

BLM/OYCC Employment and Education Partnership 10 Step Process

1. The BLM Manager comes up with a project to run through the Employment and Education Partnership.
2. The BLM Manager fills out the **Funding Opportunity Announcement** form found here: <http://www.oregon.gov/CCWD/OYCC/FORMS/BLM/EEP Funding Announcement Form.xls>
3. The BLM Manager emails the filled out Funding Opportunity Announcement to OYCC (douglas.denning@state.or.us)
4. OYCC posts the project in its website and contacts local and/or preferred providers to inform them of the project opportunity and solicit applications.
5. Interested providers fill out a **Cost Calculator** form which can be found here: <http://www.oregon.gov/CCWD/OYCC/FORMS/BLM/EEPCostCalculator.xls> and send it to OYCC along with a ONE page narrative in which they explain who they are, who they serve, and any additional information they would like to include.
6. OYCC reviews all the submissions to ensure that they meet minimum qualifications.
7. OYCC forwards the submissions that meet minimum qualifications to the BLM so that the BLM manager who came up with the project can choose the provider of their liking.
8. Once the BLM manager has chosen the provider. The BLM manager fills out a **Work Order** form which can be found here: <http://www.oregon.gov/CCWD/OYCC/FORMS/BLM/EEPWorkOrder.xls> and signs it along with the provider.
9. The BLM manager submits the completed and signed Work Order to OYCC.
10. OYCC then generates a grant agreement with the provider and the project can begin.