State of Oregon
PY 2004 Workforce Information Grant Plan

A. Statewide Workforce Information System

- **The process used to ensure that the SWIB can exercise its responsibility for ensuring that state workforce information policy is responsive to the needs of the state and local workforce investment system.**

  Oregon has enjoyed a close and collaborative working relationship between the Oregon Workforce Investment Board (OWIB) and the Employment Department's Workforce and Economic Research Division (hereafter called "the Research Division") since the state's implementation of Workforce Quality Councils in the early 1990s and continuing throughout the transition to the current Workforce Investment Board structure. In particular, Oregon's process for OWIB involvement in Research activities includes the following:
  1. Regular participation of Oregon's LMI Director and other Research staff at OWIB meetings. This participation generally involves making brief presentations about new research or new proposals for future research activities. Examples in recent years include presentations on economic news (recession / recovery), long-term industry and occupational projections, and Oregon's partnership with the U.S. Bureau of the Census Local Employment Dynamics (LED) program.
  2. Regular participation – a "Research overview" – in the orientations given to new OWIB members.
  3. Monthly meetings with the Governor's workforce policy advisor, who works closely with leadership of the OWIB, and frequent communications with the OWIB executive staff person.
  4. A close and long-standing working relationship with the current OWIB Chair, and similar relationships with others among the OWIB leadership.
  5. A reputation for responsiveness to OWIB's information needs and goals. For example, Research staff conducted the first Oregon Employer Survey in the year 2000, directly in response to the information needs of OWIB and the state's local WIBs. This Survey was conducted again in 2002. The 2004 version will be modified somewhat, specifically in response to input received from WIBs earlier in 2004, when they were asked what particular information themes they would like the survey to focus on.

  In response to ETA's desire that state LMI sections work ever more closely with SWIBs, Oregon's Research Division will add two additional steps to the above-described process for OWIB involvement in Research activities.
  1. OWIB, in particular the Chair and the staff, will obviously be more involved in the development and review of this grant plan, per ETA mandate.
  2. Oregon's LMI Director will attend all OWIB meetings in the future, seeking to further improve the state's already strong reputation for meeting the information needs of OWIB and all other Oregon customers. In the event that the LMI Director is unable to attend an OWIB meeting, an alternate member of the Research Division's senior staff will attend.

- **How the statewide workforce information system supports the goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan for state and local workforce development.**

  Important note: While this ETA Workforce Information grant is extremely important and valuable to the Research Division, most of the Division's activities (and most of the Division's services to OWIB and local WIBs) are funded from other sources. When answering general questions such as the above, we will be describing how the overall activities of the Research Division meet the WIB's or other customers' needs, not how the ETA-funded activities meet those needs.

  The primary goals of the state's workforce development plan are as follows. In each case, a brief summary of how the workforce information system supports those goals is shown in italics:
    - Business, industry and labor drive the workforce system to develop and maintain a skilled workforce.
        - *OWIB-defined strategies for accomplishing this goal include a biennial demand/supply "gap" analysis, followed by strategic investments in the gap or shortage areas. The Research Division produces the demand side of this analysis (industry and occupational projections) on a biennial basis and has twice completed a full "gap" analysis. We will work with OWIB leadership to ensure that future demand/supply analyses meet the specific information needs of their strategic plan.*
    - Partners will continuously examine and improve the efficiency and effectiveness of the workforce system.
        - *The Research Division supports this goal in two ways. First, LMI is one of the strongest links between Oregon's state and local WIBs, thanks in part to the Research Division's network of regional economists and workforce analysts, all of whom are out-stationed in One-Stop locations across Oregon. By providing a coordinated and consistent set of LMI products, while still allowing flexibility for our services to meet the particular needs of different geographic areas, the Research Division is able to assist in collaboration and efficiency across the system. Second, the Research Division houses Oregon's Performance Reporting Information System (PRISM), which is the primary entity that measures the effectiveness of the workforce system in terms of placement, retention, and wage gain of individuals served by the system.*
    - Serve as a catalyst for the development of youth … so they may rise to their highest levels of competence and success.
        - *The Research Division leads Oregon's Partnership for Occupational and Career Information, a collaboration of career information producers and customers; the Division produces and disseminates an annual CAREERS newspaper; and the Division provides a wealth of career-related information, including demand projections by occupation, wages, educational requirements, and skills, on-line.*

- ➢ Individuals can access life long learning that enhances their skills, wages, and career opportunities.
    - ▪ *In addition to the above-described career-related products and services, the Research Division provides much of the underlying information that helps determine the occupational skills most in need in Oregon's workplace. The Division provides customized information regarding industry and occupational skill shortages to a variety of customers, including businesses, WIBs, and the Governor's office.*
    - ▪ *Oregon has developed the "OLMIS Classroom" for use by high school educators, in an effort to provide those just embarking on their career journey a mechanism or tool to show the continued usefulness of workforce information for making informed decisions as they progress through life.*
- ➢ Diverse geographical regions and populations can fully participate in the economy by accessing needed training and educational opportunities.
    - ▪ *Oregon's Research Division may be unsurpassed in its long-standing commitment to providing information and staff to all regions of the state. More than 20 LMI staff are physically located in One-Stop locations across the state, providing customized LMI to their business, WIB, and other customers. Some of these staff are focused on the traditional aspects of LMI: employment and unemployment estimates and projections, economic analysis papers, presentations. Others are focused specifically on providing relevant and reliable LMI to meet the needs of businesses in their geographic region.*

- **How the grant activities are consistent with the strategic vision of the Governor and the SWIB.**

In addition to the OWIB goals described above, Oregon's Governor has articulated the vision that "Oregon will have a world-class workforce through universal access to public education and training with multiple pathways to living wage jobs of the future." The Governor wishes to see much closer collaboration and coordination among the education and training, workforce development, and economic development entities. Significant improvement in these areas has already become evident in the Governor's first two years in office.

The grant activities support the OWIB and Governor's vision in the following ways:
1. The ALMIS database is the type of LMI "product" that is seen and appreciated by very few. But without a fully-populated ALMIS database, the quality of our own OLMIS web site would deteriorate dramatically. The OLMIS site is used widely by OWIB and Governor's Office staff, as well as a wide range of other customers, including businesses and workforce system participants.
2. Industry and occupational employment projections form the backbone of the "gap" analyses envisioned by the OWIB and also of the career information required to help youth and adults move toward higher-paying and higher-skill jobs. When these projections are merged with wage, educational requirements, and skills information, they produce powerful opportunities to hone in on priorities for training-related or other infrastructure funding from the workforce and economic development arenas. Wage and projections data are major components of career and occupational tools in OLMIS.

