



Request for Grant Application #16-0429

OREGON TALENT COUNCIL GRANT ROUND 2
ADDING APPLIED AND INDUSTRY-BASED
SKILLS TO EDUCATION CREDENTIALS

Issue Date: April 29, 2016

Due Date: May 31, 2016

Oregon Talent Council
c/o Oregon Employment Department
7995 SW Mohawk Street
Tualatin, OR 97062
talentcouncil@oregon.gov
www.oregontalentcouncil.org

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BACKGROUND

1. Oregon Talent Council

The Oregon Talent Council (OTC) was established by the Oregon Legislature in July 2015 with the passage of House Bill 2728. It is the role of OTC to unite industry, education, workforce and government partners to address targeted professional and technical talent needs in higher skilled jobs. The OTC is comprised of industry representatives from the Advanced Manufacturing, Bioscience, Energy & Utilities, Healthcare and Information Technology sectors.

2. Oregon Talent Plan

The Oregon Talent Plan, adopted by the OTC November 12, 2015, illustrates that companies in Oregon cannot grow or be competitive without the right talent and that workers need the right combination of skills in order to be productive and competitive in today's workplace. Key findings of the Talent Plan indicate that it is difficult for workers to keep up with skills and technologies, and that traditional classroom style education is not adequate to meet rapidly changing needs or to quickly gain industry-specific applications important to Oregon employers. More flexible and just-in-time training for recent graduates and incumbent workers is needed across the array of professional and technical occupations.

The Talent Plan specifically identifies ten priority occupational clusters along with key skill sets that are critical to the targeted industry sectors listed on page 3 of this document. A description of the occupational clusters is provided on pages 17-20 of the Oregon Talent Plan at

http://www.oregon.gov/EMPLOY/OTC/Documents/OTC_TalentPlanAdopted_11-12-2015.pdf.

GENERAL INFORMATION

1. Purpose of the Grant

The Oregon Talent Council (OTC) seeks grant applications for proposals to provide students, unemployed and incumbent workers with the applied skills and experience that significantly increase their employability. The OTC seeks to co-invest in innovative and cost-effective education and training models with clearly measurable outcomes and efforts that demonstrate the ability for:

- a. programs to be scaled or rapidly adapted across areas of the state; and
- b. greater connectivity between the education and the skills and experience required for employment in Oregon jobs.

This RFA seeks proposals that address urgent talent gaps in one or more of the following ways:

- a. Targeted efforts to incorporate applied or industry-based skills to education credentials to increase employability, including but not limited to, internships, apprenticeships, work-based learning and on-the-job training efforts;
- b. Immediate or short-term industry-based training efforts or professional certifications or badges that increase incumbent or un/underemployed worker proficiency, including efforts that are required for regulatory changes;
- c. Investments in strategic capacity/infrastructure gaps, including information technology tools or delivery systems, that expand reach, speed and ease of bringing high demand training programs to rural or underserved parts of the state; and/or

- d. Efforts to pilot programs that recognize skills and experience gained in non-academic settings (e.g., application of military experience, industry certifications, professional licensure, etc.).

Proposals must have:

- a. Direct connection to an industry group or recognized sector strategy that will enhance the employability skills or experience of workers or students.
- b. A sponsoring organization, and other partners as defined by the application, that are able to provide co-investment during the project, and carry on the work after OTC funding.
- c. The ability to be enrolling or impacting training for participants by January 15, 2017.
- d. The ability to measure the impact to Oregon employers and workers.

Proposals must focus on developing talent in one or more of Oregon’s pivotal and high demand occupational clusters (summarized below), as identified in the Oregon Talent Plan adopted by the OTC on November 12, 2015, and serve at least one of the following industry sectors:

- a. Advanced Manufacturing
- b. Bioscience
- c. Energy Technologies & Utilities
- d. Healthcare
- e. Information Technology

