

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

Julie.Gassner@mtctrains.com

How much money is available?

Approximately \$100,000.00 is available for Region 1 consisting of Clatsop, Columbia and Tillamook County. Minimum grant request is \$2,000.00.

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.

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, and d) the match must be at minimum of double the grant request.

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 2008. 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 complete application. Applicants will be contacted within 5 days 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. Priority will be given to projects completed by May 30, 2008. (9 months).

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.

Regional Preference

1. Projects that can be completed by May 30, 2008. (9 months)

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 2007 hourly median wage in:

Clatsop County is: \$13.63

Columbia County is: \$13.63

Tillamook County is: \$12.61

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 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 equal to 200% or more of the grant funds.

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

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

Food Processing/Agriculture	Aviation	Nursery Product
Construction	Food Processing	Metals
Forest/Wood/Paper Product	Technology	Health Care

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.

The definition of exceeding match is 200% of the request.

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 notification of your application status, 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.

Region 1 Employer Workforce Training Fund Project Review Form

Company Name:	County:	Number of Employees Impacted:	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: Tillamook- \$12.61, Columbia- \$13.63, Clatsop- \$13.63)		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	Technology	Yes/No
B	Aviation	Yes/No
C	Construction	Yes/No
D	Food Processing/Agriculture	Yes/No
E	Health care	Yes/No
F	Forest/Wood/Paper Product	Yes/No
G	Fisheries/Seafood	Yes/No
H	Metals	Yes/No
I	Nursery Products	Yes/No
Regional Priority		
A	Will this project be completed by May 30, 2008	Yes/No
B	Will this project be completed by May 30, 2009	Yes/No
Comments:		
Reviewers Recommendation for Approval (Yes/No):		
Name:		Date:

