Department of Labor

Notice of Award

Award# 26A60AP000215-01-00
FAIN# 26A60AP000215
Federal Award Date: 06/24/2026

Recipient Information

1. Recipient Name
HIGHER EDUCATION COORDINATING COMMISSION
3225 25TH St SE
Salem, OR 97302-1133
971-345-1138

2. Congressional District of Recipient
06

3. Payment System Identifier (ID)
1371737848A1

4. Employer Identification Number (EIN)
371737848

5. Data Universal Numbering System (DUNS)
079806658

6. Recipient's Unique Entity Identifier (UEI)
EP99SZE353U6

7. Project Director or Principal Investigator
Mrs. Jennifer Denning
JENNIFER.L.DENNING@HECC.OREGON.GOV
503-779-8818

8. Authorized Official
Julia Pontoni
Director of Office of Workforce Investment
Julia.Pontoni@hecc.oregon.gov
971-345-1136

Federal Agency Information
ETA Office of Grants Management

9. Awarding Agency Contact Information
Ms. Sarah D Medley
Grants Management Specialist
medley.sarah.d@dol.gov
000-000-0000

10.Program Official Contact Information
Mr. Joshua E Hodges
Federal Project Officer
U.S. DOL, ETA Region 6
hodges.joshua@dol.gov
4156257946

Federal Award Information

11. Award Number
26A60AP000215-01-00

12. Unique Federal Award Identification Number (FAIN)
26A60AP000215

13. Statutory Authority
National Apprenticeship Act, As Amended

14. Federal Award Project Title
State Apprenticeship Expansion Formula, Round 4

15. Assistance Listing Number
17.285

16. Assistance Listing Program Title
Apprenticeship USA Grants

17. Award Action Type
New

18. Is the Award R&D?
No

Summary Federal Award Financial Information

19.	**Budget Period Start Date** 07/01/2026 **- End Date** 06/30/2029	
20.	**Total Amount of Federal Funds Obligated by this Action**	$1,694,446.57
	20a. Direct Cost Amount	$1,694,446.57
	20b. Indirect Cost Amount	$0.00
21.	Authorized Carryover	$0.00
22.	Offset	$0.00
23.	Total Amount of Federal Funds Obligated this budget period	$0.00
24.	**Total Approved Cost Sharing or Matching, where applicable**	$0.00
25.	**Total Federal and Non-Federal Approved this Budget Period**	$1,694,446.57
26.	**Period of Performance Start Date** 07/01/2026 **- End Date** 06/30/2029	
27.	Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance	$1,694,446.57

28. Authorized Treatment of Program Income
ADDITIONAL COSTS

29. Grants Management Officer – Signature
Mrs. Brinda Ruggles
Grant Officer

30. Remarks

Department of Labor

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1371737848A1

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371737848

Universal Numbering System (DUNS)
079806658

Recipient's Unique Entity Identifier (UEI)
EP99SZE353U6

31. Assistance Type
Discretionary Grant

32. Type of Award
Other

33. Approved Budget
(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only
II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	$0.00
b. Fringe Benefits	$0.00
c. Total Personnel Costs	$0.00
d. Equipment	$0.00
e. Supplies	$0.00
f. Travel	$0.00
g. Construction	$0.00
h. Other	$1,694,446.57
i. Contractual	$0.00
j. TOTAL DIRECT COSTS	**$1,694,446.57**
k. INDIRECT COSTS	**$0.00**
l. TOTAL APPROVED BUDGET	**$1,694,446.57**
m. Federal Share	$1,694,446.57
n. Non-Federal Share	$0.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	ASSISTANCE LISTING	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
0501742526BD202601740024255AP001A0000AATELSAATELS	AP0002155C1	ETA	410023	17.285	$1,694,446.57	01742526BD

AWARD ATTACHMENTS

HIGHER EDUCATION COORDINATING COMMISSION 26A60AP000215-01-00

1. Oregon Higher Education Coordinating Commission_Terms and Conditions

State Apprenticeship Expansion Formula Round 4 (SAEF4)
Oregon Higher Education Coordinating Commission
GRANT # AP000215
Conditions of Award

As part of the Condition(s) of Award to receiving the SAEF4 Grant, the U.S. Department of Labor (DOL), Employment and Training Administration (ETA) has identified the following area(s) that require further clarification and/or grant amendment.

A response to all Condition(s) of Award must be submitted to your FPO within **30 days** of receipt of this grant award package. Please note that submittal of the required document(s) does not constitute approval by DOL/ETA. A grant amendment will need to be processed and final approval must be given by the Grant Officer (GO). Your Federal Project Officer (FPO) will review the documentation and then submit it to the GO for formal approval as an amendment to the grant agreement. Once approved, the revised document(s) will comprise the official amendment to this grant agreement and the condition(s) will be resolved. Any questions related to the below items must be submitted to your FPO.

As a grantee receiving additional funding, you must ensure that the grant documents conform to the total funds awarded. Please refer to the Notice of Award included in this award package, which reflects the revised federal award amount.

Condition 1 - Update Grant Documents Reflecting the Additional Funding Amount

Financial Documents

Please revise and submit the following documents:

- SF-424A Budget Information Form, and
- Budget Narrative

Confirm the new total award amount is correct and consistent in both your SF-424A and Budget Narrative.

Submit a revised budget whose totals align with any revised subtotals indicated on the revised budget narrative, including any claimed indirect costs.

Submit a budget narrative which addresses and breaks down the entirety of each line reflected on the SF-424A. The budget narrative must contain costs per entry in each category which add up to the indicated line-item total with enough information to ascertain valuations and adherence with the Cost Principles.

Leveraged Resources must be reflected in the budget narrative only. Do not include leverage resources to the SF-424A non-Federal share. If you initially added leveraged

resources to the non-Federal share, please remove when you submit your revised SF-424A.

Project Narrative - Submit a Project Narrative attachment reflecting how the additional funds will support the project.

In lieu of resubmitting a full Project Narrative, grantees must submit a Project Narrative Attachment of no more than one page that reflects any additional activities, targets, outcomes, objectives, and/or deliverables supported by the additional funding. Below are tips to support you in developing your Project Narrative Attachment:

- Confirm updated targets and outcomes, as applicable.
- Proposed changes to the project narrative should be commensurate with the amount of additional grant funds received.
- Re-examine your full Project Narrative:
    - Do project activities have sufficient funds to meet expected targets and outcomes? If not, additional funds could be used to strengthen those activities.
    - Are there one or more existing activities that could be expanded? For example, if your project design contains an incentive fund model, additional funds could be used to support that activity.

Please submit the revised documents specified in Condition 1, along with a cover letter signed by your Authorized Representative, to your Federal Project Officer (FPO). The cover letter should include a grant amendment request to incorporate these documents that reflect the additional funding to modify the grant agreement.

TEGL Program Compliance Notification Letter
State Apprenticeship Expansion Formula,
Round 4 Grants (TEGL No. 08-25)

Greetings State Apprenticeship Expansion Formula (SAEF4) Grantee:

Congratulations on your award! This letter serves as notification of program compliance requirements for your State Apprenticeship Expansion Formula, Round 4 Grant **(TEGL No. 08-25)** also referred to as **"SAEF4."**

SAEF4 supports the expansion of the National Apprenticeship System by funding eligible states and territories to enhance their capacity to register programs and support apprentices and employers. SAEF4 aligns with America's Talent Strategy by preparing the workforce for economic growth and strengthens the National Apprenticeship System as the nation's premier talent development pipeline. The program seeks to advance the Administration's efforts to prioritize reindustrialization by focusing on in-demand sectors such as artificial intelligence (AI) infrastructure, nuclear energy infrastructure, shipbuilding, advanced manufacturing, domestic mineral production, information technology (IT), and other Administration-identified industry sectors.

As outlined in the grant agreement, the signature of the Authorized Representative on the SF-424 confirms your organization's acceptance and acknowledgment of programmatic compliance requirements. Please note, individual program findings from your grant application are not contained in this document. Guidance provided on prior State Apprenticeship Expansion formula grants is not applicable to this grant. All grant program staff and financial personnel must read the entire grant agreement upon award.

The Program Compliance Notification Letter provides information on the following:

- Key required activities that grantees must ensure are incorporated into their grant.
- Key activities or costs that are allowable use of grant funds.
- Grantee guidance on performance expectations and reporting mechanisms.
- Performance reporting compliance items to be addressed, if applicable; and
- Links to the Training and Employment Guidance Letter (TEGL) and administrative/financial trainings.

Grant funds may only be used to support Registered Apprenticeship Programs and activities that expand the National Apprenticeship System. Funding for this opportunity comes from the Full-Year Continuing Appropriations and Extensions Act, 2025, Division A, Title IX (Public Law 119-4). Recipients must spend these funds on activities that will create or assist in the creation of Registered Apprenticeship Programs, support apprentices and employers, and bolster a state's capacity to expand Registered Apprenticeship. This program will support the development of new, or the expansion of existing Registered Apprenticeship Programs, as described in 29 CFR Part 29.

<u>Required Core Commitments</u>

- **All grantees funded under SAEF4** must commit to three (3) core requirements and states with federally recognized State Apprenticeship Agencies must commit to an additional core

requirement, for a total of four (4) core commitments for SAA states.

1) **Set Statewide Expansion Goals.** All grantees are required to establish a statewide expansion goal for the total number of active apprentices, by industry sector and occupation, as measured through the "Apprentices by State" dashboard on apprenticeship.gov, to achieve by the end of the grant's Period of Performance (POP). Post-award, the Department will work closely with states to refine and adjust their expansion goal, as needed, to ensure it is clearly defined and tied to reportable metrics so they are in position to successfully meet their goal. The expansion goal must reflect all apprentices registered in the state.
    (i) **Note**: Grantees should not base the goal on the number of apprentices who directly receive services or enroll in programs supported by the grant funds.
    (ii) States are also encouraged to set other ambitious goals for apprentice growth, and the Department will measure states' efforts to meet these goals as part of this program's performance reporting requirements. The Department will not penalize states that fail to meet their statewide expansion goal or other additional goals if states demonstrate efforts and progress toward meeting them throughout the award's POP.

2) **Support Employers and Registered Apprentices in Targeted Industry(ies).** Grantees must specify a percentage of SAEF4 funding, determined by the state, that will be reserved to directly support Registered Apprenticeship programs within a targeted industry(ies) identified by the state. States must describe how funding reserved for the specific industry(ies) will be spent, which may include, but is not limited to, developing new and expanding existing programs in the targeted industry(ies), support for employers and Registered Apprenticeship sponsors in the targeted industry(ies) (e.g., incentive payments), alignment of Career Technical Education (CTE) programs of study with pre-apprenticeships within the targeted industry(ies), and support for apprentices (e.g., costs associated with supportive services, Related Training Instruction (RTI), and On-the-Job Learning (OJL)) enrolled in Registered Apprenticeship programs within these targeted industries.

3) **Leveraged Resources Requirement.** Grantees must describe their commitment of at least 50 percent leveraged resources based on the formula allocation (see Attachment VII of the TEGL for formula allocation amounts). This requirement is designed to maximize the impact of the SAEF4 grant program and ensures that states and territories demonstrate a tangible, sustained financial commitment to Registered Apprenticeship beyond federal funds, supporting longer-term sustainability, scale, and continued program activities within the state.
    (i) Grantees may have up to 90 days post-award to solidify their strategy of meeting the leveraged funds requirement and the entire POP to meet this requirement.
    (ii) Leveraged resources are all resources, including cash and in-kind, in excess of the award and associated cost sharing, if applicable, (e.g., in-kind contributions that support administrative staff not funded by the grant). Leveraged funds may also include personnel, fringe benefits, travel, equipment, supplies, and other

costs that help carry out the grant program.

(iii) Leveraged resources may be met through local, state, federal, public and private funds including but not limited to Workforce Innovation and Opportunity Act (WIOA) Governor's Reserve Funds, State-funded tax credits or grants, or other means as appropriate to support the Administration's investments in the SAEF program. See Attachment II of the TEGL for more sources of leveraged funds grantees may consider.

4) **Program Approval Time (For States with Recognized State Apprenticeship Agencies Only).** SAA states are required to publish on a public-facing website their Registered Apprenticeship program approval performance metrics (e.g., average time to approve program standards upon a sponsor's final submission of signed program standards) by the end of the first year of the grant. SAA states are further required to update this information on an annual basis. OA will provide technical assistance and support to grantees on fulfilling this requirement.

   (i) SAA states are also required to streamline and reduce timelines to apprenticeship program approval while safeguarding the quality and integrity of Registered Apprenticeship programs and standards. SAA states may leverage Office of Apprenticeship's (OA) Standards Builder and Apprenticeship Occupation Request (AOR) tool or other in-house tools to streamline and reduce timelines for program approval.

   (ii) SAA states may use funds to hire additional staff, including Apprenticeship Training Representatives (ATRs), to assist with program registration and reduce approval timelines.

   (iii) To align with systemwide improvements to the program registration process, SAA states are required to establish a commitment to make program registration decisions within 30 days, similar to OA's commitment announced through Bulletin 2026-35, "Announcement of Office of Apprenticeship 30-day Commitment to Apprenticeship Program Registration Determinations and new virtual "Shot Clock" website."

Other Requirements

- **Grantees must serve a statewide geographic scope.** The geographic scope is the physical service area in which awarded applicants will serve participants.

- **Eligible participants:** Eligible participants are persons 16 years of age and older who receive a direct grant-funded service. Funds may also be used to support participants younger than age 16 who are enrolled in pre-apprenticeship programs that lead directly to enrollment in a Registered Apprenticeship; however, the participant must be at least 16 years old by the time they are expected to complete the pre-apprenticeship program and enroll in a Registered Apprenticeship.

- **For SAA States, the SAA must be included as a partner if the State agency applicant is not the SAA, and the partnership must be documented in the application through a letter of commitment from the Head of the SAA.**

- **Performance Measure and Target Expansion Goal:** States must provide a numeric target expansion goal for one performance measure as required by the TEGL's first core commitment. To account for the broad range of allowable capacity building activities under SAEF4, the Department recognizes that the Registered Apprenticeship expansion goal should not only include those Registered Apprentices enrolled using grant funds and should reflect broader state goals. States must set a Registered Apprenticeship expansion goal that includes all apprentices registered in the state by the end of the POP, not just those who are supported by the grant funding. States are also encouraged to set other ambitious goals for apprenticeship growth, such as the number of programs developed or expanded using grant funds.

Allowable Use of Grant Funds

- **Proposed accelerated SAEF3 activities.** States have the option to identify activities contained in their SAEF3 workplan that they plan to amplify under SAEF4. If states decide to expand on activities permitted under SAEF3, they must clearly identify these activities in their project design and explain how they will rapidly accelerate these activities under SAEF4.

