



VAL HOYLE
Labor Commissioner

April 27, 2022

Dear Potential Applicants:

The Bureau of Labor and Industries Apprenticeship and Training Division (ATD) is pleased to announce the availability of \$18.9 million in grant funding to support the development, expansion, and implementation of registered apprenticeship and pre-apprenticeship programs and services to apprentices and pre-apprentices. This funding is made possible by the passage of Senate Bill 1545, also known as Future Ready Oregon. Future Ready Oregon is a significant investment in workforce development, and the largest investment in Oregon’s Apprenticeship system in decades.

Funds will be awarded through a competitive grant process overseen by the Oregon State Apprenticeship and Training Council (“Council”), under the direction of the Apprenticeship and Training Division. Proposals will be solicited in three rounds:

	Round 1	Round 2	Round 3
RFP Released	May 2, 2022	August 2, 2022	November 4, 2022
RFP Closes	June 2, 2022 5:00 p.m. PDT	September 2, 2022 5:00 p.m. PDT	December 9, 2022 5:00 p.m. PST
Council Hearing and Approval	July 27, 2022	October 20, 2022	January 26, 2023
Grant Agreements Executed	August 18, 2022	November 11, 2022	February 17, 2023

Future Ready Oregon funds must be disbursed to grantees by June 30, 2023. This requires that the turnaround time from the date the RFP is released to the execution of grant agreements be very tight. ATD is committed to providing guidance and support throughout this process including hosting two pre-proposal question and answer sessions for each round, regularly updated answers to frequently asked questions published on our website, and comprehensive application materials and instructions. Your success is our success!

Information about eligibility to apply, the application process, and grant criteria is in the attached Request for Proposals and on our [Apprenticeship Grants website](#). Please reach out to ATD.Grants@boli.oregon.gov with any questions.

We look forward to working with you to build systems that improve equitable access to and retention in the State of Oregon’s registered apprenticeship system.

Sincerely,

Lisa J. Ransom, Director of Apprenticeship



**Bureau of Labor and Industries – Apprenticeship Grants Program
Funded by Senate Bill 1545, Future Ready Oregon
Request for Proposals**

Round 1: May 2, 2022 – June 2, 2022



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What is this funding program?

Through the passage of Oregon [SB 1545, also known as “Future Ready Oregon”](#), the Oregon State Apprenticeship and Training Council (Council) and the Apprenticeship and Training Division (ATD) of the Bureau of Labor and Industries has been granted authority for the disbursement and oversight of \$18.9 million in one-time grant funding during the 2021-2023 budget biennium. These funds are for the development, expansion, and implementation of new registered apprenticeship and pre-apprenticeship training programs in health care and manufacturing, and for the development and implementation of pre-apprenticeship training programs in construction.

Grant solicitations will be issued in 3 rounds during between April 2022 and December 2022.

All funds must be disbursed by ATD by June 30, 2023.

These are state general fund (tax) dollars. Organizations applying for these funds should understand that:

Grantees will appear before and be publicly accountable to the Council.

ATD is fully empowered on behalf of the Council under Oregon law 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.

Grantees may be asked to appear before and testify to the Oregon State Legislature.

Grantees will be subject to audit by the Oregon Secretary of State during or after this grant program at the sole discretion of that office.

All documents related to this program should be presumed to be public records and available for inspection and distribution upon request of any member of the public, including the media. Exceptions will be limited to sensitive personnel information or private health information; such exceptions are solely at the discretion of ATD consistent with applicable Oregon Public Records Law.

Who is eligible?

The Council will award grants to proposed new pre-apprenticeship (construction, manufacturing, health care) and registered apprenticeship programs (manufacturing, health care), per the requirements of SB 1545. Additional awards will be granted to qualifying existing pre-apprenticeship (construction, manufacturing, health care) and registered apprenticeship programs (manufacturing, healthcare) for training expansion. Community-based organizations, labor organizations, local workforce development boards, and other entities are encouraged to apply in support of the development and implementation of pre-apprenticeship and registered apprenticeship training programs that will prioritize program participation and success by individuals from priority populations as defined in SB 1545.

