

RESOLUTION NO. 16-013

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE SOUTHEAST TEXAS WORKFORCE DEVELOPMENT BOARD AND THE CITY OF PORT ARTHUR SECTION 4A ECONOMIC DEVELOPMENT CORPORATION TO CREATE AN OCCUPATIONAL JOB TRAINING PROGRAM TO IMPROVE THE WELDING SKILL SETS OF INDIVIDUALS FOR JOBS IN A HIGH-DEMAND OCCUPATION

WHEREAS, the City of Port Arthur Section 4A Economic Development Corporation (the "PAEDC") Board of Directors is dedicated to improving the quality of life of Port Arthur residents who lack skills to qualify for permanent employment; and

WHEREAS, the Memorandum of Understanding attached hereto as **Exhibit "A"** establishes a cooperative working relationship between the Southeast Texas Workforce Development Board d/b/a Workforce Solutions Southeast Texas (the "Board") and PAEDC in order to work together to support the Texas Workforce Commission's High Demand Job Training Program; and

WHEREAS, welding is considered a "high demand occupation" in the Southeast Texas Workforce Development area; and

WHEREAS, it is estimated up to forty-eight (48) Port Arthur residents will be trained in welding occupations based on this partnership between PAEDC and the Board; and

WHEREAS, PAEDC will use local economic development sales tax funding to match the Board on a dollar-for-dollar basis for job training in an amount up to \$75,000 per year on a reimbursable basis; and

WHEREAS, PAEDC will also use pre-employment training monies for training wage reimbursements to Port Arthur residents in an amount up to \$312,000; and

WHEREAS, Team Fabricators, Inc. of Port Arthur will provide a full-time welding instructor onsite and contribute approximately \$122,020 toward the welding training program pursuant to the Training Agreement attached hereto as **Exhibit "B"**.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ARTHUR:

Section 1. That the facts and opinions in the preamble are true and correct.

Section 2. That the City Council approves the Memorandum of Understanding between PAEDC and the Board and authorizes PAEDC to fund \$150,000 toward a High Demand Job Training Program to be matched and reimbursed by the Board on a dollar for dollar basis in an amount up to \$75,000.00 contingent upon the PAEDC Board's approval.

Section 3. That the City Council further approves PAEDC to enter into a Training Agreement with Team Fabricators, LLC to use pre-employment training monies for training wage reimbursements in an amount up to \$312,000 contingent upon the PAEDC Board's approval.

Section 4. That a copy of the caption of this Resolution be spread upon the Minutes of the City Council.

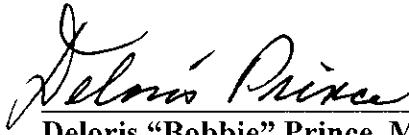
READ, ADOPTED AND APPROVED on this 12th day of Jan A.D., 2016,
at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote:

AYES:

Mayor Prince, Mayor & Sen Frank
Councilmembers Scott, Hamilton, Albrigt

Lewi, Swati and Moses.

NOES: None.



Deloris "Bobbie" Prince, Mayor

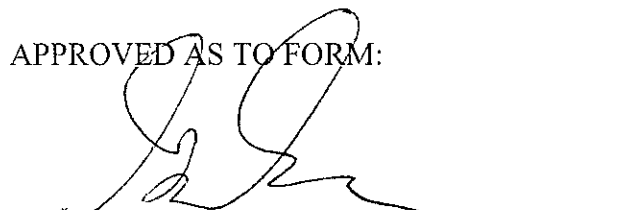
ATTEST:


Sherri Bellard, City Secretary

APPROVED:


Floyd Batiste, PAEDC CEO

APPROVED AS TO FORM:


Guy N. Goodson, PAEDC Attorney

APPROVED AS TO FORM:

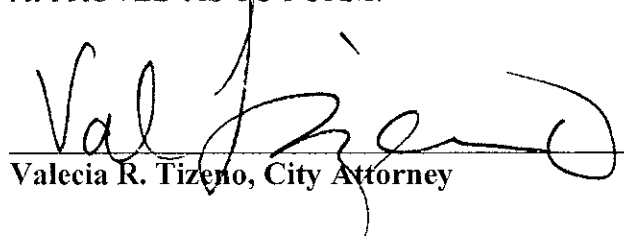

Valecia R. Tizeno, City Attorney

EXHIBIT “A”

**MEMORANDUM OF UNDERSTANDING
BETWEEN
WORKFORCE SOLUTIONS SOUTHEAST TEXAS
AND
PORT ARTHUR ECONOMIC DEVELOPMENT CORPORATION**

I. Purpose

The purpose of this agreement is to establish guidelines for a cooperative working relationship between the Workforce Solutions Southeast Texas and Port Arthur Economic Development Corporation (PAEDC) to support the Texas Workforce Commission's High Demand Job Training (HDJT) program.

Both parties to this Memorandum of Understanding agree to the following stipulations:

- Funds will be used to support the provision of high demand job training;
- Welding is considered a "high demand occupation" in the Southeast Texas Workforce Development area;
- Estimate up to forty-eight (48) individuals to be trained in welding occupations based on this partnership between the PAEDC and the SETWD Board;
- Funds provided to the PAEDC will be used to match local economic development sales tax funding for participant job training paid work experience and instructor salary on a dollar-for-dollar basis, up to \$75,000 per year;
- Funding under this grant may not be used for administrative costs.
- No funds received under WIA will be used to assist, promote or deter union organizing;
- Awardee must comply with the nondiscrimination provisions of WIA § 188 (29 U.S.C. § 2938).
- None of the funds made available by WIA may be awarded or obligated to the Association of Community Organizations for Reform Now, or any of its affiliates, subsidiaries, or allied organizations.

II. Responsibilities

Workforce Solutions hereby agrees to:

- to match up to \$24,000 to local economic development funding for a portion of the training instructor's salary,
- to match up to \$51,000 for paid work experience of eligible participants, and
- provide quarterly reports to the Texas Workforce Commission using an Agency-provided format.

Port Arthur Economic Development Corporation hereby agrees to:

- to match up to \$27,000 on a dollar-for-dollar basis, local economic development funding for a portion of the training instructor's salary,
- to provide up to \$261,000 local economic development funding for paid work experience of eligible participants,
- to provide up to \$99,000 on a dollar-for-dollar basis, local economic development funding for the purchase of job training equipment,
- designate a contact person(s) to ensure the effective coordinated exchange of information for the smooth operation of agreement activities,
- to provide quarterly narratives to the Board including, but not limited to, the number of participants trained and/or assessed and the costs expended for each activity conducted during the quarter, and
- exchange documentation, data, and information as necessary to further the purpose of this agreement.

III. Confidentiality of Information

All application information submitted is subject to and will be handled in accordance with the Texas Public Information Act, Government Code, Chapter 552. This Act allows the public to have access to information in the possession of a governmental body. Therefore, any confidential or proprietary information contained within an application must be clearly identified by the Applicant in the application itself. Proprietary information identified by the Applicant in advance will be kept confidential by the Agency to the extent permitted by state law.

IV. Assurances/Disclosures

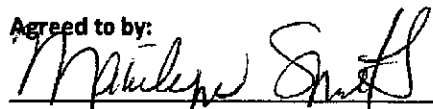
- Workforce Solutions and PAEDC assures that grant funds will not be used to encourage or induce relocation or for customized or skill training or related activities after relocation. (WIA § 181(d)(1) and (d)(2), 29 U.S.C. § 2931 (d) (1).
- Workforce Solutions assures compliance with Texas Government Code, Chapter 2264;
- Workforce Solutions assures activities will be in compliance with the Financial Manual for Grants and Contracts.

Workforce Solutions Southeast Texas does not warrant or imply that the data provided has been verified as accurate and correct beyond what has been entered into the WIT system by job seekers. It is the sole responsibility of the end user to verify or validate the accuracy of the data provided.

V. Agreement Period

This agreement shall commence on the date it is executed and shall remain in effect until terminated upon 30 days written notice by either party.

Agreed to by:


Marilyn Smith, Executive Director
Workforce Solutions, Southeast Texas

1/4/2016

Date

Floyd Batiste, Chief Executive Officer,
Port Arthur Economic Development Corporation

1/4/2016

Date

TEXAS WORKFORCE COMMISSION HIGH DEMAND JOB TRAINING PROGRAM

Application Submission Guidelines

The Texas Workforce Commission (the "Agency") has dedicated one million dollars (\$1,000,000) to support collaborations between Local Workforce Development Boards (Boards) and local Economic Development Corporations (EDCs) to provide high demand occupational job training in local workforce areas. Funds will be available through September 30, 2016.