- **Strategies to align or incorporate CTE programs with Registered Apprenticeship in your State to drive statewide expansion of Registered Apprenticeship.** States can use SAEF4 funds to modify CTE programs and their curriculums to serve as pre-apprenticeship programs that lead to Registered Apprenticeship enrollment. To achieve this goal, states may develop partnerships between CTE program providers and Registered Apprenticeship sponsors to encourage CTE completers to enroll in Registered Apprenticeship programs. States can also work with employers and Registered Apprenticeship sponsors to align CTE curricula with the specific skills and competencies required for Registered Apprenticeship programs in high-demand sectors. See Attachment II-5 of the TEGL for additional information.

- **Incentive funding.** Applicants may use grant funds to provide "incentive" funds to sponsors, employers, joint labor management organizations, or industry associations (or other partners included in a multi-employer partnership) to directly fund new or expand existing Registered Apprenticeship programs in any targeted industry(ies), in which they are serving. These incentive funds are intended to incentivize employers and other stakeholders to develop and expand Registered Apprenticeship programs. Incentive funds may also be used to enroll and support apprentices. See Attachment II-5 and II-6 of the TEGL for additional information.

- **State Capacity and Staffing.** States may also use grant funds to improve their capacity to expand the National Apprenticeship System, including but not limited to hiring additional staff (including ATRs and Registered Apprenticeship navigators) and streamlining registration or related workforce systems. States are highly encouraged to use their SAEF4 grant funds for the appropriate levels of staffing that are needed to effectively

manage each round of their SAEF grants.

- **Supportive Services.** States are encouraged to develop clear policies and procedures to use existing supportive services from WIOA programs or other funding sources to support apprentices from enrollment through completion of Registered Apprenticeship programs. However, if no other funds are available, states may allocate funds for supportive services to assist individuals benefiting from this grant program, grant recipients may use up to 15 percent of grant funds to provide supportive services to individuals who are participating in education and training activities provided through the grant. See Attachment II-6 of the TEGL for additional information.

Serving Participants

The term "participant" means an individual that is determined eligible by the SAEF4 grant program and receives a direct, grant-funded service after a determination of eligibility during the grant period of performance. Any apprentice who does not receive direct, grant-funded services but is enrolled in a Registered Apprenticeship program that is developed or expanded using grant funds are reportable individuals for this grant.

Performance Reporting Requirements

Grantees are required to adhere to the Office of Management and Budget (OMB)-approved performance reporting requirements. This includes submitting a Quarterly Performance Report (QPR) (ETA-9173-APPSHP) and Quarterly Narrative Report (QNR) (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 these grants aligns with the WIOA Performance Accountability, Information, and Reporting System (DOL-only): OMB Control No. 1205-0521, specifically the requirements identified for apprenticeship grants. To submit quarterly reports, the grantee will be expected to collect, track, and report participant-level data as outlined in the Participant Individual Record Layout (PIRL) (ETA-9172). This includes the collection and reporting of Social Security Numbers (SSNs) on all individuals who receive grant- funded services[1]. The collection and reporting of SSNs allow ETA to efficiently match employment data from state unemployment insurance and other wage records. Thus, the collection of participant SSNs lessens the burden on grantees in tracking the WIOA exit-based employment measures, while permitting consistent and reliable outcome information to be produced regarding the program.

Participation in Evaluation (if applicable)

As a condition of grant award, as per 2 CFR Part 200.301, grantees are required to participate in an evaluation, if undertaken by DOL.

For a complete understanding of this application requirement, see the 2026 Application Guide,

[1] Grant recipients who are also aligned with their State workforce system and have access to the State Unemployment Insurance (UI) Agency are not obligated to report SSNs to DOL; however, they must report wage and employment outcomes via the PIRL. Otherwise, State grant recipients must collect and report SSNs via the PIRL, allowing DOL to conduct wage-matches to obtain this outcome data.

Section VIII.A Administrative and National Policy Requirements.

Participation in Technical Assistance (TA)

Grantees are required to participate in all training activities related to grant implementation including the orientation webinar; financial management and reporting; performance reporting; product dissemination; and other technical assistance and training as appropriate during the grant period. Grantees are strongly encouraged to invite team members to these training activities (i.e., individuals supporting fiscal management and grant data and performance reporting), as appropriate.

REFERENCES		
Consolidated Compliance References	**Resource Link**	**Overview/ Description**
TEGL No. 08-25	SAEF4 TEGL	The Training and Employment Guidance Letter for the SAEF4 grant.
Registered Apprenticeship Regulations	https://www.ecfr.gov/current/title- 29/subtitle-A/part-29	29 C.F.R. § 29 outlines the elements of a registered apprenticeship program.
2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	2 CFR 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS - Content Details - CFR-2023- title2-vol1-part200 (govinfo.gov)	Also known as the Uniform Guidance (UG), this is the consolidation of grant management requirements formerly contained in several OMB circulars. The Uniform Guidance encapsulates Federal grant management requirements governing administrative requirements, cost principles, and audit requirements. All grantee personnel should be familiar with the Uniform Guidance
2 CFR 2900 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:	2 CFR 2900 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Additional information on the Uniform Guidance can be found at: https://www.doleta.gov/grants/UniformGuidance.cfm.	The Department of Labor's adoption of the Uniform Guidance includes a limited number of exceptions approved by OMB to ensure consistency with existing policy and procedures. Where present, the DOL exceptions take precedence over the general UG. Note, that if the prime grantee elects to utilize sub-awards all UG requirements applicable to the prime gran apply in addition to any others applicable to the sub-award.
Manage Your Awarded Grant	Manage Your Awarded Grant | U.S. Department of Labor	Links to ETA's Grantee Handbook, SMART Grant Management Training, Financial Reporting, Payment Management System, and Closeout.
Performance Reporting	Reporting Requirements | U.S. Department of Labor	Apprenticeship Performance and Reporting Resources Workforce Integrated Performance System (WIPS)

Performance Reporting	WorkforceGPS - Performance Reporting for Grants Managed by the Office of Apprenticeship	Performance reporting resources specifically for OA grants. See the four additional pages linked under "Materials."
Financial Reporting	WorkforceGPS - Grants Application and Management Community Homepage	OGM Financial Links. Provides access to the financial reporting system, and payment management system (PMS) for learning opportunities.

Please work with your Federal Project Officer (FPO) to resolve any items or questions related to this Program Compliance Notification Letter.

Terms and Conditions

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PART A: GENERAL AWARD, SYSTEM FOR AWARD MANAGEMENT AND UNIFORM GUIDANCE

A(1.) Applicable Requirements

The recipient of this Federal award must fully comply with the rules and requirements specified in the award document. Program requirements may be located in the Funding Opportunity Announcement (FOA), statutes, Executive Orders, government-wide regulations, agency regulations, agency policy guidance such as Training Employment Guidance Letter (TEGL), and the terms outlined in the award document.

The following authorities apply to your activities under this Federal award. It is recommended that the award recipient contact DOL when questions arise about what requirements apply in the event of any inconsistency between the terms and conditions of this Notice of Award (NOA) and other requirements.

- National Apprenticeship Act
- Other applicable Federal statutes.
- Full-Year Continuing Appropriations and Extensions Act, 2025 (March 15, 2025, Public Law (Pub.L.) 119-4 which appropriates funding at the level in Pub. L. 118-47 with certain exceptions.
- Implementing Regulations.
- Executive Orders and Presidential Memoranda.
- The Office of Management and Budget (OMB) Guidance, including the Uniform Guidance at 2 CFR part 200 and DOL regulations at 2 CFR part 2900.
- The U.S. Department of Labor (DOL) directives.
- Terms and conditions of this award.

A(2.) FOA and NOA

The FOA and any amendments found TEGL-08-25[1] are hereby incorporated into this NOA. Award recipients are bound by the authorizations, restrictions, and requirements contained in the FOA. Therefore, the expenditure of funds by the award recipient certifies that your organization has read and will comply with all the parts that are contained in the NOA.

The funds provided under this NOA must be expended according to all applicable Federal statutes, regulations, and policies, and the applicable provisions in the appropriations act(s). The funds shall be obligated and expended via a NOA. These obligations and expenditures may not exceed the amount awarded by the NOA unless otherwise amended by the ETA.

[1] https://www.dol.gov/agencies/eta/advisories/tegl-no-08-25

A(3.) Approved Statement of Work

This project's narrative is the approved Statement of Work (SOW). It has been included as Attachment D. If there is any inconsistency between the project narrative and the program statute, appropriation, regulations, Executive Orders, Uniform Guidance, and DOL directives, contact your DOL representative.

A(4.) Federal Project Officer (FPO)

The name and contact information of the DOL FPO for this award is found on the first page of the Notice of Award in field #10.

This individual is your main point of contact with DOL. The individual is not authorized to change any of the terms or conditions of the award or approve prior approval requests. Any changes to the terms or conditions or prior approvals must be approved by the Grant Officer by a formally executed award amendment process.

A(5.) System for Award Management (SAM.gov)

A SAM.gov registration is required for an entity to be able to apply for Federal awards, to request amendments to existing awards, and to enable them to complete the closeout process for expiring awards. See Training and Employment Notice (TEN) 18-17[2] for additional guidance.

Unless exempt from this requirement under 2 CFR 25.110, the recipient must maintain a current and active registration in SAM.gov. The recipient's registration must always be current and active until the recipient submits all final reports required under this Federal award or receives the final payment, whichever is later. The recipient must review and update its information in SAM.gov at least annually from the date of its initial registration or any subsequent updates to ensure it is current, accurate, and complete. If applicable, this includes identifying the recipient's immediate and highest-level owner and subsidiaries and providing information about the recipient's predecessors who have received a Federal award or contract within the last three years.

Effective on April 4, 2022, the DUNS Number was replaced by a new, non-proprietary identifier requested in and assigned by SAM.gov[3]. This new identifier is called the Unique Entity Identifier (UEI), or the Entity ID. To learn more about how to access your UEI, please visit the U.S. General Service Administration (GSA), Unique Entity Identifier Update webpage[4].

If the recipient is authorized to make subawards under this Federal award, then the recipient:

[2] https://www.dol.gov/agencies/eta/advisories/training-and-employment-notice-no-18-17
[3] https://sam.gov/
[4] https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254&sys_kb_id=875189f21bee8d54937fa64ce54bcbaa&spa=1

1. Must notify potential subrecipients that no entity may receive a subaward until the entity has provided its UEI to the recipient.
2. Must not make a subaward to an entity unless the entity has provided its UEI to the recipient. Subrecipients are not required to complete full registration in SAM.gov to obtain a UEI.

For the purposes of this award term:

System for Award Management (SAM.gov) is the Federal repository into which a recipient must provide the information required for the conduct of business as a recipient. Additional information about registration procedures may be found in SAM.gov (currently at https://www.sam.gov).

Entity is defined at 2 CFR 25.400 and includes all of the following types as defined in 2 CFR 200.1:

(1) Non-Federal entity;

(2) Foreign organization;

(3) Foreign public entity;

(4) Domestic for-profit organization; and

(5) Federal agency.

Subaward has the meaning given in 2 CFR 200.1.

Subrecipient has the meaning given in 2 CFR 200.1.

DOL advises Federal financial assistance award recipients registered in SAM.gov to frequently review their registration information, particularly their financial information and points of contact. Assistance is available by contacting the Federal Service Desk at FSD.gov[5].

DOL routinely checks the validity of a recipient's SAM.gov registration and verifies that the recipient is not included on the excluded parties list before making an award or approving an amendment to an existing award. Failure to have an active SAM.gov registration can delay award recipients from receiving their initial award or requesting amendments to their existing awards.

DOL further encourages award recipients to review the expiration date of their SAM.gov registration and begin the renewal process well in advance, to ensure that their registration remains valid. If the award recipient has not logged in and updated its entity registration record within at least the past 365 days, its record will expire and go into

[5] https://www.fsd.gov/gsafsd_sp

inactive status. Timely renewal will ensure that the award recipient can continue to request and receive amendments to their existing grants, as well as apply for new funding opportunities. Further, the Employer Identification Number (EIN) must remain active until the award closeout process is fully completed.

A(6.) Profit

The recipient and subrecipients are prohibited from earning a profit resulting from the implementation of this award. As directed in 2 CFR 200.400(g), recipients and subrecipients may not earn or keep any profit resulting from Federal financial assistance unless explicitly authorized in the Federal award.

A(7.) Subawards

A *subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to contribute to the goals and objectives of the project by carrying out part of a Federal award received by the pass-through entity. It does not include payments to a contractor, beneficiary, or participant. A subaward may be provided through any form of legal agreement consistent with criteria in 2 CFR 200.331, including an agreement the pass-through entity considers a contract.

The provisions of the Terms and Conditions of this award must be applied to any subrecipient under this award. The recipient is responsible for ensuring that the Terms and Conditions and all other information required in 2 CFR 200.332(b) are in all subaward packages, and monitoring the subrecipient, including to ensure that the subrecipient complies with all applicable Federal statutes, regulations, and the Terms and Conditions of this award (2 CFR 200.101(b) and .332).

A(8.) Contracts

A *contract* means a legal instrument by which a recipient or subrecipient conducts procurement transactions under a Federal award. Additional guidance on distinguishing between a subrecipient and a contractor is provided in 2 CFR 200.331. When procuring contractors for goods and services, DOL recipients and subrecipients must follow the procurement requirements, including the requirement for full and open competition, found at 2 CFR 200.318 through 200.327 (except states and Indian tribes, which must follow 2 CFR 200.317).

A(9.) Technical Assistance, Resources, and Information

Additional resources, 508-compliant PowerPoints, training, and resources to assist the award recipient are located on the ETA Resources webpage[6] and the Grants Application and Management collection page on WorkforceGPS.org.[7] SMART training[8] is a technical assistance initiative sponsored by DOL/ETA to assist its award recipients and

[6] https://www.dol.gov/agencies/eta/grants/resources
[7] https://grantsapplicationandmanagement.workforcegps.org/
[8] https://bit.ly/DOL-SMART

subrecipients in improving its program/project operations through effective grants management. Please take some time to review the training modules which are focused on:

Strategies for sound grant management that include:
Monitoring,
Accountability,
Risk mitigation and
Transparency.

Questions regarding the content may be directed to compliance.policy@dol.gov.

A(10.) Monitoring, Technical Assistance, and Additional Specific Conditions of Award

All award recipients and subrecipients, including states and territories managing the Unemployment Insurance programs, may have the specific conditions of their award adjusted (2 CFR 200.208). A specific condition is based on an analysis of the following factors:

1. Review of OMB-designated repositories of government-wide data (for example, *SAM.gov*) or review of its risk assessment (See 200.206);
2. The recipient's or subrecipient's history of compliance with the terms and conditions of Federal awards;
3. The recipient's or subrecipient's ability to meet expected performance goals as described in 2 CFR 200.211; or
4. A determination of whether a recipient or subrecipient has inadequate financial capability to perform the Federal award.

Specific conditions may include the following:

1. Requiring payments as reimbursements rather than advance payments;
2. Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance;
3. Requiring additional or more detailed financial reports;
4. Requiring additional project monitoring;
5. Requiring the recipient or subrecipient to obtain technical or management assistance; or
6. Establishing additional prior approvals.