3. Occupational and career information products support the OWIB and Governor's goals relating to career choices of youth and adults, as well as better integration of the education, workforce, and economic development systems.
4. Providing support to the OWIB and local WIBs has been a high priority since the earliest days of WIA (and even before that, within Oregon's previous system of Workforce Quality Councils). Oregon's commitment to regionalized LMI staff and expertise is particularly important for the OWIB's fifth goal and has proven to be invaluable in the Governor's efforts to assist education, workforce, and economic development efforts across the state. The Research Division has undertaken a number of special initiatives to better assist WIBs and the Governor's office in their decision-making regarding local workforce issues.
5. Oregon's workforce information web site, known as OLMIS (Oregon's Labor Market Information System) or simply 'qualityinfo.org', has a national award-winning reputation for innovation and excellence. The site supports the goals of the OWIB and Governor by providing quality and timely information to the whole realm of customers and by being available, across all population groups and all geographic regions, in One-Stops and anywhere else internet access is offered.
6. Since the earliest days of the Workforce Information grants, Oregon has dedicated one Research staff position to the provision of workforce information training. This training is primarily geared toward One-Stop staff, but customized versions have also been provided to individual businesses (usually to employees who have been given notice of impending layoff) and various groups within the workforce arena (e.g. UI adjudicators, One-Stop managers). This training supports the goals of the OWIB and Governor by making sure that key customer groups know how to access and use the LMI provided to them.

- **The strategy of the SWA and the SWIB for consulting with local workforce investment boards and stakeholders in the workforce investment system to determine customer needs for workforce information.**

  The strategy of the Research Division is simple: "Get out of the office; visit the local WIBs; share interesting and relevant information; and listen." As a result of this strategy, Oregon's LMI Director and out-stationed Research staff have excellent personal relationships with the leaders and members of Oregon's local WIBs and the Research Division has implemented product changes or customized research projects in response to the needs of these WIBs.

  In addition, the Research Division's 20+ out-stationed staff, especially the 14 workforce analysts, are specifically charged with meeting the customized LMI needs of local businesses. This charge, supported by the Division's Marketing Plan, requires that they visit local businesses in individual and group settings (e.g. Chamber of Commerce) to make LMI available to them and to learn about (and respond to) their particular information needs.

  The OWIB gathers information on local WIBs and other stakeholders' workforce information needs in a variety of ways. Most local WIBs are represented at OWIB meetings, either as members of the state Board or as participatory members of the audience. Local WIBs and stakeholders also communicate frequently with OWIB staff and Governor's Office

staff. As a result, key workforce information needs are made known to OWIB leadership and, often at the same time, to leadership of the state's Research Division.

- **The broad strategic approach for workforce information delivery to principal customers.**

  Oregon has embraced three key strategies for the delivery of workforce information:
  1. Personal Contact – "Get out of the office; visit the customers" is a commitment modeled by the LMI Director and practiced by a wide range of central office and out-stationed staff. Staff of the Research Division gave 335 presentations in 2003, reaching a total audience of roughly 11,600. In addition, staff also attended dozens of meetings and made personal visits to many private sector businesses.
  2. Short, Focused Reports – The Research Division has made a deliberate decision to move away from long, all-inclusive reports, and instead to move toward short, focused reports that can be easily read within the short timeframes available for most customers. The Division has also made the strategic decision to gradually encourage our customers away from hard copy reports and towards …
  3. Web-Based and Other Electronic Contacts – Oregon's web site has long provided excellent information to our customers. The site is constantly being upgraded and improved, with recent enhancements including tools to better access covered employment and current employment statistics, as well as the development of an "educational information center". The next improvement, currently in the mock-up phase, prior to customer review through focus groups, is a "business information center", geared especially to the LMI needs of small businesses.

- **How workforce information and services are delivered as core services to customers through the state's One-Stop service delivery system.**

  - ➢ The Research Division, working with One-Stop staff and management, identified a selection of Research publications and handouts that would be of particular value to One-Stop customers. The Division then purchased racks to hold these publications and provided them to all One-Stops. Research staff assist One-Stop staff in ensuring that the material on the LMI racks is kept current and re-stocked.
  - ➢ The Research Division recently agreed to share the cost of "reader boards", which will be placed in One-Stops (by request of the One-Stop manager), with the state's Business and Employment Services Division. These reader boards will present ever-changing ES- and Research-related information to One-Stop customers.
  - ➢ The Research web site is available to all One-Stop customers at any location where the internet is accessible, including the lobbies / resource rooms of the One-Stops.
  - ➢ The Research Division provides LMI Training to One-Stop staff. This training takes workforce information from being "just numbers" to being relevant, friendly, and usable information, enabling front-line staff, who are the first providers of workforce information in this setting, to provide better service to their customers.

- **A description of the customer consultation and satisfaction assessment method(s) to be used to collect and interpret customer satisfaction information and the principal customers to be consulted.**

  - ➢ The Research Division has placed a customer satisfaction survey on the OLMIS web site.
  - ➢ The Division also places a customer satisfaction survey in each publication or report that is distributed (once each year for monthly publications; every time for annual or special publications).
  - ➢ Research Division staff frequently visit with customers all across the state, both individually and in groups, gathering information on customer satisfaction.
  - ➢ The Division will be conducting focus groups of small businesses as the new web-based business information center is fully developed.
  - ➢ Early in the development phase of a new publication or report (or once-yearly for ongoing monthly publications), a planning session is held, involving four senior and key Research staff, as well as the staff who will have responsibility for the particular publication. As part of this planning session, the State Employment Economist (who is the overall lead person for Research customer satisfaction efforts) reports on the results of the customer satisfaction survey regarding the prior edition of the particular publication or similar publications.
  - ➢ The principal customers to be consulted vary widely, depending on the particular focus of the services or publications being considered. But principle customer groups in general clearly include businesses; One-Stop customers; WIBs, Governor's Office, and other elected officials; and education, workforce, and economic development entities.

