



**REGION 11 KLAMATH AND LAKE COUNTY
WORKFORCE RESPONSE TEAM - Employer Workforce Training Fund**

WRT Guidelines and Process for Applications

The purpose of the Employer Workforce Training Fund (EWTF) is to support the retention and growth of quality jobs, a skilled workforce, and competitive businesses in Klamath and Lake Counties, Region 11. The key emphasis of the fund is to upgrade the skills of those currently employed in the private sector workforce in order to increase productivity, to keep businesses in Klamath and Lake Counties viable and competitive, and to offer opportunities for new skills to Klamath and Lake County workers. In order to make significant progress toward this goal, the Workforce Response Team (WRT), as a sub-committee of Region 11 Regional Workforce Investment Board (RWIB) desires to fund projects, which will:

- ✚ Create and retain living wage jobs;
- ✚ Create jobs that meet or exceed the individual county median private sector hourly wage (i.e. Klamath County \$11.27, Lake County \$12.09);
- ✚ Build a highly skilled workforce in a knowledge based industry;
- ✚ Increase local employer access to workforce resources;
- ✚ Enhance global competitiveness.

GENERAL ELIGIBILITY CRITERIA FOR THESE FUNDS CENTER AROUND:

- Employers must operate their business/es in Klamath County or Lake County;
- Employers must be in business 120 consecutive days or more;
- Employers must train incumbent employees only with these funds;
- Employers must not have laid off employees in another U.S. facility within the past 120 days;
- Employers must provide a 100% fiscal match to funds received;
- Employers must agree to provide documentation and/or performance information to the WRT staff or fiscal agent upon request;
- Projects must be completed by the date assigned by the WRT or funding will not be released;
- Public entities are not eligible for funding; private and non-profit employers are welcome.
- Must meet the four core criteria for consideration

FUNDING AVAILABILITY AND REQUIRED APPLICATION MATCH: Approximately \$117,000 is available to support current worker training projects during the current year. New resources are expected annually for the fund. Applicants must match requested funds at a minimum of dollar for dollar. Match may consist of either cash or in-kind.

APPLICATION PROCESS AND TIMELINES: The *WRT Application Form* must be completed and submitted by the deadline. Applications must be mailed/delivered/e-mailed in **“Word” format** to Klamath Community College, Dawn McLing, 7390 S 6th Street, Klamath Falls, OR 97603, mcling@klamathcc.edu, Phone (541) 880-2210.

Completed applications may be delivered in hard copy and/or electronic “Word” format by 5:00 p.m. on July 13, 2007. Applicants will be notified regarding the award funding decision on their application within 30 days.

Applicants will be contacted within seven days if their application is incomplete, or if additional information is required in order to consider the application. Applicants whose submissions are deemed incomplete or non-responsive may complete their applications and resubmit them for future consideration. A WRT designee will be available to assist applicants with technical support upon request. Applicants are urged to identify technical assistance questions in advance of the deadline date so that issues can be resolved prior to the deadline.

APPLICATION REQUIREMENTS FOR EWTF AWARD ELIGIBILITY – REQUIRED CORE CRITERIA:

Each application **must meet** certain required core project criteria to become eligible for an award. Proposals not meeting any of the eligibility criteria will be notified. Applicants not meeting the minimum eligibility criteria may request technical assistance from the WRT.

In order to be eligible for a EWTF training grant award, an application **must meet ALL FOUR** of the following core criteria areas:

- 1) The application must be from a business, a business/industry association, or worker association representing any of the state’s top economic clusters or targeted local industries.

The state’s top economic clusters include: High Tech/Software, forest/Wood/Paper Products, Food Processing/Agriculture, Apparel/Sporting Goods, Transportation Equipment, Creative Services, Metals, Nursery Products, Professional Services, Biomedical, and Recreational.

Targeted local industries include: Traded Sector businesses that do over 50% of their business outside of their local area.

- 2) An eligible applicant must represent a traded sector business/industry which does over half of its business outside of the local area or,

The applicant must be a business or industry/worker association selling significant levels of goods/services to a recognized traded sector business/industry or,

The applicant must be requesting training for an occupation that is recognized as a skill shortage occupation.

