State of Oregon

Addendum #1

This RFA has been modified to add the list of Technical Assistance Providers in Section 1.6.

[Deletions are notated with ~~strikethroughs~~ and new text is notated with **bold underlining**.]

OREGON YOUTH WORKS

2027-29 Oregon Conservation Corps Grant Program

Request for Applications (RFA)

Grant Performance Period: upon execution of a Grant Agreement – June 30, 2029

HECC #27-001

Date Issued: 10/01/2026
Applications Due: 02/26/2027 at 5:00 p.m. Pacific Time ("PT")

Single Point of Contact ("SPC"): Shannon Ziglinski
Email: shannon.ziglinki@hecc.oregon.gov and copy
HECC.Procurement@hecc.oregon.gov

For questions, clarifications, and in compliance with the Americans with Disabilities Act of 1990, this RFA may be made available in alternate formats such as Braille, large print, audiotape, oral presentation, or computer disk. Please contact Oregon Youth Works at: HECC.OregonYouthWorks@hecc.oregon.gov

FREE coaching and guidance on the application process is available for Applicants and prospective applicants through Technical Assistance Providers contracted by HECC. These providers can support you throughout the application process to help determine eligibility and give feedback on your application. Information regarding Technical Assistance Providers is in **Section 1.6** of this RFA. It is recommended that you contact them early in the application process.

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SECTION 1: INTRODUCTION AND OVERVIEW

1.1. INTRODUCTION

The State of Oregon, acting by and through its Higher Education Coordinating Commission ("HECC"), is issuing this Request for Application ("RFA") for the Oregon Conservation Corps ("OCC"), program administered by Oregon Youth Works ("OYW").

The OYW initiative administers funding and builds partnerships for workforce training, skill development and employment of youth and young adults ages 16 through 26. This is achieved through a variety of programs and service models to meet participant and community needs. OCC is one of six programs in the OYW portfolio.

Applications should present innovative and creative strategies that enhance a youth's ability to move into self-sustaining employment, resulting in an upwardly mobile career path with higher earnings potential. Applicants should consider strategies that reflect effective integration of services with other partner agencies, and proactive strategies to involve employers in design of service strategies and implementation of the program.

HECC is conducting this RFA as authorized by ORS 660.425 to 660.435. Grants will be awarded to eligible organizations/sovereign nations across the state to aid in reducing wildfire risk to communities.

Funding is not guaranteed and is subject to competition, requirements, and the availability of funds.

The estimated budget for this RFA is about $5,000,000. This program is funded 100% with state funds and other non-federal sources. The estimated max award amount for Program Grants is $600,000 per organization and max award amount for Planning Grants is $50,000.

1.2. BACKGROUND

The OCC Program provides grant funding to reduce the risk wildfires pose to communities and critical infrastructure, create fire-adapted communities, and engage youth and young adults (ages 16 through 26) in workforce training to develop the next generation of land managers. The program was established by Senate Bill 762 (2021).

Grants will be awarded to eligible organizations, public entities, and sovereign nations across the state to aid in reducing wildfire risk to communities while offering paid work experience, job training, skill development and forest-related or rangeland-related career path training.

Projects shall take place within the Wildland Urban Interface and shall fall within priority areas identified by utilizing the Oregon Community Wildfire Protection Plans ("CWPP") Planning Tool. Areas considered either "very high loss", or "high loss" per the Integrated Expected Wildfire Risk layer shall be prioritized. The *Wildland Urban Interface* means a geographic area in which there is a concentration of dwellings in an urban or suburban setting near wildland.

Priority will be given to projects that reduce community fire risks, reduce hazardous fuels, provide educational experiences, and promote youth and young adult workforce development.

All projects must meet fuel reduction standards as defined by the local, state, or county fire agency such as –Oregon Department of Forestry ("ODF"), one of the three Oregon Fire Protection Associations, and/or in consultation with the Office of the Oregon State Fire Marshal ("OSFM"). OCC may provide standards training to all Grantees in consultation with ODF.

Workforce training is a component of the programming with the aim to help close employment gaps, particularly for those Underserved and Underrepresented communities, by providing young Oregonians with valuable work experience that promotes the development of Essential Employability Skills.

1.3. AGREEMENT & FUNDING INFORMATION

Grant Funds are based on estimated tax revenues and are subject to availability.

HECC anticipates awarding funds through Grant Agreements with multiple Applicants. If HECC chooses to partially fund an Application, it will do so in a manner that does not prejudice any Applicants or affect the basis upon which the Application or portion thereof was evaluated and selected for award. Funded Applications through this competitive RFA are not a guarantee of future funding. When or if additional funding becomes available, HECC reserves the right to issue additional awards under this RFA to Applicants that were not originally awarded or that were partially funded. These additional awards may not require further competition. Any additional award will be made in accordance with the terms of this RFA. Evaluation of Applications are based on the criteria in this RFA. HECC reserves the right to partially fund applications in discrete portions or phases.

There is no guarantee that an Applicant will receive a Grant. Any expenses incurred by an Applicant prior to the execution of a Grant Agreement will not be reimbursed.

