

**STATE OF OREGON  
GRANT AGREEMENT**

Grant No. [XXXXX]

**AWARD**

The State of Oregon, acting by and through its Apprenticeship and Training Division (“ATD”) of the Bureau of Labor and Industries (“Agency”) awards:

Grantee: [Grantee Name]

Amount: \$ [Grant Amount]

Grantee agrees to accept these funds (the “Grant Funds”) and use them for pre-apprenticeship and apprenticeship development, expansion, and implementation costs described in this Grant Agreement (the “Grant”).

**AGREEMENT**

- 1. **EFFECTIVE DATE AND DURATION.** When all parties have executed this Grant (“Executed Date”), this Grant is effective and has a Grant funding start date as of [Start Date] (“Effective Date”), and unless extended or terminated earlier in accordance with its terms, will expire on June 30, 2023 (“Expiration Date”).
- 2. **GRANT MANAGERS.**

Grantee’s Grant Administrator for this Contract is:	Agency’s Grant Administrator for this Contract is:
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Name  
Agency  
Contact Info

Name  
BOLI - Apprenticeship and Training Division  
800 NE Oregon Street, #1045  
Portland, OR 97232  
Phone:  
XXXXXXXXXX@boli.oregon.gov

- 3. **PROGRAM ACTIVITIES.** Grantee must use the Grant Funds as set forth in Exhibit A (the “Program”).
- 4. **DISBURSEMENT.** Agency will disburse the Grant Funds to Grantee, subject to Agency having sufficient funding, appropriations, expenditure limitation, allotments, and other necessary expenditure authorizations to allow Agency, in the exercise of its reasonable administrative discretion, to disburse the Grant Funds from funding provided to Agency under the 2022 Act established by SB 1545. Nothing in this Grant authorizes a violation of Article XI, section 7 of the Oregon Constitution or any other state or federal law limiting the activities, liabilities, or monetary obligations of the Agency.
- 5. **RECORDS MAINTENANCE AND ACCESS.** Grantee must maintain all records relating to this Grant in accordance with applicable generally accepted accounting principles and in such a manner as to clearly document Grantee’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 Grant, whichever date is later. Grantee shall permit Agency at any

time to inspect the records and premises of Grantee for the purpose of verifying Grantee’s compliance with the terms of this Grant, including the use of Grant Funds. If Grantee is a non-federal entity that expends \$750,000 or more during the non-federal entity’s fiscal year in federal awards, Grantee must conduct a single or program-specific audit for that year in accordance with the requirements of 45 CFR Part 75 Subpart F. Copies of all audits must be submitted to Agency within 30 days of completion.

- 6. GOVERNING LAW, JURISDICTION.** This Grant is governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit, or proceeding (collectively “Claim”) between Agency or any other agency or department of the state of Oregon, or both, and Grantee that arises from or relates to this Grant must be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon. If, however, a Claim must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. This section is not a waiver by the State of Oregon of any form of defense or immunity to or from any Claim or the jurisdiction of any court. GRANTEE, BY EXECUTION OF THIS GRANT, HEREBY CONSENTS TO THE PERSONAL JURISDICTION OF SUCH COURTS.
- 7. DEFAULT.**

  - A. Grantee.** Grantee will be in default under this Grant if: (i) Grantee fails to use the Grant Funds for the intended purpose described in Exhibit A or otherwise fails to perform, observe, or discharge any of its obligations under this Grant; (ii) any representation, warranty, or statement made by Grantee in this Grant, the Grant Application, or any documents relied upon by Agency to measure Grantee’s use of Grant Funds is untrue in any material respect when made; or (iii) a petition, proceeding or case is filed by or against Grantee under any federal or state bankruptcy, insolvency, receivership, or other law relating to reorganization, liquidation, dissolution, winding- up, or adjustment of debts; in the case of a petition filed against Grantee, Grantee acquiesces to such petition or such petition is not dismissed within 20 calendar days after such filing, or such dismissal is not final or is subject to appeal; or Grantee becomes insolvent or admits its inability to pay its debts as they become due, or Grantee makes an assignment for the benefit of its creditors.
  - B. Agency.** Agency will be in default under this Grant if Agency fails to perform its obligations under this Grant; provided, however, Agency will not be in default if Agency fails to disburse Grant Funds because there is insufficient expenditure authority for, or moneys available from, the funding source for this Grant.
- 8. REMEDIES.**

