State of Oregon

OREGON YOUTH WORKS

Oregon Youth Corps:

Community Stewardship Corps Program

Request for Grant Applications (RFA)
HECC #24-072

Date of Issue:	November 1st, 2024
Application Close Date:	December 17, 2024, 11:59 p.m. PST
Award Announcements:	January 31st, 2025
Point of Contact:	Karen DeHut
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For questions, clarifications, and in compliance with the Americans with Disabilities Act of 1990, this RFA may be made available in alternate formats such as Braille, large print, audiotape, oral presentation, or computer disk. Please contact Oregon Youth Works at: HECC.OregonYouthWorks@HECC.oregon.gov

Contents

SECTION 1: INTRODUCTION

The State of Oregon, acting by and through the Higher Education Coordinating Commission ("HECC"), is issuing this Request for Application ("RFA") for the Oregon Youth Corps ("OYC"), program administered by Oregon Youth Works ("OYW").

OYW is an initiative of the Office of Workforce Investments ("OWI"). The OYW initiative administers funding and builds partnerships for workforce training, skill development and employment of youth and young adults. This is achieved through a variety of programs and service models to meet participant and community needs. OYC is one of several programs in the OYW portfolio.

OYC Grants for CSC program series consists of two separate grant opportunities:

> • Service-Learning Education ("SLE") Grants (Attachment A)

> • On-the-Job Training ("OJT") Grants (Attachment B)

HECC anticipates awarding up to 72 grant awards with the CSC program series between Attachment A & B for work between July 1, 2025 - June 30, 2027. *.

Terms of the grant agreements may be amended pending legislation or competitive Applications.

Commitment to Diversity, Equity, Inclusion, and Accessibility

OYW, an initiative of the HECC's OWI, embraces diversity, equity, and inclusion in its mission to increase opportunity for Oregon's young people through the funding of workforce development programs.

OYW understands that creating a culture of diversity, equity, and inclusion requires the intentional examination of systemic policies and practices that, even if they have the appearance of fairness, may perpetuate disparities. An understanding of historical contexts and an active investment in changing social structures and practices over time are key to ensuring that individuals from all communities have opportunities and support to realize their full potential.

OYW commits to diversity, equity, inclusion, and accessibility throughout the grantmaking process, inviting new partners into the workforce system and placing an emphasis on serving youth and young adults from priority populations which include, but are not limited to: communities of color, women, low-income communities, rural and frontier communities, veterans, persons with disabilities, youth who experience the justice system, members of Oregon's nine federally recognized Indian tribes, and individuals who identify as members of the LGBTQ+ community.

In addition, OYW:

- Applies the HECC's Equity Lens to all aspects of its work.
- Engages with current partners and grantees to develop an inclusive, equitable, and low-barrier grant process.
- Solicits engagement in the scoring process from a diverse mixture of organizations, entities, and partners.
- Provides funding upfront to Applicants that demonstrate a need for immediate funds.

Authority

HECC is issuing this RFA pursuant to its authority under ORS 350.075 and ORS 418.650 - ORS 418.663.

Oregon Youth Corps

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.

Workforce training provided from OYC grants help those who participate in an opportunity to develop essential employability skills through work-based learning, gain valuable connections and benefits from engaged community and natural resource focused stewardship projects.

Request for Application (RFA) and Grant 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.

Event	Date	Time
Initial RFA submission date	December 17th, 2024	
Question and Answers Submission Closes	November 20th, 2024	
Approximate issuance of award notice	January 31st, 2025	

Single Point of Contact (SPC)

The SPC for this RFA is identified on the Cover Page, along with the SPC's contact information. Applicants must direct all communications related to any provision of the RFA, whether about the technical requirements of the RFA, Grant requirements, the RFA process, or any other provision only to the SPC.

OYC Agreement & Funding Information

HECC anticipates awarding funds through multiple grant agreements.

- Grants will be awarded to eligible organizations across the state that provide youth with access to work experience and introduce work readiness skills through community centered stewardship projects.

