

ATTACHMENT D

Informational Cover Page - Grant THIS PAGE IS NOT PART OF THE AGREEMENT

Agreement No. 26-013__

AGREEMENT INFORMATION	
Project Title:	Workforce and Talent Development Board ("WTDB") Short-Term Credential Grants 2026-27
Allowable Cost Period:	7/1/2026 – 6/30/2027
Effective Period:	Upon Execution – 7/31/2027
Amount:	\$75,000
Distribution Schedule:	Quarterly Reimbursement
Funding Source:	General Funds
GRANTEE INFORMATION	
Grantee:	Grantee
Address:	Street Address City, State ZIP
Administrator:	Grantee Agreement Administrator
Phone:	Phone number
Email:	
Fiscal Contact:	Fiscal Contact
Phone:	Phone number
Email:	
HECC INFORMATION	
Administrator:	Jennifer Denning
Phone:	503-779-8818
Email:	Jennifer.l.denning@hecc.oregon.gov
Procurement Contact:	Shannon Ziglinski
Phone:	503-979-5850
Email:	Shannon.ziglinski@hecc.oregon.gov

STATE OF OREGON GRANT AGREEMENT

Agreement No. 26-013__

This Agreement is between the State of Oregon acting by and through its Higher Education Coordinating Commission (“HECC”) and Grantee (“Grantee”), each a “Party” and, together, the “Parties”.

SECTION 1: AUTHORITY

This Agreement is authorized by ORS 350.075, and 660.400.

SECTION 2: PURPOSE

The purpose of this Agreement is to award grants to eligible entities that develop and administer credentialed workforce programs in identified sectors (Bioscience, Construction, Forest Operations and Management, and Clean Energy).

SECTION 3: TERM OF AGREEMENT

This Agreement is effective when all Parties have executed this Agreement and all necessary approvals have been obtained. This Agreement terminates on July 31, 2027 unless terminated earlier in accordance with Section 18.

SECTION 4: GRANT ADMINISTRATORS

4.1 HECC’s Grant Administrator is:

Jennifer Denning
3225 25th Street SE
Salem, OR 97302
Phone: 503-779-8818
Email: Jennifer.l.denning@hecc.oregon.gov

4.2 Grantee’s Grant Administrator is:

Grantee Administrator
Street Address
City, State Zip
Phone: Phone Number

Email:

- 4.3** Either Party may change its Grant Administrator by providing written notice to the other Party.

SECTION 5: PROJECT ACTIVITIES

Grantee shall perform the project activities set forth in Exhibit A (“The Project”), attached and incorporated by this reference.

SECTION 6: GRANT

In accordance with the terms and conditions of this Agreement, HECC shall provide Grantee up to \$75,000 (“Grant Funds”) for the purposes described in this Agreement.

- 6.1 Disbursement Generally.** HECC shall disburse the Grant Funds upon receipt and acceptance of Grantee’s reimbursement requests. Reimbursement requests should be submitted no more frequently than quarterly for actual expenditures incurred.
- 6.1.1** Grantee must make reimbursement requests using the Reimbursement Request Form, attached as Exhibit B. Grantee may request an alternative invoicing schedule in writing to HECC to be approved by HECC without an amendment to this Agreement.

Grantee shall e-mail reimbursement requests to HECC.finance@HECC.Oregon.gov and a copy to the Grant Administrator: Jennifer.l.denning@hecc.oregon.gov

To be processed for payment, final reimbursement requests must be submitted no later than 30 days following the end of the Allowable Cost Period stated in Section 6.2.

- 6.2 Allowable Cost Period.** The Allowable Cost Period is the period between July 1, 2026 and June 30, 2027.
- 6.3 Allowable Costs.** The Grant Funds shall only be used to pay for costs of the Project incurred by Grantee during the Allowable Cost Period and used for the Project as set forth in Exhibit A. Any changes to the Project must be approved by HECC in writing; however, notwithstanding the foregoing, if HECC determines a requested change to the Project is material, HECC may require the execution of an amendment to this Agreement.
- 6.4** By execution of this Agreement, Grantee certifies in writing that it has complied with all applicable requirements under Section 11.
- 6.5 Conditions Precedent to Disbursement.** HECC’s obligation to disburse Grant Funds to Grantee under this Agreement is subject to satisfaction of each of the following conditions precedent:
- 6.5.1** HECC has received sufficient funding and expenditure authorizations to allow HECC, in

the exercise of its reasonable administrative discretion, to make the disbursement.

