



**Central Oregon  
Employer Workforce Training Funds  
Request for Applications**

**Frequently Asked Questions**

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

To support the retention and growth of quality jobs, a skilled workforce, and competitive businesses in Crook, Deschutes and Jefferson 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. Applications are available for download from the Central Oregon Intergovernmental Council web site: <http://www.coic.org/cd/wrt.htm>. Electronic applications are also available by contacting Andrew Spreadborough, Workforce Response Team Coordinator, at (541) 504-3306 or [aspreadborough@coic.org](mailto:aspreadborough@coic.org).

Submit completed applications to: Andrew Spreadborough  
Email: [aspreadborough@coic.org](mailto:aspreadborough@coic.org)

**How much money is available?**

About \$105,000 is available in 2009 for projects in Crook, Deschutes and Jefferson Counties. There is no minimum or maximum award amount, though average grant awards range from \$10,000 to \$25,000.

**Who is eligible to apply for funds?**

Existing businesses, business consortia, associations, labor organizations or private non-profits operating in Crook, Deschutes or Jefferson Counties.

**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 applications for the current round are due by 5:00 p.m. on Friday, July 31, 2009. 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.

If grant funds remain after August, 2009, applications will be accepted on an ongoing basis by the **1<sup>st</sup> day of each month**. The Workforce Response Team will meet on a monthly basis on the 2<sup>nd</sup> Wednesday of each month to review proposals and make funding decisions.

**What is the period of performance?**

Training projects 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-growth, high-wage 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.*

**Eligibility Criteria Defined:**

**High-wage Occupations**

Occupations paying more than the all-industry, all-ownership median wage for statewide or a particular region. (Crook \$13.92; Deschutes \$14.50, Jefferson \$13.00)

**High-demand Occupations**

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

**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>

The Region 10 WRT has also defined criteria to **prioritize and rank** eligible projects:

**Prioritization Criteria Defined:**

<b>Project Trainees Exceed Median Wage</b>	10 points
<b>Project Leads to Technology Productivity Enhancements</b>	5 points
<b>Project Provides Career Ladder Opportunities</b>	5 points
<b>Project Leads to a Certification Skill Standard</b>	5 points
<b>Benefits a Business Within a Targeted Industry Cluster</b>	5 points
<b>Benefits a Traded Sector Business</b>	15 points
<b>Multiple Employer Project</b>	5 points
<b>Creates or Retains Jobs</b>	25 points
<b>Exceeds Dollar Match</b>	10 points
<b>No prior grant awards</b>	15 points

**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 20%

A minimum requirement of each proposal is that the employer contribute \$1.20 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:

- a) Job-attached training for current workers

The funds may not be used for:

- a) 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.
- b) Paying wages for workers in training or cause the displacement of any current employee.
- c) Purchase materials and supplies that are not consumable instructional and training materials, nonexpendable items other than instructional software, textbooks or printed materials.
- d) 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
- Cost of training per job created or retained  
*(Typical awards range from \$3,000 - \$5,000 per job created, and \$500 to \$1,500 per employee trained)*

### **What are the requirements for selecting a trainer?**

Since the Employer Workforce Training Funds are federal dollars, grant recipients are required to conduct an open, competitive process in selecting their trainer. The degree of formality for your selection process depends primarily on the size of your training project.

- If your overall training costs are under \$25,000, you will need to document three verbal quotations from vendors.
- If your overall training costs are within the range of \$25,000 to \$50,000, you will need to document three formal written quotations from vendors.
- If your overall training costs exceed \$50,000, you will need to conduct a competitive sealed bid process, such as a “Request for Proposals” (RFP).

### **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 your agreement, based on the applicant’s proposal. The reports are designed to measure the grant recipient’s success at meeting or exceeding their project targets. All reports are considered public information.

**What are the contract requirements?**

The Central Oregon Intergovernmental Council is the regional subgrant recipient for these funds. Employees of businesses receiving these funds will be considered as an eligible group of individuals participating in WRT projects and do not need to meet Workforce Investment Act eligibility criteria.

**What procedure is used if I wish to protest the outcome of my proposal?**

The protest procedure is as follows: You must state your protest in writing and submit it within 5 days of notification of denial to Region 10 Workforce Response Team, COIC, 2363 SW Glacier Place, Redmond, OR 97756. You will receive a response to your protest within 10 days of receipt. All protests must be in writing. Any oral responses provided shall be considered unofficial. Please notify Andrew Spreadborough at (541) 504-3306 if any special accommodations are required to submit such protests.

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

For further technical assistance please contact Andrew Spreadborough, Workforce Response Team Coordinator, at 541-504-3306, or e-mail [aspreadborough@coic.org](mailto:aspreadborough@coic.org)