Please note: Development or expansion of registered apprenticeships in the building and construction industry is not an eligible use of these funds. Only pre-apprenticeship and supportive services grants will be considered.

What are the requirements?

The Grant Agreement will include terms and conditions, including, but not limited to the following general requirements and specific requirements in the Sample Agreement. If awarded, applicants will be required to:

- Remain open to provide pre-apprenticeship or registered apprenticeship services from the date the contract is signed by all parties until its expiration. Limited, temporary closures to meet regular business schedules or due to public health, financial hardship, or other reasons relating to COVID-19 are permitted. If Grantee is temporarily closed on the date the Grant is signed by all parties, Grantee must open within 30 days of that date.
- Immediately notify ATD in writing of any temporary or permanent closure, except for planned closures to meet regular business schedules.
- Immediately notify ATD in writing of any change to address, ownership, or capacity, or of changes to any other information submitted in the Grant Application.
- Maintain records that document compliance with the requirements of this Grant, including accurate records in sufficient detail to permit ATD to verify that grant funds were used only for allowable expenses. Grantee is subject to audit by ATD and must, upon request, provide any information and supporting documentation, provide access to the pre- apprenticeship or registered apprenticeship facility for which this application is submitted, and allow pre-apprenticeship and registered apprenticeship staff to be interviewed in connection with this grant and the use of funds received.
- Ensure grant funds are used to supplement and not supplant other public funds to provide pre-apprenticeship and registered apprenticeship services. Grant funds may not be used to pay for expenses that have been or will be reimbursed by public funds from any other source.
- Provide specific services for the targeted industry and service type, as described in the Sample Grant Contract.
- Attend monthly Collaborative Learning Meetings (see Appendix A – Key Definitions) specific to grant award category and coordinated by ATD.
- Sign Attestation of Performance Integrity relating to current and previous grant performance and compliance with regulatory requirements for programs funded in whole or in part by public funds.
- If selected for a Grant, the applicant must provide their Taxpayer Identification Number and backup withholding status on a completed W-9 form. ATD will not disburse any Grant Funds without a properly completed W-9.

Grant funds may only be used for costs related to pre-apprenticeship or registered apprenticeship services, including but not limited to:

- Personnel costs, including payroll and salaries or similar compensation for an employee (including any sole proprietor or independent contractor), and benefits; and
- Goods and services necessary to establish, expand, or implement pre-apprenticeship or registered apprenticeship services including, but not limited to, childcare management services, food services, and transportation.

Grant funds may be used for the above-described costs incurred during the duration indicated in the grant agreement (one year).

Activities that will not be considered:

- Development of new registered apprenticeship standards that ATD or Council determine will take too long to complete (except for the Small Grant Award Program for Innovation/Capacity Building)
- Convening employers or developing new registered apprenticeship programs in the construction industry
- Re-granting programs
- Purchases or activities that occur prior to grant decisions (except as explicitly permitted in the Grant Agreement)
- To backfill or displace other funds
- Lobbying to influence legislation (a particular bill, budget, or policy at any level)
- Scientific research
- Religious activities
- Annual fund appeals and contributions to endowments
- Apprentice or pre-apprentice wages
- Purchase of land, construction of new facilities, or major renovations to any building or facility

A sample Grant Agreement can be reviewed on the [Apprenticeship Grants](#) website.

How much are the Round 1 Grants?

ATD anticipates awarding Grant Agreements (“Grant”) from this funding opportunity to eligible pre-apprenticeship and registered apprenticeship providers. The term of each Grant is anticipated to be twelve months, with an option to include costs incurred between July 1, 2022, and the end of the Grant. Under current law, these funds must be disbursed no later than June 30, 2023.