Award recipients may be required to obtain technical or compliance assistance through an established provider/contractor that has been selected or hired by DOL that may include in-person or remote assistance.

A(11.) Evaluation, Data, and Implementation

Award recipients must cooperate during the implementation of a third-party evaluation. This means providing DOL or its authorized contractor with the appropriate data and

access to program operating personnel and participants in a timely manner.

A(12.) Conflict of Interest

Recipients and subrecipients of federal assistance must have a written policy in place on conflicts of interest, including organizational conflicts of interest. The policy must include the process the recipient or subrecipient will take to identify, avoid, remove, and remedy conflicts of interest.

Federal assistance recipients must disclose in writing any real or potential conflict of interest to DOL. The disclosure must notify the Grant Officer through written letter or email and contain the appropriate grant number.

A conflict of interest occurs when an entity or individual's objectivity becomes impaired because there is a conflict between personal or self-serving interests and professional duties or responsibilities. Such a conflict occurs when an organization or individual has a vested interest, such as financial, status, knowledge, relationships, or reputation, which puts into question whether their actions, judgment, or decision-making can be unbiased. A conflict of interest can also arise when actions are taken or may appear to be taken by any entity involved in more than one role, such that the performance of that entity in one role affects its interest in its other role, thereby making it difficult for the entity to perform a grant process objectively and impartially.

A potential conflict of interest occurs when it is reasonably foreseeable that an entity or individual's objectivity could become impaired in the future due to a conflict between personal or self-serving interests and professional duties or responsibilities.

An organizational conflict of interest occurs when, because of relationships with a parent company, affiliate, or subsidiary organization, the recipient or subrecipient is unable or appears to be unable to be impartial in conducting a grant action involving a related organization. Such conflicts may be actual or potential.

DOL requires that recipients of Federal funds use them in the best interest of the award program and therefore grant decisions must be free of undisclosed conflicts of interest including those that are real or potential conflicts, whether individual or organizational. When there are disclosed conflicts of interest in grant decisions, the recipient must notify DOL and take remedial action to resolve or mitigate the conflict.

The signatory authority or authorized official identified on the SF-424 application further certifies through their signature on the SF-424 application that any potential conflict of interest has been identified to the appropriate Grant Officer.

PART B: INDIRECT COSTS, BUDGET, AND COST SHARE

B(1.) Indirect Cost Rate and Cost Allocation Plan

An award recipient that is claiming indirect costs to a Federal award must have a Negotiated Indirect Cost Rate Agreement (NICRA), Cost Allocation Plan (CAP), or

elect to utilize the de minimis rate of 15% of modified total direct costs (MTDC). Indirect costs are costs incurred for a common or joint purpose that benefit more than one cost objective and are not readily assignable to one cost objective without specifically benefitting effort disproportionate to the results achieved. Direct costs, by contrast, can be identified specifically with a particular cost objective, such as a Federal award, or other internally or externally funded activity that can be directly assigned to such activities relatively easily with a high degree of accuracy. The association of costs with a Federal award determines whether costs are direct or indirect.

If the DOL serves as the Federal Cognizant Agency (FCA) for the award recipient, then the award recipient must work with DOL's Cost & Price Determination Division (CPDD), which has delegated authority to negotiate and issue a NICRA or CAP on behalf of the Federal Government. More information about DOL's CPDD is available at DOL's Cost & Price Determination Division (CPDD) website[9] which provides guidelines to help develop indirect cost rates, links to the applicable cost principles, and contact information. The CPDD also has Frequently Asked Questions to provide general information about the indirect cost rate approval process and due dates for provisional and final indirect cost rate proposals.

If a new NICRA is issued during the award period of performance, it must be provided to DOL within 30 days of issuance. Funds may be re-budgeted as necessary between direct cost categories as long as they are consistent with the Budget Flexibility term within this agreement, grant requirements, and DOL regulations on prior approval. However, the total amount of the award will not be increased.

Option	NICRA, CAP, or De Minimis
☐ (1)	The award recipient's federally approved NICRA or CAP covering the entirety or a portion of the grant period of performance is included as Attachment F. If the NICRA or CAP covers only a portion of the period of performance, a new approved NICRA or CAP will need to be provided for the remaining portion of the period of performance. Once approved, the NICRA or CAP must be submitted to your FPO.
☐ (2)	The award recipient has elected to use the De Minimis Rate of 15% of Modified Total Direct Costs (MTDC). To avoid a serious inequity in the distribution of indirect costs, DOL defines MTDC as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $50,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each

[9] https://www.dol.gov/agencies/oasam/centers-offices/office-of-the-senior-procurement-executive/cost-price-determination-division

Option	NICRA, CAP, or De Minimis
	subaward or subcontract in excess of $50,000. See 2 CFR 200.414(f) for more information on the use of the de minimis rate. Please be aware that incurred indirect-type costs (such as but not limited to top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are recovered as part of charging the de minimis rate. To use de minimis, the award recipient must not have a current negotiated (including provisional) rate. A governmental department or agency that receives more than $35 million in direct Federal funding must submit its indirect cost rate proposal to its cognizant agency for indirect costs in accordance with Appendix VII(D). De minimis may be used indefinitely. When applying the de minimis rate, costs must be consistently charged as either direct or indirect costs and may not be double charged or inconsistently charged as both. Once elected, the recipient or subrecipient must use the de minimis rate for all Federal awards until such time as the award recipient or subrecipient chooses to receive a negotiated rate.
☒ (3)	The award recipient has claimed indirect costs on the SF-424A; however, a current NICRA or CAP approved by the FCA was not provided and the award recipient did not elect to utilize the de minimis rate of 15% of MTDC. An approved NICRA or CAP must be submitted to the Grant Officer, or the award recipient must elect to utilize the de minimis rate of 15% of MTDC to charge indirect costs to the Federal award. **If the award recipient elects to utilize the de minimis rate of 15% of MTDC, the award recipient must notify the Grant Officer in writing.** **If the award recipient utilizes a NICRA or CAP, only the de minimis rate of 15% of MTDC will be released to support the indirect costs in the absence of a NICRA or CAP approved by the FCA**. The remaining funds which have been awarded for indirect costs are restricted and may not be used for any purpose until the recipient provides a signed copy of the NICRA or CAP agreement. As the award recipient, an indirect cost rate proposal or CAP must be submitted to the FCA within 90 days of award. If the FCA for indirect costs is DOL, these documents should be submitted to the DOL's Cost & Price Determination Division (CPDD). Otherwise, they should be submitted to the award recipient's FCA. Alternatively, the award recipient may request the de minimis rate if eligible (see section b. above). In addition, the recipient must notify the FPO that

Option	NICRA, CAP, or De Minimis
	the documents have been submitted to the appropriate FCA.
☐ (4)	The award recipient elected to exclude indirect costs from the proposed budget. Administrative and clerical staff salaries should only be classified as direct costs if they meet the conditions specified in 2 CFR 200.413(c). If indirect costs are misclassified as direct costs, per the guidelines at 2 CFR 200.412 - 414, such costs may become disallowed through an audit or compliance review conducted by a Federal staff person. Please be aware that incurred indirect costs (such as but not limited to top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are indirect costs. Only direct costs, as defined by the cost principles contained in the Uniform Guidance will be charged.

B(2.) Indirect Cost Rate – Financial Reporting for NICRA and De Minimis

All award recipients with an approved NICRA or de minimis rate must report indirect costs on their **FINAL** ETA-9130 Financial Report. If an award recipient has a NICRA and a CAP, only the indirect costs tied to the NICRA are reported on the FINAL ETA-9130 Financial Report. However, award recipients are required to submit the CAP calculation per year during the closeout process. The award recipient may refer to the ETA-9130 Report for additional guidance.

B(3.) Budget - Approved

The award recipient's budget documents are attached in this NOA. The documents are: 1) the SF-424, included as Attachment A; 2) the SF-424A, included as Attachment B; and 3) the Budget Narrative, included as Attachment C. The award recipient must confirm that all costs are allowable, reasonable, necessary, and allocable before charging any expense. Pursuant to 2 CFR 2900.1, the approval of the budget as awarded does not constitute prior approval of those items specified in 2 CFR part 200 and 2 CFR part 2900 or as a part of the grant award as requiring prior approval. The Grant Officer is the only official with the authority to provide such approval.

Any changes to the budget that impact the Statement of Work (SOW) and agreed-upon outcomes or deliverables will require a request for amendment and prior approval from the Grant Officer.

All period of performance extensions, including no-cost and one-time extensions, require prior approval from the Grant Officer. If the period of performance will include multiple budget periods, subsequent budget periods are subject to the availability of

funds, program authority, satisfactory performance, and compliance terms and conditions of the Federal award.

Unless otherwise authorized in a grant award or cooperative agreement or subsequent amendment, recipients must expend funds with the shortest period of availability first.

B(4.) Budget Flexibility

Award recipients are not permitted to make transfers that would cause any funds to be used for purposes other than those consistent with this Federal program. Any budget changes that impact the SOW and agreed-upon outcomes or deliverables require a request for amendment and approval from the Grant Officer.

Any request for a budget amendment or non-competing extension of the final budget should be submitted to the Grant Officer, in writing, at least 30 days before the Period of Performance is scheduled to expire. Such requests usually are for a period of up to 12 months.

As directed in 2 CFR 200.308(i), for programs where the Federal share is over the Simplified Acquisition Threshold (SAT) (currently $350,000), the transfer of funds among direct cost categories (for example, personnel, travel, and supplies) or programs, functions, and activities is restricted such that if the cumulative amount of a transfer exceeds or is expected to exceed 10% of the total budget, including cost share, as last approved by the Federal agency, the award recipient must receive prior approval from the Grant Officer. Any changes within a specific cost category on the SF-424A do not require a grant amendment unless the change results in a cumulative transfer among direct cost categories exceeding 10% of the total budget. It is recommended that the assigned Federal Project Officer or point of contact review any within-line changes to the award recipient's budget prior to implementation to ensure they do not require a amendment.

For programs where the Federal share of the project is below the SAT of $350,000, recipients are not required to obtain the Grant Officer's approval when transferring funds among direct cost categories.

B(5.) Non-Federal Cost Sharing

This award does not include a cost-sharing requirement.

PART C: FUNDS MANAGEMENT

C(1.) Funds – Payment Management System (PMS)

Upon receipt of a NOA, to draw funds from the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS)[10] an active account must be

[10] https://pms.psc.gov/

established. To establish an account, award recipients must complete an SF-1199A and PMS Access form (shown as the PMS New User Access Request on the PMS website) (User Access). Federal award recipients do not need to complete these forms if they already have an account with PMS.

Pursuant to Executive Order 14222 – "Implementing the President's 'Department of Government Efficiency' Cost Efficiency Initiative," grant recipients are prohibited from directly drawing down general grant funds without the affirmative authorization of DOL and are required to provide written explanations or support, with specificity, for requests for each drawdown. DOL is required to record every payment issued by the agency pursuant to each of the agency's covered contracts and grants, along with a brief, written justification for each payment. PMS now has a "justification" field wherein grant recipients must identify the purpose for the Federal funds being drawn down. The justification is mandatory, and PMS will not accept a payment request if a justification is not provided.

C(2.) Funds - Return & Refunds

DOL does not accept paper checks for any type of returned funds. For active grants, return of funds is to be submitted electronically, via either ACH or wire transfer, through the PMS operated by HHS via the same method as a drawdown or by Pay.gov. For those who have more than one subaccount and have drawn down funds from the incorrect subaccount[11], the correction can be made using the same method as a typical drawdown. For more information on returning funds to PMS, click here: https://pms.psc.gov/grant-recipients/returning-funds-interest.html.

For active grants with funds that cannot be returned via PMS, and for grants that have been cancelled or are expired (typically older than five years), incoming payments, including returns and recoveries to DOL, must be made via the Pay.gov website. For more information on returning funds to Pay.gov, click here: https://www.pay.gov/public/form/start/177233981

If there are questions regarding the return of funds, or your organization no longer has access to PMS, contact the DOL/ETA, Office of Financial Administration via email at: ETA-ARteamdol.gov or for other Department agencies, DOL Office of the Chief Financial Officer, for further assistance.

PART D: COSTS - LIMITATIONS, ITEMS, AND RESTRICTIONS

D(1.) Consultants

For the purposes of this grant award, the Grant Officer has determined that fees paid to a consultant who provides services under a program shall be limited to $868.00 a day (representing an eight-hour workday). Such costs must be reasonable, allocable, and

[11] https://pms.psc.gov/grant-recipients/drawdown-correction-payment-request.html

allowable to the program. Any fees paid in excess of this amount cannot be paid without prior approval from the Grant Officer.

D(2.) Equipment and Other Capital Assets

To purchase capital assets (including equipment), the award recipient must submit a request and receive **prior written approval** from the Grant Officer as defined in the Uniform Guidance at 2 CFR 200.1 and 200.439. A request to purchase capital assets (equipment) will be reviewed and approved in an amendment to the award.

See 2 CFR 200.1 for the definitions of capital expenditures, equipment, special purpose equipment, general purpose equipment, and capital assets.

The capital asset of equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or $10,000.

Being awarded this grant ***does not*** automatically mean that the equipment specified in the approved budget or SOW is approved by the Grant Officer, 2 CFR 2900.1. The recipient must submit a detailed list describing the planned purchases to the FPO for review within 90 days of the NOA date. Recipients are strongly encouraged to submit requests to purchase equipment as early as possible in the grant's period of performance with as many planned pieces of equipment as possible.

Recipients may not purchase equipment during the last year of the period of performance or the last year of full program service delivery (not follow-up activities), whichever comes first. If any approved acquisition has not occurred prior to the last funded year of performance, approval for that item will be rescinded.

D(3.) Pre-Award Costs

All costs incurred by the award recipient prior to the start date specified in the grant award issued by the Department are ***incurred at the recipient's own expense.***

D(4.) Program Income

The Addition method as described in 2 CFR 200.307 must be used in allocating any program income generated for this awards award. The award recipient must expend all program income prior to drawing down any additional funds as required at 2 CFR 200.305(b)(5) and 2 CFR 200.307(b). The DOL will require any program income remaining at the end of the period of performance to be returned to DOL. In addition, award recipient(s) must report program income on the quarterly financial report using the applicable ETA-9130 or SF-425 reports.

For the YouthBuild program, please refer to 20 CFR 688.590 for guidance on program income.

D(5.) Travel

This award waives the prior approval requirement for domestic travel as contained in 2 CFR 200.475. For domestic travel to be an allowable cost, it must be necessary, allowable, reasonable, allocable, and conform to the recipient's or subrecipient's written policies and procedures. All travel must also comply with the Fly America Act (49 USC 40118), which states in part that any air transportation, regardless of price, must be performed by, or under a code-sharing arrangement with, a U.S. Flag air carrier if service provided by such carrier is available.

