



# **FUTURE READY OREGON WORKFORCE READY GRANTS Request for Applications (“RFA”) Round 3M: Manufacturing**

## **HECC # 23-174 – ADDENDUM**

This RFA Addendum is being issued in order to amend information provided in Section 4 of the RFA. All other sections of the original RFA issued May 31, 2024 remain unchanged.

Language to be deleted or replaced is ~~struck through~~; new language is **underlined, red, and bold**. **Section 4. Grant Agreements** is amended to read as follows:

### **SECTION 4. GRANT AGREEMENTS**

Applicants that are selected for an award will be required to execute a grant agreement with HECC. ~~prior to beginning and project activities.~~ The grant agreement is a contract between HECC and the Recipient, which describes the contractual relationship and responsibilities of the parties. Grant agreements for this RFA MUST be finalized and fully executed no later than December 31, 2024.

**There are no exceptions to this deadline because it is a requirement of the federal funds.**

Therefore, once the Notice of Award is sent, it is essential for the grant recipient to be in close communication with HECC to ensure that the grant agreement is negotiated, drafted, approved, and executed prior to December 31, 2024.

No funds will be disbursed until a fully signed grant agreement is in place and the necessary reports have been received by HECC. All project activities must take place during the Performance Period of the grant (July 1, 2024 – June 30, 2026). **If the grant agreement is executed after July 1, 2024, HECC may reimburse grantee for expenses incurred after July 1, 2024 at grantee’s request and on HECC’s review and approval of grantee’s expenses and at HECC’s sole discretion.**

Grant recipients will be required to:

1. Comply with insurance and background check requirements (see Attachment F – Sample Grant Agreement for requirements);
2. Comply with all applicable provisions of [Title 2 Code of Federal Regulations \(“CFR”\) Part 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, including the Cost Principles and Single Audit Act requirements.

3. Comply with all requirements associated with the American Rescue Plan Act (“ARPA”) Coronavirus State Fiscal Recovery Fund (codified as 42 U.S.C. 802).

## REPORTING REQUIREMENTS

All Grant recipients will be required to provide quarterly, annual, and final reporting to grant administrators at HECC. Please review the Exhibits attached to the Sample Grant Agreement (Attachment F) for a draft of the reporting requirements that may be included in the Grant Agreements. Quarterly reporting may include:

- Spend Plan – Provide estimated spending by quarter for the life of the grant;
- Performance Plan – Answer narrative questions about the context of your work, goals, planned work, and intended results;
- Participant Reporting – Collect participant-level information for each program participant related to demographic information, services, credentials earned, and outcomes known by the grant recipient;
- Performance Reporting – Answer narrative questions related to project implementation and progress towards intended outcomes;
- Financial Reporting – Use a template provided by HECC that includes a description of the funds used towards the project activities outlined in the grant agreement. Most funding is distributed to the grant recipient by requesting reimbursement for the previous quarter. In some cases, HECC may determine upfront disbursements may be allowed in response to a request in the grant recipient’s Application with adequate justification;
- Annual Report – which will include answering questions about community engagement for historically underserved and marginalized groups; and
- Final Closeout Phone Calls – Discuss overall grant recipient’s experience with the Workforce Ready Grant program team.

A sample of the participant-level data to be collected by Grantees is listed in Attachment F: Sample Grant Agreement.