

State of Oregon



OREGON YOUTH CORPS

Request for Grant Applications (RFA)

Bureau of Land Management (BLM)

Tribal Youth Employment Program Grants

Date of Issue: November 2, 2021

Application Due on: December 3, 2021 at 11:59 PM

For questions, clarifications, or if you need this material in a different format, please contact Oregon Youth Corps at: hecc.oyc@hecc.oregon.gov



INTRODUCTION & OVERVIEW

INTRODUCTION

The State of Oregon, acting by and through the Higher Education Coordinating Commission (HECC), is issuing this RFA for the Oregon Youth Corps (OYC) 2022 Bureau of Land Management (BLM) Tribal Youth Employment Program Grant funding opportunity.

The OYC is a program housed within HECC and administered through HECC's Office of Workforce Investments (OWI).

HECC anticipates to award up to five Tribal Youth Employment Program Grant Agreement(s) for up to \$20,000 each; this program is partially funded with federal funds from [Department of the Interior \(DOI\) \(CFDA 15.243BLM Cooperative Agreement L20AC00331\)](#).

The term of each Agreement will be from January 1, 2022 through December 31, 2022.

HECC is issuing this RFA pursuant to its authority under. ORS 350.075 and ORS 418.650-ORS 418.662.

SCHEDULE

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. "N/A" denotes that event is not applicable to this RFA.

Description	Date	Time
Applications Due Prior to	December 3, 2021	11:59 PM
Notice of Award (approximate)	December 31, 2021	
Issuance of Grant Agreement (approximate)	January 14, 2022	

OREGON YOUTH CORPS OVERVIEW

OYCs' mission is, "advance youth workforce and stewardship experiences that strengthen communities across Oregon."

The vision is strong, sustainable Oregon communities with prepared, resilient, and talented youth. HECC's goal of having local programs in each of Oregon's 36 counties and in Oregon's nine federally recognized tribes (each a "sovereign nation") to implement OYC primary imperatives; improving access to opportunities, strengthening communities, preparing a future ready workforce, and advancing pathways. Youth who participate shall be given the opportunity to develop essential employability skills through work-based learning opportunities where they gain valuable workforce skills, while completing community focused, natural resource, and stewardship projects.

OYC has the responsibility of implementing ORS 418.650 through 418.663, the general purposes of

which are:

- To establish a disadvantaged and at-risk youth work program in order to perform conservation work of public value in the most cost-effective manner;
- To utilize such a program as a means of needed assistance to protect, conserve, rehabilitate and improve the natural, historical and cultural resources of the state; and
- To utilize such a program to increase educational, training and employment opportunities for disadvantaged and at-risk youth for the purpose of improving work skills, instilling work ethic and increasing employability.

As per ORS 418.663(1)(b)-(f), projects cannot displace currently employed workers, impair existing contracts, substitute jobs, or replace laid off workers.

In addition to having safely completed projects, the objectives of OYC are to make gains in the following areas:

- Increased access for youth participants, including with communities of color, rural, and underserved communities who have been historically left behind;
- Strengthened youth and community connections;
- Community and natural resource landscape recovery and resiliency;
- Youth prepared with the skills to advance in their careers and educational paths;
- Opportunities to discover career and education pathways.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Individuals within a community and communities within a larger society need the ability to shape their own present and future, and Oregon Youth Corps believes that workforce development and education are fundamental aspects of Oregon's ability to thrive. Equity is both the means to success and an end that benefits us all. Equity requires the intentional examination of systemic policies and practices that, even if they have the appearance of fairness, may in effect serve to marginalize some and perpetuate disparities. Data are clear that Oregon demographics have been changing to provide rich diversity in race, ethnicity, and language. Working toward equity requires an understanding of historical contexts and the active investment in changing social structures and practice over time to ensure that youth from all communities have the opportunities and support to realize their full potential. Creating a culture of equity requires monitoring, encouragement, resources, data, and opportunity. Oregon Youth Corps applies HECC's [EQUITY LENS](#) to all aspects of its programming.

GRANT FUNDING INFORMATION AND GUIDELINES

HECC anticipates awarding funds through grant agreements.

Opportunities to apply for future grant agreements will open prior to each biennium or as new funding or opportunities become available, and HECC at any point reserves the right to reopen the

RFA as necessary, or may solicit programs in the event that not enough applications were received and/or ineligible applications were submitted.

Grant Funding Information

Funding is not guaranteed and is subject to the availability of funds. Evaluation of applications are based on the criteria in this RFA. In appropriate circumstances, HECC reserves the right to partially fund applications in discrete portions or phases. 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, and therefore maintains the integrity of the competition and selection process. Funded applications through this competitive RFA is not a guarantee of future funding. When or if additional funding becomes available, HECC reserves the right to issue additional awards under this RFA.