- 3) The training proposed in the EWTF application must focus on skill development necessary to allow a company and its workers to (must meet at least one):
 - a) increase business competitiveness
 - b) advance technological capabilities
 - c) enhance productivity
 - d) the training leads toward industry or educational degrees, certifications, or credentials.
- 4) The training proposed by the applicant must be for current workers that (must meet at least one):
 - a) are paid wages exceeding the county median hourly rate
 - b) receive a wage increase as a result of the training
 - c) Gain added career ladder development within the employer's organization as a result of the training.

The current private sector median wage level estimates for Klamath and Lake Counties are \$11.27 and \$12.09 respectively.

In addition to the four mandated criteria for eligibility mentioned above, an applicant must meet two out of four of the following preference criteria:

- 1) The applicant is a multiple employer, worker, or industry association-led project;
- 2) Preference is given to projects leveraging the most private matching funds;
- 3) The project utilizes an existing curriculum/training program/resources, or the project has the potential to gain an economy of scale;
- 4) The applicant has not had the benefit of a prior EWTF award.

Preference Criteria 1, 3 and 4 can be determined at application; however, criterion 2 can only be assessed when considering all applicants that meet eligibility criteria.

AWARD SELECTION PROCESS FOR ELIGIBLE APPLICATIONS

All applications meeting the four required core criteria and that also meet two of the four preference criteria will be reviewed by the Workforce Response Team (WRT). The WRT will consider two primary evaluation criteria in determining EWTF training grant awards. *The two criteria are: 1) The degree to which the proposed training advances the skills of workers and qualifies workers for wage and career advancement, and 2) the degree to which the proposed training project contributes to the economic development of the local area.*

Factors that may be considered by the WRT evaluating the application merits for these two criteria may include: the extent to which additional jobs are created during the training project; the extent to which the training actually saves jobs that might have gone elsewhere; the extent to which the training project invests in rural development; whether or not the applicant represents the current annual industry priority established by the WRT; the cost effectiveness of the project; the extent to which the proposed training responds to recognized community workforce development needs; the extent to which the proposed project meets overall outcomes and objectives established for the employer Workforce Training Fund.

The WRT reserves the right to reject without penalty any or all proposals received at any point in the review process. Awards will be made to those proposals that are deemed to best meet the requirements set forth in this announcement, and that support Oregon's and Klamath and Lake County's economic and workforce needs.

DEFINITIONS OF TERMS USED IN THE EWTF APPLICATION PACKET

State's Top Clusters – State economists have identified the following clusters as important growth industries: High Tech/Software; Forest Products/Wood/Paper; Food Processing/Agriculture; Apparel/Sporting Goods; Transportation Equipment; Creative Services; Metals; Nursery Products; Professional Services: Biomedical; Recreational.

Shortage of Skills – Applicant is proposing training in an occupation or particular skill(s) where state or local labor market reports have identified a skill shortage, or one in which the local employer(s) applying can substantiate a shortage or demonstrated pattern of unfilled job listings.

Technology/Productivity Enhancements – Applicant is proposing training in skills to permit companies to advance their technological capabilities or enhance their productivity.

Multiple Employer Association – Applicant represents a consortium or collaboration of employers, workers, or an industry association-led project.

Meets or Exceeds Median Wage – Applicant proposes training for workers whose hourly wages are or will be at the individual county median private sector wage or higher immediately after training. Current Klamath County median wage is \$11.27, while Lake County median private sector wage is at \$12.09.

Career Ladder – Applicant demonstrates evidence that training for employees is part of a company-wide career ladder of advancement within the organization. In order to receive recognition for Career Ladder, you must explain how your organization has established career pathways for employees.

Certification/Skill Standard/Credential – Applicant proposes training that either results in an industry certification or training that meets industry skill standards, or training that results in a credential for the employee trainee.

Creates Jobs – Applicant proposes training of current employees for a new service, new market niche for business, or new function within the business. Applicant may qualify also by creating additional positions within the business.

