Workforce Ready Grants
Round One: Building Capacity for Workforce Programs
Frequently Asked Questions (FAQ)

Eligible Applicants

1) Who can apply to receive a Future Ready Oregon Workforce Ready Grants Round One: Capacity Building for Workforce Program grant?
   a. To be eligible to receive awards, applicants must be non-profit or public workforce service providers or non-profit community-based organizations as defined in the Request for Application (RFA).

2) How is eligibility demonstrated?
   a. The second application question reads, "2) Explain how your organization meets the definition of the eligible applicant type you selected." Applicants must thoroughly address how they meet their selected eligible applicant type.
   b. Note: In addition to meeting an eligible applicant type, the proposed project must also be in compliance with the other factors of the RFA including relating to health care, manufacturing, or technology and must be for allowable uses.

3) Can those who are working to become a workforce service provider or community-based organization apply to receive funding?
   a. Applicants must meet one of the eligible applicant types at the time of applying.

4) Can existing organizations, who meet the eligible applicant definition, apply to receive funding for their existing projects or programs?
   a. Yes. Round One grants are for projects that increase the grantee's capacity to launch, expand, sustain, or support workforce programs in the health care, manufacturing and technology industry sectors.

5) Are Local Workforce Development Boards (LWDBs) eligible applicants?
   a. Yes. As non-profit workforce service providers they meet the "workforce service provider" definition.

6) Are universities and community colleges in Oregon eligible applicants?
   a. Not all universities and community colleges in Oregon are eligible. Public and private non-profit universities and community colleges who provide workforce education, training, and career services are eligible applicants under the workforce service provider definition.

7) Are for-profit entities eligible applicants?

a. No. As defined in the RFA, eligible applicants are non-profit and public workforce service providers and non-profit community-based organizations. For the more detailed definition please review the RFA.

8) Do applicants need to be registered in the OregonBuys system?

a. No. At the time of application applicants do not need to be registered in the OregonBuys system, however HECC may require a successful applicant to register prior to the execution of a grant agreement. We highly encourage applicants to register to expediate the award process.

9) Do applicants need to be registered to do business in Oregon through the Oregon Secretary of State office?

a. If an entity is based in Oregon, yes, they must be registered with the Oregon Secretary of State. If they are registered to do business in another state, HECC will verify their status in another state's system prior to execution of the award.

10) Do non-profit applicants need to be registered with the Internal Revenue Services (IRS) as a 501c3 or other nonprofit type? <mark>Added 7/19/22</mark>

a. No, however they must be registered with the Oregon Secretary of State or the state they are registered in as a nonprofit corporation.

11) Is there a definition of "workforce development" services? <mark>Added 7/19/22</mark>

a. Senate Bill 1545 (2022), the legislation that established Future Ready Oregon defines "workforce development" as services designed to help individuals attain employment and progress along career pathways and to help businesses better achieve business goals by more easily finding skilled employees. And further specifies that it includes: education and training services; apprenticeship and pre-apprenticeship training programs registered with the State Apprenticeship and Training Council, labor market analysis, employment and reemployment services, employee recruitment and retention services; and convening, coordinating, oversight and evaluation services for business and state workforce agencies.

Industry Sectors

1) What industry sectors must projects be focused on?

a. Projects must be related to workforce programs in the health care, manufacturing and technology industry sectors.

2) Are there specific definitions for health care, manufacturing and technology?

a. We are not providing specific definitions for these industry sectors, however applicants must describe how their project relates to one or more of the sectors.

3) How will the connection to the specified industry sectors of health care, manufacturing and technology be demonstrated?

a. Applicants are to demonstrate the connection to one or more of the sectors in the fifth application question, which reads, "5) Describe your project and explain how it will increase your capacity to launch, expand, sustain or support workforce programs in the industry sector(s) indicated."

Budget

1) Is there a maximum award amount that can be applied for?

a. No.

2) Is there a minimum award amount that can be applied for?

a. No.

3) Is there a limit on administrative costs?

a. No.

4) What time span should be captured in Attachment C: Project Budget?

a. Budgets should start from the start of the project and run through June 30, 2023. Costs are allowed to start as early as July 1, 2022.

5) Can applicants request a portion of their funding up front?

a. Yes. As stated in the RFA, if an applicant needs some or all of the requested funding at the start of the grant period, they should indicate that and their reasoning in the Project Budget using a footnote or additional page.

