

**WORKFORCE INDUSTRIAL TRAINING, LLC – Operation Boost Initiative
FY 2025-2026 City Services Contract Term Sheet**

Contractor: WORKFORCE INDUSTRIAL TRAINING, LLC (“WIT” or the “Contractor”)

Program Name: OPERATION BOOST Initiative (the “Program”)

City Funding Request: \$325,000

Contract Term: October 1, 2025 – September 30, 2026

Any substantial change to this FY 2025-2026 City Services Contract Term Sheet (the “Term Sheet”) or change in compensation structure will require City Council approval.

PROGRAM OVERVIEW:

The OPERATION BOOST initiative will focus on recruitment, training and job placement for 100 residents of Duval County, Florida. This initiative will offer year-round, cost-free certification programs for qualifying trainees. Primary target groups will be individuals aged 18 and older that may face barriers to employment. The program outcome and deliverables will include Department of Labor Nationally Recognized Certifications, Registered NCCER Credentials and Introduction to Construction Trades Certificates of Completion. This funding request would serve both programmatic expenses and capital expenses to ensure Program success for FY2025-2026.

Jacksonville, Florida, like many American cities, faces unique challenges and opportunities in its high-impact Historically Underutilized Business (HUB) Zones. These areas, often defined by economic disadvantages, stand to benefit enormously from workforce development initiatives. Targeted vocational training in construction, warehousing, welding, flooring, and related trades can address two problems at once: increasing local employment opportunities, reducing crime rates and recidivism.

Community Need: Skilled labor shortage across local construction-based industries, employers report a shortage of qualified tradespeople—from carpentry to flooring technicians and construction laborers. Many of Jacksonville’s skilled workers are reaching retirement age, creating a pressing need for new entrants into these fields.

PROGRAM SCOPE OF WORK AND DELIVERABLES:

Program Activities

- Provide year-round, cost-free training for 100 Duval County residents who face barriers to employment and recidivism.
- Additional training will include wrap-around and soft skill support services.
- Employability training and job placement assistance.
- Provide Program instructors, student manuals, program curriculum and consumables, lab materials, and equipment rentals.
- Provide nationally recognized certifications, credentials and certificates of completion.

Program Courses and Certifications

- **NCCER Construction Site Safety:** Provides foundational and advanced safety training for construction sites, crucial for workforce protection and regulatory compliance.
- **NCCER CORE:** The gateway program introducing essential construction and craft skills, setting the foundation for further specialization.
- **Introduction to Carpentry:** Hands-on training in woodworking, reading blueprints, and framing, preparing individuals for entry-level jobs in carpentry.
- **Introduction to Electrical (Low Voltage):** Focuses on basic electrical principles, safety, and installation of low-voltage systems, including alarms, telecommunications, and data wiring.
- **Flooring (Basic Installation):** Instruction on installing tile, hardwood, laminate, and carpet, allowing for immediate use in both residential and commercial settings.
- **Warehousing (Optional Training Tracks):** Covers inventory management, logistics, and occupational safety, as well as specialty tracks such as inventory analysis or e-commerce fulfillment.
- **5K Forklift Operators Training:** Certification in safe operation of forklifts, particularly those with 5,000 lb capacity, crucial for logistics and construction settings.
- **Warehouse Operations:** Comprehensive training in the flow of goods, safety, shipping/receiving, and technologies shaping modern warehouse environments

Additional Program Terms

The Program will offer 10 cohorts with 10 trainees per month. Each cohort will allow students to earn nationally recognized certifications, credentials, and certificates of completion program modules include: NCCER Construction Site Safety, NCCER CORE, Introduction to Carpentry, Introduction to Electrical (Low Voltage), Flooring (Basic Installation), Warehousing, 5K Forklift Operator Training, Warehouse Operations. Successful Program Completion means that trainee has completed 85 total student contact hours per cohort and passed all modules for graduation.

Governing Bodies

WIT's-governing bodies include: the Department of Labor/(OSHA Authorized Trainers), Nation Center of Construction Education and Research/(NCCER), and the FCEF (Floor Covering Education Foundation). WIT is an accredited NCCER ATS (Accredited Training Center) and is authorized to utilize program training tools, labs, syllabus and testing curriculums. Each cohort enrollment will require students to complete an intake process that will include educational background, work history, career interests, barriers to employment, support service needs and COJ recommended survey.

Successful Completion

Successful completion of the Program will require students to actively participate in all modules, fulfill attendance requirements, and pass both written and practical assessments. Upon meeting these criteria, trainees will be awarded the relevant certifications and credentials, which can enhance their career prospects in the construction and warehousing industries.

Academic Performance and Assessment

Students must complete quizzes, tests, and hands-on performance exercises at the end of each training module. A minimum passing score of 70% is required to successfully complete each module.

Training Description

Training modules offered within the Program are designed to provide comprehensive skill development and certification opportunities. The NCCER Construction Site Safety module demonstrates competency in foundational and advanced construction safety practices.

NCCER CORE certifies understanding of basic construction and craft skills. Introduction to Carpentry verifies skills in basic carpentry, blueprint reading, and framing techniques.

