



# Workforce Ready Grants: Round Two Innovation in Workforce Programs Frequently Asked Questions (FAQ)

## Eligible Applicants

- 1) Who can apply to receive a Future Ready Oregon Workforce Ready Grants Round Two: Innovation in Workforce Programs 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 section **5 General Application Guidelines** of the Request for Application (RFA).
- 2) How is eligibility demonstrated?
  - a. Applicants must complete the applicant certification sheet as a required upload in their submission that affirms their entity type.
  - b. Note: In addition to meeting an eligible applicant type, the proposed project must also comply with all other requirements of the RFA.
- 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 application.
- 4) Can existing organizations, who meet the eligible applicant definition, apply to receive funding for their existing projects or programs?
  - a. Yes. Round Two grants are intended for projects that fund the creation or expansion of education and training programs in the key sectors of healthcare, manufacturing, and technology or provide direct benefits to individuals, including stipends for “earn and learn” experiences, and funding to pay for education, training costs, and wraparound supports and services or expand the organizational capacity to provide workforce development services.
- 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 a 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 expedite 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?
- a. No; however, they must be registered with the Oregon Secretary of State or the state in which they are registered as a nonprofit corporation.
- 11) Is there a definition of “workforce development” services?

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.

12) Do I have to have a Unique Entity Identifier (UEI) number assigned in [SAM.gov](https://sam.gov)?

Yes. All organizations who are selected for funding must have a Unique Entity Identifier (UEI) assigned to them in [SAM.gov](https://sam.gov) in order to be able to enter into a grant agreement receiving funding under this and future rounds of Workforce Ready Grants. These rounds are funded through Federal American Rescue Plan Act (ARPA) dollars.

## **Industry Sectors**

- 1) What industry sectors must projects be focused on?
  - a. Projects must be related to workforce programs in the healthcare, manufacturing, and technology industry sectors.
- 2) Are there specific definitions for healthcare, manufacturing, and technology?
  - a. We are not providing specific definitions for these industry sectors; however, applicants must describe how their project will prepare participants to obtain living-wage jobs with benefits in the targeted industry sector(s).
- 3) How will the connection to the specified industry sectors of health care, manufacturing and technology be demonstrated?
  - a. Applicants will be able to indicate which industry sector(s) their projects are within on question 3 of the application. Additionally, applicants will have the opportunity to expand on how their proposed programs engage with employers and facilitate employment opportunities in the targeted industry sector(s).

## Budget

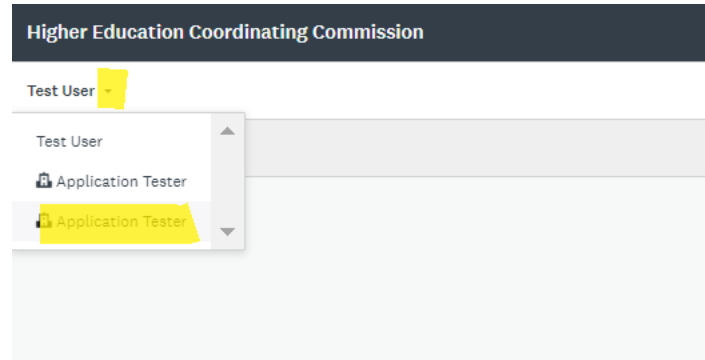
- 1) Is there a maximum award amount that can be applied for?
  - a. No.
- 2) Is there a minimum award amount that can be applied for?
  - a. No.
- 3) Is there a limit on administrative (indirect) costs?
  - a. In accordance with Uniform Guidance, applicants will be held to a 10% indirect rate of modified total direct costs (MTDC), unless the applicant has a federally negotiated indirect cost rate agreement (documentation is required). Note that all applicants who are recommended to receive an award will receive more detailed budget templates and guidance related to the administrative (indirect) cost at that time.
- 4) What time span should be captured in the Project Budget?
  - a. The allowable cost period for this RFA will run from July 1, 2023, through June 30, 2026.
- 5) Can applicants request a portion of their funding up front?
  - a. Grantees will be able to submit a detailed budget by quarter across the allowable cost period as part of (grant agreement execution) the grant agreement development process. Upon signing the grant agreement, grantees will be able to request reimbursement for any project expenses incurred during the allowable cost period and in advance of signing the grant agreement. Additionally, grantees will be able to request up front disbursements quarterly ahead of each upcoming quarter according to the approved budget.
- 6) If awarded a grant, can applicants count the time spent applying as a project activity and include its expenses in their budget?
  - a. No. Section five of the RFA states that, "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. There are suggested word limits outlined in attachment A in the RFA as well as in the online application itself.
  
- 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?
  - 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?

- 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.



- 6) Can applicants submit more than one application?
  - a. Yes, organizations can submit more than one application.
- 7) What file types can be uploaded for Attachments B, C and D?
  - 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 Information Sessions regarding this opportunity. The optional Information Session dates and times are as follows:
    - i. Monday, April 17<sup>th</sup> 1:00 PM – 2:00 PM
    - ii. Tuesday, April 25<sup>th</sup> 4:00 PM – 5:00 PM
    - iii. Wednesday, May 3<sup>rd</sup> 1:00 PM – 2:00 PM
    - iv. Wednesday, May 10<sup>th</sup> 4:30 – 5:30 PM

Register for sessions on the Future Ready Oregon Webpage:

<https://www.oregon.gov/highered/policy-collaboration/Pages/Future-Ready.aspx>

Once registered, an email with the link to the meeting will be sent to you.

Email [FutureReadyOregon@hecc.oregon.gov](mailto:FutureReadyOregon@hecc.oregon.gov) if you do not receive this link.

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. Future Ready Oregon is 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.

(we will include links to access technical assistance once we have them live)