

# State of Oregon



## **2025 OregonServes Commission (“OSC”) Preparedness, Resilience, and Emergency Planning (“PREP”) Grant Opportunity**

Request for Applications (RFA)

Applications Due on:  
February 28, 2025, by 5:00 PM Pacific Time

For questions, clarifications, or if you need this material in a different format, please contact OregonServes at [oregon.serves@hecc.oregon.gov](mailto:oregon.serves@hecc.oregon.gov).

## 1. INTRODUCTION

The State of Oregon, acting by and through its Higher Education Coordinating Commission, (“HECC”), is issuing this Request for Applications (“RFA”) for the OregonServes State Service Commission’s (“OSC”) Preparedness, Resilience, and Emergency Planning (“PREP”) Opportunity. The opportunity is to provide small Grants to organizations to help communities be more prepared for disasters.

OSC is an entity of the State of Oregon, housed within the Office of Workforce Investments (“OWI”), within HECC.

HECC is issuing this RFA pursuant to its authority under ORS 350.075 and ORS 660.515.

HECC anticipates awarding Grant recipients between \$500 - \$2,000 per organization for a project period of 4 four months beginning March 10, 2025 through June 30, 2025.

HECC has committed \$10,000 in funds for this effort. This program is funded with federal funds.

Funds will be distributed based on the State of Oregon’s need as determined by HECC.

**Disclosure:** Publication of this RFA does not obligate HECC to award any specific number of Grants or to obligate any particular amount of funding.

HECC reserves the right to reopen the RFA as necessary at any point or may solicit programs in the event that not enough Applications were received and/or ineligible Applications were submitted.

Grant awards under this RFA and disbursement of grant funds under resulting grant agreements are subject to HECC’s receipt and approval of the use of the funds from the U.S. Government.

## 2. OVERVIEW

OSC mission is to promote and enhance the culture of service, volunteerism, and civic engagement across communities throughout Oregon. We work with partners to increase resources and programs that meet needs in education, environmental stewardship, emergency response, community capacity and resiliency, economic opportunity, and more.

The PREP Grant aims to empower organizations to host events that enhance community emergency preparedness, engage community members in meaningful activities, promote service and volunteerism, and increase volunteer sign-ups on the Oregon Volunteers in Disaster (“ORVID”) platform.

### ORVID

The [ORVID platform](#) is a statewide, online tool that connects volunteers with organizations and opportunities to assist before, during, and after disasters. ORVID simplifies volunteer recruitment and management, ensuring communities have access to a pool of motivated individuals ready to support emergency preparedness, response, and recovery efforts. The platform allows volunteers to explore meaningful opportunities, track their service hours, and stay informed about ways to contribute to community resilience.

By signing up on ORVID, volunteers become part of a statewide network committed to enhancing disaster readiness and building stronger, more prepared communities across Oregon.

As part of the **PREP Grant**, organizations are encouraged to actively promote and facilitate volunteer sign-ups on the ORVID platform during their funded event.

OSC will provide Grantees with the proper tools to successfully incorporate ORVID into their events.

### Funding Priorities

- Activities that engage diverse populations, ensuring inclusion of underrepresented, rural, or vulnerable communities.
- Activities that foster collaboration among local organizations, businesses, and government to address preparedness needs collectively.
- Events that provide education, training, or resources to enhance individual and community preparedness for emergencies and disasters.
- Activities that strengthen community capacity and resilience.

### 3. 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.

DESCRIPTION	DATE	TIME
Application Deadline	February 28, 2025	5:00 PM Pacific Time
Application Notification (approximate)	March 5, 2025	
Issuance of Grant Agreement (approximate)	March 12, 2025	

### 4. GRANT ELIGIBILITY AND INFORMATION

Eligible entities include state and local government, non-profit, and tribal organizations. Eligible Applicants are those that are in the Community Disaster Resilience Zones (“CDRZ”) established by Federal Emergency Management Agency (“FEMA”).

**Community Disaster Resilience Zones** aim to build and strengthen community resilience across the nation by driving federal, public, and private resources to the most at-risk and in-need communities.

The [Community Disaster Resilience Zones Act](#) uses FEMA’s [National Risk Index](#) to identify the most at-risk and in-need communities to identify resilience zones.

For purposes of this Grant, you are eligible if you are in within the county of the CDRZ. Oregon has 5 CDRZs which are in the following counties:

- Clackamas
- Clatsop

- Coos
- Marion
- Multnomah

### **Allowable Uses for Funding**

Applicants should propose costs that are reasonable, necessary, allowable, allocable, and aligned with the program narrative. To be considered allowable, costs must be necessary and reasonable for the performance of the award.

#### Event Supplies:

- Emergency kit assembly items (e.g., flashlights, batteries, first aid supplies).
- Educational materials (e.g., handouts, guides, posters).
- Signage and banners for the event.

#### Volunteer Support:

- Recognition items (e.g., t-shirts, certificates, or small thank-you gifts).
- Raffle items.
- Childcare services to make events more accessible.

#### Event Logistics:

- Venue rental fees.
- Equipment rental (e.g., tents, tables, chairs).
- Transportation costs for participants or materials.

#### Outreach & Promotion:

- Printing flyers or posters.
- Social media advertising.

#### Training & Education:

- Speaker or trainer fees for emergency preparedness sessions.
- Curriculum development for workshops.

### **Non-Allowable Use of Funds**

If you are unsure about the allowability of something, please review [2 CFR Part 200, Subpart E Cost Principles](#).

### **Examples of Activities:**

Here are some examples of events that could take place. This is not an exhaustive list nor a list of required activities.

#### Emergency Kit-Building Events:

Participants assemble starter kits for their homes while learning about preparedness.

#### Inclusive Community Preparedness Day

A day of service centered on providing people with disabilities and non-English speakers with accessible, inclusive preparedness resources and training to ensure they feel empowered and prepared for emergencies.

Disaster Simulation Drills:

Organize interactive simulations (e.g., fire evacuation, earthquake response) and help attendees sign up for emergency alerts.

Neighborhood Preparedness Fairs:

Partner with local agencies to host an educational fair with demonstrations and guest speakers.

Volunteer Recruitment Drives:

Host a service day with mini projects like cleaning up community spaces and encourage volunteers to sign up with ORVID.

Preparedness Scavenger Hunt:

Engage families in a fun scavenger hunt to learn about key emergency supplies and resources while signing up volunteers for future service projects.

Youth-Led Preparedness Campaigns:

Support youth organizations to organize outreach activities such as preparedness presentations or neighborhood door-to-door campaigns.

**5. SUBMISSION REQUIREMENTS**

All Applicants must use the Application form via Survey Monkey Apply located at:

[https://oregonhecc.smapply.us/prog/oregonserves\\_prep\\_grant](https://oregonhecc.smapply.us/prog/oregonserves_prep_grant)

**6. EVALUATION CRITERIA**

Applications will be evaluated using a scoring rubric that will evaluate the following:

- Alignment with funding priorities (25 points)
- Inclusion of underserved communities (15 points)
- Plans to recruit and register volunteers in ORVID (15 points)
- Impact of the proposed event (15 points)
- Organizational Capacity and Partnerships (15 points)
- Budget (15 points)

**7. CONTACT INFORMATION**

All communication relating to this RFA must be directed to email: [Oregon.serves@hecc.oregon.gov](mailto:Oregon.serves@hecc.oregon.gov)

Inquiries will be responded to within a reasonable amount of time. Applicants are encouraged to submit their questions well in advance of the deadline as OSC is not obligated to respond to questions that are received less than 48 hours prior to the Application Due Date.

## 8. POST-GRANT REPORTING REQUIREMENTS

Successful Applicants will be required to report outcomes of their activities including:

### Event Overview

- Event Name & Date(s).
- Summary of the activities.
- Where the event/s took place.
- Total number of attendees.

### Volunteers Engagement

- Number of confirmed volunteers registered in ORVID during or after the event.
- Number of attendees referred to ORVID.
- List any ongoing opportunities developed because of the event.
- Any insights gathered from volunteer surveys or post-event feedback forms.

### Impact & Outcomes

- Examples of increased community preparedness (e.g., kits built, plans developed).
- Number of households or individuals directly impacted.
- Any expected long-term effects of the event (e.g., increased awareness, sustained volunteerism).

### Budget Report

- Detailed breakdown of how Grant funds were spent (e.g., supplies, promotion, venue costs).
- Any additional resources or volunteer hours contributed by the organization or partners.

### Challenges & Lessons Learned

- Any issues faced and how they were addressed.
- Notable successes or personal stories that highlight the event's impact.
- Suggestions or recommendations for improving future preparedness events.

### Supporting Documentation

- Photos and video documentation of the event.
- Copies of flyers, social media posts, or other outreach materials.
- Sign-in sheets for volunteer participation.

### Resources

Below is a list of resources to help Applicants design their preparedness projects.

#### General Emergency Preparedness Curricula

FEMA's Independent Study Courses (IS- Courses)

Free online courses covering various emergency management topics, including community preparedness and volunteer coordination.

[FEMA Independent Study Program](#)

### **Ready.gov Preparedness Toolkits**

Toolkits with templates, checklists, and guidance for creating emergency plans and preparedness activities for diverse audiences.

[Ready.gov Toolkits](#)

### **American Red Cross Preparedness Education Programs**

Red Cross offers resources like Pillowcase Project and Ready Rating to help communities with disaster education and planning.

[Red Cross Preparedness Programs](#)

### **Oregon Department of Emergency Management Be Two Weeks Ready**

Toolkit for general disaster preparedness

<https://www.oregon.gov/oem/hazardsprep/pages/2-weeks-ready.aspx>

### **Volunteer Engagement & Event Planning Resources**

Points of Light: Volunteer Engagement Resources

Guidance on recruiting, managing, and retaining volunteers for service projects, including emergency preparedness initiatives.

[Points of Light Resources](#)

### **National VOAD (Voluntary Organizations Active in Disaster) Resources**

Tools for organizing volunteer activities before, during, and after disasters.

[National VOAD Resources](#)

### **National Disaster Preparedness Training Center (NDPTC)**

Training and workshops focused on disaster management, resilience, and community response.

[NDPTC Training Resources](#)

### **Citizen Corps Program Resources**

Resources for local preparedness programs that engage citizens in disaster preparedness and response.

[Citizen Corps](#)

### **Preparedness for Youth & Schools**

FEMA's Youth Preparedness Resources

Guides and lesson plans for engaging youth in disaster preparedness through school and community programs.

[Youth Preparedness Resources](#)

### **Disaster-Specific Preparedness Resources**

Earthquake Preparedness: ShakeOut Resources

Guidance and materials for earthquake drills and preparedness activities.

[ShakeOut Resources](#)

## **Wildfire Preparedness Toolkit**

Resources for communities at risk of wildfires, including evacuation planning and defensible space education.

[Fire Adapted Communities Network](#)

## **Flood Preparedness & Safety Guides**

Information and templates for communities vulnerable to flooding.

[FloodSmart Resources](#)

## **9. SUCCESSFUL APPLICANT REQUIREMENTS**

### **A. Taxpayer Identification Number**

A successful Applicant shall provide its Taxpayer Identification Number on a completed W-9 form (which can be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>). A successful Applicant must provide its backup withholding status on the W-9 form if either of the following applies:

- When requested by HECC (normally in an intent to award notice), or
- When the backup withholding status or any other information of Applicant has changed since the last submitted W-9 form, if any.

HECC will not make any payment until HECC has a properly completed W-9.

### **B. Business Registry**

If selected for award, Applicant shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Grant Agreement. The selected Applicant shall submit a current Oregon Secretary of State Business Registry number, or an explanation if not applicable.

All corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. See requirements and exceptions regarding Registered Agents. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules. The titles in this subsection are available at the following Internet site: <http://www.filinginoregon.com/index.htm>.

## **10. 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 chapter 192.[insert], and is not to be disclosed except in accordance with the Oregon Public Records Law, ORS 192.311 through 192.478.”

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.



# ATTACHMENT A

## APPLICATION CERTIFICATION SHEET

Legal Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Entity Type: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Any individual signing below hereby certifies they are an authorized representative of Applicant and that:**

1. I have knowledge regarding Applicant's payment of taxes and by signing below I hereby certify that, to the best of my knowledge, Application 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.

Applicant does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, gender, disability, sexual orientation, national origin. When awarding subgrants, 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.

2. Applicant and Applicant's employees, agents, and subcontractors are not included on:
  - A. 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
  - B. the government-wide exclusions lists in the System for Award Management found at: <https://www.sam.gov/SAM>
3. 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 HECC in writing.
4. Applicant certifies that all contents of the Application (including any other forms or documentation, if required under this RFA) and this Application Certification Sheet are truthful and accurate and have been prepared independently from all other Applicants, and without collusion, fraud, or other dishonesty.
5. 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.

6. Applicant certifies it will comply with the Pay Equity law, ORS 652.220, if applicable.

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Authorized Signature

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Date

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(Printed Name and Title)