

Oregon Youth Employment Program Application - Guidance Document

Link to grant application:


https://oregonhecc.smapply.us/prog/23-25_oregon_youth_employment_program_request_for_applications/

New Users




For individuals using SurveyMonkey Apply for the first time, please see the following steps for creating an account.

1. After selecting the “**Apply**” option on the grant webpage, or after directly accessing the log-in page, select the “**REGISTER**” button in the upper right-hand corner.

[Return to Higher Education Coordinating Commission](#) Don't have a SurveyMonkey Apply account? **REGISTER**



Log in with


OR

Email

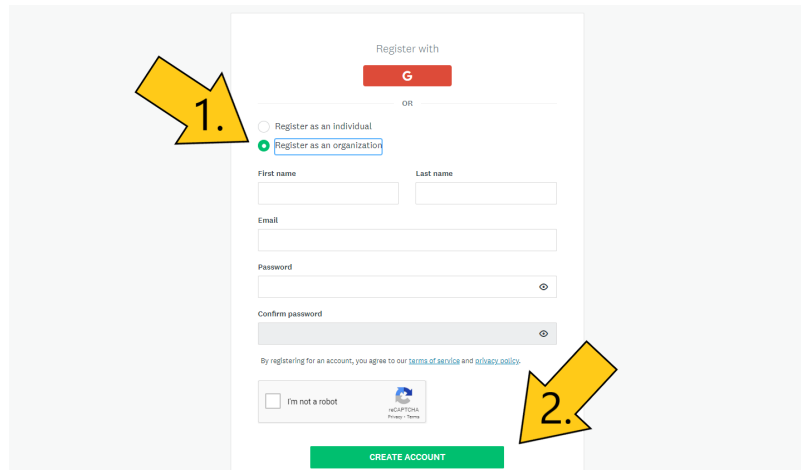
Password

[Forgot your password?](#)

