

APPLICATION PACKAGE CHECKLIST

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

Item	Recommended or Required	Required for what type of applicant	How to send/access	Deadline
OSC informational session	Required	New Applicants	Registration Link: https://forms.office.com/g/7rN15xhip2	March 5 th , 2024
	Recommended	Continuing & Recompete Applicants		March 6 th , 2024
Notice of Intent to Apply to OSC	Required	New Applicants	Via Microsoft form at https://forms.office.com/g/iP5B39wqk9	March 25 th , 2024
		Continuing & Recompete Applicants	https://forms.office.com/g/R3qnpkgar0	
eGrants Account Set-up	Required	All Applicants	Via eGrants https://egrants.cns.gov/espan/main/login.jsp	As early as possible in the process
Register or Renew UEI @ SAM.gov	Required	All Applicants	Via SAM.Gov	As early as possible in the process
Submit grant application	Required	All Applicants	Via eGrants	April 21 st , 2024
Submit organizational chart	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024
2022 or 2023 audit, audited financial statement, OR unaudited financial statement (if no audit)	Required	New and Recompete Applicants	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024
Supplemental Information Form (Attachment A)	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024
Application Certification Form (Attachment B)	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024

Labor Organization Certification Form (Attachment C)	Required	See criteria on form	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024
Member Enrollment Plan Workbook	Required	All Applicants	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024
Federal Debt Delinquency Information	Required, if applicable	All Applicants	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024
Letters of Support from Consortium Members	Required, if applicable	Rural Intermediary applicants	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024
Evaluation Briefs, Reports, or Studies	Optional	Continuing & Recompete Applicants	Via email to oregon.serves@hecc.oregon.gov	April 21 st , 2024