



Workforce Innovation and Opportunity Act

Governor's Statewide Activities Grants (GSA)

HECC # 25-125 ADDENDUM No. 1

This Addendum No. 1 to RFA 25-125 Governor's Statewide Activities Grants (GSA), issued on March 17, 2025, guides the changes to the RFA. The information contained in this Addendum supersedes the corresponding information provided in the initial application posting. All other provisions and information provided in the initial application posting that this Addendum does not address remain in effect. Deleted language is indicated by ~~striketrough~~ and new language is indicated by **bold red underlining**.

1. Grant Performance Period (cover page): the Grant Performance Period is extended to March 31, 2027.

2. Application Deadline (cover page): The RFA deadline is extended to April 28, 2025 8:00 AM (PST).

3. Section 1.3 TIMELINE: The timeline is amended as follows:

1.3 TIMELINE

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

Description	Date and Time (all time is Pacific Time)
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RFA Issued Application period opens	March 17, 2025
Application Deadline	April 14 28 , 2025 8:00 AM PST
Notice of Award (approximate)	May 21, 2025
Grant Agreement Drafting Awarded organizations should plan to be readily available during this time to negotiate Project budgets and activities.	June 21, 2025

4. Section 2.2 PROJECT REQUIREMENTS AND LIMITATIONS, subsection 2.2.4 GRANT DURATION is amended as follows:

2.2.4 GRANT DURATION

The Allowable Cost Period for awards under this RFA is June 14, 2025 – ~~June 30, 2026~~ **March 31, 2027**. Activities that occur outside of the Allowable Cost Period are not eligible for funding.

5. SECTION 4. GRANT AGREEMENTS is amended as follows:

SECTION 4. GRANT AGREEMENTS

Applicants that are selected for an award will be required to execute a grant agreement with HECC prior to beginning any project activities. The grant agreement is a contract between HECC and the Recipient, which describes the contractual relationship and responsibilities of the parties.

No funds will be disbursed until a fully signed grant agreement is in place. All project activities must take place during the Performance Period of the grant (June 14, 2025 – ~~June 30, 2026~~ **March 31, 2027**).

Grant recipients will be required to:

1. Comply with insurance and background check requirements (see Attachment G – Background Checks and Subgrantee Insurance);
2. Comply with all applicable provisions of [Title 2 Code of Federal Regulations \(“CFR”\) Part 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, including the Cost Principles and Single Audit Act requirements.

REPORTING REQUIREMENTS

All Grant recipients will be required to provide quarterly, annual, and final reporting to grant administrators at HECC. If these funds provide direct services to participants, those participants need to meet all the eligibility requirements under WIOA and grantees would need to conduct all the participant-level reporting required under WIOA. There is no requirement that funds be spent on direct services to eligible youth, however any funds that are spent on direct services must be included in the In School Youth (ISY) and/or Out of School Youth (OSY) Expenditure Data, as

required by sections 11. d. and e. of DOL's 9130 report.

Local Management Information System. Activity supported by this Grant must be tracked and reported in the local management information system. The data must be recorded in the local MIS following data entry rules of the system and tracked separately. Grantees shall make ongoing entries and keep the local management information system current with enrolled data for accurate reporting to the USDOL.

Program Expenses. Grantee must report ongoing program expenditures with each quarterly Invoice/Details Disbursement request it provides to HECC in the form of the template that will be provided by HECC. An alternative invoicing schedule may be requested to HECC's Grant Administrator in writing; such approval will be at HECC's discretion and will be provided in writing. Any approved alternative invoicing will continue to have the same reporting requirements as required by the Agreement.

Success Stories. Grantee must provide to HECC, three participant success stories per award over the course of the grant period. Grantee must provide to HECC, the success stories by the final report deadline of ~~August 31, 2026~~ **May 15, 2027**. Grantee must ensure that participants, if included in success stories, sign a media and photo release form. Grantee may use locally approved media and photo release forms. Success Stories will be owned by HECC, HECC shall grant the Grantee the unlimited right to publish and use the Success Stories.

Final Report. Grantee shall provide to HECC, no later than ~~August 31, 2026~~ **May 15, 2027**, a final narrative report in addition to any required expenditure reporting. Grantee shall send disbursement requests and detailed reporting by email quarterly, or upon written request to HECC's Grant Administrator. Such approval will be at HECC's discretion and will be provided in writing.

6. ATTACHMENT B, PROJECT PLAN is deleted in its entirety and replaced with the following ATTACHMENT B.

7. ATTACHMENT C, PROJECT BUDGET is deleted in its entirety and replaced with the following ATTACHMENT C.

ATTACHMENT B

PROJECT PLAN

WORKFORCE INNOVATION AND OPPORTUNITY ACT GSA GRANTS

Applicant/Organization:

Instructions:

Please complete a Project Plan and submit as a part of your application. Your Project Plan should be in a substantially similar format to the one provided. Add additional lines/space or remove as needed, as long as your plan addresses the same project components.

- *Your proposed activities must be completed during the performance period of the grant, which is June 21, 2025 – March 31, 2027. Start and end dates should be within this range.*
- Include major objectives, key tasks to accomplish each objective, and estimated start/end dates.

PROJECT PLAN

		Start Date	End Date
Major Objective:			
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
Major Objective:			
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
Major Objective:			
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
Major Objective:			
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	Key Task:		
	Key Task:		
	Key Task:		

	Key Task:		
Major Objective:			
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
Major Objective:			
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		
	Key Task:		

ATTACHMENT C

PROJECT BUDGET

Enter Data in Yellow Boxes Only

Organization
Organization Fiscal Contact
Prepared by

[illegible]

