State of Oregon

OREGON YOUTH WORKS

2025-27 Oregon Conservation Corps Grant Program

Request for Applications (RFA)
HECC #24-048

Date of Issue:	October 3, 2024
Application Opens:	November 1, 2024
Application Due Dates:	February 28, 2025 at 11:59 p.m. PST
Award Announcements:	May 1, 2025
Single Point of Contact:	Hillary Blackstone
Address:	3225 25th Street SE Salem, OR 97302
Phone:	503-507-6961
Email:	Hillary.Blackstone@hecc.oregon.gov

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

FREE coaching and guidance on the application process is available for Applicants and prospective applicants through Technical Assistance Providers contracted by HECC. These providers can support you throughout the application process to help determine eligibility and give feedback on your application. You can find their contact information in **Section 1.4** of this RFA. It is recommended that you contact them early in the application process.

Table of Contents

SECTION 1: INTRODUCTION

1.1 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 Conservation Corps (OCC), 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 ages 16-26. This is achieved through a variety of programs and service models to meet participant and community needs. OCC is one of six programs in the OYW portfolio.

Applications should present innovative and creative strategies that enhance a youth's ability to move into self-sustaining employment, resulting in an upwardly mobile career path with higher earnings potential. Applicants should consider strategies that reflect effective integration of services with other partner agencies, and proactive strategies to involve employers in design of service strategies and implementation of the program.

1.2 AUTHORITY

The OCC Program was created by the 2021 Legislative Assembly and is authorized by ORS 476.694 to 476.698. Grants will be awarded to eligible organizations/sovereign nations across the state to aid in reducing wildfire risk to communities.

1.3 COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY

OYW, an initiative of OWI, embraces diversity, equity, inclusion, and accessibility 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, inclusion, and accessibility 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.

OYW has worked to operationalize the commitment to diversity, equity, inclusion, and accessibility in this grant making process through the following actions:

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

1.4 FREE SUPPORT IN PREPARING YOUR APPLICATION

HECC is committed to lowering barriers and increasing access to the grant Application process. Applicants and prospective Applicants may request assistance throughout the Application process. HECC contracts with Technical Assistance Providers who have grant writing experience and can give guidance and feedback on Application drafts, RFA requirements, and organization and project eligibility. **This is a free service for all Applicants and prospective Applicants.** You may call or email one of the Technical Assistance Providers for coaching and guidance at **no cost to your organization**.

To access this service please call or email one of the following providers:

Andréa Guedes
Andrea Montoya, LLC
Phone: 386-315-3940
Email: hello@andreamontoya.co
Website: https://www.andreamontoya.co/

Regina Serrano
Pinnacle Workforce Strategies
Phone: 619-733-1091
Email: rcserrano4569@gmail.com

Delano Smith
Phone: 503-409-9910
Email: delanossmith@gmail.com

Samantha Williams
Sam's Word dba 628 Digital Design
Phone: 203-800-7119
Email: info@628digitaldesign.co
https://www.628digitaldesign.co/

Trystan Reese
Collaborate Consulting
Phone: 323-450-6537
Email: trystan@collaborate.consulting
https://collaborate.consulting/

1.5 AGREEMENT & FUNDING INFORMATION

This is a competitive RFA. **Funding is not guaranteed and is subject to competition, requirements, and the availability of funds. Funding for this program was not included in HECC's 2025-2027 Agency Request Budget. At this time, funding has not been secured, and there is a possibility that the funding may not materialize.**

HECC anticipates awarding funds through Grant Agreements with multiple Applicants. 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 to Applicants that were not originally awarded or that were partially funded. These additional awards will not require further competition. Any additional award will be made in accordance with the terms of this RFA. Evaluation of Applications are based on the criteria in this RFA. HECC reserves the right to partially fund applications in discrete portions or phases.

Successful Applicants awarded a Grant may be eligible for startup funds not exceeding 25% of the total award. Grantees will then be required to submit reimbursement requests at least once per quarter but have the flexibility to submit reimbursement requests monthly, up to the final 10% of the total Grant award. The final ten percent (10%) of the total Grant award will be released upon HECC's acceptance of each Grantee's final report following project completion.

The allowable cost period for these Grants will be July 1, 2025 to June 30, 2027 unless otherwise agreed upon. **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.**

Agreement Types:

This RFA allows for two (2) types of awards:

1. Program Grants:
    a. actively pursue operations of a complete Grant cycle and its related reporting and standards
    b. have a maximum award total of $1,400,000
2. Planning Grants:
    a. allow for Applicants to grow their capacity in an effort to become more competitive for an established program Grant
        i. Capacity building may include: initial support of administrative staff to help plan and outline resources to support a sustainable OCC program, funding for planning and system infrastructure to support necessary partnerships and capacity to meet Program requirements, professional development or travel costs related to standing up a fuels reduction crew, etc.
        ii. Organizations awarded a Planning Grant still follow funding allowability and reporting timeline guidelines. They are also still invited to participate in regular training and technical assistance opportunities.
    b. Have a maximum initial award of $50,000

The Request for Applications will open approximately November 2024. Applications will be reviewed by HECC staff and a review panel composed of various representatives and experts. The Request for Applications will be open through February 28, 2025. An Applicant can apply more than once, but can only receive one award.

Grant modifications with Successful Applicants may be considered, however, those modifications will not allow for additional funds added to awards. A Successful Applicant awarded a Grant under this RFA may modify their existing approved budget <u>categories</u> up to 10% of the total award with written approval from the OWI Grant Administrator. A Successful Applicant awarded a Grant under this RFA may modify their existing approved budget beyond 10% category adjustments with a formal Agreement Amendment.

Please see the Submission and Evaluation Criteria section below for additional information. All Grant funds must be expended on or before June 30, 2027.

RFA Schedule of Events

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.

Event	Date	Time
Pre-Application info session Register in advance for this meeting: Via Zoom After registering, you will receive a confirmation email containing information about joining the meeting.	October 8, 2025	3:00 p.m. PST
Application due date	February 28, 2025	11:59 p.m. PST
Approximate issuance of award notice	May 1, 2025	5:00 p.m. PST
Funding determined by Legislature/Governor's Office	June 30, 2025	5:00 p.m. PST

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.

1.6 ADDITIONAL INFORMATION

The following provisions apply to all Successful 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 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, national origin. When awarding subcontracts, if HECC allows, **except as allowed by ORS 659A.006,** 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, 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 $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. 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, by submitting its Application, 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.

HECC will not fund lobbying activities.

1.7 DEFINITION OF TERMS

For the purposes of this RFA, capitalized words will refer to the following definitions.

Capitalized terms not specifically defined in this document are defined in OAR 125-246-0110.

- "**Administrative Costs**" means expenditures incurred by direct recipients, local Grant recipients, local fiscal agents, or local Grant subrecipients in the performance of administrative functions and in carrying out activities under the Grant direct provision of services.
Such costs include both personnel and non-personnel costs and both direct and indirect costs. Administrative costs are generally limited to 10% but HECC reserves the right to negotiate higher rates at its sole discretion.

- "**Applicant**" means an entity that submits an Application in response to this Request for Applications.

- **"Application"** means a written and submitted response to this Request for Applications.

- **"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.

- **"Program Costs"** means direct costs to the program that include:
    - Personnel Costs/Wages,
    - Participant Wages,
    - Employer Costs for Taxes/Fringe,
    - Transportation,
    - Supplies/Materials,
    - Support Services Costs,
    - Personal Protective Equipment,
    - Equipment,
    - Training and Certification costs, and
    - Other direct program costs.

- **"Reporting"** All Applicants will be required to provide quarterly progress reports, as well as final report(s) to HECC. Final report(s) components will be described in detail in the Grant Agreements which will include the data required in statute.
  Note: Local Workforce Development Boards (LWDBs) may use iTrac or another data collection system on their end but will be required to submit reports to HECC via the Partner Portal.

- **"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.)

1.8 APPLICATION SUBMISSION AND EVALUATION CRITERIA

Request for Application Packet Location
All Applicants are required to use the following link to complete and submit Applications through SM Apply. For a preview of the Application see Attachment A – Sample Application for reference only.

https://oregonhecc.smapply.us/prog/oregon_conservation_corps_25-27

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

Applications received by the February 28, 2025 closing date will be reviewed for responsiveness to all RFA requirements. If the Application is unclear, the SPC may request clarification from Applicant. However,

clarifications may not guarantee a Grant award (or continuation in the evaluation process). HECC may waive minor mistakes in its sole discretion.

Evaluation Criteria

Submitted complete Applications meeting the requirements in the Applicant Guidelines section below will be evaluated by an Evaluation Committee. Evaluators will assign a score of 0 to 10 for each evaluation criterion listed below in this section. SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of Applications. A response to a clarification request must be to clarify or explain portions in the already submitted Application and may not contain new information not included in the original Application.

SECTION 2: OVERVIEW

2.1 OCC OVERVIEW

The OCC Program was created by the 2021 Legislative Assembly and is authorized by ORS 476.694 to 476.698. Grants will be awarded to eligible organizations, public entities, and sovereign nations across the state to aid in reducing wildfire risk to communities while offering paid work experience, job training, skill development and forest-related or rangeland-related career path training.

OCC Purpose:
- Reduce the risk wildfire poses to communities and critical infrastructure;
- Help to create fire-adapted communities (defined as, "Communities located in a fire-prone area that require little assistance from firefighters during a wildfire"); and
- Engage youth and young adults (ages 16 through 26) in workforce training.

Projects shall take place within the *Wildland Urban Interface* and shall fall within priority areas set by the Oregon Department of Forestry (ODF) utilizing the Oregon Wildfire Risk Explorer map. The *Wildland Urban Interface* is the zone of transition between unoccupied land and human development—it is the line, area or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels.

Priority will be given to projects that reduce community fire risks, reduce hazardous fuels, provide educational experiences, and promote youth and young adult workforce development.

All projects must meet fuel reduction standards as defined by the local, state or county fire agency such as –ODF, one of the three Oregon Fire Protection Associations) and/or in consultation with the Office of the Oregon State Fire Marshal. OCC will provide standards training to all Grantees in consultation with ODF.

Workforce training is a component of the programming with the aim to help close employment gaps, particularly for those Underserved and Underrepresented communities, by providing young Oregonians with valuable work experience that promotes the development of essential employability skills.

All Grant awards will be reviewed by a review panel. Review panelist will recommend awards (or non-awards) to be determined and approved OWI Staff.

SECTION 3: APPLICANT GUIDELINES

3.1 Eligibility

Eligible Applicants

To be eligible for a Grant under this RFA, Applicants:

- Shall have its principal place of business in Oregon or be otherwise registered to do business in Oregon;
- Shall be a nonprofit youth development organization, public entity, or tribal nation that provides programs of job training, skill development and forest-related or rangeland-related career path training;
- Should have experience operating youth workforce development programming and/or have experience performing wildfire fuel reduction projects;
- Shall identify current and future community partnerships; including tribal outreach and coordination.
- 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.
- Shall meet HECC's requirements for insurance and background checks, as listed in Agreement
- Shall be required to provide report(s) to HECC. Report components will be described in detail in the Grant Agreements which will include but not be limited to:
    a) First and last names and date of birth for all participants (this information will be treated as Confidential Information by both parties);
    b) General participant demographics;
    c) Total number of hours worked;
    d) Budget details and expenditure report(s);
    e) Before and after pictures;
    f) Certifications earned;
    g) Skills developed;
    h) Project/treatment location by ZIP code;
    i) Project/treatment outcomes;
    j) Acres treated, number of sites treated, and number of structures impacted within 100 ft of treatments
    k) Any other categories requested by ODF and/or HECC.

Eligible Participants:
To be eligible for a Grant under this RFA, Applicants shall serve the following eligible participants:

- Youth participants from underrepresented and vulnerable populations, including but not limited to, communities with members who have limited proficiency in English and communities with lower-income members.
- Youth and young adults between the ages of 16-26.
- Program participants shall 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. If a Grantee is prohibited by state or federal law from the payment of wages, such as an AmeriCorps program, the following formula is to be followed (as detailed in OAR 715-101-0015): 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.

3.2 GENERAL SCOPE OF ACTIVITIES

Demonstrated Activities and Projects:

- Fuel reduction projects must be designed to reduce the risk wildfire poses to communities and critical infrastructure by helping to create fire-adapted communities.
    - Projects may be completed in collaboration with other organizations through subcontracts or subgrants.
    - Priority will be given to Applicants who demonstrate that they actively and effectively engage Tribal partners as original stewards of the land.
    - Priority will be given to Applicants who include target treatments in high and moderate hazard areas.
- Projects shall be identified in consultation with local fire officials (through ODF or Fire Protection District) and Oregon State Fire Marshal's Office to coordinate and avoid duplication of treatment areas and must take place within the Wildland Urban Interface.
    - Applicants are required to submit a "screen shot" from the Oregon Wildfire Risk Explorer map showing the Wildland Urban Interface area where project work will be completed.
    - Specific sites within treatment areas should also be coordinated with local fire officials to ensure that their long-term strategy and plans are maintained.
- Site assessments and the determination of project/treatment effectiveness must be done in coordination with local fire officials, ODF, or the designee appointed by ODF.
- Projects shall fall within the Oregon Wildland Urban Interface (WUI) layer, or the Wildland Urban Interface (USFS RDA) layer, both of which can be found on the [Oregon Wildfire Risk Explorer map](#).
- Projects may incorporate community awareness and education efforts.
- Fuels to be removed shall include but not be limited to:
    - Fine fuels such as grasses and needles
    - Surface fuels such as shrubs, brush, and tree limbs
    - Heavy fuels, like large bushes, small trees, and downed trees and limbs
- Projects may involve hand and/or mechanical treatments and may include but not be limited to:
    - Invasive species removal
    - Thinning trees
    - Pruning
    - Slash treatment, including but not limited to: Chipping, hauling, pile and burn, biochar, or other small diameter wood utilization
    - Prescribed burning with authorized partner

OCC Workforce Training Requirements

In addition to having safely completed fuel reduction projects, the objectives of OCC also include making gains in the following areas:

- Learning and practicing [Essential Employability Skills](#) or "soft skills" such as integrity, dependability, work ethic, effective communication, open-mindedness, teamwork, creativity, problem-solving, critical thinking, adaptability, organization, willingness to learn, and empathy.
- Preparing youth with the skills to advance in their careers and educational paths.
- Opportunities to discover career and education pathways.

Allowable Use of Grant Funds and Budget Narrative

Successful Applicants will complete and submit a detailed proposed budget, with budget narrative, that clearly identifies reasonable costs associated with fulfilling the RFA (See Attachment B - Sample Budget

Spreadsheet). This detailed budget will be reviewed by the OCC Staff and Advisory Council, and adjustments may be required during negotiation of the Grant Agreement.

Details about the following allowable costs are required:

- **Program Costs:**
    a. Program Personnel Costs/Wages
    b. Employer Costs for Taxes/Fringe
    c. Transportation
    d. Supplies/Materials
    e. Program Participants' Support Services Costs
    f. Personal Protective Equipment
    g. Equipment
    h. Training and Certification costs, etc.
- **Administrative Costs:**
    o Expenditures incurred by Grantees in the performance of administrative functions necessary in carrying out activities under the Grant Agreement. Acknowledging the funds for the resulting Grant Agreements derive from state funds as opposed to federal funds, administrative costs to administer them should be lower.
    o Administrative Costs will generally be limited to a rate of 10 percent. HECC reserves the right to negotiate, in its sole discretion, higher Administrative Cost rates if a successful Applicant can justify why a higher rate is necessary.

3.3 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

Protecting the safety and trust of program participants is a critical element in data collection and reporting. 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.

3.4 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 Oregon Youth Works, 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.

3.5 SCORE CRITERIA DEFINITIONS

Score	Explanation
10	OUTSTANDING – Application meets all requirements and Applicant 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.
6 – 9	VERY GOOD – 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.
	6 – Application surpasses the "adequate" score criteria by providing additional information to support their application beyond meeting basic requirements. Any deficiencies present are insignificant.
	7 – Application provides additional useful information and demonstrates above average knowledge OR experience. No apparent deficiencies noted.
	8 – Application provides additional useful information and demonstrates above average knowledge AND experience. No apparent deficiencies noted.
	9 – Meets the <u>full</u> description of the explanation provided, "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."
5	ADEQUATE – 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.
1 – 4	FAIR – Application meets minimum requirements, but Applicant does not demonstrate sufficient knowledge of the subject matter.
	1 – Meets the <u>full</u> description of the explanation provided, "Application meets minimum requirements, but Applicant does not demonstrate sufficient knowledge of the subject matter."
	2 – Application meets minimum requirements to a point of warranting review but demonstrates very little knowledge or experience of the subject matter.
	3 – Application meets minimum requirements and demonstrates some knowledge or experience. Applicant demonstrates willingness to comply with guidelines, parameters, and requirements.
	4 – Application nearly meets most requirements in an adequate manner and demonstrates some knowledge or experience. Applicant demonstrates willingness to comply with guidelines, parameters, and requirements.
0	POOR – Application is unacceptable and does not meet the requirements set forth in the RFA. Applicant does not demonstrate knowledge of the subject matter.

3.6 POINT AND SCORE CALCULATIONS

Grant Funds will be awarded based on:

- Available funding.
- The best value determinations based on Applicants' scores and how HECC can best utilize Grant Funds to meet the purposes of this RFA, including, but not limited to, socio-economic impact and Wildland-Urban Interface.

Scores are 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.

EXAMPLE:

Applicant A receives scores of 10, 9, and 8 for a section worth 50 points. The SPC averages 10, 9, and 8 for a score of 9. 9 is used as a 90% multiplier to the possible points of 50. 50 multiplied by 90% is 45. Applicant A's points for the criterion is 45.

Points possible are as follows:

Total Points Possible		100
Section	**Criteria**	**Points Possible**
Section II. Application Fundamentals		**20**
	Are described treatments in the WUI and thoughtfully coordinated with partner agencies?	5
	Are identified treatment areas very high or high hazard risk areas?	10
	Will corpsmember participation support or prepare youth to meet their career and educational goals?	3
	Are expenses reasonable, necessary and an accurate reflection of current cost trends to complete the proposed scope of work and are expenses clearly represented in the budget narrative?	2
Section III. Narrative Responses		**80**
	How will this project benefit communities in your target treatment areas?	10
	Describe how your organization's staff will maintain relationships and coordination between your corps, the Oregon Department of Forestry, the Oregon State Fire Marshal's Office, local forest or rangeland Protection Associations, and/or community wildfire preparedness groups to ensure effective treatments and maximize capacity and impact	10
	How will the project include community engagement and/or educational opportunities?	10
	What specific technical skills will corpsmembers learn?	10
	What certificates or credentials will corpsmembers be able to earn? This may include professional industry certificates/badging and/or educational credits.	10
	What careers will corpsmembers be exposed to and what does that exposure look like?	10

	How will corpsmembers be supported to further develop their career or education goals?	10
	What wraparound supports will be provided or available to youth participants?	10

SECTION 4: ATTACHMENTS

ATTACHMENT [A]: SAMPLE APPLICATION

ATTACHMENT [B]: SAMPLE BUDGET

ATTACHMENT [C]: WILDFIRE RISK EXPLORER MAP SAMPLE IMAGE

ATTACHMENT [D]: REPORTING SCHEDULE

Attachment A
Sample Application

Program Grant Application

Section 1: Applicant Information (Qualifying information checked by HECC Staff)

[short text response, fill out]

Legal Applicant Name/Organization:

Address (City, State, Zip):

EIN Number:

Date:

Program Contact:

Email Address:

Phone:

Fiscal Contact:

Email:

Phone:

Eligibility Criteria

Which of the following best matches your eligibility to apply for this project: [select]

- ☐ Non-profit youth development organization
- ☐ Public Entity (Ex: local government organization/agency, school district, public college/university, etc.)
- ☐ Tribal Nation

Does your organization meet the following eligibility criteria? [select yes or no]

- Have its principal place of business in Oregon or be otherwise registered to do business in Oregon;
- Have experience operating youth workforce development programming and/or have experience performing wildfire fuel reduction projects;

Will your organization meet the following eligibility criteria? [select yes or no]

- Shall identify current and future community partnerships; including tribal outreach and coordination.
- 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.
- Shall meet HECC's requirements for insurance and background checks
- Shall be required to provide regular report(s) to HECC.

Section 2: Application Fundamentals (Scored by HECC Staff)

Budget

1. Budget Requested: [short text response]
2. Minimum award considered: [short text response]
3. How will the proposed budget be supplemented or supported by external funding sources? This may include matching dollars, additional Grants that support or supplement the work of corpsmembers, or partner supports for specific services, etc. [long text response]
4. Will your organization require an initial allocation of funds due to an inability to cover expenses until reimbursements are available? *(Reimbursements will be available by late-October at the latest)* [select]
   a. Yes, we will need start-up funds.
   b. No, we can support programming until reimbursements are available.
5. [if 'yes' is selected] How much do you need in an initial allocation? [short text response]
6. [if 'yes' is selected] Please provide a six-month spending plan to justify start-up funds. [long text response]
7. Budget narrative (optional)
8. Please download, complete, and attach the 25-27 OCC Budget Template. [link to download, attachment]

Applicant Capacity and Partnerships

1. What experience do you have operating youth workforce development programs and/or wildfire fuel reduction projects? [long text response]
2. How have you intentionally involved community members affected by this program/project to inform decision-making? [long text response}
3. What outreach has taken place to actively and effectively engage Tribal partners as original stewards of the land? [long text response]
4. How does your organization currently engage with and plan to serve community members most in need of fuels reduction support? Additionally, who are the other partners in the project (organizations, landowners, city, county, etc.), and what roles will they play in project implementation? [long text response]

Participants

1. How will this project serve participants from underrepresented and vulnerable populations, including but not limited to, communities with members who have limited proficiency in English and communities with lower-income members? And what history does your organization have to demonstrate previous success in actively and effectively serving these youth? [long text response]
2. How will the project advance workforce opportunities for those that have been historically underrepresented or under supported? [long text response]

Location

1. Which ZIP codes will be impacted by your proposed treatment sites? Enter numbers only. Ex. 97351, 97361, 97392, 97358. [long text response]
2. List which counties proposed treatments sites fall within. [select]
3. Identify your treatment area with an attachment of "screen shot(s)" from the Oregon Wildfire Risk Explorer Map. In your screen shots, be sure to have the following layers selected and displayed: Administrative Boundaries, Planning and Cadastral, Oregon Wildland Urban Interface (WUI), and Oregon WUI Hazard Rating. See example [attachment]
4. Describe how projects have been identified in consultation with the Oregon Department of Forestry, Oregon State Fire Marshal's Office, local forest or rangeland Protection Associations, or other fire

staff delegated by these organizations to coordinate efforts and avoid duplication of treatment areas. [long text response]

5.   What types of treatment will take place in the defined areas and how will debris be removed/broken down? [long text response]

Section 3: Narrative Responses (Scored by Reviewers)

Fuels Treatments

1.   How will this project benefit communities in your target treatment areas? [long text response]

2.   Describe how your organization's staff will maintain relationships and coordination between your corps, the Oregon Department of Forestry, the Oregon State Fire Marshal's Office, local forest or rangeland Protection Associations, and/or community wildfire preparedness groups to ensure effective treatments and maximize capacity and impact. [long text response]

3.   How will the project include community engagement and/or educational opportunities? [long text response]

Workforce Training

1.   What specific technical skills will corpsmembers learn? [long text response]

2.   What certificates or credentials will corpsmembers be able to earn? This may include professional industry certificates/badging and/or educational credits. [long text response]

3.   What careers will corpsmembers be exposed to and what does that exposure look like? [long text response]

4.   How will corpsmembers be supported to further develop their career or education goals? [long text response]

5.   What wraparound supports will be provided or available to youth participants? [long text response]

Section 4: Assurances and Certifications

Review and acknowledge the following assurances and certifications: [select, Agree or Don't Agree]

• Applicant understands and accepts the requirements of this RFA.

• Applicant acknowledges receipt of any and all Addenda to this RFA.

• If awarded a Grant Agreement, Applicant agrees to perform the activities and meet the performance standards set forth in the final negotiated Grant Agreement.

• I have knowledge regarding Applicant's payment of taxes and by submitting this Application I hereby certify that, to the best of my knowledge, 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.

• **Except as allowed by ORS 659A.006,** Applicant does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, gender, disability, sexual orientation, national origin. When awarding contracts, 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 Grant Agreement 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 an Agreement with an anticipated Grant 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 and Applicant's employees, agents, and subcontractors are not included on: the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf, or the government wide exclusions lists in the System for Award Management found at: https://www.sam.gov/portal/SAM/#1
- Applicant certifies that, to the best of its knowledge, there exists no actual or potential conflict between the business or economic interests of Applicant, its employees, or its agents, on the one hand, and the business or economic interests of the State, on the other hand, arising out of, or relating in any way to, the subject matter of the RFA. If any changes occur with respect to Applicant's status regarding conflict of interest, Applicant shall promptly notify the State in writing.
- Applicant certifies that all contents of the Application (including any other forms or documentation, if required under this RFA) and this Applicant Information and Certification Sheet, are truthful and accurate and have been prepared independently from all other Applicants, and without collusion, fraud, or other dishonesty.
- 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 Grant Agreement 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 acknowledges these certifications are in addition to any certifications required in the Grant Agreement at the time of Grant Agreement execution.

Planning Grant Application

Section 1: Applicant Information (Qualifying information checked by HECC Staff)

[short text response, fill out]

Legal Applicant Name/Organization:

Address (City, State, Zip):

EIN Number:

Date:

Program Contact:

Email Address:

Phone:

Fiscal Contact:

Email:

Phone:

Eligibility Criteria

Which of the following best matches your eligibility to apply for this project: [select]

- ☐ Non-profit youth development organization
- ☐ Public Entity (Ex: local government organization/agency, school district, public college/university, etc.)
- ☐ Tribal Nation

Does your organization meet the following eligibility criteria? [select yes or no]

- Have its principal place of business in Oregon or be otherwise registered to do business in Oregon; and
- Have experience operating youth workforce development programming and/or have experience performing wildfire fuel reduction projects.

Will your organization meet the following eligibility criteria? [select yes or no]

- Shall identify current and future community partnerships, including tribal outreach and coordination.
- 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.
- Shall meet HECC's requirements for insurance and background checks.
- Shall be required to provide regular report(s) to HECC.

Section 2: Populations to be Served

Budget

1. Budget Requested: [short text response]
2. Minimum award considered: [short text response]
3. Will your organization require an initial allocation of funds due to an inability to cover expenses until reimbursements are available? *(Reimbursements will be available by late-October at the latest)*
   [select]

      a. Yes, we will need start-up funds.

      b. No, we can support programming until reimbursements are available.

4. [if 'yes' is selected] How much do you need in an initial allocation? [short text response]

5. [if 'yes' is selected] Please provide a six-month spending plan to justify start-up funds. [long text response]

6. Budget narrative (optional)

7. Please download, complete, and attach the 25-27 OCC Budget Template. [link to download, attachment]

Applicant Capacity and Partnerships

1. What experience do you have operating youth workforce development programs and/or wildfire fuel reduction projects? [long text response]

Participants

1. How will this project serve or benefit eligible participants? [long text response]

2. What strengths does your organization currently bring to serving eligible participants? [long text response]

3. What areas of development will your organization pursue in this project? [long text response]

Project Area

1. Which ZIP codes will be impacted by your proposed treatment sites? Enter numbers only. Ex. 97351, 97361, 97392, 97358. [long text response]

2. List which counties proposed treatments sites fall within. [select]

Section 3: Narrative Responses (Scored by Reviewers)

Fuels Treatments

1. How will this project benefit communities in your target treatment areas? [long text response]

2. How will the project include community engagement and/or educational opportunities? [long text response]

Workforce Training

1. What strengths does your organization currently bring to providing eligible participants with workforce and skill development resources? [long text response]

2. What areas of development will your organization pursue to better supported future participants to further develop their career or education goals? [long text response]

Section 4: Assurances and Certifications

Review and acknowledge the following assurances and certifications: [select, Agree or Don't Agree]

- Applicant understands and accepts the requirements of this RFA.

- Applicant acknowledges receipt of any and all Addenda to this RFA.

- If awarded a Grant Agreement, Applicant agrees to perform the activities and meet the performance standards set forth in the final negotiated Grant Agreement.

- I have knowledge regarding Applicant's payment of taxes and by submitting this application I hereby certify that, to the best of my knowledge, 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.

- **Except as allowed by ORS 659A.006,** 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, 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 $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 and Applicant's employees, agents, and subcontractors are not included on: the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf, or the government wide exclusions lists in the System for Award Management found at: https://www.sam.gov/portal/SAM/#1.

- Applicant certifies that, to the best of its knowledge, there exists no actual or potential conflict between the business or economic interests of Applicant, its employees, or its agents, on the one hand, and the business or economic interests of the State, on the other hand, arising out of, or relating in any way to, the subject matter of the RFA. If any changes occur with respect to Applicant's status regarding conflict of interest, Applicant shall promptly notify the State in writing.

- Applicant certifies that all contents of the Application (including any other forms or documentation, if required under this RFA) and this Applicant Information and Certification Sheet, are truthful and accurate and have been prepared independently from all other Applicants, and without collusion, fraud, or other dishonesty.

- 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 Grant Agreement 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 acknowledges these certifications are in addition to any certifications required in the Grant Agreement at the time of Grant Agreement execution.
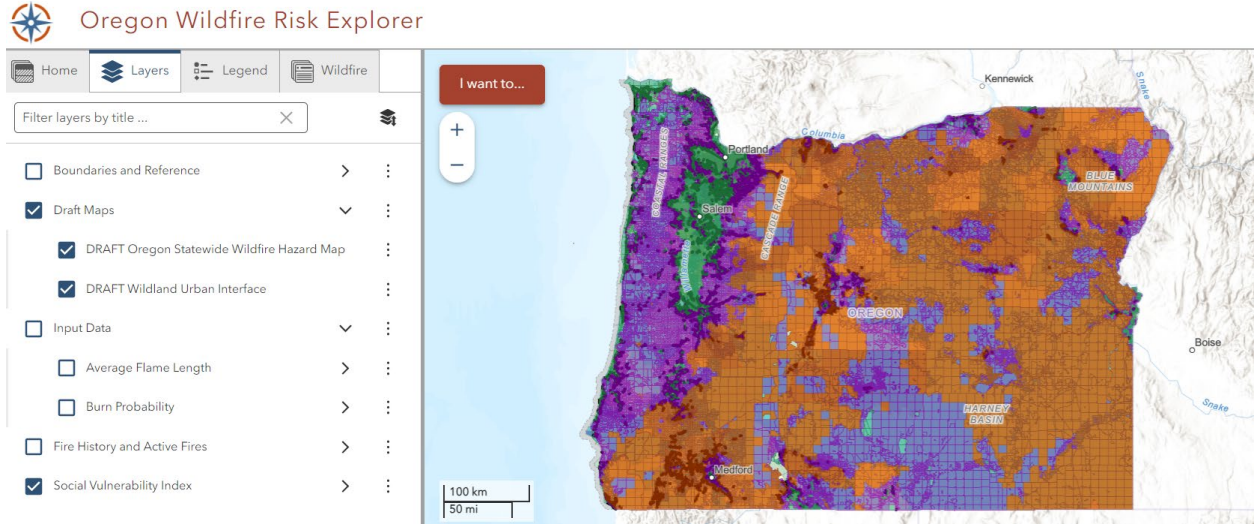
Attachment B
Sample Budget

Period of Performance:	July 1, 2025- June 30, 2027	
Applicant Name:		
Grant #:		
Original grant award:		
Amendments, upon approval.		
Total award	$	-

2023-2025 Biennium Budget Estimates

Category	Applicant Costs Description	Applicant Budget	Subgrantee Costs (if applicable) Description	Subgrant Budget	Subtotal
Adult Personnel *Adult staff with direct connection to grant administration and implementation, typically program administrators and crew leaders. In the description use the model: (# hours per week * # of weeks= total hours) * $/hr * # of staff. Use one line for each hourly wage.*					$ -
Adult Fringe					$ -
Youth Personnel/Corpsmembers *In the description use the model: (# hours per week * # of weeks= total hours) * $/hr * # of staff. Use one line for each hourly wage.*					$ -
Youth Fringe					$ -
Training *May include all costs related to training needs.*					$ -
Professional Services *Costs specific to professional contracted services outside of your agency.*					$ -
Equipment *Defined as tangible property with a useful life of more than one year and a per-unit cost equal or greater than $5,000.*					$ -
PPE *Defined as supplies specific for safety use, may include personal items like boots or jackets down to ear protection and everything in between used as PPE*					$ -
Tools *Defined as tangible property with a useful life of more than one year and a per-unit cost of less than $5,000.*					$ -
Supplies *All tangible property other than those described in the definition of equipment or tools. A computing device is a supply if the acquisition cost is less than $5,000, regardless of the length of its useful life.*					$ -
Transportation *Generally gas reimbursements or other travel reimbursements. This would include maintainance for existing fleet vehicles. Transportation does not include the cost of a vehicle - vehicles would be classified as Equipment.*					$ -
Subtotal by Organization		$ -		$ -	$ -
Administrative *Administrative staff and organizational supports. Generally should not exceed 10% of the overall cost of the grant.*		$ -		$ -	$ -
TOTAL		$ -		$ -	$ -

Attachment C
Wildfire Risk Explorer Map Sample Image

Attachment D
Reporting Schedule

Report Title	Reporting Period	Deadline
Progress Report 1	July 1, 2025 - December 31, 2025	January 31, 2026
Progress Report 2	January 1, 2026 – June 30, 2026	August 1, 2026
Progress Report 3	July 1, 2026 - December 31, 2026	January 31, 2027
Final - Progress Report 4	July 1, 2026 – June 30, 2027	August 1, 2027