



**Bureau of Labor and Industries – Apprenticeship & Training Division
Grants Program**

**House Bill 2294-Firefighter Apprenticeship Training
Request for Grant Applications for FY 26-27**

April 1, 2026 through June 30, 2027

Authority, Overview, and Scope

House Bill 2294 (2023) (“HB 2294”), directed the Bureau of Labor and Industries (“BOLI”) to establish and administer a grant program to provide financial support to local service districts and local joint committees to develop and administer pilot projects that provide firefighter apprenticeship training, also known as “Firefighter Apprentice Training Program”. Additional funds were approved by HB 5006 (2025). BOLI will award grants to a maximum of 5 applicants for a total award amount not to exceed \$2.5 million in aggregate.

Local joint committees and local service districts are invited to apply for funding to develop pilot programs that create or expand Registered Firefighter Apprenticeship Training Programs.

Applicants will not receive an award if their application does not meet the requirements of HB 2294, OAR 839-012-0600 and this RFP.

Eligibility Criteria and Program Requirements

Eligible Entities

To be eligible for an award under this RFP, an Applicant must:

1. be a local service district as defined in ORS 174.116 or a Training Agent as defined in ORS 660.010;
2. be registered with the Oregon Secretary of State, unless exempt by law; and
3. have an Employer Identification Number (EIN).
4. Satisfy all requirements set forth in OAR 839-012-0600.
5. Not be an existing grantee under HB 2294 process with unexpended funds or incomplete work requirements.
6. Be or have the ability to become a registered training agent under the Oregon State Fire Fighters JATC (MA#1182)

BOLI may reject Applications from otherwise eligible entities if the Applicant:

1. is in violation of BOLI wage and hour, civil rights, apprenticeship regulations or OSHA safety and health regulations as determined by BOLI;
2. or its project-related training agents do not have all applicable licenses and registrations or are not in good standing with the State of Oregon and its agencies;
3. has any active State or Federal liens or unpaid judgments;
4. is not in compliance with all performance and regulatory requirements for all programs or projects which are funded in whole or in part with public funds (local, state, or federal); or
5. is an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 USC § 501(c)(4), that engages in lobbying activities (see Lobbying Disclosure Act of 1995).

Program Requirements

Applicants must submit proposals for the development and administration of pilot projects that provide firefighter apprenticeship training that operate solely in the state of Oregon. Grant funded projects must be limited to a fifteen (15) month time frame which is anticipated to be April 1, 2026, through June 30, 2027. Grant funded projects may not extend beyond the fifteen (15) month time frame unless, under limited circumstances, BOLI agrees to extend that grant period through grant amendment.

At a minimum, pilot projects funded through this RFP must:

1. provide on-the-job workforce training and education to prepare adults who are at least 18 years of age with the skills necessary to pursue a career in the fire service;
2. Educate participants in a firefighter apprenticeship pilot project on how to mitigate fire and fire emergencies; and
3. Collaborate with associations that represent firefighters and fire service professionals and employers that provide fire protection services to identify career opportunities in the fire service.
4. Have written eligibility criteria for program participants receiving the apprentice support services (including Salary and Benefits) listed in their approved budget and are required to track the type and amount of support services given to each participant. BOLI reserves the right to request such records at any time during or after the grant period.

Allowable grant expenditures activities include:

1. Personnel costs and fringe benefits.
 - a. Personnel costs related to pilot project development, implementation, and administration.
 - b. Allowable fringe benefits typically include Federal Insurance Contributions Act (FICA), Worker's Compensation, Retirement, State Unemployment Tax (SUTA), Health and Life Insurance, and employer-paid retirement plan contribution.
1. Education/Training costs.
 - a. Costs necessary to develop or deliver a curriculum and standard courses of study for the instruction of apprentices for applicant pilot projects
 - b. Costs associated with consumable training materials and supplies.
 - c. Costs associated with personal protective equipment.