6.5.2 No default as described in Section 12 has occurred.

6.5.3 Grantee's representations and warranties set forth in Section 7 are true and correct on the date of disbursement(s) with the same effect as though made on the date of disbursement.

6.5.4 HECC has received and accepted all reports related to this Agreement due at time of disbursement.

6.6 Backup Documentation. Upon request by HECC, Grantee will promptly provide backup documentation satisfactory to HECC to support Grantee's expenditure of Grant Funds.

6.7 Duplicate Payment. Grantee shall not be compensated for, or receive any other form of duplicate, overlapping or multiple payments for the same costs financed by or costs and expenses paid for by Grant Funds from any agency of the State of Oregon or the United States of America or any other party, organization or individual.

6.8 Suspension of Funding and Project. HECC may by written notice to Grantee, temporarily cease funding and require Grantee to stop all, or any part, of the Project dependent upon Grant Funds for a period of up to 180 days after the date of the notice, if HECC has or reasonably projects that it will have insufficient funds from the funding source to disburse the full amount of the Grant Funds. Upon receipt of the notice, Grantee must immediately cease all Project activities dependent on Grant Funds, or if that is impossible, must take all necessary steps to minimize the Project activities allocable to Grant Funds. If HECC subsequently projects that it will have sufficient funds, HECC will notify Grantee that it may resume activities. If sufficient funds do not become available, Grantee and HECC will work together to amend this Grant to revise the amount of Grant Funds and Project activities to reflect the available funds. If sufficient funding does not become available or an amendment is not agreed to within a period of 180 days after issuance of the notice, HECC will either (i) cancel or modify the stop-work order by a supplemental written notice or (ii) terminate this Agreement as permitted by either the termination at HECC's discretion or for cause provisions of this Agreement.

SECTION 7: REPRESENTATIONS AND WARRANTIES

Grantee represents and warrants to HECC that:

7.1 Grantee is a **INSERT** duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Grantee has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder;

7.2 The making and performance by Grantee of this Agreement (a) have been duly authorized by Grantee according to its governing laws and organizational documents, (b) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court,

regulatory commission, board, or other administrative agency or any provision of Grantee's enabling law, organizational documents or other organizational rules or policies; and (c) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Grantee is a party or by which Grantee or any of its properties may be bound or affected. No authorization, consent, license, approval of, or filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Grantee of this Agreement, other than those that have already been obtained;

- 7.3** This Agreement has been duly executed and delivered by Grantee and, when executed by HECC, constitutes a legal, valid and binding obligation of Grantee enforceable in accordance with its terms;
- 7.4** The representations and warranties set forth in this Section are in addition to, and not in lieu of, any other representations or warranties provided by Grantee;
- 7.5** Grantee acknowledges that the Oregon False Claims Act, ORS 180.750 to 180.785, applies to any action or conduct by Grantee pertaining to this Agreement that constitutes a "claim" (as defined by the Oregon False Claims Act, ORS 180.750 (1)). By its execution of this Agreement, Grantee certifies, to the best of Grantee's knowledge, as defined by ORS 180.755(2), the truthfulness, completeness, and accuracy of any statement or claim it has made, it makes, it may make, or causes to be made that pertains to this Agreement or to the Project. In addition to other penalties that may be applicable, Grantee further acknowledges that if it makes, or causes to be made, a false claim or performs a prohibited act under the Oregon False Claims Act, the Oregon Attorney General may enforce the liabilities and penalties provided by the Oregon False Claims Act against Grantee. Nothing in this Section or this Agreement may be construed as limiting or derogating from any authority granted the Oregon Attorney General under 180.750 to 180.785;
- 7.6** Grantee shall immediately report in writing, to HECC, any credible evidence that a principal, employee, agent, or subcontractor of Grantee, or any subgrantee or other person, has made a false claim or committed a prohibited act under the Oregon False Claims Act, or has committed a criminal or civil violation of laws pertaining to fraud, bribery, gratuity, conflict of interest, or similar misconduct in connection with this Agreement or monies paid by HECC under this Agreement;
- 7.7** Grantee must include subsections 7.5 through 7.6 of this Section in each subcontract or subgrant Grantee may award in connection with the performance of this Agreement. In doing so, Grantee may not modify the terms of those subsections, except to identify the subcontractor or subrecipient who will be subject to those provisions;
- 7.8** If HECC provides Grantee any data under this Agreement, Grantee shall obtain HECC's written approval prior to exposing any of the HECC-supplied data to generative artificial intelligence tools of any kind.
- 7.9** If Grantee creates any Work Product intended or anticipated by the parties to be posted as web content or through mobile applications, Grantee will ensure the Work Product complies

with Web Content Accessibility Guidelines, Version 2.2 Level AA accessibility standards and Section 508 of the Rehabilitation Act (29 U.S.C. § 794d). Guidelines found here: <https://www.w3.org/TR/WCAG22/>

