

## APPLICATION PACKAGE CHECKLIST

**This document is for applicant use only; it does not need to be submitted to OregonServes.**

Item	Recommended or Required	Required for what type of applicant	How to send/access	Deadline
OSC informational session	Required	All Applicants	Registration Link: INSERT LINK  INSERT LINK	New: February 12 <sup>th</sup> , 2026 @ 2PM  Continuation: February 10 <sup>th</sup> , 2026 @ 2PM
Notice of Intent to Apply to OSC	Required	New Applicants  Continuing & Recompete Applicants	Via Microsoft form at Link: <a href="https://forms.office.com/g/7L02hDt3F5">https://forms.office.com/g/7L02hDt3F5</a>  Link: <a href="https://forms.office.com/g/HFHx9TehrQ">https://forms.office.com/g/HFHx9TehrQ</a>	February 20 <sup>th</sup> , 2026 11:59PM
eGrants Account Set-up	Required	All Applicants	Via eGrants <a href="https://egrants.cns.gov/espan/main/login.jsp">https://egrants.cns.gov/espan/main/login.jsp</a>	As early as possible in the process
Register or Renew UEI @ SAM.gov	Required	All Applicants	Via <a href="https://sam.gov">SAM.Gov</a>	As early as possible in the process
Submit grant application	Required	All Applicants	Via eGrants	April 24 <sup>th</sup> , 2026 11:59PM
Operational and Financial Management Survey	Required	New Applicants	Via email to <a href="mailto:oregon.serves@hecc.oregon.gov">oregon.serves@hecc.oregon.gov</a>	April 24 <sup>th</sup> , 2026 11:59PM
Submit organizational chart	Required	All Applicants	Via email to <a href="mailto:oregon.serves@hecc.oregon.gov">oregon.serves@hecc.oregon.gov</a>	April 24 <sup>th</sup> , 2026 11:59PM

Most recent Audit, audited financial statement, OR unaudited financial statement	Required	New & Continuing Applicants  Recompete Applicants	Via email to <a href="mailto:oregon.serves@hecc.oregon.gov">oregon.serves@hecc.oregon.gov</a>	April 24 <sup>th</sup> , 2026 11:59PM
Audit or Audited Financial Statements completed within previous 2 years				
Application Certification Form (Attachment A)	Required	All Applicants	Via email to <a href="mailto:oregon.serves@hecc.oregon.gov">oregon.serves@hecc.oregon.gov</a>	April 24 <sup>th</sup> , 2026 11:59PM
Labor Organization Certification Form (Attachment B)	Required	See criteria on form	Via email to <a href="mailto:oregon.serves@hecc.oregon.gov">oregon.serves@hecc.oregon.gov</a>	April 24 <sup>th</sup> , 2026 11:59PM
Member Enrollment Plan Workbook	Required	All Applicants	Via email to <a href="mailto:oregon.serves@hecc.oregon.gov">oregon.serves@hecc.oregon.gov</a>	April 24 <sup>th</sup> , 2026 11:59PM
Federal Debt Delinquency Information	Required, if applicable	All Applicants	Via email to <a href="mailto:oregon.serves@hecc.oregon.gov">oregon.serves@hecc.oregon.gov</a>	April 24 <sup>th</sup> , 2026 11:59PM
Evaluation Briefs, Reports, or Studies	Optional	Continuing & Recompete Applicants	Via email to <a href="mailto:oregon.serves@hecc.oregon.gov">oregon.serves@hecc.oregon.gov</a>	April 24 <sup>th</sup> , 2026 11:59PM