Key Professional and Technical Occupational Clusters

High growth, high demand occupations	Mission critical occupations	Emerging occupations
<i>Significant new and replacement jobs with foreseeable demand and high growth rates that cut across industries and/or regions</i>	<i>Strong employment and above average projected growth; identified by industry as essential for core operations and often hard-to-fill</i>	<i>Relatively new and/or growing rapidly in support of multiple industries; critical to positioning the state as a leader in these skills</i>
<p>Systems and data specialists needed in all industries who design, connect, and manage big data systems.</p> <p>Data and business intelligence analysts who analyze big data to enhance operations, predict market demand, mitigate risk and control quality and standardization.</p> <p>Industrial machinists, millwrights and operators of highly computerized and/or automated processes requiring precision, quality control and strong diagnostic skills.</p> <p>Rehabilitation therapists and assistants (physical, occupational, respiratory, etc.) employed in hospitals, clinical and long-term care systems.</p>	<p>Technologically skilled mechanics and maintenance technicians who maintain and repair highly technical machines and equipment across industries including manufacturing, energy, healthcare and others.</p> <p>Mental and behavioral counselors who are a growing part of integrated health systems and who support the ability of residents to have productive lives.</p> <p>Interdisciplinary engineers who can integrate mechanics, electronics, and computer systems that comprise smart machines and connected devices.</p> <p>Primary health care practitioners including physician assistants, nurse practitioners and specialty nurses, who are at the heart of new health models, and are hard-to-fill, especially in rural areas.</p>	<p>Cyber and information security specialists who can develop, monitor and mitigate security risks for data and information systems.</p> <p>Advanced materials engineers and scientists enabling the development of products and devices that are smaller, tougher, lighter, more flexible and durable, less expensive and energy efficient.</p>

A more detailed description of the occupational clusters is provided on pages 17-20 of the Oregon Talent Plan at http://www.oregon.gov/EMPLOY/OTC/Documents/OTC_TalentPlanAdopted_11-12-2015.pdf.

2. Scope of Activities

The outcomes that the OTC wishes to achieve through this RFA are:

- a. Graduates and completers of education and training programs in Oregon have strong, employable skills and experience;
- b. Incumbent workers in Oregon have greater access to cost-effective, just-in-time training and skills development; and
- c. Oregon industry is able to more easily access the Talent they require for core operations and growth.

Projects are encouraged that can be shared, scaled or easily adapted to other areas in Oregon and to other occupations. Proposers are encouraged to utilize methods preferred by industry, students and workers including, but not limited to, work-based learning, competency-based instruction and on-line, on-demand delivery modalities. The OTC is interested in projects that scale or build capacity in existing models with clearly demonstrated return on investment (ROI) or projects that pilot new delivery models that can fast-track completion and/or serve multiple locations.

OTC grant funds are to be used as early or strategic funds that can then be sustained by the sponsoring organization and its partners. OTC will not grant funds for:

- a. proprietary projects; Recipients must be willing to make the content of the program available to others
- b. university or private sector research projects
- c. projects that are only traditional classroom-based
- d. sustaining or basic operations such as faculty or staff for ongoing projects or programs

Proposals must demonstrate co-investment by the sponsoring organization and engagement and resource commitment from industry and other partners connected with the effort. Co-investments may include cash contributions or sponsorships, donations of additional equipment or facilities, provision of new staff or expanded staff time, industry expertise used to develop content or to instruct, industry payment of internship wages and other related resources. Staff and facilities associated with the basic operations of an existing program and one-time industry advisory consultations or meetings will not be considered as co-investment.

Recipients will be required to develop measurable outcomes which are to be reported at least once at mid-point (approximately January 15, 2017) and again at the end of the grant period as determined in the Grant Agreement. Recipients will be required to include metrics reflecting achievement, return on investment or both in each of the following areas, and as described further in the Metrics and Evaluation Process.

- a. Program Completers
- b. Investment Leverage
- c. Customer Satisfaction
- d. Program Impact and Effectiveness

3. Eligibility

Proposers must be from an Oregon public or private nonprofit institution of higher education, a Workforce Development Board as defined in Oregon Revised Statute (ORS) 660, or a domestic nonprofit corporation as defined in ORS 65.001(37) and licensed to do business in the State of Oregon.

4. Grant Awards

This is a competitive grant. The OTC, acting by and through the Oregon Employment Department (OED), intends to award multiple grants from this RFA for varying amounts, not to exceed \$750,000 each, based on proposals for the period June 17, 2016 through June 30, 2017.