- Grants may be awarded through multiple funding streams which may include federal, state, and other funds.
- HECC reserves the right to amend the grant agreements for amount and activities related to the scope of services and related support described in this RFA.
- Funding is not guaranteed and is subject to competition, requirements, and the availability of funds. 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.
- Funded Applications through this competitive RFA are not a guarantee of future funding. When or if additional funding becomes available, HECC reserves the right to issue additional awards under this RFA. These additional awards will not require further competition. Any additional award will be made in accordance with the terms of this RFA and HECC policy.
- Evaluation of Applications are based on the criteria in this RFA. HECC reserves the right to reopen the RFA as necessary at any point or may solicit programs if not enough Applications are received, and/or do not align with HECC priorities, and/or ineligible Applications were submitted.
- There is no guarantee that an Applicant will receive a grant or receive reimbursement of any funds incurred prior to the execution of a grant agreement. Any expenses incurred by an Applicant prior to the execution of a grant agreement is at the sole risk of the Applicant.
- As resources become available, HECC may provide additional resource support to recipients of Oregon Youth Corps agreements, which may include but are not limited to additional funds which may exceed this RFA's maximum grant request, personal protective equipment, tools, trainings, digital communication and outreach, and supplies/gear.
- Applicant shall not receive a direct award under this RFA and shall not complete project activities for another Grantee from this RFA.

SECTION 2: COMMUNITY STEWARDSHIP PROGRAM

General Applicant Guidelines
Additional criteria specific to any grant can be found in Attachments A & B.

ELIGIBLE APPLICANTS
To be eligible for an OYC Program Grant under this RFA, Applicants must meet all of the following:
1. A previous recipient of any planning grant or program award from OYC, or Oregon Conservation Corps.
2. Any of the following: Non-profit 501c3, Community Based Organization, Tribal Entity, Secondary or Post-Secondary School/School District/Education Service District, Government Entity, Domestic Limited Liability Company, Public Benefit Corporation, Mutual Benefit Corporation, and;
   a) Experience developing and/or delivering workforce and positive youth development; and
   b) Has developed partnerships in coordination of Natural Resource and/or Community Stewardship projects where Corps work provides a public benefit, and
   c) Eligible to do business in the State of Oregon.

ELIGIBLE PARTICIPANTS

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

1. Youth participants who are residents of Oregon and between 13 years of age and 24 years of age, unless specified otherwise 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.
2. 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." In addition, participants should aim to reflect the local community and include a gender, ethnic, cultural, and social mix.

Participant 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 other communities that have been historically underrepresented in youth employment.

DEMONSTRATED ACTIVITIES AND PROJECTS
Applicant Must:
1. Provide natural resource enhancement and/or community stewardship **(See Attachment C)** projects.
   a. Projects must only be allowed within Oregon or within federally recognized tribal sovereign nation land within Oregon.
   b. Project work may not be on private land, but may be allowed under certain circumstances. Applicants may be required to submit additional information to be reviewed by HECC that demonstrate how projects completed on private land meet all three of the following:
      i. Corpsmembers' work skills and education objectives are increased;
      ii. Public benefit is clearly defined; and
      iii. Public benefit is greater than the benefits to the private landowner.

ASSURANCES:
- Develop projects that will not displace currently employed workers, impair existing contracts, substitute jobs, or replace laid off workers.
- 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.
- Be devoted to the enhancement of the community that these projects meet an identified need.
- Not displace existing employees or duplicate existing private or government programs.

- 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.
- Follow all local, state, and federal health and safety guidelines and requirements protecting individuals 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 (see Attachment D – Sample Grant Agreement) for requirements;
  - If Section 11 of the Sample Grant Agreement (Background Check Requirements) is applicable to Applicant, then Applicant will be required to have sexual molestation and abuse insurance coverage as described in Exhibit C of the Sample Grant Agreement (Attachment D to this RFA).
- 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.

