



Employer Workforce Training Funds

Individual 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, office at 450 Marine Drive, Suite 140, Astoria, OR 97103; (503) 325-1156 or by e-mail at: Julie.gassner@mtctrains.com.

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

Submit completed applications to:

Julie Gassner

Email: Julie.gassner@mtctrains.com

How much money is available?

\$70,413

Who is eligible to apply for funds?

Current Workers engaged in high-wage, high-demand, or high-skill occupations in Columbia, Clatsop or Tillamook County.

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, 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=hioecs>

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:

Job-attached training for current workers

The funds may not be used for:

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.

Paying wages for workers in training or cause the displacement of any current employee.

Purchase materials and supplies that are not consumable instructional and training materials, nonexpendable items other than instructional software, textbooks or printed materials.

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

Contact Phone: (503) 325-1156

CURRENT WORKER SCHOLARSHIP APPLICATION

Please complete the following application by typing or printing in ink. Do not use whiteout.

APPLICANT INFORMATION

NAME

FIRST M.I. LAST

ADDRESS CITY STATE ZIP

()

TELEPHONE EMAIL

EDUCATIONAL ACHIEVEMENTS

Please list your previous educational achievements

Highest Grade Completed:

High School Diploma: () Yes () No GED: () Yes () No

() AA/AS () BA/BS () MA/MS Year Received: Major:

Certificates and/or Licenses:

EDUCATIONAL STATUS

Please list your current educational status

Are you currently in school? () Yes () No

If yes, name of school and major:

If no, name of school and major interested in:

Start date of training:_____ End date of training:_____

Will the training result in a certificate, degree or license? () Yes () No

If yes, which one?_____

List other resources available to complete training, including part-time work, employer tuition reimbursement, other scholarships, financial aid, savings, income, etc.

Resources Amount (per term/year)

WORK HISTORY (include volunteer work)

Name of Organization Position Title End mm/yy
Start mm/yy Key responsibilities, activities undertaken, major achievements and/or projects.

Present /

Start / End /

Start / End /

Start / End /

Start /

JOB AND WAGE INFORMATION Do you expect to advance in your current career field or change career paths? Projected date of career advancement or employment date in new career field:

The hourly wage range for this type of job is: \$ to \$

My acceptable entry level hourly wage is: \$

TRAINING INFORMATION

Total cost of Training (Including tuition, fees, books, etc): \$

Amount of personal funds available to pay for Training: \$

Other funds available to pay for Training: (Grants, loans, etc.) \$

Amount requested from MTC to pay for training: \$

ESSAY QUESTIONS

Employment Goal

Please explain how you decided on your occupational goal and why it is a good choice for you. Include any information or materials that were helpful in your decision making process.

Training Needed

Please explain why your current skills and experience are not adequate to advance in your career field or change to a new career path.

The Current Worker Scholarship does not cover the full amount of training (only 50%), explain how you will cover the remaining costs.

If you already have a degree / certification, please explain the need to further your education.

If there's no local labor market for the job type you are seeking, explain your position on relocating for employment.

Directions: Complete 2 informational interviews if you are changing career fields. If you are seeking advancement in your current career field in lieu of an information interviews you may secure a letter of recommendation from your employer.

INFORMATIONAL INTERVIEW OF INDIVIDUAL CURRENTLY EMPLOYED IN YOUR FIELD OF INTEREST

*After the interview is completed, please have the
Interviewee sign and date the last page.*