All entities submitting Proposals are referred to as Proposers in this RFA. After execution of a Grant Agreement, an awarded Proposer will be designated as a Recipient.

5. Submission Timeline

All times are listed in Pacific Time and are subject to change.

RFA posted on www.oregontalentcouncil.org	4/29/2016	
Technical Assistance Webinar	5/12/2016	12:00-1:00PM
Questions / Requests for Clarification Due	5/12/2016	5:00 PM
Answers to Questions / Requests for Clarification posted on www.oregontalentcouncil.org (approximate)	5/16/2016	
Proposals Due	5/31/2016	5:00 PM
OTC Award Determination (approximate)	6/17/2016	

The RFA and any additional materials are posted on the OTC website at www.oregontalentcouncil.org. Proposers are responsible for checking the website for additional materials issued, which are incorporated into this RFA by this reference.

A **Technical Assistance Webinar** to provide additional description of the proposal request, process and answer questions will be held at the date and time listed above. Proposer participation is encouraged but not mandatory. Statements made at the webinar are not binding and official responses will be posted on the OTC website shortly after the webinar.

To participate from any computer please visit the Investments page of the OTC website at <http://www.oregon.gov/EMPLOY/OTC/Pages/Investments.aspx> for instructions to join the GoTo Meeting. Please allow time to join the webinar prior to its start. Audio only instructions will also be provided. No RSVP is required to participate.

Questions and Requests for Clarification, whether relating to the RFA process, administration, or technical aspects of the RFA must:

- a. be submitted via email to talentcouncil@oregon.gov
- b. reference the RFA and the specific area being questioned;
- c. identify Proposer name and contact information; and
- d. be received by the due date as identified in the above timeline.

6. Submission Instructions

Complete proposals must be submitted by email as a **single electronic pdf document** to talentcouncil@oregon.gov no later than 5:00pm on the due date and must include the following items in the order below. You should receive an automatically generated away message that will confirm email delivery.

1. **Cover Sheet** (as provided on page 9 of this document)
2. **Proposal Narrative** (beginning on page 9 with page limits specified)
3. **ATTACHMENT A Statement of Assurances*** – (electronic or scanned signature is acceptable)
4. **ATTACHMENT B Budget Proposal**
5. **Co-investment Letters of Commitment**

Proposer must demonstrate co-investment by the sponsoring institution and industry and other partners engaged with the effort by attaching a letter of commitment from each co-investor contributing at least 10% of the total budget identified in Attachment B. Letters of Commitment must be on co-investor's letterhead, contain an authorizing signature and specify the type and amount of co-investment that will be provided and when it will be provided. A further description of co-investments is included in the Scope of Activities on page 4 of this document.

Proposals shall:

- follow the format provided in this template and label all responses to indicate the item being addressed
- include only 8 ½" x 11" paper size, use no smaller than 11 size common fonts and contain no extensive art work, graphics or other extraneous materials
- adhere to page limits as set forth in this RFA (any pages exceeding the noted page limit will not be provided to the Evaluation Committee or considered in the evaluation)

Proposals received after the closing date and time will not be accepted and we are not responsible for any delays in email or mistaken delivery.

***Please mail the original signed Statement of Assurances postmarked by the application deadline to:
Oregon Talent Council, c/o Oregon Employment Dept, 7995 SW Mohawk Street, Tualatin, OR 97062.**

7. Contact Information

For any assistance related to this RFA, please contact either of the OTC staff below:

Melissa Leoni Executive Director Office: 503-947-1361 Cell: 503-983-8370 melissa.leoni@oregon.gov	Michele Vitali Oregon Talent Council Coordinator 503.612.4268 michele.b.vitali@oregon.gov
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Any oral communications will be considered unofficial and non-binding.

Any unauthorized contact regarding this RFA with other State employees, Oregon Talent Councilors or members of the Evaluation Committee may result in Proposal rejection.

EVALUATION AND AWARDS

1. Evaluation and Grant Awards Process

Proposals received by the due date will be evaluated by OTC staff for completeness. Proposals considered complete will be evaluated by an Evaluation Team comprised of industry professionals. No direct applicant or others with a conflict of interest will be accepted as an evaluator. Evaluators will assign a score of 0 to 4 for each evaluation criterion listed below in this Scoring Criteria. Evaluators will consider brevity and clarity of responses in scoring Proposals.

