

## What is the purpose of these funds?

To avert layoffs and support the retention and growth of quality jobs, a skilled workforce and competitive businesses in Lane County. The emphasis of the funds is to upgrade skills of the private sector workforce in order to increase productivity, keep Lane County businesses viable and competitive, and to offer new skills and opportunities to Lane County's workers.

## What is the Application Process?

Businesses interested in applying for training grant funds need to complete the attached application and submit it by mail, facsimile or e-mail to:

*Robin Scott*

*Business Service Coordinator, Lane Workforce Partnership*

*300 Country Club Road, Suite 120*

*Eugene, OR 97401*

*Telephone: (541) 682-7224*

*Fax: (541) 686-3570*

*E-Mail: [robins@laneworkforce.org](mailto:robins@laneworkforce.org)*

## How much money is available?

Approximately \$50,000 is available for this solicitation process. There is no minimum award amount but there is a maximum award amount of \$30,000 per application.

## Who is eligible to apply for funds?

Existing businesses, business consortia, associations, labor organizations or private non-profits operating in Lane County. No government organizations will be awarded funds. Retail businesses and sole proprietors are not eligible for funds. Businesses must be in a *Traded Sector Cluster* i.e., businesses that sell goods or services outside the State of Oregon, or be a *Healthcare organization*.

**This year, no awards will be given to companies that have previously received funding.**

## What is the timeline of this process?

Grants will be awarded to applicants who meet the criteria until funds are depleted. The proposals are due by 5:00 p.m. on Monday, March 8. 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?

Grantees must be ready to implement training within one month of contract signing. Training project must be complete and all grant funds must be spent by 9/30/10.

## What is the proposal evaluation and award process?

Each proposal will be scored based on the criteria detailed in the following matrix and must meet a minimum award score of 50 points to be considered for funding. Even though a proposal may meet the minimum score, a revision to the proposal may be required before final review and recommendation. Additional revisions of the proposals and budgets may be required before releasing funds.

2009 EMPLOYER WORKFORCE TRAINING FUND  
CRITERIA AND SCORING PROCESS

<b>Meets or Exceeds Median Wage:</b>  <b>10 pts</b>	<b>Career Ladder:</b>  <b>10 pts</b>	<b>Technology Enhancements/ Innovation:</b>  <b>10 pts</b>	<b>Certification Skill Standard:</b>  <b>5 pts</b>	<b>High Demand Occupation/ Skill Set</b> <b>10 pts</b>	<b>Existing Curricula</b>  <b>5pts</b>
<b>Creates Jobs</b>  <b>10 pts</b>	<b>Retains Jobs</b>  <b>10 pts</b>	<b>Rural Investment</b>  <b>5 pts</b>	<b>Small Business</b>  <b>5 pts</b>	<b>Preferred Lane County Cluster</b>  <b>15 pts</b>	

95 Points Possible. Applications must meet required criteria and score a minimum of 50 points for Employer Workforce Training Committee consideration

**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 2009 median wage in Lane County is \$14.19 per hour.

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

**Technology Enhancements/Innovation:** Training in skills necessary to permit companies to advance their technological capabilities or level of innovation.

**Certification Skill Standard:** Training that leads to industry certification or credential based on demonstrated proficiency. (Cannot be merely a certificate of attendance.)

**High Demand Occupation/Skill Set:** Training is for occupation or skill set that is in high demand. Must provide evidence of this in application. A list of these occupations can be found at:

<http://www.qualityinfo.org/pubs/high/r5.pdf>

**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.

**Rural Investment:** Training benefits the population of rural communities. The business must be located outside of the Eugene/Springfield City Limits.

**Small Business:** Business employs 25 or fewer workers.

**Preferred Lane County Cluster:** Company is a part of the following targeted industry clusters:

1. Manufacturing
2. Computer/Software Design
3. Healthcare/Life Sciences
4. Construction Trades

*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.*

### **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 a minimum of 115% of the grant amount.

Matching funds must be non-federal contributions, either cash or non-cash. Non-cash match can be, but is not limited to, the current fair-market value of donated 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. **Training funds may only be used for entry to mid-level employees, not executive management.**
- 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 attached form (Attachment B) 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

### **What are the reporting requirements?**

Each grant recipient will be required, at a minimum, to submit a quarterly progress report until project 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?**

The Lane Workforce Partnership is the Lane County grant recipient for these funds. Businesses receiving these funds will be subcontractors of the Lane Workforce Partnership. They will operate their projects independently and not as agents of Lane Workforce Partnership, the City of Eugene, the City of Springfield or Lane County.