Introduction to Electrical (Low Voltage) validates knowledge of electrical safety, low-voltage systems, and basic installation. Intro to Flooring (Basic Installation) confirms proficiency in installation. Warehousing (Optional Training Tracks) certifies understanding of logistics, inventory management, and warehouse safety. The 5K Forklift Operator Training provides certification for safe operation of 5,000-lb capacity forklifts. Warehouse Operations demonstrates competency in the flow of goods, shipping/receiving, and warehouse technologies.

Total Contact Hrs. (85 Contact Hrs.)

Throughout the duration of the Program, trainees will benefit from hands-on learning experiences and access to industry-standard equipment, ensuring practical proficiency alongside theoretical knowledge. In addition, participants will receive guidance from experienced instructors and have opportunities to network with professionals in the field, fostering both technical skills and personal growth.

Additional Training Modules

Soft Skills and Life Skills Training are included to develop essential personal and interpersonal abilities—such as communication, problem-solving, teamwork, adaptability and financial literacy that complement technical skills. These skills help individuals navigate both work and life situations with confidence and competence. Soft Skills training includes communication, teamwork, problem-solving, adaptability, and workplace professionalism. Life Skills training includes financial literacy, decision-making, and other competencies that support long-term personal and career stability.

Academic Grade

For each section of the training session the student will be given a quiz or test and performance exercises at the end of every training module. Passing grades are a minimum of 70% out of a possible 100%. Work is graded according to the following schedule: Grading Scale

- A: 90–100%
- B: 80–89%
- C: 70–79%
- D: 60–69%
- F: Below 60%

PROGRAM COSTS/PAYMENT TERMS:

Contractor shall be compensated by the City at a rate of \$3,250 per student who successfully completes the Program, up to a maximum of 100 students. Contractor shall invoice the City on the 15th of each month for the applicable number of graduates and shall include copies of syllabuses/curriculums, proof of attendance (e.g. sign in sheets) as well as applicable certifications and credentials achieved based on their chosen area of study.

Workforce Industrial Training currently receives \$00.00 in grant funding from the City of Jacksonville or any other governmental agency.

PROGRAM IMPACT & REPORTING:

Past Performance

- WIT can show strong deliverables and positive outcomes with past performances provided to: FSCJ, Eckerd, Job Corps, Goodwill, Operation New Hope, Homeless Veterans
- Reintegration Program (HVRP), Northeast Florida Safety Council. WIT also created the COVID-19 Safety Training Program for Jacksonville's JSEBs program.
- Each of these organizations utilized WIT-ISTP® Training Modules in conjunction with their own individually styled programs. Collectively we documented an average of 95% completion rate and 80% Job Placement with 75% retention after six months.
- 2024-2025 Workforce Industrial Training successfully partnered with Eckerd Connects and Wealth Watchers' C.O.F.F.E.E project to provide training and employment opportunities, particularly to young adults. That partnership highlighted a collaborative effort to address workforce needs, enhance skills, and create pathways to employment within the industrial sector.
- 100 anticipated trainees to be served by the Program. Outcome and deliverables will include Department of Labor Nationally Recognized Certifications, Registered NCCER Credentials and Introduction to Construction Trades Certificates of Completion.

Community Partnerships

Community and local organizations have enthusiastically agreed to refer individuals from the target populations to our Program. Information about job placement and employability skill training will also be provided. Application materials will be supplied to these sites and information sessions will be held in conjunction with these organizations. Aligning with Jacksonville's JSEB's and community program advisory boards, subcommittees, and local agencies to develop income employment opportunities for participants.

Community partners are committed to use their knowledge of high-impact outreach practices like sequenced messaging, social media, event-based promotion, integrated communications, geo fencing and creative printed materials for recruiting program participants.

Reporting/Final Report

Contractor shall provide detailed monthly reports to the City concerning the number of students registered, training activities, training modules completed, employment placement with applicable starting wages, follow up reporting on graduates who obtain work or promotions, and other related

information demonstrating Contractor's compliance with the terms and conditions of the Agreement. The number of courses/sessions conducted each month shall be included in the monthly report. Proof of completion shall be provided, including sign-in sheets/attendance records and copies of certificates. Upon completion of the Program, Contractor shall provide the City with a final report detailing Program participation and successes based on performance metrics and shall include details regarding the results of a survey completed by Program participants evaluating the effectiveness of the Program. The City shall have the right to approve of student surveys and an exit survey for each student. City funding shall only be used to provide training for residents of Duval County.

ADDITIONAL REQUIREMENTS AND CONDITIONS:

25% of the total amount of City funds (\$81,250) will be advanced to Contractor. The Contractor shall adhere to the terms and conditions of any contract entered into between the City and Contractor in addition to such terms and conditions as required by the Office of General Counsel and the City's Risk Management Division. Contractor will still be required to submit monthly reports for previous months & include all items mentioned in payment terms (Syllabuses/Curriculums, proof of attendance (e.g., sign-in sheets)) as well as applicable certifications and credentials achieved based on their chosen area of study, as no further payments will be made until all backup documents for 25 graduates is submitted & approved. Contractor shall use the City funds for the Program in accordance with the City Council approved Term Sheet. The City's Grants Administrator may amend the approved Program budget consistent with the Program's needs, provided that any budget change not within 10% of the attached Program budget line-items will require City Council approval.