



Statewide Apprenticeship Creation Grant

Request for Applications (“RFA”)

Grant Performance Period: February 1, 2026 – June 30, 2028

HECC #25-105

Date Issued: October 2, 2025

Applications Due: November 17, 2025 at 3:00p.m.

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For questions, clarifications, or if you need this material in a different format, please contact the
SPC

Table of Contents

SECTION 1. INTRODUCTION AND OVERVIEW	2
1.1 BACKGROUND	2
1.2 COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY	2
1.3 TIMELINE.....	3
SECTION 2. GRANT OPPORTUNITY AND REQUIREMENTS.....	
2.1 APPLICANT ELIGIBILITY AND OTHER REQUIREMENTS	4
2.2 PROJECT REQUIREMENTS AND LIMITATIONS.....	4
SECTION 3. APPLICATION SUBMISSION	
3.1 HOW AND WHEN TO APPLY	7
3.2 APPLICATION REVIEW PROCESS.....	8
SECTION 4. GRANT AGREEMENTS	
SECTION 5. ADDITIONAL TERMS	
SECTION 6. ATTACHMENTS.....	13

SECTION 1. INTRODUCTION AND OVERVIEW

1.1 BACKGROUND

The State of Oregon, acting by and through its Higher Education Coordinating Commission (“HECC”), is issuing this Request for Applications (“RFA”) to establish new and innovative Registered Apprenticeship and pre-apprenticeship programs in **early learning and care, K-12 education, and behavioral health sectors**, for a total of six awards, with total available funding in the amount of \$689,680. Pre-apprenticeships are a secondary focus of the grant and need to be tied to the new Registered Apprenticeship program. HECC will fund the highest quality Applications, regardless of industry. Applicants may submit Applications that propose Projects in any of the industries. If an Applicant proposes multiple Projects, the Applicant must submit individual Applications for each Project. HECC will consider each Project in isolation from the Applicant’s other Applications. Funding authority is tied to the United States Department of Labor (“DOL”) State Apprenticeship Expansion (“SAEF3”) Grant that HECC has been awarded.

1.2 COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY

Individuals within a community, and communities within a larger society, need the ability to shape their own present and future, and HECC believes that workforce development and education are fundamental aspects of Oregon’s ability to thrive. Equity is both the means to

success and an end that benefits us all. Equity requires the intentional examination of systemic policies and practices that, even if they have the appearance of fairness, may in effect serve to marginalize some and perpetuate disparities. The data is clear that Oregon demographics have been changing to provide rich diversity in race, ethnicity, and language. Working toward equity requires an understanding of historical contexts and active investment in changing social structures and practice over time to ensure that individuals from all communities have the opportunities and support to realize their full potential. Creating a culture of equity requires monitoring, encouragement, resources, data, and opportunity.

HECC applies its Equity Lens (<https://www.oregon.gov/highered/strategy-research/Documents/Strategic-Plan/Equity-Lens.pdf>) to all aspects of its work.

1.3 TIMELINE

This timeline represents a tentative schedule for this RFA. All times are listed in Pacific Time. All dates are subject to change. See <https://www.oregon.gov/highered/about/pages/grants-contracts.aspx> for the most current information.

Description	Date and Time (all time is Pacific Time)
RFA Issued Application period opens	October 2, 2025
Optional Information Sessions HECC will host optional information sessions during which attendees can expect to hear background information, learn about the purpose of the grants, how an application will be scored, and may ask questions about the RFA. Subject to technology limitations, a recording of the session will be available after the session ends. Please check the posting after October 14th for the link.	Date: Tuesday, October 14 Time: 2:00pm – 3:00pm Zoom Link: https://www.zoomgov.com/meeting/register/IHLOtxCuSny08F-QqscM0Q
Application Deadline	November 17, 2025
Notice of Award (approximate)	December 15, 2025
Grant Agreement Drafting Awarded organizations should plan to be readily available during this time to negotiate Project budgets and activities.	January 5, 2026
Grantees must sign agreements by	January 31, 2025
Grant Agreements must be executed by	February 28, 2026

SECTION 2. GRANT OPPORTUNITY AND REQUIREMENTS

2.1 APPLICANT ELIGIBILITY AND OTHER REQUIREMENTS

To receive an award under this RFA, an Applicant must:

1. Be a workforce service provider, or;
2. A community-based organization that currently administers or plans to administer and/or expand workforce programs in behavioral health, early childhood education, or K-12 education sector. [ORS 660.400\(1\)\(c\)](#) defines workforce service providers as nonprofit and public workforce education, training, and career services providers, and governmental entities that provide workforce development services. [ORS 660.390\(1\)\(a\)](#) defines community-based organizations to include nonprofit organizations that are representative of a particular community or specific segments of a community and are located within or near the community they serve, and culturally specific organizations.
3. Have an active registration in SAM.Gov and have a Unique Entity Identifier (see <https://sam.gov/content/home>);
4. Have an Employer ID Number with the Internal Revenue Service (see <https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number>); and
5. Have and maintain a current business registration with the Oregon Secretary of State.