SECTION 8: GOVERNING LAW, CONSENT TO JURISDICTION

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between HECC or any other agency or department of the State of Oregon, or both, and Grantee that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court. GRANTEE, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

SECTION 9: OWNERSHIP OF WORK PRODUCT

- 9.1** As used in this Section 9 and elsewhere in this Agreement, the following terms have the meanings set forth below:
- 9.1.1** "**Third Party Intellectual Property**" means any intellectual property owned by parties other than Grantee or HECC.
 - 9.1.2** "**Work Product**" means every invention, discovery, work of authorship, trade secret or other tangible or intangible item that Grantee is required to deliver to HECC under this Agreement, and all intellectual property rights therein.
- 9.2** Grantee retains ownership of all Work Product, and grants HECC an irrevocable, non-exclusive, perpetual, royalty-free, fully paid-up, world-wide license to use, to reproduce, to prepare derivative works based upon, to distribute, to perform and to display the Work Product, to authorize others to do the same on HECC's behalf, and to sublicense the Work Product to other entities without restriction.
- 9.3** If the Work Product created by Grantee under this Agreement is a derivative work based on Third Party Intellectual Property, or is a compilation that includes Third Party Intellectual Property, Grantee shall secure on HECC's behalf and in the name of HECC an irrevocable, non-exclusive, perpetual, royalty-free, fully paid-up, world-wide license allowing HECC and other entities the same rights listed above to use, reproduce, prepare derivative works based

upon, distribute copies of, perform and display the pre-existing element of the Third party Intellectual Property employed in the Work Product.

- 9.4 If state or federal law requires that HECC or Grantee grant to the United States a license to any intellectual property in the Work Product then Grantee shall execute such further documents and instruments as HECC may reasonably request in order to make any such grant or to assign ownership in such intellectual property to the United States or HECC.

SECTION 10: CONTRIBUTION AND INDEMNITY

- 10.1 If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third-Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third-Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third-Party Claim. Either party is entitled to participate in the defense of a Third-Party Claim, and to defend a Third-Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third-Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third-Party Claim.
- 10.2 With respect to a Third-Party Claim for which HECC is jointly liable with Grantee (or would be if joined in the Third-Party Claim), HECC shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Grantee in such proportion as is appropriate to reflect the relative fault of HECC on the one hand and of Grantee on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of HECC on the one hand and of Grantee on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. HECC's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if HECC had sole liability in the proceeding.
- 10.3 With respect to a Third-Party Claim for which Grantee is jointly liable with HECC (or would be if joined in the Third-Party Claim), Grantee shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by HECC in such proportion as is appropriate to reflect the relative fault of Grantee on the one hand and of HECC on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Grantee on the one hand and of HECC on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or

settlement amounts. Grantee's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

10.4 Grantee shall take all reasonable steps to cause its contractor(s) that are not units of Local Government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon and its officers, employees and agents ("Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Grantee's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by the contractor from and against any and all Claims.

10.5 Contract Indemnification: Notwithstanding Section 10.1 to 10.3, and subject to any limitations imposed by State law and the Oregon Constitution:

10.5.1 Grantee shall accept all responsibility, defend lawsuits, indemnify, and hold harmless the State of Oregon and its officers, employees and agents for all contract and quasi-contract related claims and suits brought by any person arising out of or related to the activities of Grantee under this Agreement. This includes, but is not limited to, all contract claims or suits brought against any contractor, whether arising out of the contractor's work, Grantee's supervision of any individual project or contract, or Grantee's failure to comply with the terms of this Agreement. This also includes, but is not limited to, any actions arising out of intellectual property or infringement. Nothing herein is a waiver of any defense based upon state sovereign immunity related to contract, quasi-contract, or intellectual property or infringement claims.

