for Pay Raise within 1 year of completing training? (Y or N)	If so, enter average hourly dollar amt or percent increase	Is this a regularly scheduled increase or a result of the training?
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

\*Please be careful to distinguish between the employees who will receive a payraise after training (and because of training), from employees who will not receive a pay raise after training, but who are eligible within 1 year of completing their trainings. Notice that in the final column of the table, we are asking you to specify whether this second type of payraise is a "regularly scheduled increase" or whether it is "a result of the training."

### Description of Career Promotions/Advancements

#	Current Job Roles/Titles of Employees being Trained (do not list employee names)	# of Trainees in this Job role?	Does training make employee eligible for a promotion? (Y or N)	If yes, what job role can employee be promoted to?	If yes, will promotion be granted upon completing training (Y or N)	If yes, will promotion be granted within 1 year (Y or N)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

## Summary Table of Impact & Benefits for Employees

Please indicate with a "yes" or "no" to all that apply

#	Non-cash income & support categories	Yes or No	Notes & Description
1	Advancement from part-time to full-time		
2	Increased access to health insurance		
3	Increased access to life insurance		
4	Increased access to dependent care benefits		
5	Increased pension contributions		
6	Increased access to tuition reimbursement		
7	Improvements in the flexibility of work schedule		
8	Internship Opportunity		
9	Other:		
10	Other:		
11	Other:		
12	Other:		
13	Other:		

## Budget Form Instructions & Allowable Expenses



### **Allowable Expenses**

CareerEdge will support budget items that are directly linked to the Training & Support Programs.

Allowable expenses include, but are not limited to the following:

- Salary and fringe costs for program management and administrative staff;
- Salary and fringe costs for training, development or human resource staff
- Salary and fringe costs for data entry;
- Salary and fringe costs for instructors;
- Salary and fringe costs for career coaches/case management staff;
- Rent for staff facilities;
- Rent for classroom space;
- Postage;
- Printing;
- Transportation for staff;
- Professional development for staff
- Train-the-trainer credentials and certifications
- Other training certifications;
- Instructional materials and supplies associated with training;
- Supplies for program administration;
- Supportive services for program participants (transportation, childcare, uniforms, tools/equipment, etc.)

### **Other Instructions for completing the Budget Form**

Your "Program Total" Column should reflect the full cost of the program, and should sum to the amounts reflected in the columns to the right of it.

## Training & Support Program Budget 2015



Please insert rows as needed to accommodate additional line items; and please be sure to review the comments regarding budget categories (comments can be viewed by hovering over the boxes with red triangles appearing in the upper right hand corners). Also, please note that the gray bars provide examples, and should not be used by you. Please begin your entries in the rows below the gray bars. Subtotal rows are designed to automatically calculate.

	Full-time base salary	FTE (%)	Benefits Expense (%)	Program Total	Your Org's Investment	CareerSource Suncoast*	Other Sources	CareerEdge Grant
<b>Staff (who will implement your program)</b>								
E.g., Training Director	42000	20%	24%	\$ 10,416				
	0			\$ -				
				\$ -				
				\$ -				
				\$ -				
SUB-TOTAL				\$ -	\$ -	\$ -	\$ -	\$ -
		# Hours Paid Training Time	# of Staff to be trained					
<b>Staff (who will be trained during this program)</b>								
E.g., CNA trainees	\$8.10	50	12	\$ 4,860				
				\$ -				
				\$ -				
				\$ -				
				\$ -				
SUB-TOTAL				\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual (Including Training Consultants &amp; Facilitators)</b>								
E.g., Training contract Manatee Technical Institute				13000				
SUB-TOTAL				\$ -	\$ -	\$ -	\$ -	\$ -
<b>Training &amp; Training-Related Equipment</b>								
E.g., Overhead projector				595				
SUB-TOTAL				\$ -	\$ -	\$ -	\$ -	\$ -

<b>Training Supplies, including Curriculum</b>					
E.g., Training Curriculum Series (20 sets x \$49.95)	999				
SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Tuition &amp; Other Training Expenses</b>					
E.g., 75% cost-share of Tuition & Fees	12250				
SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Employee Supports during Training</b>					
E.g., Childcare - certified teacher	832				
SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous</b>					
E.g., Train-the-trainer certification for your company	440				
SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GRAND TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*If you are also applying for CareerSource Suncoast EWT funding, please allocate your total amount of EWT funding across the categories provided here