Grants are anticipated to be awarded in three (3) rounds. **This is Round 1.**

The total amount for large grants in Round 1 shall be limited to six million dollars (\$6,000,000) with amounts divided by targeted industry and service type. See the table below for the anticipated distribution, but the actual distribution will depend on applications received and determinations by Council and ATD about what is necessary to achieve the goals and outcomes set forth in the legislation.

The Council may at its discretion award one or multiple grants between \$25,000 and the anticipated totals listed below.

Targeted Industry	Service Type	Round 1 Anticipated Total Grants
Construction	Pre-Apprenticeship	\$1,250,000
Construction	Supportive Services	\$1,250,000
Health Care	Registered Apprenticeship	\$600,000
Health Care	Pre-Apprenticeship	\$200,000
Health Care	Supportive Services	\$200,000
Manufacturing	Registered Apprenticeship	\$600,000
Manufacturing	Pre-Apprenticeship	\$1,000,000
Manufacturing	Supportive Services	\$900,000

In addition to the maximums listed above, ATD may recommend award small innovation/capacity under the Small Grant Award Program (SGAP). ATD may award any number of these grants (up to \$10,000 each) to address the needs of the following ten (10) Priority Populations in registered apprenticeship:

Small Innovation Grants for Specific Priority Populations
Communities of Color
Women
Low-income communities
Rural and frontier communities
Veterans
Individuals with Disabilities
Incarcerated and formerly incarcerated individuals
Members of Oregon’s nine federally recognized Indian tribes
Individuals who disproportionately experience discrimination in employment on the basis of age
Individuals who identify as members of the LGBTQ+ community

What is the application process and timeline?

All information for grant application submission can be found at our [Apprenticeship Grants](#) website. Applicants are responsible for checking the website for updates.

ATD will host two virtual question and answer sessions to provide technical assistance for completing grant applications and to answer questions from potential applicants. Registration information is located on our Apprenticeship Grants website.

Applicants must submit a complete application through our web-based application system by **June 2, 2022, 5 p.m.**

Pacific Daylight Time to be considered for approval. The link to the application system will be posted on our [Apprenticeship Grants](#) website on May 2, 2022.

Timeline

The Round 1 timeline is as follows:

Release Request for Round 1 Proposals:	May 2, 2022
Optional Pre-Proposal Question and Answer Session:	May 11, 2022 – 9:00-10:00 a.m. May 12, 2022 – 1:30-2:30 p.m.
Deadline for Applications:	June 2, 2022 – 5:00 p.m. PDT
Applications Reviewed for Accept/Decline:	June 18, 2022
Applications Evaluated:	July 27, 2022, Council Meeting
Awards Offered:	August 1, 2022
Grant Agreements Executed:	August 18, 2022

Process

Grant applications must include:

- Targeted industry (e.g., construction, health care, manufacturing) ***NOTE: application submissions for multiple targeted industries must be submitted separately**
- Service type(s) proposed (Registered Apprenticeship, Pre-Apprenticeship, or Supportive Services) ***NOTE: indicate all applicable service types for same targeted industries on one application.**
- Total amount requested.
- Total number of individuals to be served at amount requested.
- Measurable outcome goals to be achieved with the investment.
- Budget and budget narrative. ***NOTE: the budget narrative should be scalable and specify the impact of funding different levels that may be below the amount requested.**
- Priority Populations that the grant will have an emphasis on reaching and serving.
- Approach to providing specific services as listed in the Sample Grant Agreement.
- A description of key persons in grant delivery and their education and experience.
- A description of the organization’s previous work with a brief description of how it prepares the organization to effectively deliver the services proposed.

All applicants will be notified that their applications were received. ATD will evaluate all submissions to determine if the minimum standards are met for Council review. Incomplete applications will not be considered, and the

applicant will be notified of disqualification. A panel of diverse stakeholders will evaluate all complete grant proposals and make recommendations to Council. Evaluation criteria are included in the grant application instructions.

The Council makes all grant award decisions and decisions are final. There is no appeal. If the Council determines that some or all applications are insufficient, the Council reserves the rights to roll some or all Round 1 funds to Round 2. Final awards will be predicated on successful negotiation and execution of the Grant Agreement. In the event of a grant agreement impasse, the contract dispute will be resolved by the Council.

