

PORTLAND DEVELOPMENT COMMISSION

Portland, Oregon

RESOLUTION NO. 7190

**AUTHORIZING A SUBRECIPIENT CONTRACT WITH WORKSYSTEMS, INC.,
TO IMPLEMENT ECONOMIC OPPORTUNITY INITIATIVE YOUTH
WORKFORCE DEVELOPMENT SERVICES DURING FISCAL YEAR 2016-17**

WHEREAS, since July 2009, the City of Portland (“City”) has provided the Portland Development Commission (“PDC”) with resources to administer the Economic Opportunity Initiative (“EOI”), which includes a youth workforce development program aimed at low-income, disconnected youth;

WHEREAS, Worksystems, Inc. (“WSI”), is a non-profit organization that coordinates workforce development programs in Multnomah and Washington counties;

WHEREAS, in 2012, PDC and WSI collaborated on the design of a youth workforce development system, known as the Career Connect Network, that combines the PDC and WSI youth workforce development programs into a single system;

WHEREAS, the Career Connect Network, which is administered by WSI with funding, input, and oversight from PDC, provides high quality, individually tailored workforce development services to low-income disconnected youth; and

WHEREAS, PDC anticipates receiving approximately \$2,310,224 in general fund and federal Community Development Block Grant funds from the City for EOI in fiscal year (“FY”) 2016-2017 and further anticipates allocating \$1,157,495 for youth workforce development programming in FY 2016-2017.

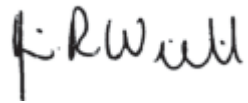
NOW, THEREFORE, BE IT RESOLVED, that the PDC Board of Commissioners (“Board”) hereby authorizes the Executive Director to enter into a Subrecipient Contract with WSI substantially in the form attached hereto as Exhibit A, for approximately \$1,157,495 for the purpose of implementing and managing the EOI youth workforce development services (the “Subrecipient Contract”);

BE IT FURTHER RESOLVED, that the PDC Board hereby authorizes the Executive Director to execute amendments to the Subrecipient Contract up to an additional \$500,000 as needed and when such additional funding becomes available;

BE IT FURTHER RESOLVED, that the Executive Director may approve changes to the Subrecipient Contract prior to and subsequent to execution, so long as such changes do not materially increase PDC’s risks or obligations, as determined by the Executive Director in consultation with General Counsel; and

BE IT FURTHER RESOLVED, that this resolution shall become effective immediately upon its adoption.

Adopted by the Portland Development Commission on June 8, 2016

A handwritten signature in black ink, appearing to read "G. Wiedrick". The signature is written in a cursive, somewhat stylized font.

Gina Wiedrick, Recording Secretary

PORTLAND DEVELOPMENT COMMISSION

Portland, Oregon

RESOLUTION NO. 7190

EXHIBIT A

**AUTHORIZING A SUBRECIPIENT CONTRACT WITH WORKSYSTEMS, INC.,
TO IMPLEMENT ECONOMIC OPPORTUNITY INITIATIVE YOUTH
WORKFORCE DEVELOPMENT SERVICES DURING FISCAL YEAR 2016-17**

Exhibit A includes this cover page and contains 28 pages:

- Subrecipient Contract, Contract No. 7045-07, Youth Workforce Development, CFDA 14.218
 - Exhibit A: Key Features of the Career Connect Network
 - Exhibit B: Budget
 - Exhibit C: Standard General Terms & Conditions
 - Exhibit D: Enrollment and Income Verification Form – Sample
 - Exhibit E: EOI IDIS Set-Up Form
 - Exhibit F: Quarterly Participant Demographics Form
 - Exhibit G: IDIS Close-Out Form Workforce Programs

**Subrecipient Contract
Contract No. 7045-07
Youth Workforce Development**

This Subrecipient Contract (“Contract”) is between the Portland Development Commission (“PDC”) and Worksystems, Inc., an Oregon non-profit corporation (“WSI” or “Subrecipient”) for the implementation of the Youth Workforce Development programs of the Economic Opportunity Initiative.