The Attachment B - Budget Proposal will not be scored separately. The information provided in the Budget Proposal and its narrative will be reviewed by the Evaluation Team to determine whether it supports the Proposal's intent, is reasonable, demonstrates the value expected in return for the budgeted investment and supports the evaluation of sustainability. No points will be awarded for the Budget Proposal.

The OTC will approve grant awards at a public Council meeting based on the score, criteria identified in this RFA and available funding. The OTC may award less than the amount requested in the Budget Proposal.

Grants awarded as a result of this RFA will be subject to the terms and conditions set forth in the Grant Agreement(s) executed by OED and Recipient(s). The terms and conditions included in the "Grant Agreement Template" will be available on the OTC website prior to the submission deadline and are not subject to negotiation, except for Exhibit A.

OTC staff will notify both successful and unsuccessful applicants and will provide a summary of comments and suggestions related to their applications, if requested.

2. Scoring

Each criteria will be awarded a score (0 through 4) by each Evaluation Committee member. The average score of the evaluators will then be multiplied by the weighting factor listed for that item. Scores will be added together to determine the final score.

SCORE	EXPLANATION
4	OUTSTANDING - Proposal meets all the requirements and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the requirements of the Scope of Activities and Purpose of the Grant. The proposal provides insight into Proposer's expertise, knowledge, and understanding of the subject matter and demonstrates exceptional strengths that will accomplish the goals and objectives of the OTC and Talent Plan.
3	VERY GOOD – Proposal meets most requirements and provides useful information, while showing experience and knowledge within the category. The proposal demonstrates above average knowledge and understanding of the requirements of the Scope of Activities and Purpose of the Grant. Proposal demonstrates many strengths that will accomplish the goals and objectives of the OTC and Talent Plan.
2	ACCEPTABLE – Proposal meets minimum requirements and demonstrates sufficient knowledge or understanding of the requirements of the Scope of Activities and Purpose of the Grant. The proposal has minor omissions and weaknesses that may be addressed before implementation to avoid the potential disruption of schedule or delay of activities while still accomplishing the priorities of the OTC and Talent Plan.

1	ACCEPTABLE WITH RESERVATIONS – Proposal meets minimum requirements but does not demonstrate sufficient knowledge or understanding of the Scope of Activities and Purpose of the Grant. The proposal has major omissions and weaknesses that may potentially disrupt the schedule, delay project activities or affect the ability of the proposer to accomplish the priorities of the OTC and Talent Plan.
0	UNACCEPTABLE – Proposal does not meet the requirements set forth in this RFA. Proposal does not demonstrate knowledge or understanding of the requirements of the Scope of Activities and Purpose of the Grant, and the proposal fails to meet performance or capability standards.

3. Scoring Criteria

Scoring Criteria	Weighting Factor	Maximum Points
Q#1 Project Description	10	40
How well does the proposal address key occupations, skills and industries described in the Talent Plan? How well does the proposed project align with the Scope of Activities and Purpose of the Grant described in the RFA?		
Q#2 Key Persons	10	40
How well does the proposal demonstrate that the Key Persons have the ability to carry out the responsibilities of the Scope of Activities and Purpose of the Grant described in the RFA, including experience with similar projects, and to execute the Project Description described in the proposal?		
Q#3 Project Implementation Plan	35	140
How well does the proposal demonstrate a clear plan for what will be accomplished, including describing key activities, project outcomes, and a clear project timeline? How well does the proposal demonstrate the ability to enroll or impact training by January 15, 2017? How well will the project enhance employability skills or the experience of workers or participants? How well does the proposal utilize flexible, scalable, and cost-effective methods, or build capacity or pilot new delivery models to address urgent talent gaps?		
Q#3a Industry Engagement	25	100
How well does the proposed project directly engage industry, including small- and medium-size businesses, and how will industry benefit from the proposed project? How well does proposal demonstrate industry co-investment and engagement? How well does the proposal demonstrate the direct connection to an industry group or recognized sector strategy? How well does the proposed project connect graduates and completers of the program to possible employment/promotion opportunities resulting from their training?		
Q#3b Reach & Diversity	10	40
How well does the proposed project addresses issues with statewide impact, work to reach or engage diverse populations, align with regional or statewide economic goals, or reach multiple areas of the State, with special emphasis on rural areas?		
Q#3c Metrics & Evaluation Process	10	40
How well do the metrics provided capture the results for each of the following four categories? Program Completers; Investment Leverage; Customer Satisfaction; Program Impact and Effectiveness. How well will the proposed project be evaluated for effectiveness and impact? How well will the results of the evaluation(s) be used to make improvements to future efforts and realize the ROI?		