Agreement Types:

This RFA allows for two (2) types of awards:

1. Program Grants:
    a. Actively pursue operations of a complete Grant cycle and its related reporting and standards
    b. Have an estimated max award per organization is $600,000 based on available funding source
2. Planning Grants:
    a. Allow for Applicants to grow their capacity in an effort to become more competitive for an established program Grant
        i. Capacity building may include: initial support of administrative staff to help plan and outline resources to support a sustainable OCC program, funding for planning and system infrastructure to support necessary partnerships and capacity to meet Program requirements, professional development or travel costs related to standing up a fuels reduction crew, etc.
        ii. Organizations awarded a Planning Grant still follow funding allowability and reporting timeline guidelines. They are also still invited to participate in regular training and technical assistance opportunities.
    b. Have a maximum initial award of up to $50,000

1.4. TIMELINE AND INFORMATION SESSIONS

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

Event	Date	Time
Request for Applications posted	**October 1, 2026**	**By 5:00 p.m. PT**
Pre-Application info session Register in advance for this meeting: **Via Zoom** After registering, you will receive a confirmation email containing information about joining the meeting.	October 14, 2026	3:00 p.m. PT
RFA questions due date	February 17, 2027	3:00 p.m. PT
Application due date	February 26, 2027	5:00 p.m. PT
Approximate issuance of intent to award	April 12, 2027	5:00 p.m. PT
Approximate contract initiation	May 3, 2027	5:00 p.m. PT
Estimated Period of Performance start date	July 1, 2027, *upon execution of agreement	12:01 a.m. PT

1.5. COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY

HECC envisions a future in which all Oregonians—and especially those whom our systems have underserved and marginalized—benefit from the transformational power of high-quality postsecondary education and training. HECC's Equity Lens is a document and tool that guides our work to transform the education system to eliminate disparities and support the educational success of all Oregonians. OYW has worked to operationalize the commitment to diversity, equity, inclusion, and accessibility in this grant making process through the following actions:

- **Equity Framework:** Applying HECC's Equity Lens to all aspects of its work.
- **Inclusive Design:** Engaging with current partners and grantees to develop an inclusive, equitable, and low-barrier grant process.
- **Diverse Review:** Involving a wide variety of partner organizations and entities in scoring applications.

1.6. FREE SUPPORT IN PREPARING YOUR APPLICATION

HECC is actively committed to making the grant application process simpler and more accessible to all applicants. Both prospective and current applicants can request assistance at any stage throughout the process. HECC contracts with Technical Assistance Providers who have grant writing experience and can give guidance and feedback on Application drafts, RFA requirements, and organization and project eligibility. **This is a free service for all Applicants and prospective Applicants.** You may call or email one of the Technical Assistance Providers for coaching and guidance at **no cost to your organization**.

To access this service please call or email one of the **following** contracted Technical Assistance Providers. ~~A list of Technical Assistance Providers will be made available shortly via an addendum to the RFA.~~

Name: Susan Taylor Organization Name: The Grant Lab Phone: 540-505-3689 Email: susan@thegrantslab.com Website: https://thegrantslab.com/	Name: Marianne Boules Organization Name: Boules Consulting LLC Phone: 818-599-2692 Email: marianne@boulesconsulting.org Website: https://www.boulesconsulting.org/
Name: Guadalupe Ramos Amith Organization Name: Outsource Execs, LLC Phone: 760-257-5130 Email: outsourceexecs@gmail.com Website: https://outsourceexecs.com/	Name: Harriet Lewis, PhD Organization Name: Konesens Development Corporation Phone: 888-297-9422 x 700 Email: harriet@konesensdevelopment.com Website: https://konesensdevelopment.com/
Name: Mason Bishop Organization Name: WorkED Consulting, LCC Phone: 703-209-7890 Email: mason@workedconsulting.com Website: https://workedconsulting.com/	Name: Margaret Perkins-McGuinness Organization Name: Margaret Perkins-McGuinness, LLC dba MPM & Co. Phone: 785-218-3967 Email: margaret@mpmandco.com Website: https://mpmandco.com/about-mpm-and-co
Name: Annie Kurowski, Organization Name: McAllister and Quinn Phone: 202-296-2741 Email: akurowski@jm-aq.com Website: https://jm-aq.com/	Name: Genavieve Sharkey Organization Name: Pacific Coast Business Solutions Phone: 458-455-9356 Email: pacificcoastbizsolutions@gmail.com
Name: Delano Smith Organization Name: Delano Smith Phone: 682-302-0388 Email: dsmith.grants@gmail.com	Name: Jaimie Lewis Organization Name: Anese & Associates Phone: 909-367-5516 Email: consulting@aneseandassociates.com Website: https://www.aneseandassociates.com/

SECTION 2: APPLICANT GUIDELINES

2.1. ELIGIBILITY

Eligible Applicants

To be eligible for a Grant under this RFA, Applicants:

- Shall have its principal place of business in Oregon or be otherwise registered to do business in Oregon;
- Shall be a nonprofit youth development organization, public entity, or tribal nation that provides job training programs, skill development and forest-related or rangeland-related career path training;
- Should have experience operating youth workforce development programming and/or have experience performing wildfire fuel reduction projects;
- Shall identify current and future community partnerships; including tribal outreach and coordination.
- Shall have developed safety, work site, orientation, education, and emergency plans in compliance with state and federal law. These plans must be in place prior to operating.
- Shall meet HECC's requirements for insurance and background checks, as listed in Agreement

HECC will work with successful tribal nation applicants around data sovereignty and tribal sovereignty and ensuring HECC agreement language is mutually sufficient.