RECITALS

- A. PDC is the recipient of funding from the City of Portland for the Economic Opportunity Initiative.
- B. The purpose of the Economic Opportunity Initiative (EOI) is to help propel low-income people out of poverty through participation in two program elements: (1) youth and adult workforce development, which offers intensive training, placement, and advancement in specific career tracks, and life skills support, and (2) microenterprise development, which offers business technical and planning assistance, and life skills support, through a program of individual and peer mentoring.
- C. In July 2012, WSI began implementation of a new youth workforce development system which was jointly developed by WSI and PDC. This system, now known as the Career Connect Network, aligned WSI’s and PDC’s youth workforce development programs that were formerly implemented independently.
- D. Consistent with the purpose of the Economic Opportunity Initiative, the purpose of the Career Connect Network is to provide workforce development services to low-income and barriered youth who are disconnected from traditional high schools and/or lack the basic skills and credentials to enter college or career pathway employment. The system is intended to prepare young people for successful careers in employment and college through development of academic and life skills and provision of rich work-based learning experiences. The goal is to equip youth to have career pathway jobs and/or be on a path to complete post-secondary education with the life skills necessary to stay on course. The Career Connect Network will primarily support career readiness, career exploration, work experience, post-secondary transition and support, retention and advancement support, and the case management needed to guide youth on a planned progression through these activities and experiences toward achievement of their career goals.
- E. WSI will implement the Career Connect Network with Workforce Investment Act funds provided by the U.S. Department of Labor (“WIA Funds”) through the State of Oregon, Community Development Block Grant funds (“CDBG Funds”) awarded to the City of Portland by the U.S. Department of Housing and Urban Development and designated by the City as youth workforce funds, City of Portland General Fund (“City Funds”) designated as youth workforce funds, and funds from Multnomah County made available to PDC (“Multnomah County Funds”).

- F. PDC and WSI desire to enter into this Contract to set forth the terms and conditions under which PDC will provide Funds to WSI for implementation of the Career Connect Network in FY 2016-2017.

Now therefore, the parties agree as follows:

AGREEMENT

1. Effective Date and Duration

This Contract shall become effective on July 1, 2016 (the “Effective Date”). Unless sooner terminated in accordance with its terms, this Contract shall terminate on June 30, 2017.

2. Contract Manager

Each party has designated a Contract Manager to be the formal representative for this Contract. All reports, notices, and other communications required under or relating to this Contract shall be directed to the appropriate individual identified below (“Contract Manager”).

WSI	PDC
Contract Manager: Barb Timper	Contract Manager: Kate Deane
1618 SW First Ave., Suite 450	222 NW Fifth Avenue
Portland, OR 97201	Portland, OR 97209
(phone) 503-478-7315	503-823-3313 (phone)
(fax) 503-478-7459	(503) 865-3891 (fax)
Email: btimper@worksystems.org	Email: deanek@pdc.us
EEO: Active	
Business License: 440390	
Total Amount \$1,386,431	

3. Scope of Work

Subject to the terms and conditions of this Contract and as described in greater detail below, Subrecipient will, during the term of this Contract, implement the youth workforce development services component of the Economic Opportunity Initiative as follows:

- A. Implement and manage a system of contracted youth workforce development services substantially in conformance with the standards and subject to the requirements set forth in Exhibit A – Key Features of the Career Connect Network. Subrecipient shall note CFDA number, FAIN number and Federal Award Date as they appear on this Contract on all CDBG subrecipient agreements. The notation must appear on the face page of the contract in the upper right hand corner.
- B. Track in Subrecipient’s I-TRAC Information Management System the performance measures described in Exhibit A and all information necessary to meet the federal CDBG reporting requirements, including but not limited to:
 - a. Race and ethnicity of each youth receiving workforce development services,
 - b. The address of each youth,

