

## 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:<br><a href="https://events.gcc.teams.microsoft.com/event/1e6d4082-5b97-41bd-b47a-0e708bc019cd@aa3f6932-fa7c-47b4-a0ce-a598cad161cf">https://events.gcc.teams.microsoft.com/event/1e6d4082-5b97-41bd-b47a-0e708bc019cd@aa3f6932-fa7c-47b4-a0ce-a598cad161cf</a><br><br><a href="https://events.gcc.teams.microsoft.com/event/1d6d06d4-dbe9-4799-b6e2-8ca9690ceff3@aa3f6932-fa7c-47b4-a0ce-a598cad161cf">https://events.gcc.teams.microsoft.com/event/1d6d06d4-dbe9-4799-b6e2-8ca9690ceff3@aa3f6932-fa7c-47b4-a0ce-a598cad161cf</a> | New:<br>February 10 <sup>th</sup> , 2025 @ 2PM<br><br>Continuation:<br>February 10 <sup>th</sup> , 2025 @ 10AM |
| Notice of Intent to Apply to OSC            | Required                | New Applicants<br><br>Continuing & Recompete Applicants | Via Microsoft form at Link: <a href="https://forms.office.com/g/c90JUTsx5D">https://forms.office.com/g/c90JUTsx5D</a><br><br>Link: <a href="https://forms.office.com/g/vAs5Kz6xpV">https://forms.office.com/g/vAs5Kz6xpV</a>                                                                                                                                                                                                                                                                                                                         | February 18 <sup>th</sup> , 2025<br>11:59PM                                                                    |
| eGrants Account Set-up                      | Required                | All Applicants                                          | Via eGrants<br><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 18 <sup>th</sup> , 2025<br>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 18 <sup>th</sup> , 2025<br>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 18 <sup>th</sup> , 2025<br>11:59PM                                                                       |

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|----------------------------------------------------------------------------------|-------------------------|-----------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------|
| Most recent Audit, audited financial statement, OR unaudited financial statement | Required                | New & Continuing Applicants       | Via email to <a href="mailto:oregon.serves@hecc.oregon.gov">oregon.serves@hecc.oregon.gov</a> | April 18 <sup>th</sup> , 2025 11:59PM |
| Audit or Audited Financial Statements completed within previous 2 years          |                         | Recompete Applicants              |                                                                                               |                                       |
| 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 18 <sup>th</sup> , 2025 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 18 <sup>th</sup> , 2025 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 18 <sup>th</sup> , 2025 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 18 <sup>th</sup> , 2025 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 18 <sup>th</sup> , 2025 11:59PM |