



State Apprenticeship Expansion Formula Round 4 (“SAEF4”)

Apprenticeship Healthcare Incentive Program (“A-HIP”)

Request for Applications (“RFA”)

HECC #26-072

Application Due Date: On a rolling basis, final deadline 12/01/26 by 5:00PM PST

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Cover Page

Available Funding	\$300,000. The maximum amount a single Applicant may apply for is \$100,000.
Purpose	The purpose of this RFA is to provide incentive-based funding to create and expand Registered Apprenticeship Programs (“RAPs”) in healthcare.
Period of Performance	The term of the initial grant period is anticipated to be from the date the grant is fully executed, ending no later than June 30, 2029.
Application Due Date	December 1, 2026, by 5PM PST
Submission Instructions	Email completed application materials to: karen.george@hecc.oregon.gov and cc hecc.procurement@hecc.oregon.gov
Information Session	A virtual information session will be held on November 9, 2026, at 9:00AM. Teams Link
Questions	All questions should be submitted to the SPC: Karen.George@hecc.oregon.gov
Notification of Award	Applicant awards will be announced no later than January 1, 2027. The estimated program start date is February 15, 2027.

This grant is fully funded through a \$1,694,446.57 State Apprenticeship Expansion Formula Grant 4 (“SAEF4”) Award # 26A60AP000215) that HECC received from the U.S. Department of Labor/Employment and Training Administration. All grant awardees will need to comply with the requirements in 2 CFR 200 and 2 CFR 2900.

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Overview & Purpose

The Higher Education Coordinating Commission (“HECC”) is announcing a competitive RFA to support organizations in either creating or expanding Registered Apprenticeship Programs (“RAPs”) in the healthcare industry.

Oregon has set a statewide goal to register at least 44 new apprentices under this funding opportunity. **Successful Applicants must demonstrate their capacity and intent to enroll new apprentices into a RAP during the grant period.**

The A-HIP is designed to support the recommendations outlined in the [2026 Oregon Talent Assessment](#) through the use of an incentive-based model. Specifically, the RFA intends to address the following recommendations:

- Expand work-based learning and employer-led training.
- Focus on retention and advancement in mid-level and hard-to-fill roles.

Further, A-HIP is designed to address the barriers outlined in the [Oregon Behavioral Health Talent Assessment](#) including:

- Employers incurring increased costs of On-the-Job (“OJT”) training.
- Rural areas lack access to career pathways and educational resources, limiting opportunities for students outside urban centers.
- Basic needs, such as internet access and infrastructure, remaining unmet in some rural areas, exacerbating inequities.
- High cost of education and low salaries for mental health professionals, which discourage entry into the field.

Eligible Applicants

To qualify for A-HIP, Applicants must be a non-federal entity, and meet one of the eligibility criteria below:

- Be a current Oregon-recognized RAP sponsor; **or**
- Have previously served as a RAP sponsor and demonstrate the capacity to regain sponsorship approval from the Oregon State Apprenticeship and Training Council (“OSATC”) within 6–9 months.

Sponsor Responsibilities

Sponsors are responsible for operating RAPs and hold full authority for program administration. This includes designing and implementing program standards, coordinating employer participation, ensuring delivery of OJT and related instruction, maintaining compliance with all federal and state apprenticeship regulations, and overseeing apprentice progress and completion.

Applicants who are not active sponsors at the time of application must provide documentation of prior sponsorship and describe their current capacity to resume full sponsor responsibilities under this RFA.

Eligible Sponsor Types

Eligible sponsors may include but are not limited to:

- Joint Apprenticeship and Training Committees (“JATC”).
- Labor organizations authorized to operate RAPs.
- Employers serving as program sponsors.
- Workforce or community-based organizations.
- Nonprofit organizations or industry associations.
- Any entity formally recorded as the program’s sponsor in official apprenticeship registration records.

Organizations are not eligible to apply if they:

- Are not currently a RAP sponsor;
- Have no prior experience serving as a RAP sponsor, and;
- Are a federal organization.

Program Tracks

Applicants may apply under one of two program tracks based on their organizational goals and the current stage of their program.

Create: Launch a new RAP

This track is for current sponsors and organizations that have previously served as sponsors but are not currently operating a RAP. This supports new occupations, new sponsor entities, and new models that are not part of an existing program.

Examples:

- Launching an apprenticeship standard in a different occupation.
- Creating a separate RAP that stands alone from an existing one.

Expand: Grow your existing RAP by adding more participants, employer partners, or occupations.

This track is for current sponsors to increase the number of apprentices and employers and includes expanding outreach, adding occupations, and strengthening support services.

