



# Request for Proposals Employer Training Funds Incumbent Worker Training Grant

## Question & Answer

All formal questions submitted to [ecworks.rfp@ecworks.org](mailto:ecworks.rfp@ecworks.org) will be posted here with their corresponding answer.

**Question 1 (12/10, 11:19am):** Can non-traded sector companies be considered?

**Answer 1 (12/10, 12:40pm):** Yes, non-traded sector companies will be considered.

**Question 2 (12/10, 3:34pm):** Is this grant for training from someone specific or is it funding for us to make up our own training in house?

**Answer 2 (12/10, 3:50pm):** Grant funds are to support employee training and a training vendor selected by the employer. The training could be delivered in house or off sight.

**Question 3 (12/11, 12:38pm):** With regards to the requirement that employers pay employees during training: Is an employer required to pay employees for hours spent in training that occur outside of work hours?

**Answer 3 (12/11, 2:07pm):** No, this requirement is for training that happens during an employee's regular work hours. If an employee is accessing training during their regular work day, they must continue to be paid for their time. If an employee elects to access training outside of work hours, the employer is not required to pay the employee overtime or additional pay.

**Question 4 (12/12, 2:40pm):** Will there be a bidders' conference for this opportunity?

**Answer 4 (12/12, 2:43pm):** No, we will not be hosting a bidders' conference, but instead have prepared a helpful overview presentation, to outline the requirements for applying. You can find this linked on our website, along with the full RFP and this Q & A document.

**Question 5 (12/14, 9:40am):** Are the cost of wages paid to the employee/s during the training included in the total cost of the training? What about the cost of travel accommodations?

**Answer 5 (12/14, 3:18pm):** No, the cost of wages are not considered as part of the training request. Yes, the cost of travel accommodations can be included in the requested training funds.

**Question 6 (12/14, 9:40am):** If a company has 2 different trainings they would like to send employees through, would a different RFP need to be submitted for each even though both of the trainings offer a credential and make the company more marketable? This would help meet the \$10K (\$5k company out of pocket cost) total training cost requirement.

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**Answer 6 (12/14, 3:18pm):** The employer can request funding for multiple trainings on one proposal. We do not need a separate proposal for each training an employer would like to offer to their employees.

**Question 7 (12/14, 9:40am):** Are non-profits who receive state and federal funding eligible?

**Answer 7 (12/14, 3:18pm):** Yes, non-profits who receive state and federal funding can apply, the organization and the employees to be trained must meet the employer/employee eligibility criteria outlined on page 3, section VI of the RFP.

**Question 8 (12/20, 8:48am):** Can you clarify this statement? *Leverage or in-kind contributions are not considered match.* I'm wondering if the cost of paying participating employees' salaries can be used as in-kind match?

**Answer 8 (12/21, 3:34pm):** Employee salary is not considered match, nor is funding from another source or private donations. Match must be paid for by the employer and directly related to the cost of training, for example, if the training costs \$8,000 and the cost of travel and per diem associated with attending the training is \$2,000 then the total cost is \$10,000, meaning that the ask is \$5,000 and the match paid by the employer is \$5,000.

**Question 9 (12/20, 8:48am):** Do you have any examples of projects that were funded in the past?

**Answer 9 (12/21, 3:34pm):** We have funded various projects in the past, all with very different objectives. For example: we funded an Industrial Sewist training, that allowed for a team of industrial sewists to obtain additional skills on new industrial sewing machines. We have also funded programs for manufacturing employers to send their employees to safety and quality control training.

**Question 10 (12/20, 8:48am):** How competitive is the application? Are you looking for a diversity of organizations to fund, and if yes, is the non-profit sector (over)represented?

**Answer 10 (12/21, 3:34pm):** This is the first time we will be accepting applications on a rolling basis. In the past we have only run this opportunity one time throughout the funding year. That said, we are uncertain of the number of applicants we will receive or what types of businesses will apply. Non-profit and for-profit employers will receive the same level of consideration, regardless of the number of applications received.

**Question 11 (12/21, 2:42pm):** Does this opportunity to support training classes that can be accessed outside of the organization?

**Answer 11 (1/3, 2:38pm):** Yes, the training format and location of delivery is open.

**Question 12 (12/21, 2:42pm):** Would this program support training that costs \$1500 per class?

**Answer 12 (1/3, 2:38pm):** Currently this opportunity has a minimum request of \$5,000; therefore the training/trainings that you are seeking support for, must total \$10,000 or more, given that we require a 1:1 match.

**Question 13 (12/21, 2:42pm):** The median wage information link in the application does not work.

**Answer 13 (1/3, 2:38pm):** Please click [HERE](#) to navigate to Quality Info Occupation and Wage Information. Alternatively, you can go to [www.qualityinfo.org](http://www.qualityinfo.org) and click on the "Jobs & Careers" Dropdown Menu, then click on "Occupation & Wage Information". As a reminder, if you are unable to find the occupation title you use within your organization, please use the occupation that most closely relates to the job duties of the individual you are verifying wage information for.

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**Question 14 (1/3, 12:26pm):** Once the employee is “successfully trained or certified,” is the employer required to promote that employee and/or give them a raise in pay?

**Answer 14 (1/3, 2:28pm):** While EC Works does prioritize opportunities that create advancement, either through wage increase and/or promotion, it is NOT a requirement of the grant.

**Question 15 (1/8, 10:50am):** Are employers who are in the midst of eligible training, of current employees and not yet finished with training, eligible to apply for employer training funds incumbent worker training grant?

**Answer 15 (1/14, 9:00am):** Employers are eligible to apply for funds in order to help employees complete training that is already underway.

**Question 16 (1/9,8:29am):** For the trainings that are provided, do you all find the training or is this something I would have to create? Is this something we would go to a class room to do with an instructor lead training or something like over video?

**Answer 16 (1/14, 9:00am):** To apply for the training funds, the employer must identify the training and training provider. Training can take place in a variety of ways, some examples include; in a class room with an instructor, on-site with a trainer or with video instruction.

**Question 17 (1/22, 5:01pm):** Does your new company and your new employees qualify for this program?

**Answer 17 (1/22, 5:41pm):** In order for your employees to be eligible for the training funds for this grant, all eligible employees must have an established employment history with the employer for six (6) months or more. If the incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for 6 months or more as long as a majority of those employees being trained meet the employment history requirement. (*RFP Employer Training Funds, pg. 3*)

**Question 18 (1/29, 9:08am):** What kinds of training qualify for the grant? Would safety training qualify? Is there a preference for college or trade training?

**Answer 18 (1/29, 12:57pm):** We do not show a preference to the type of training and/or format of training, rather focus on training that helps either or both the existing employees and the employer to build and maintain a quality workforce, increase competitiveness or create new opportunities for advancement or hiring. Safety training does qualify. Please review the full RFP and the Presentation to understand more about the requirements for applying. Both are found on our website.

**Question 19 (2/7, 2:21pm):** Would we be disqualified if awarded a contract in a previous funding cycle and chose not to participate?

**Answer 19 (2/7, 2:42pm):** No, your previous award and application does not disqualify you from participating in this new proposal and award cycle.

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**Question 20 (3/6, 12:04pm):** When the grant applicants of the February 15th deadline will be notified of their application status?

**Answer 20 (3/6, 12:48pm):** Award Notifications will be made on March 14, 2019, per the RFP Timeline:

ITEM	DATE/TIME
RFP Released	December 7, 2018
Submission of Written Questions	Ongoing
Deadline for Submission of Full Proposal- by email to <a href="mailto:ecworks.rfp@ecworks.org">ecworks.rfp@ecworks.org</a>	February 15, 2019 at noon Pacific April 19, 2019 at noon Pacific June 15, 2019 at noon Pacific
Provisional Award Notifications	March 14, 2019 May 9, 2019 July 11, 2019

*\*EC Works reserves the right to modify or extend any of the actual or proposed dates in the Projected Timeline.*

**Question 21 (3/12, 11:41am):** Is there grant money still available?

**Answer 21 (3/12, 2:45pm):** Funding is still available. The procurement will remain open until all funds are exhausted or until June 30, 2019; whichever comes first.

**Question 22 (3/12, 11:41am):** Would the wages of our in-house training count towards the eligible funds we could request?

**Answer 22 (3/12, 2:45pm):** Yes, however the wages of employees accessing training are not considered part of the cost of training.

**Question 23 (3/12, 11:41am):** Can we include the cost of the trainer's benefits?

**Answer 23 (3/12, 2:45pm):** No, benefits are not considered part of the cost of training.

**Question 24 (3/12, 11:41am):** Do we have to show that the training will result in a backfilled position/raise or promotion? If not, how likely would we be to get a grant if we don't show this?

**Answer 24 (3/12, 2:45pm):** EC Works pays particular attention to training that create opportunities for advancement or wage gains, as well as those that create opportunities to backfill positions. All questions are worth 10 points, with 10 total questions and 1 bonus point question.

**Question 25 (3/12, 11:41am):** Can we combine classes to get to the \$5,000 minimum or does each training need to be for a minimum of \$5,000?

**Answer 25 (3/12, 2:45pm):** Yes, the request can support a suite of trainings.

**Question 26 (3/12, 11:41am):** Would a knife skills training, leadership training, inventory management training, creating cocktails for bar management, upselling be eligible trainings to receive grant funds for?

**Answer 26 (3/12, 2:45pm):** Yes, the training type, format and location is open.

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**Question 27 (3/14, 12:24pm):** Does the training need to be completed by June? If not, when does it have to be done by?

**Answer 27 (3/14, 2:10pm):** The training does not have to be completed by June, no. EC Works has chosen not to dictate when the training will begin and/or end, however, would like applicants to be as specific as possible when completing the question regarding start and dates.

**Question 28 (3/26, 9:50am):** Can we submit multiple grants? Could we submit a grant for each location? 2 in Bend 1 in Portland. Can we submit up to \$25,000 for each location or is the max based on the company?

**Answer 28 (3/26, 10:50am):** Per the RFP: Multiple proposals from the same company or consortia of companies will be considered, as long as each proposal addresses a training need in a different sub-region. As a reminder, our sub-regions are:

- o North Sub-Region: (Columbia Gorge) Hood River, Sherman, Wasco, Gilliam and Wheeler counties
- o Central Sub-Region: (Central Oregon) Jefferson, Crook and Deschutes counties
- o South Sub-Region: (South Central) Klamath and Lake counties

Therefore, you could submit a total request of \$25,000 for Central. Portland is not part of our region so would not qualify.

**Question 29 (3/26, 9:50am):** Would a structured internship where we have specific training plans for the intern work? There could be a potential to hire the intern at the end.

**Answer 29 (3/26, 10:50am): Employees attending training, must be:**

1. A U.S. citizen or otherwise legally entitled to work in the U.S.;
2. Age 18 or older;
3. Registered for the Selective Service (males who are 18 or older and born on or after January 1, 1960) unless an exception is justified;
4. Employed;
5. Meet the Fair Standards Act requirements for an employer-employee relationship <http://www.dol.gov/whd> (minimum wage, overtime, hours worked, record keeping, child labor); and
6. Have an established employment history with the employer for six (6) months or more. If the incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for 6 months or more as long as a majority of those employees being trained do meet the employment history requirement.

**Question 30 (4/10, 1:46pm):** If the training is a year long and has already begun, is our application eligible.

**Answer 30 (4/12, 7:41am):** Yes, the training must take place between July 1, 2018 and June 30, 2020.

**Question 31 (4/11, 8:53am):** We have two separate requests, for two separate regions, one meets the minimum training dollar amount, the other does not. Should we submit together or separately.

**Question 31 (4/12, 7:39am):** The proposals should be submitted together, outlining the two separate trainings and the impact on the regions included, but with a combined total request.

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