10.5.2 HECC shall accept all responsibility, defend lawsuits, indemnify, and hold harmless Grantee and its officers, employees and agents for all contract and quasi-contract related claims and suits brought by any person arising out of or related to the activities of HECC under this Agreement. This includes, but is not limited to, all contract claims or suits brought against any contractor, whether arising out of the contractor's work, HECC's supervision of any individual project or contract, or HECC's failure to comply with the terms of this Agreement. This also includes, but is not limited to, any actions arising out of intellectual property or infringement. Nothing herein is a waiver of any defense based upon state sovereign immunity related to contract, quasi-contract, or intellectual property or infringement claims.

SECTION 11: BACKGROUND CHECK/CRIMINAL HISTORY VERIFICATION

This Section 11 is only applicable to Grantee if its employees, potential employees, or volunteers will be interacting unsupervised and in-person with "Vulnerable Populations" (defined as

minors, elderly, and persons with disabilities) in the completion of the Project Activities under this Agreement.

- 11.1** To the extent permitted by law, Grantee shall obtain a criminal history record check on any employee, potential employee, or volunteer interacting with Vulnerable Populations and funded with resources from this Grant, as follows:
 - 11.1.1** By having the applicant as a condition of employment or volunteer service, apply for and receive a criminal history check from a local Oregon State Police office and furnish a copy thereof to Grantee; or
 - 11.1.2** As the employer, by contacting a local Oregon State Police office for an “Oregon only” criminal history check on the applicant/employee/volunteer; or
 - 11.1.3** By use of another method of criminal history verification that is at least as comprehensive as those described in Sections 11.1.1 and 11.1.2 above.
A criminal record check will indicate convictions of child abuse, offenses against persons, sexual offenses, child neglect, or any other offense bearing a substantial relation to the qualifications, functions or duties of an employee or volunteer scheduled to work with Vulnerable Populations.
- 11.2** To the extent permitted by law, in addition to information resulting from checks or screening required by applicable federal, state, tribal, or local law, and/or by Grantee’s written policies and procedures, current and appropriate information includes the results of public sex offender and child abuse websites/registries. A search (by current name, and, if applicable, by previous name(s) or aliases), of the pertinent and reasonably- accessible federal, state, and (if applicable) local and tribal sex offender and child abuse websites/public registries, including:
 - 11.2.1** The Dru Sjodin National Sex Offender Public Website (www.nsopw.gov);
 - 11.2.2** The website/public registry for each state (and/or tribe, if applicable) in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years; and
 - 11.2.3** The website/public registry for each state (and/or tribe, if applicable) in which the individual is expected to, or reasonably likely to, interact with a participating Vulnerable Populations in the course of activities under the award.
- 11.3** Grantee shall develop a policy or procedures to review criminal arrests or convictions of employees, potential employees or volunteers. The review must examine:
 - 11.3.1** The severity and nature of the crime;
 - 11.3.2** The number of criminal offenses;
 - 11.3.3** The time elapsed since commission of the crime;

- 11.3.4** The circumstances surrounding the crime;
 - 11.3.5** The subject individual's participation in counseling, therapy, education or employment evidencing rehabilitation or a change in behavior; and
 - 11.3.6** The police or arrest report confirming the subject individual's explanation of the crime.
- 11.4** Grantee must determine after receiving the criminal history check whether the employee, potential employee or volunteer has been convicted of child abuse, offenses against persons, sexual offenses, child neglect, or any other offense bearing a substantial relation to the qualifications, functions or duties of an employee, or volunteer scheduled to work with Vulnerable Populations, and whether based upon the conviction the person poses a risk to working safely with Vulnerable Populations. If Grantee intends to hire or retain the employee, potential employee, or volunteer, Grantee must confirm in writing the reasons for hiring or retaining the individual. These reasons must address how the applicant, employee, or volunteer is presently suitable or able to work with Vulnerable Populations in a safe and trustworthy manner, based on the policy or procedure described in the preceding paragraphs of this Section. Grantee will ensure that all information related to the criminal background check of the applicant, employee, or volunteer is filed and retained in the appropriate file.
- 11.5** Grantee must make determinations of suitability, in advance, before individuals may interact with participating Vulnerable Populations, regardless of the individual's employment status. All required background check information must be completed before the determination regarding suitability.