Examples:

- Adding more apprentices into an existing program.
- Adding more employer partners.

- Improving outreach or supportive services to apprentices.
- Adding new occupations within the same program structure.
- Replicating your program model in new geographic areas.
- Building infrastructure to support many more apprentices long-term.
- Coordinating multiple partners or systems to broaden overall reach.

Funding Overview

A total of \$300,000 is available under this RFA. HECC anticipates awarding three grants but reserves the right to award more if funds allow. This grant is fully funded through SAEF4 Award # 26A60AP000215 from the U.S. Department of Labor/Employment and Training Administration. **All grant awardees will need to comply with the requirements in 2 CFR 200 and 2 CFR 2900.**

Awards are formula-based and calculated at \$6,800 per apprentice. Final award amounts will depend on the number of apprentices an Applicant proposes to enroll and therefore may be lower than the maximum potential award amount.

Applicants may request funding based on their projected apprentice enrollment. While the maximum possible award under this RFA is \$100,000, Applicants should develop their budget according to the **\$6,800-per-apprentice** formula rather than the maximum ceiling. The number of apprentices proposed must align with the Applicant's capacity, program track, and project goals.

If the number of eligible applications received is fewer than necessary to expend the total available funds and reach our target goal of serving 44 apprentices, HECC may extend the application period, conduct additional outreach, make supplemental awards, carry forward unused funds to a future cycle, or reallocate funds to other allowable program uses.

If the number of eligible applications exceeds available funds, HECC may fund Applicants in ranked order, partially fund proposals, establish funding caps, or develop tiers of award amounts.

Relationship to SAEF3 Funding

Sponsors who currently operate programs under the State Apprenticeship Expansion Formula Round 3 ("SAEF3") grant may use incentive funds to complement or build upon that work. However, all costs must remain distinct, and expenses cannot be duplicated between programs. SAEF4 incentive funds may be used to activate and grow SAEF3 capacity by supporting newly enrolled apprentices. Incentive payments must be tied to new apprentice outcomes achieved during the SAEF4 grant period.

Apprentice Eligibility

Apprentices that served under SAEF3 **cannot** be counted or funded under SAEF4. All

apprentices claimed for SAEF4 incentives must be **new apprentices**, meaning individuals who were not supported, enrolled, or otherwise funded under the sponsor's SAEF3 award.

Sponsors without a SAEF3 award are fully eligible to participate in SAEF4.

Priority Occupations

Applications must be aligned with the in-demand occupations identified in the [Talent Assessment and the Supplementary Tables](#).

Healthcare occupations are designated as in-demand because they consistently meet Oregon's criteria for:

- High employment growth (2024–2034 projections).
- High annual job openings (replacement + growth).
- High wages relative to other occupations.
- High-skill/credential requirements.
- Critical importance to healthcare delivery.
- Extreme sector concentration (most of workforce is in healthcare).

Some of the in-demand occupations are:

- Registered Nurses
- Nurse Practitioners
- Dentists (General)
- Physical Therapists
- Diagnostic Medical Sonographers
- Surgical Technologists
- Licensed Practical & Vocational Nurses
- Medical Assistants
- Dental Hygienists
- Dental Assistants
- Mental Health Counselors (Qualified Mental Health Professional, Qualified Mental Health Associate, Certified Drug and Alcohol Counselor I & II)
- Mental Health & Substance Abuse Social Workers
- Child, Family, & School Social Workers

Proposed occupations must meet the following definition of an apprenticeable occupation:

Under [ORS 660.010\(2\)](#), an apprenticeable occupation is a skilled trade that:

- Is customarily learned in a practical way through a structured, systematic program of on-the-job supervised training;
- Is clearly identified and commonly recognized throughout an industry;

- Involves manual, mechanical or technical skills and knowledge that require a minimum of 2,000 hours of on-the-job supervised training; and
- Requires 144 hours of related instruction to support the 2,000 hours of OJT component.

Required Partnerships

Applicants must show active employer engagement in the proposed RAP. In addition, Applicants must have partnerships that support instruction, recruitment, and apprentice success. At minimum, this includes:

- An education or training provider for related instruction.
- A workforce or community partner that supports outreach and services.
- Employer and employee representation on an apprenticeship committee.

Applicants should describe each partner's role, level of commitment, and how the partnership will contribute to the success and sustainability of the RAP.

Letters of Commitment

Applicants **must** submit a letter of commitment from at least one employer with the application. The letter must outline the employer commitments including participation in the incentive program. There is no limit to the number of letters of commitment Applicants can submit.

