



# Oregon

Kate Brown, Governor


## Higher Education Coordinating Commission

Office of Workforce Investments  
Oregon Youth Conservation Corps  
875 Union St. NE, Ste. 310  
Salem, OR 97311  
[www.oyccweb.com](http://www.oyccweb.com)

### MEMO

Date: January 9, 2018

To: Potential OYCC Grantees

From: Doug Denning, OYCC Director 

Re: 2018 Guidelines and Applications Update

OYCC staff met with Higher Education Coordinating Commission's (HECC's) Procurement staff yesterday to discuss where we are with the 2018 application process. We hope to be able to post things soon.

**PLEASE NOTE: There will be major changes to the look and feel of the process so please follow all directions carefully and make sure to meet the appropriate deadlines.**

The traditional Grant Guidelines that past recipients are used to seeing will no longer exist. The guidance that used to be contained in the guidelines will now be included in the Request for Applications (RFA).

Other changes include:

- A hard signature on the application is required.
- The RFA will be listed in the State's electronic procurement portal ORPIN (though you will have access through our website).
- Letters of interest have been eliminated, our apologies to those that have already submitted them.
- **OYCC staff cannot answer questions directly during the solicitation.**
- There will be a Single Point of Contact (SPC) from HECC's Procurement Department assigned to the solicitation and that person's contact information will be included in the RFA.

Applications will still be read and graded by the selection workgroups formed by the OYCC Advisory Committee.

While these changes are last minute and significantly different for look and feel of the process, the overall purpose and intent of OYCC grants has not changed and the application form has been simplified compared to years past.

This Memo will be posted at <http://www.oyccweb.com/announcements.html>