GENERAL APPLICANT CRITERIA

HECC funds applicants that provide career and work-based learning for youth, during which they gain valuable work skills training with an emphasis on education and lifelong learning. Work projects shall focus on natural resource enhancement. Work projects must protect, conserve, rehabilitate and improve the natural, historical, and cultural resources of Oregon.

Criteria for Applicant Eligibility:

Applicants shall develop a community-based, community-focused program. Successful applicants involve the collaboration of many community organizations and:

1. Should be physically located in the county, sovereign nation, district, or region for which the grant funds focus.
 - a. Priority may be placed on program applicants who are physically located within the county or sovereign nation in which grant funds are awarded;
2. 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.
3. Follow all local, state, and federal guidelines and requirements protecting against the spread of COVID-19 while conducting any activities that require in-person contact.
4. Shall deliver and/or provide access for program staff and youth participants to receive culturally responsive support services and training.
5. Offer English language learner and accessibility services that are compliant with the Americans with Disabilities Act of 1990.
6. Should partner with a local school district to provide credit to the youth who are working towards their high school diploma.
7. Should include educational and enrichment activities, defined as supplemental discovery and exposure to new knowledge and ideas. These activities must be intentional and go beyond the normal skill-building opportunities that are gained in day-to-day work activities **(See Exhibit B)**.

8. If awarded, applicant shall be required to provide a final report(s) to HECC. Details for reporting will be described in the Grant Agreement.

Youth Participant Recruitment:

Applicants should incorporate recruitment efforts that mirror HECC's commitment to diversity, equity, and inclusion. Applications should focus on engaging youth from communities of color, rural communities, communities that have faced generational poverty or other communities that have been historically underrepresented in youth employment, and:

1. Should focus recruitment with local youth from the county, sovereign nation, district, or region for which the grant funds focus.
 - a. Priority may be placed on program applicants who provide program funded access to youth physically located within the county or sovereign nation in which grant funds are awarded.
2. Shall provide access to youth participants who are residents of State of Oregon, criteria for the Tribal Youth Employment program are for participants between 16 years of age and 24 years of age.
3. Should aim to reflect the local community and include a gender, ethnic, cultural, and social mix.
4. Shall ensure that 75% of youth participants meet HECC's definition of disadvantaged and at-risk.
 - a. 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."

Allowable Uses for Grant Funds:

As grant opportunity and/or funds become available, applicants shall provide a budget estimate that details the following allowable costs:

1. Program shall use grant funds to cover Direct Program and Indirect Costs.
 - a. Direct Program costs include: Personnel Costs/Wages, Employer Costs for Taxes/Fringe, Transportation, Supplies/Materials, Personal Protective Equipment, Enrichment Experiences, and other direct program costs.
 - b. Indirect Costs should be:
 - i. A de minimis rate of 10 percent; or
 - ii. Federally approved Indirect Rate; and applicants shall provide the following information to document and verify approved rate:
 1. Approving federal agency, cost rate, and period covered of approved agreement.

HECC/OREGON YOUTH CORPS will not fund:

- Lobbying
- Third party beneficiaries in which grants are sub-granted or contracted out

GRANT SUBMISSION

GRANT SUBMISSION CRITERIA

All submissions must be sent electronically as attachments to hecc.oyc@hecc.oregon.gov. Any submissions received after the Due Date stated in the Schedule on Page 2 above may not be accepted.

A grant applicant should review the **BLM Frequently Asked Questions** document, and if applying (and applicable) include the following.

Please submit:

1. A completed Organizational Information Application; and
2. Completed BLM Tribal Youth Employment Program Individual Project Grant Request (if more than one request) Application(s); and
3. Required documentation for using federally approved indirect rate – (if applicable)

Evaluation Matrix:

The following matrix is used to score grant applications. Specific criteria can be found within each grant available.

Score	Explanation
3	OUTSTANDING – Response meets all requirements specified, and <ul style="list-style-type: none">• Provides all required information in a thorough manner and uses specific examples• Demonstrates the applicant has a complete understanding of the requirements addressed by the question• Demonstrates the applicant possesses capacity, expertise, and/or strengths to meet or exceed expectations addressed in the question
2	MEETS EXPECTATIONS – Response meets most of the requirements specified, and <ul style="list-style-type: none">• Provides most of the required information• Demonstrates the applicant understands the requirements addressed by the question• Demonstrates the applicant possesses sufficient capacity, expertise, and/or strengths to meet expectations addressed in the question
1	NEEDS IMPROVEMENT – Response meets some of the requirements specified, and <ul style="list-style-type: none">• Provides some of the required information• Demonstrates the applicant understands some of the requirements addressed by the question• Demonstrates the applicant possesses some capacity, expertise, and/or strengths to meet expectations addressed in the question
0	RESPONSE OF NO VALUE – Response does not address the question's requirements, and <ul style="list-style-type: none">• Provides little or no required information

	<ul style="list-style-type: none"> • Demonstrates the applicant has limited/no understanding of the requirements addressed by the question • Demonstrates that the applicant does possess the capacity, expertise, and/or strengths to meet expectations addressed in the question
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ADDITIONAL REQUIREMENTS:

The following provisions apply to all 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 chapter 192, and is not to be disclosed except in accordance with the Oregon Public Records Law, ORS 192.311 through 192.478.”