- c. The income and income as a percentage of Median Family Income (<http://www.portlandoregon.gov/phb/50010>) at commencement of services, for each youth,
 - d. The youth's status as a single head of household,
 - e. The total number of youth serviced by each contracted provider, and
 - f. The youth's hourly wage and hours per week of employment at commencement of services, the youth's initial job placement and at the time of program exit.
- C. Maintain a Career Connect Network Policy Program Manual ("Program Manual") that provides direction and guidance to the providers on the delivery of youth workforce development services.
 - D. Provide ongoing training and technical assistance to contracted providers on the aligned youth workforce development system, program policies, and the I-TRAC Information Management System and, for contracted providers receiving CDBG Funds, training on the Community Development Block Grant allowable costs as described in Section 5.
 - E. Convene contracted providers at least quarterly to discuss issues including: system implementation, best practices, challenges, opportunities for system improvement, and overall performance.
 - F. Ensure contracted provider compliance with federal CDBG requirements, including but not limited to allowable costs, budgeting and invoicing, eligibility, recording keeping and reporting for those contracted providers receiving CDBG Funds.
 - G. Acknowledge PDC's role as a co-funder of the Career Connect Network in all publicity and collateral.
 - H. Continue to seek investment from other funders to support growth and development of the Career Connect Network.
 - I. Develop and deliver information reasonably requested by PDC regarding operation of the Career Connect Network, including but not limited to, information necessary to develop, maintain and update the city of Portland's Consolidated Plan for use of CDBG Funds including a list of contracted providers receiving CDBG Funds and the amount thereof, written action plan updates, and Consolidated Plan amendments if the amount of CDBG Funds changes during the year.

4. Periodic Reporting/Partner Communication

PDC and WSI desire to maintain open and transparent communication about their mutual investments in the Career Connect Network. In order to maintain this communication, and to ensure that periodic reporting needs are met:

- A. The WSI Contract Manager and PDC Contract Manager and key staff will meet at least quarterly to review progress and challenges of the new program.
- B. WSI will include the PDC Contract Manager in all quarterly meetings with contracted providers.
- C. WSI shall appoint the PDC Contract Manager to WSI's Youth Council which oversees the Career Connect Network operations and policy.
- D. WSI will provide the PDC Contract Manager with quarterly report on October 23, 2016; January 25, 2017; April 25, 2017 and July 25, 2017 on Career Connect Network activities funded by PDC. The report will include:
 - a. A brief written narrative summarizing Career Connect Network accomplishments, activities and challenges;

- b. Demographic data for the Career Connect Network as further described in Section 6 – Federal Funding;
 - c. Data on individual subrecipient performance as described in Exhibit A including:
 - i. Numbers of participants in the Intensive Phase of Service,
 - ii. Numbers of participants in the Retention and Advancement Phase of Service, and
 - iii. Outcomes on Performance Measures.
- E. No later than July 22, 2017 and as part of the fourth quarter report required under Section 4(D) above, WSI will provide PDC with the following information:
- a. Demographic data for the Career Connect Network and for each of Subrecipient’s contracted providers receiving CDBG Funds for the year, as further described in Section 6 – Federal Funding.
 - b. Detailed year-end report showing demographics and outcomes for individual participants that have exited the system in Fiscal Year 2016-17 and individual participants that will continue service in Fiscal Year 2016-17. This report will include information on youth placed in unsubsidized employment, youth placed in post-secondary education and/or training, participant wages at enrollment, current wages, and wages at program exit, or other outcome information agreed to by PDC and WSI. No identifying information will be provided on individual participants.

5. Compensation and Matching Resources

Subject to the terms and conditions of this Contract, PDC shall provide a maximum of \$1,386,431 to Subrecipient for performance of the work described in the Scope of Work above (“Funds”). Utilizing such Funds, Subrecipient shall provide workforce development services, as described in Exhibit A, to approximately 422 youth per year.

In addition to any Funds available under this Contract, Subrecipient shall leverage approximately \$2 million in WIA Funds, or additional available funds, to serve Career Connect Network participants. With the leveraged funds, it is anticipated that WSI will serve a total of approximately 650 City of Portland youth. These are the participants who will be reflected in the quarterly and year-end reporting described in Section 4 and 6.

The CDBG Funds and City Funds will be disbursed to Subrecipient on an allowable cost reimbursement basis in accordance with and subject to the limitations of the budget attached as Exhibit B, provided however that without amending this Contract, the PDC Contract Manager may transfer Funds from one Budget line item to another so long as such change does not result in an increase to the maximum Contract Funds. If the PDC Contract Manager transfers Funds as allowed by this paragraph, the PDC Contract Manager will immediately provide the WSI Contract Manager a revised Budget, which shall be deemed to replace Exhibit B to this Contract.

