

## **ETP Application – Multiple Employer Contractor (MEC)**

ETP Reference Number:	
Applicant's Complete Legal Name:	
Website:	
Address:	
City, State, Zip:	
Person Completing Application:	
Phone:	
E-mail:	

Total Number of Trainees:	
Total ETP funding requested:	\$
Proposed training start date (month, day, year):	

### **Notice**

**The terms and conditions of your ETP Agreement are subject to negotiation based upon the information contained in this Application.**

### **Authorization**

To the best of my knowledge, the information in this Application is accurate and correctly reflects our request for ETP funding.

E-Signature:	Title:
Print Name:	Date:
E-Mail Address:	

## Checklist

**Note:** *Analyst will check items that must be completed.*

<u>TO DO</u>	Checklist
<input type="checkbox"/>	<b>AUTHORIZATION PAGE</b>
<input type="checkbox"/>	<b>CONTACT INFORMATION</b>
<input type="checkbox"/>	<b>BACKGROUND INFORMATION</b>
<input type="checkbox"/>	<b>NEED FOR TRAINING AND PROGRAM DESIGN</b>
<input type="checkbox"/>	<b>MEC SERVICES AND RESOURCES</b> <ul style="list-style-type: none"> <li>• <b>MARKETING AND EMPLOYER RECRUITMENT</b></li> <li>• <b>CURRICULUM DEVELOPMENT</b></li> <li>• <b>CORE PARTICIPATING EMPLOYERS</b></li> <li>• <b>NEW HIRE RECRUITMENT PLAN</b></li> </ul>
<input type="checkbox"/>	<b>SPECIAL CATEGORIES AND PROGRAM</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> SET Frontline Worker (Section 4400(ee))</li> <li><input type="checkbox"/> Entrepreneurial (Section 4409(c))</li> <li><input type="checkbox"/> High Unemployment Area (HUA) (Section 4429 and ETP website)</li> <li><input type="checkbox"/> HUA Working Poor (Sections 4400 (hh) &amp; 4409 (a)(5))</li> <li><input type="checkbox"/> Multiple Barriers (Section 4409(a)(4))</li> <li><input type="checkbox"/> Certified Nurse Assistant to LVN (<a href="#">Guidelines</a>)</li> <li><input type="checkbox"/> Ex Offender/At Risk Youth (<a href="#">Guidelines</a>)</li> <li><input type="checkbox"/> Seasonal Workers (<a href="#">Guidelines</a>)</li> <li><input type="checkbox"/> Medical Skills Upgrade (<a href="#">Guidelines</a>)</li> <li><input type="checkbox"/> Temporary to Permanent Workers</li> <li><input type="checkbox"/> Professional Employment Organization</li> <li><input type="checkbox"/> EDD Workshare (<a href="#">Guidelines</a>)</li> <li><input type="checkbox"/> Veterans (<a href="#">Guidelines</a>)</li> <li><input type="checkbox"/> Microenterprise (<a href="#">Guidelines</a>)</li> <li><input type="checkbox"/> Apprenticeship Skills (<a href="#">Guidelines</a>)</li> </ul> <p><b>Note: All Section references are to Title 22, California Code of Regulations</b></p>
<input checked="" type="checkbox"/>	<b>COMMITMENT TO TRAINING</b>
<input checked="" type="checkbox"/>	<b>OCCUPATION AND WAGE CHART</b>