Any entity that a grant recipient subcontracts or subgrants with to complete Project activities under this RFA must submit documentation to HECC demonstrating compliance with the requirements listed above.

2.2 PROJECT REQUIREMENTS AND LIMITATIONS

2.2.1 PROJECT PURPOSE: BEHAVIORAL HEALTH, EARLY CHILDHOOD EDUCATION, K-12 EDUCATOR FOCUS AREAS

Applicants must choose a Project Focus Area (“Project”) between behavioral health, early childhood education, and K-12 education sectors. HECC will fund the highest quality Applications, regardless of sector. Applicants may submit Applications that propose Projects in any of the above-listed sectors. If an Applicant proposes multiple Projects, the Applicant must submit individual Applications for each Project. HECC will consider each Project in isolation from the Applicant’s other Applications. Applicants may apply to all three apprenticeship expansion grant focus areas, but only one Application per Applicant will be funded.

Project Focus Area 1: Behavioral Health

Project Focus Area 2: Early Childhood Education

Project Focus Area 3: K-12 Educators

2.2.2 ALLOWABLE USE OF FUNDS

Please review the following for allowable uses of grant funds. ***Grant funds may not be used to directly pay wages for apprentices.***

- **On-the-Job Learning (“OJL”):** For the purposes of grants awarded under this RFA, funds may be used to subsidize the training and education costs for Registered Apprentices enrolled in programs. For grants awarded under this RFA, the negotiated reimbursement percentage may be as high as 50 percent of the apprentice’s hourly wage. However, DOL encourages grant recipients to negotiate lower rates or variable rates (such as starting at the maximum allowable reimbursement rate and reducing over time) where possible, to ensure that the maximum number of Registered Apprentices will be served by the Project. Grant recipients must develop OJL contracts as described in [WorkforceGPS - New On-the-Job Training \(OJT\) Toolkit](#). The contract process sets the ground rules for OJL with an employer and assists in making the determination of whether an employer is eligible to provide an OJL opportunity. The contract must include the federally required elements of an OJL agreement; however, States, counties, or municipalities may have additional OJL contract requirements. ***Review the OJT Toolkit for complete information.***
- **Grant Recipient Technical Training:** Grant recipients are required to participate in all Employment and Training Administration (“ETA”) training activities related to grantee orientation, financial management and reporting, performance reporting, product dissemination, and other technical assistance and training as appropriate during the grant period. These sessions may occur via conference calls, virtual events such as webinars, and in-person meetings.
- **Use of Funds for Supportive Services for Registered Apprentices and Pre-apprentices (“RAPs”):** While applicants are encouraged to leverage supportive services through Workforce Innovation and Opportunity Act (“WIOA”) grant programs or other funding available, when funds are not otherwise available, grant recipients may use up to 20 percent of grant funds to provide supportive services to individuals who are participating in pre-apprenticeship and registered apprenticeship activities provided through this grant. This includes individuals enrolled in RAPs that were developed using SAEF3 grant funds, in which case these individuals would then become participants.

Supportive services for training pre-apprentices and registered apprentices include but are not limited to: childcare and long term services and supports; linkages with community services; tools, work clothing, or equipment required to train for a job; application fees and other costs of apprenticeship or required pre-employment training; transportation and travel to training and work sites; housing; internet access; mental health counseling, substance use treatment, or other behavioral health services; reasonable accommodations and/or costs related to direct service professionals who provide assistance to persons with disabilities; legal assistance;

educational testing; financial counseling; needs-based payments or emergency cash assistance; services specially geared at attracting and retaining underrepresented groups, such as mentoring, support groups, and peer networking. Grant recipients may establish limits on the provision of supportive services or provide their subrecipients with the authority to establish such limits, including a maximum amount of funding and maximum length of time for supportive services to be available to apprentices. Grant recipients must ensure that their use of grant funds on supportive services is consistent with their organization's established written policy on the provision of supportive services. Additionally, we encourage grant recipients to identify other sources of funding for supportive services, including through co-enrolling in WIOA.

- **Use of Funds for Incentives to Employers:** Applicants may use up to 20 percent of grant funds to provide one-time “incentive” funds to new employers, joint labor management organizations, or industry associations (or other partners included in a multi-employer partnership) to directly fund new or expand existing RAPs in targeted industries in which they are serving. Allowable uses of incentive funding to support RAP development, launch, and sustainability, include:
 - a) Registration of RAPs with a State Apprenticeship Agency (“SAA”) or the [Department of Labor's Office of Apprenticeship](#);
 - b) Costs related to design and start-up of RAPs;
 - c) Classroom education or online training for apprentices;
 - d) Extraordinary costs of providing the training and supervision related to the training of OJL (excluding wages). These extraordinary costs to the employer can be calculated based on an apprentice's wages, as well as based on a journey worker's time as mentor for an apprentice in OJL;
 - e) Train-the-trainer costs or activities;
 - f) Training supplies for apprentices (in consultation with DOL); and/or
 - g) Curricula development.