  - A. Agency Remedies.** In the event Grantee is in default under Section 7, Agency may, at its option, pursue any or all of the remedies available to it under this Grant and at law or in equity, including, but not limited to: termination of this Grant under Section 10, reducing or withholding payments under Section 9, requiring Grantee to complete, at Grantee's expense, additional activities necessary to satisfy its obligations or meet performance standards under this Grant, exercise of its right of recovery of overpayments under Section 9 of this Grant or setoff, or both, or declaring Grantee ineligible for the receipt of future awards from Agency. These remedies are cumulative to the extent the remedies are not inconsistent, and Agency may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.
  - B. Grantee Remedies.** If Agency is in default, Grantee’s sole remedy will be, within the limits set forth in this Grant, disbursement for Allowable Expenses incurred during the term of the Grant, less any claims Agency has against Grantee.
- 9. WITHHOLDING FUNDS, RECOVERY.** Agency may withhold from disbursements of Grant Funds due to Grantee, or Grantee must return to Agency within 30 days of Agency’s written demand:

  - A.** Any Grant Funds paid to Grantee that exceed the amount to which Grantee is entitled, or any Grant

Funds determined by Agency to be spent for purposes other than Allowable Expenses;

- B. Any Grant Funds received by Grantee that remain unexpended or contractually committed for payment of the Project at the end of the Performance Period;
- C. Any Grant Funds determined by Agency to be spent for purposes other than allowable activities; or
- D. Any Grant Funds requested by Grantee as payment for deficient activities or materials.

#### 10. TERMINATION.

- A. **By Agency.** Agency may terminate this Grant: (i) at Agency's discretion upon 30 days written notice, (ii) immediately upon written notice to Grantee, if Agency fails to receive funding, appropriations, limitations, or other expenditure authority at levels sufficient in Agency's reasonable administrative discretion, to perform its obligations under this Grant, (iii) if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that Agency's performance under this Grant is prohibited, or (iv) if Grantee is in default.
- B. **By Grantee.** Grantee may terminate this Grant if Agency is in default.

#### 11. MISCELLANEOUS.

- A. **Amendments.** The terms of this Grant may not be altered, modified, supplemented, or otherwise amended, except by written agreement of the parties.
- B. **Notice.** Any notice to be given under this Grant must be given in writing by email, personal delivery, or by mail, to a party's Grant Manager at the physical address or email address set forth in this Grant, and is effective, as applicable: five (5) days after mailing, when actually personally delivered, or upon the sender's receipt of confirmation generated by the recipient's email system of receipt by the recipient's email system.
- C. **Survival.** All rights and obligations of the parties under this Grant will cease upon termination of this Grant, other than the rights and obligations that by their nature or express terms survive termination of this Grant, including without limitation records retention requirements, governing law, and remedies.
- D. **Severability.** The parties agree if any provision of this Grant is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining provisions will not be affected.
- E. **Counterparts.** This Grant may be executed in several counterparts, all of which when taken together constitute one agreement, notwithstanding that all parties are not signatories to the same counterpart. Each copy of the Grant so executed constitutes an original.
- F. **Intended Beneficiaries.** Agency and Grantee are the only parties to this Grant and are the only parties entitled to enforce its terms.
- G. **Assignment.** Grantee may not assign or transfer its interest in this Grant without the prior written consent of Agency.
- H. **Merger.** This Grant and any exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Grant.
- I. **Debarred or Suspended.** Grantee may not participate in this Grant in any capacity, or be a recipient of Grant Funds, if Grantee has been debarred or suspended or otherwise found to be ineligible for participation in federal assistance programs or activities.

**12. GRANT DOCUMENTS.** This Grant consists of the following documents, which are incorporated by this reference and listed in descending order of precedence:

- This Grant less all exhibits)
- Exhibit A (the “Program”)
- Exhibit B (“Performance Integrity Attestation”)

EACH PARTY, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, ACKNOWLEDGES IT HAS READ THIS GRANT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. The parties agree that by the exchange of this Grant electronically, each has agreed to the use of electronic means. By inserting an electronic signature below, each authorized representative acknowledges that it is their signature, that each intends to execute this Grant, and that their electronic signature should be given full force and effect to create a valid and legally binding contract.

