

March 15, 2024

Dear Firefighter Apprenticeship Training Applicants:

The Bureau of Labor and Industries (“BOLI”) Apprenticeship and Training Division (“ATD”) is issuing this Request for Grant Applications (“RFGA”) to implement a workforce development grant program to develop and administer pilot projects that provide firefighter apprenticeship Training in Oregon. The grant program was authorized by House Bill 2294 (2023), also known as Firefighter Apprenticeship Training. Firefighter Apprenticeship Training is a significant investment in workforce development.

The RFGA is open to all eligible entities and is intended to provide ATD with an overview of your organization, your grant focus, budget, as well as detailed activities and outcomes. All dates listed are subject to change.

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| *Firefighter Apprenticeship Training Grant* | Anticipated Timeline |
| Application Deadline | 04/12/24 |
| Review & Approval | 05/24/24 |
| Award Notification | 05/31/24 |
| Grant Period Begins | 07/01/24 |
| Grant Period Ends | 06/30/26 |
| Grantee Final Report Due | 01/01/27 |

ATD is committed to providing guidance and support throughout the application and award process. Individual consultations can be arranged to answer questions and assist you in the grant process by sending an email to the Grants Program Administrator at Loren.Burnham@Boli.Oregon.gov.

Please reach out to [Loren.Burnham@Boli.Oregon.gov](mailto:Loren.Burnham@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,

Loren Burnham, Firefighter Grants Program Administrator

Apprenticeship and Training Division



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

### Grants Program

### House Bill 2294-Firefighter Apprenticeship Training

### Request for Grant Applications

**July 1, 2024 through June 30, 2026**



# 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”. BOLI will award grants to a maximum of 10 applicants for a total award amount not to exceed $4.7 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 839-012-0995 and this RFGA.

# Eligibility Criteria and Program Requirements

Eligible Entities

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

1. be a local service district as defined in ORS 660.010 or a local joint committee as defined in ORS 174.116;
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 839-012-0995.

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 two-year time frame which is anticipated to be July 1, 2024, through June 30, 2026. Grant funded projects may not extend beyond the two-year timeframe unless, under limited circumstances, BOLI agrees to extend that grant period through grant amendment.

At a minimum, pilot projects funded through this RFGA 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 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.

Additional allowable grant expenditures activities include:

1. Personnel costs and fringe benefits.
   1. Personnel costs related to pilot project development, implementation, and administration.
   2. 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.
2. Education/Training costs.
   1. Costs necessary to develop a curriculum and standard courses of study for the instruction of apprentices for applicant pilot projects
   2. Costs necessary to develop uniform standards for new Registered Apprenticeship Programs for applicant’s pilot project.
   3. Costs to convene employers in the firefighting occupation.
3. Training supplies & materials.
   1. Consumable supplies and materials.
4. Apprentice Support Services.
   1. Incentive stipends and wages.
   2. Tuition and fee assistance.
   3. Participant tools, supplies and equipment and other Training-related costs.
   4. Technology supports, including broadband services.
5. Program Equipment.
   1. Equipment needed to train apprentices.
   2. The primary purpose/utilization of all equipment purchased with grant funds must be directly and primarily related to apprentice Training.
6. Contractual and Consultant fees related to
   1. Development of related training
   2. Validation and certification of related training
   3. Validation of minimum qualifications tests (Physical and/or Mental)
   4. Other developmental costs necessary for Applicant’s pilot program.
7. Staff travel.
   1. Mileage and other travel-related expenses related to the development of apprenticeship pilot programs.
8. Marketing costs.
   1. Costs to develop and implement effective outreach strategies to priority populations.
   2. Costs related to advertising or promoting program or program recruitment.
9. Administrative/Indirect costs (limited to 10% of budget request).
   1. Costs for financial, accounting, auditing, contracting or general legal services related to this grant program.
   2. Costs for internal evaluation, including the organization’s overall management improvement costs.
   3. Costs for general liability insurance that protects the organization(s) responsible for operating a program or project.
   4. Costs of space, base utilities, and communication (telephone, fax, and Internet) that support administrative personnel.
10. Any other activities that the BOLI deems necessary to support the overall increased program participation and that are consistent with HB 2294 and OAR 839-012-0995.

The following expenditures/activities are unallowable:

* 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 RFGP and application can be found on ATD’s [Grants website](https://www.oregon.gov/boli/apprenticeship/Pages/BOLI-Apprenticeship-Grants.aspx) and includes:

* Required Questionnaire. <https://forms.office.com/g/1tuZPmrtBQ>
* Sample Grant Agreement.
* Sample Project Plan Form.
* Sample Budget Form.
* HB 2294.
* OAR 839-012-0995.

All questions regarding this funding opportunity and the application process can be emailed to [Loren.Burnham@boli.oregon.gov](mailto:ATD.grants@boli.oregon.gov) or addressed to the Grant Administrator.