The intent of the High Demand Job Training Program (the "Program") is to support Boards in partnering with local EDCs that use their local economic development sales taxes for high demand job training. To achieve this purpose, the Agency wants to enable Boards to collaborate with local EDCs and match their local economic development sales tax funds to jointly support the provision of such training. To that end:

1. Any grant awarded under this Program shall be governed by the Agency Board Agreement for an Integrated Workforce System (ABA), its attachments, and the terms and conditions in the resulting grant award.
2. The Agency will use available funding to provide grants to Boards totaling up to \$75,000 per Board per year.
3. The grant period for grants awarded will be twelve to fifteen (12 to 15) months.
4. Boards receiving grants will use the funds to match the same amount of EDC(s)' Texas Development Corporation Act monies used to provide the high demand job training.
5. "High Demand Job Training," for this Program, means job training that supports occupations in high demand jobs as identified by Boards.
6. To be eligible for TWC matching funds, EDC funds must be spent on high demand job training. TWC matching funds awarded under this request for applications may be made available for job training activities and relevant direct costs as well as additional training.
7. Boards receiving grants must enter into a written Agreement with each partnering EDC. Each Agreement must:
 - 7.1. identify each entity's roles and responsibilities;
 - 7.2. identify the workforce area's high demand jobs for which local economic development sales tax funds will be used for high demand job training;
 - 7.3. identify and describe the activities and associated costs of the high demand job training of both the Board and the EDC(s);
 - 7.4. provide that funds provided to the Board will be used to match local economic development sales tax funding for job training, on a dollar-for-dollar basis, up to \$75,000 per year;
 - 7.5. support the provision of high demand job training;
 - 7.6. provide an assurance that grant funds will not be used to encourage or induce relocation or for customized or skill training or related activities after relocation. (WIA § 181(d)(1) and (d)(2), 29 U.S.C. § 2931(d)(1) and (d)(2));
 - 7.7. provide an assurance regarding complying with Texas Government Code, Chapter 2264; and

- 7.8. Identify the estimated number of individuals to be trained in high demand occupations based on the partnership between the EDC and the Board.
- 7.9. provide an assurance regarding compliance with the Financial Manual for Grants and Contracts by the Board;
- 7.10. identify that the Boards must provide quarterly reports to the Agency using an Agency-provided format;
- 7.11. identify that the EDC(s) must provide quarterly narratives to the Board including, but not limited to, the number of participants trained and/or assessed and the costs expended for each activity conducted during the quarter (The narratives for all EDCs must be incorporated in the quarterly reports the Board provides to the Agency); and
- 7.12. be signed by both the Board and the EDC(s).
8. Boards must provide the signed written Agreement(s) to the Agency when they submit applications.
9. Boards may use Agency grant funding to support Workforce Investment Act (WIA)-allowable, high demand job training activities and related direct costs, including:
 - 9.1. individual participant recruitment;
 - 9.2. skills assessment;
 - 9.3. job search skills improvement, job search, job referral;
 - 9.4. equipment; and
 - 9.5. minor renovation of facilities used for Program-related job training.
10. Agency grant funds may be used for related WIA-allowable supportive services for eligible participants, based on the Board's determination that the costs are reasonable and necessary for the individual's participation in the training.
11. Agency grant funding may not be used for administrative costs.
12. Boards shall be responsible for determining and documenting eligibility of each participant, consistent with WIA "basic eligibility" requirements, prior to a participant receiving any services funded with grant funds. Boards shall maintain confidential eligibility documentation files for each participant receiving services.
13. Boards must provide quarterly reports to the Agency using an Agency-provided format.
14. Boards shall comply with the requirements in the final regulations and audit compliance supplements to be promulgated by the United States Department of Labor and the Office of Management and Budget and any alternative implementation options exercised by Texas under the WIA statute.
15. Agency grant funds may not be used to encourage or induce relocation or for customized or skill training or related activities after relocation. (WIA § 181(d) (1) and (d) (2), 29 U.S.C. § 2931(d)(1) and (d)(2)).
16. No funds received under WIA will be used to assist, promote or deter union organizing, as referred to in WIA § 181(b) (7), 29 U.S.C. § 2931(b) (7).
17. None of the funds made available by WIA may be expended by an entity unless the entity agrees that in expending the funds the entity will comply with the Buy American Act (41 U.S.C. § 8302), as referenced in WIA § 505, 20 U.S.C. § 9275.