2.
 - a. Other supplies and materials necessary for the training and education of firefighter apprentices.
3. Apprentice Support Services.
 - a. Incentive stipends and wages.
 - b. Tuition and fee assistance.
 - c. Apprentice tools, supplies and equipment and other Training-related costs.
 - d. Technology supports, including broadband services.
4. Program Equipment.
 - a. Equipment needed to train apprentices -
The primary purpose/utilization of all equipment purchased with grant funds must be directly and primarily related to apprentice training.
5. Contractual and Consultant fees related to
 - a. Development and/or delivery of related training for apprentices
 - b. Validation and certification of related training
 - c. Validation of minimum qualifications tests (Physical and/or Mental)
 - d. Other developmental costs necessary for Applicant's pilot program.
6. Staff travel.
 - a. Mileage and other travel-related expenses related to the development of apprenticeship pilot programs.
7. Marketing costs.
 - a. Costs to develop and implement effective outreach strategies to priority populations.
 - b. Costs related to advertising or promoting program or program recruitment.
8. Administrative/Indirect costs (limited to 10% of budget request).
 - a. Costs for financial, accounting, auditing, contracting or general legal services related to this grant program.
 - b. Costs for internal evaluation, including the organization's overall management improvement costs.
 - c. Costs for general liability insurance that protects the organization(s) responsible for operating a program or project.
 - d. Costs of space, base utilities, and communication (telephone, fax, and Internet) that support administrative personnel.
9. Any other activities that the BOLI deems necessary to support the overall increased program participation and that are consistent with HB 2294 and OAR 839-012-0600.

The following expenditures/activities are not allowed:

- Existing personnel can only be included as a grant expenditure if grant funds are not used to backfill a position that has previously committed funds from another source during the grant cycle.
- Purchases or activities that occur prior to or after the grant performance period.
- Program equipment that will not primarily be utilized by program apprentices.
- Capital Improvement expenditures including the purchase of land, construction of new facilities, or renovations to any building or facility.

- Lobbying to influence legislation (a particular bill, budget, or policy at any level).
- Scientific or academic research.
- Expenditures that have been or will be reimbursed by funds from any other source.
- Fundraising.

Pre-Application Support

A wide range of information related to this RFP and application can be found on ATD's [Grants website](#) and includes:

- Sample Grant Agreement.
- Project Narrative Template.
- Budget Narrative Template.
- HB 2294.
- OAR 839-012-0995.

All questions regarding this funding opportunity and the application process can be emailed to larry.williams@boli.oregon.gov with "Firefighter RFP" in the subject line.

Application and Award Process and Timeline

Timelines

<i>Firefighter Apprenticeship Grant</i>	Anticipated Timeline
Application Deadline	02/24/26
Director Approval	03/10/26
Award Notification	03/17/26
Grant Period Begins	04/01/26
Grant Period Ends	06/30/27
Grantee Final Report Due	09/30/27

Application Deadline

The online application is available via a link on the ATD [Grants website](#).

Applications must be received by **February 24, 2026**, on or before **5:00 PM PST**. Absolutely no Applications will be accepted after this date and time. BOLI relies on the State of Oregon email system clock to determine the correct time and is not responsible for any delays or difficulties experienced in the transmission of any Application. **Please do not wait until the last minute to email your application; it will be too late to correct any problems.**

Application Materials

The Application is designed to give BOLI an overview of the Applicant's organization and the

major components of the proposal including organizational information and eligibility; populations to be served; project needs, goals, and activities; key project partners; and budget. Please refer to the [Grants Website](#) to view the Application components. In addition to the questionnaire, applicants must submit the following documents:

1. Signed Applicant Certification Form (Attachment B).
2. Project Plan (sample template provided in Attachment E).
3. Budget (sample template provided in Attachment F).
4. Signed Letters of Support from all key partners listed in the application (If Applicable).
5. Applicant organization tax returns for the past two years (Does not apply to governmental entities).
6. Financial audit completed within the past three years. If the Applicant has not previously been audited, unaudited financial statements may be submitted.
7. List of Board or Trustee members and titles or, if none exist, a list of individuals authorized to bind the Applicant and their title (e.g., CEO).