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.

GOVERNING LAW AND REGULATIONS

This RFA is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFA, evaluation and selection of award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court.

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.

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.

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

Applicant does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, gender, disability, sexual orientation, national origin. When awarding subcontracts, 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 contract 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 a contract with an anticipated contract 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.

Applicant certifies it will follow all local, state, and federal guidelines and requirements protecting against the spread of COVID-19 while conducting any activities that require in-person contact.

LIST OF ATTACHMENTS:

- Exhibit A: BLM Scope of Work
- Exhibit B: Organizational Informational Application
- Exhibit C: BLM Tribal Youth Employment Program Individual Project Grant Request Application
- Exhibit D: Glossary

EXHIBIT A: BLM TRIBAL YOUTH EMPLOYMENT GRANT

SCOPE OF WORK:

In partnership with the Bureau of Land Management (BLM), HECC is providing grant opportunities with a goal to open up access and workforce opportunities to serve tribal youth communities to provide work within eligible Western Oregon BLM properties.

- Coos Bay District
- Klamath Falls Field Office
- Northwest Oregon District
- Medford District
- Roseburg District

Grant Allocations:

Award Minimum: \$10,000

Individual Project Grant Request Maximum: \$20,000

Oregon Youth Corps anticipates providing up to five Tribal Youth Employment Program awards.

Priority Goals:

1. Increase access for youth to provide employment and participate in meaningful natural resource conservation projects.
2. Provide collaborative projects that benefit land management goals of both the applicant and the BLM.
3. Enhance and maintain public lands and waters by engaging young people in conserving or developing natural and cultural resources.

Grant Criteria: In addition to **OYC General Applicant Criteria** applicants shall:

1. Applicants shall be from one of Oregon's nine federally recognized sovereign tribal nations or from a community-based organization that provides direct services for tribal youth communities.
 - a. Oregon's nine federally recognized sovereign tribal nations will be evaluated separately.
2. Applicants shall provide a crew-based work project experience for youth participants.
 - a. Applicant's project shall operate, between January 1, 2022 and December 31, 2022, if awarded.
 - b. Applicants shall provide individual participants with a minimum of 80 hours of employment.
 - c. Applicants shall pay youth participants either a stipend or at least Oregon's minimum wage applicable to Applicant's region to offset living costs.
 - i. It has been determined by the BLM that individual stipends of \$600 a week, equal to \$15.00 per hour, is reasonable.

3. Applicants shall recruit participants between ages 16-24 (Youth participants who will turn 25 during the course of employment are not eligible).
4. Applicants shall develop work project(s) in collaboration with BLM staff that benefit land management goals for both the applicant and BLM.
 - a. Work projects should occur within BLM managed properties (see eligible properties/districts above), unless work projects on an adjoining property provides a cooperative benefit to the BLM.
 - b. Applicants shall coordinate with a BLM professional to work side by side with applicant's crew on projects, and provide project orientation and hands-on training.

Western Oregon BLM District Cultural Resource Program Contacts:			
District Office	Contact Name	Email	Phone
Northwest Oregon	Britt Betenson	bbetenson@blm.gov	503-315-5986
Roseburg	Kelsey Knox	kknox@blm.gov	541-464-3246
Coos Bay	William Kerwin	wkerwin@blm.gov	541-751-4306
Medford	Cheryl Foster-Curley	cfostercurley@blm.gov	541-618-2335
Klamath Falls	Sara Boyko	sboyko@blm.gov	541-885-4114

- c. Projects can be done in broad category areas including recreation facilities, trails, rivers, wilderness, education/interpretation, botany, forestry, wildlife, fire, cultural/archaeology. Eligible priority project areas include, but are not limited to such things as:
 - i. building/clearing trails,
 - ii. recreation facility improvements,
 - iii. watershed restoration,
 - iv. seed or plant propagation,
 - v. constructing animal enclosures,
 - vi. farm/garden donations to public foodbanks,
 - vii. fence construction and repair,
 - viii. fire preparedness, or
 - ix. river/wilderness monitoring and inventory.

Grant Evaluation Criteria

Grant funds will be awarded based on available funding, and the following evaluation:

Application Score: For applications that meet minimum requirements, application will combine application points with priority funding points to fund the following priorities.