18. Any contract or grant award resulting from this Application shall include a requirement that the contractor or awardee must comply with the nondiscrimination provisions of WIA § 188 (29 U.S.C. § 2938).
19. None of the funds made available by WIA may be awarded or obligated to the Association of Community Organizations for Reform Now, or any of its affiliates, subsidiaries, or allied organizations, in accordance with WD Letter 36-09 and subsequent issuances.
20. Application Information Confidentiality: All application information submitted is subject to and will be handled in accordance with the Texas Public Information Act, Government Code, Chapter 552. This Act allows the public to have access to information in the possession of a governmental body. Therefore, any confidential or proprietary information contained within an application must be clearly identified by the Applicant in the application itself. Proprietary information identified by the Applicant in advance will be kept confidential by the Agency to the extent permitted by state law.
21. All application information submitted must be retained by the Agency for the period specified in the Agency's record retention schedule created under Texas Government Code, Chapter 441. The information may not be returned to the Applicant that submitted it during the retention period.
22. Public Information Act: Texas Government Code, Chapter 552, gives individuals the right to access government records and prohibits an officer for public information or the officer's agent from asking why the requestor wants the records. All government information is presumed to be available to the public. However, some types of governmental information may be subject to an exception to the rule that public information must be released when requested. Governmental bodies must promptly release requested information if the information is not confidential or the governmental body has not properly requested an exception. Public Information requests may be mailed or delivered in person to: Texas Workforce Commission, Open Records, 101 E. 15th St., Room 266, Austin, TX 78778-0001. They may also be submitted via e-mail to open.records@twc.state.tx.us, or via fax to 512-463-2990.

Application Submission

- Use the Application Submission Form below. Applications may be submitted at any time through September 30, 2016, or until approved funding has been exhausted.
- Applicants must submit a complete application by e-mail to "High Demand Job Training" at the following address: oeihighdemand@twc.state.tx.us. **The application must contain all of the required components, including signatures.**

APPLICATION SUBMISSION FORM

Application Instructions

1. The application shall not exceed six (6) pages, including this Application Submission Form but not including Section 3 "Signed Agreements between the Board and local area EDCs" and Section 8 "Application Budget and EDC(s) Budget."
2. The Signed Agreements between the Board and local area EDC(s) and the Application Board Budget and EDC(s) Budget must be submitted with the application.

Use the space designated below to complete the Application.

1. Board Contact Information

1.1 Board Submitting the Application: South East Texas WDA dba Workforce Solutions
Southeast Texas

1.2 Name and Title of Board Representative Completing the Application: Marilyn Smith,
Executive Director

1.3 E-mail address of Representative: marilyn.smith@setworks.org

1.4 Telephone Number of Representative: (409) 719-4780

2. Amount requested,

Total amount (not to exceed \$75,000): \$75,000.00

3. Signed Agreement(s) between the Board and local area EDC(s) are attached to this Application.

The Signed Agreement(s) must: (1) identify each entity that is a party to the attached Agreement; (2) identify the workforce area's high demand jobs for which local economic development sales tax funds will be used for training; (3) identify and describe the activities and associated costs of the high demand job training of both the Board and the EDC(s); (4) state that funds provided to the Board will be used to match local economic development sales tax funding for job training, on a dollar-for-dollar basis, up to \$75,000 per year; (5) support the provision of high demand job training; (6) provide an assurance that grant funds will not be used to encourage or induce relocation or for customized or skill training or related activities after relocation. (WIA § 181(d)(1) and (d)(2), 29 U.S.C. § 2931(d)(1) and (d)(2)); (7) provide an assurance regarding complying with Texas Government Code, Chapter 2264; (8) identify the estimated number of individuals to be trained in high demand occupations based on the partnership between the EDC and the Board; (9) provide an assurance regarding compliance with the Financial Manual for Grants and Contracts by the Board; (10) identify that the Boards must provide quarterly reports to the Agency using an Agency-provided format; (11) identify that the EDC(s) must provide quarterly narratives to the Board including, but not limited to, the number of participants trained and/or assessed and the costs expended for each activity conducted during the quarter. (The EDC(s) narratives must be incorporated in the quarterly reports the Board provides to the Agency.); and (12) be signed by both the Board and the EDC(s).

