

TEXAS WORKFORCE COMMISSION

PRIVATE PARTNER INFORMATION FORM SKILLS DEVELOPMENT FUND PROGRAM

The applicant must ensure that a Private Partner Information Form is completed and included in the Proposal Submission Package for each private partner identified in Table 1 of the Proposal Submission Form. A private partner is a person, sole proprietorship, partnership, corporation, association, consortium, or private organization that enters into a partnership for a customized job training project with a public community college, a public technical college, the Texas Engineering Extension Service (TEEX), or community-based organization only in partnership with the public community and technical colleges or TEEX.

There are two types of private partners, depending upon the structure of the proposed project. Use the chart below to determine which elements to respond to in order to complete this form.

Types of Private Partner	Elements that Must be Completed:
A business that currently employs and/or will employ project participants.	<input type="checkbox"/> Provide complete responses to questions 1-5 below. <input type="checkbox"/> Private Partner Acknowledgement and Assurances section must be completed and signed.
A person or entity representing one or more businesses that currently employs and/or will employ project participants (e.g., trade union, business association, partnership, etc.).	<input type="checkbox"/> Provide complete responses to questions 1-5 below. <input type="checkbox"/> Complete Attachment A to provide information for the businesses where trainees will be employed upon the completion of training. <input type="checkbox"/> Private Partner Acknowledgement and Assurances section must be completed and signed.

Private Partner Information:

- Complete the chart below by providing the information requested. ***Important:*** *Separate Private Partner 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 project participants will be employed upon the completion of training.*

PRIVATE PARTNER INFORMATION			
Legal Name of Private Partner:			
Contact Name and Title:			
Contact's Email Address:			
Address:			
City/State/Zip:			
County:		Dun and Bradstreet # :	
TWC Account Number (the account under which the private partner reports employee wages to the TWC Tax Department):			
Number of Employees Companywide:			
NAICS Code (4-digit) (access web site at: http://www.census.gov/eos/www/naics):			

Employment Benefit Information:

2. Indicate which of the following employment benefits the private partner will provide for employees who participate in the proposed training by placing an “X” in the appropriate box(es):

PRIVATE PARTNER EMPLOYMENT BENEFITS					
	Medical Insurance		Prescriptions		Educational Assistance
	Worker’s Compensation Insurance		Vacation		401K/Pension Plan
	Dental Insurance		Holidays		Profit Sharing
	Life Insurance		Sick Days		Other:

Trainee Information:

3. In the chart below, please provide the following (add rows to the chart as needed):

- The job title of each position for which training is being requested;
- The correct Standard Occupational Classification (SOC) Code for each position.

(Important: There are four levels of SOC classification, including: Level 1 – Major Group; Level 2 – Minor Group; Level 3 – Broad Occupation; and Level 4 – Detailed Occupation. The SOC code required in the chart below is the Level 4 classification for the Detailed Occupation. You may access SOC Code information and definitions at: http://stats.bls.gov/soc/soc_majo.htm and <http://www.bls.gov/oco/home.htm>. You may also request assistance from the applicant to determine the proper SOC classification for each position.)

- The number of new jobs that will be created and/or the number of existing jobs to be upgraded through the proposed project.
- 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.)

(Important: It is a statutory 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. For further information, see the Frequently Asked Questions document on TWC’s web site at: <http://www.twc.state.tx.us/svcs/funds/sdfintro.html>.)

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

Job Title	SOC Code	# New Jobs	# Upgraded Jobs	Hourly Wage Range		% Wage Increase
				Minimum Wage	Maximum Wage	
TOTALS:						

Skills Development Fund Grant Reporting Requirements:

4. If a Skills Development Fund grant is awarded for the proposed project, each private partner will be required to provide the Texas Workforce Commission with specific data on each participating trainee. This includes information such as the trainee’s full name, Social Security Number (SSN), mailing address, birth date, and other relevant information pertaining to the training. There is NO alternative to the use of a SSN as the identifier of individual trainees participating in Skills Development Fund projects. TWC requires reports to contain an SSN for individual trainees. There is no exception. With regard to this requirement, please address the following:

- a. Has your company/organization adopted any policies that would prevent you from meeting the reporting requirements outlined above?

Applicant Response:

- b. If so, how will you meet the reporting requirement outlined above if a Skills Development Fund grant is awarded for the proposed project?

Applicant Response:

- c. If, as the private partner, you are representing other employers (as identified on Attachment A), have any of those employers adopted policies that would prevent you from meeting the reporting requirements outlined above? If so, please explain how you will address this issue in the event that a Skills Development Fund grant is awarded for the proposed project.

Applicant Response:

Private Partner Acknowledgement and Assurances:

By signing below, the private partner hereby assures and acknowledges the following:

- The private partner and any businesses it represents on Attachment A (if applicable) provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief;
- The private partner and any businesses it represents on Attachment A (if applicable) 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;
- This proposal is being submitted jointly with the applicant identified in the Proposal Submission Form in order to request funding for a customized training project under the Skills Development Fund; and
- The private partner and any businesses it represents on Attachment A (if applicable) agree to adhere to all reporting requirements, as well as the rules and regulations governing this funding, including, but not limited to:
 - The Texas Administrative Code, Title 40 , Part 20, Chapter 803
([http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=4&ti=40&pt=20&ch=803](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=4&ti=40&pt=20&ch=803)); and
 - The Texas Labor Code, Chapter 303
(<http://www.statutes.legis.state.tx.us/Docs/LA/htm/LA.303.htm>).

Authorized Signature

Title

Typed Name

Date

ATTACHMENT A

This attachment must be completed only by private partners that are representing multiple businesses that will employ project participants.

Please provide the information requested below for each business represented by the private partner. Be sure to indicate whether or not the business provides medical insurance and include a statement regarding the business' EEO Policy (please indicate in the chart if a copy of the business' EEO policy is attached).

****Important Note:*** *The address information provided for each business must be the physical location where trainees will be employed upon the completion of training.*

BUSINESS INFORMATION			
Legal Name of Business:			
Address*:			
City/State/Zip/County:		Dun and Bradstreet #:	
NAICS Code (4-digit):		Number of Employees Companywide:	
TWC Account Number (the account under which the private partner reports employee wages to the TWC Tax Department):			
Medical Insurance Provided?	YES	NO	
Workman's Compensation or other benefits provided?		YES	NO

BUSINESS INFORMATION			
Legal Name of Business:			
Address*:			
City/State/Zip/County:		Dun and Bradstreet #:	
NAICS Code (4-digit):		Number of Employees Companywide:	
TWC Account Number (the account under which the private partner reports employee wages to the TWC Tax Department)			
Medical Insurance Provided?	YES	NO	
Workman's Compensation or other benefits provided?		YES	NO

BUSINESS INFORMATION			
Legal Name of Business:			
Address*:			
City/State/Zip/County:		Dun and Bradstreet #:	
NAICS Code (4-digit):		Number of Employees Companywide:	
TWC Account Number (the account under which the private partner reports employee wages to the TWC Tax Department)			
Medical Insurance Provided?	YES	NO	
Workman's Compensation or other benefits provided?		YES	NO