SECTION 12: GRANTEE DEFAULT

Grantee will be in default under this Agreement upon the occurrence of any of the following events:

- 12.1** Grantee commits any material breach or default of any covenant, warranty, obligation, certification, under this Agreement or fails to perform, observe or discharge any of its covenants, agreements or obligations under this Agreement.
- 12.2** Any representation, warranty or statement made by Grantee in this Agreement or in any documents or reports relied upon by HECC to measure the activities under this Agreement, the expenditure of Grant Funds or the performance by Grantee is untrue in any material respect when made.
- 12.3** Reserved.
- 12.4** Reserved.
- 12.5** Grantee uses or expends Grant Funds for any purpose other than that permitted in this Agreement.

SECTION 13: HECC DEFAULT

HECC will be in default under this Agreement if HECC fails to perform, observe or discharge any of its covenants, agreements, or obligations under this Agreement.

SECTION 14: REMEDIES

- 14.1** In the event Grantee is in default under Section 12, HECC may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to: (a) termination of its obligations under this Agreement pursuant to Section 18, (b) reducing or withholding disbursement of Grant Funds, (c) Reserved, (d) initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief, or (e) exercise of its right of recovery of overpayments under Section 15 of this Agreement or setoff, or both. These remedies are cumulative to the extent the remedies are not inconsistent, and HECC may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.
- 14.2** In the event HECC is in default under Section 13 and whether or not Grantee elects to exercise its right to terminate this Agreement under Section 18.3, or in the event HECC terminates this Agreement under Sections 18.2.1, 18.2.2, 18.2.3, or 18.2.5, Grantee's sole monetary remedy will be for reimbursement of Project activities completed and accepted by HECC, within any limits set forth in this Agreement but not yet invoiced, for authorized expenses incurred, less any claims HECC has against Grantee under this Agreement. In no event will HECC be liable to Grantee for any expenses related to termination of this Agreement or for anticipated profits. If previous amounts paid to Grantee exceed the amount due to Grantee under this Section 14.2, Grantee shall promptly pay any excess to HECC.

SECTION 15: RECOVERY OF GRANT FUNDS

Any Grant Funds disbursed to Grantee under this Agreement that exceed the amount to which Grantee is entitled, or are expended in violation or contravention of one or more of the provisions of this Agreement, or that remain unexpended on the earlier of termination or expiration of this Agreement must be returned to HECC unless otherwise agreed to by HECC in writing.

SECTION 16: LIMITATION OF LIABILITY

EXCEPT FOR LIABILITY ARISING UNDER OR RELATED TO SECTION 10, NEITHER PARTY WILL BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, OR OTHER INDIRECT DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, REGARDLESS OF WHETHER THE LIABILITY CLAIM IS BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, PRODUCT LIABILITY OR OTHERWISE. NEITHER PARTY WILL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS AGREEMENT IN ACCORDANCE WITH ITS TERMS.

SECTION 17: TERMINATION

17.1 This Agreement may be terminated at any time by mutual written consent of the Parties.

17.2 HECC may terminate this Agreement as follows:

17.2.1 Upon 30 days' advance written notice to Grantee;

17.2.2 Immediately upon written notice to Grantee, if HECC fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient in HECC's reasonable administrative discretion, to perform its obligations under this Agreement;

17.2.3 Immediately upon written notice to Grantee, if federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that HECC's performance under this Agreement is prohibited or HECC is prohibited from paying for such performance from the planned funding source;

17.2.4 Immediately upon written notice to Grantee, if Grantee is in default under this Agreement and such default remains uncured 30 days after written notice thereof to Grantee; or

17.2.5 As otherwise expressly provided in this Agreement.

17.3 Grantee may terminate this Agreement as follows:

17.3.1 Immediately upon written notice to HECC, if HECC is in default under this Agreement and such default remains uncured 30 days after written notice thereof to HECC; or

17.3.2 As otherwise expressly provided in this Agreement.

17.4 Upon receiving a notice of termination of this Agreement, Grantee will within a reasonable time cease all activities under this Agreement. Upon termination, Grantee will deliver to HECC all documents, information, works-in-progress, work product and other property that are or would be deliverables under the Agreement. And upon HECC's reasonable request, Grantee will surrender all documents, research or objects or other tangible things needed to complete the Project activities that were to have been performed by Grantee under this Agreement.

SECTION 18: CONFLICT OF INTEREST

If Grantee is currently performing work for the State of Oregon or the federal government, Grantee by signature to this Agreement declares and certifies that Grantee's activities under this Agreement and the Projects activities to be funded by this Agreement, create no potential or actual conflict of interest as defined by ORS Chapter 244.

