

September 22, 2023



CHRISTINA E. STEPHENSON  
Labor Commissioner

Dear Future Ready Oregon Applicants:

In 2022, the Bureau of Labor and Industries (“BOLI”) Apprenticeship and Training Division (“ATD”) implemented a legislatively created workforce development grant program to support the development, expansion, and implementation of registered apprenticeship and pre-apprenticeship programs in Oregon. A primary focus of the grant program is to increase access to and engagement of individuals from ten defined “priority populations.” The grant program was authorized by Senate Bill 1545 (2022), 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.

Since July 2022, BOLI has completed three rounds of Future Ready Oregon funding with 49 total awards. Round 4 will utilize the remaining allocation of approximately \$1.3 million through a competitive grant process overseen by the Oregon State Apprenticeship and Training Council (“Council”).

**Because the total amount of available funding for Round 4 is significantly less than previous rounds, this round will have funding caps of \$300,000 per applicant.** The Round 4 application process has two parts. Part 1 is open to all applicants and Part 2 is by invitation only based on selected applications submitted in Part 1. Part 1 will provide ATD with an overview of your organization and your grant focus, activities, and outcomes. Upon ATD review of the submitted Part 1 applications, select applicants will be invited to submit a more detailed Part 2 Application. The table below represents a schedule of events for this RFGA. All dates listed are subject to change.

<i>BOLI Future Ready Oregon - Round 4</i>	<i>Due Dates</i>
Request for Grant Applications (RFGA) & Application Released	09/22/23
Part 1 Application Deadline	10/06/23
Part 2 Application <i>Invitations</i> Released	10/20/23
Part 2 Application Deadline	11/03/23
Council Review & Approval	12/14/23
Award Notification	12/15/23
Grant Period Begins	01/01/24
Grant Period Ends	12/31/24
Grantee Final Report Due	01/30/25

ATD is committed to providing guidance and support throughout the application and award process. A wide range of application resources can be found on our [Grants website](#), including a link to a recorded instructional webinar. Information about eligibility requirements, the application process, and grant criteria is in the attached Request for Grant Applications (RFGA).

Please reach out to [ATD.Grants@boli.oregon.gov](mailto: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,

Kiely Corti, Grants Manager  
Apprenticeship and Training Division



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

**Grants Program**

**Senate Bill 1545-Future Ready Oregon  
Request for Grant Applications**

**Round 4: September 22, 2023 – November 3, 2023**



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## Authority, Overview, and Scope

Senate Bill 1545 (2022) (“SB 1545”), to be codified at ORS 660.002 to ORS 660.210, also known as “Future Ready Oregon” (“FRO”), directed the Oregon State Apprenticeship and Training Council (“Council”) through the Bureau of Labor and Industries’ Apprenticeship and Training Division (“ATD”) to establish and administer a grant program to provide financial support for the development, expansion, and implementation of 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.

Community-Based Organizations, Labor Organizations, Local Workforce Development Boards, and other entities that develop apprenticeship and pre-apprenticeship training programs are invited to apply for funding to carry out the purposes of Future Ready Oregon.

Applicants must submit an application that meets the requirements of SB 1545 and this RFGP for the development, expansion, and implementation of Registered Apprenticeship Programs (“RAPs”) in the healthcare and manufacturing industries or Pre-Apprenticeship Training Programs (“PATPs”) in the healthcare, manufacturing, and construction industries as defined in Attachment A.

