



## *Employer Application Instructions*

### **What is the purpose of these funds?**

To support the retention and growth of quality jobs, a skilled workforce, and competitive businesses in Columbia, Clatsop and Tillamook Counties. The emphasis of the funds is to upgrade skills of the current worker 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 the MTC Works website at [www.mtcworks.com](http://www.mtcworks.com), office at 450 Marine Drive, Suite 140, Astoria, OR 97103; (503) 325-1156 or by e-mail at: [Julie.gassner@mtctrains.com](mailto:Julie.gassner@mtctrains.com).

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

Submit completed applications to: Julie Gassner: [Julie.gassner@mtctrains.com](mailto:Julie.gassner@mtctrains.com)

### How much money is available?

\$70,413

### Who is eligible to apply for funds?

<b>Workforce Response Team (WRT) Project Application and Reporting Form EWTF Guidance Department of Community Colleges and Workforce Development</b>	Topic: EWTF Date: 7/1/09
--	-----------------------------

I. Existing businesses, business consortia, associations, labor organizations or private non-profits operating in Columbia, Clatsop or Tillamook County.

What is the timeline of this process?

Grants will be awarded to applicants who meet the criteria until funds are depleted. This is an annual fund and additional resources are anticipated in 2010. The proposals for the current round are reviewed monthly and funded on a first come first serve basis. Review dates: August 3, September 7, and October 5. Applicants will be advised of the status of their application within 30-45 days of receipt of a completed application. Applicants will be contacted in a timely manner if their application is incomplete.

**What is the period of performance?**

The project will need to be completed by June 30, 2010.

**What is the proposal evaluation and award process?**

Each proposal will be reviewed based on linkage to high-wage, high-demand or high-skilled industries/occupations as 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.*

*Criteria Defined:*

High-wage Occupations Occupations paying more than the all-industry, all-ownership median

wage for statewide or a particular region. (Clatsop County \$12.66; Columbia County \$12.32; Tillamook County \$ 13.22) Source: *Oregon Employment Department: Economic Analysis: Median Wage 2008.*

High-demand Occupations Occupations having more than the median number of total (growth plus replacement) openings for statewide or a particular region.

Reference: <http://www.qualityinfo.org/olmisj/PubReader?itemid=00005527>

High-skill Occupations Occupations with a minimum educational requirement of postsecondary training or higher AND Occupations with long-term on-the-job training or related work experience as a minimum educational requirement, and postsecondary training or above as a competitive educational requirement.

Occupational lists of each category above are available on the **Oregon Labor Market Information System (OLMIS)**. <http://www.qualityinfo.org/olmisj/OCX?action=hioccs>

Does the employer need to match the grant funds?

Companies that receive grants funds from the Employer Workforce Training Fund must contribute private dollars either cash or in-kind to the project that exceed the amount of the grant by 150%.

A minimum requirement of each proposal is that the employer contribute \$1.50 of private dollars or in-kind to the project for every grant dollar requested. 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:

- I. Job-attached training for current workers

The funds may not be used for:

- I. Encourage or induce the relocation of a business or part of a business if such relocation would result in a loss of employment for an employee of such business at the original location and such original location is within the United States.
- II. Paying wages for workers in training or cause the displacement of any current employee.
- III. Purchase materials and supplies that are not consumable instructional and training materials, nonexpendable items other than instructional software, textbooks or printed materials.
- IV. Fund foreign travel.

### **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 report at the project's completion. The format for reports will be prescribed in the letter of agreement, 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 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 awards are announced to:**

Julie Gassner

450 Marine Drive, Suite 140

Astoria, OR 97103

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 Julie Gassner at 503.325.1156 if any special accommodations are required to submit such protests.

**Where can I get technical assistance, if needed?**

For further technical assistance please contact:

Contact Name: Julie Gassner

Contact Address: 450 Marine Drive, Suite 140, Astoria, OR 97103

Contact Email: [Julie.gassner@mtctrains.com](mailto:Julie.gassner@mtctrains.com)

Contact Phone: (503) 325-1156

***Employer Workforce Training Fund  
(EWTF) PY09***

*Region 1: Serving Clatsop, Columbia & Tillamook Counties*

**Multi-Purpose Project Form**

**This form will serve as your project's Application, for Revisions (if needed), and Final Report form. Please check the appropriate box indicating what type of submission this is:**

EWTF Application/Project Description Form

EWTF Project Description Form Revision due with any changes or if project is cancelled.