<input checked="" type="checkbox"/>	<p><b>TRAINING PLAN</b></p> <p>Reimbursement Rate(s) <b>(Determined by Analyst)</b></p> <p>Retraining:</p> <p><input type="checkbox"/> Large Employer Standard \$15</p> <p><input type="checkbox"/> Large Employer Priority \$18</p> <p><input type="checkbox"/> Small Business Standard \$22 (including entrepreneurial)</p> <p><input type="checkbox"/> Small Business Priority \$26 (including entrepreneurial and Microenterprise)</p> <p><input type="checkbox"/> Large Employer Standard AT \$22</p> <p><input type="checkbox"/> Large Employer Priority AT \$26</p> <p><input type="checkbox"/> Medical Skills \$22</p> <p><input type="checkbox"/> Veterans \$20</p> <p><input type="checkbox"/> Critical Proposal Standard \$15 and Priority \$22 <b>(Analyst enters amount)</b></p> <p><input type="checkbox"/> New Hire \$20</p> <p><input type="checkbox"/> Apprenticeship Skills \$13</p>
<input checked="" type="checkbox"/>	<p><b>CURRICULUM</b></p> <ul style="list-style-type: none"> <li>• <b>ADVANCED TECHNOLOGY (AT) JUSTIFICATION</b></li> <li>• <b>PRODUCTIVE LAB JUSTIFICATION</b></li> </ul>
<input type="checkbox"/>	<p><b>ELECTRONIC TRAINING DOCUMENTATION</b></p>
<input type="checkbox"/>	<p><b>SPECIAL INSTRUCTIONS AND COMMENTS</b></p>

**INSTRUCTIONS FOR SUBMITTING APPLICATION**

1. Sign application:
  - electronic signature is acceptable
  - if applicant does not have electronic signature, sign first page, scan and send scanned page electronically or fax page to 916-327-5270
2. Submit application to:

[ETPARUUNIT@etp.ca.gov](mailto:ETPARUUNIT@etp.ca.gov)
3. Send an electronic Word copy to your analyst.

## Contact Information

### Who is the Training Program Contact?

Representative's Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company : \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Do you have a consultant (3<sup>rd</sup> party) assisting with the Application?:**  Yes  No

**If yes,**

Representative's Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company : \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Cost of Services: \_\_\_\_\_

**Do you have an outside contract administrator?**  Yes  No  TBD

**If yes,**

Representative's Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Description of services: \_\_\_\_\_  
Cost of Services: \_\_\_\_\_  
Out of State vendor: (T.22, CCR, Section 4421): \_\_\_\_\_

**Do you plan to use any training vendors?**  Yes  No  TBD

**If yes,**

Representative's Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Description of services: \_\_\_\_\_  
Cost of services: \_\_\_\_\_  
Out of State vendor (T.22, CCR, Section 4421): \_\_\_\_\_

- Type of training: \_\_\_\_\_
- Number of hours/days of training: \_\_\_\_\_
- Number and occupations of trainees: \_\_\_\_\_
- Cost of training: \$ \_\_\_\_\_
- For Training Agencies: Justification for choosing vendor: \_\_\_\_\_

**Repeat for additional training vendors.**

## Background Information

### **Contractor's History**

- Year founded and primary function: \_\_\_\_\_
- Location of headquarters and training facilities (addresses and counties): \_\_\_\_\_
- What services do you provide? \_\_\_\_\_
- Identify your customers (i.e. employers or trainee population): \_\_\_\_\_
- Geographic Service Delivery Area: What counties and cities do you serve will you serve under the ETP training? \_\_\_\_\_
- Briefly describe the type of businesses, industries, trainee populations you provided training to in the past: \_\_\_\_\_

### **Repeat Contractor/Prior Performance**

Are you a repeat contractor?  Yes  No

Previous ETP Agreement(s) No.: ET \_\_\_\_\_ **Analyst provides project(s) stats**

For each project with low performance (less than 70% earned) completed within the last 5 years, explain reason and what steps have been taken to improve performance for the new project: \_\_\_\_\_

**(Analyst - If earnings are below 70% on prior any project, contractor must provide a clear, detailed, strong explanation for performance, and what contractor intends to do differently to ensure success in the new project.)**