- **A concise summary of customer satisfaction findings for the most recent survey of products and services and the effect those findings had on the planned products and services for PY 2004 including how the plan addresses inadequacies or gaps identified by users.**

  The most recent customer satisfaction survey was for the publication, *Oregon Wage Information 2004*. Key findings included the following:
  - ➢ Of the 197 customers who responded to the survey, two-thirds were private sector businesses; roughly 15% were affiliated with the workforce development system.
  - ➢ 75% agreed or strongly agreed that the information was important to their decision-making and a similar percentage found the information easily accessible.
  - ➢ Almost 90% agreed or strongly agreed that they could understand the information.
  - ➢ More than 80% agreed or strongly agreed that the information provided sufficient geographic detail to meet their needs. Similar percentages felt that the information was accurate enough and timely enough for their needs.
  - ➢ The weakest customer response came from the 58% who felt that the publication contained all the information they needed, not a surprising finding, given that the publication is solely focused on wage information.

➢ In terms of overall satisfaction with the publication, 84% of respondents were satisfied and only two percent expressed dissatisfaction. (Other options included "neutral" or "did not answer".)

These findings are presented as an example of the types of customer feedback we are receiving; they did not have a significant impact on the planned products and services proposed in this grant application.

In another customer service-related effort, Oregon is constantly collecting customer satisfaction feedback from the LMI web site, *OLMIS*. Of the 39 responses received since the most recent survey went live, 60 percent came from job seekers; almost 60 percent were using OLMIS for job search or career planning; 70 percent were able to easily find what they were looking for; 85 percent understood the information; 70 percent found that OLMIS helped resolve their problem or answer their question; 80 percent found the information timely enough for their needs; and 75 percent found sufficient geographic detail to meet their needs. All things considered, two-thirds of the respondents gave OLMIS an "A" or a "B", while 20 percent gave a "C".

As discussed earlier, customer feedback comes from a variety of sources. For the purpose of products and services relating to this particular grant, most of that feedback comes from ongoing conversations and relationships with key customer groups; their input is constantly being fed into the Research Division's planning and development efforts.

This grant plan does not specifically address many inadequacies or gaps identified by users because none (of any significant or serious nature) have been identified. For example, the previously discussed Governor's plan for "Education, Workforce, and Economic Policy" identifies 18 "needs" and "inadequacies" within the various systems, but none of these specifically pertain to the provision of workforce information in Oregon. That said, we are constantly striving to improve our products and services (as evidenced by the continual enhancements to the already award-winning OLMIS web site), and these improvements are consistently fueled by comments and ideas received from our key customer groups.

- **Identify funds leveraged or matched from funding sources other than these grant funds and how these funds will enhance delivery of products and services as part of the state's workforce information system.**

Thanks to the collaborative and supportive environment for LMI in Oregon, the Research Division uses a variety of other state and federal funding sources to significantly increase the amount of workforce information available to customers in Oregon, far beyond the capacity which would be achievable based only on the ETA funds. The Division receives funding from other state agencies, a state administrative fund, a several federal funding sources.

The Research Division has given consideration to charging for certain types of products and services, including customized survey work. However, at this time, the Division has been able to serve the needs of varied customer groups using existing funds made available to us. One effort to introduce a "matched funds" for a special pilot project involving one local WIB

fell apart during the past year, when the WIB was unable to come up with their share of the funds. The Research Division decided to go ahead with the project regardless, putting customer service to WIBs ahead of previous funding agreements. However, this model for funding special studies would likely not be sustainable in the future, so matched funding remains a likely probability.

B. Core Products and Services

State Workforce Agency Deliverables

1. Continue to populate the ALMIS Database with state data.

- **Description of core product, service or other demand activity**

  The ALMIS Database provides a basis for information delivery, labor market research, and product development. It is invisible to customers, but essential to customer-focused products such as OLMIS (www.qualityinfo.org). ALMIS also provides a nationwide database that includes consistent and comparable economic and workforce information across all states.

  Oregon will implement and maintain the most current version of the ALMIS Database and will populate all core data tables in accordance with ALMIS Database Workgroup guidelines.

  Oregon will ensure that all licensing information is current.

  Oregon has long been using the ALMIS Database to serve national, state, and local customers. This practice will continue, as the OLMIS web site uses the ALMIS Database and as the OLMIS site continues to be improved and enhanced with new information tools. (e.g. A business information tool is currently under development and will use data contained in the ALMIS database.)

  No staff training for this deliverable is anticipated at this time.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations**

  Most customers would have no idea what the ALMIS Database is. However, customer support for Oregon's OLMIS web site is very strong. Formal customer satisfaction survey results have produced limited information (due to limited response rates) on customer satisfaction with OLMIS, but other customer consultations – at conferences, presentations, One-Stop visits, etc. – consistently demonstrate a high level of support and appreciation for the site. So while customers may not strongly support the ALMIS Database, they are unwittingly benefiting from that Database, without which the OLMIS site would not be possible.

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan**

  The ALMIS Database should be viewed as a part of the underlying infrastructure that supports the entire workforce information system in Oregon. As such, it plays a role in supporting the goals of the state's workforce plan, particularly in connection with the occupational / career information components of OLMIS.

- **Principal Customers**

  All Research customers, and especially those who use the OLMIS web site, benefit from an updated and accurate ALMIS Database. These customers include businesses; workforce development system policy-makers, staff, and customers; economic development entities; educational program planners; and any individuals seeking career information.

- **Projected outcome(s) and system impact(s)**

  The ALMIS Database is part of the underlying infrastructure of Oregon's workforce information system. The primary outcomes and system impacts of the Database are that the national, state, and local workforce information systems have an updated and accurate Database on which to build customer-focused tools.

- **Planned milestones**

  1. Implement and maintain the most current version of the ALMIS Database; populate all core tables – ongoing, in accordance with the ALMIS Database Workgroup's timelines.
  2. Populate the ALMIS Database with specific licensing files – biennially, at the end of each legislative session
  3. Fully utilize the ALMIS Database in meeting national, state, and local customer information needs – already complete.
  4. In addition, Oregon will continue contributing to the success of the ALMIS initiatives by participating in the ALMIS Resource Center and the ALMIS consortia – ongoing.

- **Estimated costs (See attachment 1)**

  Total costs associated with this component of the grant = $39,998,

2. **Produce and disseminate industry and occupational employment projections.**

- **Description of core product, service or other demand activity**

  Long-term industry and occupational projections (looking ten years into the future) are essential components of career information, demand/supply gap analyses, and

educational program planning. Short-term projections (looking two years into the future) are useful for the planning of short-term programs of training, as well as business economic planning.

Oregon has already produced sub-state industry and occupational employment projections for 2002-2012. These projections have been released to the public and have been widely used by WIBs, the Governor's Office, and other workforce, education, and economic development entities in decision-making and planning. They are already available on www.qualityinfo.org and are essential components of two occupational tools on OLMIS.

