Oregon Youth Corps:
Community Stewardship Corps Grants

Higher Education Coordinating Commission

Attachment A: Application Form

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Instructions:

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

- **Section 1: Primary Applicant Information** – Required entity and program contact information, not scored in external evaluation.
- **Section 2: Applicant Eligibility** – Required applicant eligibility information
- **Section 3: Applicant Organizational Narratives** – Required narratives. Responses to the Evaluation Items will be scored in external evaluation.
- **Section 4: Grant Specific Questions - Service-Learning Experiences** – Required narratives. Responses to the Evaluation Items will be scored in external evaluation.
- **Section 5: Grant Specific Questions - On-the-Job Training programs** – Required narratives. Responses to the Evaluation Items will be scored in external evaluation.
- **Section 6: RFA Assurances & Certification of Authorized Representative** – Required narratives. Responses to the Evaluation Items will be scored in external evaluation.

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

Questions? Contact the SPC, Lisa Kelly-Harriman, at:
Lisa.M.KELLY-HARRIMAN@hecc.oregon.gov

Section 1: Primary Applicant Information (REQUIRED)

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

Legal Applicant Business or Organization Name:

Address:

City, State, Zip:
If your business name is registered with the Oregon Secretary of State, please provide your business registry number:
Is your Business or Organization registered in the State of Oregon: **Yes** ☐ **No** ☐
Employer Identification Number (EIN) Number:
Authorized Signature Authority Contact **Organizational Applicant/Agreement Signer's Name:**
Organizational Applicant/Agreement Signer's Title:
Primary Contact **Primary point of contact - Name:**
Primary point of contact - Email:
Primary point of contact - Phone Number:
Fiscal Contact **Fiscal point of contact - Name:**
Fiscal point of contact - Email:
Fiscal point of contact - Phone Number:

Does your organization/program intend to use a federally approved indirect rate?:

Yes ☐ No ☐

If you answered yes, please provide anticipated indirect rate:

Counties in which Organization intends to provide youth programming with application(s):

Note: You can enter up to 5 counties

Will any of your application(s) serve youth participants under the age of 18? ☐ Yes ☐ No

Will your organization provide motor vehicle transportation as part of any application experience? ☐ Yes ☐ No

Will your organization provide any motorboat transportation as part of any application experience? ☐ Yes ☐ No

Section 2: Applicant Eligibility (REQUIRED)

➔ *Provide requested information regarding your organization*

Applicant Eligibility Item 1: Please enter the organization type applying for these funds

If you did not select an organization type from Item 1 above or were prompted to clarify by the selection, please provide additional information below.

Applicant Eligibility Item 2: Eligible Participants

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

- Youth participants who are residents of Oregon, between 13 years of age and 24 years of age, unless specified by specific grant criteria.
    - No program participant may be employed under 14 years of age unless a grantee organization and prospective participant has received a permit under the provisions of OAR 839-021-0246 and adhere to any applicable state or federal law or regulation regarding the employment of minors under 14.

- Ensure that 75% of youth participants meet HECC's definition of disadvantaged and at-risk.
    - HECC defines youth who are disadvantaged and at-risk as "those who may be unable to achieve the educational, economic, or social expectations of their community."
        - Aim to mirror the local community's diverse gender, ethnic, cultural and social representation.
        - Recruitment should mirror HECC's commitment to diversity, equity, and inclusion and focus on engaging youth from communities of color, rural communities, communities that have faced generational poverty or communities that have been historically underrepresented in youth employment.

Do you agree to the conditions outlined in this **Applicant Eligibility Item 2.1: Eligible Participants** section? (Check either "Yes" or "No") **Yes** ☐ **No** ☐

Section 3: Applicant Organizational Narratives (REQUIRED)

Note: It is recommended that applicant review 2.2 General Scope of Activities section in RFA document before completing narratives.

➔ *For the narratives, please describe your organizational approach to each evaluation item while using the below prompts to guide each response:*

Application Section 3.1: Applicant Narratives

(20 points possible for award for this question)

Describe your experience in providing experiential and work-based learning.

Describe how these learning experiences incorporated Positive Youth Development, or how your proposed experiences will incorporate Positive Youth Development.

Describe how you have historically recruited and plan to recruit underserved and at-risk individuals as identified in Section 2.1 Eligible Participants.

Describe how your past or proposed activities have or will provide equitable experiences for youth who have different lived experiences or diverse backgrounds or cultures.

(**Note:** We recommend that the narrative for this evaluation item is limited to 1,000 words.)

Application Section 3.2: Skill Development

(20 points possible for award for this question)

Describe how your program proposes to teach and develop workforce readiness and technical skills. Which **transferrable skills** does your program hope to develop in participants?