Yes ☒

4. Project Summary

Provide a brief, one (1) paragraph project summary, including: (1) the project's purpose and goals; (2) the identification and description of the activities and associated costs of the high demand job training of both the Board and the EDC(s); and (3) the Board's and EDC's requests and the Total Project Cost amounts. The "EDC's Total Project Share" must be at least equal to the "Board's Total Project Request." Round all amounts to the nearest dollar.

4.1 One-paragraph summary: The purpose of the Southeast Texas Workforce Development Area – High Demand Job Training Program (SETWDA-HDJT) is to provide welding training in a paid work experience setting for up to forty-eight (48) individuals over a twelve (12) month period. This project will consist of a partnership between the Southeast Texas Workforce Development Board (SETWDB), Port Arthur Economic Development Corporation (PAEDC) and a designated employer partner (Team Fabricators, LLC). This project will target three distinct groups of participant; unskilled individuals who exhibit an interest/aptitude with some knowledge of welding, individual with some welding skills that may be transferrable but are not yet fully competent to pass industry standard test for employment, and individuals with advanced welding skills who may need remediation or additional hands on training to pass additional welding certification test for employment. Participants will be paid \$14 to \$20/hr. during the training based on a skills assessment pre-test. The goal of this project is direct placement with the designated employer partner or other employers with a demand for qualified welders.

4.2 Board's Total Project Request Amount: \$75,000.00

4.3 EDC's Total Project Share: \$387,000.00

4.4 Total Project Cost: \$462,000.00

5. Project Objectives

Describe the proposed project's objectives. Information must include the high demand occupations for which training will be provided, the estimated number of individuals to be trained and estimated total number to be served, and descriptions of allowable related services (such as recruitment, job search, job referral; and minor renovation of facilities).

5.1 Project Objectives and Services Provided: Participants will be provided up to 480 hours of hands on welding practice based on a pre-assessment skills test. Successful completion will be based on passing an employer based post-assessment skills test. All participants may not need the full 480 hours of hands on training. Twelve (12) participants will be selected on a quarterly basis. Training will focus on participants gaining proficiency to weld pipe in a production shop or field jobsite. Up to 50 individuals may be served depending on available funds.

Allowable cost reflected in the budget sheet include:

Training Instructor salary - \$24,000

Participant's paid work experience wages -\$51,000

5.2 List the high demand occupations to be supported by training: Welding

5.3 Estimated total number to be trained: 48

6. Project Timeline

Provide a timeline of each major activity in the project, and for each activity, specify which partner will have primary responsibility.