OREGON TALENT COUNCIL ROUND 2 GRANT APPLICATION #16-0429

1. Cover Page and Responses

Proposals must address each of the items listed in this section and all other requirements set forth in this RFA. Proposals shall include the following items in the order listed below. Page limits are noted, when relevant.

Proposer Organization Name:	
Primary Contact Person/Title:	
Address:	
City/State/Zip:	
Phone:	
Email:	

Proposal Title:	
Proposal Abstract: <i>(roughly 3 to 10 sentences describing the project)</i>	
Industry Sector(s) Addressed:	
Collaborating Institutions (if any):	
Industry Partners:	
Occupational Cluster(s) Addressed: <i>(see page 2)</i>	

Amount Requested from OTC:	\$
% of Budget represented by OTC grant:	
% of Budget represented by sponsoring institution:	
% of Budget represented by industry/other partners:	

Q#1 Project Description. (Page Limit: 2)

Provide a general description of the project, including the occupation(s) and skills being addressed, the industries benefitting from the project, whether it addresses incumbent or emerging workers, whether this is a pilot program or expansion of an existing initiative, the key deliverables anticipated from the project, and anticipated return on investment. Describe how the project is directly connected to an industry group or recognized sector strategy and how it will enhance the employability skills or experience of workers or students.

Q#2 Key Persons. (Page Limit: 2)

Given that projects need to be closely connected with industry, provide the summary information requested below for up to 4 Key Persons for the Proposal. Biographical summaries of no more than two pages per Key Person may be included as attachments, but **may not replace the information requested in the table below.**

Key Person #1 Name	Title	Organization
Briefly explain the role of this individual and describe their experience and skills for carrying out the Proposal.		
Key Person #2	Title	Organization
Briefly explain the role of this individual and describe their experience and skills for carrying out the Proposal.		
Key Person #3	Title	Organization
Briefly explain the role of this individual and describe their experience and skills for carrying out the Proposal.		
Key Person #4	Title	Organization
Briefly explain the role of this individual and describe their experience and skills for carrying out the Proposal.		

Q#3 Project Implementation Plan. (Page Limit: 10 pages allowed for all parts of Q#3, including a,b,c)

Describe what the proposed project will accomplish and how it achieves the Purpose of the Grant and Scope of Activities described in the RFA. Specifically, describe the key project activities that will be carried out during the grant period, who will be involved in each project activity, and what student/worker or employer outcomes will result from each project activity. Include a clear timeline and management plan.

Describe how the project will enhance the employability skills or experience of students, workers or participants. Describe the innovative aspects of the project including how the project will utilize flexible, scalable and cost-effective methods, build capacity, or pilot new delivery models to achieve its desired outcomes.

Describe the use of funds. Describe how these funds will act as a catalyst for continuing the project after the grant period or will be used to leverage other investment if the project is an industry-led effort of limited duration. If the former, describe how the project will be sustained after these grant funds are depleted.

Include and address the following three items as part of your project implementation plan and adhere to the total page limit for this section:

Q#3a Industry Engagement.

Describe how the project directly engages industry, including small- and medium-size businesses, recognized industry associations and/or local sector partnerships and how the industry will provide co-investment of needed resources. Describe how the graduates and completers of the training will learn about or be connected to possible employment or promotion opportunities resulting from their training.

Q#3b Reach and Diversity.

Describe how the project addresses issues with statewide impact, works to reach or engage diverse populations, aligns with regional or statewide economic goals, or reaches multiple areas of the State, with special emphasis on rural areas.