(**Note:** We recommend that the narrative for this evaluation item is limited to 500 words.)

Application Section 3.3: Community Partnerships & Benefit
(20 points possible for award for this question)

Describe how you propose to address community needs through collaboration with a network of partners in your proposed projects. Please identify the community needs to be addressed and partners you will engage for support.

(**Note:** We recommend that the narrative for this evaluation item is limited to 500 words.

Application Section 3.4: Advancing Pathways
(20 points possible for award for this question)

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

(**Note:** We recommend that the narrative for this evaluation item is limited to 500 words.

Section 4: Service-Learning Education ("SLE") Projects

Note 1: Can apply for *no more than* 5 SLE Grant Projects.
Note 2: *If you are not applying for a SLE project, feel free to move ahead to Section 5: On-The-Job Training ("OJT") | Projects of this application on page 13.*

To be eligible for the Service-Learning Education grant, the applicant must meet the below criteria, attest to providing the below listed assurances, and additionally, complete the narratives of this section:

1. Applicants must be able to provide or connect educational attainment for its participants, completed through work-based learning which:
    - Provides participants with educational support and interconnected education, with direct access to earn any of the following:
        - High school graduation credit,
            - Completion of approved high school equivalency programs such as the General Education Development (GED) certificate program,
            - College Credit,
            - And/or vocational training and certification.
        - Applicants opting to pay youth during their educational experience, must follow applicable tax laws.

2. An applicant that provides separate and distinctly different programming in different or within the same county may apply for additional grant requests within the Service-Learning Education grant.

Does your organization agree to meet the above required criteria across all SLE grant projects applied for?

Yes ☐ **No** ☐

To be eligible for the Service-Learning Education grant, applicant must agree to the following assurances:

Provide delivery of at least three months of community-based, community-focused service-learning program opportunities, and assure all the following:

- Provide project(s) that protect, conserve, rehabilitate and improve community and/or the natural, historical, and cultural resources of Oregon;

- Crew-based experiences and/or group/cohort experiences for participants;
- Work readiness instruction that includes technical and essential employability skills;
- Access to learn about living wage jobs from local in-demand and/or regional sector occupations;
- Supplemental enrichment program experience(s) going beyond day-to-day project work.
- Provide transportation support, as needed, to all participants to ensure access to enrolled-in activities; and
- Provide systems navigation support to all participants who request support accessing public benefits, housing support, food security and other essential needs.

Does your organization agree to meet the above required criteria across all SLE grant projects applied for?

Yes ☐ **No** ☐

Please enter how many Service-Learning Education grant projects you are applying for:
***Note**: You can enter up to 5*

Please provide a basic summary *<u>for each SLE grant project you are applying for</u>* (not to exceed 250 words):

In the fields below, enter the primary county/counties *each SLE grant project in this application* will serve. Enter n/a if not applicable:

Project 1:
Project 2:
Project 3:
Project 4:
Project 5:

In the fields below, enter the anticipated number of youth participants to be served for each project. Enter n/a if not applicable:

Project 1:
Project 2:
Project 3:
Project 4:
Project 5:

Please provide an initial budget request for up to $52,500 per project. Enter n/a if not applicable:
Note: Provide simplified budget breakdown information (i.e. wages, taxes/benefits, supplies, transportation, admin or indirect cost(s)):

Project 1:
Project 2:
Project 3:
Project 4:
Project 5:

Enter the month(s) you anticipate providing programming related to each project request. Enter n/a if not applicable:

Project 1:
Project 2:
Project 3:
Project 4:
Project 5:

How many weekly hours <u>per project</u> do you plan to dedicate to Educational Attainment (i.e. GED, HS Credits, College Credits or Certifications)**:**

Project 1:
Project 2:
Project 3:
Project 4:
Project 5:

How many weekly hours <u>per project</u> do you plan to dedicate to Service-Learning Experiences:

Project 1:
Project 2:
Project 3:
Project 4:
Project 5:

Identify the type(s) of educational attainment opportunities available as part of a participant's program experience (select any/all options that apply):

Project 1: **GED/HS Equivalency** ☐ **HS Credit** ☐ **College Credit** ☐ **Credentials/Certifications** ☐

Project 2: **GED/HS Equivalency** ☐ **HS Credit** ☐ **College Credit** ☐ **Credentials/Certifications** ☐

Project 3: **GED/HS Equivalency** ☐ **HS Credit** ☐ **College Credit** ☐ **Credentials/Certifications** ☐

Project 4: **GED/HS Equivalency** ☐ **HS Credit** ☐ **College Credit** ☐ **Credentials/Certifications** ☐

Project 5: **GED/HS Equivalency** ☐ **HS Credit** ☐ **College Credit** ☐ **Credentials/Certifications** ☐