Eligible Apprentices

Eligible apprentices are persons 16 years of age and older who are enrolled in a RAP.

Incentive-Based Payment Model

Under 2 CFR 200.201(b) pass-through entities may issue funding as fixed-amount awards when payments are tied to clearly defined performance milestones, rather than actual costs incurred.

The main goal of using an incentive-based model is to increase the total number of apprentices served, help with apprentice retention and completion, and alleviate barriers to employers operating RAPs. This model is also designed to reduce financial and operational barriers, including rural providers, small healthcare organizations, and community-based employers, while promoting equitable access to apprenticeship opportunities.

The model offers simple, easy-to-administer incentives for grantees and employers who work together to enroll, train, and support apprentices.

For every approved incentive, the grantee must distribute half of the awarded amount to the employer associated with the apprentice. If there are multiple employers, Applicants

will need to determine how to split the amount between them. The maximum incentive available per apprentice is \$6,800. Incentives are issued when specific milestones are achieved.

Allowable Use of Incentive Funds

Incentive funds may be used by grantees and employers for any reasonable costs that support apprentice recruitment, training, retention, or completion. The program is designed to provide maximum flexibility with minimal administrative burden. Allowable uses include, but are not limited to:

- Costs related to apprentice enrollment, orientation, or onboarding.
- Tools, equipment, work gear, or protective clothing required for training or job placement.
- Training-related expenses such as tuition, fees, books, materials, or technology.
- Mentorship supports, coordination time, or other administrative activities that directly assist the apprentice.
- Support services for apprentices, including transportation, childcare, food assistance during training, work clothing, testing fees, or similar needs.
- Program development or improvement activities that strengthen the apprenticeship experience.

Incentive payments are earned based on apprentice enrollment, progress, and completion, regardless of the track selected by Applicants.

Prohibited Uses

Incentive funds are intended to support apprentice recruitment, training, progress, retention, and completion. To ensure proper stewardship of federal funds, the following uses of incentive funds are not allowed:

- Apprentice wages.
- Indirect costs or administrative overhead charges.
 - Incentive funds are classified as participant support costs under [2 CFR 200](#) and are excluded from the Modified Total Direct Cost (“MTDC”) base. As such, no indirect costs may be applied to incentive payments.
- General organizational operating costs not directly tied to apprentices, including but not limited to:
 - Facility rent or mortgage payments
 - Utilities
 - General office overhead
 - Non-apprenticeship-related technology or equipment purchases
- Costs unrelated to apprentice recruitment, training, progress, or completion, such as:
 - Marketing or outreach for non-apprenticeship programs

- Unrelated workforce or education initiatives
 - Sponsorships, donations, or contributions
- Payments to individuals or entities not directly involved in supporting the apprentice or the RAP.
- Entertainment or social expenses, including:
 - Gifts
 - Celebrations
 - Parties
 - Alcohol
 - Recreational activities
- Incentive payments used for purposes outside the intent of the milestone, such as:
 - Paying staff bonuses unrelated to apprentice progress
 - Covering non-apprentice-related personnel costs
 - Unrelated organizational projects
- Costs prohibited under federal Uniform Guidance (2 CFR Part 200), including but not limited to:
 - Lobbying
 - Fines and penalties
 - Contingencies
 - Fundraising activities
 - Debts, interest, or financing costs

Applicants must demonstrate that they have the financial, administrative, and operational capacity to manage incentive funds responsibly. Required policies and procedures must ensure proper oversight, accurate documentation, and compliance with federal and HECC requirements for administering incentive-based activities.

Incentive Categories and Milestones

Apprentice Enrollment Milestone Incentive #1

Incentive Amount: \$2,000

Deliverable: Apprentice is enrolled and active in a RAP.

Intent: Support recruitment and program expansion.

Apprentice Progress Milestone Incentive #2

Incentive Amount: \$2,000

Deliverable: Apprentice completes 6 months of participation.

Intent: Encourage retention and steady progress.

Apprentice Progress Milestone Incentive #3

Incentive Amount: \$2,000

Deliverable: Apprentice completes 12 months of participation.

Intent: Encourage retention and steady progress.

Apprentice Completion Milestone Incentive #4

Incentive Amount: \$800

Deliverable: Apprentice completes the program.

Intent: Support full program completion.