Subrecipient may use Funds only for allowable costs. For purposes of City and CDBG Funds, the PDC Contract Manager will disburse Funds to pay allowable costs necessarily incurred in performing the work described in the Scope of Work above in the delivery of services to City of Portland residents and, as to the CDBG Funds, allowable under the applicable federal regulations referenced in Exhibit C. Costs of program administration and indirect program expenses are “allowable costs” only to the extent of available City Funds.

For purposes of Multnomah County Funds the PDC Contract Manager will disburse Funds to pay allowable costs necessarily incurred in performing work described in the Scope of Work above in delivery of services to Multnomah County residents.

Requests for payment must be submitted to PDC in accordance with the invoice form provided by the PDC Contract Manager, as amended from time to time. Subrecipient may choose to submit invoices either monthly or quarterly. Invoices must be submitted within 30 days of the end of the period (month or quarter) and must include program expenditures for the month (or quarter), by line item, and backup documentation. The final invoice is due July 5, 2017. Subrecipient contracts between WSI and its contracted providers of youth workforce development services must require that the service providers keep vendor receipts and evidence of payment for materials and services and time records and evidence of payment for program wages, salaries and benefits, and other expenses.

6. Federal Funding

A portion of the funding provided by PDC under this Contract will be CDBG Funds from the U.S. Housing and Urban Development Department (“HUD”). Accordingly, Subrecipient agrees and acknowledges that it is considered a subrecipient of CDBG funds and, in performing services under this Contract, is subject to, and shall comply with, the federal law and regulations governing subrecipients of CDBG Funds, including but not limited to the limitations on the use of CDBG Funds.

Without limiting the generality of the preceding sentence, in performing services under this Contract, Subrecipient shall:

- A. Comply with the Terms and Conditions attached hereto as Exhibit C and cause its contracted providers receiving CDBG Funds (who are also considered subrecipients of CDBG Funds) to comply with the Terms and Conditions attached hereto as Exhibit C. Subrecipient may not provide CDBG Funds to a contracted provider unless the contracted provider: (i) has either a Community Based Development Organization (CDBO) certification (CFR Sec. 19 (c) 570.204) or written employer commitments, (CFR Sec. 105(a) 17) and (ii) has obtained and provided to Subrecipient a Dun & Bradstreet, or DUNS, Number.
- B. Cause its subcontracted providers to obtain from each youth receiving services financed with CDBG Funds, the information identified in Exhibit D attached hereto.
- C. Complete the EOI IDIS Set-up Form set forth in Exhibit E for each of Subrecipient’s contracted providers receiving CDBG Funds and for the Career Connect Network activities funded with CDBG Funds, City Funds and Multnomah County Funds, and submit to PDC by August 30, 2016.
- D. Complete the Quarterly Participant Demographics Form as set forth in Exhibit F for the Career Connect Network activities funded with CDBG Funds, City Funds and Multnomah County Funds and submit to PDC on October 23, 2016; January 25, 2017; April 25, 2017 and July 25, 2017. The PDC Contract Manager may substitute an alternative form to conform with requirements of the PDC funding sources by providing such substituted form to the Subrecipient no later than the end of the quarter for which the form is due.
- E. Complete the EOI IDIS Close-out Form as set forth in Exhibit G for each of Subrecipient’s contracted providers receiving CDBG Funds and for the Career Connect Network as a whole,

and submit to PDC on July 25, 2016. The PDC Contract Manager may substitute an alternative form to conform with requirements of the PDC funding sources by providing such substituted form to the Subrecipient no later than the end of the 4th quarter.

- F. Provide monitoring oversight of Subrecipient's contracted providers to ensure compliance with CDBG fund regulations, including, but not limited to, the following components:
- Desk monitoring
 - Assessment of cost reasonableness
 - Risk assessment
 - Contract file completeness
 - Performance of on-site monitoring visit(s) to at least ten percent of Subrecipient's contracted providers receiving CDBG funds within the contract year.
- G. As needed, provide Subrecipient's contracted providers with document templates and/or technical assistance in coordination with PHB and PDC to achieve program and monitoring activities in compliance with CDBG regulations.