Application Review

ATD staff will review all Applications that are submitted on time. ATD staff will review to determine whether Applicant and its Application:

- is eligible for an award.
- has submitted a complete Application.
- has submitted a proposal that can be reasonably be completed within the grant period.
- sufficiently describes how Applicant will successfully complete its proposal.
- contains clear and measurable outcomes.
- complies with the criteria set out in this RFP, HB 2294 and OAR 839-012-0600.

If the criteria above are satisfied, ATD staff will forward applications to the Evaluation Committee for scoring.

All Applicants will be notified whether their applications have been forwarded to the Evaluation Committee.

Evaluation Committee Review

Applications will be reviewed and scored by an Evaluation Committee. The Evaluation Committee will include a diverse panel of stakeholders that have knowledge about apprenticeship, workforce development, Fire Service Administration, or grant management.

Evaluation Committee members will independently review each Application and assign a numeric score for the identified questions/elements using the scoring criteria listed in Attachment C. Scored questions/elements will be clearly identified in the application.

ATD Ranking, Negotiating Agreements, Recommendations to Director

ATD staff will calculate the Evaluation Committee's scores and establish a ranked order of proposers from highest to lowest score. ATD staff will negotiate with successful proposers in ranked order based on the scores until funds are exhausted, but ATD staff has discretion to declare an impasse and move on to the next highest scoring proposer. Final agreements negotiated by ATD staff are subject to review by the Director of ATD prior to final approval. In reviewing for final approval, the Director of ATD has discretion to determine which applications best demonstrate the ability and purpose of the Firefighter Apprenticeship Training goals and outcomes. All applicants will be notified of ATD's decisions.

Execution of Agreements

Based on the parameters set forth in HB 2294, OAR 839-012-0600, and this RFP, BOLI will execute agreements negotiated by ATD staff and given final approval by the Director of ATD.

BOLI reserves the right to reduce the amount of grant funds for any reason.

Award Notification

All Applicants that are recommended by ATD staff for Director review will be notified of the Director's decision. Successful Applicants will be provided with a Notice of Intent to Award.

Grant Negotiation

After issuance of its notices of intent to award, BOLI will enter into negotiations with the selected Applicants to determine the final requirements of the award and the terms of the grant agreement. BOLI in its sole discretion reserves the right to negotiate any term or condition of the grant agreement. If negotiations are not successful, BOLI may terminate negotiations.

A sample Grant Agreement can be reviewed on the [Grants website](#). It is recommended that all applicants review *this agreement prior to submitting their application*.

Prior to the distribution of any grant funds, grant recipients must submit the following documents to BOLI for review and verification:

- Certificates of Insurance showing required insurance coverage and amounts in Attachment D and naming the State of Oregon as an additional insured.
- Completed IRS W-9 form.
- Signed Grant Agreement.

Grant funds will be reimbursed quarterly during the grant period based on the below schedule*:

April 2026
July 2026
October 2026
January 2027
April 2027

July 2027

*Grant recipients may request an initial disbursement not to exceed 10% of the total grant award amount. Notwithstanding the 10% limitation, the Bureau may award up to 50% of the total grant amount in startup costs, for good cause shown in the application. This initial disbursement is limited as negotiated in the grant agreement. Initial disbursements will be made after the grant recipient submits a disbursement request to BOLI.

Future expenditures will be reimbursed once the initial disbursement has been exhausted. Future reimbursements of grant funds are subject to quarterly performance and expenditure reporting and fiscal audit.

Grant recipients must arrange quarterly meetings with BOLI for performance review and submission of expenditure reports which must include receipts for expenditures to be reimbursed. Any expense not justified through receipt will not be reimbursed.

Protests

An Applicant that does not receive a grant award will have 7 calendar days from the date that BOLI sends notice of non-award to file a written protest. The only basis for a protest that BOLI will consider that BOLI failed to conduct an evaluation of Applications in accordance with the criteria or processes described in this RFP and that but for that failure, protestor would have received an award.