Oregon will produce statewide short-term industry and occupational projections for the 2004-2006 period. Using methodology, software and guidelines from the Projections Partnership, Oregon will rely also incorporate the Department of Administrative Services (DAS) 2004-2006 industry employment forecast as an input into our own projections. The DAS forecast is the official state economic forecast and must be considered when producing other short term projections.

- Oregon has already submitted 2002-2012 employment projections data according to the Projections Consortium procedures. We will submit the 2004-2006 short-term industry and occupational forecasts upon their completion using the Projections Consortium procedures.

  Oregon has previously sent relevant staff to micro-matrix and employment projections training offered at the national level. Oregon will review training opportunities in the coming year, and send one staff person, if that is deemed appropriate and valuable.

  Oregon will continue developing appropriate long-term employment series based on the North American Industry Classification System. These series will be used for the 2004-2014 industry employment projections, which will be developed during the spring and summer of 2005.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations**

  Oregon customers are highly supportive of the state's long-term projections efforts, which have for many years produced projections at the statewide, workforce region, and in some cases, county levels. The projections are presented to state and local WIBs, and to a wide variety of other customer groups. They are also disseminated in hard copy publications and on-line. The projections also form the backbone of numerous on-line analysis tools, particularly in relation to occupational and career information (e.g. Occupational Information Center, Occupational Explorer).

  Oregon customers have shown less interest in short-term projections, perhaps due to the sensible concern that such projections, particularly for small local areas, are fraught with technical difficulty and potentially significant inaccuracy. The Oregon Department of

Administrative Services (DAS) uses Research Division data as the basis for preparing the state's official short-term employment forecast (required as part of the state's legislative budgeting cycle); any Research Division short-term forecasts will be linked in some way to the DAS forecast, to ensure consistency, efficiency, coordination, and a lack of duplication within Oregon's state government.

The primary customer concern expressed over the years is one common to any projections effort – will the projections turn out to be accurate? Oregon has conducted research into this concern, and published the results in the *Oregon Labor Trends* publication. That research suggested that the accuracy of our long-term projections is satisfactory in terms of predicting overall employment trends for the total economy and for broad industry and occupational groups. Our projections also give reasonable guidance as to which specific occupations will experience rapid growth in coming years. However, long-term projections will also be subject to unexpected, unusual, or even unique situations which come upon a state. In Oregon's case, an example in the 1990s was the incredible boom in high tech employment, which far exceeded any previous expectations … and some of which subsequently disappeared during the 2001 recession.

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan**

  Long-term projections, at the state and local levels, are an essential component of Oregon's workforce plan. These projections are key to the biennial demand/supply gap analysis and to the provision of career information to youths and adults.

- **Principal Customers**

  The customer list for industry and occupational projections is lengthy. Major customer groups include WIBs and other workforce policy-makers; job seekers and individuals needing career information; educational planners and policy-makers; elected officials; businesses.

- **Projected outcome(s) and system impact(s)**

  Oregon policy-makers and decision-makers, including individuals making career choices, will have access to reliable and localized employment information looking out ten years.

  The workforce system will have reliable projections at hand when funding and other prioritization decisions are made, regarding education and workforce training.

- **Planned milestones**

  Produce sub-state long-term industry and occupational employment projections for 2002-2012 – already complete.

  Produce statewide short-term industry and occupational employment projections for 2004-2006 – January 2005.

Populate the ALMIS Database with sub-state projections for 2002-2012 – already complete.

Populate the ALMIS Database with statewide projections for 2004-2006 – March 2005.

Review training opportunities for employment projections – September 2004.

Ensure that NAICS-based historical series are ready for 2004-2014 employment projections – March 2005.

If appropriate, send staff to employment projections training – January-June 2005.

- **Estimated costs (see attachment 2)**

  Costs associated with this component of the grant = $35,755 (plus funding from other sources).

State Workforce Investment Board (SWIB)/State Workforce Agency (SWA) Deliverables

3. **Provide occupational and career information products for public use.**

   - **Description of core product, service or other demand activity**

     Oregon offers (and continues to develop) a wide variety of occupational and career information products and services. These include:
     - *Occupational Information Center* and *Occupational Explorer* on OLMIS;
     - *Skills Explorer* on OLMIS;
     - *Educational Information Center* (recently revamped and improved) on OLMIS;
     - *Oregon Wage Information* – compendium of average and other wage measures, for a wide variety of occupations and all workforce regions. Available by hard copy and on OLMIS.
     - *CAREERS* (English and Spanish versions) – an annual newspaper distributed to high schools, junior high schools, community colleges, one-stops, career and vocational counselors, libraries, and others. Also available on OLMIS.
     - *Oregon Licensed Occupations* – a complete listing of all occupations which require licenses by the State of Oregon.

     In order to accomplish the above, Research Division staff develop previously-mentioned occupational employment projections; add analysis of wages, educational requirements, and skills; and estimate the supply of workers into each occupation.

     In addition, the Research Division leads Oregon's Partnership for Occupational and Career Information (POCI), a partnership of producers and customers of occupational and career information, focused on ensuring coordination and avoiding duplication. This Partnership includes representatives of Oregon's Career Information System, Community

Colleges, and Department of Education. During the partnership's quarterly meetings, other guests are frequently invited, with recent examples including those involved in private career schools, degree authorization, and career services to individuals with English language limitations or disabilities. POCI has brought together key individuals from different entities, seeking to improve both customer service and quality relating to career and occupational information tools.

All products and analyses are based on the Standard Occupational Classification (SOC) system.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations**

  Customer support for occupational and career information products and services is high. This support is demonstrated in newly available customer satisfaction survey results (see earlier discussion) and in less formal customer conversations which take place during presentations, conferences, summits, and visits to WIBs.

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan**

  These occupational and career information products and services directly support goals 3 and 4 – "Serve as a catalyst for the development of youth …" and "Individuals can access life long learning that enhances their skills, wages, and career opportunities."

  The Research Division's leadership of POCI also supports Goal 2 – "Partners will continuously examine and improve the efficiency and effectiveness of the workforce system."

- **Principal Customers**

  The customer list for occupational and career information products and services is lengthy. Major customer groups include job seekers and individuals needing career information; workforce boards and related entities; educational planners and policy-makers; career counselors; elected officials; businesses.

- **Projected outcome(s) and system impact(s)**

  High quality occupational and career information products and services result in individuals making better-informed career choices. This in turn leads to individuals being better able to attain the skills in demand by businesses and eventually, to move to higher-skilled, higher-paying, and/or, perhaps more importantly, more satisfying jobs and careers.