D(6.) Travel – Foreign

Foreign travel is not allowable except with prior written approval from the Grant Officer through the process described in 2 CFR 200.407 and 2 CFR 2900.16. All travel, both domestic and Grant Officer approved foreign travel, must comply with the Fly America Act (49 USC 40118), which states in part that any air transportation, regardless of price, must be performed by, or under a code-sharing arrangement with, a U.S. Flag air carrier if service provided by such carrier is available.

D(7.) Travel – Mileage Reimbursement Rates

Pursuant to 2 CFR 200.475(a), recipients and subrecipients may charge travel costs on an actual cost basis, on a per diem or mileage basis, or a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip. The method used must be consistent with those normally allowed in like circumstances in the recipient's or subrecipient's other activities and in accordance with the recipient's or subrecipient's established written travel reimbursement policies. In the absence of an established written policy regarding travel costs, the rates and amounts established under 5 U.S.C. 5701-11 ("Travel and Subsistence Expenses; Mileage Allowances"), by the Administrator of General Services, or by the President (or their designee) pursuant to any provisions of such subchapter must apply to travel under Federal awards (48 CFR 31.205-46(a)). Mileage rates must be checked annually at GSA's Privately Owned Vehicle (POV) Mileage Reimbursement Rates webpage[12] to ensure compliance.

D(8.) Conferences and Conference Space

Conferences sponsored in whole or in part by the award recipient are allowable if the conference is necessary and reasonable for the successful performance of the Federal award. Award recipients are urged to use discretion and good judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more

[12] https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement?gsaredirect=mileage

information on the requirements and the allowability of costs associated with conferences, refer to 2 CFR 200.432. Recipients will be held accountable to the requirements in 2 CFR 200.432. Therefore, costs that do not comply with 2 CFR 200.432 will be questioned and may be disallowed.

D(9.) Hotel-Motel Fire Safety

Pursuant to 15 U.S.C. 2225a, the recipient must ensure that all space for conferences and conventions or training seminars funded in whole or in part with Federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (P.L. 101-391, as amended). Recipients may search the Hotel-Motel National Master List[13] to see if a property is in compliance, or to find other information about the Act.

PART E: REPORTING, AUDIT, AND CLOSEOUT

E(1.) Reports – Financial Reports

All ETA award recipients are required to submit quarterly financial and narrative progress reports for each award.

1) **Financial Reports.** All ETA award recipients are required to report financial data on the ETA-9130 Financial Report. Reporting quarter-end dates are March 31, June 30, September 30, and December 31. ETA-9130 reports are due no later than 45 calendar days after the end of each specified reporting quarter. Due to the configuration of the Payment Management System (PMS), the ETA-9130 financial report for the quarter ending March 31st is due on May 16th.

Quarter End Date	Quarterly ETA-9130 Due Date
March 31st	May 16th
June 30th	August 15th
September 30th	November 15th
December 31st	February 15th

A final financial report must be submitted no later than 120 calendar days after period of performance date ends. For additional guidance on ETA's financial reporting, reference ETA-9130 Financial Reporting Resources.

The instructions for accessing both the online financial reporting system and cash drawdowns using the HHS PMS can be found in the transmittal memo accompanying this NOA.

[13] https://apps.usfa.fema.gov/hotel/

E(2.) Reports – Narrative Progress Reports

1) **Narrative Progress Reports**. Award recipients are required to submit quarterly and final narrative reports on grant activities funded under this award. All reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter-end dates are March 31, June 30, September 30, and December 31.

   a) The last quarterly progress report that award recipients submit will serve as the grant's Final Performance Report. This report should provide both ***quarterly and cumulative*** information on the award's activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.

   b) The award recipient shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.

   c) The award recipient shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.

E(3.) Federal Funding Accountability and Transparency Act (FFATA or Transparency Act)

The prime recipient is responsible for reporting quality subaward data to SAM.gov that is subsequently displayed on USAspending.gov. Federal award and subaward descriptions are critical to informing the public of Federal spending by providing the public with an understanding of the purpose of the Federal award provided to the recipient. Recipients should include descriptions about award-specific activities and avoid acronyms or Federal or agency-specific terminology.

Note that the following language is found in Appendix A to 2 CFR part 170 and contains language pertaining to the Federal Funding Accountability and Transparency Act (FFATA) of 2006 Subaward Reporting System (FSRS). As of March 2025, FSRS has been moved to SAM.gov. Applicable to grants and cooperative agreements:

I. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION

(a) *Reporting of first-tier subawards* —

(1) *Applicability.* Unless the recipient is exempt as provided in paragraph (d) of this award term, the recipient must report each subaward that equals or exceeds $30,000 in Federal funds for a subaward to an entity or Federal agency. The recipient must also report a subaward if an amendment increases the Federal funding to an amount that equals or exceeds $30,000. All reported subawards should reflect the total amount of the subaward.

(2) *Reporting Requirements.*

(i) The recipient must report each subaward described in paragraph (a)(1) of this award term to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) at *http://www.fsrs.gov*.

(ii) For subaward information, report no later than the end of the month following the month in which the subaward was issued. (For example, if the subaward was made on November 7, 2025, the subaward must be reported by no later than December 31, 2025).

(b) *Reporting total compensation of recipient executives for entities* —

(1) *Applicability.* The recipient must report the total compensation for each of the recipient's five most highly compensated executives for the preceding completed fiscal year if:

(i) The total Federal funding authorized to date under this Federal award equals or exceeds $30,000;

(ii) in the preceding fiscal year, the recipient received:

(A) 80 percent or more of the recipient's annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and

(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and,

(iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d))[14] or section 6104 of the Internal Revenue Code of 1986 after receiving this subaward. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at *http://www.sec.gov/answers/execomp.htm*.)

(2) *Reporting Requirements.* The recipient must report executive total compensation described in paragraph (b)(1) of this appendix:

(i) As part of the recipient's registration profile at *https://www.sam.gov*.

(ii) No later than the month following the month in which this Federal award is made, and annually after that. (For example, if this Federal award was made on November 7, 2025, the executive total compensation must be reported by no later than December 31, 2025.)

(c) *Reporting of total compensation of subrecipient executives*—

(1) *Applicability.* Unless a first-tier subrecipient is exempt as provided in paragraph (d) of this appendix, the recipient must report the executive total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if:

[14] https://www.govinfo.gov/content/pkg/USCODE-2023-title15/pdf/USCODE-2023-title15-chap2B-sec78m.pdf

(i) The total Federal funding authorized to date under the subaward equals or exceeds $30,000;
(ii) In the subrecipient's preceding fiscal year, the subrecipient received:
(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and,
(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal awards (and subawards) subject to the Transparency Act; and
(iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d))[15] or section 6104 of the Internal Revenue Code of 1986after receiving this subaward. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at *http://www.sec.gov/answers/execomp.htm*.)

(2) *Reporting Requirements.* Subrecipients must report to the recipient their executive total compensation described in paragraph (c)(1) of this appendix. The recipient is required to submit this information to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) at *http://www.fsrs.gov* no later than the end of the month following the month in which the subaward was made. (For example, if the subaward was made on November 7, 2025, the subaward must be reported by no later than December 31, 2025).

(d) *Exemptions.* (1) A recipient with gross income under $300,000 in the previous tax year is exempt from the requirements to report:
(i) Subawards, and
(ii) The total compensation of the five most highly compensated executives of any subrecipient.

(e) *Definitions.*
For purposes of this award term:

Entity includes:
(1) Whether for-profit or nonprofit:
(i) A corporation;
(ii) An association;
(iii) A partnership;
(iv) A limited liability company;
(v) A limited liability partnership;
(vi) A sole proprietorship;
(vii) Any other legal business entity;

[15] https://www.govinfo.gov/content/pkg/USCODE-2023-title15/pdf/USCODE-2023-title15-chap2B-sec78m.pdf

(viii) Another grantee or contractor that is not excluded by subparagraph (2); and

(ix) Any State or locality;

(2) Does not include:

(i) An individual recipient of Federal financial assistance; or

(ii) A Federal employee.

Executive means an officer, managing partner, or any other employee holding a management position.

Subaward has the meaning given in 2 CFR 200.1

Subrecipient has the meaning given in 2 CFR 200.1

Total Compensation means the cash and noncash dollar value an executive earns during an entity's preceding fiscal year. This includes all items of compensation as prescribed in 17 CFR 229.402(c)(2).

E(4.) Integrity and Performance Matters – FAPIIS

I. REPORTING OF MATTERS RELATED TO RECIPIENT INTEGRITY AND PERFORMANCE

(a) *General Reporting Requirement.*

(1) If the total value of your active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient must ensure the information available in the responsibility/qualification records through the System for Award Management (*SAM.gov*), about civil, criminal, or administrative proceedings described in paragraph (b) of this award term is current and complete. This is a statutory requirement under section 872 of Public Law 110-417[16], as amended (41 U.S.C. 2313)[17]. As required by section 3010 of Public Law 111-212[18], all information posted in responsibility/qualification records in *SAM.gov* on or after April 15, 2011 (except past performance reviews required for Federal procurement contracts) will be publicly available.

(b) *Proceedings About Which You Must Report.*

(1) You must submit the required information about each proceeding that—

(i) Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

[16] https://www.govinfo.gov/content/pkg/PLAW-110publ417/pdf/PLAW-110publ417.pdf

[17] https://www.govinfo.gov/content/pkg/USCODE-2023-title41/pdf/USCODE-2023-title41-subtitleI-divsnB-chap23-sec2313.pdf

[18] https://www.govinfo.gov/content/pkg/PLAW-111publ212/pdf/PLAW-111publ212.pdf

(ii) Reached its final disposition during the most recent five-year period; and

(iii) Is one of the following—

(A) A criminal proceeding that resulted in a conviction;

(B) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;

(C) An administrative proceeding that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of $5,000 or more or reimbursement, restitution, or damages in excess of $100,000; or

(D) Any other criminal, civil, or administrative proceeding if—

(*1*) It could have led to an outcome described in paragraph (b)(1)(iii)(A) through (C);

(*2*) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

(*3*) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

(c) *Reporting Procedures.* Enter the required information in *SAM.gov* for each proceeding described in paragraph (b) of this award term. You do not need to submit the information a second time under grants and cooperative agreements that you received if you already provided the information in *SAM.gov* because you were required to do so under Federal procurement contracts that you were awarded.

(d) *Reporting Frequency.* During any period of time when you are subject to the requirement in paragraph (a) of this award term, you must report proceedings information in *SAM.gov* for the most recent five-year period, either to report new information about a proceeding that you have not reported previously or affirm that there is no new information to report. If you have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than $10,000,000, you must disclose semiannually any information about the criminal, civil, and administrative proceedings.

(e) *Definitions.* For purposes of this award term—

Administrative proceeding means a non-judicial process that is adjudicatory in nature to make a determination of fault or liability (for example, Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with the performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

The total value of currently active grants, cooperative agreements, and procurement contracts includes the value of the Federal share already received plus any anticipated Federal share under those awards (such as continuation funding).

E(5.) Audits

Single (organization-wide) or program-specific audits must be performed in accordance with 2 CFR part 200, subpart F, the Audit Requirements of the Uniform Guidance. Non-federal entities (as defined in 2 CFR 200.1) that expend $1,000,000 or more in a year from any Federal awards must have an audit conducted for that year in accordance with the requirements contained in subpart F. All audit reports produced under subpart F are submitted through the Federal Audit Clearinghouse. For-profit entities are excluded from the requirements found in Subpart F of the Uniform Guidance (2 CFR 200.501(i)); however, in accordance with 2 CFR 200.503(c), DOL requires for-profit recipients that meet the audit determination threshold outlined in 2 CFR 200.501(a) to conduct a program-specific audit in accordance with generally accepted government auditing standards (GAGAS).

The updated audit and major program determination thresholds of $1,000,000 apply to grant recipient fiscal years beginning on or after October 1, 2024.

For fiscal years beginning before October 1, 2024, auditors must adhere to the version of the Uniform Guidance in effect prior to October 1 and must not apply any compliance requirements from the 2024 Uniform Guidance revisions.

For grant recipients who would like an extension on their audit report submission[19], they should first contact their assigned FPO.

All submissions will need to be made through the new FAC (Federal Audit Clearinghouse)[20] hosted by GSA, except for for-profit organizations, which must follow applicable ETA guidance.

E(6.) Closeout/Final Year Requirements

At the end of the grant period, the award recipient will be required to close the grant with the DOL. The grant award and cooperative agreement recipient will be notified approximately 15 days prior to the end of the period of performance that the closeout process will begin when the period of performance ends. See ETA's Grant Closeout

[19] https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEN/2024/TEN%2011-24/TEN%2011-24%20%28Accessible%20PDF%29.pdf
[20] https://www.fac.gov/

webpage[21] for further information on the closeout process. The recipient's responsibilities at closeout may be found at 2 CFR 200.344.[22] During the closeout process, the award recipient must be able to provide documentation for all direct and indirect costs that are incurred. For instance, if an organization is claiming indirect costs, the required documentation is a NICRA or CAP issued by the award recipient's FCA. For those approved to utilize a de minimis rate for indirect costs, the grant agreement or cooperative agreement is sufficient documentation. Not having documentation for direct or indirect costs will result in costs being disallowed and subject to debt collection.

Administrative costs associated with the closeout activities of a Federal award (for example, salaries of personnel preparing final reports, publication and printing costs, costs associated with the disposition of equipment and property, and related indirect costs) are allowable through your NICRA, CAP, de minimis, or directly charged, as applicable, before the final Federal financial report is due (see 2 CFR 200.472(b)). Such costs cannot exceed any administrative cost limitation. The only liquidation that can occur during closeout is the liquidation of accrued expenditures (NOT financial obligations) for goods and/or services received during the period of performance specified in this award (see 2 CFR 2900).

E(7.) Termination

Per 2 CFR 200.340, the Federal award may be terminated in part or its entirety as follows:

1. By DOL, if the recipient fails to comply with the terms and conditions of the award;
2. By DOL with the consent of the recipient, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated;
3. By the recipient upon sending to the Grant Officer written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if DOL determines in the case of partial termination that the reduced or modified portion of the award will not accomplish the purposes for which the award was made, DOL may terminate the award in its entirety; or
4. By DOL, to the greatest extent authorized by law, if the award no longer effectuates the program goals or agency priorities.

[21] https://www.dol.gov/agencies/eta/grants/management/closeout)
[22] https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbfabcde2/section-200.344

When an award is terminated in part or its entirety, the recipient remains responsible for compliance with the closeout and post-closeout requirements in 2 CFR 200.344 and 200.345.

PART F: NATIONAL POLICY AND RESTRICTIONS

F(1.) Architectural Barriers

The Architectural Barriers Act of 1968, 42 U.S.C. 4151 et seq., as amended, the Federal Property Management Regulations (see 41 CFR 102-76), and the Uniform Federal Accessibility Standards issued by the U.S. General Services Administration (GSA) (see 36 CFR 1191, Appendixes C and D) set forth requirements to make facilities accessible to, and usable by, the physically handicapped and include minimum design standards. All new facilities designed or constructed with grant support must comply with these requirements.