## Need for Training and Program Design

- Describe your participating employers' need for training: \_\_\_\_\_
- How did you determine employer need for this program? Did you perform individual employer assessments? \_\_\_\_\_
- Describe the changes (core participating employers or industry) that have taken or will take place requiring training: \_\_\_\_\_
- Based on the curriculum below, list major types of training you will deliver (e.g. Manufacturing Skills, Continuous Improvement, etc.) and indicate percentage of curriculum for each type of training.
- Based on the above, indicate which occupations will receive which types of training.
- How will training facilitate these changes and give workers the skills they need to remain employed? \_\_\_\_\_
- How will training help the core participating employers' job creation/expansion in the next 12 – 24 months? \_\_\_\_\_
- Is there new equipment/technology related to training for the participating employers?  
 Yes    No.  
    If yes,
  - Type of Equipment: \_\_\_\_\_
  - Installation date: \_\_\_\_\_
  - Cost of Equipment: \_\_\_\_\_
  - Is training included in the purchase price of new equipment?    Yes    No  
        If yes, how does the equipment/technology impact some or all of the participating employers: \_\_\_\_\_
- Describe how you work with Employer Advisory Groups and how they assisted in developing the training program: (New Hires): \_\_\_\_\_
- How do you get feedback and assess the effectiveness of training? \_\_\_\_\_
- Impact/Outcome: Specify any certifications that will be earned from training for each type of training (e.g. ISO certification for Continuous Improvement, MCSE for Computer Skills, BVNPT accreditation for Medical Skills).

## MEC Services and Resources

### Marketing, Employer Recruitment, Project Administration

- How do you market/advertise your programs? \_\_\_\_\_
- Describe how you work with community organizations and the name of those organizations: \_\_\_\_\_
- (For first-time applicants only): Describe your prior history in providing incumbent worker training: \_\_\_\_\_
- Describe your plan for recruiting participating employers: \_\_\_\_\_
- Describe trainer qualifications, the use of outside training vendors, and what percentage of training will be delivered by outside vendors: \_\_\_\_\_
- Describe your plan for administering the project: \_\_\_\_\_ Number of staff dedicated to marketing, recruitment, needs assessments, scheduling training, and ETP administration: \_\_\_\_\_
- Provide justification for support costs requested: \_\_\_\_\_
- Provide a proposed Training Schedule: \_\_\_\_\_

### New Hire Recruitment Plan

- Describe your plan for recruiting New Hire Trainees: \_\_\_\_\_
- Have you provided training and job placement services to unemployed individuals?  
\_\_\_\_\_
- If so, please describe your services: \_\_\_\_\_
- Describe prior history of working with One-Stop Centers or other UI referral sources:  
\_\_\_\_\_
- How do you assess the trainees' skill level and what training they need? \_\_\_\_\_
- Provide local/regional occupational job outlook for training that will be provided: \_\_\_\_\_

### Curriculum Development

- How did you develop your ETP curriculum? \_\_\_\_\_
- How does your curriculum meet the needs of your participating employers? \_\_\_\_\_
- How do you get feedback and update the curriculum? \_\_\_\_\_
- Retraining only: Where will training be conducted?  
\_\_\_\_\_ % center-based %: \_\_\_\_\_ employer worksite?

### Core Participating Employers – Retrainees Only

- How many Large Employers (over 100 employees) will participate? \_\_\_\_\_
- How many [Small Employers](#) (100 or fewer) will participate? \_\_\_\_\_
- Will you provide training to [Priority Industry Employers](#) (based on the ETP Priority list)?  
If so, how many will participate? \_\_\_\_\_

Complete the Employer Demand Verification form for the “core” participating employers.  
(Analyst provides form)

**Turnover rate:** (Section 4417 Secure Job)

(Do not list any employers whose turnover rate exceeds 20% for the prior calendar years.)

**NOTE: Your list must show the group of employers that have agreed to participate in training. The list must also show a commitment from these companies for at least 80% of the total number of trainees you have requested in the Application.**

### Retraining only – Commitment to Training:

- Explain how ETP funding will not displace the training resources of the core group of participating employers: \_\_\_\_\_
- Identify the types of training the core employers previously provided or will continue to provide, and whether it was job-specific or organization-wide: \_\_\_\_\_

### Union Representation:

**Union SUPPORT LETTER:** For trainees covered by a collective bargaining agreement, submit signed letter(s) on union letterhead supporting training for members or indicate when the union letter will be submitted to ETP.

## Special Categories and Programs

### Further Information

SET Frontline Worker (Section 4400(ee)):

Q: Will trainees meet the current wage of \$\_\_\_\_\_ after retention?