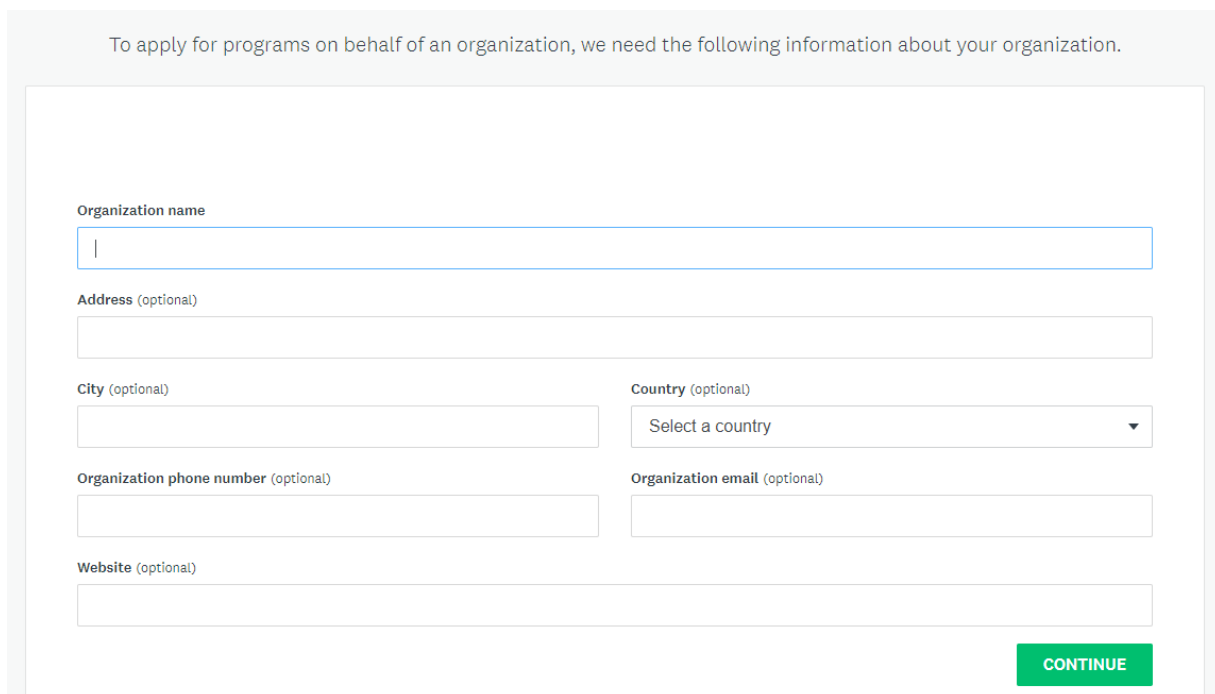
LOG IN



2. To be eligible to apply to the 23-25 OYEP Application, select the “**Register as an individual**” or the “**Register as an organization**” and fill out the fields using your first and last name, email and password. Once done, select “**Create Account**”.

A screenshot of a registration form titled "Register with". It has two radio button options: "Register as an individual" and "Register as an organization". The "Register as an organization" option is selected and highlighted with a yellow arrow labeled "1.". Below the options are input fields for "First name", "Last name", "Email", "Password", and "Confirm password". At the bottom, there is a checkbox for "I'm not a robot" and a "CREATE ACCOUNT" button. A second yellow arrow labeled "2." points to the "CREATE ACCOUNT" button.

3. **If you registered as an organization**, on the following page, you will be prompted to provide basic identifying information about your organization. Please note: Other than “Organization Name,” all information you choose to provide for your account is optional, and you will be prompted to enter this information in the actual application whether you enter it here or not. Once done, select “Continue”.

A screenshot of a form titled "To apply for programs on behalf of an organization, we need the following information about your organization." It contains several input fields: "Organization name", "Address (optional)", "City (optional)", "Country (optional)" (a dropdown menu), "Organization phone number (optional)", "Organization email (optional)", and "Website (optional)". A green "CONTINUE" button is located at the bottom right.

4. You should be greeted by a welcome page, click through to “**Continue to Site**”. If you have accessed the account registration from the “Apply” option, you will be prompted to begin an application. If you created an account without clicking the “Apply” option, you will be prompted to select “**View Programs**” and then select “**23-25 Oregon Youth Employment Program Request for Applications**”

Existing and Returning Users

To start a new application, select the “**Apply**” button on the Application Homepage. (see link at the top of the document)

APPLY

Open to
Organizations and individual
applicants can apply.

Opens
Aug 8 2023 05:00 AM (PDT)

Deadline
Sep 8 2023 11:59 PM (PDT)

1. After selecting “**Apply**”, you will be prompted to enter your account information. Once logged in, you should see an overview of your applicant dashboard.

Higher Education Coordinating Commission

Programs My Applications 1 Matt Collins

0 of 1 tasks complete

Last edited: Aug 15 2023 10:23 AM (PDT)

REVIEW SUBMIT

Deadline: Sep 8 2023 11:59 PM (PDT)

MC Matt Collins (Owner)
matthew.collins@hecc.oregon.gov

Add collaborator

23-25 Oregon Youth Employment... Preview

Test
ID: 0000000004

APPLICATION ACTIVITY

Your tasks

Attachment A: Oregon Youth Employment Program Application
Last edited: Aug 15 2023 10:23 AM (PDT)

POWERED BY Apply

Copyright © Momentive | Privacy | Terms

- a) If you registered as an organization, the **Organization Name** will appear at the top left below Higher Education Coordinating Commission and is where you can switch between you organization and individual account information. This does not appear for accounts registered as an individual.
- b) If you registered as an organization, **Manage Organization** will appear at the top right below your account name and allows you to update the organization info associated with an organization account. Note: This information is requested of you in the application form. You do not need to have this updated

on the account as the contact information provided in the actual application is what the Higher Education Coordinating Commission will refer to.