6.1 Major Activity Timeline: Construction of training booths - 2/1/2016 thru 4/1/2016. - Employer

Purchase of welding equipment by - 4/1/2016 - Employer

Enrollment of 1st cohort(12) - 4/1/2016 - Workforce Center

Submission of 1st Quarterly Report to Workforce Board 4/15/2016 - EDC

Submission of 1st Quarterly Report to TWC 4/30/2016 - Workforce Board

Training completion of 1st cohort 6/30/2016 - Employer

Enrollment of 2nd cohort(12) - 7/1/2016 - Workforce Center

Submission of 2nd Quarterly Report to Workforce Board 7/15/2016 -EDC

Submission of 2nd Quarterly Report to TWC 7/30/2016 - Workforce Board

Training completion of 2nd cohort 9/30/2016 - Employer

Enrollment of 3rd cohort(12) - 10/1/2016- Workforce Center

Submission of 3rd Quarterly Report to Workforce Board 10/15/2016 - EDC

Submission of 3rd Quarterly Report to TWC 10/30/2016 - Workforce Board

Training completion of 3rd cohort 12/31/2016 - Employer

Submission of 3rd Quarterly Report to Workforce Board 1/15/2017 - EDC

Submission of 3rd Quarterly Report to TWC 1/30/2017 - Workforce Board

Enrollment of 4th cohort(12) - 1/1/2017 - Workforce Center

Training completion of 4th cohort 3/31/2017 - Employer

Submission of Final Report to TWC 4/30/2017 - Workforce Board

6.2 Estimated project start date: 2/1/16

6.3 Estimated project end date (projects may not exceed fifteen (15) months): 4/30/2017

7. Authorized Signature

By signing below, the Applicant Board agrees to function as the Grantee and Fiscal Entity for the project. The Applicant agrees to adhere to all reporting requirements, as well as the laws and regulations governing this funding, including but not limited to, Workforce Investment Act (WIA) Statewide Activity Funds, WIA § 128 and § 133 (29 U.S.C. § 2853 and § 2863); and 20 C.F.R. Parts 665-667. Any grant awarded under this Program shall be governed by the Agency Board Agreement for an Integrated Workforce System (ABA), its attachments, and the terms and conditions in the resulting grant award.

Typed name and title of authorized Board signatory: Marilyn Smith, Executive Director

Date signed: 1/4/2016

Board Authorized Signature: _____

Marilyn Smith

**8. APPLICATION BUDGET:
(BOARD BUDGET)**

- 8.1 Provide estimated budget amounts and a brief justification for each.
 8.2 Add rows under the Contractual Costs and Other categories as necessary.
 8.3 No single request may exceed \$75,000.
 8.4 Administration is not an allowable cost under this program.
 8.5 Round all figures to the nearest dollar.

APPLICANT BOARD:		Workforce Solution Southeast (Southeast Texas WDA)
PROGRAM COSTS Budget Categories and Items	Estimated Board Grant Budget	Description/Justification
Personnel	\$ 24,000	Instructor @ \$35/hr for 1 year
Fringe Benefits		Benefit package for instructor (\$9/hr for 1 year)
In-State Travel		
Supplies		Welding hoods, gloves, safety glasses, faceshields, welding consumables, pipe (for practice), test coupons
Equipment		Welding machines and other equipment to set up 6 booths
Contractual Costs		
Other		
Job Training Costs (Describe)	\$ 51,000	Pay for trainees * \$6500/person max X 48 people(Utilize separate EDC training dollars for this item)
Outreach and Recruitment (Describe if applicable)		
Other Participant Services such as participant recruitment; skills assessment; job search skills improvement; job search; job referral (Describe if applicable)		
*Participant Supportive Services (Describe if applicable)		
Minor Facilities Renovations Related to Job Training		Add wall, gas lines, and electrical for each booth
TOTAL REQUEST	\$ 75,000	

Workforce Board Budget

*Participant Supportive Services are WIA-allowable supportive services for eligible participants, based on the Board's determination that the costs are reasonable and necessary for the individual's participation in the training. See 20 CFR §§ 663.800. "Supportive services" may include services such as transportation, child care, dependent care, housing, safety equipment, uniforms, and tools necessary to enable an individual to participate in high demand job training activities under the Program. **Needs-Related Payments are not allowable Program costs.**

**8. APPLICATION BUDGET:
(PAEDC BUDGET)**

- 8.1 Provide estimated budget amounts and a brief justification for each.
 8.2 Add rows under the Contractual Costs and Other categories as necessary.
 8.3 No single request may exceed \$75,000.
 8.4 Administration is not an allowable cost under this program.
 8.5 Round all figures to the nearest dollar.