EWTF Project Final Report Form due 30 days after project ends

**Shaded Areas are for Final report only**

Date Application Submitted:

<b>Workforce Response Team (WRT) Project Application and Reporting Form EWTF Guidance Department of Community Colleges and Workforce Development</b>	Topic: EWTF Date: 7/1/09
--	-----------------------------

Company Name(s):	Address:	Phone: ( ) -	Fax: ( ) -	Email:
Company Representative Name: Title:				

**Project Name:**

**Region:**

**Type of Training:**

**Project Start Date:**

**\*NAICS Code:**

**Project End Date:**

\* you may look up the code at <http://www.naics.com/search.htm>

**Industry Affiliation:**

Manufacturing

Healthcare

Clean Technology

High Tech/Software

Forest/Wood/Paper Products

Food Processing/Agriculture

Aviation

Fisheries/Seafood

Nursery Products

Metals

Construction

Other (please identify other)

<b>Workforce Response Team (WRT) Project Application and Reporting Form EWTF Guidance Department of Community Colleges and Workforce Development</b>	Topic: EWTF Date: 7/1/09
--	-----------------------------

Grant Funding	Planned	Final
Grant Fund amount specific to training		
Grant Fund amount for training related activities		
Private Fund Contribution		

Was material or curriculum developed/ revised with Grant Funds? No Yes\*

• All materials produced must be sent electronically in original format to CCWD at the conclusion of the project. Material sent must include the item name, dates and NAICS industry code related to the training. **Items sent to CCWD?** No Yes

Persons Receiving Training	Planned	Final	
Certi			
1.			
2.			
3.			
4.			
9			

<b>Workforce Response Team (WRT) Project Application and Reporting Form EWTF Guidance Department of Community Colleges and Workforce Development</b>	Topic: EWTF Date: 7/1/09
--	-----------------------------

Training Received	Planned	Final
Unduplicated Number of Workers Trained		

Criteria Summary
Completion of the Grant funded training activity will lead to a high wage (exceeds Clatsop County \$12.66/hr; Columbia County \$12.32/hr; Tillamook County \$13.22/hr) Yes No Trainees' median wage before training: \$ /hr. Wage expected after tra
ining: \$ /hr.
Grant Funded training activity is connected to a high demand occupation or industry. Yes No Explain:
Grant Funded training activity is connected to a high skilled occupation. Yes No Explain:
Will Employees Receive Certification after Training? Yes No Describe certificate
Private Contribution—What percentage of grant request is matched by applicant? % Private contribution is documented on the Employer Budget/Private Contribution Report on the next page.
Is there anything you would like to add in support of your project that is not covered elsewhere in this form?

EMPLOYER WORKFORCE TRAINING FUND

**Employer Budget/Private Contribution Report**

<b>Workforce Response Team (WRT) Project Application and Reporting Form EWTF Guidance Department of Community Colleges and Workforce Development</b>	Topic: EWTF Date: 7/1/09
--	-----------------------------

Applicant Name	Budget Detail	Planned Private Contribution Amount	Actual Private Contribution Amount
	Budget Requested Amount		
1. Training	Tuition/Training Costs		
	Training Materials & Supplies		
2. Other Training Related Costs			
3. Salaries & Benefits	Staff Time in Training		
	Supervisory Staff Time		
	Other		
4. Other Materials & Services	Office Supplies		
	Facilities Costs		
	Equipment Usage		
	Other		
Total Funds Commit			
Private Contribution			

Provide budget narrative by line item.

Line 1:

Line 2:

Line 3:

Line 4:

A private contribution made to federally-funded programs must be documented. All contributions claimed as non-federal share must be substantiated by records that meet Generally Accepted Accounting Principles

I hereby certify that the above is a true statement of private contributions made by our business in support of the Grant Project.