Q#3c Metrics and Evaluation Process.

Describe the metrics the Proposer will use to report results in each of the following four categories and how the project will be evaluated for effectiveness and impact, as well as how such evaluation will be used to enhance the program on an ongoing basis. OTC staff may work with awarded Proposers to develop additional metrics if necessary.

- a. **Program Completers:** How many students or workers are expected to access and complete the project, and what will be the sustained capacity after the grant investment? (Note: if the proposed project is an expansion, then the number served is the incremental capacity, not the total capacity)
- b. **Investment Leverage:** What are the amount and type of co-investments from the sponsoring organization, industry and other collaborators?
- c. **Customer Satisfaction:** How will industry and students or workers rate the value and usefulness of the project?
- d. **Program Impact and Effectiveness:** How will the impact of the program on graduates and completers be measured? (Examples may include job placement, wage increase, the increase in the percent of graduates and completers with industry work experience and other demonstrable metrics.) What is the return on investment for these funds and how will it be measured?

2. Budget Proposal

Provide a detailed Budget Proposal, substantially in the form of Attachment B. Major single expenditures should be itemized and linked to the specific project activity. Budget Proposal must also include the following:

- a. Separate line items for personnel salary, benefits, equipment, outreach services, facilities, systems infrastructure, supplies and any other expense. Administrative expenses directly related to the implementation of the project or to pay for shared expenses related to functions such as marketing or volunteer coordination that may not be provided by Key Persons shall not exceed 10% of the total project amount and must be described. General organization overhead and indirect expenses are not permitted.
- b. Include the name, title and total expenses of all staff and contractors who will be assigned to support this project and the percentage FTE assigned to work on this project.
- c. Include the total cost of the project and the amount and percent contribution from grant funds resulting from this RFA, the Proposer, industry and other collaborators and partners.

If the project is an expansion or modification of an existing program, include only the contribution related to the expansion. Existing operations may not be used as a contribution to an expansion. Proposer must show additional or new contributions to co-invest with funds from this RFA.

- d. Provide sufficient narrative details about how salaries, benefits, and travel were determined for the budget.

ATTACHMENT A – STATEMENT OF ASSURANCES

Proposer (organization):		
Primary Contact Person/Title:		
Address:		
City:	State:	Zip:
Phone:	Email:	

By signing this page and submitting a Proposal, the undersigned (a) certifies that he/she is a duly authorized representative of the Proposer, has been authorized by the Proposer to make all representations, attestations, and certifications contained in this Proposal, and to submit this Proposal on behalf of the Proposer, and (b) further certifies on behalf of the Proposer that the following statements and the contents of the submitted Proposal are true, complete and accurate:

1. No attempt has been made or will be made by the Proposer to induce any other person or organization to submit or not submit a Proposal.
2. Proposer does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation or national origin, unless otherwise exempted.
3. The statements contained in this Proposal are true and complete to the best of the Proposer’s knowledge and Proposer accepts as a condition of the Grant Agreement, the obligation to comply with the applicable state requirements, policies, standards, and regulations. The undersigned recognizes that this is a public document and open to public inspection.
4. The Proposer, by submitting a Proposal in response to this RFA, certifies that it understands that any statement or representation contained in, or attached to, its Proposal, and any statement, representation, or application the Proposer may submit under any Grant Agreement OED may award under this RFA, constitutes a “claim” (as defined by the Oregon False Claims Act, ORS 180.750(1)), is subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.
5. If the Proposer is awarded a Grant as a result of this RFA, the Proposer will be required to complete, and will be bound by a Grant Agreement, substantially in the form made available by the OTC. At the time of signing the Grant Agreement with OED, the Proposer will be required to provide its Federal Employer Identification Number (FEIN).
6. The Proposer, if awarded a Grant Agreement, agrees to carry out and facilitate the partnerships and use of funding as described in Proposal and will adhere to the sustainability plan and co-investment committed.
7. The Proposer, if awarded a Grant Agreement, will submit an interim progress report and final grant report as outlined in the RFA and Grant Agreement.