APPLICANT BOARD:		Workforce Solution Southeast (Southeast Texas WDA)
PROGRAM COSTS Budget Categories and Items	Estimated Board Grant Budget	Description/Justification
Personnel	\$ 27,000	Instructor @ \$35/hr for 1 year
Fringe Benefits		Benefit package for instructor (\$9/hr for 1 year)
In-State Travel		
Supplies		Welding hoods, gloves, safety glasses, faceshields, welding consumables, pipe (for practice), test coupons
Equipment	\$ 99,000	Welding machines and other equipment to set up 6 booths
Contractual Costs		
Other		
Job Training Costs (Describe)	\$ 261,000	Pay for trainees * \$6500/person max X 48 people(Utilize separate EDC training dollars for this item)
Outreach and Recruitment (Describe if applicable)		
Other Participant Services such as participant recruitment; skills assessment; job search skills improvement; job search; job referral (Describe if applicable)		
*Participant Supportive Services (Describe if applicable)		
Minor Facilities Renovations Related to Job Training		Add wall, gas lines, and electrical for each booth
TOTAL REQUEST	\$ 387,000	
EDC Budget		
<p>*Participant Supportive Services are WIA-allowable supportive services for eligible participants, based on the Board's determination that the costs are reasonable and necessary for the individual's participation in the training. See 20 CFR §§ 663.800. "Supportive services" may include services such as transportation, child care, dependent care, housing, safety equipment, uniforms, and tools necessary to enable an individual to participate in high demand job training activities under the Program. Needs-Related Payments <u>are not</u> allowable Program costs.</p>		

**8. APPLICATION BUDGET:
(TEAM FABRICATOR'S
BUDGET)**

- 8.1 Provide estimated budget amounts and a brief justification for each.
8.2 Add rows under the Contractual Costs and Other categories as necessary.
8.3 No single request may exceed \$75,000.
8.4 Administration is not an allowable cost under this program.
8.5 Round all figures to the nearest dollar.

APPLICANT BOARD:		Workforce Solution Southeast (Southeast Texas WDA)
PROGRAM COSTS Budget Categories and Items	Estimated Board Grant Budget	Description/Justification
Personnel	\$ 21,800.00	Instructor @ \$35/hr for 1 year
Fringe Benefits	\$ 18,720.00	Benefit package for instructor (\$9/hr for 1 year)
In-State Travel	\$ -	
Supplies	\$ 43,000.00	Welding hoods, gloves, safety glasses, faceshields, welding consumables, pipe (for practice), test coupons
Equipment	\$ 8,500.00	Welding machines and other equipment to set up 6 booths
Contractual Costs	\$ -	
Other		
Job Training Costs (Describe)	\$ -	Pay for trainees * \$6500/person max X 24 people(Utilize separate EDC training dollars for this item)
Outreach and Recruitment (Describe if applicable)	\$ -	
Other Participant Services such as participant recruitment; skills assessment; job search skills improvement; job search; job referral (Describe if applicable)	\$ -	
*Participant Supportive Services (Describe if applicable)	\$ -	
Minor Facilities Renovations Related to Job Training	\$ 30,000.00	Add wall, gas lines, and electrical for each booth
TOTAL REQUEST	\$ 122,020.00	
Employer Budget		
<p>*Participant Supportive Services are WIA-allowable supportive services for eligible participants, based on the Board's determination that the costs are reasonable and necessary for the individual's participation in the training. See 20 CFR §§ 663.800. "Supportive services" may include services such as transportation, child care, dependent care, housing, safety equipment, uniforms, and tools necessary to enable an individual to participate in high demand job training activities under the Program. Needs-Related Payments are not allowable Program costs.</p>		

**8. APPLICATION BUDGET:
(TOTAL BUDGET)**

- 8.1 Provide estimated budget amounts and a brief justification for each.
 8.2 Add rows under the Contractual Costs and Other categories as necessary.
 8.3 No single request may exceed \$75,000.
 8.4 Administration is not an allowable cost under this program.
 8.5 Round all figures to the nearest dollar.

APPLICANT BOARD:		Workforce Solution Southeast (Southeast Texas WDA)
PROGRAM COSTS Budget Categories and Items	Estimated Board Grant Budget	Description/Justification
Personnel	\$ 72,800.00	Instructor @ \$35/hr for 1 year
Fringe Benefits	\$ 18,720.00	Benefit package for instructor (\$9/hr for 1 year)
In-State Travel	\$ -	
Supplies	\$ 43,000.00	Welding hoods, gloves, safety glasses, faceshields, welding consumables, pipe (for practice), test coupons
Equipment	\$ 107,500.00	Welding machines and other equipment to set up 6 booths
Contractual Costs	\$ -	
Other		
Job Training Costs (Describe)	\$ 312,000.00	Pay for trainees * \$6500/person max X 48 people(Utilize separate EDC training dollars for this item)
Outreach and Recruitment (Describe if applicable)	\$ -	
Other Participant Services such as participant recruitment; skills assessment; job search skills improvement; job search; job referral (Describe if applicable)	\$ -	
*Participant Supportive Services (Describe if applicable)	\$ -	
Minor Facilities Renovations Related to Job Training	\$ 30,000.00	Add wall, gas lines, and electrical for each booth
TOTAL REQUEST	\$ 584,020.00	
Total Budget		
<p>*Participant Supportive Services are WIA-allowable supportive services for eligible participants, based on the Board's determination that the costs are reasonable and necessary for the individual's participation in the training. See 20 CFR §§ 663.800. "Supportive services" may include services such as transportation, child care, dependent care, housing, safety equipment, uniforms, and tools necessary to enable an individual to participate in high demand job training activities under the Program. Needs-Related Payments <u>are not</u> allowable Program costs.</p>		