Eligible Participants:

To be eligible for a Grant under this RFA, Applicants shall serve the following eligible participants:

- Youth and young adults between the ages of 16 through 26 from underserved/ underrepresented populations, including but not limited to, communities with members who have limited proficiency in English and communities with lower-income members.
- Program participants shall be compensated in the following manner:
    1. At least Oregon minimum wage by region according to the current rules regarding Oregon minimum wage established by the Bureau of Labor & Industries; or
    2. If a Grantee is prohibited by state or federal law from the payment of wages, such as an AmeriCorps program, the following formula is to be followed (as detailed in OAR 715-101-0015): an allowance or stipend, or a combination of an allowance or stipend and postsecondary education and training monetary award, such that the total monetary value of the allowance or stipend and the total monetary value of any other postsecondary education monetary award or institutional credit hour award received by the participant or on behalf of the participant, when totaled and divided by the total hours served in the program, is equal to or exceeds the monetary value of minimum wage.

2.2. GENERAL SCOPE OF ACTIVITIES

Demonstrated Activities and Projects:

- Fuel reduction projects must be designed to reduce the risk wildfire poses to communities and critical infrastructure by helping to create fire-adapted communities.

    - Projects may be completed in collaboration with other organizations through subcontracts or subgrants.
    - Priority will be given to Applicants who demonstrate that they actively and effectively engage tribal partners as original stewards of the land, including priority for direct tribal nation applicants.
    - Priority will be given to Applicants who include target treatments in high and moderate hazard areas.
- Projects shall be identified in consultation with local fire officials (through ODF or Fire Protection District) and OSFM to coordinate and avoid duplication of treatment areas and must take place within the Wildland Urban Interface.
    - Applicants are required to submit a "screen shot" from the Oregon CWPP Planning Tool map showing the area where project work will be completed.
    - Specific sites within treatment areas should also be coordinated with local fire officials to ensure that their long-term strategy and plans are maintained.
- Site assessments and the determination of project/treatment effectiveness must be done in coordination with local fire officials, ODF, OSFM, or the designee appointed by ODF or OSFM.
- Projects shall fall within the Oregon Wildland Urban Interface ("WUI") layer, as confirmed with local fire officials.
- Projects may incorporate community awareness and education efforts.
- Fuels to be removed shall include but not be limited to:
    - Fine fuels such as grass and needles
    - Surface fuels such as shrubs, brush, and tree limbs
    - Heavy fuels, like large bushes, small trees, and downed trees and limbs
- Projects may involve hand and/or mechanical treatments and may include but not be limited to:
    - Invasive species removal
    - Thinning trees
    - Pruning
    - Slash treatment, including but not limited to chipping, hauling, pile and burn, biochar, or other small diameter wood utilization
    - Prescribed burning with authorized partner

OCC Workforce Training Requirements

In addition to having safely completed fuel reduction projects, the objectives of OCC also include making gains in the following areas:

- Learning and practicing Essential Employability Skills or "soft skills" such as integrity, dependability, work ethic, effective communication, open-mindedness, teamwork, creativity, problem-solving, critical thinking, adaptability, organization, willingness to learn, and empathy.
- Preparing young people with the skills to advance in their careers and educational paths.
- Opportunities to discover career and education pathways.

Allowable Use of Grant Funds and Budget Narrative

Successful Applicants will complete and submit a detailed proposed budget, with budget narrative, that clearly identifies reasonable costs associated with fulfilling the RFA (See

Attachment C - Budget Template). This detailed budget will be reviewed by the HECC Staff, and adjustments may be required during negotiation of the Grant Agreement.

SECTION 3: APPLICATION SUBMISSION AND EVALUATION CRITERIA

3.1. HOW AND WHEN TO APPLY

All Applications shall be submitted via email to the SPC and copy HECC.Procurement@hecc.oregon.gov and hecc.oregonyouthworks@hecc.oregon.gov.

Applications must include:

1. Attachment A – Program Grant Application; or Attachment B - Planning Grant Application
2. Attachment C – Budget Template
3. Attachment D – Application Certification Sheet
4. Attachment E – Treatment Site Screen Capture(s) from the Oregon Community Wildfire Protection Plans ("CWPP") Planning Tool

Please use the templates provided for Attachments A through E, as posted on the HECC's Grants and Contracting page, here: **https://www.oregon.gov/highered/about/pages/grants-contracts.aspx**. If there are any issues downloading the templates, or if Applicant requires an accessible format to meet an accommodation, please contact the SPC.

Application submissions are due by February 26, 2027, at 5:00 p.m. PT. Late or incomplete Applications will not be accepted.

Other RFA Submission Details

By submitting an Application, Applicant is agreeing to all of the Grant requirements listed in this RFA.

RFA Questions

RFA questions must be submitted via email to the SPC and copy HECC.Procurement@hecc.oregon.gov no later than 3:00 PM Pacific Time on February 17, 2027. The subject line should include a reference to this solicitation number, HECC #27-001

Evaluation Criteria

SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of Applications. A response to a clarification request must be to clarify or explain portions in the already submitted Application and may not contain new information not included in the original Application.