These incentive funds must be aligned to the goals of this RFA. Applicants must have written policies and procedures in place governing the awarding of incentive funds, and the incentives provided under this RFA must comply with these organizational policies. Policies and procedures should include detailed processes for identification of recipients, distribution, and management of the incentive funds to ensure employer commitments are met. Successful Applicants will provide quarterly narrative reports to HECC that describe all recipients of incentive funding, status of activities related to the use of incentive funding, and, when feasible, itemized costs related to the use of incentive funding.

2.2.3 PROJECT REQUIREMENTS

Projects must:

- Focus primarily on the creation of new RAPs; pre-apprenticeships are a secondary focus of the grant and need to be tied to the new RAP.

- Identify the specific occupations and related training/work experience opportunities that will be the focus of the grant.
- Utilize evidence-based approaches.
- Identify the key partners Grantees will work with to carry out this grant and provide letters of commitment from at least three of these partners, including at least one employer and one education/training provider.
- Identify a set of success metrics that will be used to evaluate the Project's progress and success, which may include a target number of individual participants to be served.

2.2.4 GRANT DURATION

The Allowable Cost Period for awards under this RFA is February 1, 2026 – June 30, 2028. Activities that occur outside of the Allowable Cost Period are not eligible for funding.

2.2.5 AWARD AMOUNT

HECC will fund new registered apprenticeship and pre-apprenticeship programs in early learning and care, K-12 education, and behavioral health sectors for a total of six awards, with total available funding in the amount of \$689,680. Pre-apprenticeships are a secondary focus of the grant and need to be tied to the new RAP. There is no minimum that must be requested, however **the maximum amount that Applicants may request is \$150,000**. HECC reserves the right to partially fund Applications in discrete portions or phases. Refer to Agency Review Criteria for additional information about scalability. HECC reserves the right to take funding requests into consideration when making awards.

Grant funds awarded under this RFA will be disbursed on an expense reimbursement or a costs incurred basis. HECC may make limited exemptions to this requirement and disburse some grant funds upon grant execution, if Applicant states in its Application that upfront disbursements are needed and demonstrates sufficient justification of the need. Grant recipients will be required to submit each disbursement request on a HECC-provided or HECC-approved disbursement request form ("Disbursement Request") prior to the disbursement of any grant funds.

SECTION 3. APPLICATION SUBMISSION

3.1 HOW AND WHEN TO APPLY

All Applications shall be submitted via the web-based program Survey Monkey Apply ("SMAppl"):

https://oregonhecc.smapply.us/prog/statewide_apprenticeship_creation_grant_request_for_application_s_

All Applications must include:

1. Responses to all items in the Application within the Survey Monkey Apply web program.
2. Project Plan (upload as attachment, template provided).
3. Project Budget (upload as attachment, template provided).
4. Anticipated Outcomes and Outputs Chart (upload as attachment, template provided).
5. Application Certification Sheet (upload as attachment, template provided).

6. Letters of Commitment (upload as attachment).
7. Application submissions are due by November 17, 2025, at 3:00pm Pacific Time.

Late or incomplete Applications will not be accepted.

3.2 APPLICATION REVIEW PROCESS

HECC will use the following criteria in evaluating applications and making award determinations.

APPLICATION REVIEW		
ELIGIBILITY REVIEW		
Ensure compliance with Section 2.1 of this RFA and determine whether Application is complete as described in Section 3.1 of this RFA.		
FULL REVIEW		
EVALUATION CRITERIA	POINTS	WEIGHTED TOTAL
Evaluation Item 1: Project Design and Rationale	0-5	25
Evaluation Item 2: Advancing Equitable Opportunities	0-5	20
Evaluation Item 3: Partnership and Capacity	0-5	25
Evaluation Item 4: Success Measures	0-5	10
Evaluation Item: 5: Organizational Experience and Capacity	0-5	20
		100

3.2.1 PHASE ONE – ELIGIBILITY REVIEW

HECC will conduct an eligibility review to ensure compliance with Section 2.1 of this RFA and to determine whether the Application is complete as described in Section 3.1 of this RFA. If HECC determines that an Application was not timely received or is nonresponsive, or that the Applicant is not eligible to receive an award, the Application will be removed from further evaluation.

