

PORTLAND DEVELOPMENT COMMISSION
Portland, Oregon

RESOLUTION NO. 6989

**ADOPTING PROGRAM GUIDELINES FOR THE ECONOMIC OPPORTUNITY
INITIATIVE ADULT WORKFORCE DEVELOPMENT PROGRAM**

WHEREAS, the Portland City Council adopted the 2009 Economic Development Strategy under which one of the objectives is building an equitable economy by connecting residents to jobs;

WHEREAS, the Portland Development Commission (“PDC”) Board of Commissioners (the “Board”) on May 11, 2011, adopted, by Resolution No. 6869, the Neighborhood Economic Development Strategy (“NED Strategy”) which has the goal of fostering economic opportunity and neighborhood prosperity throughout Portland;

WHEREAS, PDC’s Revised Strategic Plan 2010-2014 and the NED Strategy each call for PDC to “proactively connect communities of color and residents in priority neighborhoods to jobs in high growth, high demand industries by partnering with Worksystems, Inc. (“WSI”), community-based workforce development providers, and community colleges and to work with providers to support residents while they access workforce training through assertive case management and wrap-around services”;

WHEREAS, the Economic Opportunity Initiative Adult Workforce Development Program (the “EOI Adult Workforce Program”) supports wealth and job creation among low income city residents, many of whom are people of color, live in areas that are historically underserved, and/or have limited English proficiency;

WHEREAS, the EOI Adult Workforce Program has successfully raised the incomes of participants;

WHEREAS, the EOI Adult Workforce Program is funded by Community Development Block Grant funds distributed by the Portland Housing Bureau (“PHB”), City General Funds, and some private grants, and will not create a future unbudgeted obligation for PDC;

WHEREAS, guidelines for the EOI Adult Workforce Program do not exist because the program has been operating according to the policies and practices that were in place at the time of the program’s transfer from the Bureau of Housing and Community Development as predecessor to PHB; and

WHEREAS, PDC desires to create guidelines substantially in the form attached hereto as Exhibit A (the “Guidelines”) to provide a policy framework for operating the program at PDC and for the development of a new request for proposals.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby adopts the Guidelines and authorizes the implementation of the EOI Adult Workforce Program consistent with the Guidelines;

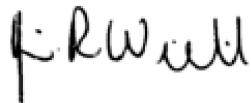
BE IT FURTHER RESOLVED that the Executive Director is authorized to delegate any or all of the authority provided in the Guidelines to PDC employees on a temporary or permanent basis;

BE IT FURTHER RESOLVED that the Executive Director is authorized to approve grants in connection with the EOI Adult Workforce Program without review by the PDC Financial Investment Committee so long as such grants meet the criteria set forth in the Guidelines;

BE IT FURTHER RESOLVED that the Executive Director shall periodically report to the Board on the implementation and impact of the EOI Adult Workforce Program; and

BE IT FURTHER RESOLVED, that this resolution shall become effective 30 days after its adoption.

Adopted by Portland Development Commission on January 9, 2013



Gina Wiedrick, Recording Secretary

**Economic Opportunity Initiative Adult Workforce Program Development Guidelines
January 9, 2013**

Program Purpose:

The Economic Opportunity Initiative (“EOI”) Workforce Development Program (the “Program”) provides grants to non-profit organizations for projects and programs that will support workforce development services to very low income, multi-barriered target populations in the City of Portland. The goal of the Program is to provide career planning, training, job placement, retention and advancement, especially in communities of color, immigrants, recently homeless persons, and unemployed residents of priority neighborhoods.

AVAILABILITY OF FUNDS

PDC will periodically issue a competitive Request for Proposals (“RFP”) to identify Grantees for Program funds. The RFP will specify the Program focus, response requirements, evaluation criteria, and timeline for implementation. A grant is limited to \$500,000 per year. Typical grants do not exceed \$200,000. Grants may be renewed annually for up to four years subject to budget availability and Grantee performance.

ELIGIBILITY

Eligible Grantee: Community-based entities that (a) are organized under the Oregon non-profit statutes and (b) experienced with their proposed target population in increasing the incomes or assets of low-income residents through workforce development with case-management services, are eligible for grants through the Program. Organizations must have a demonstrated knowledge in the subject matter and demonstrated success in working both with high risk residents and local employers. Previous Grantees may apply again. Grantees will be chosen through a competitive solicitation process.

Eligible Use of Funds: Program funds must be used by a Grantee to provide one-on-one workforce case management and job placement. High quality, comprehensive projects and programs tailored to the needs of specific low income target populations are required. Long term assistance at varying levels over the course of three years and a minimum of client outcome tracking for three years is required. Specific eligible expenses of the Grantee will be outlined in the grant agreement.

Eligible Workforce Participants: The EOI Adult Workforce Development Program is intended to benefit individuals whose incomes are 50 percent or less of the Median Household Income. Individuals served must be residents of the City of Portland and funded projects will be accessible to target participants.

AWARD OF GRANT

PDC will implement the grants through a Grant Contract executed by PDC and the grantee. The Grant Contract will describe the project, specify the grant amount and outline additional terms and conditions of the grant, and will serve as the legal commitment of both parties as to the scope, quality of work, and the amount of funds committed.

APPROVAL OF WORK

PDC has the sole authority to determine eligibility of proposed work by a Grantee and confirmation of completed work. Certain work may be required or precluded as a condition of funding. To assess whether the Program is successful, PDC will be closely evaluating outcomes and will report on the changes of income/assets of project participants over multiple years. Organizations receiving funding

shall track the progress of project participants for a minimum of three years. Future funding may depend on participant outcomes and compliance with tracking requirements.

DISBURSEMENT OF FUNDS

Grant funds shall be used to reimburse grantee for eligible costs and work only after submission of an invoice detailing the eligible costs incurred by Grantee, accompanied by evidence of such costs as required by PDC. PDC is not obligated to disburse the entire Grant if the actual cost of the Grantee's project/program does not meet or exceed the grant amount.

GENERAL CONDITIONS

The following general conditions will apply to all grants:

- Grantee will focus outreach and services to populations outlined in the RFP and defined in its grant agreement.
- Grantee must be in compliance with City of Portland Business License requirements.
- Grantee must comply with reporting requirements set forth in the grant agreement.
- All work must comply with city, state, and federal laws.

RESOLUTION NO. 6989

RESOLUTION TITLE:

ADOPTING PROGRAM GUIDELINES FOR THE ECONOMIC OPPORTUNITY INITIATIVE ADULT WORKFORCE DEVELOPMENT PROGRAM


Adopted by the Portland Development Commission on January 9, 2013

| PRESENT FOR VOTE | COMMISSIONERS | VOTE | | |
|---|-------------------------------|--|--------------------------|--------------------------|
| | | Yea | Nay | Abstain |
| <input checked="" type="checkbox"/> | Chair Scott Andrews | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Commissioner Aneshka Dickson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Commissioner John Mohlis | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Commissioner Steven Straus | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Commissioner Charles Wilhoite | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Consent Agenda | | <input checked="" type="checkbox"/> Regular Agenda | | |

CERTIFICATION

The undersigned hereby certifies that:

The attached resolution is a true and correct copy of the resolution as finally adopted at a Board Meeting of the Portland Development Commission and as duly recorded in the official minutes of the meeting.

| | |
|---|---|
|  | <p>Date:</p> <p>January 24, 2013</p> |
| <p>Gina Wiedrick, Recording Secretary</p> | |