Protests must:

- Be delivered to larry.williams@boli.oregon.gov.
- Identify Applicant's name and contact information.
- Be signed by Applicant's authorized representative.
- Specify the grounds for the protest.
- Be received within 7 calendar days of the notice.

Response to Protest

BOLI will address all timely submitted protests within a reasonable time and will issue a written decision to the Protestor. Protests that are not timely submitted or do not include the required information will not be considered by BOLI.

Post Award

Grant Monitoring:

Grant recipients will be required to submit regular quarterly activity and budget reports to BOLI throughout the grant period. All reports must be accurate, complete, and submitted on time. Failure to submit accurate, complete, and timely reports could jeopardize future grant reimbursements or result in grant termination.

Grant recipients will be required to maintain all records relating to their program in accordance with applicable generally accepted accounting principles and in such a manner that clearly document the grant recipient's performance for a minimum of six (6) years, or such longer period as may be

required by applicable law, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Agreement, whichever date is later.

Grant recipients are subject to audit by BOLI and/or the Oregon Secretary of State and must, upon request, provide information and supporting documentation.

Miscellaneous

Public Records

This RFP, and one copy of every proposal accepted in response to it, will be kept by BOLI and made a part of its records. All accepted Applications will become part of the public file without obligation to BOLI. If a proposal contains any information that may be exempt from disclosure under the Oregon Public Records Law, ORS 192.410 through 192.505, the Applicant must clearly designate that portion of its proposal it considers to be exempt, along with a justification and citation to the authority relied upon. Application of the Uniform Trade Secrets Act (UTSA), ORS 646.461 and 646.475, and the Oregon Public Records Law will determine whether any information is actually exempt from disclosure. Identifying an entire application as exempt from disclosure is not acceptable and will not be effective to exempt the proposal or any part of it from disclosure. Failure to identify the portion of the application claimed as exempt from disclosure, and to specify a justification and the authority relied upon, will be deemed a waiver of any future claim based on disclosure of that information.

Costs of Application

Applicant shall pay all the costs in submitting its application, including, but not limited to, the costs to prepare and submit the application, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

Reservation of Rights

Under Oregon law, ATD is fully empowered on behalf of the Council to take actions in the best interest of the State of Oregon and of apprenticeship generally. This includes establishing, enforcing, and modifying regulatory and performance requirements connected to this grant opportunity.

Successful Applicants may be asked to appear before and testify to the Oregon State Legislature. BOLI reserves all rights regarding this RFP, including, but not limited to, the right to:

1. Amend or cancel this RFP without liability. When appropriate, BOLI will issue revisions, substitutions, or clarifications as addenda to this RFP. Changes and modifications to the RFP shall be recognized only if in the form of written addenda issued by BOLI and posted on the [Grants Website](#).
2. Set a maximum award amount per recipient organization.
3. Waive any minor informality or non-conformance with the provisions or procedures of this RFP.
4. Seek clarification of any application.
5. Negotiate the requirements described in this RFP.

6. Amend or extend the term of any grant agreement that is issued because of this RFP.
7. Reject any Application upon finding that to accept the Application may impair the integrity of the solicitation process or that rejecting the application is in the best interest of BOLI.
8. Verify any information or endorsements included in the application or letters of support to ensure accuracy.

ATTACHMENT A – Key Definitions

Registered Apprenticeship Program (RAP):	The total system of apprenticeship approved by Oregon State Apprenticeship and Training Council and operated by a specific local Joint Committee in accordance with Oregon Revised Statutes Chapter 660 and includes the Committee's standards and all other terms and conditions for the qualification, recruitment, selection, employment, and Training of apprentices in a federal and state recognized apprenticeable occupation.
Subrecipient:	A subrecipient is an entity that is given pass-through grant funding from a grant recipient as a means of carrying out the grant recipient's grant obligations. Subrecipients are not consultants.
“Materials,” “Supplies,” and “Equipment”:	All training materials, equipment, and supplies purchased using grant funds must directly contribute to the overall knowledge, experience, and on-the-job training requirements identified in the occupational standard defined in the grant application. Tools, supplies, equipment, and other training related materials must be serviced and maintained by the grantee and utilized primarily by apprentices or pre-apprentices.
Training:	In person or virtual curriculum, hands-on-activities, and learning opportunities that meet or exceed minimum occupational standard guidelines, that provide occupational subject matter expertise for apprentices or pre-apprentices.