EXHIBIT “B”

Pre-Employment Work Agreement

This agreement is intended to provide details and responsibilities for the parties involved in a Pre-Employment Work arrangement. The Site Employer will need to provide the workers compensation number to Port Arthur Economic Development Corporation (PAEDC) so that workers compensation coverage will be provided by the Site Employer.

The Site Employer will distribute funds to the PAEDC Pre-employment Employee in accordance with the Employer payroll schedule, maintain Worker's Compensation Insurance for the PAEDC Pre-Employment Employee, withhold all applicable taxes and deposit all taxes withheld to the appropriate taxing authority and will resolve paycheck issues that may arise with the PAEDC Pre-Employment Employee.

PAEDC Pre-Employment Employee Information

Legal Name:	Mailing Address:
City, State & Zip Code	Phone Number
Social Security Number	Date of Birth

Site Employer Information

Site Employer Name	Employee Supervisor Name
Job Title	Industry
Job Duties (Can Provide Job Description)	

Position Worker's Compensation Number:	Site Employer Worker's Compensation Number:
Worksite Email	Worksite Phone
Worksite Address	Start Date End Date Total Hours Authorized

Hourly Rate of Pay:	Work Schedule (Example: M-F, 8 AM – 4 PM)
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PAEDC Contact Information

PAEDC Contact Name	PAEDC Contact Phone (409) 963-0579
PAEDC Contact Email kvillarreal@paedc.org	PAEDC Purchase Order Number

By signing the agreement each party agrees to abide by the following rules and responsibilities.

Employee

- Will immediately notify the site employer if he/she has any medical emergency or illness.
- Will abide by workplace rules as specified in this agreement and any additional workplace rules as identified by the site employer.
- Will arrive on time and be ready for work.
- Will participate in work activities limited to the start/end date specified and the schedule included on this form. If a schedule change is made, PAEDC requires notice of the schedule change.
- Report earnings to any agency from which he/she receives economic assistance.
- Understands that this is not a permanent position and can be terminated by any party at any time.
- Written notice will be provided to the Site Employer if the PAEDC wishes to terminate this agreement prior to the end date. A minimum of 5 days notice is strongly suggested.

The Site Employer

- Will complete this agreement and provide related forms and documents to the employee.
- Will provide a written position description (if available) and is responsible for providing a training opportunity to the employee in a manner consistent with all employees.
- Will monitor the work site and insure workplace rules are followed.

- Will provide services and a monthly report to PAEDC meeting the technical specifications.
- Will notify PAEDC immediately of changes to the schedule, agreement, or worksite circumstances.
- Will verify wages are prevailing and commensurate wages/ benefits paid by the employer to other individuals performing the same or similar work.
- Will verify work hours on a weekly basis to PAEDC.
- Will provide work activity limited to the start/ end date specified and the schedule included on this form corresponding to the total hours authorized. If a schedule change is made, PAEDC requires notice of the schedule change.
- Internship/ Temporary Work arrangements cannot be used to replace current employees and cannot result in others having reduced hours.
- Understands that this is not a permanent position and can be terminated by any party at any time.

PAEDC Representative

- Will authorize Temporary Work Service, process referral.
- Will process agreement, documentation, authorize fees and wages for Employer of Record service.
- Will monitor worksite and respond to requests for changes as needed in agreement, schedule, wages or circumstances.

PAEDC Representative Signature	Date Signed
Pre-Employment Employee Signature	Date Signed
Site Employer Signature	Date Signed