

Employer Workforce Training Funds Application Instructions

What is the purpose of these funds?

To support the retention and growth of quality jobs, a skilled workforce, and enhance the competitiveness of businesses in Baker, Union and Wallowa Counties. The emphasis of the funds is to upgrade skills of the private sector workforce in order to increase productivity, keep businesses viable and competitive, and to offer new skills and opportunities to workers.

What is the Application Process?

Businesses interested in applying for training grant funds will need to complete an application and submit it by e-mail. Electronic applications* are available by contacting Teri Simonis, Training & Employment Consortium, 541.963.7942 or may be downloaded from the website, at www.trainingemployment.org.

*If an electronic copy is not possible, contact the above number for other arrangements.

Submit completed applications to:
Teri Simonis, Executive Director
Training & Employment Consortium
1916 Island Avenue
PO Box 2979
La Grande, OR 97850
541.963.7942
simot@tecteam.org

How much money is available?

Approximately \$100,000.00 is available for Region 13 (Baker, Union and Wallowa County).

Who is eligible to apply for funds?

Existing businesses, business consortia, associations, labor organizations or private non-profits operating in Baker, Union and Wallowa County. No government organizations will be awarded funds. Retail businesses are not eligible for funds. Funds may not be used to train the owners of sole proprietorships. Applicants should be in a traded sector cluster i.e., businesses that sell goods or services outside the State of Oregon, or be a healthcare organization, or in occupations with recognized skill shortages. An applicant who wishes to apply for Employer Workforce Training Funds (EWTF) who has received EWTF monies in the past, can apply again if the following circumstances are met: a) the applicant's prior EWTF project should have come to a successful completion; b) the applicant must submit a substantially different training project than the previous one(s); c) the applicant demonstrates how the state investment contributes to their business strategies, training plans, and/or their ability to sustain a training program after the final EWTF award.

What is the timeline of this process?

The proposals for the current round are due November 16, 2007. If funds are not totally obligated, another round of applications will be accepted after January 1, 2008. Applicants will be advised of the status of their application within 30 days of receipt of a complete application. Applicants will be contacted if their application is incomplete. The region must be 50% obligated by December 2007 and 100% obligated by March 2008. You are encouraged to submit your application early.

What is the period of performance?

All grant funds must be spent by May 30, 2009.

What is the proposal evaluation and award process?

Each proposal will be scored based on the criteria detailed in the application. Even though a proposal may meet the minimum criteria, a revision to the proposal may be required before final review and possible recommendation. Additional revisions of the proposals and budgets may be required before releasing funds.

The right to reject without penalty any or all proposals received at any point in the review is reserved. Awards will be made to those proposals that best meet the requirements set forth in this announcement and that support Oregon's economic and workforce needs.

In addition, we will require applicant projects to meet all of the following emphasis areas as well as two preference areas as outlined below:

Emphasis Areas (Must meet all)

1. Investments are linked to regional and state economic needs as identified in the Regional Investment Plan; www.trainingemployment.org.
2. Investments are made in companies exporting goods and services (traded sector) or part of traded-sector clusters to provide greatest economic benefits or are made in occupations with recognized skill shortages;
3. Training is focused on skills necessary to permit companies and workers to increase their competitiveness; to advance their technological capabilities; enhance productivity; or leads to industry and/or educational degrees, certifications, or credentials.
4. Training of workers who are paid wages that meet or exceed the median hourly wage in the region, or result in wage gain or career ladder development with greatest benefit to the state and its workers.

Preference Areas (Must meet two)

1. Multiple employer, worker, or industry association-led projects
2. Projects with highest level of private matching funds;

3. Projects that expand on existing curriculum/training programs/resources so that more workers are trained per dollar expended; or the project has the potential to gain economy of scale;
4. Companies not having had the benefit of past EWTF awards.

Additional Criteria:

For healthcare projects, training must be focused on career development of workers that results in transferable skills or industry-recognized certificates, with a preference for training in shortage occupations, as identified in Oregon Employment Dept. data.

An objective of the Regional EWTF is to promote employer investments in training. To that end, grant awards to businesses and consortia should be limited to those entities not having received awards in previous EWTF funding cycles. However, to promote longer-term employer investments in training, entities could receive an additional award if they show how the state investment contributes to their business strategies, training plans, and/or their ability to sustain a training program after the final EWTF award.

CRITERIA DEFINED:

Meets or Exceeds Median Wage: Training of workers who are paid wages that meet or exceed the median hourly wage in the region in which they are trained, or result in wage gain. The 2007 hourly median wage in Region 13 (Baker, Union and Wallowa County) is \$12.17 per hour.

Career Ladders: A set of occupations that are linked together by common or complementary skills. These linkages provide workers with opportunities to advance and expand recruitment opportunities for employers.

Technology/ Productivity Enhancements: Training in skills necessary to permit companies to advance their technological capabilities or enhance their productivity.

Certifications/Credentials: Training focused on skills necessary to permit companies and workers to obtain industry and/or educational degrees, certifications, or credentials. Certification means that participants completed a curriculum of defined skills and were tested on or demonstrated competency at the end of training. This does NOT refer to certificate of attendance.

Shortage of Skills: Training in occupations or skills where shortage exists in region.

Multiple Employer Associations: Multiple employer, worker or industry association-led projects.

Existing Curricula: Projects that make a conscious attempt to utilize existing curricula/training programs/resources, when available, and develop new curricula only when it will not duplicate other work.

Creates Jobs: Training leads to the creation of new jobs.

Retains Jobs: The number of jobs present at time of application will be retained throughout the contract term.

Exceeds Dollar Match: Company provides a match that exceeds 100% of the grant funds.