- c) The **User Toolbar** allows you to:
 - a. Browse through other programs offered by the Higher Education Coordinating Commission
 - b. See all applications you or your organization has created and/or submitting
 - c. View information and tutorials as provided by the SurveyMonkey Application
- d) **Grant Information** (*Displaying as “23-25 Oregon Youth Employment...”*) This hyperlink will take you to the Application Home Page
- e) The **Preview & Ellipsis Button** will allow you to preview your application or download a copy.
- f) **Your Tasks** indicate the processes required to submit an application. As you work through each task, the grey circle will be replaced with a green checkmark, indicating completion.
- g) **Activity** will show the latest changes made on your application, as well as which user made the changes listed.
- h) The **Progress Bar** on the left-hand side will indicate how many tasks have been completed as well as when the last time the application was last edited
- i) **Review & Submit Buttons** allow you to view your application in its entirety and submit your application to the Higher Education Coordinating Commission. **Please Note:** once your application has been submitted, you will not be able to edit or make changes to your application. Please be sure all items are completed as requested in the RFA.

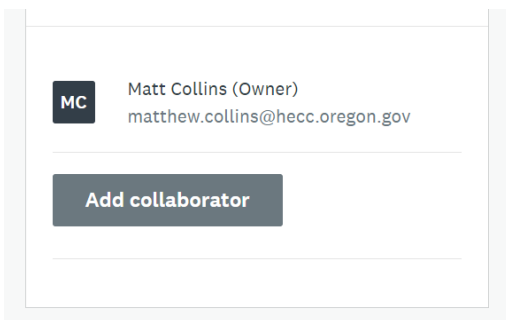
General Application Information

1. Text that is **bolded, underlined, and green** indicates that you can click on the text to redirect you to a new tab regarding that information.

NAICS 2022 Sectors

2. You can add collaborators to assist in contributing or viewing your application.

At the initial screen after inputting your organization name, this option will be on the left-hand side.



You may then provide an email and optional message to add additional collaborators.

Collaborators

Add collaborators to view or contribute to your application

Email address of collaborators Separate addresses by commas

Type of access

☒ View & edit ☐ View only

Message (optional)

Section 1: Applicant Information and Eligibility

For Q2, if applicant answers “no” and then clicks “next” the application will automatically close due to ineligibility.

Section 1: Applicant Information and Eligibility (0 Pts. Possible)

Q1. Applicant Info:

Local Workforce Development Board (LWDB):

Test

Program Contact:

Test

Email Address:

Test

Fiscal Contact:

Test

Fiscal Contact Email Address:

Test

Eligibility

Q2. Are you a current local workforce development board in Oregon?

☒ Yes

☐ No

Section 7: Budget

For Q1, click on the bolded, underlined, and green “**Please download**” to download the 23-25 OYEP Budget Template.

Fill out the budget template and then save it to your computer.

Click on “**Upload a file**” and upload the saved and completed template.

Note: The only accepted files will be an .xlsx file

Section 7: Budget (0 Pts. Possible)

Cost per participant may not exceed: \$10,000

This section is for staff review only

Q1. **Please download**, complete, and attach the 23-25 OYEP Budget Template.

 Upload a file Accepted formats: .xlsx

Section 9: Assurances and Certifications

Click on the bolded, underlined, and green “**Download**” to download the **Attachment C Application Certification Sheet**.

Section 9: Assurances and Certifications

Download, review, sign, and upload the following assurances and certifications:

Please review and sign the **Application Certification Sheet** and then save it to your computer.

Click on “**Upload a file**” and upload the saved and completed template.

- Applicant acknowledges these certifications are in addition to any certifications required in the Grant Agreement at the time of Grant Agreement execution.

 Upload a file

Questions?

Please feel welcome to reach out to:

Stephanie Solomon

Stephanie.B.SOLOMON@hecc.oregon.gov

971 345 1134

Matt Collins

Matthew.COLLINS@hecc.oregon.gov

503 507 8671