**STATE OF OREGON acting by and through its Bureau of Labor and Industries**

**SIGNATURE OF STATE’S AUTHORIZED REPRESENTATIVE.**

Authorized Signature: \_\_\_\_\_

By (print name): \_\_\_\_\_

Title: \_\_\_\_\_

**SIGNATURE OF AUTHORIZED GRANTEE REPRESENTATIVE.**

Authorized Signature: \_\_\_\_\_

By (print name): \_\_\_\_\_

Title: \_\_\_\_\_

**REVIEWED BY AGENCY CONTRACTS SPECIALIST.**

Authorized Signature: \_\_\_\_\_

By (print name): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED FOR LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047**

Authorized Signature: \_\_\_\_\_

By (print name): \_\_\_\_\_

Title: \_\_\_\_\_

SAMPLE

**EXHIBIT A: THE PROGRAM**

**GENERAL REQUIREMENTS**

Grantee must:

1. Remain open to provide pre-apprenticeship or registered apprenticeship services from the date the Grant is signed by all parties to the date the Grant expires. Limited, temporary closures to meet regular business schedules or due to public health, financial hardship, and other reasons relating to the 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.
2. Immediately notify ATD in writing of any temporary or permanent closure, except for planned closures to meet regular business schedules.
3. 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.
4. Implement applicable health and safety requirements and guidelines, including guidance, laws, rules, and orders issued from state, local, and Tribal authorities and, to the greatest extent possible, guidance issued by the U.S Centers for Disease Control and Prevention (CDC). Grantee must remain aware of changing requirements and guidance issued by these entities, including any modifications or updates.
5. Provide attestation of performance integrity (Exhibit B) relating to current and previous grant performance and compliance regulatory requirements for programs funded in whole or in part by public funds.
6. 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 requested by ATD, provide access to the pre-apprenticeship, program, or registered apprenticeship facility for which this application is submitted, and allow pre-apprenticeship, registered apprenticeship, and program staff to be interviewed in connection with this Grant and the use of funds received.
7. Ensure Grant Funds are used to supplement and not supplant other public funds to provide pre-apprenticeship or 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.
8. Attend monthly Collective Impact meetings specific to grant award category and coordinated by the Division to promote shared goals, measure, and monitor progress toward collective goals, and to align efforts across systems.

**SPECIFIC REQUIREMENTS – PRE-APPRENTICESHIP IN CONSTRUCTION (Remove if not used)**

Grantee must:

1. Establish or operate a Construction pre-apprenticeship program that has been approved by the Oregon State Apprenticeship and Training Council and remains in compliance with Agency regulations.
2. Provide [Number] pre-apprenticeship classes of at least [Minimum # of Students] in the following Workforce Regions: [List Workforce Regions covered] (see Attachment A for list of Workforce Regions).
3. Demonstrate strategies for reaching and serving individuals from one or more of the following Priority Populations: communities of color, women, low-income communities, rural and frontier communities, veterans, persons with disabilities, incarcerated and formerly incarcerated individual, members of Oregon’s nine federally recognized Indian tribes, individuals disproportionately experiencing discrimination in employment on the basis of age; and individuals who identify as members of the LGBTQ+ community.
4. Specifics from the proposal related to Service Categories, samples of which follow:
  - Service Category 1: Development of a pre-apprenticeship program to submit for approval by the Oregon State Apprenticeship and Training Council (Council) pursuant to 839-011-0335, which shall include, but may not be limited to the following:
    - Program Purpose Statement (brief overview of program’s intent);

