



**Training Proposal for:
Platinum Signers, LLC dba Green Dragon Property
Preservation**

Small Business ≤ \$50,000

ET15-0362

Approval Date: January 7, 2015

ETP Regional Office: North Hollywood **Analyst:** J. Romero

CONTRACTOR

- Type of Industry: Services

- Priority Industry: Yes No

- Number of Full-Time Employees
 - California: 15
 - Worldwide: 15
 - Number to be trained: 15
 - Owner Yes No

- Out-of-State Competition: No OSC
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 10%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$13,200
- In-Kind Contribution: \$21,600

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SET HUA	Business Skills, Computer Skills, Literacy Skills, Commercial Skills	15	8-60	0	\$880	\$11.17
				Weighted Avg: 40			

- Reimbursement Rate: Job #1: \$22 SB Non-Priority
- County(ies): San Bernardino
- Occupations to be Trained: Administrative Staff, Supervisor, Lawn Technician, Owner
- Union Representation: Yes
 No
- Health Benefits: N/A

SUBCONTRACTORS

- Development Services: N/A
- Administrative Services: N/A
- Training Vendors: N/A

OVERVIEW

Founded in 2009, Platinum Signers, LLC dba Green Dragon Property Preservation (Green Dragon), (www.greendragonpropertypreservation.com) provides gardening, landscape design, lawn maintenance and aeration, handyman, and tile and grout cleaning services for residential and commercial properties such as Walgreens, Lowes, RE/MAX, Wells Fargo, Bank of America, Coldwell Banker to name a few.

To remain competitive, continued development of the Company's workers, is required. In addition, Green Dragon is continuously searching for ways to conserve water and energy. The proposed training will provide skills and knowledge in the proper use of trenchers, installing irrigation systems and the use of irrigation system timer controls.

Training is essential to the success of the Company, and will encourage individual employee development and raise employees' confidence and competence in performing their jobs properly, resulting in overall business improvement.

Modifications

Special Employment Training

Under SET, the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of retention period.

High Unemployment Area

The trainees in this proposal work in San Bernardino County, a High Unemployment Area (HUA) with unemployment exceeding the state average by 25%. The determination of HUA status is based on unemployment data from the Labor market Information Division of the Employment Development Department. Green dragon is requesting a wage modification from the standard SET wage to the reduced standard wage used for HUA.

Training Plan

The Company is ready to start training upon approval of the Agreement. The Company has qualified in-house trainers, employees of Green Dragon, with expertise in the occupations being trained. The Company also has designated office staff to administer this project, schedule and capture training effectively.

Business Skills: This training will be offered to Administrative Staff and Supervisors. Trainees will receive new skills that are designed to support the workforce's ability to perform their jobs which will focus on product and process improvement efforts. Training will include project evaluation, customer service, team building, payroll, invoicing and collecting payment.

Commercial Skills: Training will be provided to all occupations and will include training on various handyman services such as drywall installation, sprinkler repair/trouble shooting, irrigation systems (PVC), SOD installation, hardscape installation, tree and shrub planting/pruning.

Computer Skills: This training will be offered to Administration Staff and Supervisor. Training will provide trainees with the skills needed to operate and navigate various web-based software applications and related technical processes to provide better service to clients.

Literacy Skills: This training will be delivered to select Administration Staff and Lawn Technicians to improve understanding of processes and procedures in performing their jobs. This training will be limited to 45% of each trainee's total training hours.

RECOMMENDATION

Staff recommends approval of this proposal.

Exhibit B: Menu Curriculum

Class/Lab Hours

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- Project Evaluation
- Invoicing Customer
- Accounts Receivable
- Teambuilding
- Customer Service
- Decision making
- ADP/Payroll

COMMERCIAL SKILLS

- Drywall Installation
- Sprinkler Repair/Troubleshoot
- Irrigation Systems (PVC)
- SOD Installation (Grass)
- Hardscape Installation
- Tree and Shrub Planting/Pruning
- Lighting Installation

COMPUTER SKILLS

- Microsoft Office (Advanced/Intermediate)
- SPINE Report
- Fleet Mactics
- Quicken/Bookkeeping
- FileZilla
- Vendor Portals

LITERACY SKILLS

- Basic English Language Skills

Literacy Training cannot exceed 45% of total training hours per-trainee
Safety Training will be limited to 10% of total training hours per-trainee

Note: Reimbursement for retraining is capped at 60 total hours per-trainee, regardless of method of delivery.