

## **Title IB Scholarship Application Instructions**

### **What is the purpose of these funds?**

To support the retention and growth of quality jobs, a skilled workforce, and competitive businesses in Baker, Grant, Harney, Malheur, Union, and Wallowa Counties. The emphasis of the funds is to upgrade skills of the workforce to increase productivity, keep businesses viable and competitive, and to offer new skills and opportunities to workers.

### **What is the Application Process?**

Individuals interested in applying for training grant funds will need to complete an application and submit it to a Workforce Oregon office at the following locations:

Baker City – 1575 Dewey Avenue, 541-523-6331  
La Grande - 1901 Adams Avenue, Ste 3, 541-963-7942  
Enterprise - 104 Litch Street, 541-426-3149

John Day - 530 E. Main Street, 541-575-0251  
Burns - 1100 Oregon Avenue, 541-573-6676  
Ontario - 375 S. W. 2<sup>nd</sup> Avenue, 541-889-7864

Electronic applications are available.

Completed applications should be returned to the office you received the application.

### **How much money is available?**

Maximum grant amount is \$10,000 per year. Scholarship will be used to pay tuition and books and will be paid directly to the training institution or vendor. A portion of the funds may be used to pay for supportive services that are necessary to keep an individual in their training. Supportive services are determined on an individual basis.

## **Who is eligible to apply for the scholarship?**

Current residents of Baker, Union, Wallowa, Grant, Harney or Malheur County who meet the eligibility requires of WIA Title 1b adult or dislocated worker program. Prioritization is given to Veterans and qualifying spouses, and Public Assistance recipients. Prioritization is given to training in green technology, health care, high wage or high demand occupations.

## **What is the timeline of this process?**

Scholarships will be awarded to applicants who meet the criteria until funds are depleted. Applicants will be advised of the status of their application within 30 days of receipt of a completed application. Applicants will be contacted within 5 days if their application is incomplete.

## **What is the scholarship evaluation and award process?**

Each scholarship will be reviewed based on linkage to high-growth, high-wage or industries/occupations as detailed in the application. Even though a proposal may meet the minimum criteria, a revision to the proposal may be required before final review and possible recommendation. Additional revisions of the proposals and budgets may be required before releasing funds.

***The right to reject without penalty any or all proposals received at any point in the review is reserved. Awards will be made to those proposals that best meet the requirements set forth in this announcement and that support Oregon's economic and workforce needs.***

### ***Criteria Defined:***

#### High-wage Occupations:

Occupations paying more than the all-industry, all-ownership median wage for statewide or a particular region. (Baker, Union & Wallowa County - \$12.12; Grant, Harney and Malheur county - \$12.52)

#### High-demand Occupations:

Occupations having more than the median number of total (growth plus replacement) openings for statewide or a particular region.

Occupational lists of each category above are available on the **Oregon Labor Market Information System (OLMIS)**. <http://www.qualityinfo.org/olmisj/OCX?action=hioccs>

## **How can the funds be used?**

The funds may be used for:

- a) Tuition to train current workers
- b) Books required for training
- c) Supportive services necessary to maintain training program.

Scholarship cannot be used to pay for late fees or interest payments.

**How is the budget evaluated?**

The budget is used for two purposes: 1.) To demonstrate the ability of the scholarship applicant to support themselves and their family while in training. 2.) To determine the need for supportive services.

**What are the reporting requirements?**

Scholarship recipients will be required to maintain contact with TEC every 60 days, failure to do so may result in the scholarship being revoked. Scholarship recipients are required to provide documentation/invoices/receipts to TEC Staff to initiate payment of tuition and books.

**What procedure is used if I wish to protest the outcome of my proposal?**

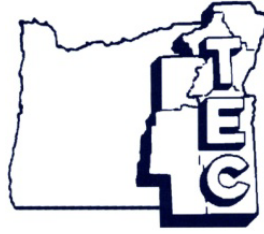
Use the Local Complaint or TOC/OWA Complaint procedure.

**Where can I get technical assistance, if needed?**

Baker City – 1575 Dewey Avenue, 541-523-6331  
La Grande - 1901 Adams Avenue, Ste 3, 541-963-7942  
Enterprise - 104 Litch Street, 541-426-3149

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## SCHOLARSHIP APPLICATION

Please complete the following application by typing or printing in ink. **Do not use whiteout.**

APPLICANT INFORMATION				
NAME				
FIRST	M.I.	LAST		
ADDRESS ( )	CITY	STATE	ZIP	
TELEPHONE	EMAIL			

EDUCATIONAL ACHIEVEMENTS	
<i>Please list your previous educational achievements</i>	
Highest Grade Completed:	
High School Diploma: ( ) Yes ( ) No	GED: ( ) Yes ( ) No
( ) AA/AS ( ) BA/BS ( ) MA/MS	Year Received: Major:
Certificates and/or Licenses:	
_____	
_____	
_____	

EDUCATIONAL STATUS	
<i>Please list your current educational status</i>	
Are you currently in school? ( ) Yes ( ) No	
If yes, name of school and major:	
If no, name of school and major interested in:	
Start date of training:_____ End date of training:_____	
Will the training result in a certificate, degree or license? ( ) Yes ( ) No	
If yes, which one?_____	

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List other resources available to complete training, including part-time work, other scholarships, financial aid, savings, income, etc.