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- Program Goals and Outcomes;
- Outreach and Recruitment Methods, including those designed to attract individuals from identified Priority Populations;
- Registered apprenticeship partnerships, including supporting documentation; and
- A hands-on training and evaluation component.
- Service Category 2: Deployment of a New Pre-Apprenticeship Class following Council approval.
- Service Category 3: General Outreach and Guidance Services for Potential Applicants, which shall include, but may not be limited to the following:
  - Provide outreach activities that promote workforce opportunities in the construction industry and increase awareness of career paths for construction trades.
  - Demonstrate strategies for reaching and serving individuals from one or more of the following Priority Populations: communities of color, women, low-income communities, rural and frontier communities, veterans, persons with disabilities, incarcerated and formerly incarcerated individual, members of Oregon’s nine federally recognized Indian tribes, individuals disproportionately experiencing discrimination in employment on the basis of age; and individuals who identify as members of the LGBTQ+ community.
  - Screen potential pre-apprenticeship applicants and provide remedial education as necessary to meet the requirements to attend pre-apprenticeship classes and improve the likelihood of success in entering a registered apprenticeship program. Remedial education may include assistance such as:
    - Completion of a high school diploma or GED;
    - Community College courses to improve knowledge in subjects with a below C grade in high school;
    - English as a Second Language classes;
    - Math through high school algebra (with a C or better);
    - Driver’s Education (with prior Agency approval).
  - Provide career counseling to help interested individuals decide on a career path and refer qualified individuals to their best next step in the career path, including to pre-apprenticeship classes and to registered apprenticeship programs.
  - Provide interested individuals with information about Employment Related Day Care (ERDC) and any childcare subsidies that may be available during a pre-apprenticeship class.
  - Provide interested individuals with information about Individual Development Accounts (IDAs) and other resources to support financial planning and budgeting.
  - Identify any groups of interested individuals who are underrepresented in Construction Trades and face unique barriers in addition to being from Priority Populations, including (for instance) Single Parents, Unmarried Parents with children under the age of Twelve (12) living at home, or Married Parents with Children under the age of Five (5) living at home.
- Service Category 4: Industry Readiness (Pre-Apprenticeship Classes) for an existing program to schedule additional classes, which includes, but may not be limited to the following:
  - How many Pre-Apprenticeship Slots will be provided for individuals from targeted Priority Populations during the time of the grant; and
  - a plan to provide pre-apprentice students with a link to Agency’s online training for Nutrition and Food Safety at <https://constructionworkerhealth.com/>
- ‘Pre-Apprenticeship Slots’ means the financial resources required to provide the following services:
  - recruitment of individuals from targeted Priority Populations who have an interest in construction trades and who would benefit from pre-apprenticeship training;

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- provide funds equivalent to the cost for individuals from targeted Priority Populations to attend pre-apprenticeship classes and graduate from the pre-apprenticeship program;
- provide funds for any stipends and transportation assistance for pre-apprentice students, which may be applied to all students in a class;
- pay providers of job readiness supplies directly with a total maximum of five hundred dollars (\$500) per pre-apprentice student, which may be applied to all students in a class. Limits for specific supplies shall be as follows:
  - Tools for the trade and tool belt/pouch up to two hundred fifty dollars (\$250.00)
  - Work related boots up to two hundred dollars (\$200.00)
  - Work gloves and hardhat up to fifty dollars (\$50.00)
  - Work related rain gear or personal protective equipment (including high visibility (reflective) apparel, fire-resistant apparel, chemical and hazmat apparel, and hardhat) up to one hundred fifty dollars (\$150.00);
- pay for technology supports, including broadband services; and
- provide funds to provide apprenticeship specific employment services to individuals from targeted Priority Populations who graduate from a pre-apprenticeship program to successfully enter an apprenticeship program in a Construction Trade.

### **SPECIFIC REQUIREMENTS – SUPPORTIVE SERVICES IN CONSTRUCTION (Remove if not used)**

Grantee must:

1. Provide services to registered apprentices in the construction industry that are equivalent or greater than those offered to apprentices in the highway construction trades under ORS 184.866 in the following Workforce Regions: [List Workforce Regions covered] (see Attachment A for list of Workforce Regions)
2. Place an emphasis on reaching and serving individuals from the following Priority Populations: communities of color, women, low-income communities, rural and frontier communities, veterans, persons with disabilities, incarcerated and formerly incarcerated individual, members of Oregon’s nine federally recognized Indian tribes, individuals disproportionately experiencing discrimination in employment on the basis of age; and individuals who identify as members of the LGBTQ+ community. Coordinate with Agency’s other contractors who are providing supportive services to apprentices as directed by Agency.
3. Specifics from the proposal related to Service Categories, samples of which follow:
  - Service Category 1: Retention Services for Pre-Apprentice Graduates in Registered Apprenticeship, which shall include, but may not be limited to the following:
    - Provide information and referral services to Pre-Apprentice Graduates;
    - Provide a method for receiving informal complaints from Pre-Apprentice Graduates who have become Apprentices in Construction Trades, supporting flexible and informal resolutions when appropriate, and providing advice to Local Joint Committees, Contractors in the Construction Trades, and BOLI regarding issues that are of general concern;
    - Provide Pre-Apprentice Graduates who have become Apprentices in Construction Trades with supportive resources, such as
      - coaching,
      - mentoring,
      - peer support activities,
      - tools for resolving work site issues,
      - tools for managing work/family conflicts,
      - methods for monitoring and reporting concerns regarding work site supervision and OJT rotation, and
      - strategies for resolving conflicts on the job and in the classroom; and