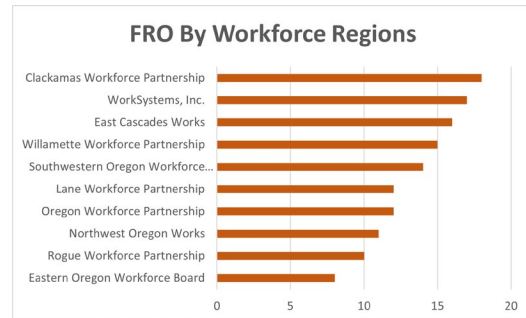
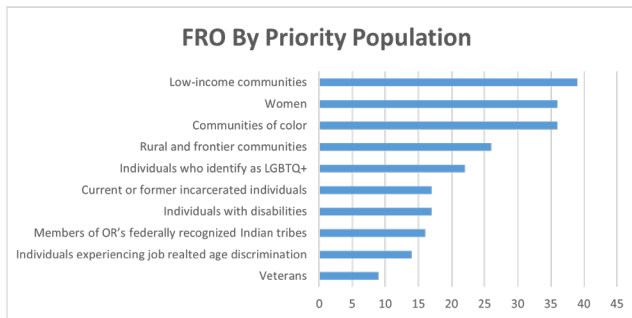
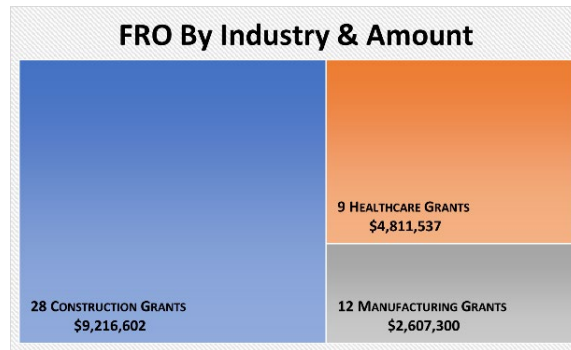
A primary focus of Future Ready Oregon funding is to increase access to and engagement in apprenticeship for the following priority populations:

<b>SB 1545 Defined Priority Populations</b>
<ul style="list-style-type: none"><li>• Communities of Color</li><li>• Women</li><li>• Low-income communities</li><li>• Rural and frontier communities</li><li>• Veterans</li><li>• Persons with Disabilities</li><li>• Incarcerated and formerly incarcerated individuals</li><li>• Members of Oregon’s nine federally recognized Indian tribes</li><li>• Individuals who disproportionately experience discrimination in employment on the basis of age</li><li>• Individuals who identify as members of the LGBTQ+ community</li></ul>

To date, BOLI has awarded three rounds of Future Ready Oregon grants. This RFGA is to award the fourth and final round of grants. Approximately \$1.3 million dollars is available for these awards. **The amount of each award is capped at a maximum of \$300,000 per applicant.** Grant funds may only be used for costs related to the development, implementation and management of pre-apprenticeship or registered apprenticeship programs. All grant funds must be incurred and spent within the one-year grant period.

To ensure an equitable distribution of Future Ready Oregon funding, Applicants for **Round 4** are strongly encouraged to focus on the industries, priority populations, and geographic areas that received fewer awards and less funding in the first three Rounds.

The charts below summarize Rounds 1-3 awards by industry, funding, priority populations, and geographic regions.



Applicants are encouraged to focus their proposals on the following:

- manufacturing and healthcare industries; and/or
- outreach to the following geographic workforce regions: Eastern Oregon Workforce Board, Rogue Workforce Partnership, Northwest Oregon Works, Lane Workforce Partnership; and/or
- populations that include veterans, individuals who experience age related job discrimination, members of Indian tribes, individuals with disabilities, and/or current or former incarcerated individuals.

## Eligibility Criteria and Program Requirements

### Eligible Entities

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

- meet the definition of “Eligible Entity” and “Legal Entity” listed in Attachment A;
- be registered with the Oregon Secretary of State, unless exempt by law; and
- have an Employer Identification Number (EIN).

Entities that have received prior BOLI FRO grants are only eligible for an award under this RFGA if Application proposes a program in a new industry or occupation or presents a *significant* expansion of the previously funded FRO program to new rural or frontier area or priority population. Proposals that simply continue previously FRO funded programs are not eligible.

### Ineligible Entities

Applications may be rejected if the Applicant:

- is in violation of BOLI wage and hour, civil rights, apprenticeship regulations or OSHA safety and health regulations as determined by BOLI;
- 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;
- has any active State or Federal liens or unpaid judgments;
- 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);
- 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); or

### Eligible Activities

The Council will only provide awards to Applicants that propose new or expanded registered apprenticeship programs (manufacturing, healthcare) and pre-apprenticeship (construction, manufacturing, healthcare) that operate solely in the state of Oregon, per the requirements of SB 1545. Proposals must be limited to a one-year time frame which is anticipated to be January 1, 2024 – December 31, 2024. Grant funds may not be used beyond the one-year timeframe unless, under limited circumstances, BOLI agrees to extend that grant period through formal grant amendment.

The following is a list of allowable grant expenditures/activities. BOLI may consider other activities not listed below that comply with the requirements of SB 1545.