Resources	Amount (per term/year)

JOB AND WAGE INFORMATION	
What is your occupational goal?	
Projected employment date in new career field:	
The hourly wage range for this type of job is:	\$            to            \$
My acceptable entry level hourly wage is:	\$

TRAINING INFORMATION	
Total cost of Training (Including tuition, fees, books, etc):	\$
Amount of personal funds available to pay for Training:	\$
Other funds available to pay for Training: (Grants, loans, etc.)	\$
<b>Amount requested from TEC for training:</b>	<b>\$</b>
Amount requested for tuition from TEC:	
Amount requested for books & supplies from TEC:	
Amount requested for support services from TEC:	
Amount requested for Needs Related from TEC	

### ESSAY QUESTIONS

Employment Goal
Please explain how you decided on your occupational goal and why it is a good choice for you. Include any information or materials that were helpful in your decision making process.

**Training Needed**

Please explain why your current skills and experience are not adequate to find suitable employment.


If a Scholarship does not cover the full amount needed, explain how you will cover the remaining costs.


If you already have a degree/certification, please explain the need to further your education.


If there's no local labor market for your job type, explain your position on relocating for employment.








14. Do you work mostly alone or with others?

15. Does the company provide additional training as the job requirements change?

16. Is this same job going to exist fifteen years from now?

17. In addition to formal training or education, what should I be doing to prepare for this position?

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Signature

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Date



6. Is this a high stress position? Do you take your job home with you?
  
7. What are the opportunities for advancement?
  
8. What does the job pay? How do you get raises?
  
9. Are the benefits good? Is there a retirement plan?
  
10. What kind of training, education, and experience would you recommend to get into this field?
  
11. Are there other qualifications needed for this job? (Strength, good eye sight, specific skills or abilities)
  
12. How stable is your job? Is it seasonal? Are layoffs expected?

13. What hours and days do you work? Do you have to spend time working outside of these hours? (preparation, maintenance of equipment, overtime, union meetings, volunteer work)

14. Do you work mostly alone or with others?

15. Does the company provide additional training as the job requirements change?

16. Is this same job going to exist fifteen years from now?

17. In addition to formal training or education, what should I be doing to prepare for this position?

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Signature

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Date

Please fill out with current expense and income information. This information is needed to determine if you have sufficient resources to cover your expenses while in school/training.

From \_\_\_\_\_ To \_\_\_\_\_

BASIC EXPENSES	MONTHLY PAYMENT
Rent/Mortgage Payment	
Electricity / Other heating	
Telephone (home and cell)	
Cable TV / Satellite	
Garbage/Water/Sewer	
Internet	
Car payment	
Gasoline/Maintenance	
Food for family of _____	
Toiletries (shampoo, soap etc)	
School Lunches	
Prescriptions	
Laundry	
Alimony/Child Support Paid outside of home	
Credit Cards	
Other Loans	
Medical Insurance/Payments to Doctor	
Auto Insurance	
Life Insurance	
Renters/Homeowners Insurance	
Property Tax	
Entertainment	
Clothing	
Home Maintenance	
Savings / IRA / Stocks / Mutual Funds	
Fees/Fines	
Other _____	
<b>Total Expenses</b>	<b>\$</b>

HOUSEHOLD INCOME			MONTHLY AMOUNT
	Recipients	End Date of Income	
Gross Income	( ) You ( ) Spouse ( ) Other	____/____/____	
Child Support	( ) You ( ) Spouse ( ) Other	____/____/____	
Social Security	( ) You ( ) Spouse ( ) Other	____/____/____	
Retirement	( ) You ( ) Spouse ( ) Other	____/____/____	
Savings	( ) You ( ) Spouse ( ) Other	____/____/____	
Investment Inc.	( ) You ( ) Spouse ( ) Other	____/____/____	
GI Bill	( ) You ( ) Spouse ( ) Other	____/____/____	
Unemp. Benefits	( ) You ( ) Spouse ( ) Other	____/____/____	
Veteran Payments	( ) You ( ) Spouse ( ) Other	____/____/____	
Other:	( ) You ( ) Spouse ( ) Other	____/____/____	
Other:	( ) You ( ) Spouse ( ) Other	____/____/____	
<b>Total Income</b>			<b>\$</b>
<b>Minus Expenses</b>			<b>- \$</b>
<b>Total difference</b>			<b>= \$</b>

## To-Do List

Please check the following items off as they are completed. Once all are completed, sign and date at the bottom of the page. These items must be completed in order for your Application to be reviewed.

- Free Application for Federal Student Aid (FAFSA).** If applicable, a copy of your Award letter [or] documentation that you've applied must be attached. [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Assessments.** *Printed copies of the following assessments must be attached:* Staff will assist you in completing these assessments.
  - Career Information Systems (CIS) or Oregon Labor Market Information Systems (OLMIS).** Complete skills assessments and the interest profile with one of these systems.
  - Oregon Labor Market Information System (OLMIS).** Provides detailed information for occupations, including: job descriptions, employment outlook, wages, education and experience required, and job openings for Oregon.
- Informational Interviews** (pg. 4-9). *A minimum of 2 required.*
  - For non-traditional occupations,** one informational interview is required.
- Budget** (pg. 10)  **ETP List Attached**
- Scholarship Application** (pg. 1-3)
- Employer Recommendation,** if advancing in the current career field

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*This section to be completed by Staff if applicable*

- Additional Information needed as indicated:
  - Letter of Intent to Hire
  - Criminal History
  - Resume or work history
  - Driving Record
  - ODOT Physical
  - Other: \_\_\_\_\_

I certify that all information I have provided in this form is true and complete to the best of my knowledge. I agree to give proof of the information if requested. I authorize my application for the TEC scholarship to be screened by a review committee consisting of TEC staff.

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Signature of Applicant

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Date

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