F(2.) Domestic Preferences for Procurements and the Build America, Buy America Act

The recipient or subrecipient should, to the greatest extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of 2 CFR 200.322 must be included in all subawards, contracts, and purchase orders under this award.

For purposes of the paragraph above:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

F(3.) Drug-Free Workplace

The Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR 182 require that all award recipients receiving awards from any Federal agency maintain a drug-free workplace. The award recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension, termination, or debarment.

F(4.) Flood Insurance

The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 *et seq*., provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in communities in the United States identified as flood-prone unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DOL support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by the Federal Emergency Management Agency (FEMA).

F(5.) Intellectual Property Rights, Open Licensing Rights, and the Bayh-Dole Act

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for Federal purposes: the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and any rights of copyright to which the award recipient, subrecipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.

Federal funds may not be used to pay any royalty or license fee for the use of a copyrighted work, or the cost of acquiring by purchasing a copyright in a work, where the DOL has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping.

If revenues are generated by selling products developed with grant funds, including intellectual property, these revenues are considered as program income. Program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

The following language must be on all workforce products developed in whole or in part with grant funds:

> *"This workforce product was funded by a grant awarded by the U.S. Department of Labor (DOL)'s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of DOL. DOL makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."*

As required at 2 CFR 2900.13, any intellectual property developed under a discretionary Federal award process must be in a format readily accessible and

available for open licensing to the public, which allows subsequent users to copy, distribute, transmit, and adapt the copyrighted work and attribute the work in the manner specified by the recipient.

All small business firms, and non-profit organizations (as defined in the link below, and including Institutions of Higher Education) must adhere to the Bayh-Dole Act, which requirements are provided at 37 CFR 401.3(a) and Bayh-Dole Act Required ETA Grant Term.[23] To summarize, these requirements describe the ownership of intellectual property rights and the government's nonexclusive, nontransferable, irrevocable, paid-up license to use any invention conceived or first actually reduced to practice in the performance of work under this grant award. These requirements are in addition to those found in the Intellectual Property Rights term above.

F(6.) Public Communications – Certain Information Requirement

As provided in Pub.L. 119-4, the requirements of Pub.L. 118-47, Division D, Title V, Section 505 apply. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all recipients and subrecipients receiving Federal funds shall clearly state:

1) The percentage of the total costs of the program or project which will be financed with Federal money;
2) The dollar amount of Federal funds for the project or program; and
3) The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The requirements of this term are separate from those in 2 CFR Part 200 and, when applicable, both must be complied with.

F(7.) Equal Participation of Faith-Based Organizations and Written Notice of Beneficiary Protections

On March 4, 2024, the United States Department of Labor, along with eight other agencies, issued the final rule Partnerships With Faith-Based and Neighborhood Organizations. The rule is available at 29 CFR 2.30 through 2.41.

(a) Under this final rule, a faith-based organization that participates in this award program retains its independence from Federal, State, and local Governments and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law.

(b) A faith-based organization may not use direct Federal financial assistance, whether received through an award or subaward, to support or engage in any explicitly

[23] https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/BayhDoleGrantTerm.pdf

religious activities. An organization receiving Federal financial assistance also must not, in providing services funded by DOL, or in conducting outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

(c) *Notice to beneficiaries of programs supported by direct Federal financial assistance.* Any organization providing services to beneficiaries under programs supported by direct Federal financial assistance from DOL, and any entity responsible for disbursing Federal funds as part of a program of indirect Federal financial assistance administered by DOL, must give the written notice shown below to beneficiaries and prospective beneficiaries:

Name of Organization:

Name of Program:

Type of Federal Financial Assistance: **DIRECT**

Contact Information for Program Staff: (provide name, phone number, and email address, if appropriate)

Because this program is supported in whole or in part by financial assistance from the Federal Government, we are required to let you know that:

(1) We may not discriminate against you on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;

(2) We may not require you to attend or participate in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) that are offered by our organization, and any participation by you in such activities must be purely voluntary;

(3) We must separate in time or location any privately funded explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) from activities supported with direct Federal financial assistance;

(4) You may report violations of these protections, including any denials of services or benefits by an organization, by contacting or filing a written complaint with the U.S. Department of Labor's Civil Rights Center, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210, or by email to *CRCExternalComplaints@dol.gov*; and

(5) If you would like to seek information about whether there are any other federally funded organizations that provide these kinds of services in your area, please call toll-free 1-877-US2-JOBS (1-877-872-5627) or TTY 1-877-889-5627.

This written notice must be given to you before you enroll in the program or receive services from the program, unless the nature of the service provided or exigent circumstances make it impracticable to provide such notice before we provide the actual service. In such an instance, this notice must be given to you at the earliest available opportunity.

F(8.) Personally Identifiable Information

The award recipient(s) must recognize and safeguard Personally Identifiable Information (PII) except where disclosure is allowed by prior written approval of the Grant Officer or by court order. Award recipients must meet the requirements in TEGL No. 39-11, Guidance on the Handling and Protection of PII[24].

In accordance with TEN 21-23[25], if it is the practice of the grant recipient to publish NOAs on a website accessible to the public, the Department recommends that the grant recipient redact or mask the Payment System ID to prevent unauthorized use of your accounts by fraudsters. Grant award or cooperative agreement recipients should email regenia.mitchell@psc.hhs.gov if they find that payments have been paid to a bank account other than their registered bank account. The subject line should read: Urgent! Payment Request Deposited to Incorrect Bank Account.

F(9.) Publicity and Lobbying/Advocacy

Publicity - As provided in Pub.L. 119-4, the requirements of Pub.L. 118-47, Division D, Title V, Section 503 apply. The award recipient is not authorized to use any funds provided under this award—other than for normal and recognized executive-legislative relationships—for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation, designed to support or defeat legislation pending before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself.

Lobbying/Advocacy – As provided in Pub.L. 119-4, the requirements of Pub.L. 118-47, Division D, Title V, Section 503 apply. No federal funds may be used to pay the salary

[24] https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-39-11
[25] https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEN/2023/TEN%2021-23/TEN%2021-23%20%28Accessible%20PDF%29.pdf

or expenses of any grant recipient, or an agent acting for such recipient, related to any activity designed to influence the enactment of the legislation, appropriations, regulation, administrative action, or executive order proposed or pending before the Congress or any state government, state legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government.

F(10.) Veterans' Priority Provisions

38 U.S.C.4215 requires award recipients or subrecipients to provide priority service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the DOL. The regulations implementing this priority of service can be found at 20 CFR Part 1010. In circumstances where an award recipient or subrecipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans' priority of service provisions require that the award recipient or subrecipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Award recipients and subrecipients must comply with the DOL guidance on veterans' priority. ETA's TEGL No. 10-09[26] provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL.

F(11.) Waste, Fraud and Abuse

No entity receiving Federal funds may require employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

F(12.) Whistleblower Protection

All employees working for contractors, grant recipients, subcontractors, subgrantees/ subrecipients, and recipients of cooperative agreements working on this Federal award are subject to the whistleblower rights and remedies established at 41 U.S.C. 4712. The award recipient shall inform its employees and applicable contractors and subrecipients, in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in 3.900 through 3.906 of the Federal Acquisition Regulation. The award recipient shall insert the substance of this clause in all subawards and contracts over the Simplified Acquisition Threshold.

[26] https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-10-09

F(13.) Executive Order 12928 – Historically Black Colleges and Universities and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities

Pursuant to Executive Order (EO) 12928, the award recipient is strongly encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions such as Hispanic-serving institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.

F(14.) Executive Order 13043 - Increasing Seat Belt Use

Pursuant to EO 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the award recipients are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

F(15.) Civil Rights Act of 1964 - Title VI, Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons

Pursuant to Title VI of the Civil Rights Act of 1964 and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, award recipients must take reasonable steps to ensure that LEP persons have meaningful access to programs in accordance with DOL's Policy Guidance on the Prohibition of National Origin Discrimination as it Affects Persons with Limited English Proficiency, 68 FR 32290 [27] (May 29, 2003); see also Appendix to 29 CFR 38.9 - Guidance to Recipients.[28] Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Award recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. For assistance and information regarding your LEP obligations, go to LEP.gov.

F(16.) Compliance with Federal Anti-Discrimination Laws

By accepting this award, recipients agree and certify (and agree to require any subrecipients or contractors to certify) they will comply with all applicable Federal anti-discrimination laws in connection with the Federal award, including Title VI and Title VII of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Age Discrimination Act, and Section 188 of the Workforce Innovation and Opportunity Act.

Remedies for non-compliance with Federal anti-discriminatory laws:

[27] https://www.govinfo.gov/content/pkg/FR-2003-05-29/html/03-13125.htm
[28] https://www.ecfr.gov/current/title-29/subtitle-A/part-38/subpart-A/section-38.9

- Withholding/Termination. DOL may, in discretion and consistent with law and regulation, withhold payment, suspend or terminate the award (in whole or in part), and/or require a corrective action plan.
- FCA and Other Remedies. Nothing herein limits the Government's rights or remedies under the False Claims Act, Program Fraud Civil Remedies Act, suspension/debarment regulations, or other applicable law.

F(17.) Executive Order 13513 - Federal Leadership On Reducing Text Messaging While Driving

Pursuant to EO 13513, Federal Leadership On Reducing Text Messaging While Driving, dated October 1, 2009, award recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or government-owned vehicles (GOV), or while driving privately-owned vehicles (POV) when on official Government business or when performing any work for or on behalf of the Government. Award recipients and subrecipients are also encouraged to conduct initiatives of the type described in section 3(a) of this order.

F(18.) Salary and Bonus Limitations

As provided in Pub.L. 119-4, the requirements of Pub.L. 118-47, Division D, Title I, Section 105 apply. Award recipients and subrecipients shall not use funds to pay the salary and bonuses of an individual, either as direct costs or as indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the OPM.gov website[29]. The salary and bonus limitation applies to all ETA appropriated awards, but it does not apply to contractors (vendors) providing goods and services as defined in 2 CFR 200.331. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including DOL programs. See TEGL 10-24[30] for additional information.

When preparing indirect cost proposals, recipients and subrecipients must disclose salary breakdowns to their Federal cognizant agency (FCA) or pass-through entity so that they can properly assess compliance with TEGL 10-24. An example of proposed salary breakdowns is provided in Exhibit B[31], as part of "A Guide for Indirect Cost Rate Determination[32]", Section III, Examples of Exhibits to Support Indirect Cost Proposals on CPDD's website.

[29] https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/
[30] https://www.dol.gov/agencies/eta/advisories/tegl-10-24
[31] https://www.dol.gov/sites/dolgov/files/OASAM/legacy/files/DCDWebExhibitsA122_Commercial.xlsx
[32] https://www.dol.gov/sites/dolgov/files/OASAM/legacy/files/DCD-2-CFR-Guide.pdf

To determine unallowable compensation in excess of TEGL 10-24, refer to this link (https://www.dol.gov/sites/dolgov/files/OASAM/legacy/files/ETA-JC-SalaryCAP-Calculation.xlsx) in CPDD's website. Grant recipients may contact CPDD for any guidance or questions.

After evaluating and disallowing costs (when applicable) in excess of TEGL 10-24, the FCA or pass-through entity should issue applicable rates compliant with this requirement. Note that the same Excel file could also be used to determine unallowable direct compensation in excess of TEGL 10-24. Unallowable direct costs must remain as part of the indirect cost allocation base.

F(19.) Procurement

The Procurement Standards found in the Uniform Guidance at 2 CFR 200.318-327 require all award recipients and subrecipients to conduct procurement transactions in a manner that promotes full and open competition. The award recipient's description in the SOW of a specific entity that will provide goods or services does not constitute approval or justification of sole-source procurement from this entity.

The Uniform Guidance (at 2 CFR 200.317) requires States and Indian Tribes (as defined in 2 CFR 200.1) to follow the same procurement policies and procedures it uses for non-Federal funds. If such policies and procedures do not exist, States and Indian Tribes must follow the procurement standards in 200.318 through 200.327. When the State and Indian Tribes have their own policies, they must also comply with 2 CFR 200.321, 200.322, 200.323, and 200.327. All other recipients and subrecipients, including subrecipients of a State or Indian Tribe, must follow the procurement standards in 200.318 through 200.327.

PART G: NATIONAL PROHIBITIONS AND OTHER RESTRICTIONS

G(1.) Contracting with Corporations with Felony Criminal Convictions Prohibited

The award recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months.

G(2.) Contracting with Corporations with Unpaid Tax Liabilities Prohibited

The award recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

G(3.) Trafficking in Persons Prohibited

2 CFR 175.200 establishes a government-wide award term for grants and cooperative agreements to implement the requirement in regard to Trafficking in persons.

a) *Provisions applicable to a recipient that is a private entity.*

1. Under this award, the recipient, its employees, subrecipients under this award, and subrecipient's employees must not engage in:—
    i. Severe forms of trafficking in persons; or
    ii. The procurement of a commercial sex act during the period of time that this award or any subaward is in effect; or
    iii. The use of forced labor in the performance of this award or any subaward; or
    iv. Acts that directly support or advance trafficking in persons, including the following acts:
        (A) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
        (B) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:
        (1) Exempted from the requirement to provide or pay for such return transportation by the Federal department or agency providing or entering into the grant or cooperative agreement; or
        (2) The employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;
        (C) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
        (D) Charging recruited employees a placement or recruitment fee; or
        (E) Providing or arranging housing that fails to meet the host country's housing and safety standards.
2. DOL as the Federal awarding agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if any private entity under this award:
    i. Is determined to have violated a prohibition in paragraph a)1. of this award term; or
    ii. Has an employee who is determined to have violated a prohibition in paragraph a)1. of this award term through conduct that is either—
        (A) Associated with performance under this award; or

(B) Imputed to you (the recipient) or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 2998.

b. *Provision applicable to a recipient other than a private entity.*
   1. DOL as the Federal awarding agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if a subrecipient that is a private entity under this award—
      i. Is determined to have violated a prohibition in paragraph a)1. of this award term; or
      ii. Has an employee who is determined to have violated a prohibition in paragraph a)1. of this award term through conduct that is either—
         (A). Associated with performance under this award; or
         (B). Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 29 CFR Part 98.

c. *Provisions applicable to any recipient.*
   1. The recipient must inform DOL and the DOL Office of the Inspector General immediately of any information you (the recipient) receive from any source alleging a violation of a prohibition in paragraph a)1. of this award term.
   2. DOL's right to unilaterally terminate this award as described in paragraph a.2 or b.1 of this award term:
      i. Implements the requirements of 22 U.S.C. 78, and
      ii. Is in addition to all other remedies for noncompliance that are available to DOL under this award.
   3. The award recipient must include the requirements of paragraph a)1. of this award term in any subaward the award recipient makes to a private entity.

d. *Definitions.* For purposes of this award term:
   1. "Employee" means either:
      i. An individual employed by the award recipient or a subrecipient who is engaged in the performance of the project or program under this award; or
      ii. Another person engaged in the performance of the project or program under this award and not compensated by the recipient including, but not limited to, a volunteer or individual whose services are contributed by a third party

as an in-kind contribution toward cost-sharing requirements.