All grant documents will be sent via email using DocuSign. Grantee will have 30 days to return to ATD.

ATD may reject any or all applications in whole or in part, or may cancel this funding opportunity at any time, when the rejection or cancellation is in the best interest of the State of Oregon or ATD, as determined by ATD based upon the criteria set forth in statute, rule, and by the Council.

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

Applicants may send written questions up to 5:00 pm PDT on May 16, 2022, and ATD will post the questions and answers on the ATD website.

What is the disbursement schedule?

Grant funds will be disbursed in two equal payments. Payment 1 – 50% of the total Grant Funds in the first month of the Grant and Payment 2 – 50% of the total Grant Funds in the fourth month of the Grant or by June 30, 2023; whichever date is sooner. Use of the grant funds is subject to performance and fiscal audit. Be sure to keep accurate and complete accounting records. If grant funds are not spent for Allowable Expenses, or are otherwise misused, you may be required to return grant funds.

Virtual pre-proposal question and answer sessions

ATD will host two virtual pre-proposal meetings to review the grant application process and to answer any questions. You may register for one or both sessions on our [Apprenticeship Grants](#) website or by using [this link](#).

Session dates:

Pre-Proposal Session A
Wednesday, May 11, 2022 – 9:00 – 10:00 a.m.

Pre-Proposal Session B
Thursday, May 12, 2022 – 1:30-2:30 p.m.

All questions regarding this funding opportunity must be directed to ATD.grants@boli.oregon.gov.

To ensure that all potential applicants have access to the same, official information, ATD will continuously publish an updated listing of frequently asked questions on our [Apprenticeship Grants](#) website.

Appendix A – Key Definitions

Collaborative Learning	A strategy for addressing complex social issues (e.g., improving equitable access to and retention in registered apprenticeship training) by coordinating efforts across organizations to promote shared goals, measure, and monitor progress toward collective goals, and to align efforts across systems.
Community-based organization	Includes: <ul style="list-style-type: none">(a) Nonprofit organizations that are representative of a particular community or specific segments of a community and that are located within or in close proximity to the community served by the organization; and(b) Culturally specific organizations.
Culturally Specific Organization	An organization that serves a particular cultural community, that is primarily staffed and led by members of that community and that demonstrates intimate knowledge of the lived experience of that community, including, but not limited to: <ul style="list-style-type: none">(a) The impact of racism or discrimination on the community;(b) Specific disparities in access to services and resources experienced by the community; and(c) Community strengths, cultural practices, beliefs, and traditions.
Pre-apprenticeship training program	A program approved by the Oregon State Apprenticeship and Training Council (Council) designed to prepare priority populations to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one registered apprenticeship committee. Council approved pre-apprenticeship programs must include the following: <ul style="list-style-type: none">(a) Council approved curriculum based on industry standards(b) Detailed recruitment strategies focused on priority populations(c) Hands-on or simulated lab experiences that simulate industry and occupation conditions of partnering registered apprenticeship programs(d) Documentation of a formalized agreement with at least one registered apprenticeship program for direct or facilitated entry for pre-apprenticeship program completers.
Priority Populations	Senate Bill 1545 defines priority populations as: <ul style="list-style-type: none">(a) Communities of color;(b) Women;(c) Low-income communities;(d) Rural and frontier communities;(e) Veterans;

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- (f) Persons with disabilities;
 - (g) Incarcerated and formerly incarcerated individuals;
 - (h) Members of Oregon’s nine federally recognized Indian tribes;
 - (i) Individuals who disproportionately experience discrimination in employment on the basis of age; and
 - (j) Individuals who identify as members of the LGBTQ+ community.

Registered Apprenticeship Program

The total system of apprenticeship approved by Council and operated by a particular local joint committee in accordance with Oregon Revised Statutes Chapter 660 and which includes the committee’s registered standards and all other terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices in that apprenticeable occupation.