- Personnel costs and fringe benefits
  - Personnel costs related to program development, implementation, and administration.
  - 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.
- Education/Training costs
  - Costs to develop a curriculum and standard courses of study for the instruction of apprentices or pre-apprentices.
  - Cost to develop uniform standards for new registered apprenticeship and pre-apprenticeship training programs.
  - Costs to convene employers in health care and manufacturing.
- Training supplies & materials
  - Consumable supplies and materials.
  - Applicants must individually list any single item that costs more than \$2,500.
- Student Support Services
  - Incentive stipends to participants (not wages).
  - Tuition and fee assistance.
  - Participant tools, supplies and equipment and other Training-related costs.
  - Technology supports, including broadband services.

- Supports and services that are equivalent to the supports and services available to apprentices who perform work on a bridge or highway project as outlined on [BOLI's website](#).
- Applicants must have written eligibility criteria for program participants receiving the student support services 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.
- Program Equipment
  - Equipment needed to train apprentices or pre-apprentices.
  - Equipment costs may not exceed 30% of the total budget request.
  - Applicants must individually list any single item that costs more than \$2,500.
  - The primary purpose/utilization of all equipment purchased with grant funds must be directly and primarily related to student Training.
- Contractual and Consultant fees
- Staff travel
  - Mileage and other travel-related expenses.
- Marketing costs
  - Costs to develop and implement effective outreach strategies to priority populations.
  - Costs related to advertising or promoting program or program recruitment.
- Administrative/Indirect costs (limited to 10% of budget request unless Applicant has an approved Federal rate).
  - Costs for financial, accounting, auditing, contracting or general legal services
  - Costs for internal evaluation, including the organization's overall management improvement costs.
  - Costs for general liability insurance that protects the organization(s) responsible for operating a program or project.
  - Costs of space, base utilities, and communication (telephone, fax, and Internet) that support administrative personnel.
- Any other activities that the BOLI deems necessary to support the expansion of registered apprenticeship and pre-apprenticeship training programs and to support overall increased program participation consistent with SB 1545.

The following is a list of unallowable Grant Expenditures/Activities:

- Apprentice or pre-apprentice wages.
- Existing personnel can only be included as a grant expenditure as long as grant funds are not used to backfill a position that has previously committed funds from another source during the grant cycle.
- Convening employers or developing new registered apprenticeship programs in the construction industry.
- Purchases or activities that occur prior to or after the grant performance period.
- Equipment requests that exceed 30% of the total budget request.
- Program equipment that will not primarily be utilized by program students.
- Sub-recipient budget expenditures as defined in Attachment A are not permitted.
- 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.
- Religious activities.
- Annual fund appeals and contributions to endowments.

## Pre-Application Support

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

- A recorded webinar for prospective applicants addressing the grant requirements, application, and review process as well as an overview of the apprenticeship and pre-apprenticeship approval process.
- Written Frequently Asked Questions.
- Application Instructions.
- PDF of Application Part 1 & Part 2
- Sample Grant Agreement.
- Sample Project Plan Form
- Sample Budget Form
- Future Ready Oregon Statute: SB 1545.
- Schedule of and links to virtual ATD Grants Team office hours.

All questions regarding this funding opportunity and the application process must be emailed to [ATD.grants@boli.oregon.gov](mailto:ATD.grants@boli.oregon.gov).

## Application and Award Process and Timeline

RFGA ⇄ Application P1 ⇄ ATD ⇄ Application P2 ⇄ Evaluation Committee ⇄ ATD ⇄ Council

The online application will open on **September 22, 2023**, and will be available via a link on the ATD [Grants website](#). All application components must be submitted via Survey Monkey.

### Part 1 Submission

Applicants must submit **Part 1** of the application by **October 6, 2023**, at **11:59 PM PST**. Part 1 is designed to give BOLI an overview of the Applicant's organization and the major components of the proposal including organizational information and eligibility; targeted industry and occupation; priority populations to be served; project needs, goals, and activities; key project partners; and budget outline. Please refer to the [Grants Website](#) to view Part 1 of the Application. In addition, Applicants must submit the following PDF documents:

- 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).
- List of Applicant's staff, titles, and percentage of FTE. If the organization is large, a list of only department or project related staff is acceptable.



- Documentation of legal entity status.

### Part 1 Review

ATD staff will review all applications submitted in Part 1. ATD staff will review to determine whether Applicant:

- is eligible for an FRO award, and
- has submitted a Complete Application.