Retains Jobs – Applicant proposes training of employees who would otherwise face lay off or diminished position without additional skills training. Applicants are requested to thoroughly explain the circumstances of qualifying for job retention points.

Targeted Local Industry– Applicant's business falls within local targeted industry sectors as identified by the South Central Oregon Economic Development District. Those local business sectors include: over 50% of its business is outside of the local area.

BUDGET

- Each application must include a line item project budget detailing specific project costs and matching funds.
- Line item budget information must be provided for each training activity within the whole application.
- Each training activity should be assigned a separate project number, with each line item detail identified with the specific number. As an example, an applicant would assign a #1 to a lean manufacturing training activity, and a #2 to a Microsoft software training activity. Under training supplies, there might be a listing of tools for project #1 and software for project #2.
- A line item budget worksheet is included in the application document.

Budgets will be evaluated using the following criteria:

- Expenses are reasonable, necessary and reflect the current cost trends to complete the proposed scope of work.
- Entities that receive contracts from the EWTF for projects must provide non-federal matching funds that equal or exceed the EWTF funded portion of the project. An entity's non-federal contribution may be provided in cash or third-party in kind, fairly evaluated, and shall only be used in a manner that is consistent with the purpose of this rule and in accordance with federal definitions found in 29 CFR Part 95.23 and 29 CFR Part 97.24. As an example, if an employer sends an in-house trainer to learn about something new, the training can be paid for by WRT funds, but the wages would be in-kind/match. When the in-house trainer trains the other employees, the in-house trainer's wages would be eligible for WRT funds.

Each project must identify non-federal match, and employer match needs to be captured by the end of the project. The project period is defined as the subcontractor contract beginning and end dates. Not satisfying the match requirement constitutes a violation of the agreement, as employer match is a condition for receiving the grant funds.

- Expenditures and match are clearly described and reflect all project activities.
- Budgets may not include costs incurred prior to the award of funding, or costs for the development of the application.
- The budget may not include capital expenditures or expenses for purchase of equipment. Equipment is defined as an item with longer than a one year life span.
- The budget may not include administrative costs, other than as part of match.

REPORTING REQUIREMENTS: Each grant recipient will be required, at a minimum, to submit a quarterly progress report until completion of the project. The format for reports will be prescribed in the contract, based on the applicant's proposal. Particular reporting will be based on the applicant's proposed training outcomes. The reports are designed to measure grantee success at meeting or exceeding project goals. All reports are considered public information.

CONTRACT REQUIREMENTS: The WRT, through its fiscal agent, Klamath Community College, is the grant recipient for these funds. Businesses receiving awards will be recipients of the fiscal agent. They will operate their projects independently and not as agents. Recipients must comply with all federal, state, and local statutes and rules governing the operations of

the projects and with all other terms in the contract, including requesting the social security numbers of all employees receiving training in the project. All contract requirements concerning proof of insurance must be met, including comprehensive liability, fidelity bonding, and workers' compensation coverage. Automobile insurance is required if trainees are transported, or if a vehicle is used in conducting company 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.

PROTEST PROCEDURES: Any applicant wishing to protest the outcome of a proposal has five days to submit a written notification of protests to Dawn McLing, Klamath Community College, 7390 S. 6th St, Klamath Falls, 97603. All protests must be received by 5:00 p.m. on the 5th day after the notification of proposal outcome. Those who submit protests will be notified of the outcome in writing within ten days of the protest submission. Please contact Dawn McLing (880-2210) if special accommodations are needed to submit such protests.

SUBMISSION: Submit one original and eight copies of the completed application in a sealed envelope, plainly marked "Employer Workforce Training Fund Application." Include the name and address of the qualified applicant, and deliver or mail to:

Klamath Community College
Attention: Dawn McLing
7390 S 6th St.
Klamath Falls, Oregon 97603

Whether delivered by hand or mail, applications must be received by 5:00 p.m. on July 13, 2007.

QUESTIONS? Contact Don Richie at (541) 882-3521 or richie@klamathcc.edu.