Incentive Funding Plan

Because this grant uses a fixed-amount, milestone-based incentive model, Applicants are not required to submit a cost-based budget. Instead, Applicants must include an Incentive Funding Plan that includes:

- Projected apprentice milestone counts
- Total anticipated incentive amounts
- The required employer 50% portion
- A brief narrative describing intended uses of earned incentive funds

Applicants must ensure that:

- All expenditures will follow federal cost principles.
- Documentation will be maintained at the time incentives are earned.
- Half of incentives will be passed through to employers.

Application Instructions

Applicant Information & Eligibility

Applicants must include:

- Organization name, type, and contact information.
- Description of organizational eligibility.
- Evidence of financial, administrative, and staffing capacity to manage federal funds (accounting systems, internal controls, reporting capability, qualified personnel).

Project Type & Purpose

Applicants must clearly identify whether the proposal is to:

- **Create** a new RAP.
- **Expand** an existing RAP.

Applicants must also:

- Identify the healthcare occupation(s) targeted.
- Describe the purpose and goals of the proposed project.
- Demonstrate alignment with the 2026 Oregon Talent Assessment recommendations and the barriers outlined in the Oregon Behavioral Health Talent Assessment.
- Demonstrate alignment with overall goals outlined in the RFA.

- Describe employer engagement.
- Commit to registering apprentices during the grant period and identify the number of apprentices they expect to register.

Required Partnerships

Applications must include:

- Documentation of active employer engagement (supervisor commitments, hiring intent, wage progression milestones) for expansion projects.
- A list of partners involved and their roles.
- Required Letters of Commitment from at least one employer.

Apprentice Enrollment, Incentive Delivery and Management Plan

Applications must include:

- A description of how apprentices will be enrolled and supported.
- A description of how the incentive-based model will be delivered.
- A description of how incentives will be managed and federal compliance maintained.

Incentive Funding Plan

Applicants must submit a budget that includes:

- Total amount requested (up to \$100,000 cap).
- Estimated number of apprentices anticipated to meet each milestone.
- General planned use of incentive funds, grouped by category (not itemized), such as:
 - Apprentice recruitment
 - Training / Related Training Instruction (“RTI”) costs
 - Apprentice supportive services
 - Program development / expansion
 - Employer support (supervision, onboarding, mentor training)

Complete Application Checklist

Applications must include:

- Applicant eligibility and organizational capacity.
- Project track (Create or Expand), purpose, and alignment with Oregon Talent Assessment recommendations and RFA goals.
- Required employer commitments and letters of commitment.
- Apprentice enrollment, incentive delivery, and management plan.
- Incentive Funding Plan.

Submission

- Applications are due December 1, 2026 by 5PM PST.

- Applicants must use the applications forms provided by HECC.
- Applicant must submit completed application forms to Karen.George@hecc.oregon.gov and cc a copy to hecc.procurement@hecc.oregon.gov on or before the due date.

Scoring Rubric

Scoring Rubric	
10 Outstanding	Response fully addresses all criteria and provides information in a thorough and complete manner and provides specific details and examples.
	Response indicates the Applicant has a complete understanding of the prompts included in the question.
	Response demonstrates the Applicant possesses the capacity, expertise, and/or strengths to meet or exceed the expectations set forth in the project plan related
8-9 Above Average	Response addresses all question prompts, some more thoroughly than others, and provides specific details and examples.
	Response indicates the Applicant understands the prompts included in the question.
	Response demonstrates the Applicant possesses sufficient capacity, expertise, and/or strengths to meet the expectations set forth in the project plan related to this prompt.
5-7 Average	Response addresses most question prompts, provides adequate information, and uses some details and examples to support their response to the question. Response indicates the Applicant understands the prompts included in the question.
	Response demonstrates that this Applicant possesses some capacity, expertise, and/or strengths to meet the expectations set forth in the project plan related to this prompt.
2-4 Below Average	Response addresses a few question prompts, provides some relevant information, and uses few details or examples to support their response to the question.
	Response indicates the Applicant may not understand the prompts included in the question.
	Response demonstrates the Applicant possesses limited capacity, expertise, and/or strengths to meet the expectations set forth in the project plan related to this prompt.
1 Inadequate	Response addresses none or very few question prompts, provides little or no information, and uses no details and examples to support their response to the question.
	Response indicates the Applicant does not understand the prompts included in the question.
	Response demonstrates the Applicant does not possess the capacity, expertise, and/or strengths to meet the expectations set forth in the project plan related to this prompt.