3.2.2 PHASE TWO – FULL REVIEW

HECC will form a review panel to review, evaluate, and score Applications, and make funding recommendations to the Director of the Office of Workforce Investments. Reviewers will use the following evaluation criteria to review and score proposals. The maximum total score on a single Application is 100 points.

FULL REVIEW		
REVIEW CRITERIA	POINTS	WEIGHTED TOTAL
Evaluation Item 1: Project Design and Rationale	0-5	25
Evaluation Item 2: Advancing Equitable Opportunities	0-5	20
Evaluation Item 3: Partnership and Capacity	0-5	25
Evaluation Item 4: Success Measures	0-5	10
Evaluation Item 5: Organizational Experience and Capacity	0-5	20
		100

Evaluation Item 1: Project Design and Rationale (weighted 25%)

Please address the following prompts:

- Describe your proposed project.
- Describe how your project is responsive to regional needs identified by a sector partnership or other consortium comprising employers, workforce/training providers, and community representatives.
- Describe how your project addresses gaps or barriers to meeting the workforce needs of the selected focus area.
- Identify the specific occupations and the related training opportunities that will be the focus of the grant, and how those were identified.
- Describe how your project aligns with (*cite sources/experience wherever possible*):
 - Promising practices/models and/or evidence-based practices/models; and
 - Culturally responsive practices that support the program participants served by the project.

Evaluation Item 2: Advancing Equitable Opportunities (weighted 20%)

Please address the following prompts (*500-word limit*):

- Identify how your project advances equitable opportunities for program participants in workforce programs.
- Identify barriers to participation and describe how your Project reduces identified barriers for your participants.
- Describe how your organization's proposed approach will increase access and remove barriers for wage progression and educational attainment.
- Describe how participants and/or communities are or will be involved in designing, decision making, and evaluation of your Project.
- Describe your plan to reach rural Oregonians.

Evaluation Item 3: Partnership and Capacity (weighted 25%)

Please address the following prompts (*500-word limit*):

- Describe how the Project leverages existing cross-sector collaborations or partnerships.
- Identify the organizations who have committed to be key partners in this Project, which must include at least one employer and one education/training provider.
- Explain each partner's (including the lead Applicant's) activities, role, and responsibilities within the proposed Project.
- Provide evidence that each partner (including the lead Applicant) can carry

out its respective activities, role, and responsibilities (150-word limit).

Evaluation Item 4: Success and Sustainability (weighted 10%)

Please address the following prompts (500-word limit):

- Define “success” in the context of this Project.
- Describe any Project goals and any potential challenges or barriers your organization may encounter and strategies to address them.
- Describe the metrics you will use to measure the Project’s success and the Project’s target outcomes.
- Identify if and how you will braid other funding sources with funds awarded under this opportunity.
- Address future sustainability for this Project, including identification of opportunities to leverage additional funding (e.g., state, private, philanthropic).

Evaluation Item 5: Organizational Experience and Capacity (weighted 20%)

Please address the following prompts (500-word limit):

- Describe your organization (Applicant organization).
- Explain the organization’s experience in Project delivery and grant administration
- Provide evidence of organizational and technical ability to carry out the proposed Project.

3.2.3 NOTICE OF AWARD

HECC will email the Applicant’s primary contact listed in the Application to let them know whether or not their Application was selected for funding. A Notice of Award (“NOA”) will be sent to funded Applicants for this RFA. The NOA will indicate award amount, performance period, and next steps.

SECTION 4. GRANT AGREEMENTS

Applicants that are selected for an award will be required to execute a grant agreement with HECC prior to beginning any Project activities. The grant agreement is a contract between HECC and the Recipient, which describes the contractual relationship and responsibilities of the parties.

No funds will be disbursed until a fully signed grant agreement is in place. All Project activities must take place during the Performance Period of the grant (February 1, 2026 – June 30, 2028).

Grant recipients will be required to:

1. Comply with insurance and background check requirements (see Attachment F – Sample Required Insurance for Subcontractors and/or Subgrantees);
2. Comply with all applicable provisions of [Title 2 Code of Federal Regulations \(“CFR”\) Part 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, including the Cost Principles and Single

- Audit Act requirements; and
3. Comply with all requirements associated with the United States Department of Labor States Apprenticeship Expansion Grants.

REPORTING REQUIREMENTS

Quarterly reporting includes financial reporting, performance reporting, and narrative reporting.

Quarterly Financial Reporting:

A Quarterly Financial Status Report (ETA 9130) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due by the 15th day of the second month after each calendar-year quarter.

Performance Reporting:

Grantees are required to adhere to the Office of Management and Budget (“OMB”)-approved performance reporting requirements. This includes submitting a Quarterly Performance Report (ETA-9173) and a Quarterly Narrative Report (ETA-9179) containing updates on the implementation and progress specified in the grant’s Statement of Work (“SOW”) and the status of grant program outcomes for all participants that receive grant-funded services. Performance reporting for this grant aligns with the DOL-Only Performance Accountability, Information, and Reporting information collection (OMB Control No. 1205-0521), specifically the requirements identified for apprenticeship grants.