ATTACHMENT B – Applicant Certification Form

Applicant Certification Form

Bureau of Labor and Industries
Firefighter Apprenticeship Training

All Applicants must complete this form as part of the application process and provide any supporting documentation requested by BOLI. BOLI reserves the right to verify all the following certifications.

Any individual signing below hereby certifies that they are an authorized representative of Applicant and that:

- A. Applicant is currently in compliance with all performance and regulatory requirements for all programs currently operated by Grantee which are funded in whole or in part with public funds (local, state, or federal) (collectively and individually “Regulatory Requirements”).
- B. Applicant has not been found in violation of the above Regulatory Requirements within the 24 months prior to signing this Certification Form.
- C. Applicant is currently in compliance with all Oregon wage and hour laws.
- D. If awarded a Grant, Applicant agrees to perform the scope of work and meet the performance standards and reporting requirements set forth in the final negotiated scope of work of the Grant.
- E. I have knowledge regarding Applicant’s payment of taxes and by signing below I hereby certify that, to the best of my knowledge, Application is not in violation of any tax laws of the United States, the State of Oregon, or a political subdivision thereof, including, without limitation, ORS 305.620 and ORS chapters 316, 317 and 318.
- F. Applicant does not discriminate in its employment practices or service delivery with regard to race, color, creed, age, religious affiliation, political affiliation or belief, gender, disability, sexual orientation, national origin, citizenship status, or any other status protected by state, federal, or local law. When awarding subgrants, Applicant does not discriminate against any business certified under ORS 200.055 as a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business. If applicable, Applicant has, or will have prior to grant agreement execution, a written policy and practice, that meets the requirements described in ORS 279A.112, of preventing sexual harassment, sexual assault and discrimination against employees who are members of a protected class.
- G. Applicant and Applicant’s employees, agents, and subcontractors are not included on either (1) the “Specially Designated Nationals and Blocked Persons” list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>., or (2) the government-wide exclusions lists in the System for Award Management found at: <https://www.sam.gov/SAM>

- H. To the best of Applicant's knowledge, there exists no actual or potential conflict between the business or economic interests of Applicant, its employees, or its agents, on the one hand, and the business or economic interests of the State, on the other hand, arising out of, or relating in any way to, the subject matter of the RFP. If any changes occur with respect to Applicant's status regarding conflict of interest, Applicant shall promptly notify the State in writing.
- I. Applicant certifies that all contents of the Application (including any other forms or documentation, if required under this RFP) and this Certification Sheet are truthful and accurate and have been prepared independently from all other Applicants, and without collusion, fraud, or other dishonesty.
- J. Applicant understands that any statement or representation it makes, in response to this RFP, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of material information could result in a "claim" (as defined by the Oregon False Claims Act, ORS 180.750(1)), made under Contract being a "false claim" (ORS 180.750(2)) subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.
- K. Applicant certifies it will comply with the Pay Equity law, ORS 652.220, if applicable.

SIGNATURE OF AUTHORIZED APPLICANT REPRESENTATIVE:

Authorized Signature: _____

By (print name): _____

Title: _____

Organization Name: _____

ATTACHMENT C – Evaluation Committee Scoring Criteria

Evaluation Committee Scoring Rubric:

Applications will be scored utilizing the following scoring rubric. Only select questions/elements will be scored by the Evaluation Committee. Scored questions/elements will be clearly identified in the questionnaire.