Grant Award and Compliance Requirements

Federal Compliance Requirements

All awardees under this RFA will be subrecipients of federal SAEF4 funding and must comply with applicable federal requirements under the SAEF4 Notice of Award:

<https://www.oregon.gov/highered/about/Documents/Grants-contracts/NOFA/CFDA-17.285-Apprenticeship-USA-GrantsFAIN26A60AP000215.pdf>, including but not limited to:

- Registering with SAM.gov.
- Providing a Unique Entity Identifier (“UEI”) prior to award.
- Collecting and reporting all required federal data, including the data elements collected from the Participant Individual Record Layout (“PIRL”) fields and Social Security Numbers (“SSN”) for apprentices.
- Following federal Single Audit requirements, if applicable, by submitting documentation of the most recent audit in accordance with the Office of Management and Budget Uniform Guidance (2 CFR Part 200, Subpart F) and ensuring ongoing adherence throughout the grant period.
- Following federal cost principles and allowable cost restrictions, including prohibited uses of funds and applicable salary limitations.
- Complying with all applicable civil rights laws, non-discrimination requirements, and accessibility rules.
- Maintaining procurement policies and conflict-of-interest policies consistent with 2 CFR 200.
- A full list of federal Terms and Conditions will be included in the subrecipient grant agreement and will apply to all funded entities.

State Compliance Requirements

HECC will conduct a pre-award risk assessment that will evaluate the grantee’s financial capacity and internal control documents. The risk assessment will help inform monitoring and technical assistance needs.

Grant Agreements

Each grantee must formally enter into a grant agreement with HECC. The agreement will address the conditions of the award, including implementation for the project. Grantees must read the grant agreement, sign, and once signed, comply with all conditions of the grant agreement.

Documentation

Grantees are required to submit only the documentation necessary to verify that incentive milestones have been met. This includes apprentice enrollment, progress, and completion records directly tied to incentive payments.

Grantees and employers must maintain complete financial and program records in accordance with federal requirements under 2 CFR Part 200. These records must be retained for the required federal record-keeping period and made available upon request for monitoring or audit. This includes, but is not limited to, financial ledgers, internal controls documentation, program materials, and any source documentation supporting reported outcomes. These materials do not need to be submitted unless requested by HECC.

Grantees are required to maintain records verifying:

- The incentive milestone was reached (enrollment, milestone, or completion).
- That 50 percent of each incentive was distributed to the employer.
- The date and amount of each transfer.

No work on grant activities can begin until an executed grant agreement is in place and the state's authorized representative has notified the grantee that work may start.

Monitoring

HECC will monitor progress of grantees by conducting regular monitoring. The grantee must take part in the monitoring process and provide applicable documentation when requested.

Reporting Requirements

The grantee must submit quarterly narrative and performance reports, using templates provided by HECC that are aligned with the Department of Labor ("DOL") quarterly reporting requirements and timelines.

All reports and required supporting documentation must be submitted on a quarterly basis no later than 30 days after the end of the quarter. Quarters are as follows:

- January 1-March 31
- April 1-June 30
- July 1-September 30
- October 1-December 31

Grantees must also provide a final grant report that summarizes all grant activity. The final grant report must be provided within 30 days of the end of the grant period of performance.

Applicants must track and report the following metrics based on their program track:

Apprentice-Level Metrics

Apprentice data collection and reporting are aligned with the federal [Participant Individual Record Layout \(PIRL\)](#) and includes collection of Social Security Numbers.

Grantee-Level Metrics

Program Capacity & Infrastructure

- Number of apprenticeship occupations offered.
- Number of new occupations or programs launched.
- Ability to serve additional apprentices (e.g., increased cohort size).

Partnership & Employer Engagement

- Number of employers engaged.
- Number of new employer partners added.
- Partnerships established with schools, colleges, training providers, workforce boards.
- New articulation agreements, Memo of Understanding (“MOU”), or training partnerships formed.

Support Service Delivery

- Number of apprentices receiving grantee-provided support (transportation, gear, tutoring, etc.).
- Types of support services provided.

Program Growth

- Regional reach (service area expanded, new counties added, etc.).

Employer-Level Metrics

Participation Metrics

- Number of employers hosting apprentices.
- Number of new employers added during the grant period.
- Number of employers retaining apprentices to completion.

Training and Support Metrics

- Mentor or supervisor assignments.
- Hours of OJT delivered.
- Employer-provided support services.

Invoicing

Grantees may bill for incentive payments once the corresponding milestone has been achieved and documented. Incentive billing may be submitted immediately after each milestone or included with the quarterly invoice and report. Milestone documentation and confirmation of the required 50 percent employer distribution must accompany the incentive billing.

Final invoices must be submitted within 60 days of the end of the grant period of performance, or as specified in the grant agreement.