2. "Private Entity" means any entity, including for-profit organizations, nonprofit organizations, institutions of higher education, and hospitals. The term does not include foreign public entities, Indian Tribes, local governments, or states as defined in 2 CFR 200.1.
3. The terms "severe forms of trafficking in persons," "commercial sex act," "sex trafficking," "Abuse or threatened abuse of law or legal process," "coercion," "debt bondage," and "involuntary servitude" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

G(4.) Health Benefits Coverage for Contraceptives

Federal funds received under this award may not be used to enter into or renew a contract that includes a provision for prescription drug coverage unless the contract also includes a provision for contraceptive coverage. This requirement does not apply to contracts with 1) the religious plans Personal Care's HMO and OSF Health Plans, Inc. and 2) any existing or future plan if the carrier for the plan objects to such coverage on the basis of religious beliefs.

In implementing this section, any plan that enters into or renews a contract may not subject any individual to discrimination on the basis that the individual refuses to prescribe or otherwise provide for contraceptives because such activities would be contrary to the individual's religious beliefs or moral convictions. Nothing in this term shall be construed to require coverage of abortion or abortion-related services.

G(5.) Health Benefits Coverage for Abortions Restricted

As provided in Pub.L. 119-4, the requirements of Pub.L. 118-47, Division D, Title V, Section 506 and 507 apply. Federal funds received under this award may not be expended for health benefits coverage that includes coverage of abortions, except when the pregnancy is the result of rape or incest, or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself that would, as certified by a physician, place the women in danger of death unless an abortion is performed. This restriction does not prohibit any recipient or subrecipient from providing health benefits coverage for abortions when all funds for that specific benefit do not come from a Federal source. Additionally, no funds made available through this award may be provided to a State or local government if such government subjects any institutional or individual healthcare entity to discrimination on the basis that the healthcare entity does not provide, pay for, provide coverage of, or refer for abortions.

G(6.) Fair Labor Standards Act Amendment for Major Disasters

As provided in Pub.L. 119-4, the requirements of Pub.L. 118-47, Division D, Title I, Section 108 apply. The Fair Labor Standards Act of 1938 (FLSA) will apply as if the following language was added to Section 7 (the Maximum Hours Worked Section). This

language specifically relates to occurrences of a major disaster (as declared or designated by the state or federal government) and is applied for a period of two years afterward. The language is as follows:

> "(s)(1) The provisions of this section [maximum hours worked] shall not apply for a period of 2 years after the occurrence of a major disaster to any employee —
>
> (A) employed to adjust or evaluate claims resulting from or relating to such major disaster, by an employer not engaged, directly or through an affiliate, in underwriting, selling, or marketing property, casualty, or liability insurance policies or contracts;
> (B) who receives from such employer on average weekly compensation of not less than $591.00 per week or any minimum weekly amount established by the Secretary, whichever is greater, for the number of weeks such employee is engaged in any of the activities described in subparagraph (C); and
> (C) whose duties include any of the following:
>
> (i) interviewing insured individuals, individuals who suffered injuries or other damages or losses arising from or relating to a disaster, witnesses, or physicians;
> (ii) inspecting property damage or reviewing factual information to prepare damage estimates;
> (iii) evaluating and making recommendations regarding coverage or compensability of claims or determining liability or value aspects of claims;
> (iv) negotiating settlements; or
> (v) making recommendations regarding litigation.
>
> (2) The exemption in this subsection shall not affect the exemption provided by section 13(a)(1) [of the FLSA].
> (3) For purposes of this subsection—
>
> (A) the term 'major disaster' means any disaster or catastrophe declared or designated by any State or Federal agency or department;
> (B) the term 'employee employed to adjust or evaluate claims resulting from or relating to such major disaster' means an individual who timely secured or secures a license required by the applicable law to engage in and perform the activities described in clauses (i) through (v) of paragraph (1)(C) relating to a major disaster, and is employed by an employer that maintains worker compensation insurance coverage or protection for its employees, if required by applicable law, and withholds applicable Federal, State, and local income and payroll taxes from the wages, salaries and any benefits of such employees; and
> (C) the term 'affiliate' means a company that, by reason of ownership or control of 25% or more of the outstanding shares of any class of voting securities of one or more companies, directly or indirectly, controls, is controlled by, or is under common control with, another company."

G(7.) Blocking Pornography Required

As provided in Pub.L. 119-4, the requirements of Pub.L. 118-47, Division D, Title V, Section 520 apply. No Federal funds received under this award may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

G(8.) Privacy Act

No funds can be used in contravention of 5 U.S.C. 552a (the Privacy Act) or regulations implementing the Privacy Act.

G(9.) Procuring Goods Obtained Through Child Labor Prohibited

As provided in Pub.L. 119-4, the requirements of Pub.L. 118-47, Division D, Title I, Section 103 apply. No Federal funds received under this award may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by the DOL prior to February 3, 2026. DOL has identified these goods and services on ILAB's List of Products Produced by Forced or Indentured Child Labor webpage[33].

G(10.) Promotion of Drug Legalization Restricted

As provided in Pub.L. 119-4, the requirements of Pub.L. 118-47, Division D, Title V, Section 509 apply. No Federal funds received under this award shall be used for any activity that promotes the legalization of any drug or other substance included in Schedule I of the schedules of controlled substances established under Section 202 of the Controlled Substances Act except for normal and recognized executive-congressional communications or where there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.

G(11.) Purchase of Sterile Needles or Syringes Restricted

As provided in Pub.L. 119-4, the requirements of Pub.L. 118-47, Division D, Title V, Section 526 apply. No Federal funds received under this award shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug. This limitation does not apply to the use of funds for elements of a program other than making such purchases if the relevant State or local health department, in consultation with the Centers for Disease Control and Prevention, determines that the State or local jurisdiction, as applicable, is experiencing, or is at risk for, a significant increase in hepatitis infections or an HIV outbreak due to injection drug use, and such program is operating in accordance with State and local law.

[33] https://www.dol.gov/agencies/ilab/reports/child-labor/list-of-products

G(12.) Restrictions Against the Creation or Research of Embryos

As provided in Pub.L. 119-4, the requirements of Pub.L. 118-47, Division D, Title V, Section 508 apply. No Federal funds received under this award shall be used for (1) the creation of a human embryo or embryos for research purposes; or (2) research in which a human embryo or embryos are destroyed, discarded, or knowingly subjected to risk of injury or death greater than that allowed for research on fetuses in utero under 45 CFR 46.204(b) and section 498(b) of the Public Health Service Act (42 U.S.C. 289g(b)). For purposes of this term, the term "human embryo or embryos" includes any organism, not protected as a human subjected under 45 CFR 46 as of March 23, 2024, that is derived by fertilization, parthenogenesis, cloning, or any other means from one or more human gametes or human diploid cells.

PART H: ATTACHMENTS

H(1.) Attachment A: SF-424

H(2.) Attachment B: SF-424A

H(3.) Attachment C: Budget Narrative

H(4.) Attachment D: Statement of Work

H(5.) Attachment E: Payment Management System Access Letter

Attachment A: SF-424

OMB Number: 4040-0004
Expiration Date: 03/31/2029

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: 05/26/2026

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: Oregon Higher Education Coordinating Commission

* b. Employer/Taxpayer Identification Number (EIN/TIN): 37-1737848

* c. UEI: EP99SZE353U6

d. Address:

* Street1: 3225 25th St. SE
Street2:
* City: Salem
County/Parish: Marion
* State: OR: Oregon
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 97303-1133

e. Organizational Unit:

Department Name: Office of Workforce Investment

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:
* First Name: Jennifer
Middle Name:
* Last Name: Denning
Suffix:

Title: Program Analyst

Organizational Affiliation: Office of Workforce Investment

* Telephone Number: 1-503-779-8818
Fax Number:

* Email: Jennifer.l.denning@hecc.oregon.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Employment and Training Administration

11. Assistance Listing Number:

17.285

Assistance Listing Title:

Registered Apprenticeship

*** 12. Funding Opportunity Number:**

ETA-TEGL-08-25

* Title:

State Apprenticeship Expansion Formula, Round 4 (SAEF4)

13. Competition Identification Number:

ETA-TEGL-08-25

Title:

State Apprenticeship Expansion Formula, Round 4 (SAEF4)

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

State Apprenticeship Expansion Formula, Round 4

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: 06 * b. Program/Project: 01-06

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2026 * b. End Date: 06/30/2029

18. Estimated Funding ($):

* a. Federal	$1,694,446.57 ~~1,406,900.40~~
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	1,406,900.40

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name: Julia

Middle Name:

* Last Name: Pontoni

Suffix:

* Title: Director of Office of Workforce Investment

* Telephone Number: 971-345-1136 Fax Number:

* Email: Julia.pontoni@hecc.oregon.gov

* Signature of Authorized Representative: Debra Welter * Date Signed: 05/26/2026

Attachment B: SF-424A

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 06/30/2028

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Assistance Listing Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. TEGL 08-25	17.285	$ 0.00	$ 0.00	$ 1,406,900.40	$ 0.00	$ 1,406,900.40
2.						
3.						
4.						
5. Totals		$ 0.00	$ 0.00	$ 1,406,900.40	$ 0.00	$ 1,406,900.40

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1)	(2)	(3)	(4)	Total (5)
	TEGL 08-25				
a. Personnel	$ 145,051.00	$	$	$	$ 145,051.00
b. Fringe Benefits	93,564.00				93,564.00
c. Travel	3,776.00				3,776.00
d. Equipment	0.00				0.00
e. Supplies	559.00				559.00
f. Contractual	1,099,889.55				1,099,889.55
g. Construction	0.00				0.00
h. Other	19,027.00				19,027.00
i. Total Direct Charges (sum of 6a-6h)	1,361,866.55				$ 1,361,866.55
j. Indirect Charges	45,033.85				$ 45,033.85
k. TOTALS (sum of 6i and 6j)	$ 1,406,900.40	$	$	$	$ 1,406,900.40
7. Program Income	$ 0.00	$	$	$	$ 0.00

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. TEGL 08-25	$ 0.00	$ 0.00	$ 0.00	$ 0.00
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 473,000.00	$ 20,000.00	$ 150,000.00	$ 200,000.00	$ 103,000.00
14. Non-Federal	$				
15. TOTAL (sum of lines 13 and 14)	$ 473,000.00	$ 20,000.00	$ 150,000.00	$ 200,000.00	$ 103,000.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS) (b)First	(c) Second	(d) Third	(e) Fourth
16. TEGL 08-25	$ 473,000.00	$ 403,000.00	$ 530,900.40	$ 0.00
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	$ 473,000.00	$ 403,000.00	$ 530,900.40	$ 0.00

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: 1361866.55

22. Indirect Charges: 45033.85

23. Remarks:

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Tracking Number:GRANT14643921 Funding Opportunity Number:ETA-TEGL-08-25 Received Date:May 26, 2026 05:49:42 PM EDT

Attachment C: Budget Narrative

Oregon Higher Education Coordinating Commission
State Apprenticeship Expansion Formula Round 4
Budget Narrative

Total Grant Amount: $1,406,900.40

Category	Budget Amount
Personnel	$145,051.00
Fringe Benefits	$93,564.00
Travel	$3,776.00
Equipment	$
Supplies	$559.00
Indirect	$45,033.85
Other	$19,027.00
Contractual	$1,099,889.55

Personnel Total: $145,051

Grant funds will be used to pay a Program Analyst 3 to act as the grant manager. 25% of time will be charged for the first 24 months of the grant, then 60% will be charged for the remaining 12 months.

Position Title	Roles and Responsibilities	Average Monthly Salary	% of Time on Project	Total Salary for 24 Months
Program Analyst 3	Completes federal reporting, ensures deliverables are being met, conducts project management activities.	$10,888	25%	$64,374

Position Title	Roles and Responsibilities	Average Monthly Salary	% of Time on Project	Total Salary for 12 Months
Program Analyst 3	Completes federal reporting, ensures deliverables are being met, conducts project management activities.	$10,888	60%	$80,677

Fringe Benefits Total: $93,564

Position Title Program Analyst 3 (Grant Manager)		
Fringe Benefit Type	**Percentage/Dollar Amount**	**Total for 24 Months @ 25%**
ERB Assessment	$2.40	$14
PERS	24.82%	$16,885
Pension Bond Contribution	4.00%	$1,270
Social Security Tax	7.65%	$4,925
Paid Family Medical Leave	.40%	$257
Workers' Comp Assessment	$2	$11
Flexible Benefits	$2,858	$17,839
Mass Transit	.60%	$386
Total		$41,588

Position Title Program Analyst 3 (Grant Manager)		
Fringe Benefit Type	**Percentage/Dollar Amount**	**Total for 12 Months @ 60%**
ERB Assessment	$2.40	$17
PERS	24.82%	$22,267
Pension Bond Contribution	4.00%	$0
Social Security Tax	7.65%	$6,172
Paid Family Medical Leave	.40%	$323
Workers' Comp Assessment	$2	$14
Flexible Benefits	$2,858	$22,700
Mass Transit	.60%	$484
Total		$51,976

Travel Total: $3,776

Out-of-state travel to attend a two-night, in-person event in Washington D.C. for one person.

- Airfare $642
- Hotel $850 (3 nights)
- Per diem $237 (3 days)
- Shuttle $60 ($30/ride x 2)
- In-state travel to airport/parking $150
- Total $1,939

In-state travel to conduct on-site monitoring of grantees.

HECC estimates conducting 5 in-person monitoring visits at the federal per diem rates. Since exact locations are not known currently, an average of 1 night, 2 days, and 96 miles of travel per trip is being used.

Average lodging:	$135.40
Average meals:	$162.40
Mileage:	$69.60
Total:	$367.40

$367.40 x 5 trips = $1,837

Supplies Total: $559

Direct office supplies related to the PA3 working on the grant (i.e. data connection, telephone, office supplies, computer, software, etc.).

Indirect Total: $45,033.85

HECC will apply the federally approved negotiated indirect rate of 17.19%

The indirect costs are based on the modified total direct costs of:

- Personnel: $145,051
- Fringe Benefits: $93,564
- Supplies: $559
- Travel: $3,776
- Other $19,027
- Total: $261,977

Other Total: $19,027.00

Department of Justice (DOJ) Legal Fees: $1,000

All contracts and grant agreements above $150,000 must go to DOJ for legal sufficiency prior to the award.

Rate of $250 per hour x an estimated 4 hours of work.

WorkHands: $17,728

WorkHands is software that will be used for quarterly performance reporting. Rate of $17,728 for one year of license and support.

Staff Professional Development: $299

Membership to the National Grant Management Association (NGMA) for the PA3 managing the grant.

Rate of $299 for a two-year membership.