Participant Individual Record Layout (ETA-9172)

To submit quarterly performance reports, Grantee will be expected to collect, track, and report participant-level data as outlined in the Participant Individual Record Layout (ETA-9172). This includes the collection and reporting of Social Security Numbers on all individuals who receive grant-funded services.

Quarterly Performance Report (ETA-9173)

Grantee must submit a Quarterly Performance Report (ETA-9173) no later than 30 days after the end of each specified reporting quarter. The last quarterly progress report will serve as the grant’s Final Performance Report. This report must provide both quarterly and cumulative information on the grant performance. Submission requirements will be provided to Grantees upon award. HECC will also provide Grantees with guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

Quarterly Narrative Performance Reporting (ETA-9179)

In addition to the Quarterly Performance Report, Grantee must submit the Quarterly Narrative Performance Report (ETA 9179) no later than 30 days after the end of each specified reporting quarter. The report includes quarterly information regarding

accomplishments, including Project success stories, upcoming grant activities, and promising approaches and processes, as well as progress toward performance outcomes, including updates on product, curricula, and training development.

Success Stories

Grantee must provide to HECC three participant success stories per award over the course of the grant period. Grantee must provide the success stories to HECC by the final report deadline of August 31, 2028. Grantee must ensure that participants, if included in success stories, sign a media and photo release form. Grantee may use locally approved media and photo release forms. Success Stories will be owned by HECC; HECC shall grant the Grantee the unlimited right to publish and use the Success Stories.

SECTION 5. ADDITIONAL TERMS

Submission of an Application does not constitute an agreement between HECC and the Applicant, nor does it secure or imply that the Applicant will be selected to receive funding.

All costs associated with Applicant's submission of an Application are the sole responsibility of the Applicant and will not be paid or reimbursed by HECC or the State of Oregon.

By applying, Applicant accepts all terms and conditions of this RFA. No Grant Funds will be released prior to all program conditions being met and grant agreements fully signed.

HECC reserves the right to reopen or extend the RFA as necessary, as it deems in its best interest. HECC reserves the right to amend agreements resulting from this RFA for additional time and/or funds, if it is in HECC's best interest to do so.

Evaluation of Applications are based on the criteria in this RFA. HECC reserves the right to partially fund Applications in discrete portions or phases. If HECC chooses to partially fund an Application, it will do so in a manner that does not prejudice any Applicants or affect the basis upon which the Application, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition in the selection process.

Funding Applications through this RFA does not guarantee future funding. When, or if, additional funding becomes available, HECC reserves the right to issue additional awards under this RFA through the period of performance for the federal Notice of Award for these funds. If additional awards are made, they will not require further competition. Any additional selections will be made in accordance with the terms of this RFA.

PUBLIC RECORDS

All information and records submitted to HECC are subject to disclosure under the Public Records Law, Oregon Revised Statute ("ORS") 192.311 to 192.478. If Applicant believes that any information or records it submits to HECC may be a trade secret under ORS 192.345(2), or otherwise is exempt from disclosure under the Oregon Public Records Law, Applicant

must identify such information with particularity and include the following statement:

“This data is exempt from disclosure under the Oregon Public Records Law pursuant to ORS chapter 192 and is not to be disclosed except in accordance with the Oregon Public Records Law, ORS 192.311 through 192.478.”

If Applicant fails to identify with particularity the portions of such information that Applicant believes are exempt from disclosure, Applicant is deemed to waive any future claim of non-disclosure of that information.

SECTION 6. ATTACHMENTS

- ATTACHMENT A: APPRENTICESHIP EXPANSION GRANT APPLICATION FORM SAMPLE
- ATTACHMENT B: APPLICATION CERTIFICATION SHEET
- ATTACHMENT C: SAMPLE REQUIRED INSURANCE FOR SUBCONTRACTORS AND/OR SUBGRANTEES
- ATTACHMENT D: PROJECT PLAN TEMPLATE
- ATTACHMENT E: PROJECT BUDGET TEMPLATE
- ATTACHMENT F: OUTCOMES AND OUTPUTS CHART

ATTACHMENT A

APPRENTICESHIP EXPANSION GRANT APPLICATION FORM SAMPLE

Click the following link to access the web-based Application in Survey Monkey Apply:

<https://oregonhecc.smapply.us/>

The questions below are provided as a preview only so that Applicants know what questions will be asked in the Application package. Applicants MUST submit their information and answers through the above link.