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- Provide BOLI with recommendations regarding other Retention Services that would benefit Pre-Apprentice Graduates in Construction Trades.
- Service Category 2: Retention Services for Targeted Apprentices that puts an emphasis on reaching individuals from Priority Populations in Registered Apprenticeship, which shall include, but may not be limited to the following:
  - Outreach, Recruitment and Screening for Transportation Assistance
    - Utilize Division approved forms and maintain all application and screening documentation for the Program’s dispatch and transportation (fuel, lodging, meal allowance) assistance.
    - Market the availability of the Program’s dispatch and transportation assistance to apprentices in construction trades who are required to travel more than 60 miles from home for work or class and to representatives for Local Joint Committees in construction trades.
    - Answer questions from potential applicants and actual applicants regarding the Program’s services.
    - Establish procedures for accepting applications for the Program’s dispatch and transportation assistance from apprentices in all Workforce Regions.
    - Review applications to determine if the applicant meets the Program eligibility requirements to be:
      - a registered apprentice in a construction trade;
      - required to travel more than 60 miles from home for work or class and does not have access to comparable assistance for fuel, lodging and/or meal allowances from another source; and
      - in good standing (verify with local joint committee or its designee that the apprentice is in good standing).
    - For applicants who meet the eligibility requirement, prioritize program participation by individuals from Priority Populations.
    - Refer applicants whose applications do not meet Program eligibility to other sources of assistance for which they may qualify.
    - Verify continued Program eligibility.
  - Providing Transportation Assistance and Administration
    - Provide BOLI with information about what will be required on the application form in order to process applications for payment.
    - No transportation assistance for apprentices who have advanced to journey worker.
    - Negotiate discounts from providers for lodging.
    - Pay providers of lodging directly based on the GSA lodging rate.
    - Provide fuel assistance through vouchers or fuel cards based on 50% of the GSA mileage rate.
    - Provide meal allowances through vouchers or grocery cards based on the GSA meals rate.
  - Outreach, Recruitment, Screening and Referral for Child Care Subsidies
    - Utilize Division approved forms and maintain all application and screening documentation for the Program’s childcare subsidies.
    - Market the availability of the Program’s childcare subsidies to apprentices from a Priority Population in construction trades and to representatives for Local Joint Committees in construction trades.
    - Answer questions from potential applicants and actual applicants regarding the Program’s services.
    - Establish procedures for accepting applications for the Program’s childcare subsidies from apprentices in all Workforce Regions.