SECTION 19: NONAPPROPRIATION

HECC's obligation to pay any amounts and otherwise perform its duties under this Agreement is conditioned upon HECC receiving funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow HECC, in the exercise of its reasonable administrative discretion, to meet its obligations under this Agreement. Nothing in this Agreement may be construed as permitting any violation of Article XI, Section 7 of the Oregon Constitution or any other law limiting the activities, liabilities, or monetary obligations of HECC.

SECTION 20: AMENDMENTS

The terms of this Agreement may only be altered, modified, supplemented, or otherwise amended by written agreement signed by authorized representatives of both Parties, unless explicitly stated in other Sections of this Agreement.

SECTION 21: NOTICE

Except as otherwise expressly provided in this Agreement, any notices to be given relating to this Agreement must be given in writing by email, personal delivery, or postage prepaid mail, to a Party's Grant Administrator at the physical address or email address set forth in this Agreement, or to such other addresses as either Party may indicate pursuant to this Section 22. Any notice so addressed and mailed becomes effective five days after mailing. Any notice given by personal delivery becomes effective when actually delivered. Any notice given by email becomes effective upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system.

SECTION 22: SURVIVAL

All rights and obligations of the Parties under this Agreement will cease upon termination of this Agreement, other than the rights and obligations arising under Sections 6.7, 6.8, 8, 9, 10, 14, 15, 16, 22, 23, 26, 33, 34 and 35 hereof and those rights and obligations that by their express terms survive termination of this Agreement, such as any report required to be submitted after the termination date; provided, however, that termination of this Agreement will not prejudice any rights or obligations accrued to the Parties under this Agreement prior to termination.

SECTION 23: SEVERABILITY

The Parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the Parties will be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

SECTION 24: COUNTERPARTS

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed constitutes an original.

SECTION 25: COMPLIANCE WITH LAW

In connection with their activities under this Agreement, the Parties shall comply with all applicable federal, state, and local law. Including but not limited to:

- 25.1** Grantee shall, throughout the duration of this Agreement, comply with all tax laws of this state and all applicable tax laws of any political subdivision of this state.
- 25.2** Grantee shall comply with ORS 652.220 and shall not discriminate against any of Grantee's employees in the payment of wages or other compensation for work of comparable character, the performance of which requires comparable skills, or pay any employee at a rate less than another for comparable work, based on an employee's membership in a protected class. "Protected class" means a group of persons distinguished by race, color, religion, sex, sexual orientation, national origin, marital status, veteran status, disability, or age. Grantee's compliance with this Section constitutes a material element of this Agreement and a failure to comply constitutes a breach that entitles HECC to terminate this Agreement for cause.

SECTION 26: INDEPENDENT CONTRACTORS

The Parties agree and acknowledge that their relationship is that of independent contracting parties and that Grantee is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265 or otherwise.

SECTION 27: INTENDED BENEFICIARIES

HECC and Grantee are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement provides, is intended to provide, or may be construed to provide any direct or indirect benefit or right to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of this Agreement.

SECTION 28: FORCE MAJEURE

Neither Party is responsible for any failure to perform or any delay in performance of any obligations under this Agreement caused by any and all unforeseen fire, riot, civil unrest, labor unrest, pandemic, natural causes, or war, which is beyond that Party's reasonable control. Each

Party shall, however, make all reasonable efforts to remove or eliminate such cause of failure to perform or delay in performance and shall, upon the cessation of the cause, diligently pursue performance of the Project activities under this Agreement. HECC may terminate this Agreement upon written notice to Grantee after reasonably determining that the failure or delay will likely prevent successful performance of this Agreement.

SECTION 29: ASSIGNMENT AND SUCCESSORS IN INTEREST

Grantee may not assign or transfer its interest in this Agreement without the prior written consent of HECC and any attempt by Grantee to assign or transfer its interest in this Agreement without such consent will be void and of no force or effect. HECC's consent to Grantee's assignment or transfer of its interest in this Agreement will not relieve Grantee of any of its duties or obligations under this Agreement. The provisions of this Agreement will be binding upon and inure to the benefit of the Parties hereto, and their respective successors and permitted assigns.

SECTION 30: SUBCONTRACTS AND SUBGRANTS

Grantee shall not, without HECC's prior written consent, enter into any subcontracts or subgrants for any of the Project activities required of Grantee under this Agreement. HECC's consent to any subcontract or subgrant will not relieve Grantee of any of its duties or obligations under this Agreement.