Item in Application
Applicant Information
Legal Applicant Name of Applying Organization:
Alternate Business Name/DBA of Applying Organization, if applicable:
Unique Entity Identifier (UEI):
Are you registered to do business in the State of Oregon?:
Physical Address (Street):
Physical Address (City):
Physical Address (State):
Physical Address (Zip Code):
Physical Address (COUNTY):
Are proposed services taking place in the county listed in the previous question?
Please check all counties where the primary services funded by this grant will take place:
Primary Contact for the Application:
Email Address:
Phone:
Program Manager Contact:
Email Address:
Phone:
Fiscal Manager Contact:
Email Address:
Phone:
Communications Contact:
Email Address:
Phone:
Grant Agreement Signing Authority:
Title:
Email Address:
Phone:
Evaluation Items
<p>Evaluation Item 1: Project Design and Rationale (weighted 25%)</p> <p>Please address the following prompts:</p> <ul style="list-style-type: none"> • Describe your proposed Project. • Describe how your Project is responsive to regional needs identified by a sector partnership or other consortium comprising employers, workforce/training providers, and community representatives. • Describe how your Project addresses gaps or barriers to meeting the workforce needs of the selected focus area. • Identify the specific occupations and the related training opportunities that will be the focus of the grant, and how those were identified. • Describe how your Project aligns with <i>(cite sources/experience wherever possible)</i>: <ul style="list-style-type: none"> ○ Promising practices/models and/or evidence-based practices/models.

- Culturally responsive practices that support the program participants served by the Project.

Evaluation Item 2: Advancing Equitable Opportunities (weighted 20%)

Please address the following prompts (*500-word limit*):

- Identify how your Project advances equitable opportunities for program participants in workforce programs.
- Identify barriers to participation and describe how your Project reduces identified barriers for your participants.
- Describe how your organization's proposed approach will increase access and remove barriers for wage progression and educational attainment.
- Describe how participants and/or communities are or will be involved in designing, decision making, and evaluation of your Project.
- Describe your plan to reach rural Oregonians.

Evaluation Item 3: Partnership and Capacity (weighted 25%)

Please address the following prompts (*500-word limit*):

- Describe how the Project leverages existing cross-sector collaborations or partnerships.
- Identify the organizations who have committed to be key partners in this Project, which must include at least one employer and one education/training provider.
- Explain each partner's (including the lead Applicant's) activities, role, and responsibilities within the proposed Project; and
- Provide evidence that each partner (including the lead Applicant) can carry out its respective activities, role, and responsibilities (*150-word limit*).

Evaluation Item 4: Success and Sustainability (weighted 10%)

Please address the following prompts (*500-word limit*):

- Define "success" in the context of this Project.
- Describe any Project goals and any potential challenges or barriers your organization may encounter and strategies to address them.
- Describe the metrics you will use to measure the Project's success and the Project's target outcomes.
- Identify if and how you will braid other funding sources with funds awarded under this opportunity.
- Address future sustainability for this Project, including identification of opportunities to leverage additional funding (e.g., state, private, philanthropic).

Evaluation Item 5: Organizational Experience and Capacity (weighted 20%)

Please address the following prompts (*500-word limit*):

- Describe your organization (Applicant organization).
- Explain the organization's experience in Project delivery and grant administration
- Provide evidence of organizational and technical ability to carry out the proposed Project.

Attachments (SUBMIT with application)

Project Plan

Project Budget

Budget Justification

Certification Sheet

Letters of Commitment

ATTACHMENT B

APPLICATION CERTIFICATION SHEET

Legal Name of Applicant	
Address	
City, State, Zip Code	
State of Incorporation	
Entity Type	
Date Submitted	
Contact Name	
Telephone	
Email	

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

1. If awarded a Grant, Applicant agrees to perform the scope of work and meet the performance standards set forth in the final negotiated scope of work of the Grant.
2. I have knowledge regarding Applicant's payment of taxes and by signing below I hereby certify that, to the best of my knowledge, Applicant 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.
3. Unless Applicant is exemption under ORS 659A.006, 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 or citizenship status. 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. HECC may not enter into an agreement with an anticipated grant price of \$150,000 or more with an Applicant that does not certify it has such a policy and practice. See <https://www.oregon.gov/DAS/Procurement/Pages/hb3060.aspx> for additional information and sample policy template.
4. Applicant and Applicant's employees, agents, and subcontractors are not included on:

- A. 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
 - B. the government-wide exclusions lists in the System for Award Management found at: <https://www.sam.gov/SAM>
- 5. Applicant certifies that, to the best of its 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 RFA. If any changes occur with respect to Applicant’s status regarding conflict of interest, Applicant shall promptly notify the State in writing.
- 6. Applicant certifies that all contents of the Application (including any other forms or documentation, if required under this RFA) and this Application Certification Sheet are truthful and accurate and have been prepared independently from all other Applicants, and without collusion, fraud, or other dishonesty.
- 7. Applicant understands that any statement or representation it makes, in response to this RFA, 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.
- 8. Applicant certifies it will comply with the Pay Equity law, ORS 652.220, if applicable.