Contractual Total: $1,099,889.55

Contracts

Bureau of Labor and Industries: $676,515.95

Staffing Capacity: $599,014.50

Funding to support BOLI's capacity to work directly with industry to expand Registered Apprenticeship program.

BOLI will hire a 1.5 FTE Operations Policy Analyst 2 (OPA2) for 31 months of the grant.

Personnel Total: $373,54.50

Position Title	Roles and Responsibilities	Average Monthly Salary	% of Time on Project	Total Salary for 31 Months
Operations Policy Analyst 2 (Apprenticeship Representative)	Provide direct support to industry on the development of apprenticeship programs and improve program approval time and processes.	$7,907	100%	$249,029.00
Operations Policy Analyst 2 (Apprenticeship Representative)	Provide direct support to industry on the development of apprenticeship programs and improve program approval time and processes.	$7,907	50%	$124,514.50

Fringe Benefits Total: $225,471.00

Position Title Operations Policy Analyst 2 (Apprenticeship Representative) 1 FTE		
Fringe Benefit Type	**Percentage/Dollar Amount**	**Total for 31 Months**
ERB Assessment	$2.40	$74
PERS	21.94%	$60,049
Pension Bond Contribution	4.00%	$2,174
Social Security Tax	7.65%	$19,051
Paid Family Medical Leave	.40%	$996
Workers' Comp Assessment	$1.91	$59
Flexible Benefits	$2,000	$66,417
Mass Transit	.60%	$1,494
Total		$150,314.00

Position Title Operations Policy Analyst 2 (Apprenticeship Representative) .5 FTE		
Fringe Benefit Type	**Percentage/Dollar Amount**	**Total for 31 Months**

ERB Assessment	$2.40	$38.5
PERS	21.94%	$30,424.50
Pension Bond Contribution	4.00%	$1,227.50
Social Security Tax	7.65%	$9,679.50
Paid Family Medical Leave	.40%	$506
Workers' Comp Assessment	$1.91	$30.5
Flexible Benefits	$2,000	$34,208.50
Mass Transit	.60%	$759
Total		$75,157.00

National Apprenticeship Week: $9,000

$3,000 will be allocated for each year x3 years of the grant for supplies and travel related to holding in-person events.

Travel: $5,000

Travel for the OPA2s to meet with employers and industry partners.

Supplies: $2,000

Supplies related to the OPA2 positions including laptop, cell phone, office supplies.

Indirect: $61,501.45

The indirect costs are based on the modified total direct costs of:

- Personnel: $373,543.50
- Fringe Benefits: $225,471
- Supplies: $2,000
- Travel: $5,000
- National Apprenticeship Week: $9,000
- Total: $615,014.50

$615,014.50 modified total direct costs x 10% = $61,501.45

BOLI will use 10% of modified total direct costs.

Subawards: $423,374

HECC will conduct a competitive procurement process to provide grant funds to subrecipients.

- RAP Healthcare Expansion: $300,000
- RAP IT and Manufacturing Pilot: $123,374

Leveraged Funds Total: $712,886

HECC will leverage staff time of 4 consortium strategists, an industry specialist, and a program analyst for 36 months. Leveraged funds come from state general funds.

Total Salary: $451,024

Position Title	Roles and Responsibilities	Average Monthly Salary	% of Time on Project	Total Leverage Salary for 36 Months
Operations Policy Analyst 3 (Healthcare Consortium Strategist)	Provide industry expertise, knowledge, and connections. Provide support in RFA development and grant application review.	$10,237	.15 FTE	$58,718
Operations Policy Analyst 3 (Manufacturing Consortium Strategist)	Provide industry expertise, knowledge, and connections. Provide support in RFA development and grant application review.	$11,348	.15 FTE	$63,773
Operations Policy Analyst 3 (Information Technology Consortium Strategist)	Provide industry expertise, knowledge, and connections. Provide support in RFA development and grant application review.	$11,348	.15 FTE	$63,855
Operations Policy Analyst 3 (Behavioral Health Workforce Advisor)	Provide industry expertise, knowledge, and connections. Provide support in RFA development and grant application review.	$10,451	.15 FTE	$59,992
Operations Policy Analyst 2 (Workforce Industry Specialist)	Provides industry expertise, facilitation of the cross-agency team, and help with RFA and work plan development	$7,883	.25 FTE	$79,259
Program Analyst 3 (Grant Manager)	Completes federal reporting, ensures deliverables are being met, conducts project management activities.	$10,888	.32 FTE	$125,427

Total Benefits: $261,862

Position Title Operations Policy Analyst 3 (Healthcare Consortia Strategist)		
Fringe Benefit Type	**Percentage/Dollar Amount**	**Total for 36 Months**
ERB Assessment	$2.40	$13

PERS	21.94%	$14,003
Pension Bond Contribution	4.00%	$737
Social Security Tax	7.65%	$4,492
Paid Family Medical Leave	.40%	$235
Workers' Comp Assessment	$1.91	$10
Flexible Benefits	$2,564	$15,211
Mass Transit	.60%	$352
Total		$35,053

Position Title Operations Policy Analyst 3 (Manufacturing Consortia Strategist)		
Fringe Benefit Type	**Percentage/Dollar Amount**	**Total for 36 Months**
ERB Assessment	$2.40	$13
PERS	21.94%	$15,197
Pension Bond Contribution	4.00%	$817
Social Security Tax	7.65%	$4,879
Paid Family Medical Leave	.40%	$255
Workers' Comp Assessment	$2	$10
Flexible Benefits	$1,692	$9,697
Mass Transit	.60%	$383
Total		$31,251

Position Title Operations Policy Analyst 3 (Information Technology Consortia Strategist)		
Fringe Benefit Type	**Percentage/Dollar Amount**	**Total for 36 Months**
ERB Assessment	$2.40	$13
PERS	21.94%	$15,217
Pension Bond Contribution	4.00%	$817
Social Security Tax	7.65%	$4,885
Paid Family Medical Leave	.40%	$255
Workers' Comp Assessment	$1.91	$10
Flexible Benefits	$2,687	$15,400
Mass Transit	.60%	$383
Total		$36,981

Position Title Operations Policy Analyst 3 (Behavioral Health Workforce Advisor)		
Fringe Benefit Type	**Percentage/Dollar Amount**	**Total for 36 Months**
ERB Assessment	$2.40	$13
PERS	21.94%	$14,290
Pension Bond Contribution	4.00%	$753
Social Security Tax	7.65%	$4,584
Paid Family Medical Leave	.40%	$240
Workers' Comp Assessment	$1.91	$10
Flexible Benefits	$2,000	$11,463
Mass Transit	.60%	$360
Total		$31,711

Position Title Operations Policy Analyst 2 (Workforce Industry Specialist)		
Fringe Benefit Type	**Percentage/Dollar Amount**	**Total for 36 Months**
ERB Assessment	$2.40	$22
PERS	21.94%	$18,861
Pension Bond Contribution	4.00%	$1,053
Social Security Tax	7.65%	$6,063
Paid Family Medical Leave	.40%	$317
Workers' Comp Assessment	$1.91	$17
Flexible Benefits	$2,000	$19,104
Mass Transit	.60%	$476
Total		$45,913

Position Title Program Analyst 3 (Grant Manager)		
Fringe Benefit Type	**Percentage/Dollar Amount**	**Total for 36 Months**
ERB Assessment	$2.40	$28
PERS	24.85%	$33,488
Pension Bond Contribution	4.00%	$1,625
Social Security Tax	7.65%	$9,595
Paid Family Medical Leave	.40%	$502
Workers' Comp Assessment	$2.00	$22
Flexible Benefits	$2,858	$34,941
Mass Transit	.60%	$753
Total		$80,953

Attachment D: Statement of Work

Oregon Higher Education Coordinating Commission

SAEF4 Application

Part A

1. Set Statewide Expansion Goals

Oregon proposes to increase the number of active Registered Apprentices statewide through coordinated strategies in healthcare, information technology, and manufacturing. Persistent workforce shortages in these sectors, especially for healthcare in rural and frontier communities, limit access to primary care, behavioral health, emergency services, and dental care.

The 2025 Oregon Behavioral Health Talent Assessment identifies major barriers to healthcare career entry and advancement, including high education costs, limited supportive services, and insufficient work-based learning opportunities. Healthcare is Oregon's fastest-growing industry, with Oregon Employment Department projections showing 13.3% growth and 341,000 openings in healthcare occupations through 2034. The 2026 Oregon Talent Assessment recommends expanding wraparound supports and financial assistance for training and upskilling.

Expanding Registered Apprenticeship Programs (RAPs) aligns directly with these recommendations and offers a proven strategy to reduce barriers and strengthen Oregon's healthcare talent pipeline. Priority occupations include Medical Assistants, Behavioral Health Support Specialists, Paramedics, Dental Assistants, and other roles that expand access to primary and behavioral healthcare.

Oregon will invest in scaling established and ready to launch healthcare apprenticeship pathways and will pilot new programs in information technology and manufacturing to address emerging workforce needs. Oregon currently has 9,559 active apprentices and based on available funding

and program design, anticipates supporting approximately 44 new apprentices through the SAEF4 initiative.

2. Support Employers and Registered Apprentices in Targeted Industries

a. Incentive-Based Funding

Oregon will reserve 21 percent of available SAEF4 funds (approximately $300,000) to expand healthcare RAPs through a coordinated, incentive-based funding strategy. Based on an estimated cost of $6,800 per apprentice for education, supportive services, and work-based learning, Oregon anticipates supporting approximately 44 new healthcare apprentices in high-demand occupations.

HECC will administer funds through a competitive Request for Applications and targeted investments to support organizations launching or expanding healthcare RAPs, as well as existing programs ready to scale. Priority investments will include:

• Education and training

• Clinical supervision and mentor development

• Supportive services (transportation, childcare, technology)

• Work-based learning infrastructure, curriculum alignment, and employer onboarding

Employer incentives will support:

• Start-up or expansion costs

• Mentor or journey-level training

• Paid release time for training and related instruction

• Employer capacity and infrastructure development

These apprentice supports and employer incentives will reduce financial and operational barriers, particularly for rural providers, small healthcare organizations, and community-based employers.

Special consideration may be given to models that expand access to primary care, behavioral health, emergency medical services, and dental care in underserved communities.

In addition to healthcare expansion, Oregon will pilot apprenticeship models in information technology and manufacturing. These pilots will test scalable strategies that address emerging workforce needs, strengthen employer engagement, and prepare the state for future sector expansion. Oregon will invest 8% of SAEF4 funds (approximately $123,000) to pilot RAPs in information technology and manufacturing. This grant-funded pilot will support external organizations in exploring the feasibility of developing future Registered Apprenticeship Programs (RAPs) in Oregon's IT and Manufacturing sectors. With few existing apprenticeship models in these industries, the purpose of this initiative is to fund partners who can conduct discovery work, engage employers, and develop early design elements that lay the groundwork for future statewide apprenticeship expansion. Oregon employers in IT and Manufacturing face persistent hiring challenges, limited structured training pathways, and minimal exposure to apprenticeship models. Therefore, this grant will enable qualified organizations to conduct essential exploration activities necessary to build a foundation for future apprenticeship programs. Grant funds will support partners to:

• Identify priority occupations suitable for future apprenticeships

• Build employer interest, awareness, and readiness

• Assess training provider capacity and curriculum needs

• Develop early prototype apprenticeship components

• Produce recommendations that inform state-level next steps

Grantees may use funds to:

• Conduct labor market analysis and needs assessments

• Convene employers and sector partners to identify skill needs and apprenticeship interest

• Map available training resources and identify gaps

• Develop draft or prototype apprenticeship standards and competency frameworks

• Explore related instruction options with colleges, training providers, and industry experts

• Identify potential recruitment partners and strategies

• Pilot small components of apprenticeship (mentor training, assessment tools, etc.)

• Produce final reports summarizing findings and recommendations

This exploratory phase will not launch full Registered Apprenticeship Programs; instead, grantees will assess employer and training provider readiness, develop prototype apprenticeship elements, identify priority occupations, outline equity strategies, and produce clear recommendations for future statewide implementation. Overall, these strategies expand apprenticeship opportunities, strengthens Oregon's workforce pipeline across multiple high-demand sectors, and increases access to family-wage career pathways.

b. Healthcare Workforce Resource Hub

Developing a Healthcare Workforce Resource Hub is a shared priority of HECC and the Governor's Office. The hub will serve as a public online portal providing clear guidance on entering and advancing in healthcare careers, including apprenticeship pathways. It will also host behavioral-health-specific resources for students, workers, and employers.

The HECC Program Analyst will collaborate with the Behavioral Health Workforce Advisor to develop and maintain apprenticeship content. Rural communities will be engaged throughout development to ensure the hub reflects the needs of rural and frontier regions.

3. Leveraged Resources Requirement

Oregon will leverage existing HECC expertise, including the Behavioral Health Workforce Advisor, Industry Consortium Strategists for healthcare, IT, and manufacturing, the Workforce Industry Specialist, and the Program Analyst serving as Grant Manager. These state-funded positions will provide employer engagement, sector expertise, and statewide coordination, significantly amplifying SAEF4 investments. HECC will meet the 50 percent leverage requirement, with additional detail included in the budget narrative.

4. Program Approval Time

Oregon will improve statewide apprenticeship program approval timelines by expanding staff capacity within the Bureau of Labor and Industries (BOLI), the State Apprenticeship Agency. Under SAEF3, limited staffing, inconsistent review practices, and complex workflows were identified as primary contributors to delays. Under SAEF4, BOLI will hire 1 full-time and 1 half-time Apprenticeship Representative dedicated to accelerating program approval. These positions will support:

• Faster and more consistent application reviews

• Earlier and proactive technical assistance for sponsors

• Improved coordination across HECC, BOLI, and the Multi-Agency Collaboration Team

• Implementation of workflow improvements developed under SAEF3

• Greater transparency, including a publicly posted approval timeline

Oregon will also implement the Grant Ready Apprenticeship Initiative to strengthen and streamline federal grant processes. Through statewide focus groups, HECC will identify barriers, develop improved templates and workflows, and establish clearer communication protocols. This work ensures apprenticeship sponsors, particularly new and emerging sponsors, are better prepared to apply for and manage federal apprenticeship grants.

Together, expanded staffing, SAEF3 workflow improvements, and the Grant Ready Apprenticeship Initiative, create a coordinated strategy to improve sponsor experience, streamline program approval, and support statewide expansion of Registered Apprenticeship. Oregon will also utilize Office of Apprenticeship tools, including the Standards Builder and the "Shot Clock," to inform implementation.

Part B: Program Design

Oregon will expand Registered Apprenticeship statewide using the following design:

1. Direct Support for Apprenticeship Programs

Oregon will apply incentive-based funding to grow healthcare RAPs and increase apprentice and employer participation, while piloting apprenticeship models in information technology and manufacturing to support future expansion.

2. Healthcare Workforce Resource Hub

Oregon will develop an online tool to help workers navigate healthcare career pathways and apprenticeship opportunities.