- **Planned milestones**

  Maintain and improve occupational exploration tools on OLMIS – ongoing.

Develop and publish *CAREERS* (in English) – December 2004.

Develop and publish *CAREERS* (in Spanish) – February 2005.

Develop and publish *Oregon Wage Information* – May 2005.

Develop and publish *Oregon Licensed Occupations* – dependent on the length of Oregon's Legislative Session; estimated publication date will be December 2005.

- **Estimated costs (See attachment 3)**

  Costs associated with this component of the grant = $50,033 (plus funding from other sources).

  Note: *Oregon Wage Information*, *CAREERS*, and *Oregon Licensed Occupations* are developed with funding outside of this grant.

4. **Ensure that workforce information and support required by state and local workforce investment boards are provided.**

   - **Description of core product, service or other demand activity**

     The Workforce Investment Act makes it clear that a state's designated "employment statistics agency" has responsibility to consult with (i.e. seek input from) the state and local Workforce Investment Board(s). The Research Division has taken this responsibility seriously since the earliest days of WIA. The primary method of seeking input from state and local WIBs has involved personal visits by Research Division staff, attending formal WIB meetings and participating in other WIB-related work groups and projects. A secondary method has involved e-mail communications, providing updates on new and valuable products, and seeking input into future special projects.

     Examples of support provided to WIBs in Oregon include:
     ➢ Implementation of a biennial Oregon Employer Survey, specifically designed to answer the workforce questions being asked by WIBs. For the 2004 survey, state and local WIBs were given the opportunity to select the primary focus(es) of the survey, and to propose specific questions they would like asked.
     ➢ Improvements in timeliness of selected information products (e.g. wage information).
     ➢ Presentations of new and/or interesting information (e.g. projections, recession/recovery, Census LED products).
     ➢ Special surveys underway for two workforce regions; a special report for Oregon's largest workforce region; and collaboration in a "contracted out" special study in a third region.
     ➢ Provision of cluster-based economic information at the statewide and regional levels.

➢ The Research Division's Workforce Analysts were named as key resource persons for Oregon's Workforce Response Teams, economic and workforce development-focused teams which work closely with the local WIBs.

During the coming grant period, Oregon will continue to provide high levels of service and responsiveness to the state and local WIBs and, in addition, will undertake the following specific actions:

1. Oregon's LMI Director will personally visit every WIB, refreshing their opportunity to communicate needs regarding information or support.
2. Oregon's LMI Director will attend all OWIB meetings, or if that is impossible, send a high-level staff person in his place.
3. Out-stationed Research Division staff will personally visit every local WIB at least once; will pro-actively seek to present new information and/or products; and, in collaboration with appropriate One-Stop managers, will pro-actively review upcoming WIB agendas, seeking opportunities to contribute relevant and useful information to the Board's discussions.
4. Research Division staff will complete the Oregon Employer Survey for all WIBs; a special analysis of manufacturing skills in Workforce Region 6; a special analysis of training and out-sourcing in Workforce Region 4; and a joint "State of the Workforce" report in Workforce Region 2.
5. Oregon's LMI Director and selected other staff will meet with key members of OWIB to further discuss and define the biennial gap analysis called for in the Board's strategic plan.
6. Oregon will continue its participation and leadership role in the Census Local Employment Dynamics (LED) project, and will provide LED data (including new mapping tools) to OWIB and other Boards as soon as the information becomes available.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations**

  Since the inception of WIA (and in fact, since the early 1990s, when Oregon introduced a system of Workforce Quality Councils), the Research Division has enjoyed strong support from WIB customers. This support has not been measured in formal customer satisfaction surveys of WIBs, but it has been evident in numerous personal visits, and is based on a variety of factors: high quality, timely, and localized information and products; a strong reputation for customer service and responsiveness; and strong personal relationships between key Research staff and WIB members.

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan**

  The above-described activities support all goals of the strategic plan; all goals require timely and reliable information about the economy, industries, occupations, wages, or other components of labor market information.

These efforts will particularly support Goal 1, which itself involves the development of a biennial gap analysis.

- **Principal Customers**

  Workforce Investment Boards; those they serve; those for whom they set policy and direction.

- **Projected outcome(s) and system impact(s)**

  High quality labor market information should be considered as a basic infrastructure requirement of a successful Workforce Investment Board. The projected outcomes of the Research Division providing excellent service to the state and local WIBs will be a). content and satisfied WIB members and b). well-informed decisions made by those WIBs.

- **Planned milestones**

  Oregon's LMI Director will personally visit every WIB – July 2004-September 2005.

  Oregon's LMI Director will personally attend all OWIB meetings – ongoing, starting September 2004.

  Research Division out-stationed staff will attend at least one local WIB meeting and pro-actively make themselves available to present relevant information at all local WIB meetings – July 2004-December 2005 / ongoing.

  The Research Division will the Oregon Employer Survey by December 2004. A special analysis of manufacturing skills in Workforce Region 6 will be complete and presented by September 2004. An analysis of training and out-sourcing in Workforce Region 4 will be complete by December 2004, and finally, the Research Division will produce a joint "State of the Workforce" report for Workforce Region 2 by January 2005. Subsequent to the completion of these projections, Oregon will undertake other WIB-related special projects if joint funding is available and workload permits.

  Oregon's LMI Director and selected staff will meet with key OWIB members to discuss the biennial gap analysis – October 2004.

  Oregon will continue its leadership role with Census LED and provide new LED products to WIBs – ongoing / unknown dates throughout 2005.

Estimated costs (See attachment 4)

Costs associated with this component of the grant = $128,440 (plus funding from other sources).

Note: Almost all activities in this category will be funded outside of this grant.

5. **Maintain and enhance electronic state workforce information delivery systems.**

- **Description of core product, service or other demand activity**

    This core product has two existing main components; two new ones will be added this year:
    - ➢ OLMIS – the Research Division's customer-focused, award-winning web site.
    - ➢ Geographic Information System – the Research Division's relatively new, but very successful, development of a system allowing workforce, economic, and workforce development system analysis at a variety of extremely localized, varied jurisdictional levels.
    - ➢ Business Tracking Tool – first requested by economic development customers, this tool is currently under development.
    - ➢ Skill Analysis System – development of a skills analysis tool based on the Oregon Employment Department's newly implemented iMatchSkills job matching system.

    By carefully and strategically balancing funding received from a number of different sources, the Research Division has historically been able to dedicate most of the Workforce Information grant funds to development of these electronic tools. It is our intention to continue this practice in the future.