Authorized Signature

Date

(Printed Name and Title)

ATTACHMENT C

SAMPLE REQUIRED INSURANCE FOR SUBCONTRACTORS AND/OR SUBGRANTEES

This Exhibit is for illustrative purposes only and HECC's approval of insurance requirements of subcontractors and/or subgrantees will depend on the nature of the Project Activities.

INSURANCE REQUIREMENTS

Subcontractor/Subgrantee shall obtain, at Subcontractor/Subgrantee's expense, the insurance specified in this Exhibit C prior to performing under this Agreement and shall maintain it in full force and at its own expense throughout the duration of this Agreement, as required by any extended reporting period or tail coverage requirements, and all warranty periods that apply. Subcontractor/Subgrantee shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon ("State") and that are acceptable to HECC. Coverage shall be primary and non-contributory with any other insurance and self-insurance, with the exception of Professional Liability and Workers' Compensation. Subcontractor/Subgrantee shall pay for all deductibles, self-insured retention and self-insurance, if any.

WORKERS' COMPENSATION & EMPLOYERS' LIABILITY

All employers, including Subcontractor/Subgrantee, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Subcontractor/Subgrantee shall require and ensure that each of its subcontractors or subgrantee complies with these requirements. If Subcontractor/Subgrantee is a subject employer, as defined in ORS 656.023, Subcontractor/Subgrantee shall also obtain employers' liability insurance coverage with limits not less than \$500,000 each accident. If Subcontractor/Subgrantee is an employer subject to any other state's workers' compensation law, Subcontractor/Subgrantee shall provide workers' compensation insurance coverage for its employees as required by applicable workers' compensation laws including employers' liability insurance coverage with limits not less than \$500,000 and shall require and ensure that each of its out-of-state subcontractors complies with these requirements.

COMMERCIAL GENERAL LIABILITY:

☒ **Required** ☐ **Not required**

Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverage that are satisfactory to the State. This insurance shall include personal and advertising injury liability, products and completed operations, contractual liability coverage for the indemnity provided under this contract, and have no limitation of coverage to designated premises, Project or operation. Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Annual aggregate limit shall not be less than \$2,000,000.

AUTOMOBILE LIABILITY INSURANCE:

☒ **Required** ☐ **Not required**

Automobile Liability Insurance covering Subcontractor/Subgrantee's business use including coverage for all owned, non-owned, or hired vehicles with a combined single limit of not less than \$1,000,000 for bodily injury and property damage. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability). Use of personal automobile liability insurance coverage may be acceptable if evidence that the policy includes a business use endorsement is provided.

PHYSICAL ABUSE AND SEXUAL MOLESTATION LIABILITY:

☒ Required ☐ Not required

Abuse and Molestation Insurance in a form and with coverage that are satisfactory to HECC covering damages arising out of actual, perceived, or threatened physical abuse, mental injury, sexual molestation, negligent hiring, employment, supervision, training, investigation, reporting to proper authorities, and retention of any person for whom the Contractor is responsible including but not limited to Contractor and Contractor's employees and volunteers. Policy endorsement's definition of an insured shall include the Contractor, and the Contractor's employees and volunteers. Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Any annual aggregate limit shall not be less than \$3,000,000. Coverage can be provided by a separate policy or as an endorsement to the commercial general liability or professional liability policies. These limits shall be exclusive to this required coverage. Incidents related to or arising out of physical abuse, mental injury, or sexual molestation, whether committed by one or more individuals, and irrespective of the number of incidents or injuries or the time period or area over which the incidents or injuries occur, shall be treated as a separate occurrence for each victim. Coverage shall include the cost of defense and the cost of defense shall be provided outside the coverage limit.

PROFESSIONAL LIABILITY:

☐ Required ☒ Not required

Professional Liability Insurance covering any damages caused by an error, omission or any negligent acts related to the services to be provided under this Contract by the Contractor and Contractor's subcontractors, agents, officers or employees in an amount not less than \$1,000,000 per occurrence. Annual aggregate limit shall not be less than \$2,000,000. If coverage is on a claims-made basis, then either an extended reporting period of not less than 24 months shall be included in the Professional Liability Insurance coverage, or the Contractor shall provide Tail Coverage as stated below.

EXCESS/UMBRELLA INSURANCE:

A combination of primary and excess/ umbrella insurance may be used to meet the required limits of insurance.

TAIL COVERAGE:

If any of the required insurance is on a claims made basis and does not include an extended reporting period of at least 24 months, Contractor shall maintain either tail coverage or continuous claims made liability coverage, provided the effective date of the continuous claims made coverage is on or before the effective date of this Contract, for a minimum of 24 months following the later of (i) Contractor's completion and HECC's acceptance of all Services required under this Contract, or, (ii) HECC or Contractor termination of contract, or, iii) The expiration of all warranty periods provided under this Contract.