SECTION 31: TIME IS OF THE ESSENCE

Time is of the essence in Grantee's performance of the Project activities under this Agreement.

SECTION 32: MERGER, WAIVER

This Agreement and all exhibits and attachments, if any, constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver or consent under this Agreement binds either Party unless in writing and signed by both Parties or otherwise agreed to as explicitly stated in other Sections of this Agreement. Such waiver or consent, if made, is effective only in the specific instance and for the specific purpose given.

SECTION 33: RECORDS MAINTENANCE AND ACCESS

Grantee shall maintain all financial records relating to this Agreement in accordance with generally accepted accounting principles. In addition, Grantee shall maintain any other records, books, documents, papers, plans, records of shipments and payments and writings of Grantee, whether in paper, electronic or other form, that are pertinent to this Agreement in such a manner as to clearly document Grantee performance. All financial records, other records,

books, documents, papers, plans, records of shipments and payments and writings of Grantee, whether in paper, electronic or other form, that are pertinent to this Agreement, are collectively referred to as "Records." Grantee acknowledges and agrees that HECC and the Oregon Secretary of State's Office and the federal government and their duly authorized representatives will have access to all Records to perform examinations and audits and make excerpts and transcripts. Grantee shall retain and keep accessible all Records for a minimum of six years, or such longer period as may be required by applicable law, following termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later. Subject to foregoing minimum records retention requirement, Grantee shall maintain Records in accordance with the records retention schedules set forth in OAR Chapter 166.

SECTION 34: PUBLIC RECORDS

All information and records submitted to HECC are subject to the Public Records Law, ORS 192.311 to 192.478, and may be subject to disclosure. If Grantee believes that any information or records it submits to HECC may be a trade secret under ORS 192.345(2), or otherwise is exempt from disclosure under the Oregon Public Records Law, Grantee must identify such information with particularity and include the following statement:

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

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

SECTION 35: HEADINGS

The headings and captions to Sections of this Agreement have been inserted for identification and reference purposes only and may not be used to construe the meaning or to interpret this Agreement.

SECTION 36: AGREEMENT DOCUMENTS

This Agreement consists of the following documents, which are listed in descending order of precedence:

- this Agreement less all exhibits,
- Exhibit A ("The Project"),
- Exhibit B ("Quarterly Reimbursement Form")
- Exhibit C ("Reporting Form")

SECTION 37: SIGNATURES

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

Grantee

By: _____
Name, Title

Date

HIGHER EDUCATION COORDINATING COMMISSION

By: _____
Name, Title

Date

HECC - Review for procurement sufficiency

Reviewed by: _____
Derek Dizney, Procurement Manager

Date

DOJ - Review for legal sufficiency

By: _____
Name, Title

Date

EXHIBIT A

THE PROJECT

Part 1 – Background

The State of Oregon is committed to supporting future strategic innovation investments that align education and workforce training.

HECC’s Office of Workforce Investments convenes statewide partnerships and leads strategies and initiatives across the workforce system. The Oregon Workforce and Talent Development Board (“WTDB”) is the overall advisory board to the Governor on workforce matters and is administered through HECC. Recommendations from WTDB and Industry Consortia are charged with identifying industry-specific workforce needs in this state, including the need for high-value short-term credentials, and aligning education and training to support those needs.

The Workforce Readiness Committee (“WRC”) is a part of the WTDB. The WRC is committed to drive change through two high-priority key goals. Goal one is to: “develop and catalyze a strategy and goal two is to: plan to scale the use of the Oregon Employability Skills (“OES”) framework and curriculum, including scope, schedule, and budget to assure successful expansion.

Part 2 – Project Activities

Part 3 – Project Schedule and Budget

The Parties agree that Grantee’s Project budget is estimated. With prior written consent from HECC, minor modifications (up to 15% of the total amount of this Agreement) to adjust line-item amounts can be made without requiring an amendment to this Agreement, however, in no instance shall HECC’s payments to Grantee exceed the amount identified in Section 6 of this Agreement. Email approval is acceptable for minor modifications.