    During the coming grant period, Oregon will undertake the following:
    - ➢ Ensure that all components of OLMIS are maintained in a timely and accurate way, ensuring that customers always have access to the most current and reliable information about Oregon's economy and workforce.
    - ➢ Complete and implement a new *Business Information Center* on OLMIS, currently under development by workforce analysts (staff whose primary focus is providing labor market information to businesses) and LMI systems development staff, and soon to be demonstrated to businesses in focus group sessions.
    - ➢ Embark on a radical review and upgrade of OLMIS, tentatively known as OLMIS 3.0. OLMIS 3.0 will incorporate the use of reusable modular code and address the needs found in results of the OLMIS customer service survey, to improve the ease with which information can be found and used within OLMIS.
    - ➢ Advance Oregon's GIS capability from an intranet-based tool for internal staff to an internet-based tool for all customers.
    - ➢ Finalize and make available the business tracking tool, using GIS, QCEW, and LED data to analyze births, deaths, growth, and shrinkage in industries over time.
    - ➢ Develop a skills analysis system, providing real-time analysis and reporting based on data from Oregon's iMatchSkills job match product. Link this skills analysis system with other OLMIS tools, including the *Skills Explorer*.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations**

As discussed previously, customer support for OLMIS has been extremely high. In many situations, when customer groups are asked about their familiarity with Oregon LMI products, OLMIS and *CAREERS* are the most well-known. Customers frequently use phrases like, "I use OLMIS every day".

In addition, it is worth noting that more than 400,000 customers visited OLMIS in 2003, a seven percent increase from 2002 and a whopping 76 percent increase from 2000. Those customers loaded more than four million pages of information, as they browsed the various tools, information centers, and publications available on-line.

Even though customers do not yet have on-line access to the Research Division's GIS, support has been high. Many customers have been amazed and delighted at the customized research results that can be made available to them. Historical examples relate not only to economic variables such as unemployment and employment growth, but also to program-related decision-making involving ES, UI, Child Care, and economic development activities.

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan**

   From its very inception and continuing to this day, OLMIS is driven by customer needs (Goal 1), focused on continuous improvement (Goal 2), and provides information for emerging and current workers (Goals 3 and 4). OLMIS also provides information for all geographic regions and population groups (Goal 5), particularly with the addition and enhancement of the *Regional Information Centers*.

   Oregon's GIS will specifically support Goal 5, summarized by the phrase, "Reflects all Groups and Regions".

   The new skills analysis system will contribute greatly to Goals 3 and 4, focused on serving emerging and current workers in their educational and career planning.

- **Principal Customers**

   Almost all users of workforce and economic information are customers of OLMIS. Particularly important customers include businesses; workforce development staff, policy-makers, and customers; education policy-makers, planners, and participants (e.g. students); media; elected officials; career counselors, and job seekers.

   Elected officials, workforce development policy-makers, and economic development entities have been particularly strong customers of GIS.

- **Projected outcome(s) and system impact(s)**

The outcome of a continued high-quality web site is that all customers, from the highest policy makers to the youngest career information seeker, are able to easily access quality workforce information, allowing them to make more informed decisions.

The outcome of Oregon's GIS efforts is the ability to provide information and analysis (and contribute to decision-making) at much more localized geographic levels (e.g. legislative districts, school districts, enterprise zones, urban growth boundaries) than previously possible.

The outcome of a skills analysis system will be the ability to communicate to education and training entities, policy-makers, students, and job seekers the actual skills being sought after by businesses in Oregon at the current time.

- **Planned milestones**

  Ensure that all components of OLMIS are maintained in a timely and accurate way – ongoing

  Complete and implement a new *Business Information Center* on OLMIS – December 2004.

  Embark on a radical review and upgrade of OLMIS, tentatively known as OLMIS 3.0 – January-December 2005 and beyond.

  Advance Oregon's GIS capability from an intranet-based tool for internal staff to an internet-based tool for all customers – June 2005.

  Finalize and introduce the business tracking tool – March 2005.

  Develop a skills analysis system, providing real-time analysis and reporting based on Oregon's iMatchSkills job match product – June 2005.

  Purchase new web and development surveys by December 2004, to replace those that no longer meet technical needs and are out of warranty.

- **Estimated costs (See attachment 5)**

  Costs associated with this component of the grant = $239,401.

6. **Support state workforce information training activities.**

- **Description of core product, service or other demand activity**

  In the early 1990s, the Research Division established a position whose primary focus was the provision of labor market information-related training to Employment Department and other workforce partner agency staff, particularly those on "the front line". This

position continues to this day, focusing partly on training activities and partly on customer service efforts relating to the OLMIS web site.

In recent years, this position has provided dozens of training sessions to front-line workforce development partner staff, as well as customized training to specific groups (e.g. Unemployment Insurance adjudicators, One-Stop managers). The position has also been asked to provide customized training to employees of companies heading toward significant layoffs.

During the coming grant period, the Research Division will undertake the following:
1. Conduct a survey of all Employment Department and workforce partner One-Stop managers, ascertaining their level of satisfaction with current LMI training efforts and their suggestions for improvement in future LMI training.
2. Implement these suggestions, as appropriate, in modified LMI training.
3. Offer at least one, if not several, LMI training sessions in all workforce regions of the state.
4. Develop and offer customized LMI training sessions to any audiences that request them.
5. Continue development of on-line workforce information training tools.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations**

  Customer support for previous LMI training efforts has been high, based on evaluations completed at the end of each training session. Customer participation sometimes provides challenges, based on geographic distances of travel and high workload in One-Stop offices, thereby limiting staff's ability to attend training.

  Customer support for customized training has been extremely high.

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan**

  Workforce information training directly supports Goals 2, 3, and 4 of the strategic plan – better integration (and collaboration) of workforce development agencies, serving and supporting emerging and current workers.

- **Principal Customers**

  Primary customers of workforce information training are workforce development professionals, including both Employment Department staff and our workforce partners. Other customers, particularly for more customized training, include private sector businesses and their employees, policy makers, and internal Research Division staff.

- **Projected outcome(s) and system impact(s)**

When front-line workforce system staff are educated and skilled in the use of workforce information, customers of the workforce system directly benefit from assisted access to information tools to making informed and career decisions.

- **Planned milestones**

  Conduct a survey of all Employment Department and workforce partner One-Stop managers – September-October 2004.

  Implement these suggestions, as appropriate, in modified LMI training – November 2005.

  Offer at least one LMI training sessions in all workforce regions of the state – July 2004-June 2005.

  Develop and offer customized LMI training sessions to any audiences that request them – ongoing.