7. Early Termination

At its sole discretion, PDC may terminate this Contract for any reason upon thirty (30) days written notice to Subrecipient. If PDC terminates this Contract under this Section 7, Subrecipient shall be entitled to receipt of payment as described in Terms and Conditions (Exhibit C).

8. Compliance with Laws

In connection with its activities under this Contract, Subrecipient shall comply with all applicable federal, state and local laws and regulations.

9. Amendments

PDC and Subrecipient may amend this Contract at any time by written agreement executed by PDC and Subrecipient. Notwithstanding the immediately preceding sentence, without additional PDC Board approval, the PDC Executive Director is authorized to add up to \$500,000.00 to the total amount of the Funds, as and when such additional money becomes available.

10. Nondiscrimination

Subrecipient agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations, including but not limited to ORS 659.425 and those identified in the Terms and Conditions, and all regulations and administrative rules established pursuant to those laws.

11. Recycled Products

To the maximum extent economically feasible, Subrecipient shall make good faith efforts to use recycled products in connection with its performance under this Contract.

12. No Obligations to Third-Parties

No person not a party to this Contract is an intended beneficiary of this Contract, and no person not a party to this Contract shall have any right to enforce any term of this Contract.

13. List of Exhibits

The following Exhibits are attached hereto and incorporated by reference into this Contract:

<u>Document</u>	<u>Description</u>
Exhibit A	Key Features of the Career Connect Network
Exhibit B	Budget
Exhibit C	Terms and Conditions
Exhibit D	Enrollment and Income Verification Form - Sample
Exhibit E	EOI IDIS Set-Up Form
Exhibit F	Quarterly Participant Demographics Form
Exhibit G	EOI IDIS Close-Out Form Workforce Programs

14. Waiver

No provision of this Contract shall be deemed to have been waived, modified or changed unless such waiver is in writing and signed by both parties. Such waiver, modification or change if made, shall be effective only in specific instances and for the purpose given. There are no understandings, agreements or representations, oral or written, not specified herein regarding this Contract.

15. Approvals

Subrecipient and PDC, by the signature of their duly authorized representatives, hereby acknowledge that they have read this Contract, understand it, and agree to be bound by its terms and conditions.

16. Survival of Certain Provisions

Section 4(D) and (E) (with respect to reporting required after termination of this Contract), Section 5 (with respect to billings for work performed prior to termination of this Contract), and Sections I.H, I.I, and I.J of Exhibit C shall survive termination of this Contract in accordance with their terms. The obligations and duties of this Contract related to the receipt and use of federal funds, or program income derived there from, shall remain binding on Subrecipient during any period that Subrecipient has control of such funds received or generated under this Contract.

In witness whereof the parties have executed this Contract as of the dates set forth below their respective signatures.

**PORTLAND DEVELOPMENT
COMMISSION**

WORKSYSTEMS, INC.

By: _____

By: _____

Faye Brown, Interim Executive Director

Name: _____

Title: _____

Date: _____

Date: _____

APPROVED AS TO FORM:

PDC Legal

EXHIBIT A
KEY FEATURES OF THE CAREER CONNECT NETWORK

A. Target Population:

The target population for services will be low-income and barred youth ages 16-21 and certain youth ages 22-24, who are disconnected from traditional high school or lacking the basic skills and credentials to enter college or career pathway employment. A limited number of youth who are aged 22 to 24 years at the time of enrollment may be served by providers if they are also receiving services as part of Multnomah County's Homeless Youth Continuum or from the Multnomah County collaboration between Department of Community Justice and Department of Human Services focused on gang-affected youth and their families. Low-income is defined as the poverty line or seventy percent (70%) of the Lower Living Standard Income Level (as defined by the United States Department of Labor), whichever is higher. Youth who are homeless or living in foster care and youth who are receiving public assistance payments or food stamps or in families receiving this assistance are considered low-income for the purpose of determining eligibility.