\_\_\_\_\_  
Responsible Official

\_\_\_\_\_  
Date

## Training Plan & Training Provider Information

*Please complete the following information and submit this form to along with your application.*

### **TRAINING PROVIDER**

Vendor Name:	
Vendor Contact:	
Address:	
Phone and Email Address:	

### **GOODS/SERVICES INFORMATION**

<b>Workforce Response Team (WRT) Project Application and Reporting Form EWTF Guidance Department of Community Colleges and Workforce Development</b>	Topic: EWTF Date: 7/1/09
--	-----------------------------

<b>NEEDS STATEMENT</b> Describe in detail the training plan and how it meets your needs.	
<b>REQUIREMENTS</b> Provide a brief technical explanation as to what qualifications are essential and unique to this training provider.	
<b>Price Reasonableness</b> What information do you have that can help validate price reasonableness?	

**My signature below indicates that I understand that if the training of my employees are supported with funds under this application I must:**

- Track all expenditures related to this project separately from other company funds, and provide detailed invoices, including original receipts for training related expenses.
- Complete a final report at the end of the project providing both anecdotal information and data on the project's outcomes. Final payment will not be made until the final report is accepted.
- Abide by non-discrimination laws in determining who is eligible to receive this training and in the delivery of training (federal non-discrimination laws apply to this funding).
- Have the authority to sign this application on behalf of my organization.
- Agree that these funds will not displace routine, on-going, regularly scheduled training.
- Attest that there is no real or potential conflict of interest in acquiring this training service from the identified training provider. No real or potential financial gain exists for me, or for any member of my household, or any business with which I or a member of my household are associated.
- Attest that the business has been in operation in Oregon for at least 120 days.

- Attest that the business has not relocated within the last 120 and resulted in a loss of employment at any previous U.S. location.

- Agree to provide 1 paragraph overview of the project with quotes from a trained employee regarding the success of the project along with a digital photo to use in promotional programs by the State of Oregon as part of the final report.

---

**Signature**

---

**Typed Name and Title**

---

**Date**

Data by Project Complete Only for Project Final Report
--

Please provide the data for the following reporting elements:

### Demographic Information

Age:            14 - 17                      18                      19 – 21  
                     22 – 54                      55 – 65                      66 +

Gender:            Male            Female

Ethnicity Hispanic / Latino:

Race:

American Indian or Alaska Native:

Asian:

Black or African American:

Hawaiian Native or other Pacific Islander:

White:

Other Race:

Information Not Voluntarily Reported:

<b>Workforce Response Team (WRT) Project Application and Reporting Form EWTF Guidance Department of Community Colleges and Workforce Development</b>	Topic: EWTF Date: 7/1/09
--	-----------------------------

**WORKFORCE RESPONSE TEAM TRAINING FUNDS**

*Award Evaluation Form*

<b>Workforce Response Team (WRT) Project Application and Reporting Form EWTF Guidance Department of Community Colleges and Workforce Development</b>	Topic: EWTF Date: 7/1/09
--	-----------------------------

<b>Date:</b>		<b>Project:</b>	
<b>Applicant industry and/or occupations to be trained:</b>			
<b>TOC Eligibility Criteria, PY09</b>	<b>Yes</b>	<b>No</b>	<b>Source of Documentation</b>
1. Connected to a High Wage occupation or industry?			
2. Connected to a High Skilled occupation?			
3. Connected to a High Growth/Demand occupation/ industry?			
<b>Regional indicators used to determine the degree to which project meets eligibility criteria.</b>			
Exceeds Median Wage			Notes:
Technology Productivity Enhancements			
Career Ladder			
Certification Skill Standard			
Targeted Industry Cluster			
Traded sector			
Multiple Employer Project			
Creates or Retains Jobs			
Exceeds Dollar Match			
<b>TOTAL</b>			

<b>Workforce Response Team (WRT) Project Application and Reporting Form EWTF Guidance Department of Community Colleges and Workforce Development</b>	Topic: EWTF Date: 7/1/09
--	-----------------------------

Staff	Date	Print Name