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- Review applications to determine if the applicant meets the Program eligibility requirements to be:
  - a registered apprentice in a construction trade;
  - active in a registered program during each month assistance is provided; and
  - in good standing (verify with local joint committee or its designee that the apprentice is in good standing).
- For applicants who meet the eligibility requirement, prioritize program participation by individuals from Priority Populations.
- Transmit accepted applications that meet the Program eligibility requirements to DHS (BENEFITS ADMINISTRATOR) for review of financial eligibility and processing with a signature or mark designating BOLI approval.
- Refer applicants whose applications do not meet Program eligibility to other sources of assistance for which they may qualify.
- Review lists provided by DHS (BENEFITS ADMINISTRATOR) to verify continued Program eligibility.
- Outreach, Recruitment, and Screening for Job Readiness Supplies
  - Utilize Division approved forms and maintain all application and screening documentation for the Program's job readiness supply assistance.
  - Market the availability of the Program's job readiness to first year apprentices in construction trades and to representatives for Local Joint Committees in construction trades.
  - Answer questions from potential applicants and actual applicants regarding the Program's services.
  - Establish procedures for accepting applications for the Program's job readiness assistance from apprentices in all Workforce Regions.
  - Review applications to determine if the applicant meets the Program eligibility requirements to be:
    - a registered apprentice in a construction trade;
    - in the first year of an apprenticeship;
    - not have access to the same job readiness supplies from another source; and
    - be in good standing (verify with local joint committee or its designee that the apprentice is in good standing).
  - For applicants who meet the eligibility requirement, prioritize program participation by individuals from Priority Populations.
  - Refer applicants whose applications do not meet Program eligibility to other sources of assistance for which they may qualify.
  - Verify continued Program eligibility.
- Providing Job Readiness Assistance and Administration
  - Provide BOLI with information about what will be required on the application form in order to process applications for payment.
  - Negotiate discounts from providers for job readiness supplies.
  - Oregon made preference and/or US made preference are allowed if cost is within 20 percent.
  - Pay providers of job readiness supplies directly with a total maximum of six hundred dollars (\$600) per apprentice without completing a BOLI-approved budget class, which will increase to a total maximum of six hundred fifty dollars (\$650) per apprentice upon verified completion of a BOLI-approved budget class. Limits for specific supplies shall be as follows (except that

apprentices shall not be provided with the same job readiness supplies already provided to them as pre-apprentices):

- Tools for the trade and tool belt/pouch up to two hundred fifty dollars (\$250.00)
- Work related boots up to two hundred dollars (\$200.00)
- Work gloves and hardhat up to fifty dollars (\$50.00)
- Work related rain gear or personal protective equipment (including high visibility (reflective) apparel, fire-resistant apparel, chemical and hazmat apparel, and hardhat) up to one hundred fifty dollars (\$150.00)
- Hardship Assistance
  - Provide Personal Hardship Assistance up to one thousand dollars (\$3,000) per individual apprentice for financial hardships caused by unavoidable personal events such as:
    - fire (that is not related to community events for which a State of Emergency has been declared in Oregon pursuant to ORS 401.165),
    - theft (accompanied by police report),
    - acute medical illness,
    - divorce,
    - domestic violence,
    - death of a spouse, child, or parent, or
    - the breakdown of a primary vehicle used to get to work.
  - Provide State Emergency Hardship Assistance to apprentices who have experienced financial hardships caused by community events for which a State of Emergency has been declared in Oregon pursuant to ORS 401.165, as follows:
    - Contractor shall determine a method to prioritize requests if demand exceeds available resources;
    - State Emergency Hardship Assistance shall be available regardless of whether the apprentice has already accessed Personal Hardship Assistance;
    - Contractor may establish limits for individual apprentices based on the type of Eligible Expenses;
    - Contractor shall provide a statement from the apprentice (or the apprentice's family) describing how the community event (for which a State of Emergency has been declared) has caused a financial hardship; and
    - Contractor shall report a list of any other services and referrals that have been provided to the apprentice.
  - Hardship assistance shall be for expenses that are permitted by the State of Oregon and shall be accompanied by documentation available to support the apprentice's request, including a statement from the apprentice or the apprentice's family describing:
    - The unavoidable event(s) that caused the financial hardship; and
    - What steps the apprentice has taken to find other resources to address the matter.
  - Eligible expenses hardship assistance shall include, but not be limited to:
    - Rent or Mortgage Payment;
    - Utilities;
    - Car Repair for a primary vehicle used by the apprentice to get to

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- work/class;
- Medical Expenses in excess of what is covered by insurance; and
- Expenses for culturally and linguistically responsive Behavioral Health Care not provided by an Employee Assistance Program and in excess of what is covered by insurance.
- Case Management Services, Household Finance/Budget Training
  - Provide outreach, engagement and enrollment to services, as well as evaluation of partnership through presentations to key groups
  - Creation and dissemination of outreach material (i.e.- fliers)
  - Group workshops to introduce services and engage potential clients
  - Direct potential client engagement/assessment for services
  - Support the assessment of demand for service and evaluation of outcomes, in partnership with BOLI
  - Provide Household Finance/Budget Training services to clients, as follows:
    - Financial education (including budgeting and money management)- group and individual
    - Individual financial coaching
    - Referral or connection to partner services to support development of assets and financial capabilities (including low-cost car loans and financial education/coaching)