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:

*Attn: Contracts Processor  
Lane Workforce Partnership  
300 Country Club Road, Suite 120  
Eugene, OR 97401*

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 Lane Workforce Partnership, Lane County, the Cities of Eugene and Springfield, their Commissioners, officers, agents, and employees as additional insureds with respect to the activities performed under the contract.*

### **Trainee Demographic Information**

To comply with Federal requirements, demographic information will be requested on all training recipients. Information will be kept confidential and will be used for statistical purposes only.

### **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 no later than 30 days after the awards are announced:

*Lane Workforce Partnership ATTN: Robin Scott  
300 Country Club Road, Suite 120  
Eugene, Oregon 97401*

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 notify Robin Scott at (541) 682-7224 if any special accommodations are required to submit such protests.

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

For further technical assistance please contact Robin Scott, Business Services Coordinator, at 541-682-7224, or e-mail her at [robins@laneworkforce.org](mailto:robins@laneworkforce.org).

*The Lane Workforce Partnership is an affirmative action/equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.*

## EMPLOYER WORKFORCE TRAINING FUND

### APPLICATION INSTRUCTIONS

The completed application must be received at the Lane Workforce Partnership office no later than 5:00 p.m. on March 8, 2010. Please mail or deliver proposals to:

**Robin Scott**  
**Business Services Coordinator**  
**Lane Workforce Partnership**  
**300 Country Club Road, Suite 120**  
**Eugene, Oregon 97402**  
**(541) 682-7224**

#### **A. Signed Application**

Complete the application. (*Attachment A*) Application **must not be more than 4 pages** in length.

#### **B. Project Budget**

Please detail what it will cost to carry out this project. Clarify what costs will come from the grant and which will be cash or in-kind match from the applicant(s). Use the budget form (*Attachment B*) to develop the budget.

*The use of grant funds for capital outlays or equipment is not allowed. Please note that federal law prohibits the use of these grant funds for wages or stipends for workers while in training.*

The budget proposal will be evaluated based on the following criteria:

- Expenses are reasonable, necessary and reflect current cost trends to complete the proposed scope of work
- Expenditures are clearly described
- Expenditures reflect all project activities
- Expenditures described in the budget narrative clarify the budget figures



**ATTACHMENT A**

**Project Summary:** Please provide a description of the training project.

How will this training project help your company avert future layoffs?

## ATTACHMENT A

Describe how this training project meets the following grant criteria. Enter “n/a” for criteria that do not apply. Please see application cover for definitions of the criteria.

Criteria Summary	Possible Points
Trainees Meet or Exceed Median Wage (\$14.19/hr): Trainee Median Wage: \$ /hr	10
Training Results in Career Ladder Opportunities—Does your company/industry have established career pathways? <input type="checkbox"/> Yes <input type="checkbox"/> No How will the training enable employees to advance their careers?	10
1) Technology Enhancements/Innovation—Briefly describe how the training focuses on skills necessary to permit companies and workers to advance their technological capabilities and/or supports innovation:	5
2) Will Employees Receive Certification after Training?: <input type="checkbox"/> Yes <input type="checkbox"/> No List industry recognized credentials or certificates received as a result of training  a. # of employees receiving: b. # of employees receiving: c. # of employees receiving: d. # of employees receiving:	5
<b>Additional Criteria:</b>	
Training related to high demand occupation/skill sets—Does the training address local skills in demand or occupation shortages? Please describe:	5
Will the Training Utilize Existing Curricula?: <input type="checkbox"/> Yes <input type="checkbox"/> No	5
Training will Create Jobs—Describe how the training will allow you to expand your workforce:	10
Training will Retain Jobs—Describe how the training will allow you to retain your current workforce:	10
Rural Business (Located outside Eugene/Springfield): <input type="checkbox"/> Yes <input type="checkbox"/> No	5
Small Business (25 employees or fewer): <input type="checkbox"/> Yes <input type="checkbox"/> No	5
Is your organization in a Preferred Lane County Cluster? <input type="checkbox"/> Manufacturing <input type="checkbox"/> Healthcare/Life Sciences <input type="checkbox"/> Computer/Software Design <input type="checkbox"/> Construction Trades	15
<b>Total Points Possible</b>	<b>95</b>

Employer Workforce Training Fund

Budget

Applicant Name:		Source of Funding	
		Funds Requested	Value of Match Contributed
Costs (list all project related costs)			
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 descriptions)	Office Supplies		
	Facilities Costs		
	Equipment Usage		
<b>Total Grant Funds Requested</b>			
<b>Total Match Funds Provided</b>			*
<b>Total Project Funds (Grant + Match)</b>			

\*Matching funds must total a minimum of 115% of grant funds requested