Check any/all boxes that apply for planned enrichment activity(s) participants will take part in during their time in the program:

☐ **Local WorkSource Center Tour** ☐ **Guest Speakers** ☐ **Industry recognized certifications** ☐ **First Aid/CPR classes** ☐ **Food Handlers Card** ☐ **Nutrition classes** ☐ **Journaling** ☐ **High ropes courses** ☐ **Map, GPS, GIS, UAS reading** ☐ **Paddling trips**	☐ **Business and Industry Tours** ☐ **Job shadow and/or informational interviews** ☐ **College/Post-Secondary Campus Tour** ☐ **Financial literacy training** ☐ **Museum Tours** ☐ **Outdoor recreational experiences** ☐ **Backpacking** ☐ **Camping trips** ☐ **Plant and animal identification**
☐ **Other activity? Describe below:**	

Application Section 4: Grant Specific Request – Narratives

(20 points possible for award for this question)

For each applicable Service-Learning Experience (SLE) Grant Specific Request, provide a response for the question below:

Describe how your applicable SLE project will increase access for at-risk and underserved youth to:

- **Advance their educational attainment** (e.g., academic credits, vocational trainings, and certifications).
- **Gain work-based learning experiences** that provide opportunities to practice workforce skill development.

Note: If applying for more than 1 SLE project, make sure to respond to this question for *each SLE project* within the narrative box below.

Does your organization have a physical location space (office, mailing address) within the county specific to each SLE project request? ☐ Yes ☐ No

Please provide the relevant addresses in the text field below:

Providing internship placement opportunities in any of the SLE grant projects?

Project 1: ☐ **Yes** ☐ **No**
Project 2: ☐ **Yes** ☐ **No**
Project 3: ☐ **Yes** ☐ **No**
Project 4: ☐ **Yes** ☐ **No**
Project 5: ☐ **Yes** ☐ **No**

Section 5: On-The-Job Training ("OJT") | Projects

Note 1: Can apply for no more than 5 OJT Grant Projects

NOTE: *If you are not applying for an OJT project, feel free to move ahead to Section 6: RFA Assurances and Certifications of Authorized Representative on page 18*

To be eligible for the On-the-Job Training grant, the applicant must meet the below criteria, attest to providing the below listed assurances, and additionally, complete the narratives of this section:

1. Any grant request submitted must provide on-the-job training work experiences for its participants, which must:
    - Employ youth and follow all applicable tax laws; and
    - Pay participants at least Oregon's minimum wage for work performed by youth participants while in the program or, if a program participant is prohibited by other state or federal law(s) or agreement(s) from receiving wages from the program provider, provide an award valued at an amount equal to at least the payment of minimum wage.

2. An applicant that provides separate and distinctly different programming in different or within the same county may apply for additional grant requests within the On-the-Job-Training grant.

Does your organization agree to meet the above required criteria across all OJT grant projects applied for?

Yes ☐ **No** ☐

To be eligible for the On-the-Job Training grant, applicant must agree to the following assurances:

Provide delivery of a minimum of five weeks of community-based, community-focused youth workforce program opportunities, and assure all the following:

- Provide project(s) that protect, conserve, rehabilitate and improve community and/or the natural, historical, and cultural resources of Oregon;
- Crew-based experiences and/or group/cohort experiences for participants;
- Work readiness instruction that includes technical and essential employability skills;
- Access to learn about living wage jobs from local in-demand and/or regional sector occupations;

- Supplemental enrichment program experience(s) going beyond day-to-day project work.
- Provide transportation support, as needed, to all participants to ensure access to enrolled-in activities; and
- Provide systems navigation support to all participants who request support accessing public benefits, housing support, food security and other essential needs.

Does your organization agree to meet the above required criteria across all OJT grant projects applied for??

Yes ☐ **No** ☐

Please enter how many On-the-Job Training grant projects you are applying for:

Note: *You can enter up to 5.*

Please provide a basic summary *for each OJT grant project you are applying for* (not to exceed 250 words):

In the fields below, enter the primary county/counties *each OJT grant project in this application* this will serve. Enter n/a if not applicable:

Project 1:
Project 2:
Project 3:
Project 4:
Project 5:

In the fields below, enter the anticipated number of youth participants to be served *for each OJT grant project in this application*. Enter n/a if not applicable:

Project 1:
Project 2:
Project 3:
Project 4:
Project 5:

Please provide an initial budget request for up to $52,500 per project. Enter n/a if not applicable:
Note: Provide simplified budget breakdown information (i.e. wages, taxes/benefits, supplies, transportation, admin or indirect cost(s)):

Project 1:
Project 2:
Project 3:
Project 4:
Project 5:

Enter the month(s) you anticipate providing programming related to each project request. Enter n/a if not applicable:

Project 1:
Project 2:
Project 3:
Project 4:
Project 5:

How many weekly hours per project do you plan to dedicate to Educational Attainment (i.e. GED, HS Credits, College Credits or Certifications)**:**

Project 1:
Project 2:
Project 3:
Project 4:
Project 5:

Identify the type(s) of educational attainment opportunities available as part of a participant's program experience (select any/all options that apply):

Project 1: **GED/HS Equivalency** ☐ **HS Credit** ☐ **College Credit** ☐ **Credentials/Certifications** ☐

Project 2: **GED/HS Equivalency** ☐ **HS Credit** ☐ **College Credit** ☐ **Credentials/Certifications** ☐

Project 3: **GED/HS Equivalency** ☐ **HS Credit** ☐ **College Credit** ☐ **Credentials/Certifications** ☐

Project 4: **GED/HS Equivalency** ☐ **HS Credit** ☐ **College Credit** ☐ **Credentials/Certifications** ☐

Project 5: **GED/HS Equivalency** ☐ **HS Credit** ☐ **College Credit** ☐ **Credentials/Certifications** ☐

Check any/all boxes that apply for planned enrichment activity(s) participants will take part in during their time in the program:

☐ **Local WorkSource Center tour**	☐ **Business and industry tours**
☐ **Guest speakers**	☐ **Job shadow and/or informational interviews**
☐ **Industry recognized certifications**	☐ **College/Post-Secondary campus tour**
☐ **First Aid/CPR classes**	☐ **Financial literacy training**
☐ **Food Handlers Card**	☐ **Museum tours**
☐ **Nutrition classes**	☐ **Outdoor recreational experiences**
☐ **Journaling**	☐ **Backpacking**
☐ **High ropes courses**	☐ **Camping trips**
☐ **Map, GPS, GIS, UAS reading**	☐ **Plant and animal identification**
☐ **Paddling trips**	
☐ **Other activity? Describe below:**	

Application Section 5: Grant Specific Request – Narratives

(20 points possible for award for this question)

For each applicable On-The-Job Training (OJT) Grant Specific Request, provide a response for the question below:

Describe how your applicable OJT project will increase access for at-risk and underserved youth to:

- **Advance their educational attainment** (e.g., academic credits, vocational trainings, and certifications).
- **Gain work-based learning experiences** that provide opportunities to practice workforce skill development.

Note: If applying for more than 1 OJT project, make sure to respond to this question for *each OJT project* within the narrative box below.

Does your organization have a physical location space (office, mailing address) within the county specific to this individual request? ☐ **Yes** ☐ **No**

Please provide the relevant addresses here:

Providing internship placement opportunities in any of the SLE grant projects?

Project 1: ☐ **Yes** ☐ **No**
Project 2: ☐ **Yes** ☐ **No**
Project 3: ☐ **Yes** ☐ **No**
Project 4: ☐ **Yes** ☐ **No**
Project 5: ☐ **Yes** ☐ **No**

Section 6: RFA Assurances & Certification of Authorized Representative

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

- Equip all participants with appropriate Personal Protective Equipment during their program participation.
- All tools and equipment used are relevant and the number of tools/pieces of equipment are adequate for youth participants to engage and safely complete the expected tasks.
- Not displace existing employees or duplicate existing private or government programs.
- Have developed safety, worksite, orientation, education, and emergency plans in compliance with state and federal law(s). These plans must be in place prior to operating.
- Follow all local, state, and federal health and safety guidelines and requirements protecting individual while conducting any activities that require in-person contact.
- Follow all applicable labor laws, including, but not limited to, federal and state tax laws and rules, and criteria identified in the RFA.
- Deliver and/or provide access for program staff and youth participants to receive culturally responsive support services and training.
- Offer English language learner and accessibility services that are compliant with the Americans with Disabilities Act of 1990.
- Have an employment certificate issued by the Bureau of Labor and Industries allowing the employment of minors (if employing any youth under 18 years of age).
- Comply with insurance and background check requirements.
- Successful Applicants will provide HECC with reports throughout a grant. Details for reporting will be described in a Grant Agreement.
- Crew Leaders will be first aid and CPR certified.
- Crew Leaders will provide the appropriate level of supervision and instruction to ensure safety in work completion.
- Provide transportation support to all participants to ensure access to enrolled-in activities.
- Provide systems navigation support to all participants requesting support accessing public benefits, housing support, food security and other essential needs.

Do you agree to the conditions outlined in this **Section 6: RFA Assurances & Certification of Authorized Representative**? (Check either "Yes" or "No") ☐ **Yes** ☐ **No**