Technical Assistance

Bureau of Labor and Industries (“BOLI”) staff will provide technical and compliance assistance in operating, expanding, or starting new RAPs. This may include facilitated check-ins at key points. Grantees will receive access to toolkits, standardized templates, examples of successful programs, and optional group workshops.

HECC will provide grantees with technical assistance related to grant administration and incentives. HECC will provide tools, templates, and resources for implementing, tracking, and reporting incentive activity.

Frequently Asked Questions

Who is eligible to apply?

Current RAP sponsors or sponsors with previous experience.

Can I apply if I don’t currently have a RAP?

Yes. You may apply to create a new RAP as long as you meet the eligibility criteria.

Do Applicants need to register apprentices during the grant period?

Yes. Because this grant is incentive-based directly tied to apprentice enrollment, retention, and completion, every Applicant, regardless of project type, must commit to enrolling apprentices during the grant period.

How much funding can we request?

Applicants can apply for up to \$100,000. Applicants can request \$6,800 per apprentice they anticipate serving.

What is the \$6,800 incentive cap?

Each Applicant may receive up to \$6,800 per apprentice in allowable incentive costs. Incentives funds can be used for supportive services, Related Technical Instruction (“RTI”) tuition, exam fees, practicum pay, employer reimbursements for supervision, and related direct support.

What is a Fixed-Amount Award and How Does it Affect SAEF4 Incentives?

Under 2 CFR § 200.201(b), pass-through entities may issue funding as fixed-amount awards when payments are tied to clearly defined performance milestones, rather than actual costs incurred by the recipient. Fixed-amount awards are paid only when the required milestone or deliverable is met.

SAEF4 milestone payments are structured exactly this way. Each incentive is paid when an apprentice reaches a specific milestone (enrollment, 6-month progress, 12-month progress, program completion), following the fixed-amount rules.

Because these incentive payments are not based on receipts, invoices, or actual expenditures:

- No financial or cost reporting is required for the incentive itself.
- The payment amount does not change based on what the grantee spends.
- The pass-through entity does not review or reimburse actual costs for fixed-amount incentives.
- Indirect costs cannot be applied, because indirect cost recovery only applies to cost-based awards, not fixed-amount awards.
- These milestone payments are treated as participant support costs, which are excluded from MTDC and therefore also ineligible for indirect cost recovery.

What types of costs are NOT allowed?

Unallowable costs include apprentice wages and stipends, indirect costs, capital improvement, construction, lobbying, fundraising, equipment defined under federal rules, and any costs that are not directly tied to the apprentice participation.

Do I need Letters of Commitment?

Yes. At least one employer letter is required.

What occupations are eligible?

Applications must be aligned with the in-demand occupations identified in the [Talent Assessment and the Supplementary Tables](#).

Can we propose our own incentive activities?

No.

What outcomes do we need to track?

Applicants must collect apprentice-level metrics (enrollment, retention, credential attainment, wage progression) in alignment with the U.S. DOL Participant Individual Record Layout. Applicants must also report on grantee-level and employer-level outcomes outlined in the Measurable Outcomes and Evaluation Requirements section of this RFA. Templates will be provided for reporting purposes.

What technical assistance will be provided?

BOLI will provide dedicated staff support, templates, workshops, and ongoing check-ins throughout program development and the RAP approval process. HECC will provide technical assistance related grant management and compliance and incentive funds.

What are the documentation requirements for the incentives?

To verify milestone achievement, grantees may use any of several acceptable documentation types. Multiple documentation options are allowed for each milestone to

support flexibility and reduce administrative burden. Only one type of documentation is required for each milestone.

Apprentice Enrollment Milestone Incentive #1

Deliverable: Apprentice is enrolled and active in a RAP.

Allowable documentation:

- BOLI registration record/screenshot.
- Signed apprenticeship agreement.
- Employer written attestation confirming apprentice hire and placement.
- Sponsor enrollment record or intake documentation.

Apprentice Progress Milestone Incentive #2

Deliverable: Apprentice completes 6 months of participation.

Allowable documentation:

- Employer written attestation confirming six months of active status.
- OJT hours report or competency progress record.
- Sponsor milestone tracking form.
- Committee minutes or internal status report.

Apprentice Progress Milestone Incentive #3

Deliverable: Apprentice completes 12 months of participation.

Allowable documentation:

- Employer written attestation confirming twelve months of active status.
- OJT hours report or competency progress record.
- Sponsor milestone tracking form.
- Committee minutes or internal status report.

Apprentice Completion Milestone Incentive #4

Deliverable: Apprentice completes the program.