3.2. SCORE CRITERIA DEFINITIONS

EXPLANATION	SCORE	CRITERIA

OUTSTANDING	**10**	Application answered all parts of the question, meets all the requirements, and demonstrates in a clear and concise manner a thorough knowledge and understanding of the subject matter and project. Applicant provides insight into its expertise, knowledge, and understanding of the subject matter.
VERY GOOD	**6-9**	Application provides useful information, while showing Applicant's experience and knowledge of the subject matter and project. Applicant demonstrates above average knowledge and ability with no apparent deficiencies noted. **6** – Application surpasses the "adequate" score criteria by providing additional information to support their application beyond meeting basic requirements. Any deficiencies present are insignificant. **7** – Application provides additional useful information and demonstrates above average knowledge OR experience. No apparent deficiencies noted. **8** – Application provides additional useful information and demonstrates above average knowledge AND experience. No apparent deficiencies noted. **9** – Meets the <u>full</u> description of the explanation provided, "Application provides useful information, while showing Applicant's experience and knowledge of the subject matter and project. Applicant demonstrates above average knowledge and ability with no apparent deficiencies noted."
ADEQUATE	**5**	Application meets all requirements in an adequate manner. Applicant demonstrates an ability to comply with guidelines, parameters, and requirements, but does not put forth additional information.
FAIR	**1-4**	Application meets minimum requirements, but Applicant does not demonstrate sufficient knowledge of the subject matter. **1** – Meets the <u>full</u> description of the explanation provided, "Application meets minimum requirements, but Applicant does not demonstrate sufficient knowledge of the subject matter." **2** – Application meets minimum requirements to a point of warranting review but demonstrates very little knowledge or experience of the subject matter. **3** – Application meets minimum requirements and demonstrates some knowledge or experience. Applicant demonstrates willingness to comply with guidelines, parameters, and requirements. **4** – Application nearly meets most requirements in an adequate manner and demonstrates some knowledge or experience. Applicant demonstrates willingness to comply with guidelines, parameters, and requirements.
POOR/NO ANSWER	**0**	Application is unacceptable and does not meet requirements set forth in the RFA. Applicant does not demonstrate knowledge of the subject matter.

3.3. POINT AND SCORE CALCULATIONS

Grant Funds will be awarded based on:

- Available funding.
- The best value determinations based on Applicants' scores and how HECC can best utilize Grant Funds to meet the purposes of this RFA, including, but not limited to, socio-economic impact and Integrated Expected Wildfire Risk.

Reviewers will use the following evaluation criteria to review and score proposals. Each question is scored by reviewers on a scale of 1-10. The maximum total weighted score on a single Application is 100 percent.

Program Application: Total Points Possible		**160**	**100%**
Section	**Criteria**	**Total Points**	**Weighted Score**
Application Section 2.2: Applicant Capacity			**25**
	Describe what your program will look like or include covering each purpose area of the grant: Reduce potential impact of fire through fuels reduction, create fire adapted communities, train the land managers of tomorrow.	10	
	Describe your organization and/or program's experience, expertise, and competency to successfully implement an Oregon Conservation Corps operational grant	10	
Application Section 2.3: Partnerships			**20**
	How does your organization currently engage with and plan to serve community members with the most need for fuels reduction supports?	10	
	How do the proposed projects engage tribal stewards or partners to actively advise on the treatment process, site identification, or education to youth participants? (10 points for direct tribal applicants. At least 5 points to applicants with a direct tribal partner with letter of support included in application submission. Up to 5 points max for documented history of partnership. No documented history of partnership can only result in up to 3 points. All points become weighted for final score.)	10	
	How does your organization plan to engage with regional Oregon State Fire Marshal Risk Reduction Specialists to increase the effectiveness of your work?	10	
	Check the entities engaged in your proposed projects: ☐ Oregon Department of Forestry ☐ Oregon State Fire Marshal	10	

	☐ Oregon Emergency Management ☐ Regional Fire Protection Association(s) ☐ Local Fire Department(s) ☐ County/Municipal land management offices (i.e. watershed councils, parks departments, fish and wildlife entities, etc.) ☐ County/Municipal Emergency Management Office(s) ☐ US Department of Forestry ☐ Bureau of Indian Affairs ☐ Bureau of Land Management ☐ Other		
Application Section 2.4: Treatment Locations			**20**
	Identify project areas with maps referencing the Oregon CWPP Planning Tool map. (Project areas will be evaluated based off of risk and probability. The greater the risk or probability, the higher the points assigned.)	10	
	Which ZIP codes will be impacted by your proposed treatment sites?	10	
	Which counties do your treatment areas fall within?	10	
	What types of treatment will take place in the defined areas and how will debris be removed/broken down?	10	
Application Section 2.5: Participant Experience			**25**
	What are the estimate hours per week of service/training and what is the average duration of a participant's experience?	10	
	Describe career exposure, career exploration, and/or education opportunities provided to participants.	10	
	Describe how your program supports culturally and developmentally appropriate participant experiences based on participant need.	10	
	Describe wraparound supports available to participants through your organization or through external coordination assisted by your staff.	10	
Application Section 2.6: Industry Training			**10**
	What specific transferrable skills will participants learn? (Reference O*Net, may also include specific occupational codes that training aims to prepare participants for.)	10	

	What certificates or industry-recognized credentials will participants be able to earn? This may include professional industry certificates/courses and/or educational credits.	10	

Planning Applications: Total Points Possible		**70**	**100%**
Section	**Criteria**	**Total Points**	**Weighted Score**
Application Section 2.2: Applicant Capacity			**25**
	Describe your organization and/or program's experience, expertise, and competencies to initiate an Oregon Conservation Corps planning grant keeping in mind the grant's purpose to reduce potential impact of fire through fuels reduction, create fire adapted communities, train the land managers of tomorrow.	10	
Application Section 2.3: Partnerships			**20**
	What partnerships are you hoping to further develop with these funds and why?	10	
Application Section 2.4: Treatment Locations			**20**
	Which counties do your treatment areas fall within?	10	
	What types of treatment do you hope will take place in the defined areas and how will debris be removed/broken down?	10	
Application Section 2.5: Participant Experience			**25**
	Describe career exposure, career exploration, and/or education opportunities provided to participants.	10	
	Describe how your program supports culturally and developmentally appropriate participant experiences based on participant need.	10	
Application Section 2.6: Industry Training			**10**
	What specific transferrable skills will participants learn? (Reference O*Net, may also include specific occupational codes that training aims to prepare participants for.)	10	

3.4. AGENCY REVIEW AND NOTICE OF AWARD

HECC will advance the highest scoring applications, based on median scores, for final HECC review and funding decisions. HECC's final funding recommendations will consider statewide

impact, aiming to ensure broad geographic distribution and a diverse portfolio of projects. HECC reserves the right to award Grant Funds for all or some of the dollar amounts requested in an individual proposal. HECC may consider funding collaborative proposals if the agency identifies proposals from different Applicants that are similar in scope and outcomes. Applicants may be asked about the ability to increase or decrease the scale of the project in Attachment C –Budget Template.

HECC will email the Applicant's program contact listed in the Application about funding decisions. A Notice of Award ("NOA") will be sent to funded Applicants for this RFA. The NOA will indicate award amount, performance period, and next steps.

SECTION 4: GRANT AGREEMENT EXPECTATIONS

4.1. MONITORING AND RISK ASSESSMENT

HECC has a responsibility to monitor the programs we fund. Effective monitoring is necessary for compliance with State and Federal regulations and provisions of Grant Agreements and as well as supporting overall program development. HECC also views monitoring as an opportunity for determining strengths, areas for improvement, and Training and Technical Assistance.

Monitoring actions are where OYW, through testing and observation, determines strengths, areas for improvement, and opportunities for training and technical assistance. Monitoring actions are divided into two types - "All Grantee Monitoring" which will be performed for all Grantees and "Grantee-Specific Monitoring" which is done for only a subset of Grantees based on results of the Risk Assessment.

Grantees may receive fiscal monitoring, programmatic monitoring, or both types of monitoring. Grantees may receive programmatic and/or fiscal Grantee-specific monitoring more than once in a two-year Grant cycle if HECC staff determines it is warranted.

Risk Assessment is a comprehensive tool that measures: 1) organizational and Grant-specific risk, 2) programmatic risk, and 3) fiscal management risk. HECC Grant Administrators will fill out the tool before the Grant period begins (usually in late July) using all available Grant documents including the current year and the previous full year of data (unless otherwise noted), Application documents, programmatic/fiscal policies and procedures (to be reviewed during the same time frame that Risk Assessment is completed), and the staff's overall knowledge of the programmatic/fiscal operations.

Monitoring Activities

Activity	Description
Check-In Call	Staff conduct regular check-in calls with Grantees. Frequency may vary depending on Grantee needs and experience with state or federal Grants.
Progress Report	Progress reports are required twice annually. Progress reports are used to check program status and are also summarized for overall OCC program impact which is reported annually to the State Legislature. Reports often contain performance indicators such as enrollment rate, retention rate, performance measures and narratives describing program impact.

Site Visit	Visit the Grantee in person, or virtually (if needed) to observe work and or training site. Should be paired with other activities that will occur in person.
Reimbursement/Allocation Request	Prior to payment, monitoring occurs including documentation review and verification that the request aligns with the Grantees approved budget.
Programmatic Desk Review	May be performed virtually or in person. These reviews look at participant files, eligibility, time sheets, youth interviews, Grantee interviews, enrollment start date, process used to select service providers, criteria used to select worksites, participant orientation and safety training, review of grievances, discrimination complaints, etc.
Financial Desk Review	May be performed virtually or in person. A sample of financial aspects of programs including general ledgers, bridge documents, time sheets, payroll registers, and other requested financial documentation maybe reviewed.
Final Report	Grantees report on performance indicators reflecting the full Grant period.
Grant Close-Out	Staff review all Grant documentation to ensure all Grant activities are complete and all administrative duties have been completed.

SECTION 5: ADDITIONAL INFORMATION

The following provisions apply to all Successful Applicants, except that some of the below provisions may not be required for Federally Recognized Tribes.

Public Records

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

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

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

SECTION 6: ATTACHMENTS

ATTACHMENT A: PROGRAM GRANT APPLICATION

ATTACHMENT B: PLANNING GRANT APPLICATION

ATTACHMENT C: BUDGET TEMPLATE

ATTACHMENT D: APPLICATION CERTIFICATION SHEET

ATTACHMENT E: SITE TREATMENT SUBMISSION EXAMPLE

ATTACHMENT F: OREGON CWPP PLANNING TOOL SAMPLE IMAGES

ATTACHMENT G: GLOSSARY

ATTACHMENT H: EXAMPLE ALLOWABLE PROGRAM ACTIVITIES

ATTACHMENT I: SAMPLE GRANT AGREEMENT

ATTACHMENT A: PROGRAM GRANT APPLICATION

(Attached as Word document)

ATTACHMENT B: PLANNING GRANT APPLICATION

(Attached as Word document)

ATTACHMENT C: BUDGET TEMPLATE

(Attached as Excel document)

ATTACHMENT D: APPLICATION CERTIFICATION SHEET

Legal Name of Applicant: _____

Address: _____

City, State, Zip: _____

State of Incorporation: _____

Entity Type: _____

Contact Name: _____

Telephone: _____

Email: _____

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

1. If awarded a Grant, Applicant agrees to perform the scope of work and meet the performance standards set forth in the final negotiated scope of work of the Grant.

2. I have knowledge regarding Applicant's payment of taxes and by signing below I hereby certify that, to the best of my knowledge, Applicant is not in violation of any tax laws of the state or a political subdivision of the state, including, without limitation, ORS 305.620 and ORS chapters 316, 317 and 318.

3. Applicant does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, gender, disability, sexual orientation, or national origin. When awarding subgrants, Applicant does not discriminate against any business certified under ORS 200.055 as a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns, or an emerging small business. If applicable, Applicant has, or will have prior to grant agreement execution, a written policy and practice, that meets the requirements described in ORS 279A.112, of preventing sexual harassment, sexual assault and discrimination against employees who are members of a protected class. HECC may not enter into an agreement with an anticipated grant price of $150,000 or more with an Applicant that does not certify it has such a policy and practice. See https://www.oregon.gov/DAS/Procurement/Pages/hb3060.aspx for additional information and sample policy template.

4. Applicant and Applicant's employees, agents, and subcontractors are not included on:

- **A.** the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf., or
- **B.** the government-wide exclusions lists in the System for Award Management found at: https://www.sam.gov/SAM

5. Applicant certifies that, to the best of its knowledge, there exists no actual or potential conflict between the business or economic interests of Applicant, its employees, or its agents, on the one hand, and the business or economic interests of the State, on the other hand, arising out of, or relating in any way to, the

subject matter of the RFA. If any changes occur with respect to Applicant's status regarding conflict of interest, Applicant shall promptly notify the State in writing.

6. Applicant certifies that all contents of the Application (including any other forms or documentation, if required under this RFA) and this Application Certification Sheet are truthful and accurate and have been prepared independently from all other applicants, and without collusion, fraud, or other dishonesty.

7. Applicant understands that any statement or representation it makes, in response to this RFA, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of material information could result in a "claim" (as defined by the Oregon False Claims Act, ORS 180.750(1)), made under Contract being a "false claim" (ORS 180.750(2)) subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.

8. Applicant certifies it will comply with the Pay Equity law, ORS 652.220, if applicable.

_____ _____

Authorized Signature Date

_____

(Printed Name and Title)

ATTACHMENT E: SITE TREATMENT SUBMISSION EXAMPLE

1. Navigate to the CWPP Planning Tool
2. Find the area proposed for treatment
3. In the tool, on the left menu, click "Printing"
4. Select "PDF" as the file format
5. Zoom to at least 1:70,000 (or 5 mile) scale in the area proposed for treatment
6. In the "Layout Fields" option, create a Title for the selection. A good title includes the county name and reference to a landmark.
    a. Notes may be added, but aren't required.
7. Click "Print"
8. Once all treatment areas have been captured, combine the PDFs into one document to include as an attachment

The following pages include examples of what printed treatment areas look like generated by the CWPP Planning Tool.

ATTACHMENT F: OREGON CWPP PLANNING TOOL SAMPLE IMAGES

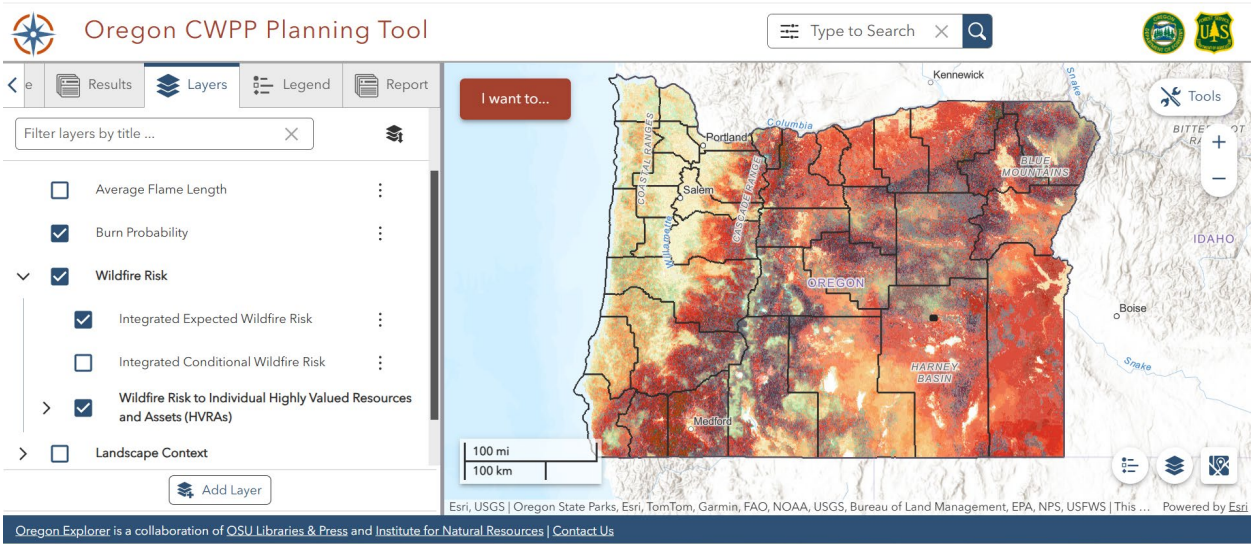

Image description: screenshot of a webpage for the Oregon CWPP Planning Tool. Layers selected include: boundaries, burn probability, wildfire risk (including both Integrated Expected Wildfire Risk and Wildfire Risk to Individual Highly Valued Resources and Assets). The image appears to have a variety of muddled colors since the image captured includes the whole state with a scale of 100 miles per inch.

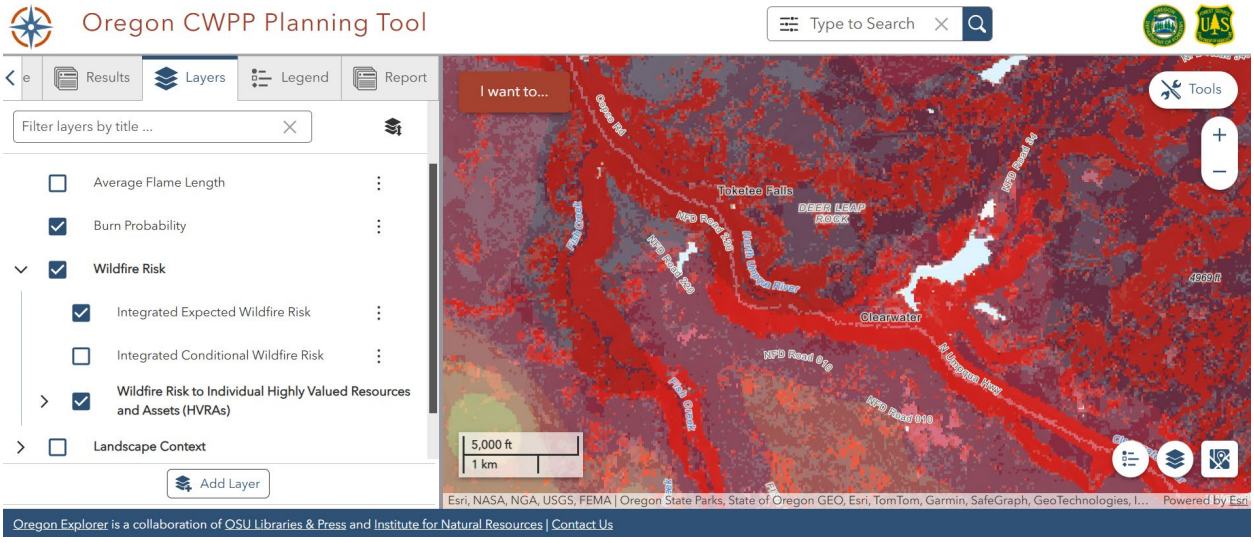

Image description: screenshot of a zoomed in area near Toketee Falls and Clearwater with the same layers selected. This image generally appears more 'red' as the burn probability is about .01-.02 in this area and the integrated loss is also demonstrated in shades of red and orange signifying very high and high loss potential. Screenshot captures closer to 5,000 feet per inch of screen.

ATTACHMENT G: GLOSSARY

Administrative Costs (State Funding): Expenditures incurred by grantees in the performance of administrative functions necessary in carrying out activities under the grant agreement, which may include both direct and indirect costs. Administrative costs are generally limited to 15% of the total award.

Accelerated Learning Credits: Educational experiences that provide high school students with the opportunity to earn college credit while in high school.

Applicant: An entity that applies in response to this Request for Applications.

Application: A written response to this Request for Applications.

At-Risk Youth: Youth who may be unable to achieve the educational, economic, or social expectations of their community.

Community Resiliency: A culturally responsive community approach to withstanding, preparing for, recovering, and advancing from the impacts of natural and social adversity.

Crew-Based: Collective effort from participants working to achieve a common goal.

Culturally Responsive: Recognize the diverse cultural characteristics of learners as assets. Culturally responsive teaching empowers youth intellectually, socially, and emotionally by using cultural referents to impart knowledge, skills and attitudes.

Direct Costs: Costs that directly support the project. Examples include but are not limited to: participant and crew leader wages, taxes/fringe, tools, transportation of the crew, crew supplies, personal protective equipment/supplies (e.g. boots, gloves, etc.) support vouchers or other costs that can be tied directly to the project.

Education Attainment: Educational experiences that provide access and support to earn any or all of the following: high school or college credits, attainment of a high school equivalency/GED®, or non-degree credentials/certifications.

Enrichment Activities: Supplemental activities that provide youth with new knowledge and ideas to learn about complementary life and interpersonal skills, and pathway opportunities available beyond their day-to-day work and education projects.

Equity: means the notion that each and every learner, participant, and worker will receive the necessary resources they need individually to thrive in Oregon's schools, training programs, and worksites no matter what their national origin, race, gender, sexual orientation, differently abled, first language, or other distinguishing characteristic(s).

Essential Employability Skills: The collection of interpersonal skills necessary to succeed in the workplace beyond those typically learned in academic settings, sometimes referred to as "soft skills". More specifically around the following skills: communication, self-awareness, adaptability, collaboration, and analysis/solution mindset.

In-Demand Occupations: Job positions, occupations, or industries that lead to economic self-sufficiency (living wage) and opportunities for advancement.

Indirect Costs (Federal Funding): Costs which are frequently referred to as overhead expenses (for example, rent and utilities) and general and administrative expenses (for example, officers' salaries, accounting department costs and personnel department costs). Indirect costs are generally limited to 15% De Minimus, however, HECC may recognize a federally negotiated indirect rate.

On-the-Job Training: Training provided to an employee under the direct auspices of their employer or their representative.

Participant Compensation: Program participants where wages are required must be compensated in the following manner:

1. At least Oregon minimum wage by region according to the current rules regarding Oregon minimum wage established by the Bureau of Labor & Industries; OR
2. As per OAR 715-102-0020, if a grantee is prohibited by state or federal law from the payment of wages, such as an AmeriCorps program, an allowance or stipend, or a combination of an allowance or stipend and postsecondary education and training monetary award, such that the total monetary value of the allowance or stipend and the total monetary value of any other postsecondary education monetary award or institutional credit hour award received by the participant or on behalf of the participant, when totaled and divided by the total hours served in the program, is equal to or exceeds the monetary value of minimum wage as described in the bullet point above.

Minimum wage rate chart can be found at:
https://www.oregon.gov/boli/workers/Pages/minimum-wage.aspx

Reporting: All awarded Applicants will be required to provide quarterly progress reports, as well as final report(s) to the HECC. Final report(s) components will be described in detail in the Grant Agreements which will include the data required in statute.

Note: Local Workforce Development Boards (LWDBs) may use iTrac or another data collection system on their end but will be required to submit reports to HECC via the Partner Portal.

Rural: *As defined by Oregon Office of Rural Health:* Any geographic areas in Oregon ten or more miles from the centroid of a population center of 40,000 people or more.

Service Learning: Structured and sustained learning experiences in organized community service projects that meet actual community needs while being linked to educational learning outcomes and career related knowledge and skills through a cycle of service and reflection.

Support Vouchers: Earned by eligible participants who successfully complete the CSC to pay for tuition, books or other items or services that enhance and support education or employment.

Technical Skills: Educational and workforce skills that require task specific knowledge and execution, sometimes referred to as "hard skills".

Underserved / Underrepresented: for the State of Oregon as a whole (not education-specifically), includes Oregonians who are: Native Americans, members of Oregon's nine federally recognized tribes, American Indians, Alaska Natives; Black, Africans, African Americans; Latino/a/x, Hispanic; Asian, Pacific Islanders; Arab/Middle Eastern/North Africans; immigrants, refugees, asylum seekers; undocumented persons, DACA recipients, "Dreamers"; linguistically diverse; people with disabilities; LGBTQ+; aging/older adults; economically disadvantaged; farmworkers, and migrant workers.
(Diversity, Equity, and Inclusion (DEI) Action Plan: A Roadmap to Racial Equity and Belonging for the State of Oregon, September, 2021, Office of the Governor, page 7.
https://www.oregon.gov/das/Docs/DEI_Action_Plan_2021.pdf.)

Work-Based Learning: Structured learning in the workplace or simulated environment that provides opportunities for sustained interactions with industry or community professionals that foster in-depth firsthand experience of the expectations and Application of knowledge and skills required in a given career field.
Examples of Work Experience

- **Service Learning**
- **On-the-Job Training**
- **Internship Training**

Work Readiness Instruction: Instruction that provides participants with knowledge and practice of essential employability and technical skills that allow youth participants to complete for in-demand occupations.

ATTACHMENT H: EXAMPLE ALLOWABLE PROGRAM ACTIVITIES

All funded OCC programs must include each of the following:

1. Crew (or group) – based fire fuels reduction work
2. Educating crew members about fire adapted communities and jobs or careers related to building and maintaining fire adapted communities
3. Training crew members with industry recognized skills and certificates related to fire and natural resource management.

Fire fuels reduction examples

- Fuels to be removed shall include but not be limited to:
    - Fine fuels such as grasses and needles
    - Surface fuels such as shrubs, brush, and tree limbs
    - Heavy fuels, like large bushes, small trees, and downed trees and limbs
- Projects may involve hand and/or mechanical treatments and may include but not be limited to:
    - Invasive species removal
    - Thinning trees
    - Pruning
    - Slash treatment, including but not limited to: chipping, hauling, pile and burn, biochar, or other small diameter wood utilization
    - Mechanized or heavy equipment treatments
    - Prescribed burning with authorized partner
- Home ignition zone/defensible space treatments (0'-100' zone)
- Strategic break lines to protect infrastructure, ingress/egress, water resources, cultural resources, sacred sites, first foods sites, specific ridgelines with broad benefit, etc.
- Community chipping or debris hauling events
- Home assessments if/as determined allowable by local fire officials
- Data tracking, mapping, and project planning related to fuels removal

Additional activities (includes, but is not limited to):

- Individual internship, externship, job shadow placements related to fire adapted communities
- Learning or projects related to any aspect of the fire adapted communities "wheel"
- Safety, maintenance, and comprehension training or experience related to tools, gear, and facilities
- Outreach, attendance, or participation in Tribal celebrations and learning opportunities
- Community education or engagement activities related to fire adapted communities
- Coordinated training or workdays with local industry professionals/partners (including private, public, local and federal partners)
- Collaborating with partners in planning or coordinating fire preparedness, prevention, and response efforts
- Collaborating with partners in executing local Community Wildfire Protection Plans or contributing or braiding work related to Community Wildfire Defense Grants.
- Coordinating larger training efforts that may include multiple OCC-funded organizations
- Tours with local or regional business or industry partners
- Education-related tours for crew members or organization staff
- Professional learning opportunities including conferences and prescribed burn trainings

ATTACHMENT I: SAMPLE GRANT AGREEMENT

(Attached as PDF document)