B. Service Delivery and Coordination:

WSI will contract with multiple Service Coordination providers serving culturally and geographically diverse populations to deliver the youth workforce development services. Each provider will deliver supportive and individually tailored workforce development case management to youth in the target population for up to three years. Services to youth will include:

- Individual career plan development
- Career exploration
- Work and college readiness training
- Work experience placement and support, with referral to the Work Experience Intermediary as appropriate.
- Post-secondary placement, navigation and support
- Job search assistance and placement
- Retention and advancement supports after job or post-secondary placement

In addition to the services above, contracted providers will provide leveraged educational supports including: remedial education, GED, and/or high school diploma.

C. Work Experience Intermediary:

WSI will also contract with one Work Experience Intermediary. The role of the Work Experience Intermediary is to administer work experience opportunities co-developed with WSI through relationships with business and industry. Through a dedicated staff, WSI will develop work experience opportunities to be administered by the Work Experience Intermediary. The Intermediary will play a supplemental role in development of opportunities. Key roles and responsibilities of the Work Experience Intermediary include:

- Develop work experience opportunities for youth.
- Maintain a clearinghouse of subsidized and unsubsidized work experience opportunities.
- Maintain a list of work experience-ready youth referred by Service Coordination providers.
- Provide employer-of-record services for work experiences.
- Process payroll.
- Assess youth readiness for work experience to criteria designated by WSI.

- Match youth to appropriate work experiences.
- Deliver training for and advise worksite supervisors.
- Coordinate worksite placements and troubleshoot problems that arise.
- Act as the intermediary between the employer and the referring Service Coordination provider.
- Provide feedback to Service Coordination providers regarding the readiness of youth referred and feedback from businesses who hosted youth.

D. Service Delivery Stages:

The Career Connect Network administered by WSI will include the following four stages of service delivery:

- Orientation: Each youth receives information about the program, related activities and expectations.
- Enrollment: Eligibility is conducted and youth begins participation in the program.
- Intensive Program Stage: Each youth can receive up to two years of intensive workforce development services. Each youth participates in activities and receives services related to the development of competencies and skills, and completion of short- and long-term goals as reflected in the Individual Career Plan. The intensive program stage is complete when a youth attains a secondary credential and/or transitions to college or begins employment in a career pathway job.
- Retention and Advancement Stage: Each youth must receive one year of services following transition into college or employment. During this stage, the youth must receive robust retention and advancement supports. WSI must include the specific retention and advancement activities proposed by contracted providers in the contracts between WSI and the contracted providers.

E. Performance Measures:

Service Coordination Providers:

Service Coordination contractor performance will be evaluated with the Progress and Success Indicators (below). These indicators are designed to demonstrate likely success in achieving the goal of completion of post-secondary education or entry into a career pathway job. The focus of youth programs should be providing high-quality career planning and support to help youth meet the end goal. Progress Indicators will be measured at the end of the Intensive Program Phase. Success Indicators will be measured at the end of the Retention and Advancement Phase. **Not all indicators will apply to every youth.** Applicable indicators will be based on each youth’s Individual Career Plan and education and basic skills level on entry into the program.

Intensive Stage-Transition Milestones	Goal
Gains in basic skills (Out of school-youth only)	50%
Assessed Work - Ready	75%
Placement in employment or post-secondary education or training	75%

Retention and Advancement Stage-Success Indicators	Goal
Progress in Employment or Education Placement as measured by: <ul style="list-style-type: none"> • Attainment of 18 or more college credits; or • Retention in employment for at least 2 consecutive quarters 	70%
Industry recognized occupational certificate, GED or HS Diploma	75%
Data Points	NA
Basic Skills Sufficient	NA
Advancement in employment	NA
Assessed College Ready	NA

Work Experience Intermediary:

The Work Experience Intermediary contractor will be evaluated with the following performance measures:

- Work experience placement rate: number of placements/number of opportunities
- Median time to placement
- Work experience completion rate
- Employer satisfaction

Reporting Requirements

All contracted providers must enter youth eligibility, eligibility, demographics, services and outcomes into the I-TRAC Information Management System.

