


Department of Community Colleges and Workforce Development	Number: 589-20.4
	Revised: September 1, 2007
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SUBJECT: Workforce Investment Act Title IB Employer Workforce Training Fund (EWTF)	Approved: 

Purpose: To establish procedures and priorities for the Governor's Employer Workforce Training Fund (EWTF), mandated by Executive Order 03-16. Funds to support this effort will consist of the Workforce Investment Act (WIA) Section 128 and 134. These funds must be used for activities listed in the laws and regulations, or as allowable statewide activities (20 CFR Part 665).

References: Executive Order 03-16
 OAR 589-020-0110
 OAR 589 020-0225
 ORS 660.312, 660.315 and 657.665
 CCWD Policy 589-10.6 Cost Principles and Allowable Costs
 CCWD Policy 589-40.4 Record Retention
 EWTF Guidance - Required
 PL 105-220 Workforce Investment Act, Section 128, 133, 134
 20 CFR 665.210
 29 CFR Parts 95 and 97
 48 CFR Part 31.2

Definitions: WIA Title IB EWTF Definitions Guidance: <http://www.oregon.gov/CCWD/RAP/wia1B.shtml>

Policy: The Employer Workforce Training Fund (EWTF) will consist of funding identified in the Workforce Investment Act (WIA) Section 128 and 134 and support three focus areas:

1. The Workforce Response Teams (WRTs)
2. Statewide Opportunity (SO) projects; and
3. The Governor's Strategic Training Fund (GSTF) project. Each fund source may limit the type of allowable activities, and the following are unallowable expenditures regardless of funding source:
 - a. Recruitment of non-Oregon-based businesses or workers
 - b. Wages for trainees
 - c. Purchase of equipment (for EWTF only, no amount of funding may be used to purchase equipment; the \$5,000 limitation does not apply)

The amount of funds available for the EWTF shall be determined by the Oregon Workforce Investment Board (OWIB) and distributed using the following formula which may be updated at the discretion of the OWIB and the Governor:

1. 65% of the annual allocation shall be distributed to the 15 Workforce Regions identified in ORS 660.315 (OAR 151-010-0035 and ORS 285A.458) to support the efforts of the Workforce Response Teams (WRTs);
2. 20% of the annual allocation shall be used for Statewide Opportunity; and
3. 15% of the annual allocation shall be used for the Governor's Strategic Training Fund.

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The WRTs will be apportioned so that 60% is distributed based on Economic Drivers and 40% based on Equitable Foundation. Data on these factors shall be prepared annually by the Oregon Employment Department. The 60% will be added to each region’s foundation, based on the region’s percentage of covered private establishments, and the region’s percentage of covered private sector labor force. The 40% foundation will be divided into 15 equal shares among the 15 workforce regions.

All use of WRT funds must be used in accordance with EWTF Guidance, located at the CCWD Website: <http://www.oregon.gov/CCWD/RAP/wia1B.shtml>.

1. Workforce Response Teams (WRT)

Each of Oregon’s 15 workforce regions will form a WRT to respond to the needs of Oregon businesses and workers. Members must include representatives from the Employment Department, Community College, L/RWIB or Title 1-B Provider, one or more local economic development organizations, the Oregon Economic and Community Development Department Regional Development Officer, and other representatives as determined necessary by the region. Additional team members from business, labor, higher education, industry associations, Local / Regional Workforce Investment Boards (L/RWIBs) or other local economic development organizations may be added as appropriate. All members must be formally assigned by their organizations to the WRT. The WRTs must complete and submit the WRT Redesignation to CCWD bi-annually, as part of the Local Unifying Plan and Contract before funds will be distributed to the region.

The WRTs will provide a WRT Program contact and website contact for the WorkSource Oregon website to ensure a quick response to existing businesses to help identify their workforce needs. WRTs will select eligible businesses to receive grants using criteria developed by the OWIB (Attachment A) and possible additional local criteria. The Department of Community Colleges and Workforce Development will update Attachment A when necessary. Requests for WRT funding must be in accordance with the process established by the WRTs.

Each WRT will select a fiscal agent who will be accountable for all fiscal responsibilities outlined in 29 CFR Part 97 or Part 95. The fiscal agents selected by the WRTs 15 Workforce Regions must provide program and fiscal reports on all funded projects using CCWD templates for project and financial reporting. Reporting requirements will be determined by CCWD. The WRT and their fiscal agent must ensure that their procurement procedure and selection process complies with the Uniform Administrative Requirements in 29 CFR 95 and 97, 48 CFR Part 48.31.2, WIA Rules and Regulations, CCWD Title IB EWTF Policy #589-20.4 and Guidance,

For the WRT funded projects, it is required that, at a minimum, every dollar awarded to eligible Oregon business(es) must be matched dollar for dollar with non-federal contributions. The non-federal match may be either cash or non-cash (i.e., in-kind). Non-cash contributions can be, but is not limited to, the current fair-market value of employees’ time (wages), space, materials, or equipment. Non-cash contributions require documentation demonstrating the value of the proposed support and method of calculating its value to the project. Grantees will be required to document all match expenditures – whether cash or non-cash - that are claimed as part of the match.

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WRT funds may be used to finance incumbent worker training projects with existing Oregon businesses, industry or worker associations.

Reporting Social Security Numbers. WRTs will ensure that contracted businesses will obtain informed consent for the release of Social Security Numbers by all workers participating in WRT projects. WRTs will provide businesses with the release of information form. Those workers who decline to release their SSN will be allowed to participate in training. Social Security release forms of all workers participating in projects shall be kept on file with the WRT fiscal agent as per the CCWD WIA Title I B Record Retention Policy #589-40.5; and shall be reported to CCWD using procedures outlined in the WRT Social Security Reporting Guidance.

All written documents or materials, agenda, meeting minutes, handouts, brochures, training materials, and curricula and other written materials whose development is supported in whole or in part with EWTF funds must contain an acknowledgment that they were funded, in part, with Employer Workforce Training Funds administered by the Oregon Department of Community Colleges and Workforce Development and must be branded with the WorkSource Oregon logo, a copy of which is available from CCWD upon request.

2. Statewide Opportunity (SO) Funds

Statewide Opportunity (SO) funds are awarded for the purpose of solving challenges or engaging in opportunities in Oregon with regard to its workforce development needs. SO funds will be used only if the challenge or opportunity cannot be addressed with other system resources. Some projects may be coordinated with regional WRTs. SO funds address but are not limited to:

- a. Major skill gaps in specific occupations/industry across the state.
- b. Opportunities to build capacity statewide in a traded-sector industry.
- c. Opportunities that implement cross-industry, transferable skills training projects statewide.
- d. Opportunities to replicate a previously funded successful project(s) or expand a successful project to more regions and/or to a statewide scale.
- e. Opportunities to develop alternative training delivery systems that provide just-in time training, training in remote areas, or training designed around the needs of businesses and workers (evenings, shortened schedules, sequential modules rather than academic schedules).

SO funds will be focused in opportunity areas identified by the OWIB and the Governor. OWIB will seek, identify, and/or select proposals based on their strategic plan priorities. The OWIB will approve SO projects.

3. Governor's Strategic Training Fund (GSTF)

The GSTF supports the retention and growth of living wage jobs, a skilled workforce, and competitive businesses in Oregon. GSTF is a flexible, responsive, and time-sensitive resource for training Oregon's private sector workforce. The emphasis is to upgrade the skills of the workforce in order to increase productivity, keep Oregon businesses viable and competitive, and offer new skills and opportunities to Oregon's workers.

GSTF will operate in cooperation with WRTs and will be used for multi-regional or statewide projects that are beyond the scope and/or resources of WRT funds. GSTF may be used to finance economic and workforce development projects in existing Oregon businesses, industry or worker associations for incumbent workers that:

- a. Are reasonably expected to result in new jobs, job retention, or higher incomes for Oregonians;
- b. Provide assistance to businesses and worker associations that need resources to retain and expand jobs in Oregon;
- c. Serve as a catalyst for additional economic and workforce development, and result in additional economic benefits to the region and the state.

Funding priorities will be given to businesses that:

- a. Demonstrate a financial need for state assistance;
- b. Plan to continue training existing workers after the life of the state grant;
- c. Retain jobs in the state for an extended period of time;
- d. Have not had the benefit of state funding in the past;
- e. Are willing to engage in workforce industry groups and utilize the WorkSource Oregon partners for recruitment and other services.

The GSTF application process follows:

- a. A funding opportunity is identified by a member of the WRTs and/or referred to the WRT by the Governor's Workforce Policy Advisor (Advisor). The region will designate a contact to represent the WRT and coordinate between the WRT and the Advisor.
- b. The WRT contact will bring the opportunity to the WRT to determine the amount of resources needed and the potential source of the funds. If it is determined that GSTF should be accessed, the WRT contact will notify the Advisor, determine if funding is available, complete an application form, and send it to the Advisor.
- c. The Advisor analyzes the relative economic impact with the priorities and, if appropriate, seeks the Governor's approval.
- d. Upon the Governor's approval, an approved application will be sent to CCWD. CCWD will notify the WRT or worker association and they may choose, or not, to

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administer the project. Once the WRT or worker association has agreed, CCWD will award funds.

- e. If the application is denied, a memo stating the reason for denial will be sent to the WRT contact.
- f. CCWD will contract with the fiscal agent of the WRT. The WRT will subcontract with the company.

For projects funded by the GSTF, the Advisor must find:

- a. The project is or will be supported by the maximum feasible amount of local and private financial participation including non-governmental matching funds or in-kind contributions to the project that equal or exceed the amount of the grant;
- b. The project is likely to produce significant long-term, regional or statewide economic impacts;
- c. The project is not likely to require continuing state subsidies;
- d. The project does not supplant private investment or duplicate or undermine similar efforts.

The GSTF may be accessed through the petition of a WRT to the Workforce Policy Advisor and the Governor. The GSTF will use broad criteria as determined by the Governor and funding decisions shall be made by the Governor and/or his designee.

ATTACHMENT A

EWTF Regional Guidelines*

The Oregon Workforce Investment Board (OWIB) has developed the following criteria to be utilized by the Workforce Response Team (WRT) in the selection of training projects. The Employer Workforce Training Fund (EWTF) will be used at the Regional Level for job-attached training for incumbent, private sector workers. These criteria may be updated yearly or at the direction of the OWIB and Governor.

- A. OWIB requires the WRT funded projects meet all emphasis areas listed below and, in addition, meet at least two preferences listed below:

Emphasis Areas:

1. Investments are linked to regional and state economic needs as identified in the WRT Regional Investment Plans; and
2. Investments are made in companies exporting 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
3. Training is focused on skills necessary to permit companies and workers to (a) increase their competitiveness, (b) advance their technological capabilities, (c) enhance productivity, or d) industry and/or educational degrees, certifications, or credentials; and
4. Training of workers who are paid wages that meet or exceed the median hourly wage in the county in which they are trained, or results in wage gain or career ladder development with greatest benefit to the state and its workers.

Preference is given to:

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. Businesses not having had the benefit of past EWTF awards.
- B. For healthcare projects, training must be focused on career development of workers that result in transferable skills or industry-recognized certificates, with a preference for training in shortage occupations, as identified in Oregon Employment Department Healthcare Workforce Needs Assessment, or report from the Oregon Healthcare Workforce Institute, or the Oregon Center for Nursing.
- C. An objective of the 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 WRT 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 WRT award.

Training funds may not be used in the retail industry, for non-employer establishment, or for public sector employees.

* Approved by the OWIB on 3/23/07