  Deliver completed on-line labor market information training by June 2005.

- **Estimated costs (See attachment 6)**

  Costs associated with this component of the grant = $66,777.

C. Consultation and Customer Satisfaction Assessment

During the coming grant period, the Research Division will undertake the following consultation and customer satisfaction activities, some of which have already been described above:

1. Visit with each WIB, providing updates on key workforce information activities and seeking input on future priorities and needs.
2. Include customer satisfaction surveys in all annual and special publications that are distributed; review results of those surveys before the next publication is developed.
3. Conduct annual customer satisfaction surveys for all publications which are produced on a monthly or more frequent basis; incorporate results of those surveys into annual publication reviews.
4. Continually review customer satisfaction responses to the OLMIS web site.
5. Provide evaluation forms for all workforce information training sessions; review results of those evaluations before developing the next training session.
6. Conduct a detailed customer tracking and satisfaction study in October of each year, documenting all customer contacts and following up with a customer satisfaction survey to a random sample of customers.

In combination, these activities will ensure that the Research Division is responsive to the needs and priorities of key customers (WIBs) and responsive to the opinions and satisfaction of all customers.

In addition, Oregon's LMI Director has been asked to serve on the ETA Workgroup that will develop one or more "outcome measures" for the workforce information system.

Oregon does not have specific performance measures or targets in terms of customer satisfaction. Current consultation and customer satisfaction efforts are geared more at inclusion and continuous improvement, and less at specific numerical values that purport to quantity these very difficult areas. As noted above, Oregon's LMI Director is currently serving on ETA's Workforce Information Performance Measurement Workgroup. Oregon will implement any performance measures which are approved by that group.

Program Year 2004 Workforce Information Core Products and Services Grant

Summary of Estimated Costs

Attachment	Core Product	Cost
1	Continue to Populate the ALMIS Database with State data	$39,998
2	Projections	$35,755
3	Develop and Provide Occupational Analysis Products	$50,033
4	Provide Information and Support to State and Local WIBs	$128,440
5	Support State-based Workforce Information Delivery Systems	$239,401
6	Support State Workforce Training Activities	$66,777
	Total for PY '04 One-Stop LMI Grant =	$560,404

Program Year 2004 Workforce Information Core Products and Services Grant

Attachment 1: Populate the ALMIS Database with State Data

Activity	Expense	Staff Months	Monthly Salary	Task Salary	Benefits	AS&T	S&S	Other	Cost
a) Population and Maintenance of ALMIS Database									
	IS 6	0.5	$5,031	$2,516	$937	$327	$933		$4,713
	IS 7	1	$4,426	$4,426	$1,729	$575	$1,866		$8,596
	IS Mgr	0.25	$6,048	$1,512	$530	$197	$467		$2,705
	Oracle software maintenance							$10,223	$10,223
b) Implementation of modifications to ALMIS Database Structure									
	IS 8	0.25	$6,679	$1,670	$567	$217	$467		$2,921
d) Participation in ALMIS Database consortia									
	IS 8	0.5	$6,679	$3,340	$1,135	$434	$933		$5,841
	Travel for ALMIS DB Consortium							$5,000	$5,000
								Total =	$39,998

Program Year 2004 Workforce Information Core Products and Services Grant

Attachment 2: Projections

Activity	Expense	Staff Months	Monthly Salary	Task Salary	Benefits	AS&T	S&S	Other	Cost
a) Develop 2002-2012 projections (cone)									$0
b)Ensure that NAICS based historical series are ready for 2004-2014 projections									
	RA 4	0.5	$5,229	$2,615	$961	$340	$933		$4,849
	RA 3	0.5	$4,265	$2,133	$846	$277	$933		$4,188
c) Develop short term projections 2004-2006									
	RA 4	0.5	$5,229	$2,615	$961	$340	$933		$4,849
	RA 3	1	$4,265	$4,265	$1,691	$554	$1,866		$8,376
	IS 8	0.25	$6,679	$1,670	$567	$217	$467		$2,921
	IS 8	0.5	$6,377	$3,189	$1,184	$415	$933		$5,720
	IS 7	0.25	$4,426	$1,107	$432	$144	$467		$2,149
	IS Mgr	0.25	$6,048	$1,512	$530	$197	$467		$2,705
								Total =	$35,755

Program Year 2003 Workforce Information Core Products and Services Grant

Attachment 3: Develop Occupational Analysis Products

Activity	Expense	Staff Months	Monthly Salary	Task Salary	Benefits	AS&T	S&S	Other	Cost
a) Maintain and enhance current web-based occupational exploration tools									
	IS 8	1.5	$6,377	$9,566	$3,551	$1,244	$2,799		$17,159
	IS 8	0.25	$6,679	$1,670	$567	$217	$467		$2,921
	IS 7	1	$4,426	$4,426	$1,729	$575	$1,866		$8,596
	Web Spc	0.25	$3,370	$843	$369	$110	$467		$1,788
	IS 6	0.5	$5,031	$2,516	$937	$327	$933		$4,713
	IS Mgr	0.25	$6,048	$1,512	$530	$197	$467		$2,705
b) Educational/Training Provider Database Development									
	EE2	1.5	$4,065	$6,098	$2,465	$792	$2,799		$12,153
								Total =	$50,033

Program Year 2003 Workforce Information Core Products and Services Grant

Attachment 4: Provide Information and Support to WIBs

Activity	Expense	Staff Months	Monthly Salary	Task Salary	Benefits	AS&T	S&S	Other	Cost
a)GIS information through Almis database and ES-202									
	IS Mgr	1.5	$6,048	$9,072	$3,177	$1,179	$2,799		$16,227
	IS 6	9	$5,031	$45,279	$16,866	$5,886	$16,794		$84,825
	IS 8	0.5	$6,377	$3,189	$1,184	$415	$933		$5,720
	IS 8	0.5	$6,679	$3,340	$1,135	$434	$933		$5,841
	Fee assessment for Oregon Geographic Information Council							$30,000	$0
	(Funding from other sources)							$30,000	
b) Need Surveying and Staff LMI Information Presentation and Dissemination									
	LMI Director	0.5	$6,659	$3,330	$1,132	$433	$933		$5,828
c)			GIS software maintenace and support					$10,001	$10,000
								Total =	$128,440