EXHIBIT B
BUDGET 2016-17

Youth Workforce Development	General Funds	CDBG	Multnomah County	Total
Provider Contracts	\$257,170	\$841,208	\$59,117	\$1,157,495
Personnel	\$107,350			\$107,350
Materials/Services/I-Trac	\$9,800			\$9,800
Indirect	\$111,786			\$111,786
Total Youth Workforce Development Funds	\$486,106	\$841,208	\$59,117	\$1,386,431

**EXHIBIT C
TERMS AND CONDITIONS**

This Exhibit C contains: I. Portland Development Commission (PDC) Terms and Conditions and II. Community Development Block Grant (CDBG) Terms and Conditions. PDC Terms and Conditions apply to all activities regardless of funding source. The CDBG Terms and Conditions apply only to activities funded with CDBG. If there is a conflict between terms the most restrictive provision will be enforced.

I. PORTLAND DEVELOPMENT COMMISSION – TERMS AND CONDITIONS

- A. **TERMINATION FOR CAUSE; CURE.** In accordance with 24 CFR 85.43, if, through any cause, the Subrecipient shall fail to fulfill in timely and proper manner his/her obligations under this Contract, or if the Subrecipient shall violate any of the covenants, agreements, or stipulations of this Contract, PDC may avail itself of such remedies as cited in 24 CFR 85.43 by giving written notice to the Subrecipient of such action and specifying the effective date thereof at least 30 days before the effective date of such action. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Subrecipient under this Contract shall, at the option of PDC, become the property of PDC and the Subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

Notwithstanding the above, the Subrecipient shall not be relieved of liability to PDC for damages sustained by PDC by virtue of any breach of the Contract by the Subrecipient, and PDC may withhold any payments to the Subrecipient for the purpose of setoff until such time as the exact amount of damages due PDC from the Subrecipient is determined.

- B. **TERMINATION FOR CONVENIENCE.** Except as provided in § 85.43 awards may be terminated in whole or in part only as follows:

(a) By PDC with the consent of the Subrecipient in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated, or

(b) By PDC or Subrecipient upon written notification to the awarding agency, setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if, in the case of a partial termination, the awarding agency determines that the remaining portion of the award will not accomplish the purposes for which the award was made, the awarding agency may terminate the award in its entirety under either § 85.43 or paragraph (a) of this section.

- C. **ENFORCEMENT AND REMEDIES.** In the event of termination under section A hereof by PDC due to a breach by the Subrecipient, then PDC may complete the work either itself or by agreement with another subrecipient, or by a combination thereof. In the event the cost of completing the work exceeds the amount actually paid to the Subrecipient hereunder plus the remaining unpaid balance of the compensation provided herein,

then the Subrecipient shall pay to PDC the amount of excess. Allowable costs shall be determined in accordance with 24 CFR 85.43(c).