Allowable documentation:

- Certificate of completion issued by the sponsor or BOLI.
- Employer attestation confirming completion.
- Credential or licensure verification.

Attachments

- Federal Notice of Award/Federal Terms and Condition
<https://www.oregon.gov/highered/about/Documents/Grants-contracts/NOFA/CFDA-17.285-Apprenticeship-USA-GrantsFAIN26A60AP000215.pdf>
- Attachment A: Grant Application Form

ATTACHMENT A: GRANT APPLICATION FORM

Higher Education Coordinating Commission

State Apprenticeship Expansion Formula 4 – Apprenticeship Healthcare Incentive Program

Instructions:

The Grant Application Form is comprised of six (6) sections:

- **Section 1: Applicant Eligibility** – Required entity and program contact information. Supports Primary Applicant eligibility, not scored in external evaluation.
- **Section 2: Administrative, Financial, and Operational Capacity** – Required organizational capacity and readiness information.
- **Section 3: Project Type & Purpose** – Required project type & purpose information.
- **Section 4: Partnerships and Employer Engagement** – Required partnership information.
- **Section 5: Apprentice Enrollment and Incentive Delivery Plan** – Required apprentice enrollment and incentive delivery information.
- **Section 6: Incentive Funding Plan** – Required incentive funding plan.

Fill out the yellow-highlighted input boxes. **Sections 1 through 6 MUST be completed for your application to be considered.**

Questions? Contact the Single Point of Contact (SPC) at: karen.george@hecc.oregon.gov and cc hecc.procurement@hecc.oregon.gov

➔ *Provide information related to your entity/organization and program contact*

Organization:

Address:

City, State, Zip:

Program Contact:

Contact Email:

Contact Phone:

Section 1: Applicant Eligibility (REQUIRED)

➔ *Provide information related to your entity/organization eligibility*

Q 1.1: Organization Type

Select the organization type from eligible options below:

- ☐ Joint Apprenticeship and Training Committees (JATCs).
- ☐ Labor organizations authorized to operate Registered Apprenticeship Programs.
- ☐ Employers serving as program sponsors.
- ☐ Workforce or community-based organizations formally designated as sponsors.
- ☐ Nonprofit organizations or industry associations formally designated as sponsors.
- ☐ Other: Any other entity formally recorded as the program's sponsor in official apprenticeship registration records.

If "other", please describe here

Q 1.2: Eligibility

Please provide a brief narrative that provides evidence of your organization's current or previous experience operating as a Registered Apprenticeship Program Sponsor.

Q 1.2 Response

Section 2: Administrative, Financial, and Operational Capacity (25 Points) (REQUIRED)

➔ *Provide information related to your organizational capacity*

Q 2.1: Organizational Capacity

Please provide a narrative that provides evidence of your organization's financial, administrative, and staffing capacity to manage federal funds (accounting systems, internal controls, reporting capability, qualified personnel).

Q 2.1 Response

Section 3: Project Type & Purpose (30 Points) **(REQUIRED)**

➔ *Provide information related to your proposed project*

Q 3.1: Program Track

Select one of two program tracks that your organization is proposing:

- ☐ **Create: Launch a new RAP, model, or sponsor entity separate from an existing program.**
 - This track is for current sponsors and organizations that have previously served as sponsors but are not currently operating a RAP. This supports new occupational standards, new sponsor entities, and new models that are not part of an existing standard.
- ☐ **Expand: Grow your existing RAP by adding more participants, partners, or occupations.**
 - This track is for current sponsors to increase the number of apprentices and employers and includes expanding outreach, adding occupations, and strengthening support services.

Q 3.2: Targeted Healthcare Occupation(s)

Select the in-demand healthcare occupation(s) and/or list any in-demand healthcare occupation(s) not listed:

- ☐ Registered Nurses
- ☐ Nurse Practitioners
- ☐ Dentists (General)
- ☐ Physical Therapists

- ☐ Diagnostic Medical Sonographers
- ☐ Surgical Technologists
- ☐ Licensed Practical & Vocational Nurses
- ☐ Medical Assistants
- ☐ Dental Hygienists
- ☐ Dental Assistants
- ☐ Mental Health Counselors (Qualified Mental Health Professional, Qualified Mental Health Associate, Certified Drug and Alcohol Counselor I & II)
- ☐ Mental Health & Substance Abuse Social Workers
- ☐ Child, Family, & School Social Workers
- ☐ Other (If none of the above, please identify the in-demand occupation(s) in the text box below and ensure alignment with the in-demand occupations identified in the [Talent Assessment and the Supplementary Tables](#)):

Insert the other in-demand occupations here

Q 3.3: Purpose & Goals

Describe the purpose and goals of the proposed project.