- **Priority Funding Level 1:** Fund one request per listed BLM district by highest score rankings.
- **Priority Funding Level 2:** As funding allows, fund additional applications by highest score rankings from applications who did not receive Priority Level 1 funding.

Scoring Matrix for BLM:

<i>Description</i>	<i>Points</i>
Section 1: Organizational Information Application	
Applicant completed and submitted	Pass/Fail
Section 2: Applicant Assurances	
Applicant acknowledges and assures that organization/entity will adhere to program specific criteria	Pass/Fail
Section 3: Individual Program Requests	
Applicants fill out their grant funding request including: Grant Request, BLM District, Organization Name, Anticipated number of youth participants, hours, crew leaders:	
3.1 Applicants who are from a federally-recognized Tribal Sovereign Nation or from a community-based organization who provides direct services for tribal youth communities.	Pass/Fail
3.2 Applicants who provides any educational attainment opportunities youth participants will have access to during their program experience.	3
Section 4: Applicant Budget	
Applicant fills out grant budget for direct and indirect program costs	
4.1 Applicant provides a detailed budget narrative describing costs associated with the direct grant and program costs	3
Section 5: Project Plan	
Describe the proposed project, how youth crew will be involved, and how this project supports the land management goals of the applicant and the BLM:	
5.1 Applicant describes the proposed project	3
5.2 Applicant details how youth participant will be involved with proposed project	3
5.3 Applicant describes how the project supports the land management goals of the applicant and the BLM	3
5.4 Who is the primary contact you are working with at the BLM and how will they/BLM staff help support this project plan?	3
5.4.1 Applicant provides a program contact (with name, title and phone number)	
5.4.2 Applicant describes how the BLM staff will help support this project and plan	3
Section 6: Participant Engagement Plan	
6.1 What are the barriers youth face in your community and how will your program support youth with this funding opportunity?	3
6.1.1 Applicant provides details about the barrier's youth face from their community	
6.1.2 Applicant describes how their program will support youth with barriers with this funding opportunity	3
6.2 How will your program help participants connect with and understand their community, and connections to the natural environment?	3
6.2.1 Applicant describes how their program helps participants connect with community	
6.2.2 Applicant describes how their program help participants connect with their natural environment	3

<p>6.3 How will your program engage participants to learn and practice workforce skills (technical/hard skills and essential employability/soft skills) and what skills will they gain?</p> <p>6.3.1 Applicant details what technical/hard skills participants will gain and how those skills will be gained</p> <p>6.3.1.1 Include estimated percentage by time in the program delivery to participants throughout their experience by categories. Applicant details the program delivery by percentages around Technical Skill Development.</p>	3
<p>6.3.2 Applicant details what essential employability/soft skills participants will gain and how those skills will be gained</p> <p>6.3.2.1 Include estimated percentage by time in the program delivery to participants throughout their experience by categories. Applicant details the program delivery by percentages around Essential Employability Skill Development, and Supplemental Life Skills/Training Opportunities</p>	3
<p>6.4 How are youth participants introduced to and supported in being prepared and thriving after their program experience is complete?</p> <p>6.4.1 Applicant details how participants are introduced to and supported in being prepared/thriving after their program experience is complete</p>	3
Total Points Possible	42

EXHIBIT B: ORGANIZATIONAL INFORMATION APPLICATION

ORGANIZATIONAL INFORMATION APPLICATION

can be located here:

<https://www.oregon.gov/highered/about/Pages/grants-contracting.aspx>

EXHIBIT C:
BLM TRIBAL YOUTH EMPLOYMENT
PROGRAM INDIVIDUAL PROJECT GRANT
REQUEST APPLICATION

BLM TRIBAL YOUTH EMPLOYMENT PROGRAM INDIVIDUAL PROJECT GRANT
REQUEST APPLICATION

can be located here:

<https://www.oregon.gov/highered/about/Pages/grants-contracting.aspx>

EXHIBIT D: GLOSSARY

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

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.

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

Direct Costs: Costs that directly support the project. Examples include but are not limited to: stipends/wages of youth participants or crew leaders, taxes/fringe, tools, transportation of the crew, crew supplies, personal protective equipment (e.g. boots, gloves, etc.) 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.

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.

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

Indirect Costs: 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).

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

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 fieldⁱⁱ.

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.

ⁱ Ladson-Billings, Gloria (2009- Second Edition, 1994). *The Dreamkeepers: Successful Teachers of African American Children*; Gay, Geneva (2010). *Culturally Responsive Teaching: Theory, Research, and Practice*. New York: Teachers College Press.

ⁱⁱ Oregon CTE State Plan, <https://www.oregon.gov/ode/learning-options/CTE/FedFund/Documents/Oregon%20CTE%20State%20Plan.pdf>, p. 56