Budget Categories	Amount
Personnel Salaries and Wages	\$
Personnel Fringe Benefits	\$

Equipment and Capital Expenditures	\$
Material and Supplies	\$
Travel	\$
Other Direct Costs	\$
Administrative Costs	\$
TOTAL AMOUNT	\$

HECC will disburse Grant Funds only for the costs of Project Activities that occur, including expenses incurred, during the Grant Performance Period. Grantee may only modify the Project with HECC's prior written approval.

Part 4 – Project Evaluation/ Reporting Requirements

Grantee will be required to provide one progress performance report due December 31, 2026 and a final report due no later than July 31, 2027, to the HECC Grant Administrator in the form of Exhibit C. Reports will include:

- **Performance Reporting** – Answer narrative questions related to project implementation and progress towards intended outcomes;
 - Project Success Overview
 - Project Challenge Overview
 - Project Completion Overview
- **Financial Reporting** – Use a template provided by HECC that includes a description of the funds used towards the project activities.

Grantee will submit a Final Report to the HECC Grant administrator prior to the termination date listed in Section 3 of this Agreement that includes:

- **Final Report and Closeout Calls** – Discuss overall grant recipient's experience with the project and its implementation.

EXHIBIT B
QUARTERLY REIMBURSEMENT FORM

(SEE ATTACHED)



REIMBURSEMENT REQUEST FORM

Short Term Credential Grants

Allowable Cost Period: 07/01/2026-6/30/2027

Organization:

Date:

Reimbursement Period: Start Date:

Agreement #:

End Date:

Project Status: Grant activity is under way and on schedule.
Please check applicable box(es) FINAL INVOICE - Grant activity is complete.

Cost Categories	Expenses this period (total for each cost category)
Salaries, Wages, and Related Costs	<input type="text"/>
Equipment and Capital Expenditures	<input type="text"/>
Materials and Supplies	<input type="text"/>
Travel (Personnel)	<input type="text"/>
Subawards	<input type="text"/>
Other Direct Costs (specify in details box)	<input type="text"/>
Indirect Costs	<input type="text"/>
Requested Amount:	\$ <input type="text"/> -

Details on any costs listed under "Other"

Reimbursement requests will be submitted by grantee to the Higher Education Coordinating Commission on an as needed basis by the grantee. Reimbursement requests should not exceed a monthly frequency. Send by email to **FNAME.LNAME@hecc.oregon.gov**

Signature of Authorized Organization Agent:

Date:

Printed First and Last Name:

Email:

AWARD SUMMARY (for reference only)	
Total Grant Allocation	\$ -
Amounts Previously Paid	<input type="text"/>
Current Reimbursement Request	\$ -
Total Remaining Amount	\$ -

Definitions:

From award notification

Insert your total previous invoiced expenses, not including this reimbursement request

This auto-calculates from expenses input for this reimbursement period

The auto-calculated total amount remaining on your award

EXHIBIT C
REPORTING FORM

(SEE ATTACHED)

Reporting Workbook

Directions for this Performance Narrative

Fill in the gray areas for the Organization Information. For every project activity, provide a success and challenge, with an indication of the activity's completion status.

This report will be requested at the mid-point and end date of your project period. Consult your grant administrator if have any questions.

Organization Name:

Reporting Period Start Date:

Prepared by:

Email Address:

Agreement Number:

Reporting Period End Date:

Preparation Date:

Total Grant Allocation:



Deliverable Questions

Deliverable Description		Success	Challenge	Complete
1	Project Activity Name Description	<i>Please share any successes encountered here.</i>	<i>Please share any challenges encountered here.</i>	<i>Please select status from the dropdown.</i>
2	Project Activity Name Description	<i>Please share any successes encountered here.</i>	<i>Please share any challenges encountered here.</i>	<i>Please select status from the dropdown.</i>

Reporting Workbook

Directions for this Performance Narrative

Fill in the gray areas for the Organization Information. For every project activity, provide a success and challenge, with an indication of the activity's completion status.

This report will be requested at the mid-point and end date of your project period. Consult your grant administrator if have any questions.

Organization Name:

Reporting Period Start Date:

Prepared by:

Email Address:

Agreement Number:

Reporting Period End Date:

Preparation Date:

Total Grant Allocation:



3	Project Activity Name Description	<i>Please share any successes encountered here.</i>	<i>Please share any challenges encountered here.</i>	<i>Please select status from the dropdown.</i>
4	Project Activity Name Description	<i>Please share any successes encountered here.</i>	<i>Please share any challenges encountered here.</i>	<i>Please select status from the dropdown.</i>