3. SAEF3 Expansion

Oregon will accelerate apprenticeship program approvals by expanding staffing and implementing process improvements initiated under SAEF3.

4. State Capacity and Staffing

SAEF4 will support 1.5 FTE Apprenticeship Representatives and continued funding for the statewide grant manager, as well as outreach activities and National Apprenticeship Week events to strengthen employer engagement and statewide awareness.

Part C: Other Allowable Activities

1. SAEF3 Expansion

Building on SAEF3, Oregon will continue modernizing apprenticeship program approval through additional staffing and refined workflows. Expanded staff will provide technical assistance, review applications, and coordinate improvements that enhance speed, consistency, and transparency.

The Grant Ready Apprenticeship Initiative will standardize federal grant processes through improved templates, communication protocols, and defined roles. This work will reduce administrative delays and strengthen the long-term quality of federal apprenticeship grants.

2. State Capacity and Staffing

SAEF4 funds will expand statewide apprenticeship capacity by supporting 1.5 FTE Apprenticeship Representatives (Operations and Policy Analyst 2), the statewide grant manager, and outreach efforts. Regional events and National Apprenticeship Week activities will increase awareness, employer engagement, and access to Registered Apprenticeship and Pre-Apprenticeship opportunities.

These combined investments position Oregon to grow high-quality apprenticeship programs, expand access to family-wage careers, and meet workforce demand across priority industries.

Performance Measures

Performance Measure (Total Number of Apprentices Registered by the State by the End of the Period of Performance)	**Reporting Mechanism**
Healthcare: 44 • Qualified Mental Health Professional • Qualified Mental Health Associate	RAPIDS, Oregon Apprenticeship and Tracking System (OATS), and the PIRL

• Certified Drug and Alcohol Counselor I & II • Medical Assistants • Dental Assistants • Paramedics • Surgical Technologist	
Manufacturing: Pilot • Industrial Machinery • Mechanics/Millwrights • Machinists • CNC Tool Operators/Programmers	RAPIDS, Oregon Apprenticeship and Tracking System (OATS), and the PIRL
Information Technology: Pilot • Cyber Security/Information Security • AI/Machine Learning • Data Analyst • GIS/Geospatial	RAPIDS, Oregon Apprenticeship and Tracking System (OATS), and the PIRL

These occupations represent high-demand roles within Oregon's workforce. Applicants will propose the specific occupations they intend to address based on regional needs, employer partnerships, and demonstrated workforce demand, ensuring alignment with Oregon's broader workforce strategy.

Oregon HECC SAEF4 Abstract

State Apprenticeship Expansion Formula, Round 4 (SAEF4) Abstract	
Applicant/Organization Name: Higher Education Coordinating Commission (HECC)	
Applicant City and State: Salem, Oregon	
Project Title: Oregon SAEF4 Grant	
Formula Funding Amount: $1,406,900.40 (Oregon would accept additional funding if it becomes available).	
Confirm the State is interested in and has sufficient capacity to receive additional funding (on top of base funding amount) if available: Yes	
Cost Sharing Amount, if applicable: N/A 50% leverage requirement	
List the name of Required Partner (for states with federally recognized SAAs where the SAA is not the applicant): Bureau of Labor and Industries	
List the name(s) of **Optional Partners**, as applicable:	
Name(s)	Type of Organization
Targeted Industry(ies) and/or occupations(s): Healthcare, Information Technology, Manufacturing	
Service Area: Statewide	
Public Contact Information **Name:** Jennifer Denning **Title:** Program Analyst **Address:** 3225 SE 25th St. Salem, OR 97302 **Phone Number:** 503-779-8818	

Oregon Higher Education Coordinating Commission

SAEF4 Work Plan

Year 1 Quarter 1	
Goal	**Launch statewide expansion activities to increase active Registered Apprentices in priority industries.**
Activities	• Launch competitive RFA for incentive-based funding to expand healthcare RAPs
Lead Support/Implementer (s)	HECC lead, BOLI support
Deliverables	• Incentive-based program criteria development • RFA developed including scoring criteria • RFA publicly published • Develop pilot program criteria and RFA
Milestones	RFA released by September 2026
Time frame	July 1, 2026-September 2026
Cost	$20,000
Year 1 Quarter 2	
Goal	**Begin allocating incentive-based funding to healthcare RAP sponsors and issue pilot program RFA.**
Activities	• Application review and selection • Start awarding funds • Support employers and sponsors • Pilot program RFA publicly published
Lead Support/Implementer (s)	HECC lead, BOLI support
Deliverables	• Awards announced • Grants issued • Hire Apprenticeship Reps (AR) at BOLI
Milestones	First incentive-based grants awarded and AR hired
Time frame	October 2026-December 2026
Cost	$150,000
Year 1 Quarter 3	
Goal	**Advance grant projects, plan for National Apprenticeship Week, and publicly post program approval time.**
Activities	• Support employers and sponsors

	• Onboard the ARs at BOLI • Begin planning National Apprenticeship Week activities • Develop a strategy to publicly post program approval time • Review and select pilot programs
Lead Support/Implementer (s)	BOLI lead, HECC support
Deliverables	• Begin expanding statewide outreach and strengthen employer engagement • Program approval time is publicly posted • Pilot programs selected and grants issued
Milestones	Programs begin work on their proposed creation/expansion goals
Time frame	January 2027-March 2027
Cost	$200,000
Year 1 Quarter 4	
Goal	**Begin development of the Healthcare Resource Hub & National Apprenticeship Week**
Activities	• Begin building online resources and tools • Hold National Apprenticeship Week activities #1
Lead Support/Implementer (s)	HECC Behavioral Health Workforce Advisor (lead), BOLI support
Deliverables	• First draft of content completed • Annual NAW events conducted
Milestones	Initial research and development completed
Time frame	April 2027-June 2027
Cost	$103,000
Year 2 Quarters 1-3	
Goal	**Expand program approval capacity and accelerate apprenticeship approvals**
Activities	• Begin implementing workflow improvements identified under SAEF3 • Plan for National Apprenticeship Week activities
Lead Support/Implementer (s)	BOLI lead, HECC support
Deliverables	• Improve program approval speed, consistency, transparency
Milestones	Program approval times begin increasing
Time frame	July 2027-March 2028

Cost	$300,000
Year 2 Quarter 4	
Goal	**Initiate the Grant Ready Apprenticeship Initiative**
Activities	• Convene focus groups • Hold National Apprenticeship Week activities #2
Lead Support/Implementer (s)	HECC lead
Deliverables	• Summary of findings from focus groups • Outline of readiness toolkit
Milestones	Partner feedback complete
Time frame	April 2028-June 2028
Cost	$103,000
Year 3 Quarter 1	
Goal	**Advance the Grant Ready Apprenticeship Initiative**
Activities	• Develop templates and processes
Lead Support/Implementer (s)	HECC lead
Deliverables	• Full grant readiness toolkit • Updated communication protocols
Milestones	Standardized and streamlined federal apprenticeship grant processes
Time frame	July 2028-September 2028
Cost	$200,000
Year 3 Quarters 2-3	
Goal	**Sustain and expand apprenticeship growth**
Activities	• Ensure continued progress on expansion through employer participation, resolving implementation barriers, and fostering sponsor readiness • Plan for National Apprenticeship Week
Lead Support/Implementer (s)	BOLI lead, HECC support
Deliverables	• Employer and sponsor technical assistance
Milestones	Creation and expansion of apprenticeship programs in healthcare, IT, and manufacturing
Time frame	October 2028-March 2029
Cost	$300,000
Year 3 Quarter 4	
Goal	**Finalize apprenticeship expansion and evaluate outcomes**

Activities	• Evaluate and publish program metrics and outcomes • Hold National Apprenticeship Week activities #3 • Prepare final reports and closeout activities
Lead Support/Implementer (s)	HECC lead, BOLI support
Deliverables	• Finalize reporting
Milestones	Grant closeout
Time frame	April 2029-June 2029
Cost	$30,900

May 11, 2026

Via Mail

The Honorable Henry Mack, Ed.D.
Assistant Secretary Employment and Training Administration
U.S. Department of Labor
200 Constitution Avenue NW
Washington, DC 20210

Re: State Apprenticeship Expansion Formula Round 4 (SAEF4) - Oregon Application

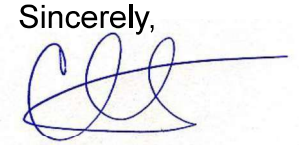
Dear Assistant Secretary Mack:

This letter serves as formal confirmation that the Bureau of Labor and Industries, Apprenticeship and Training Division (BOLI ATD) acknowledges and supports the application submitted by the Higher Education Coordinating Commission (HECC) for the SAEF4 grant opportunity.

BOLI ATD affirms support for the proposed activities, goals, and collective roles described in the application.

We look forward to working collaboratively with HECC to successfully implement this project and advance the shared goals of the State of Oregon.

Sincerely,



Christina Stephenson
Commissioner, Oregon Bureau of Labor and Industries

TINA KOTEK
GOVERNOR

May 26, 2026

The Honorable Henry Mack, Ed.D.
Assistant Secretary Employment and Training Administration
U.S. Department of Labor
200 Constitution Avenue NW
Washington, D.C. 20210

Re: State Apprenticeship Expansion Formula Round 4 (SAEF4) - Oregon Application

Dear Assistant Secretary Mack:

On behalf of the State of Oregon, I am writing to confirm Oregon's submission for the State Apprenticeship Expansion Formula Round 4 (SAEF4) grant funding announced in Training and Employment Guidance Letter No. 08-25. We appreciate the Department of Labor's continued investment in expanding Registered Apprenticeship.

I am designating the Oregon Higher Education Coordinating Commission (HECC) as the Agency authorized to submit Oregon's application for SAEF4 and to be the recipient of the award.

Oregon proposes to expand Registered Apprenticeship statewide by addressing critical workforce shortages in three key industries - healthcare, manufacturing and information technology. Using targeted SAEF4 funds, the state will support apprentices through financial assistance for training, supervision, and essential supports, while also helping employers build and strengthen Registered Apprenticeship programs. In addition, Oregon will streamline future grant processes and assist partners with apprenticeship start-up activities.

HECC will coordinate SAEF4 activities in partnership with the Bureau of Labor and Industries Apprenticeship and Training Division and will align SAEF4 investments with existing state workforce strategies, leveraging state resources to maximize impact.

The State of Oregon is committed to expanding high-quality Registered Apprenticeship opportunities that meet employer needs and provide career pathways for Oregonians.

Sincerely,

Governor Tina Kotek

254 STATE CAPITOL, SALEM OR 97301-4047 (503) 378-4582 FAX (503) 378-8970
WWW.GOVERNOR.OREGON.GOV

Attachment E: Payment Management System Access Letter

(For payment draw-down and financial reporting)

U.S. Department of Labor/ETA Office of Grants Management

200 Constitution Avenue, N.W. – Room N-4716
Washington, D.C. 20210

Dear Recipient:

Congratulations on your recent award. This document provides instructions on how to access your organization's funding and submit ETA-9130 or SF-425 Federal Financial Reports using the Payment Management System (PMS), operated by the U.S. Department of Health and Human Services (HHS).

All grant recipients must have an ID.me account to gain access to PMS.
Establishing your ID.me account is the first step in the PMS process. User access requests for grant recipients will only be approved if you have an ID.me account. If you have questions related to creating an ID.me account or need technical assistance with accessing PMS via ID.me, instructions and additional guidance can be found at https://xms.hhs.gov/help/job-aids/help_pages.html.

For Existing PMS Users

If your organization has previously received a grant or cooperative agreement with ETA, a PMS account already exists, and it's where you can find your new grant award funding. The front page of your grant award will have the following information to help access your funding in PMS:

- The last eight digits of the Federal Award Identification Number (item 12) of the new grant or cooperative agreement (e.g., XX123456),
- Award amount (item 20), and
- The PMS Employer Identification Number (EIN) (item 3) (e.g., 1123456789X1) where the new grant or cooperative agreement funding resides under a payee account (e.g., 5h43B).

Recipients may add or amend account access and banking information using the links below.

- To add or remove PMS account access for your organization, please visit: https://pms.psc.gov/grant-recipients/user-access.html
- To add a bank account to your PMS account, please visit: https://pms.psc.gov/grant-recipients/banking-add-change.html
- For information on rejected banking requests, please visit: https://pms.psc.gov/grant-recipients/banking-add-change.html

For new PMS Users

When issuing a grant award, a PMS account has been set up for your organization. A payee account (e.g., 5h43B) also has been established, and it's where you can find funding for your

new grant award. The front page of your grant award will have the following information to access your account:

- The last eight digits of the Federal Award Identification Number (item 12) of the new grant or cooperative agreement (e.g., XX123456),
- Award amount (item 20), and
  The 12-digit PMS Employer Identification Number (EIN) (item 3) (e.g., 1123456789X1) where the new grant or cooperative agreement funding resides under a payee account (e.g., 5h43B) must match the SF-1199a.

As a new PMS user, you will need to add or amend account access and banking information using the links below.

- To add or remove PMS account access for your organization, please visit: https://pms.psc.gov/grant-recipients/user-access.html
- To add a bank account to your PMS account, please visit: https://pms.psc.gov/grant-recipients/banking-add-change.html

All banking requests must include the SF-1199A Direct Deposit Sign-up form.

- When completing the SF-1199A, the Claim or Payroll ID Number is the organization's 12-digit PMS Employer Identification Number (EIN) which must match the 12-digit PMS EIN on the grant or cooperative agreement document.

Submitting Federal Financial Reports in PMS

[For all ETA awards]
Recipients must report quarterly financial data on the ETA-9130 Financial Report, which is due as shown below:

Quarter End Date	Quarterly ETA-9130 Due Date
March 31	May 16
June 30	August 15
September 30	November 15
December 31	February 15

A final financial report for the last quarter of the period of performance must be submitted no later than 120 calendar days after the expiration of the grant period of performance. Additional information on financial reporting can be found in TEGL No. 16-22 and TEGL No. 16-22, Change 1.

Recipients must submit financial reports through PMS. Recipient staff who are submitting/certifying financial reports on behalf of their organization must log in to PMS and update their permissions to request access to the financial report forms.

- For general instructions on financial report submission, visit: https://pms.psc.gov/grant-recipients/ffr-updates.html
- Grant Recipients' financial reports can be found by: *Login PMS → select "Menu" → Federal Financial Reporting → Federal Financial Reporting.*
- A Financial Report User Guide can be found by: *Login PMS → select "Menu" → Federal Financial Reporting → FFR Grantee User Guide.*

PMS Help Desk

If you need assistance with your PMS account, information on the PMS Helpdesk can be found at https://pms.psc.gov/support/help-desk.html.

- Please contact the PMS Help Desk at (877) 614-5533 or PMSSupport@psc.gov
- Recipients may also submit a service ticket online and access more services using the Self-Service Web Portal at: https://gditshared.servicenowservices.com/hhs_pms