If the criteria above are satisfied, ATD staff will invite Applicant to submit Part 2 of the application, unless ATD staff determines that:

- Applicant's proposal cannot reasonably be completed within the one-year grant period; or
- Applicant proposes to only plan the creation or expansion of a pre-apprenticeship or apprenticeship program without obtaining Council approval for the program creation or expansion during the grant period.
- The information provided in the application insufficiently describes how applicant will successfully organize or complete its proposal.
- The application has unclear or weak measurable outcomes.
- The application is not adequately aligned with grant criteria.

All Applicants will be notified of ATD's decision regarding its application.

### Part 2 Submission

Applicants that advance to Part 2 must submit the second part of the application by **November 3, 2023, at 11:59 p.m. PST.**

In Part 2, Applicants must provide additional organizational information and provide more detail about the proposed program outreach to priority populations, project timelines, outcomes, and budget and applicant organization's capacity and experience to successfully execute grant deliverables. Please refer to the [Grants Website](#) to view Part 2 of the Application. In addition, applicants must submit the following PDF documents:

- Project Plan (sample template provided in Attachment E).
- Budget (sample template provided in Attachment F).
- Signed Letters of Support from all key partners listed in application.
- Pre-apprenticeship applicants only: signed MOU/letter of support documenting a formalized agreement with at least one Registered Apprenticeship Program for direct or facilitated entry for pre-apprenticeship program graduates.
- Signed Applicant Certification Form (Attachment B).
- Applicant organization tax returns for the past two years. Does not apply to government related entities such as schools.

- Financial audit completed within the past three years. If the Applicant has not previously been audited, unaudited financial statements may be submitted.

### Part 2 Review

ATD staff will review all applications submitted in Part 2. ATD staff will review to determine whether Applicant has submitted a Complete Application.

If the above criteria is satisfied, ATD staff will submit the application to the Evaluation Committee for review.

All Applicants will be notified of ATD's decision regarding its application.

### Evaluation Committee Review

Complete Part 2 applications will be reviewed and scored by a Grants Evaluation Committee. The Evaluation Committee will include a diverse panel of stakeholders that have knowledge about apprenticeship, workforce development in one the three grant industries, or grant management.

Depending on the number of applications submitted, a single Evaluation Committee may review all applications or additional Evaluation Committees will be formed and each will review a subset of applications submitted. All Committee members will use the same scoring rubric.

Evaluation Committee members will independently review Parts 1 and 2 of each assigned 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 Recommendations to Council

ATD will review the application scores of the Evaluation Committee. ATD will recommend select applications to be forwarded with a funding recommendation to Council for review and final approval. ATD recommendations will be based on the Evaluation Committee scores and which applications best demonstrate the Future Ready Oregon (SB 1545) goals and outcomes. All applicants will be notified of ATD's decision.

### Council Review and Final Approval

Applicants who have been recommended to receive funding must attend the designated Council meeting to verbally present their proposal to the Council and answer any questions the Council may have. This meeting is currently scheduled for December 14, 2023.

Based on the parameters set forth in SB 1545 and this RFGA, the Council will make a final award determination after reviewing Parts 1 & 2 of each application, the Evaluation Committee application score, the ATD staff recommendation for funding, and the information presented in the applicant's oral presentation.

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

### Award Notification

All Applicants that are recommended by ATD staff for Council review will be notified of the Council's decision. Successful Applicants will be provided with a Notice of Intent to Award, subject to successful negotiation of a grant agreement.

### 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 contract. BOLI in its sole discretion reserves the right to negotiate any term or condition of the negotiated contract. 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*.

As part of the negotiation process, all successful Applicants are required to submit the following documents before the grant award is finalized:

- 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 disbursed in two payments during the grant period:

Month 1	50% of total award.
Month 5	50% of the remaining balance of total award.

Disbursement of grant funds is subject to monthly performance & expenditure reporting and fiscal audit.

Grant funds must be spent within the one-year grant period specified in the Grant Agreement and cannot be extended or carried forward unless the grant period is formally extended through a written amendment to the original Grant Agreement.

If grant funds are not used for Allowable Expenses, or are otherwise misused, grantees will be required to return all misused grant funds, unspent and pay any costs related to collection efforts. All unspent grant funds at the end of the grant period must be returned in full to BOLI/ATD.

### Appeals

An Applicant that has been notified that it is not a successful applicant will have 7 calendar days from the date of the notice to file a written protest. An Applicant may file a written protest only if the

Applicant would be eligible for an award in the event the protest was successful and is protesting for one or more of the following reasons:

- Agency has failed to conduct an evaluation of Applications in accordance with the criteria or process described in this RFGA.
- BOLI abused its discretion in rejecting the Applicant’s application as non-responsive.