Program Year 2001 One-Stop LMI Grant

Program Year 2003 Workforce Information Core Products and Services Grant

Attachment 5: Support State-based Workforce Information Delivery Systems

Activity	Expense	Staff Months	Monthly Salary	Task Salary	Benefits	AS&T	S&S	Other	Cost
a) Expansion and revisons of OLMIS									
	IS Mgr	3.75	$6,048	$22,680	$7,943	$2,948	$6,998		$40,566
	IS 8	5.25	$6,679	$35,065	$11,912	$4,557	$9,797		$61,331
	IS 8	6	$6,377	$38,262	$14,202	$4,974	$11,196		$68,634
	IS 6	1	$5,031	$5,031	$1,874	$654	$1,866		$9,425
	IS 6	0.5	$5,031	$2,516	$937	$327	$933		$4,713
	IS 7	2.5	$4,426	$11,065	$4,323	$1,438	$4,665		$21,489
	RA 3	3	$4,065	$12,195	$4,929	$1,584	$5,598		$24,306
	Web Spc	1.25	$3,370	$4,213	$1,845	$548	$2,333		$8,938
								Total =	$239,401

Program Year 2003 Workforce Information Core Products and Services Grant

Attachment 6: Fund State Workforce Training Initiatives

Activity	Expense	Staff Months	Monthly Salary	Task Salary	Benefits	AS&T	S&S	Other	Cost
a) Update OLMIS Classroom									
	RA 3	0.25	$4,065	$1,016	$411	$132	$467		$2,026
b) Develop and provide OLMIS and LMI Training									
	RA 3	6.25	$4,065	$25,406	$10,269	$3,300	$11,663		$50,638
	IS Mgr	0.75	$6,048	$4,536	$1,589	$590	$1,400		$8,114
c) Capacity Building									
	Funds for staff training								$6,000
								Total =	$66,777

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED		Applicant Identifier

APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. TYPE OF SUBMISSION:

Application

Pre-application

- [ ] **Construction**
- [ ] **Construction**
- [x] **Non-Construction**
- [ ] **Non-Construction**

5. APPLICANT INFORMATION

Legal Name: State of Oregon Employment Department

Organizational Unit:

Department:

Organizational DUNS: 93-299-9758

Division: Budget and Program Analysis

Address:

Street: 875 Union Street NE

City: Salem

County: Marion

State: Oregon   Zip Code: 97310

Country: USA

Name and telephone number of person to be contacted on matters involving this application (give area code)

Prefix: First Name: Pat

Middle Name

Last Name: Carrothers

Suffix:

Email: Patricia.A.Carrothers@state.or.us

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

9 3 - 6 0 0 1 7 8 9

Phone Number (give area code): 503-947-1253

Fax Number (give area code): 50-947-1878

8. TYPE OF APPLICATION:

- [x] **New**
- [ ] **Continuation**
- [ ] **Revision**

If Revision, enter appropriate letter(s) in box(es)
(See back of form for description of letters.)

☐ ☐

Other (specify)

7. TYPE OF APPLICANT: (See back of form for Application Types)

A. State

Other (specify)

9. NAME OF FEDERAL AGENCY:

Employment and Training Administration

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

☐☐ - ☐☐☐

TITLE: (Name of Program):

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

PY 2004 Cost Reimbursable: Workforce Information Core Products and Services

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):

State of Oregon

13. PROPOSED PROJECT:

Start Date: 7/1/2004

Ending Date: 9/30/2005

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant: District 05

b. Project: Statewide

15. ESTIMATED FUNDING:

a. Federal	$ 560,404.00
b. Applicant	$
c. State	$
d. Local	$
e. Other	$
f. Program Income	$
g. TOTAL	$ 560,404.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
DATE

b. No. ☐ PROGRAM IS NOT COVERED BY E.O. 12372

[x] OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ YES If "Yes" attach an explanation   [x] No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix   First Name: Deborah   Middle Name

Last Name: Lincoln   Suffix

b. Title: Director

c. Telephone Number (give area code): 503-947-1477

d. Signature of Authorized Representative

e. Date Signed

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Standard Form 424 (Rev. 9-2003)
Prescribed by OMB Circular A-102

BUDGET INFORMATION - NON-CONSTRUCTION PROGRAMS

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		TOTAL (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.						$ -
2.						-
3.						-
4.						-
5. TOTALS		$ -	$ -	$ -	$ -	$ -

SECTION B - BUDGET CATEGORIES
Grant Program, Function, or Activity

6. Object Class Categories	(1)	(2)	(3)	(4)	TOTAL (5)
a. Personnel					-
b. Fringe Benefits					-
c. Travel					-
d. Equipment					-
e. Supplies					-
f. Contractual					-
g. Construction					-
h. Other					-
i. Total Direct Charges			-	-	-
j. Indirect Charges					-
k. TOTALS (sum of 6i. and 6j.)	$ -	$ -	$ -	$ -	$ -

7. Program Income	n/a	n/a	n/a	n/a	n/a

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8.				$ -
9.				
10.				
11.				
12. TOTALS (sum of lines 8 through 11)	$ -	$ -	$ -	$ -

SECTION D - FORECASTED CASH NEEDS

	Total	1st Quarter Jul-Sep 2004	2nd Quarter Oct-Dec 2004	3rd Quarter Jan-Mar 2005	4th Quarter Apr-Jul 2005
13. Federal Funds	560,404	$0	35,000	195,000	160,000
14. Non-Federal Outside Funds					
15. TOTAL (sum of lines 13 and 14)	$ 560,404	$ -	$ 35,000	$ 195,000	$ 160,000

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

Grant Program	Future Funding Periods			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.				
17.				
18.				
19.				
20. Totals (sum of 16-19)				

SECTION F - OTHER BUDGET INFORMATION
(Attach additional sheets if necessary)

21. Direct Charges	
22. Indirect Charges	

23. Remarks

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8.				$ -
9.				
10.				
11.				
12. TOTALS (sum of lines 8 through 11)	$ -	$ -	$ -	$ -

SECTION D - FORECASTED CASH NEEDS

	Total	1st Quarter Jul-Sep 2005	2nd Quarter Jan-Mar 2005	3rd Quarter Apr-Jun 2005	4th Quarter Jul-Sep 2005
13. Federal Funds	$ 170,404	$ 170,404			
14. Non-Federal Outside Funds					
15. TOTAL (sum of lines 13 and 14)	$ 170,404	$ 170,404	$ -	$ -	$ -

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

Grant Program	Future Funding Periods			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.				
17.				
18.				
19.				
20. Totals (sum of 16-19)				

SECTION F - OTHER BUDGET INFORMATION
(Attach additional sheets if necessary)

21. Direct Charges	
22. Indirect Charges	
23. Remarks	