PROGRAM GRANT PRIORITIES
Applicant May:
1. Focus recruitment, developing meaningful projects, be physically located from 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.
   b. Priority may be placed on program Applicants who perform work projects physically located within the county or sovereign nation in which grant funds are awarded.
   c. Priority may be placed on program Applicants who provide access to youth physically located within the county or sovereign nation in which grant funds are awarded.
   d. Priority may be given to Applicants who provide additional support and access to earning accelerated learning credits and certifications for work experience or internships provided beyond a minimum educational experience.
2. Applicants who provide at least the minimum program crew experience may also provide:
   a. Stewardship internships for individual youth participants between the ages of 16-24 years, where individual placement through an internship/pre-apprenticeship focuses on natural resource enhancement and/or community stewardship.
      i. Work placement must help provide direct/indirect efforts towards the protection, conservation, rehabilitation, and improvement of the natural, historical, and cultural resources of Oregon.

ALLOWABLE COSTS:

For the purpose of this RFA, Applicants must provide a budget request for each grant Application that include the following allowable costs:

1. Direct Program costs may include: Program Personnel Costs/Wages, Employer Costs for Taxes/Fringe, Travel & Transportation, Supplies/Materials, Personal Protective Equipment, Equipment, Training Support and Certification costs, Direct Support & Assistance to Youth Participants Costs, Enrichment Experiences, and other direct program costs.
   a) Any single purchase of equipment over $5,000 must be identified in the detailed cost breakdown and may require Applicant to provide additional information for review by HECC Staff.
2. Any Sub-contracted grant work must be identified and approved in advance by HECC.
3. Applicants are allowed to request administrative costs capped at 10% of direct costs, unless requesting use of a Federally approved Indirect Rate; and Applicants must provide the following information to document and verify approved rate: approving federal agency, cost rate, and period covered of approved agreement.

PROHIBITED COSTS:

The following are not allowable expenditures under this RFA:
1. Lobbying, campaigning for office or campaigning on behalf of a person who is running for office or who is currently in office.
2. Real estate purchases.
3. Any activity or use prohibited by federal or state law/rule/regulation or local ordinance.
4. Religious instruction or recruitment.

ADDITIONAL FUNDING INFORMATION FOR SUCCESSFUL APPLICANTS

1. Successful Applicants may request initial funding from Amusement Device Tax Funding upon receipt and approval of a request by HECC.
2. Successful Applicants will need to submit a quarterly spending plan to inform HECC when disbursements will be requested for budget distribution.
3. Successful Applicants may need to provide budget details and supporting documentation that will be detailed in a grant agreement.

Support Voucher Funds

1. Due to insufficient resources, by rule, per OAR 715-100-0004 subsection 8, HECC has waived the requirement that Applicants provide participants who successfully complete a CSC program with support voucher funds.
2. Successful Applicants who opt to provide grant funds for participants with support vouchers will need to provide additional information prior to execution of a grant agreement:
   a) A definition to determine successful completion.
   b) Requirements of participant to earn voucher.
   c) Process for a qualified participant to redeem a voucher.

SECTION 3: Application Submission and Evaluation Criteria

Request for Application Packet Location
OYC Request for Application is located at: https://www.oregon.gov/highered/about/Pages/grants-contracting.aspx

Other RFA Submission Details
By submitting an Application, Applicant is agreeing to all of the grant requirements listed in this RFA.

Applications received after the closing date may not be reviewed or accepted. If the Application is unclear, the SPC may request clarification from Applicant. However, clarifications will not guarantee a grant award (or continuation in the evaluation process). Agency may waive minor mistakes in its sole discretion. Application clarifications may not contain new information not included in the original Application.

Applications links are provided within each grant-specific attachment.

Evaluation Criteria
Funds will be awarded based on following:
1. Available funding
2. Number of Applications.
3. Application Score

Submitted and complete Applications meeting the Eligibility requirements outlined in the Application Guidelines section will be evaluated. Applications will go through at an internal review to ensure Applications align with OYC goals and minimum requirements. Should the number of Applications and their respective budgets exceed the anticipated funding, a competitive review will be used to prioritize funding:

In the event that this is a competitive scoring Application, the following score rubric will be in use:

- Evaluators will provide Scores with the values (0 through 10) assigned by each evaluator.
- Points are the total possible values for each section as listed in the table below.
- The SPC will average all scores for each evaluation criterion. The average score will be used as a percentage multiplier of the maximum possible points for that criterion. 1=10%, 5=50%, 9=90%, etc.