CERTIFICATE(S) AND PROOF OF INSURANCE:

Subcontractor/Subgrantee shall provide to Grantee and HECC Certificate(s) of Insurance for all required insurance before delivering any Goods and performing any Services required under this Agreement. The Certificate(s) shall list the State of Oregon, its officers, employees and agents as a Certificate holder and as an endorsed Additional Insured. If excess/ umbrella insurance is used to meet the minimum insurance requirement, the Certificate of Insurance must include a list of all policies that fall under the excess/ umbrella insurance. As proof of insurance HECC has the right to request copies of insurance policies and endorsements relating to the insurance requirements in this Agreement.

NOTICE OF CHANGE OR CANCELLATION:

The Subcontractor/Subgrantee or its insurer must provide at least 30 days' written notice to HECC before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

INSURANCE REQUIREMENT REVIEW:

Subcontractor/Subgrantee agrees to periodic review of insurance requirements by HECC under this Agreement and to provide updated requirements as mutually agreed upon by Subcontractor/Subgrantee and HECC.

STATE ACCEPTANCE:

All insurance providers are subject to HECC acceptance. If requested by HECC, Subcontractor/Subgrantee shall provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to HECC's representatives responsible for verification of the insurance coverages required under this exhibit.

ATTACHMENT D

PROJECT PLAN TEMPLATE

APPRENTICESHIP EXPANSION GRANTS

Applicant/Organization:

Instructions:

Please complete a Project Plan and submit as a part of your application. Your Project Plan should be in a substantially similar format to the one provided. Add additional lines/space or remove as needed, as long as your plan addresses the same Project components.

- *Your proposed activities must be completed during the performance period of the grant, which is February 1, 2026 – June 30, 2028. Start and end dates should be within this range.*
- Include major objectives, key tasks to accomplish each objective, and estimated start/end dates.
- Include participant numbers where applicable. Preferred format is “...a minimum of XX participants”.

PROJECT PLAN

		Start Date	End Date
Major Objective:			
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
Major Objective:			
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
Major Objective:			
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
Major Objective:			
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
Major Objective:			
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		

ATTACHMENT E

PROJECT BUDGET TEMPLATE

Enter Data in Yellow Boxes Only

Organization	
Organization Fiscal Contact	
Prepared by	

	YEAR 1	YEAR 2	YEAR 3	TOTALS
	February 1, 2026 - June 30, 2026	July 1, 2026 - June 30, 2027	July 1, 2027 - June 30, 2028	
BUDGET CATEGORIES				
A. PERSONNEL SALARIES & WAGES				
<i>Ex. Position/Title - Salary - FTE</i>				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -
B. PERSONNEL FRINGE BENEFITS				
<i>Employer Costs for Taxes/Benefits</i>				
<i>Ex. FICA (7.65% of budgeted salary XX) Ex. Health Insurance</i>				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL FRINGE BENEFITS	\$ -	\$ -	\$ -	\$ -
TOTAL PERSONNEL (SALARIES + FRINGE)	\$ -	\$ -	\$ -	\$ -
C. EQUIPMENT & CAPITAL EXPENDITURES				
				\$ -
				\$ -
				\$ -
TOTAL EQUIPMENT & CAP EXPENDITURES	\$ -	\$ -	\$ -	\$ -
D. MATERIALS & SUPPLIES				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL MATERIALS & SUPPLIES	\$ -	\$ -	\$ -	\$ -
E. TRAVEL (PERSONNEL) Location - Purpose - Mileage				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL TRAVEL	\$ -	\$ -	\$ -	\$ -
F. PARTICIPANT SUPPORT COSTS - Ex. stipends, transportation, fees, other wraparound services, etc.				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

ATTACHMENT F

OUTCOMES AND OUTPUTS CHART

Anticipated Outcomes and Outputs Chart		
Total Participants Participants: Individuals who receive a grant-funded service, including those who enter pre-apprenticeships and RAPs	Year 1: Year 2:	Total:
Total participants served and who enter into a RAP (pre-apprenticeship not included)	Year 1: Year 2:	Total:
Total participants who complete a RAP (pre-apprenticeship not included)	Year 1: Year 2:	Total:
Total number of participants who enroll in a pre-apprenticeship	Year 1: Year 2:	Total:
Total number of participants who complete a pre-apprenticeship	Year 1: Year 2:	Total:
Total RAPs created as a result of this funding	Year 1: Year 2:	Total:

Total RAPs expanded as a result of this funding	Year 1: Year 2:	Total:
Total pre-apprenticeship programs created as a result of this funding	Year 1: Year 2:	Total:
Total pre-apprenticeship programs expanded as a result of this funding	Year 1: Year 2:	Total: