Office of Workforce Investments

RFA# 27-001

Oregon Conservation Corps (2027-2029)

Higher Education Coordinating Commission

Attachment A: Program Grant Application Form

Contents

Oregon Conservation Corps (2027-2029) **1**

Attachment A: Program Grant Application Form **1**

Instructions: **2**

Section 1: Applicant Information (REQUIRED) 3

Eligibility Criteria: 3

Section 2: Application Details (REQUIRED) 4

Application Detail 1: Budget 4

Application Detail 2: Applicant Capacity 4

Application Detail 3: Partnerships 6

Application Detail 4: Treatment Locations 7

Application Detail 5: Participant Experience 8

Application Detail 6: Industry Training 13

Instructions:

1. Complete the Program Grant Application Form, which has two (2) sections:
   - **Section 1: Applicant Information** – Required entity and program contact information. Supports Primary Applicant eligibility, not scored in external evaluation.
   - **Section 2: Application Details** – Required project information. Supports project eligibility, not scored in external evaluation.

   Fill out the yellow-highlighted input boxes and respond to questions with checkboxes.
2. Fill out and complete a Budget (using the template provided in the RFA posting).
   a. Complete the "Applicant" tab for direct costs
   b. Complete a "Subaward" tab for each organization you plan to subaward funds to, optional. If more than four subawards are planned, contact the SPC for a modified template.
3. Use the Oregon CWPP Planning Tool map to identify and create PDFs of treatment sites. Combine each treatment area PDF into one PDF or as a ZIP folder.
   a. Navigate to the CWPP Planning Tool
   b. Find the area proposed for treatment
   c. In the tool, on the left menu, click "Printing"
   d. Select "PDF" as the file format
   e. Zoom to at least 1:70,000 (or 5 mile) scale in the area proposed for treatment
   f. In the "Layout Fields" option, create a Title for the selection. A good title includes the county name and reference to a landmark.
   g. Notes may be added but aren't required.
   h. Click "Print"
   i. Once all treatment areas have been captured, combine the PDFs into one document to include as an attachment
4. Sign and save a copy of the **Assurances and Certifications form**.
5. Sign and save a copy of the **Application Certification Sheet** included in the RFA as an attachment.
6. **An application form, budget, treatment sites, and Assurances and Certifications form MUST each be completed for your application to be considered.**
7. Email the completed attachments to the SPC and copy hecc.oregonyouthworks@hecc.oregon.gov and hecc.procurement@hecc.oregon.gov

Questions? Contact the SPC, Shannon Ziglinski, at shannon.ziglinki@hecc.oregon.gov

Section 1: Applicant Information (REQUIRED)

Organization:

Address:

City, State, Zip:

Program Contact:

Contact Email:

Contact Phone:

Organizational Applicant/Agreement Signer's Name:

Organizational Applicant/Agreement Signer's Email:

Fiscal Contact:

Fiscal Contact Email:

Is your Business or Organization registered in the State of Oregon: **Yes** ☐ **No** ☐

Employer Identification Number (EIN) Number:

Eligibility Criteria:

Which of the following best matches your eligibility to apply for this grant:

- ☐ Non-profit youth development organization
- ☐ Public entity (ex. local government organization/agency, school district, public college/university, etc.)
- ☐ Tribal Nation

Does your organization currently meet the following eligibility criteria?

- Have its principal place of business in Oregon or be otherwise registered to do business in Oregon; and
- Have experience operating youth workforce development programming and/or have experience performing wildfire fuel reduction projects;

☐ Yes

☐ No

Will your organization meet each of the following eligibility criteria?

- 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
- Shall be required to provide regular report(s) to HECC.

☐ Yes

☐ No

Section 2: Application Details (REQUIRED)

Application Detail 1: Budget

While this section isn't scored, a budget must be requested and a completed budget template must be submitted for an application to be evaluated by reviewers. If awarded a grant, the final budget may be workshopped with the HECC grant administrator.

1. **What is the total budget request?**

2. **How will the proposed budget be supplemented or supported by external funding sources? This may include matching dollars, additional grants that support or supplement the work of corpsmembers, or partner supports for specific services, etc.**

Application Detail 2: Applicant Capacity

This section is worth 25 points.

1. **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.**

2. **Describe your organization and/or program's experience, expertise, and competency to successfully implement an Oregon Conservation Corps operational grant.**

Application Detail 3: Partnerships

This section is worth 20 points.

1. **How does your organization currently engage with and plan to serve community members with the most need for fuels reduction supports?**

2. **How do the proposed projects engage Tribal stewards or partners to actively advise in treatment process, site identification, or education to youth participants?**

3. **Check the entities engaged in your proposed projects:**

- ☐ Oregon Department of Forestry
- ☐ Oregon State Fire Marshal
- ☐ 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 Detail 4: Treatment Locations

This section is worth 20 points. Applicants must also submit a separate attachment with screen shots from the Oregon CWPP Planning Tool map.

1. **Identify project areas referencing the Oregon CWPP Planning Tool map and attach as a separate attachment.**
    a. Navigate to the CWPP Planning Tool
    b. Find the area proposed for treatment
    c. In the tool, on the left menu, click "Printing"
    d. Select "PDF" as the file format
    e. Zoom to at least 1:70,000 (or 5 mile) scale in the area proposed for treatment
    f. In the "Layout Fields" option, create a Title for the selection. A good title includes the county name and reference to a landmark.
        i. Notes may be added but aren't required.
    g. Click "Print"
    h. Once all treatment areas have been captured, combine the PDFs into one document to include as an attachment

2. **Which ZIP codes will be impacted by your proposed treatment sites?**

3. **Which counties do your treatment areas fall within?**

4. **What types of treatment will take place in the defined areas and how will debris be removed/broken down?**

Application Detail 5: Participant Experience

This section is worth 25 points.

1. **What are the estimate hours per week of service/training and what is the average duration of a participant's experience?**

2. **Describe career exposure, career exploration, and/or education opportunities provided to participants.**

3. **Describe how your program supports culturally and developmentally appropriate participant experiences based on participant need.**

4. **Describe wraparound supports available to participants through your organization or through external coordination assisted by your staff.**

Application Detail 6: Industry Training

This section is worth 10 points.

1. **What specific transferrable skills will participants learn? (Reference O*Net, may also include specific occupational codes that training aims to prepare participants for.)**

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