Explanation	Score	Criteria
OUTSTANDING	**10**	Application answered all parts of the question, meets all the requirements, and demonstrates in a clear and concise manner a thorough knowledge and understanding of the subject matter and project. Applicant provides insight into its expertise, knowledge, and understanding of the subject matter.

VERY GOOD	6-9	Application provides useful information, while showing Applicant's experience and knowledge of the subject matter and project. Applicant demonstrates above average knowledge and ability with no apparent deficiencies noted.
ADEQUATE	5	Application meets all requirements in an adequate manner. Applicant demonstrates an ability to comply with guidelines, parameters, and requirements, but does not put forth additional information.
FAIR	1-4	Application meets minimum requirements, but Applicant does not demonstrate sufficient knowledge of the subject matter.
POOR/NO ANSWER	0	Response field is left blank or is a non-answer and/or unrelated answer or Application is unacceptable and does not meet requirements set forth in the RFA. Applicant does not demonstrate knowledge of the subject matter.

SECTION 4: ADDITIONAL INFORMATION

The following provisions apply to all Successful Applicants, with the exception 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 192.311 through 192.478 and is not to be disclosed except in accordance with the Oregon Public Records Law."

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 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 must not be 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, or national origin. When awarding subcontracts, if HECC allows, 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 $250,000 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.

HECC will not fund lobbying activities.

Reporting

OWI utilizes reporting to capture information that supports funding for youth workforce initiatives. Reporting provides a near-term understanding of the funding's qualitative and quantitative impacts, as well as a long-term assessment of the impact of youth workforce programming on underserved populations, especially in relation to post-secondary education and living wage jobs.

Programs receiving funds from OWI should expect to be asked for both qualitative and quantitative data and supporting documentation around the following areas:

- Populations Served, Community Benefit, Skill Development, Career Pathways

OWI recognizes that when working with priority populations, protecting the safety and trust of participants is a critical element. In order to ensure program participants are protected, OWI requests the following:

- Information collected and shared by programs comes from a trauma-informed approach.
- Program information aggregates program data rather than sharing the specific details of each individual's program experience.
- The minimal collection of personal identifiable information only as necessary to provide in reports.
- Individuals are provided with a HECC-specific release form that allows the individual or their guardian to authorize the release of that individual's image, data, and stories.
- Programs provide a release for HECC to use program-submitted images.

Grant Monitoring and Risk Assessment

OWI has a responsibility to monitor the programs we fund. Effective monitoring is necessary for compliance with State and Federal regulations and provisions of grant agreements and as well as supporting overall program development. OWI also views monitoring as an opportunity for determining strengths, areas for improvement, and Training and Technical Assistance.

Monitoring actions are where OYW, through testing and observation, determines strengths, areas for improvement, and opportunities for training and technical assistance. Monitoring actions are divided into two types - "All Grantee Monitoring" which will be performed for all grantees and "Grantee-Specific Monitoring" which is done for only a subset of grantees based on results of the Risk Assessment.

Grantees may receive fiscal monitoring, programmatic monitoring, or both types of monitoring. Grantees may receive programmatic and/or fiscal grantee-specific monitoring more than once in a two-year grant cycle if OWI staff determines it is warranted.

Risk Assessment is a comprehensive tool that measures 1) organizational and grant-specific risk 2) programmatic risk and 3) fiscal management risk. OWI Grant Administrators will fill out the tool before the grant period begins (usually in late July) using all available grant documents including the current year and the previous full year of data (unless otherwise noted), Application documents, programmatic/fiscal policies and procedures (to be reviewed during the same time frame that Risk Assessment is completed), and the staff's overall knowledge of the programmatic/fiscal operations.

Monitoring Activities

Activity	Description
Check-In Call	Staff conduct regular check-in calls with grantees. Frequency may vary depending on grantee needs and experience with state or federal grants.
Progress Report	Cadence of reports and components reported vary by program. Reports often contain performance indicators such as enrollment rate, retention rate, performance measures and narratives describing program impact.
Site Visit	Visit to the grantee in person, or virtually (if needed) to visit work and or training site. Should be paired with other activities that will occur in person.
Reimbursement/Allocation Request	Prior to payment, monitoring occurs including documentation review and verification that the request aligns with the grantees approved budget.
Programmatic Desk Review	May be performed virtually or in person. These reviews look at participant files, eligibility, time sheets, youth interviews, grantee interviews, enrollment start date, process used to select service providers, criteria used to select worksites, participant orientation and safety training, review of grievances, discrimination complaints etc.
Financial Desk Review	May be performed virtually or in person. A sample of financial aspects of programs including general ledgers, bridge documents, time sheets, payroll registers, and other requested financial documentation maybe reviewed.

Final Report	Grantees report on performance indicators reflecting the full grant period.
Grant Close-Out	Staff review all grant documentation to ensure all grant activities are complete and all administrative duties have been completed.

SECTION 5: LIST OF ATTACHMENTS:

- Attachment A: SLE and Application Link
- Attachment B: OJT and Application Link
- Attachment C: Examples
- Attachment D: Sample Grant Agreement
- Attachment E: Glossary

ATTACHMENT A: PROGRAM GRANT – Service-Learning Education

Service-Learning Education Application Link:

https://oregonhecc.smapply.us/prog/25-27_oregon_youth_corps_-_request_for_applications

Anticipated Funding: $1,890,000*
Award Minimum: $15,000
Grant Request Maximum: $52,500
*HECC anticipates the legislature to approve funding in the amount listed above, however, funding is not guaranteed.

Grant Purpose:
OYC provides a SLE grant to align and support programs who meet youth in their educational path and help them prepare for life's next steps. The focus of this grant is to support Applicants who provide access for participants, especially those that could use educational assistance and have little or no previous work experience. Grants help to advance an individual's educational attainment and work skills through crew based, community focused stewardship projects. A grant where participants integrate their education path with work.

SLE Program Goals:
1. Increase access to youth participants from communities of color, rural communities, communities that have faced generational poverty or other communities that have been historically underrepresented in youth employment.
2. Advance educational attainment, including earning academic credit, high school equivalency certificate, college credit, and/or vocational training and certifications.
3. Provide work-based learning opportunities that introduce opportunities to practice workforce skill development.

GRANT CRITERIA

Eligible Applicants:
1. Applicants must be able to provide or connect educational attainment for its participants, completed through work-based learning which:

a) Provides participants educational support and interconnected education, with direct access to earn any of the following:
   i) high school graduation credit,
   ii) completion of approved high school equivalency programs such as the General Education Development (GED®) certificate program,
   iii) college credit,
   iv) and/or vocational training and certification.
b) 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 SLE.

Applicant Program Assurances

1. Provide continuous delivery of at least three months of community-based, community-focused service-learning program opportunities, and assures all the following:
   a) Project(s) that protect, conserve, rehabilitate and improve community and/or the natural, historical, and cultural resources of Oregon;
   b) Crew-based experience for youth participants;
   c) Work readiness instruction that includes technical and essential employability skills;
   d) Access to learn about living wage jobs from local in-demand and/or regional sector occupations;
   e) Supplemental enrichment program experience(s) that go beyond day-to-day project work (**see Attachment C for examples**);

Applications Should:

1. Applicants looking to provide more robust program experiences should provide the following:
   a) Place special emphasis in recruiting underrepresented and underserved youth participants from within their local community who need assistance in their educational attainment, including the recruitment of youth who have dropped out of high school, or are currently at risk of dropping out of high school.
   b) Accelerated Learning Credits or Certifications to enhance employability.
   c) Co-developing individual development plans with each participant to identify and plan out steps to achieve their individual educational and employment goals.

SLE GRANT EVALUATION CRITERIA:

Applications will go through an internal review to ensure Applications align with OYC goals and minimum requirements. Should the number of Applications and their respective budgets exceed the anticipated funding, a competitive review will be used to prioritize funding:

Application Score: For Applications that meet minimum requirements, individual grant request(s) will combine organization/entity Application points with priority funding points from individual grant requests to fund the following priorities:

SLE Grant:

- High Priority Funding: Fund Applicants by highest score rankings that meet minimum requirements and offer local program locality and recruitment.
- Additional Funding: If additional funding remains available, HECC may fund Applications that meet grant criteria by highest score rankings collected from a combined list.

Description	Available Points
Section 1: Organizational Information Application	
Applicant completed and submitted required information	Pass/Fail
Section 2: Applicant Assurances	
Applicant assures that it will adhere to specific program Application criteria	Pass/Fail
Section 3: Narratives	
Applicant Narratives describes their organizational approach using the bulleted items to guide each answer:	
Access and Opportunities: • Experience in experiential and work-based learning • Incorporating Positive Youth Development • Recruiting participants that have been historically underserved and under resourced • Supporting inclusive and equitable experiences for youth who have different lived experiences, or diverse backgrounds or cultures	20
Skill Development • Ensuring a safe learning and work environment • Teaching and developing work readiness (Essential Employability & Technical Skills)	20
Community Partnerships and Benefit • Connecting a network of partnership support • Addressing community issues through project development	20
Advancing Pathways • Promoting individual development with participants • Expanding pathways in education and employment	20
Section 4: Grant Specific Request	
Applicant completed and submitted required information	Pass/Fail

Describe this specific program and provide how you see this grant request accomplishing the goals of the SLE Grant:
  a) Increase access to youth participants from communities of color, rural communities, communities that have faced generational poverty or other communities that have been historically underrepresented in youth employment.
  b) Advance educational attainment, including earning academic credit, high school equivalency certificates, college credit, and/or vocational training and certifications.
  c) Provide work-based learning opportunities that introduce opportunities to practice workforce skill development.
	20

Section 5: Priority Points **Examples for each should be described in the grant specific request narrative**	
Has a physical location space (office, mailing address) within the county/sovereign nation specific to this individual request	5

Providing project work from only within county/sovereign nation specific to this individual request	5
Providing participants with accelerated learning credits or providing career and professionally relevant certifications in addition to academic credit or high school equivalency education attainment.	5
Providing internship placement opportunities separate from crew work.	5

ATTACHMENT B: PROGRAM – On-the-Job Training

OJT Training Application Link: : https://oregonhecc.smapply.us/prog/25-27_oregon_youth_corps_-_request_for_applications

Anticipated Funding: $1,890,000*
Award Minimum: $15,000
Grant Request Maximum: $52,500
*HECC anticipates the legislature to approve funding in the amount listed above, however, funding is not guaranteed.

Grant Purpose:
OYC provides an OJT Training grant program to align and support programs who are meeting youth to help provide the skills to them to prepare for life's next steps. The focus of this grant is to support programs who provide access for participants, especially those with little or no previous work experience to advance work skills in paid crew based, community focused stewardship projects. A grant where participants can safely learn to work and benefit community.

OJT Training Program Goals:
1. Increase access to youth participants from communities of color, rural communities, communities that have faced generational poverty or other communities that have been historically underrepresented in youth employment.
2. Provide paid work-based learning opportunities that introduce and practice workforce skills.
3. Strengthen communities and natural landscapes through stewardship project experiences.

OJT TRAINING GRANT CRITERIA

Eligible Applicants:
1. Any grant request submitted must provide paid OJT training work experiences for its participants, which must:
   a) Employ youth and follow applicable tax laws; and
   b) 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 or agreement from receiving wages from the program provider, provide an award valued at an amount equal to at least the payment of minimum wage.

An Applicant that provides separate programming in different counties with different participants may apply for additional grant requests within the Summer Corps.

Applicant Program Assurances
Applicant Must:

1. Provide at minimum five weeks of paid community-based, community-focused youth workforce program opportunities, and assure the following:
   a. Project(s) that protect, conserve, rehabilitate and improve community and/or the natural, historical, and cultural resources of Oregon;
   b. Crew-based experience for youth participants;
   c. Work readiness instruction and practice that includes technical and essential employability skill development;
   d. Access to learn about living wage jobs from local in-demand and/or regional sector occupations;
   e. Supplemental enrichment program experience(s) that go beyond day-to-day project work (**see Attachment C for examples**);

Applicant Should:
1. Applicants looking to provide more robust program experiences may provide the following:
   a) Access to earn secondary or post-secondary credit for their work experience.
   b) Certifications to enhance employability.
   c) Co-developing individual development plans with each participant to identify and plan out steps to achieve their individual educational and employment goals.

OJT TRAINING GRANT EVALUATION CRITERIA:
Applications will go through an internal review to ensure Applications align with OYC goals and minimum requirements. Should the number of Applications and their respective budgets exceed the anticipated funding, a competitive review will be used to prioritize funding:

Application Score: For Applications that meet minimum requirements, individual grant request(s) will combine organization/entity Application points with priority funding points from individual grant requests to fund the following priorities:

OJT Training:
- High Priority Funds: Fund one Applicant per county by highest score rankings within that county that meet minimum requirements and offer programs whose locality and recruitment from within their county/tribal sovereign nation.
- Additional Funds: If additional funding remains available, HECC may fund Applications that meet grant criteria by highest score rankings collected from a combined list.

Description	Available Points
Section 1: Organizational Information Application	
Applicant completed and submitted required information	Pass/Fail
Section 2: Applicant Assurances	
Applicant assures that it will adhere to specific program Application criteria	Pass/Fail
Section 3: Narratives	
Applicant Narratives describes their organizational approach using the bulleted items to guide each answer:	
Access and Opportunities	20

• Experience in experiential and work-based learning • Incorporating Positive Youth Development • Recruiting participants that have been historically underserved and under resourced • Supporting inclusive and equitable experiences for youth who have different lived experiences, or diverse backgrounds or cultures	
Skill Development • Ensuring a safe learning and work environment • Teaching and developing work readiness (Essential Employability & Technical Skills)	20
Community Partnerships and Benefit • Connecting a network of partnership support • Addressing community issues and needs	20
Advancing Thriving Youth • Implementing Positive Youth Development • Providing support, coaching, and goal development	20
Section 4: Grant Specific Request	
Applicant completed and submitted required information	Pass/Fail

Describe this specific program and provide how you see this grant request accomplishing the goals of the OJT Training Grant:
    a) Increase access to youth participants from communities of color, rural communities, communities that have faced generational poverty or other communities that have been historically underrepresented in youth employment.
    b) Provide paid work-based learning opportunities that develop and advance work-readiness skills.
    c) Strengthen communities and natural landscapes through stewardship project experiences.
	20

Section 5: Priority Points **Examples for each should be described in the grant specific request narrative**	
Has a physical location space (office, mailing address) within the county/sovereign nation specific to this individual request	5
Providing project work and participant recruitment from only within county/sovereign nation specific to this individual request	5
Providing access to earn secondary or post-secondary academic credit as part of their participant experience.	5
Providing internship placement opportunities separate from crew work.	5

ATTACHMENT C: EXAMPLES

Enrichment activities and experiences (Not an Exhaustive List):

- Local WorkSource Center Tour
- Business and Industry Tours
- Guest speakers
- Job shadow and informational interviews
- College campus/post-Secondary tours
- Industry recognized certifications
- First aid/CPR Class
- Food handler card
- Financial literacy training
- Nutrition classes
- Museum tours
- Journaling
- Outdoor Recreation Experiences
- High ropes courses
- Backpacking
- Map/Global Positioning System reading
- Camping trips
- Paddling trips
- Plant and animal identification

Project Areas Eligible (but not limited to):

- Rangeland conservation, rehabilitation, and improvement;
- Endangered species and other wildlife habitat conservation, rehabilitation, and improvement;
- Historical and cultural site preservation and maintenance;
- Recreational area development, maintenance, and beautification;
- Road and trail maintenance and improvement;
- Soil conservation work, including erosion control;
- Stream, lake, and waterfront improvement;
- Fish culture and habitat maintenance and improvement;
- Some fence maintenance and construction, at HECC's discretion;
- Planting, tending, and harvesting a community garden or farm;
- Energy conservation projects including assistance in the performance of energy efficiency audits, weatherization and renewable resource enhancement; and
- Community services including childcare services, elderly and disabled care services, literacy education programs, and recycling and other waste reduction services.

ATTACHMENT D: SAMPLE GRANT AGREEMENT

* see attached Attachment D

ATTACHMENT E: GLOSSARY

Administrative Costs (State Funding): Expenditures incurred by grantees in the performance of administrative functions necessary in carrying out activities under the grant agreement, which may include both direct and indirect costs. Administrative costs are generally limited to 10% of the total award.

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

Applicant: An entity that applies in response to this Request for Applications.

Application: A written response to this Request for Applications.

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.

Crew-Based: Collective effort from participants working to achieve a common goal.

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 attitudes[i].

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

Equity: means the notion that each and every learner, participant, and worker will receive the necessary resources they need individually to thrive in Oregon's schools, training programs, and worksites no matter what their national origin, race, gender, sexual orientation, differently abled, first language, or other distinguishing characteristic.

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. More specifically around the following skills: communication, self-awareness, adaptability, collaboration, and analysis/solution mindset.

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

Indirect Costs (Federal Funding): 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). Indirect costs are generally limited to 10% De Minimus, however, HECC may recognize a federally negotiated indirect rate.

On-the-Job Training: Training provided to an employee under the direct auspices of their employer or their representative.

Participant Compensation: Program participants where wages are required must be compensated in the following manner:
1. At least Oregon minimum wage by region according to the current rules regarding Oregon minimum wage established by the Bureau of Labor & Industries; OR
2. As per OAR 715-102-0020, if a grantee is prohibited by state or federal law from the payment of wages, such as an AmeriCorps program, an allowance or stipend, or a combination of an allowance or stipend and postsecondary education and training monetary award, such that the total monetary value of the allowance or stipend and the total monetary value of any other postsecondary education monetary award or institutional credit hour award received by the participant or on behalf of the participant, when totaled and divided by the total hours served in the program, is equal to or exceeds the monetary value of minimum wage as described in the bullet point above.

Minimum wage rate chart can be found at:
https://www.oregon.gov/boli/workers/Pages/minimum-wage.aspx

Reporting: All awarded Applicants will be required to provide progress reports, as well as final report(s) to the HECC. Final report(s) components will be described in detail in the Grant Agreements.

Rural: *As defined by Oregon Office of Rural Health:* Any geographic areas in Oregon ten or more miles from the centroid of a population center of 40,000 people or more.

Service Learning: Structured and sustained learning experiences in organized community service projects that meet actual community needs while being linked to educational learning outcomes and career related knowledge and skills through a cycle of service and reflection.

Support Vouchers: Earned by eligible participants who successfully complete the CSC to pay for tuition, books or other items or services that enhance and support education or employment.

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

Underserved / Underrepresented: for the State of Oregon as a whole (not education-specifically), includes Oregonians who are: Native Americans, members of Oregon's nine federally recognized tribes, American Indians, Alaska Natives; Black, Africans, African Americans; Latino/a/x, Hispanic; Asian, Pacific Islanders; Arab/Middle Eastern/North Africans; immigrants, refugees, asylum seekers; undocumented persons, DACA recipients, "Dreamers"; linguistically diverse; people with disabilities; LGBTQ+; aging/older adults; economically disadvantaged; farmworkers, and migrant workers.
(Diversity, Equity, and Inclusion (DEI) Action Plan: A Roadmap to Racial Equity and Belonging for the State of Oregon, September, 2021, Office of the Governor, page 7. https://www.oregon.gov/das/Docs/DEI_Action_Plan_2021.pdf.)

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 field[ii].
Examples of Work Experience
  - **Service Learning**
  - **On-the-Job Training**
  - **Internship Training**

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.

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[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