Entrepreneurial (Section 4409(c))

Q: Will all employers be small businesses with 1-9 full-time employees?  Yes  No

Microenterprise ([Guidelines](#))

Q: Will all employers be new companies without a CEAN with 1-5 employees?  
 Yes  No

High Unemployment Area (HUA) (Section 4429 and [ETP HUA](#))

Q: Identify cities/counties where trainees will be working: \_\_\_\_\_

HUA Working Poor (Sections 4400 (hh) & 4409 (a)(5))

Q: Identify trainee occupations and wages in HUAs: \_\_\_\_\_

Multiple Barriers (Section 4409(a)(4))

Q: Describe all of the barriers to employment that will qualify trainees: \_\_\_\_\_

Certified Nurse Assistant to LVN ([Guidelines](#))

Ex Offender/At Risk Youth ([Guidelines](#))

Seasonal Workers ([Guidelines](#))

Medical Skills Training([Guidelines](#))

Temporary to Permanent Workers

Q: Projected number of trainees: \_\_\_\_\_

Professional Employment Organization

Q: Provide copy of contract(s) between participating employer and its PEO.

EDD Workshare ([Guidelines](#))

Veterans ([Guidelines](#))

Retrainee - Job Creation ([Guidelines](#))

Apprenticeship Skills ([Guidelines](#))

### Training Plan

Occupation/Wage Chart				
Occupations to be Trained	Number per Occupation	Minimum Wage (without benefits) (*)	Maximum Wage (without benefits) (*)	Union Collective Bargaining Agreement (yes/no) (**)
<b>TOTAL</b>				

\* Wage range for any occupation cannot exceed \$30

**List union(s):** \_\_\_\_\_ *\*\*Note: Union letter required for each union.*

**Health Benefits:** Per hour employer-paid health benefits to be added to meet the ETP Minimum Wage: varies per employer

**Miscellaneous Compensation:**

Do you need additional compensation to meet ETP minimum wage?  Yes  No

- **Which Occupations:** \_\_\_\_\_
- **Amount per hour: \$** \_\_\_\_\_
- **Type** (ex: commission bonus): \_\_\_\_\_

**Hours in a Work Week** (min 35 hours a week): \_\_\_\_\_

**Projected Number of Managers and Supervisors:** \_\_\_\_\_

Does the number of managers and supervisors being trained exceed 20% of total number of trainees?  Yes  No

**If yes,** provide justification: \_\_\_\_\_

## Training Plan Charts

### Delete charts that do not apply

Hours per-trainee cannot exceed a total of (delete hours that do not apply) 200 for retraining, 154 for apprentices, 260 for new hires, and 60 for small business regardless of the method of delivery. Training hours for small business cannot exceed 60. Contractor must justify any request for hours that exceed the allowable caps.

### Formulas for Training Plan Charts

Average hours per trainee (a) x Total number of trainees (b) = Total number of training hours (c)

Total number of training hours (c) x Fixed-fee rate (d) = Total funding (e)

<b>Priority Large Employer</b>						
Minimum hours	Maximum hours	Average hours per trainee (a)	Estimated # of trainees (b)	Total # of training hours (c)	Fixed-fee rate (d)	Total funding (e)
24	200				\$18	
					\$26 AT	

Of the total hours above (c):

- Projected Advanced Technology (AT) hours: \_\_\_\_\_
- Projected Computer Based training (CBT) hours: \_\_\_\_\_

<b>Standard Large Employer</b>						
Minimum hours	Maximum hours	Average hours per trainee (a)	Estimated # of trainees (b)	Total # of training hours (c)	Fixed-fee rate (d)	Total funding (e)
24	200				\$15	
					\$22 AT	

Of the total hours above (c):

- Projected Advanced Technology (AT) hours: \_\_\_\_\_
- Projected Computer Based training (CBT) hours: \_\_\_\_\_

<b>Priority Small Business</b>						
Minimum hours	Maximum hours	Average hours per trainee (a)	Total # of trainees (b)	Total # of training hours (c)	Fixed-fee rate (d)	Total funding (e)
8	60				\$26	

Of the total hours above (c):