In your narrative response, include the following:

- a. Demonstrate alignment with the [2026 Oregon Talent Assessment recommendations](#) and the barriers outlined in the [Oregon Behavioral Health Talent Assessment](#).
- b. Demonstrate alignment with overall goals outlined in the RFA.
- c. Include any connection to SAEF3 grant activities if applicable.

Q 3.3 Response

Q 3.4: Number of Apprentices

How many apprentices does your organization expect to register?

Q 3.4 Response

Section 4: Partnerships and Employer Engagement (20 Points) (REQUIRED)

➔ *Provide information related to required partnerships*

Q 4.1: Purpose & Goals

Provide a narrative response that does the following:

- a) List all partners involved in your organization's proposed RAP.
- b) Describe each partner's role, level of commitment, and how the partnership will contribute to the success and sustainability of the RAP.

Q 4.1 Response

➔ **Submit the Following Documentation via Email Alongside Application:**

- Required Letter of Commitment from at least one employer.

Section 5: Apprentice Enrollment, Incentive Delivery & Management (15 Points) (REQUIRED)

➔ *Provide information related to incentive plan activity.*

Q 5.1: Apprentice Enrollment and Management

Describe your plan for enrolling and supporting the number of apprentices you propose. In your response, explain how you will:

- Recruit and select apprentices;
- Ensure timely registration in the RAP;
- Provide ongoing supports (training, mentorships, coordination, etc.); and
- Maintain apprentice engagement through each milestone.

Q 5.1 Response

Q 5.2: Incentive Delivery and Compliance

Describe how your organization will implement the incentive-based model.
Your narrative should address:

- How milestone achievements will be verified and documented;
- How you will comply with federal requirements for incentive payments;
- Your process for distributing 50% of each incentive to employers;
- How you will communicate expectations to employers and partners; and
- How you will ensure timely invoicing and reporting.

Q 5.2 Response

Q 5.3: Incentive Management and Internal Controls

Describe the internal controls, financial processes, and oversight methods your organization will use to ensure incentive funds are tracked accurately and used in compliance with federal cost principles.

Your response should address:

- How incentive expenditures will be monitored and documented;
- Who is responsible for financial tracking and reporting;
- How you will maintain federal compliance (2 CFR 200 & 2900); and
- Policies and procedures used to maintain documentation for audit or monitoring.

Q 5.3 Response:

Section 6: Incentive Funding Plan (10 Points) (REQUIRED)

Q 6.1: Incentive Funding Plan

Complete the chart below.

Milestone	Incentive Amount Per Apprentice	Estimated # Apprentices to Meet Milestone	Total Incentive Amount	Grantee 50% Portion	Employer 50% Portion
Enrollment Milestone	\$2,000				
6-Month Progress Milestone	\$2,000				
12-Month Progress Milestone	\$2,000				
Completion Milestone	\$800				

EXAMPLE					
Milestone	Incentive Amount	Estimated # Apprentices to Meet Milestone	Total Incentive Amount	Grantee 50% Portion	Employer 50% Portion
Enrollment Milestone	\$2,000	20	\$40,000	\$20,000	\$20,000
6-Month Progress Milestone	\$2,000	15	\$30,000	\$15,000	\$15,000
12-Month Progress Milestone	\$2,000	10	\$20,000	\$10,000	\$10,000
Completion Milestone	\$800	8	\$6,400	\$3,200	\$3,200

Q 6.2: Planned Use of Incentive Funds

Describe how your organization plans to use earned incentive funds across the apprenticeship lifecycle.

Include the types of allowable costs you anticipate supporting, such as:

- Apprentice recruitment and onboarding
- Related training instruction (RTI) costs
- Apprentice support services (transportation, childcare, materials, gear, testing fees, etc.)
- Employer supervision, mentorship, or coordination
- Program development or expansion activities directly tied to apprentice progress

Applicants should also explain how the planned use of funds aligns with the needs of the occupation(s) they are serving and the overall project goals.

Q 6.2 Response:

Certification Statements:

By submitting this application, the Applicant certifies that:

- Incentive payments are fixed-amount awards under 2 CFR 200.201(b) and are paid only upon achievement of apprentice milestones.
- Indirect costs will not be applied to incentive funds.
- Applicants will disburse at least 50% of each incentive to the employer/s.
- All incentive funds will be used for allowable purposes supporting apprenticeship recruitment, training, retention, or completion.
- The Applicant will maintain documentation confirming milestone achievement and appropriate use of funds.