Firefighter Apprenticeship Grant Scoring Rubric	
5 Outstanding	<ul style="list-style-type: none">▪ Response fully addresses all the question prompts and provides information in a thorough and complete manner including specific details and examples.▪ Response indicates the Applicant has a complete understanding of the prompts included in the question.▪ Response demonstrates that this applicant possesses the capacity, expertise, and/or strengths to meet or exceed the expectations set forth in the project plan related to this prompt.
4 Above Average	<ul style="list-style-type: none">▪ Response addresses all the question prompts, some more thoroughly than others, and provides specific details and examples.▪ Response indicates the Applicant understands the prompts included in the question.▪ Response demonstrates that this applicant possesses sufficient capacity, expertise, and/or strengths to meet the expectations set forth in the question.
3 Average	<ul style="list-style-type: none">▪ Response addresses most of the prompts, provides adequate information, and uses a few details and examples to support their response to the question.▪ Response indicates the Applicant understands the prompts in the question.▪ Response demonstrates that this applicant possesses some capacity, expertise, and/or strengths to meet the expectations set forth in the question.
2 Below Average	<ul style="list-style-type: none">▪ Response addresses a few of the prompts, provides some relevant information, and uses little to no details or examples to support their response to the question.▪ Response indicates the Applicant may not understand the prompts in the question.▪ Response demonstrates that this applicant possesses limited capacity, expertise, and/or strengths to meet the expectations set forth in the project plan related to this prompt.
1 Inadequate	<ul style="list-style-type: none">▪ Response addresses little or no information in response to the prompts outlined in the question.▪ Response indicates the Applicant does not understand the prompts in the question.▪ Response does not demonstrate that this applicant possesses the capacity, expertise, and/or strengths to meet the expectations set forth in the project plan related to this prompt.

ATTACHMENT D– Insurance Requirements

Grant recipients will be required to obtain the below insurance coverage in the identified amounts prior to the disbursement of any grant funds. A full description of each requirement will be available in the application and on the Grants Website.

Firefighter Apprenticeship Required Insurance Type	Per Claim Minimum	Annual Aggregate
General Liability	\$2,000,000	\$4,000,000
Professional Liability	\$1,000,000	\$3,000,000
Automobile Liability (Single limit bodily injury & property damage)	\$5,000,000	\$5,000,000
Pollution Liability	\$2,000,000	\$4,000,000
Directors and Officers	\$1,000,000	\$1,000,000
Crime Protection	\$1,000,000	\$1,000,000
Excess/Umbrella Insurance may be used to meet the above amounts.	(optional)	(optional)
Workers Comp/Employers Liability	\$500,000	\$500,000
Employee Dishonesty	\$250,000	\$250,000
Sexual Misconduct/Molestation	\$1,000,000	\$3,000,000

ATTACHMENT E – Sample Project Work Plan

Firefighter Apprenticeship Grant

Project Plan for:

Instructions:

Please complete this **Project Plan** and upload it as a PDF to your Firefighter Apprenticeship Application. The Project Plan tracks your grant outcomes and activities by each month of the grant period. *All activities listed must be started and completed during the grant period.* Include as many outcomes or activities under each month as needed. Include your anticipated approval month, program launch month, and the month(s) related to participant recruitment and completion.

15 Month Grant Period	Major Project Objectives, Milestones, and/or Outcomes	Key Tasks/Activities to Achieve Objective/Milestone/Outcome
June 2026		
September 2026		
December 2026		
March 2027		
June 2027		
Final Report July 2027		

ATTACHMENT F – Sample Budget Form

Applicants will be asked to upload a full project budget. A link to the Excel sample budget form below is on the [Grants Website](#). It is the applicant's responsibility to ensure budget totals are added correctly.

Applicants must individually list any single item that costs more than \$2,500 in its budget.

Firefighter Apprenticeship Grant Application - Budget Project period: July 1, 2024 - June 30, 2026		
Applicant Name: _____		
Budget Category	Description	Amount
Personnel		
		Category Total:
Fringe Benefits		
		Category Total:
Contractual/Consultant Fees		
		Category Total:
Training Supplies & Materials		
		Category Total:
Program Equipment		
		Category Total:
Educational/Training Costs		
		Category Total:
Applicant/Apprentice Support Services		
		Category Total:
Marketing		
		Category Total:
Other Costs		
		Category Total:
Indirect/Administrative Costs		
		Category Total:
Total Budget Request:		\$0.00