**Protests must:**

- Be delivered to [ATD.Grants@boli.oregon.gov](mailto:ATD.Grants@boli.oregon.gov)
- Reference the survey monkey application number
- 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 respective Applicant. Protests that do not include the required information may not be considered by BOLI.

**Timelines**

<i>BOLI Future Ready Oregon - Round 4</i>	<b>Due Dates</b>
Request for Grant Applications (RFGA) & Application Released	09/22/23
Part 1 Application Deadline	10/06/23
Part 2 Application <i>Invitations</i> Released	10/20/23
Part 2 Application Deadline	11/03/23
Council Review & Approval	12/14/23
Award Notification	12/15/23
Grant Period Begins	01/01/24
Grant Period Ends	12/31/24
Grantee Final Report Due	01/30/25

**Post Award**

Grant Monitoring:

Post award grant monitoring during the one-year grant period includes the following elements:

- Submission of monthly program and budget reports via the online ATD Grants Portal. Reports are due on the 10th day of each month. All reports must be accurate, complete, and submitted on time. Failure to submit accurate, complete, and timely reports could jeopardize future grant disbursements or result in grant termination. Receipts for all grant expenditures are required to be uploaded with monthly budget reports in the ATD Grants Portal.
- Attendance at monthly industry-specific Collaborative Learning Meetings facilitated by ATD.
- Quarterly submission of grant related pre-apprentice or apprentice participant data to the Higher Education Coordinating Commission.
- Submission of a final program and budget report within 30 days of the grant end date.

- Grantees must 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.
- Grantees are subject to audit by ATD and/or the Oregon Secretary of State 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.
- Grantees must immediately notify ATD in writing of any changes to their contact information, organizational leadership, grant staffing/organizational capacity changes, or of any significant change that may impact the organization's ability to fulfill the terms of their grant agreement.

## Miscellaneous

This RFGA, 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.

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.

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.

Successful Applicants may be subject to an audit by the Oregon Secretary of State or BOLI/ATD during or after this grant program at their sole discretion.

BOLI reserves all rights regarding this RFGA, including, but not limited to, the right to:

- Amend or cancel this RFGA without liability.

- When appropriate, BOLI will issue revisions, substitutions, or clarifications as addenda to this RFGA. Changes and modifications to the RFGA shall be recognized only if in the form of written addenda issued by BOLI and posted on the [Grants Website](#).
- Set a maximum award amount per recipient organization.
- Waive any minor informality or non-conformance with the provisions or procedures of this RFGA.
- Seek clarification of any application.
- Negotiate the requirements described in this RFGA.
- Amend or extend the term of any grant agreement that is issued as a result of this RFGA.
- 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.
- Verify any information or endorsements included in the application or letters of support to ensure accuracy.

## ATTACHMENT A – Key Definitions

<b>Applicant:</b>	An entity that submits any portion of an application in response to this Request for Grant Applications via the BOLI online application portal in Survey Monkey Apply.
<b>Application:</b>	A submitted LOI or full Application via the BOLI online application portal in Survey Monkey Apply.
<b>Backfill:</b>	Grant Funds used to pay for expenses, including personnel, that have been or will be reimbursed by another source.
<b>Capital Improvement:</b>	The purchase of land, construction of new facilities, or major renovations to any building or facility.
<b>Community-Based Organization:</b>	<ol style="list-style-type: none"><li>1. Nonprofit organizations that are representative of a community or significant segments of a community; and provide educational or related services to individuals in the community, or</li><li>2. Culturally specific organizations that who serve a particular cultural community, are primarily staffed and led by members of that community and demonstrate intimate knowledge of the lived experience of that community, including, but not limited to: (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.</li></ol>
<b>Complete Application:</b>	All requested fields are complete, and all required documents are submitted under the specifications outlined in the RFGA. The applicant organization is an eligible, legal entity as defined in Attachment A.
<b>Eligible Entity:</b>	<p>Community-Based Organizations, Labor Organizations, Local Workforce Development Boards, and other entities that develop apprenticeship and pre-apprenticeship training programs and that prioritize program participation by apprentices from priority populations.</p> <p>Other entities include Oregon community colleges, universities, public schools, public school districts, small businesses with 25 or less employees, or other education/curriculum providers, and must demonstrate that they prioritize program participation by apprentices from priority populations.</p>