Transferable Skills: Training focused on career development of workers that result in transferable skills or industry-recognized certificates.

Preferred Baker, Union and Wallowa County Cluster: Company is a part of the following targeted industry clusters:

Manufacturing (food processing, metals, wood products, RV, plastics)

Agriculture

Natural Resources

Health Care

Automotive (auto body repair, mechanics, etc.)

Does the employer need to match the grant funds?

Companies that receive grants from the Employer Workforce Training Fund must provide matching funds or in-kind contributions to the project that equal or exceed the amount of the grant.

A minimum requirement of each proposal is that every dollar requested be matched with equal non-federal contributions, either cash or non-cash. Non-cash match can be, but is not limited to, the current fair-market value of employee time, space, materials, or equipment. All match must be documented and reported at a fair market value. Entities will be required to document and report all expenditures (cash or non-cash) that are claimed as part of the match.

How can the funds be used?

The funds may be used for:

- a) Job-attached training for incumbent, private sector workers.
- b) Capacity-building activities that are part of a specific training project, such as conducting needs assessments with employers, designing and developing curricula, or developing and delivering a post-training evaluation.

The funds may not be used for:

- a) Training of public sector employees.
- b) Recruitment of non-Oregon based businesses or workers.
- c) Wages for trainees.
- d) Purchase of equipment.
- e) Businesses that are relocating existing jobs from one location to another in or outside of the state. Companies that locate in Oregon or relocate workers from their original location outside the state will be eligible for training funds after the workers to be trained have been paid employees in Oregon for 120 days.

How is the budget evaluated?

The budget must be explained using the budget form in the application followed by a complete description of all expenditures and match requirements. The budget will be evaluated using the criteria listed below:

- Expenses are reasonable, necessary, and reflect current cost trends to complete the proposed scope of work
- Expenditures are clearly described and reflect all project activities
- Expenditures described in the budget narrative clarify the budget figures

What are the reporting requirements?

Grant recipients will be required to submit a quarterly progress report and a final project report at the project's completion. The format for reports will be prescribed in the contract, based on the applicant's proposal. The reports are designed to measure grantee success at meeting or exceeding their project targets. All reports are considered public information.

What are the contract requirements?

Training & Employment Consortium is the grant recipient for these funds. Businesses receiving these funds will be considered subrecipients of Training & Employment Consortium. They will operate their projects independently and not as agents of Training & Employment Consortium.

Subrecipients must comply with all applicable federal, state and local statutes and rules governing the operations of the projects and with all other terms in the contract. All contract requirements concerning insurance must be met, including: comprehensive liability, fidelity bonding and workers' compensation coverage. Automobile insurance is required if participants are transported, or a vehicle is used in conducting agency business under the contract. Professional liability insurance is required if services are provided by licensed staff. Insurance certificates must be kept current to demonstrate that the specific insurance is in place for the entire contract period.

What procedure is used if I wish to protest the outcome of my proposal?

You must state your protest in writing and submit it no later than 30 days after the notification of your application status, to:

Teri Simonis, Executive Director
Training & Employment Consortium
1916 Island Avenue
PO Box 2979
La Grande, OR 97850
541.963.7942

You will receive a response to your protest within 7 days. All protests must be in writing. Any oral responses provided shall be considered unofficial. Please contact Karen Ludwig at 541.963.7942 if any special accommodations are required to submit such protests.

Where can I get technical assistance, if needed?

For further technical assistance please contact:

Teri Simonis, Executive Director
Training & Employment Consortium
1916 Island Avenue
PO Box 2979
La Grande, OR 97850
541.963.7942

Training & Employment Consortium is an affirmative action/equal opportunity employer and program. Auxiliary aids and services are available upon request to individuals with disabilities.

Employer Workforce Training Fund is made possible by grant funds from the U. S. Department of Labor, Employment and Training Administration and made possible by the Workforce Investment Act of 1998; a total of \$111,975.

Region 13 Employer Workforce Training Fund Project Review Form

Company Name:	County:	Number of Employees Trained:	Grant Funds Requested:
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OWIB Criteria		Meets Criteria
Note: Projects must meet <u>all</u> emphasis areas listed below.		
Linked to regional and state economic needs as identified in Regional Investment Plan; and		Yes/No
Company exports goods and services (traded sector) or part of traded-sector clusters to provide the greatest economic benefits or are made in occupations with recognized skill shortages; and		Yes/No
Training is focused on skills necessary to permit company and workers to (a) increase their competitiveness, (b) advance their technological capabilities, (c) enhance productivity or leads to industry and/or educational degrees, certifications, or credentials; and		Yes/No
Training of workers who are paid wages that meet or exceed the median hourly wage in county which they are trained, or result in wage gain or career ladder development with greatest benefit to the state and its workers. (Median wage: Baker, Union and Wallowa County \$12.17)		Yes/No
OWIB Preference		
Note: Must meet at least <u>two</u> preference areas.		
Multiple employer, worker or industry association-led project;		Yes/No
Project with high level of private matching funds; (Double the amount of grant request)		Yes/No
Project expands on existing curriculum/training programs/resources so that more workers are trained per dollar expended; or the project has the potential to gain economy of scale;		Yes/No
Company not having had the benefit of past EWTF awards		Yes/No
Preferred Regional Cluster		
Note: Must meet at least <u>one</u> .		
A	Manufacturing (food processing, metals, wood products, RV, plastics)	Yes/No
B	Agriculture	Yes/No
C	Natural Resources	Yes/No
D	Health Care	Yes/No
E	Automotive	Yes/No
Comments:		
Reviewers Recommendation for Approval (Yes/No):		
Name:		Date: