



**Clatsop, Columbia, & Tillamook Workforce Investment Board
Employer Workforce Training Fund
(EWTF)**

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 Submitted:

Project Name:	EWTF Grant Contract Year: 2006-2008
Workforce Response Team Region: 1	Project Start Date: (day/month/year)
List name of member of the Workforce Response Team that assisted you. If none use N/A. WRT Representative Name:	Project End Date: (day/month/year)
Company Name(s): Address: Phone: () - Fax: () - Email:	Total # of Employees at Company:
Company Representative Name: Title:	Employer Tax ID Number:
Do you anticipate this Project will result in a wage increase for participating employees? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Shaded section for final report. Use only if your project generated income.

Program Income Amount Generated	Expended as
Program Income Amount Expended	
Requested/Planned EWTF Funding Amount:	Planned Match Amount:
Final EWTF Funding Amount:	Final Match Amount:

For consortia / multi-company training projects: (add pages, if needed)

Company Name(s):	Total # of Employees at Company:
Company Representative Name:	Employer Tax ID Number:
Company Name(s):	Total # of Employees at Company:
Company Representative Name:	Employer Tax ID Number:
Company Name(s):	Total # of Employees at Company:
Company Representative Name:	Employer Tax ID Number:
Company Name(s):	Total # of Employees at Company:
Company Representative Name:	Employer Tax ID Number:

Industry Cluster(s) Affiliation: Check one or more:

- Aviation
- Manufacturing
- Forest/Wood/Paper Products
- High-Tech
- Food Processing
- Nursery/Agriculture
- Construction
- Health Care
- Other _____

Category

- Single Company
- Business Association
- Private Non-Profit
- Labor Organization

Sole proprietorships and retail do not qualify.

Shaded section for final report only

	Planned	Final
Number of Workers Trained		
Number of Jobs Created		
Number of Jobs Retained		
Number Receiving Certifications		
Curriculum Developed/Revised	<input type="checkbox"/> No <input type="checkbox"/> Yes, with EWTF funds	<input type="checkbox"/> If yes, curriculum is attached
If this is a capacity-building activity, please describe how (now or in the future) it is anticipated the capacity-building project will be linked to a training project that will address EWTF Policy Attachment G:		

	Type of Training Provided	Type of Vendor: Community College, Outside Vendor, OMEP, In House, University or IB provider
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

For final report only

Yes, Social Security release forms have been submitted. Number of trainees providing SSN:

Project Summary Final:
Please provide a final summary of the training project and lessons learned.

Criteria Summary

Trainees Meet or Exceed Median Wage
(Clatsop - \$12.01, Columbia - \$12.12, Tillamook - \$11.11/hr) Yes No

Trainees' median wage before training: \$ /hr.
Wage expected after training: \$ /hr.

Training Results in Career Ladder Opportunities:
Does your company/industry have established career pathways? Yes No
How will the training enable employees to advance their careers?

Explain:

Will Employees Receive Certification after Training? Yes No
Describe certificate

Training Will Create Jobs—Describe how the training will allow you to expand your workforce:
Explain:

Training will Retain Jobs—Describe how the training will allow you to retain your current workforce:
Explain:

Exceeds Dollar Match—What percentage of grant request is matched by applicant? %

Is there anything you would like to add in support of your project that is not covered elsewhere in this form?

Project Outcomes

It is understood that not all project outcomes listed below will apply to every project. Please check below all boxes that apply and fill in amounts, explanations, and descriptions. You must mark at least one. Answer box will expand as you type.

Planned increase in productivity by _____ %, if applicable.

Planned: Explain how or why this training will result in an increase in productivity:

Final: Describe if this outcome was met, or the anticipated timeline:

Planned reduction of rework or production waste gained by _____ %.

Planned: Explain how or why this training or capacity-building activity resulted in waste reduction:

Final: Describe if this outcome was met, or the anticipated timeline:

Planned savings of \$ _____ in operating costs.

Planned: Explain how and why this training will save operating costs:

Final: Describe if this outcome was met, or the anticipated timeline:

Planned decrease in product cycle time by _____ .

Planned: Explain how and why the product cycle time will be decreased:

Final: Describe if this outcome was met, or the anticipated timeline.

If curriculum was developed with these funds, was it shared?

Was training replicated? _____ times.

Planned: Explain how the curriculum will be shared or training replicated.

Final: Describe if this outcome was met.

Planned increase of company competitiveness by _____ %, if applicable.

Planned: Explain how and why the training will increase the competitiveness of the company.

Final: Describe if this outcome was met, or the anticipated timeline.

Planned increase in capital investment by \$ _____ (new investment in equipment or facilities).

Planned: Explain how and why the training will increase the capital investment.

Final: Describe if this outcome was met, or the anticipated timeline.

EMPLOYER WORKFORCE TRAINING FUND

Employer Budget/Match Report

Applicant Name		Budget Detail		
		Budget Requested Amount	Planned Match Amount	Final Actual Match Amount
Capacity Building	Conducting needs assessments			
	Design/Development of Curricula			
	Post-training Evaluation/Data Collection			
Training	Tuition/Training Costs			
	Training Materials & Supplies			
Other Training Related Costs (provide description)				
Salaries & Benefits	Staff Time in Training			
	Supervisory Staff Time			
	Other			
Other Materials & Services (provide description)	Office Supplies			
	Facilities Costs			
	Equipment Usage			
	Other			
Total Funds Committed in Contract				
Total Actual Match Funds Provided				

Budget Narrative: (provide description of above budget)

Estimated Time Line for expenditures			
July 1, 2006 to September 30, 2006	October 1, 2006 to December 31, 2006	January 1, 2007 to March 30, 2007	April 1, 2007 to June 30, 2007
Example: 9/1/06 \$1,000 Module 1	11/15/06 \$1,000.000 Mod 2	No training	April 1, 2007 \$5,000 Mod 3
July 1, 2007 September 30, 2007	October 1, 2007 to December 31, 2007	January 1, 2008 to March 30, 2008	April 1, 2008 to May 30, 2008
			Final paper work must be turned in by May 30, 2008

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

Individuals with a Disability:

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:

Social Security Number Reporting Instructions

Each individual participating in EWTF training must sign a Social Security Number Release Authorization Form indicating whether they chose to volunteer their SSN.

All Social Security Numbers obtained must be reported by project to the Workforce Response Team at the end of the project.

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 competitive businesses in Clatsop, Columbia and Tillamook 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 Julie Gassner, at MTC Works, 503.325.1156 or may be downloaded from the website, at www.mtcworks.com.

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

Submit completed applications to:

Julie Gassner, Director

MTC Works

450 Marine Drive, Suite 140

Astoria, OR 97103

503.325.1156

jgassner@mtctrains.com

How much money is available?

Approximately \$134,980.00 is available for this solicitation process. There is no minimum or maximum award amount.

Who is eligible to apply for funds?

Existing businesses, business consortia, associations, labor organizations or private non-profits operating in Clatsop, Columbia or Tillamook County. No government organizations will be awarded funds. Retail businesses and sole proprietors are not eligible for funds. 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. The applicant's new project will be judged using the same criteria as all other projects submitted. 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 before new funding is released: 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 must 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.

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 2007. The proposals for the current round are due on the first day of each month. Applicants will be advised of the status of their application within 30 days of receipt of a completed application. Applicants will be contacted within 5 days if their application is incomplete.

What is the period of performance?

The project will need to be completed by May 30, 2008.

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, this year 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.mtcworks.com/EWTF/Investment*
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 county in which they are trained, 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 county in which they are trained, or result in wage gain.

The 2006 hourly median wage in:

Clatsop County is: \$12.01

Columbia County is: \$12.12

Tillamook County is: \$11.11

Career Ladders: Training of workers results in career ladder development or individual movement on a career ladder.

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

Certification Skill Standard: Training that leads to industry certification or industry skill standards.

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 equal to 100% or more of the grant funds.

Preferred Clatsop, Columbia, Tillamook County Cluster: Company is a part of the following targeted industry clusters:

Agriculture

Aviation

Construction

Food Processing

Wood/Paper Product

Technology

Health Care*

*Health Care Industry projects must meet the additional criteria on page 2.

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
- Travel costs may be reimbursed at GSA rates. Go to www.gsa.gov for complete detail.

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 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?

MTC Works is the grant recipient for these funds. Businesses receiving these funds will be considered **subcontractors** of MTC Works. They will operate their projects independently and not as agents of MTC Works.

Subcontractors 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 proof of 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.

As evidence of the required insurance coverage, the subcontractor will, at the time of contract signing, furnish appropriate certificates of insurance to:

Susan Brooks, Fiscal Manager
MTC Works
450 Marine Drive, Suite 140
Astoria, OR 97103
503.325.1156

Liability insurance certificates will specify parties, who are Additional Insured as shown below, must be current for the entire contract period and include a notice provision regarding cancellation. Insurance coverage required under this contract will be obtained from companies

authorized to do business in the state of Oregon. If subcontractors are self-insured under the laws of the state of Oregon, the subcontractors will provide appropriate declarations of coverage.

The liability insurance required for the performance of this contract will be endorsed to name MTC Works, The Oregon Consortium and Department of Community Colleges & Workforce Development, their local elected officials, officers, agents and employees as additional insured with respect to all activities performed under this contract.

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, Director
MTC Works
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 Lisa Nyberg at (503) 325.9511 if any special accommodations are required to submit such protests.

Where can I get technical assistance, if needed?

For further technical assistance please contact:

Julie Gassner, Director
MTC Works
450 Marine Drive, Suite 140
Astoria, OR 97103

MTC Works is an affirmative action/equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.