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# Application and Award Process and Timeline

#### Timelines

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| *Firefighter Apprenticeship Grant* | Anticipated Timeline |
| Application Deadline | 04/12/24 |
| Director Approval | 05/24/24 |
| Award Notification | 05/31/24 |
| Grant Period Begins | 07/01/24 |
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| Grantee Final Report Due | 07/31/26 |

Application Deadline

The online application is available via a link on the ATD [Grants website](https://www.oregon.gov/boli/apprenticeship/Pages/BOLI-Apprenticeship-Grants.aspx).

Applications must be received by **April 12, 2024**, on or before **11:59 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](https://www.oregon.gov/boli/apprenticeship/Pages/BOLI-Apprenticeship-Grants.aspx) to view the Application components. In addition to the questionnaire, applicants must submit the following documents:

1. Applicant Questionnaire: <https://forms.office.com/g/1tuZPmrtBQ>
2. Signed Applicant Certification Form (Attachment B).
3. Project Plan (sample template provided in Attachment E).
4. Budget (sample template provided in Attachment F).
5. Signed Letters of Support from all key partners listed in the application.
6. Applicant organization tax returns for the past two years. Does not apply to governmental entities.
7. Financial audit completed within the past three years. If the Applicant has not previously been audited, unaudited financial statements may be submitted.
8. 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).
9. List of Applicant’s staff, titles, and percentage of FTE.
10. List of all training agents that will be involved in the administration of the pilot project.

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 RFGA, HB 2294 and OAR 839-012-0995.

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 Recommendations to Director

ATD staff will review the Evaluation Committee’s scores. ATD staff will recommend select applications be forwarded with a funding recommendation to the Director of ATD for review and final approval. ATD recommendations will be based on the Evaluation Committee scores and which applications best demonstrate the ability and purpose of the Firefighter Apprenticeship Training goals and outcomes. All applicants will be notified of ATD’s decision.

Director Review and Final Approval

Based on the parameters set forth in HB 2294, OAR 839-012-0995, and this RFGA, the Director will make a final award determination after reviewing each application, the Evaluation Committee application score (if utilized) and the ATD staff recommendation for funding.

The Director 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](https://www.oregon.gov/boli/apprenticeship/Pages/BOLI-Apprenticeship-Grants.aspx). 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:

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| October 2024 |
| January 2025 |
| April 2025 |
| July 2025 |
| October 2025 |
| January 2026 |
| April 2026 |
| July 2026 |

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 RFGA and that but for that failure, protestor would have received an award.

Protests must:

* Be delivered to [Loren.Burnham@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 Protestor. Protests that are not timely submitted or do not include the required information will not be considered by BOLI.

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# Post Award

*Grant Monitoring:*

Grant recipients will be required to submit regular 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 any information and supporting documentation.

# Miscellaneous

Public Records

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.

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 RFGA, including, but not limited to, the right to:

1. 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](https://www.oregon.gov/boli/apprenticeship/Pages/BOLI-Apprenticeship-Grants.aspx).
2. Set a maximum award amount per recipient organization.
3. Waive any minor informality or non-conformance with the provisions or procedures of this RFGA.
4. Seek clarification of any application.
5. Negotiate the requirements described in this RFGA.
6. Amend or extend the term of any grant agreement that is issued as a result of this RFGA.
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.

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| ATTACHMENT A – Key Definitions |

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| **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 Training materials, equipment, and supplies purchased using FRO funds must directly contribute to the overall knowledge, experience, and on-the-job training Training requirements identified in the occupational standard defined in the grant application.  Tools, supplies, equipment, and other trainingTraining-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. |
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| 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:

1. 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”).
2. Applicant has not been found in violation of the above Regulatory Requirements within the 24 months prior to signing this Certification Form.
3. Applicant is currently in compliance with all Oregon wage and hour laws.
4. 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.
5. 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.
6. 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.
7. 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
8. 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.
9. 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.
10. 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.
11. Applicant certifies it will comply with the Pay Equity law, ORS 652.220, if applicable.

**SIGNATURE OF AUTHORIZED APPLICANT REPRESENTATIVE:**

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| Authorized Signature: |  |
| By (print name): |  |
| Title: |  |
| Organization Name: |  |

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| 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.

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| **Firefighter Apprenticeship Grant Scoring Rubric** | |
| **5 Outstanding** | * 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** | * 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** | * 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** | * 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** | * 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. |

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| 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.

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| **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 |

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| ATTACHMENT E – Sample Project Work Plan |

**Firefighter Apprenticeship Grant**

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| **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.

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| **24 Month Grant Period** | **Major Project Objectives,**  **Milestones, and/or Outcomes** | **Key Tasks/Activities**  *to Achieve Objective/Milestone/Outcome* |
| **September 2024** |  |  |
| **December 2024** |  |  |
| **March 2025** |  |  |
| **June 2025** |  |  |
| **September 2025** |  |  |
| **December 2025** |  |  |
| **March 2026** |  |  |
| **June 2026** |  |  |
| **Final Report July 2026** |  |  |

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| 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](https://www.oregon.gov/boli/apprenticeship/Pages/BOLI-Apprenticeship-Grants.aspx). 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.![Graphical user interface, table

Description automatically generated]()