<b>Labor Organization:</b>	A Labor Organization refers to any organization of any kind, or any agency or employee representation committee or plan, in which employees participate and which exists for the purpose, in whole or in part, of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.
<b>Legal Entity:</b>	A public body, business or other organization either registered with the Oregon Secretary of State or recognized by another governing body or statute legally recognized in Oregon.
<b>Local Workforce Development Board:</b>	One of 9 Oregon Workforce Boards in Oregon established pursuant to section 3122 of the Federal Workforce Innovation and Opportunity Act.
<b>Pre-Apprenticeship Training Program (“PATP”):</b>	<p>A program approved by the Oregon State Apprenticeship and Training Council (“Council”) designed to prepare individuals 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:</p> <ol style="list-style-type: none"> <li>1. Council-approved curriculum based on industry standards.</li> <li>2. Detailed recruitment strategies focused on priority populations.</li> <li>3. Hands-on or simulated lab experiences that simulate industry and occupation conditions of partnering registered apprenticeship programs.</li> <li>4. Documentation of a formalized agreement with at least one registered apprenticeship program for direct or facilitated entry for pre-apprenticeship program completers.</li> </ol>
<b>Registered Apprenticeship Program (RAP):</b>	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.
<b>Subrecipient/ Sub-Awardee:</b>	A subrecipient or a sub-awardee is an entity that is given pass-through grant funding from an organization as a means of carrying out that organization’s grant requirements/obligations. These entities are different than hiring a consultant to assist in a process.



**“Materials,”  
“Supplies,” and  
“Equipment”:**

All training materials, equipment, and supplies purchased using FRO 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  
Future Ready Oregon

All Applicants must complete this form as part of the application process and provide any supporting documentation requested by Agency. Agency 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 state or a political subdivision of the state, 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 RFGA. 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 RFGA) 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 RFGA, 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: \_\_\_\_\_

## ATTACHEMENT C – Evaluation Committee Scoring Criteria

### Evaluation Committee Scoring Rubric:

The BOLI FRO Round 4 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 application.

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

## ATTACHEMENT D – Insurance Requirements

Below is a summary of the Insurance coverage requirements and amounts. A full description of each requirement will be available in the application and on the Grants Website.

<b>BOLI FRO Required Insurance Type</b>	<b>Per Claim Minimum</b>	<b>Annual Aggregate</b>
General Liability	\$2,000,000	\$4,000,000
Professional Liability	\$2,000,000	\$4,000,000
Automobile Liability (Single limit bodily injury & property damage)	\$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

# ATTACHEMENT E – Sample Project Work Plan

## ATTACHMENT B FRO R4 Application - Part 2

Project Plan for:

**Instructions:**

Please complete this **Project Plan** and upload it as a PDF to your Round 4 Future Ready Oregon Application - **Part 2**. 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 OSATC approval month, program launch month, and the month(s) related to participant recruitment and completion.

12 Month Grant Period	Major Project Objectives, Milestones, and/or Outcomes	Key Tasks/Activities <i>to Achieve Objective/Milestone/Outcome</i>
January 2024		
February 2024		
March 2024		
April 2024		
May 2024		
June 2024		
July 2024		
August 2024		
September 2024		
October 2024		
November 2024		
December 2024		

## ATTACHEMENT F – Sample Budget Form

Applicants who are invited to submit Part 2 of the application will be asked to upload a full project budget. Below is a sample that you may use. A link to this sample is on the [Grants Website](#). It is the applicant’s responsibility to ensure budget totals are added correctly.

**Applicant Name:**  
**BOLI Round 4 FRO Grant Application Part 2- Budget**  
*Project period: January 1, 2024 - December 31, 2024*

Budget Category	Description	Amount
Personnel		
	Category Total:	\$0.00
Fringe Benefits		
	Category Total:	\$0.00
Contractual/Consultant Fees		
	Category Total:	\$0.00
Training Supplies & Materials		
	Category Total:	\$0.00
Program Equipment		
	Category Total:	\$0.00
Educational/Training Costs		
	Category Total:	\$0.00
Student Support Services		
	Category Total:	\$0.00
Marketing		
	Category Total:	\$0.00
Other Costs		
	Category Total:	\$0.00
Indirect/Administrative Costs		
	Category Total:	\$0.00
<b>Total Budget Request:</b>		<b>\$0.00</b>