- Projected Advanced Technology (AT) hours: \_\_\_\_\_
- Projected Computer Based training (CBT) hours: \_\_\_\_\_

<b>Standard Small Business</b>						
Minimum hours	Maximum hours	Average hours per trainee (a)	Total # of trainees (b)	Total # of training hours (c)	Fixed-fee rate (d)	Total funding (e)
8	60				\$22	

Of the total hours above (c):

- Projected Advanced Technology (AT) hours: \_\_\_\_\_
- Projected Computer Based training (CBT) hours: \_\_\_\_\_

<b>Retrainee-Job Creation</b>						
Minimum hours	Maximum hours	Average hours per trainee (a)	Estimated # of trainees (b)	Total # of training hours (c)	Fixed-fee rate (d)	Total funding (e)
24	200				\$20	
					\$26 AT	

Of the total hours above (c):

- Projected Advanced Technology (AT) hours: \_\_\_\_\_
- Projected Computer Based training (CBT) hours: \_\_\_\_\_

<b>Entrepreneurial (non-priority and priority)/Microenterprise</b>						
Minimum hours	Maximum hours	Average hours per trainee (a)	Total # of trainees (b)	Total # of training hours (c)	Fixed-fee rate (d)	Total funding (e)
8	60				\$22 or \$26	

Of the total hours above (c):

- Projected Advanced Technology (AT) hours: \_\_\_\_\_
- Projected Computer Based training (CBT) hours: \_\_\_\_\_

<b>Medical Skills</b>						
Minimum hours	Maximum hours	Average hours per trainee (a)	Estimated # of trainees (b)	Total # of training hours (c)	Fixed-fee rate (d)	Total funding (e)
24	200				\$22 (med)	
24	200				\$18 (non med)	

Of the total hours above (c):

- Projected Advanced Technology (AT) hours: \_\_\_\_\_
- Projected Computer Based training (CBT) hours: \_\_\_\_\_

<b>New Hire</b>						
Minimum hours	Maximum hours	Average hours per trainee (a)	Total # of trainees (b)	Total # of training hours (c)	Fixed-fee rate (d)	Total funding (e)
24	260				\$20	

Of the total hours above (c):

- Projected Advanced Technology (AT) hours: \_\_\_\_\_
- Projected Computer Based training (CBT) hours: \_\_\_\_\_

<b>Critical Proposal (fee negotiated)</b>						
Minimum hours	Maximum hours	Average hours per trainee (a)	Total # of trainees (b)	Total # of training hours (c)	Fixed-fee rate (d)	Total funding (e)
24	200				\$15-22 (negotiated)	

Of the total hours above (c):

- Projected Advanced Technology (AT) hours: \_\_\_\_\_
- Projected Computer Based training (CBT) hours: \_\_\_\_\_

<b>Veterans</b>						
Minimum hours	Maximum hours	Average hours per trainee (a)	Total # of trainees (b)	Total # of training hours (c)	Fixed-fee rate (d)	Total funding (e)
24	200				\$22	
					\$26 AT	

Of the total hours above (c):

- Projected Advanced Technology (AT) hours: \_\_\_\_\_
- Projected Computer Based training (CBT) hours: \_\_\_\_\_

<b>Apprenticeship Skills</b>						
Minimum hours	Maximum hours	Average hours per trainee (a)	Total # of trainees (b)	Total # of training hours (c)	Fixed-fee rate (d)	Total funding (e)
24	144				\$13	
	154 (with OSHA 10)					

Of the total hours above (c):

- Projected Advanced Technology (AT) hours: \_\_\_\_\_
- Projected Computer Based training (CBT) hours: \_\_\_\_\_

<b>Journeyman and Pre-Apprentice</b>						
Minimum hours	Maximum hours	Average hours per trainee (a)	Total # of trainees (b)	Total # of training hours (c)	Fixed-fee rate (d)	Total funding (e)
24	200				\$22	

Of the total hours above (c):

- Projected Computer Based training (CBT) hours: \_\_\_\_\_

### **Employer In-Kind Contribution**

**(for retraining participating employers only except JATCs)**

Based on your training plan, enter:

- Trainee wages paid during training: \$\_\_\_\_\_ (*total training hours x average wage*)
- (If needed) Other contributions to the training program in excess of ETP funding: \$\_\_\_\_\_, which covers the following training costs: \_\_\_\_\_.
- MEC contribution – What additional services/ training not funded by ETP will be provided? \_\_\_\_\_

### **Funding From Other Sources**

- Will you be receiving training funds from any other source?  Yes  No
  - If **yes**, explain other funding sources that will be received for this training program and purpose: \_\_\_\_\_
- **New Hires Only:** Will ETP be exclusive source of funds for the new hire training program?  Yes  No
  - If **No**, what other funding will be used and what will be covered? \_\_\_\_\_

### **Other Resources**

- Are you taking advantage of Enterprise Zones hiring tax credits, WIA funding, or other federal workforce incentives? Give overview of any other applicable resources supporting the proposed training project.
- Type of Funding: \_\_\_\_\_
- Amount of Funding: \$\_\_\_\_\_

# Curriculum

(Indicate percentage of curriculum for each type of training)

## Class/Lab Hours

Range of hours

Trainees may receive any of the following:

### BUSINESS SKILLS ( \_\_% of total curriculum)

✚ Topic

### COMMERCIAL SKILLS ( \_\_% of total curriculum)

✚ Topic

### COMPUTER SKILLS ( \_\_% of total curriculum)

✚ Topic

### CONTINUOUS IMPROVEMENT ( \_\_% of total curriculum)

✚ Topic

### HAZARDOUS MATERIALS ( \_\_% of total curriculum)

✚ Topic

### MANAGEMENT SKILLS (management trainees only) ( \_\_% of total curriculum)

✚ Topic

### MANUFACTURING SKILLS ( \_\_% of total curriculum)

✚ Topic

Safety Training is capped at 10% of a trainee's total training hours

### LITERACY SKILLS ( \_\_% of total curriculum)

✚ Topic

Must be job related and hours are capped at 45% of a trainee's total training hours

### ADVANCED TECHNOLOGY (limited ratio 1:10) ( \_\_% of total curriculum)

✚ Topic

**Complete the table below**

## PL Hours

0 – 00

### PRODUCTIVE LAB (PL) (limited ratio 1:10) ( \_\_% of total curriculum)

✚ Topic

**Complete the table below**

## CBT Hours

0 – 00

### COMPUTER BASED TRAINING (CBT)

✚ Topic (standard number of hours)

Provide standard number of hours required to complete each course. CBT hours are capped at **50%** of trainee's total training hours

## Advanced Technology (AT) Justification

### Trainee Occupations and Wages:

- Identify occupations technical background.
- Describe why these occupations need these specific courses.
- Provide wages for occupations that will be included in this training.

### Justification:

- Describe how or why this training exceeds the standard ETP reimbursement. Specifically identify training costs.
- Specify needed equipment or software needed for this training.

## Productive Lab (PL) Justification

[http://www.etp.ca.gov/docs/Productive\\_Laboratory\\_Summary.pdf](http://www.etp.ca.gov/docs/Productive_Laboratory_Summary.pdf)

- Explain the need for PLT.
- List occupations to be trained.
- Projected number of PLT trainees.
- List equipment to be used.
- Enter location of training.
- Briefly describe training assignments that will be given to trainees.
- Explain how training will differ from actual work assignments.
- Explain how production will be affected during training (e.g. lower production expectations, higher defect levels, etc.).
- Describe the trainer's role.
- Describe the trainer's qualifications.
- Describe the method you will use to determine if expected outcomes/goals are met.

**Note: Each participating employer must have a PL Worksheet on file with the MEC Analyst provides PL worksheet**

## Electronic Training Documentation

Do you currently use electronic training documentation?  Yes  No

Do you plan to use electronic training documentation to document ETP training hours?  
 Yes  No

- Answer the questionnaire – **(Analyst provide form)**
- Submit the Authorization Form – **(Analyst provide form)**

## **Special Instructions and Comments**

Analyst adds comments or requests for specific additional information.