Signature: _____ Date: _____
 (Authorized to Bind Proposer)

Printed Name: _____ Title: _____

ATTACHMENT B – BUDGET PROPOSAL

Personnel Expenses of Key Contributors

Employee/Contractor Name	Employee/Contractor Title	% FTE allocated to the Project	Salary & Benefits or Fee ¹
		%	\$
		%	\$
		%	\$
		%	\$
		%	\$
Total Personnel Expenses			\$

Non-personnel expenses directly associated with project:

	Description	Amount
	Facilities & Equipment (Excluding IT)	\$
	IT systems and or equipment	\$
	Purchase of content, software licenses or related expenses	\$
	Supplies & other operating costs	\$
	Marketing & Outreach	\$
	Contracted Services:	\$
	Other:	\$
	Other:	\$
	Total General Expenses	\$

Total Proposed Project Budget: (Personnel + Non-Personnel Expenses) \$_____

Funding Allocation:

	<u>Estimated \$ Amount of Budget</u>	<u>Estimated % of Budget</u>
<u>From OTC Grant Funds</u>		
<u>From Proposing Organization</u>		
<u>From Industry</u>		
<u>From Other Collaborators/Partners</u>		

Attach separate sheet if necessary.

¹ Salary costs to cover only the percent of FTE allocated to the project for the duration of the grant.

APPENDIX A -- DEFINITION OF TERMS

1. General Definitions

“Grant Agreement” means a document awarded substantially in the form of Attachment A that is entered into by OED and a Proposer awarded a grant as a result of this RFA, which agreement includes all exhibits and attachments identified therein.

“Key Personnel” or **“Key Person”** means an individual(s) of Proposer’s staff named as project manager to be assigned to perform the activities under the Grant Agreement. Key Personnel or Key Persons also includes, as applicable, the project manager(s) of industry investor(s) also assigned to perform the major activities under the Grant Agreement.

2. Project Specific Definitions

“Agile” refers to workers who are nimble and responsive to changes in their environment. They can think and draw conclusions quickly. For education and training programs, “agile” refers to flexibility or scalability and the ability to be used across industries, geographic regions or delivery mechanisms.

“Applied Skills” or **“Employability Skills”** means skills such as critical thinking, project management, diagnostic thinking, problem solving, teamwork, business acumen and other skills as defined on pages 20-21 of the Talent Plan. They help a person quickly “come up to speed” and help them be more employable than others.

“Apprenticeship” means an occupational training program registered with the Oregon State Apprenticeship and Training Council that combines structured, supervised on-the-job training experience with classroom instruction and results in an industry recognized credential.

“Emerging Workers” means students currently enrolled in, recently graduated from or who have recently completed post-secondary education in preparation for employment in a targeted professional or technical occupation as outlined in the Talent Plan.

“Incumbent Workers” means workers employed by a business, freelancers or contractors, or unemployed and under-employed individuals with a work history.

“Innovative” refers to uniqueness or inventiveness in how or where the initiative provides business-ready curricula, new delivery methods, or collaborative partnerships that can provide better prepared emerging and incumbent workers.

“Internship” means education/training program in which a student gains practical experience in a workplace; may be paid or unpaid.

“Just-In-Time Training” means training completed in condensed timeframes, using on-line competency based programs, or work-placed efforts or some combination of the above.

“On-the-Job Training” means a program in which an employer provides training to a paid trainee who is engaged in productive work in a job. The trainee is hired by the employer and the employer provides the trainee with knowledge and the skills essential to ensure full and adequate performance of the job.

“Oregon Talent Plan” or (“Talent Plan”) is a document adopted by Oregon Employment Department’s Oregon Talent Council as a resource to help unite state agencies and education and training partners

around a shared set of aspirations and actions to address Oregon’s critical gaps in professional and technical occupations. The Talent Plan is located at http://www.oregon.gov/EMPLOY/OTC/Documents/OTC_TalentPlanAdopted_11-12-15.pdf

“Talent” refers to a combination of education credentials, applied skills and work experience that provide competencies needed for employability.

“Work-Based Learning” means workplace-based training that provides opportunities to earn employment-related competencies. It is conveyed via Internships, job shadows, Apprenticeships and On-the-Job Training.