### **SPECIFIC REQUIREMENTS – PRE-APPRENTICESHIP IN HEALTH CARE (Remove if not used)**

Grantee must:

1. Establish or operate a Health Care pre-apprenticeship program that has been approved by the Oregon State Apprenticeship and Training Council and remains in compliance with Agency regulations.
2. Provide [Number] pre-apprenticeship classes of at least [Minimum # of Students] in the following Workforce Regions: [List Workforce Regions covered] (see Attachment A for list of Workforce Regions)
3. Demonstrate strategies for reaching and serving individuals from one or more of the following Priority Populations: communities of color, women, low-income communities, rural and frontier communities, veterans, persons with disabilities, incarcerated and formerly incarcerated individual, members of Oregon’s nine federally recognized Indian tribes, individuals disproportionately experiencing discrimination in employment on the basis of age; and individuals who identify as members of the LGBTQ+ community. Specifics from the proposal (see samples under Pre-Apprenticeship in Construction)

### **SPECIFIC REQUIREMENTS – REGISTERED APPRENTICESHIP IN HEALTH CARE (Remove if not used)**

Grantee must:

1. Convene employers interested in establishing, expanding or implementing registered apprenticeship programs for Health Care occupations in the following Workforce Regions: [List Workforce Regions covered] (see Attachment A for list of Workforce Regions)
2. Demonstrate strategies for reaching and serving individuals from one or more of the following Priority Populations: communities of color, women, low-income communities, rural and frontier communities, veterans, persons with disabilities, incarcerated and formerly incarcerated individual, members of Oregon’s nine federally recognized Indian tribes, individuals disproportionately experiencing discrimination in employment on the basis of age; and individuals who identify as members of the LGBTQ+ community.
3. Specifics from the proposal, samples of which appear below:
  - Apprenticeship Development
    - Development Service Category 1: Convene stakeholders (including but not limited to employers, labor organizations, community-based organizations, and workforce boards) to discuss workforce needs and plan workforce development that can

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reasonably be accomplished through apprenticeship and pre-apprenticeship programs in Health Care Industry;

- Development Service Category 2: Development of a registered apprenticeship program to submit for approval by the Oregon State Apprenticeship and Training Council (Council) pursuant to ORS 660 and OAR 839; and
- Development Service Category 3: Operation of a registered apprenticeship program.
- Apprenticeship Expansion
  - Expansion Service Category 1: Recruitment and onboarding new training agents in the currently approved geographical area;
  - Expansion Service Category 2: Establishment and execution of plans to add counties to the geographical area covered by approved standards; and
  - Expansion Service Category 3: Development and submission to Council of plans for apprenticeship standards in additional related trades.
- Apprenticeship Implementation
  - Implementation Service Category 1: Establishment and execution of plans to improve program operations; and
  - Implementation Service Category 2: Establishing and executing a plan to add counties to the geographical area covered by approved standards.

### **SPECIFIC REQUIREMENTS – PRE-APPRENTICESHIP IN MANUFACTURING (Remove if not used)**

Grantee must:

1. Establish or operate a Manufacturing pre-apprenticeship program that has been approved by the Oregon State Apprenticeship and Training Council and remains in compliance with Agency regulations.
2. Provide [Number] pre-apprenticeship classes of at least [Minimum # of Students] in the following Workforce Regions: [List Workforce Regions covered] (see Attachment A for list of Workforce Regions)
3. Demonstrate strategies for reaching and serving individuals from the following Priority Populations: communities of color, women, low-income communities, rural and frontier communities, veterans, persons with disabilities, incarcerated and formerly incarcerated individual, members of Oregon’s nine federally recognized Indian tribes, individuals disproportionately experiencing discrimination in employment on the basis of age; and individuals who identify as members of the LGBTQ+ community.
4. Specifics from the proposal (see samples under Pre-Apprenticeship in Construction)

### **SPECIFIC REQUIREMENTS – REGISTERED APPRENTICESHIP IN MANUFACTURING (Remove if not used)**

Grantee must:

1. Convene employers interested in establishing, expanding or implementing registered apprenticeship programs for [Manufacturing occupations] in the following Workforce Regions: [List Workforce Regions covered] (see Attachment A for list of Workforce Regions)
2. Demonstrate strategies for reaching and serving individuals from the following Priority Populations: communities of color, women, low-income communities, rural and frontier communities, veterans, persons with disabilities, incarcerated and formerly incarcerated individual, members of Oregon’s nine federally recognized Indian tribes, individuals disproportionately experiencing discrimination in employment on the basis of age; and individuals who identify as members of the LGBTQ+ community.
3. Specifics from the proposal, samples of which appear below:
  - Apprenticeship Development
    - Development Service Category 1: Convene stakeholders (including but not limited to employers, labor organizations, community-based organizations, and workforce boards) to discuss workforce needs and plan workforce development that can reasonably be accomplished through apprenticeship and pre-apprenticeship programs in Health Care Industry;

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- Development Service Category 2: Development of a registered apprenticeship program to submit for approval by the Oregon State Apprenticeship and Training Council (Council) pursuant to ORS 660 and OAR 839; and
- Development Service Category 3: Operation of a registered apprenticeship program.
- Apprenticeship Expansion
  - Expansion Service Category 1: Recruitment and onboarding new training agents in the currently approved geographical area;
  - Expansion Service Category 2: Establishment and execution of plans to add counties to the geographical area covered by approved standards; and
  - Expansion Service Category 3: Development and submission to Council of plans for apprenticeship standards in additional related trades.
- Apprenticeship Implementation
  - Implementation Service Category 1: Establishment and execution of plans to improve program operations; and
  - Implementation Service Category 2: Establishing and executing a plan to add counties to the geographical area covered by approved standards.

### **ALLOWABLE EXPENSES**

Grant Funds may only be used for the following costs, if the costs were incurred on or after July 1, 2022 and before the Grant’s Expiration Date (the “Allowable Expenses”):

1. Personnel costs, including payroll and salaries or similar compensation for an employee (including any sole proprietor or independent contractor), and benefits;
2. Goods and services necessary to maintain or resume pre-apprenticeship or registered apprenticeship services including, but not limited to, child care management services, food services, and transportation; and

### **PROHIBITED EXPENSES**

Grant Funds may not be used for the purchase of land, construction of new facilities, or major renovations to any building or facility.

### **DISBURSEMENTS**

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 June 30, 2023, whichever date is sooner.

Agency reserves the right to reduce the amount of Grant Funds, including if Grantee’s OSATC approval status is modified during the term of the Grant. If applicable, Agency will direct Grantee on how to return Grant Funds.

**EXHIBIT B – Performance Integrity Attestation**

Bureau of Labor and Industries  
Future Ready Oregon

Grantee Attestation Form

An authorized representative of the Grantee organization must complete this form as part of the grant contract.

By my signature below, I attest to the following:

- Grantee attests that it 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, federal).
- Grantee will provide documentation of this compliance and contact information for funder for verification by BOLI of compliance status prior to grant award.
- Grantee affirms that it has not been found deficient in meeting performance or regulatory requirements within the last 6 months. Non-compliance or deficiency within the last 6 months renders applicant ineligible for this round of grants.
- If applicant/grantee has been found deficient in meeting performance or regulatory requirements within the past 24 months, applicant must provide documentation that deficiency has been fully remedied to funders satisfaction and provide contact information for verification by BOLI prior to grant award.
- Corrected deficiency within the past 24 months, documented, will be considered as a factor in grant evaluation but will not immediately disqualify applicant.
- Failure to provide attestation and documentation renders applicant disqualified for consideration for grant award.
- Grantee attests that is currently in compliance with all Oregon Wage and Hour laws. BOLI will verify attestation.

**SIGNATURE OF AUTHORIZED GRANTEE REPRESENTATIVE.**

Authorized Signature: \_\_\_\_\_

By (print name): \_\_\_\_\_

Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Attachment A – Workforce Regions

Oregon’s nine Workforce regions:

- **Oregon Workforce Partnership.** (this is not a physical region, included in error)
- Northwest Oregon Works.
- WorkSystems, Inc.
- Clackamas Workforce Partnership.
- Willamette Workforce Partnership.
- Lane Workforce Partnership.
- Southwestern Oregon Workforce Investment Board.
- Rogue Workforce Partnership.
- East Cascades Works (originally omitted in error)
- Eastern Oregon Workforce Board (originally omitted in error)