6) If awarded a grant, can applicants count the time spent applying as a project activity and include its expenses in their budget?

a. Section five of the RFA includes this statement, "All costs associated with applicant's submission of an application are the sole responsibility of the applicant and shall not be borne by HECC or the State of Oregon.". Therefore, the time and costs spent applying are not an allowable use of grant funds.
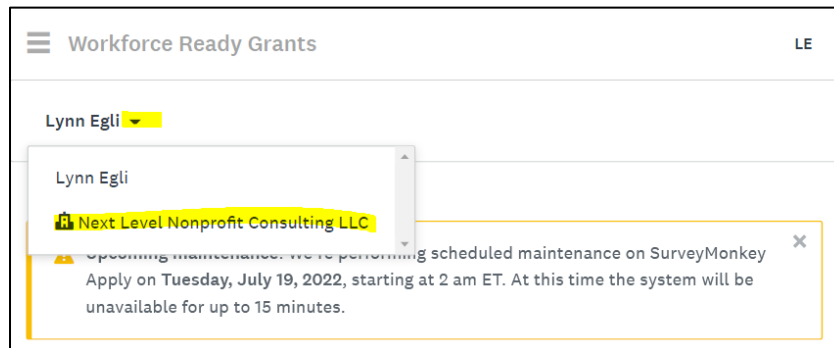
Application Format

1) How are applications to be submitted?

a. Applications must be submitted using the web-based application at the link posted in the RFA.

2) Are there word count limits for any of the application questions?
   a. No.
3) Is the application available in additional languages?
   a. The application is web-based and Google Translate can be utilized to translate the application. Additionally, the required attachments have been posted in Spanish. Utilizing a web-based application also enables applications to adjust accessibility settings.
   b. We can also accommodate translation requests for the attachments in languages other than English and Spanish.
4) When I follow the application link provided in the RFA, I do not see an apply button. Why not? ==Added 7/19/22==
   a. When you follow the link you should see a screen that has the box below displayed with a green "apply" button.
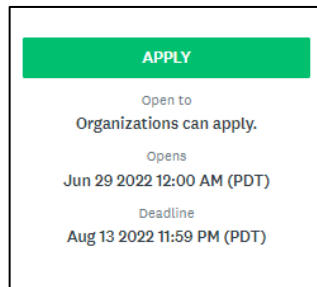
   b. If you are not seeing this box, it may be because you registered as an "individual" and the application is only open to "organizations". You can update your registration to an "organization" by following these steps;
      i. Log in, go to your name in the top right corner and select "My Account" from the dropdown menu.
      ii. Scroll down to "Preferences", select "Set Up Organizations", and complete the prompts.
5) When I log into SurveyMonkey Apply to work on my application, it doesn't allow me to continue my started application. Why not? ==Added 7/19/22==
   a. SurveyMonkey Apply associates log-in information with individual accounts. When logging in to return to an existing application, you will need to switch from your individual account to the organization's account, as the application was started by the organization. You can switch to viewing the site as an organization by following these steps;
      i. Log into your SurveyMonkey Apply account, click on your name to expand the list, select your organization from the drop down as shown below.

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⚠ Upcoming maintenance. We're performing scheduled maintenance on SurveyMonkey Apply on **Tuesday, July 19, 2022**, starting at 2 am ET. At this time the system will be unavailable for up to 15 minutes.

6) Can applicants submit more than one application? Added 7/19/22
   a. Only one application should be submitted per legal entity. Applicants can list several projects in one application and are encouraged to clearly describe each distinct project. If applicants have priorities among multiple projects, please indicate those in your application (e.g. Project #1 is our #1 priority, etc.).
7) What file types can be uploaded for Attachments B, C and D? Added 7/19/22
   a. The upload fields for Attachments B, C and D accept the following file format types; .pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .png, .jpg, and .jpeg.
   b. Note: Only one file can be uploaded per attachment.

Resources Prior to Submission

1) How can I learn more about this grant opportunity?
   a. HECC is hosting a series of three Information Sessions regarding this opportunity on July 6, 13 and 20th. More information can be found in the RFA.
   b. You can also contact one of the Technical Assistance providers using the contact information in the RFA.
2) Is Technical Assistance available to provide guidance, feedback and review of my application materials prior to submission?
   a. Yes! We are excited to offer access to Technical Assistance providers at no cost to potential applicants. More information on the services they can provide and their contact information can be found in the RFA.