Person Interviewed: _____

Job Title: _____

Employer: _____

1. What do you like best about your job?
2. What do you like least about your job?
3. If you quit today and moved to another area, how difficult would it be for you to find a similar job?
4. How hard is it for an inexperienced person to land a job in this field?
5. What do you actually do most of the day? How do you spend your time?
6. Is this a high stress position? Do you take your job home with you?
7. What are the opportunities for advancement?
8. What does the job pay? How do you get raises?
9. Are the benefits good? Is there a retirement plan?
10. What kind of training, education, and experience would you recommend to get into this field?
11. Are there other qualifications needed for this job? (Strength, good eye sight, specific skills or abilities)
12. How stable is your job? Is it seasonal? Are layoffs expected?
13. What hours and days do you work? Do you have to spend time working outside of these hours? (preparation, maintenance of equipment, overtime, union meetings, volunteer work)
14. Do you work mostly alone or with others?
15. Does the company provide additional training as the job requirements change?
16. Is this same job going to exist fifteen years from now?
17. In addition to formal training or education, what should I be doing to prepare for this position?

Signature

Date

INFORMATIONAL INTERVIEW OF INDIVIDUAL CURRENTLY EMPLOYED IN *YOUR* FIELD OF INTEREST

*After the interview is completed, please have the
Interviewee sign and date the last page.*

Person Interviewed: _____

Job Title: _____

Employer: _____

1. What do you like best about your job?
2. What do you like least about your job?
3. If you quit today and moved to another area, how difficult would it be for you to find a similar job?
4. How hard is it for an inexperienced person to land a job in this field?
5. What do you actually do most of the day? How do you spend your time?
6. Is this a high stress position? Do you take your job home with you?
7. What are the opportunities for advancement?
8. What does the job pay? How do you get raises?
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Signature

Date

Please fill out with current expense and income information. This information is needed to determine if you have sufficient resources to cover your expenses while in school/training.

Income Monthly		Household	Monthly
All Sources	Total	Expenses	Total
Wages		Rent/Mortgage	
U.I.		Insurance/Home/Car	
Child/Spousal Support		Utilities	
SSI/Social Security		Phone	
Pell/Loan		Cable/Internet	
TANF		Credit Cards/Lines	
Food Stamps		Car payments	
Voc Rehab		Gasoline	
Other (specify)		Childcare	
Total	\$0.00	Child/Spousal Support	
		Groceries	
		Health Care	
		Tobacco/Alcohol	
		Other (specify)	
		Total	\$0.00
Training Expenses			
Per Term	Total		
Tuition			
Books			
School Loans			
Other (specify)			
Total	\$0.00		
Total Income	\$0.00		
Total Expenses			\$0.00
Balance	\$0.00		

To-Do List

Please check the following items off as they are completed. Once all are completed, sign and date at the bottom of the page. These items must be completed in order for your Application to be reviewed.

- Free Application for Federal Student Aid (FAFSA).** If applicable, a copy of your Award letter [or] documentation that you've applied must be attached. www.fafsa.ed.gov
- Assessments.** *Printed copies of the following assessments must be attached:*
 - Career Assessment Inventory (CAI) or Career Information System (CIS) or equivalent assessment.** Provides information about your interests and how they fit into careers. This assessment only takes into account your interests, NOT your abilities or aptitudes.
 - Oregon Labor Market Information System (OLMIS).** Provides detailed information for occupations, including: job descriptions, employment outlook, wages, education and experience required, and job openings for Oregon. (<http://www.qualityinfo.org/olmisj/OIC?x=1&y=1>)
 - Occupational Information Network (ONET).** The nation's primary source of occupational information, providing comprehensive information on key attributes and characteristics of workers and occupations.
(<http://online.onetcenter.org/find/>).
- Employer recommendation.** *If advancing in the current career fields*
- Informational Interviews.** *A minimum of 2 required, if changing career fields*
- Budget**
- Essay Questions**

This section to be completed by Staff if applicable

- Additional Information needed as indicated:
 - Letter of Intent to Hire
 - Criminal History
 - Driving Record
 - ODOT Physical
 - Other: _____

I certify that all information I have provided in this form is true and complete to the best of my knowledge. I agree to give proof of the information if requested. I authorize my application for the current worker scholarship to be screened by a review committee consisting of members of the Workforce Response Team.

Signature of Applicant

Date