


<b>Department of Community Colleges and Workforce Development</b>	Number: 589-20.4
	Revised Date: 09-10-08
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SUBJECT: Workforce Investment Act Title I B Employer Workforce Training Fund (EWTF) Workforce Response Team (WRT) Funds	Approved: 

Purpose: To implement the Governor's Executive Order #03-16, Employer Workforce Training Fund (EWTF), which provides Workforce Response Team (WRT) funds to the Local Workforce Investment Boards to be distributed to the 15 Workforce Regions.

References: Executive Order 03-16  
OAR 589 020-0225  
OAR 151-010-0070  
ORS 660.312, 660.315 and 657.665  
CCWD Policy 589-10.6 Cost Principles and Allowable Costs  
PL 105-220 Workforce Investment Act, Sections 128, 133, 134, and 181  
20 CFR 665.210  
29 CFR Parts 95, 97 & 97.34 Copyrights

Definitions: Allowable Materials & Supplies: Consumable instructional and training materials and supplies specific to WRT (excluding food). Allowable nonexpendable items specific to WRT are limited to software, textbooks or printed material.

Cash Contributions: Cash outlay from the business or industry to support the program. Examples include worker's salary paid during training or dollars for the purchase of instructional equipment.

Certifications / Credentials: Documents certifying 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 a certificate of attendance.

Governor's Strategic Training Fund (GSTF): Funds which may be used to finance economic and workforce development projects in existing Oregon businesses, industry or worker associations for incumbent/current workers. GSTF will be used for multiregional or statewide projects that are beyond the scope and /or resources of the regional funds. The Governor approves GSTF projects. (*The GSTF portion of the EWTF is governed by OAR 589-020-0225, not this policy*).

In-kind Contributions: The value of non-cash contributions provided. Contributions include values for real property or the value of goods and services directly benefiting and specifically identifiable with the WRT project. Examples include the value of space, equipment, volunteers, and supplies for the program; supervision; and in some cases, any unreimbursed portion of the negotiated indirect costs.

Private Fund Contribution: Private dollars, either cash or in-kind, to meet or exceed the region's allocated yearly WRT funding amount. Private Fund Contributions must be within the training scope of the WRT project. Examples include establishing a regional flat hourly labor rate and benefit percentage to apply to workers paid during training, and a signed letter outlining the value of cash or in-kind contributions.

Region: Any of Oregon's established 15 Workforce Regions.

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Statewide Opportunity (SO) Funds: Funds awarded by the Oregon Workforce Investment Board (OWIB) for the purpose of solving challenges or engaging in opportunities within the state with regard to its workforce development needs. SO funds will only be used if the challenge or opportunity cannot be addressed with other system resources (e.g., Title IB, Wagner-Peyser, Title II). (*The SO portion of the EWTF is governed by OAR 589-020-0225, not this policy.*)

Workforce Response Team (WRT) Funds: Funds used to support the training of incumbent/current private sector workers, for growing businesses, training initiatives for industry associations and strategic economic clusters, and initiatives designed by business-labor consortia.

Training Related Activities: Activities that are directly related to training, such as: project coordination, capacity building (including conducting needs assessments with workers, industry or employers), designing and developing curricula, or developing and delivering post-training evaluations.

Workers: Individuals participating in WRT projects must be currently employed, and do not need to meet Workforce Investment Act (WIA) eligibility criteria.

Policy: The Oregon Workforce Investment Board (OWIB) Strategic Plan is the guiding strategy for EWTF activities. The regional WRT funding structure and uses must align with the OWIB Strategic Plan.

Funds are allocated to the Local Workforce Investment Boards (LWIBs) to support the efforts of the 15 Workforce Regions. The Local/ Regional Workforce Investment Boards (L/RWIBs) must establish Workforce Response Teams. Membership must include the Oregon Economic and Community Development Department Regional Development Officer, representatives from the Employment Department, Community College, L/RWIB or Title 1-B Provider, local economic development organizations, and other representatives as determined necessary by the region. Additional team members from business, labor, higher education, industry associations, L/RWIBs or other local economic development organizations may be added as appropriate.

Eighty percent or more of WRT funds must be used for training workers. Up to 20% percent of the region's WRT allocation may be used for training related activities. At the end of the program year, CCWD will test expenditures to ensure compliance with this requirement.

Regional WRT funds must be 100% expended within 12 months of the funds becoming available on a region's NFA. Beginning July 1, 2009, the previous year's allocation must be 70% expended prior to new funds being allocated. Any funds not expended may be recaptured and reallocated as determined by CCWD.

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WRT funds may not be used to:

1. Encourage or induce the relocation of a business or part of a business if such relocation would result in a loss of employment for any employee of such business at the original location and such original location is within the United States (WIA Section 181 (d)).
2. Pay wages for workers in training or cause the displacement of any current employee (WIA Section 181 (b)).
3. Purchase materials and supplies that are not consumable instructional and training materials, nonexpendable items other than software, textbooks or printed material.
4. Fund foreign travel (WIA Section 181 (e)).

Each region must establish a methodology for calculating and documenting private fund contributions. The private fund contribution level must meet or exceed the region’s allocated yearly WRT funding amount, and will be measured at the end of the program year.

Each region must complete and submit to CCWD the Workforce Response Team (WRT) Fund Assurances on an annual basis.

WRTs must complete and submit information in the WRT Project Form at the beginning of the project, and at the project end.

All materials produced using WRT funds must be sent electronically in their original format to CCWD at the conclusion of the project. Material sent to CCWD must include the item name, dates and NAICS industry code related to the training. All materials produced using WRT funds are the property of CCWD and the EWTF-funded projects, per 29 CFR Part 97.34.

All written documents or materials, handouts, brochures, training materials, curricula, and other written materials whose development is supported in whole or in part with WRT funds must contain an acknowledgment that they were “funded, in part, with Employer Workforce Training Funds administered by the Oregon Department of Community Colleges and Workforce Development” and must be branded with the WorkSource Oregon logo.

# Attachment A

## Workforce Response Team (WRT) Fund Assurances

The Local Workforce Investment Board hereby certifies and assures that it will:

1. Establish and document the process and methodology by which the board will award funds for projects (attach document).
2. Establish and document an evaluation process that demonstrates that the WRT project goals were achieved (attach document).
3. Establish and document WRT membership (attach document).
4. Ensure that all recipients of WRT funds and partner agencies meet the requirements of CCWD methods of administration.
5. Ensure that all WRT-funded projects comply with all federal, state and local laws, rules, regulations, executive orders, ordinances or orders applicable to this funding.
6. Ensure that all written documents or materials, handouts, brochures, training materials, and curricula and other written materials whose development is supported in whole or in part with WRT funds must contain an acknowledgement that they were "funded, in part, with Employer Workforce Training Funds administered by the Oregon Department of Community Colleges and Workforce Development" and must be branded with the WorkSource Oregon logo.
7. Demonstrate a Private Fund Contribution level that meets or exceeds the yearly WRT allocation amount.
8. Satisfy reporting requirements as outlined in the EWTF WRT policy (589-20.04).
9. Ensure that a minimum of 80% of WRT funds are used for training workers.

Failure to comply may jeopardize future EWTF allocations.

Authorized by:

\_\_\_\_\_ Title: \_\_\_\_\_  
Print Name

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature:



# Attachment B

Department of Community Colleges and Workforce Development

## Workforce Response Team Project Form

Please use this form for  
**Planned and Final Project Reports**

Please complete this side for all planned and completed projects

*Note: Use "tab" key to navigate form fields*

**Project Planning Form**     **Final Project Report**

**Project Name:**  
**Type of Training:**  
**NAICS Code:**

**Region:**  
**Project Start Date:**  
**Project End Date:**

**Industry Affiliation:**

Manufacturing       Healthcare       Clean Technology  
 High Wage/High Demand     Other (please identify)

WRT Funding	Planned	Final
WRT Fund amount specific to training		
WRT Fund amount for training related activities		

Was material or curriculum developed/ revised with WRT Funds?  No     Yes\*

\* All materials produced must be sent electronically in original format to CCWD at the conclusion of the project. Material sent must include the item name, dates and NAICS industry code related to the training. **Items sent to CCWD?**  No     Yes

Number of Workers Receiving Training		
Certification or Credential to be received as a result of this training	Planned	Final
1.		
2.		
3.		
4.		
5.		
6.		

Training Received	Planned	Final
Unduplicated Number of Workers Trained		

## Workforce Response Team Project Form

**Please use this form for Planned and Final Project Reports**

Please complete this side for all completed projects

Cumulative Private Fund Contribution	\$\$
Total to date:	

Number of participants by age, if known	
Age	# of Participants
14 – 17	
18	
19 – 21	
22 – 54	
55 – 65	
66+	

Number of participants by gender, if known	
Gender	# of Participants
Male	
Female	

Number of participants by race/ ethnicity, if known (duplicate counts allowed for multi-ethnic individuals)	
Race/ Ethnicity	# of Participants
American Indian or Alaskan Native	
Asian	
Black or African American	
Hawaiian Native or Other Pacific Islander	
White	
Other Race	
Information not volunteered	

**Additionally, please provide a marketing report for this project that includes:**

- An overview of the project and its goal (at least one paragraph)
- Quotes regarding the project
- At least one digital photo (.bmp or .jpg format only)
- Signed releases for all quotes and photos