- D. **CHANGES IN ANTICIPATED SERVICES.** If, for any reason, Subrecipient's anticipated services or actions are terminated, discontinued or interrupted, PDC's payment of funds may be terminated, suspended or reduced. Subrecipient shall immediately refund to PDC any unexpended funds received by Subrecipient.
- E. **AMENDMENT/CHANGES.** PDC or Subrecipient may, from time to time, request changes in writing in the scope of services or terms and conditions hereunder. Such changes, including any increase or decrease in the amount of the Subrecipient's compensation, shall be incorporated in written amendments to this contract. The Bureau Director is authorized to approve funding amendments up to 25% of the original budget amount of any contract covered under the ordinance.
- F. **NON-DISCRIMINATION; CIVIL RIGHTS.** During the performance of this Contract, the Subrecipient agrees as follows:
- (a) The Subrecipient will comply with the non-discrimination provisions of Title VI of the Civil Rights Act of 1964 (24 CFR 1), Fair Housing Act (24 CFR 100), and Executive Order 11063 (24 CFR 107).
 - (b) The Subrecipient will comply with prohibitions against discrimination on the basis of age under Section 109 of the Act as well as the Age Discrimination Act of 1975 (24 CFR 146), and the prohibitions against discrimination against otherwise qualified individuals with handicaps under Section 109 as well as section 504 of the Rehabilitation Act of 1973 (24 CFR 8).
 - (c) The Subrecipient will comply with the equal employment and affirmative action requirements of Executive Order 11246, as amended by Order 12086 (41 CFR 60).
 - (d) The Subrecipient will comply with the equal employment and non-discrimination requirements of Portland City Code Sections 3.100.005 (City Policies Relating to Equal Employment Opportunity, Affirmative Action and Civil Rights), 3.100.042 (Certification of Contractors), and Chapter 23 – Civil Rights.
 - (e) Subrecipient will comply with the Americans with Disabilities Act (42 USC 12131, 47 USC 155, 201, 218 and 225), which provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodation, state and local government services and telecommunications. The Act also requires the removal of architectural and communication barriers that are structural in nature in existing facilities. For CDBG and/or HOME funded projects, the Subrecipient will also comply with affirmative marketing policy and outreach to minorities and women and to entities owned by minorities and women per 24 CFR 92.351 and/or 24 CFR 570.601(a)(2), if the funds will be used for housing containing 5 or more assisted units.
- G. During the performance of this contract, the Subrecipient, for itself, its assignees and successors in interest (hereinafter referred to as the "Subrecipient") agrees as follows:

- (a) **Compliance with Regulations.** The Subrecipient shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs as set forth in Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as “the Regulations”), which are herein incorporated by reference and made a part of this contract.
- (b) **Nondiscrimination.** The Subrecipient, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, sexual orientation, age, religion, disability, marital status, or family relationships in the selection and retention of Subrecipients, including procurements of materials and leases of equipment. The Subrecipient shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (c) **Solicitations for Subcontractor, Including Procurements of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the Subrecipient for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential Subcontractor or supplier shall be notified by the Subrecipient of the Subrecipient's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, sexual orientation, age, religion, disability, marital status, or family relationships.
- (d) **Information and Reports.** The Subrecipient shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by PDC or any state or federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Subrecipient is in the exclusive possession of another who fails or refuses to furnish this information the Subrecipient shall so certify to PDC or the any state or federal agency as appropriate, and shall set forth what efforts it has made to obtain the information.
- (e) **Sanctions for Noncompliance.** In the event of the Subrecipient's noncompliance with the nondiscrimination provisions of this contract, PDC shall impose such contract sanctions as it or any state or federal agency may determine to be appropriate, including, but not limited to:
- (1) withholding of payments to the Subrecipient under the contract until the Subrecipient complies, and/or
 - (2) cancellation, termination or suspension of the contract, in whole or in part.
- (f) **Incorporation of Provisions.** The Subrecipient shall include the provisions of paragraphs (a) through (f) in every subcontract, including procurements of materials and leases of equipment, unless exempt.

The Subrecipient shall take such action with respect to any Subrecipient procurement as

PDC or any state or federal agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a Subrecipient becomes involved in, or is threatened with, litigation with a Subrecipient or supplier as a result of such direction, the Subrecipient may request PDC to enter into such litigation to protect the interests of PDC, and, in addition, the Subrecipient may request the United States to enter into such litigation to protect the interests of the United States.

The Subrecipient shall have the responsibility to inquire as to which agencies, if any, have a regulatory interest in the contract and comply with any resulting regulations or requirements.

- H. MAINTENANCE, AUDIT OF AND ACCESS TO RECORDS. PDC, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, general organizational and administrative information, documents, papers, and records of the Subrecipient which are directly pertinent to this contract, for the purpose of making audit or monitoring, examination, excerpts, and transcriptions. All required records must be maintained by the Subrecipient for (5) five years after PDC makes final payments and all other pending matters are closed.

PDC, either directly or through a designated representative, may audit the records of the Subrecipient at any time during the (5) five-year period.

If an audit discloses that payments to the Subrecipient were in excess of the amount to which the Subrecipient was entitled, then the Subrecipient shall repay the amount of the excess to PDC.

- I. AUDITS & INSPECTIONS. All Subrecipient records with respect to any matters covered by this Agreement shall be made available to PDC, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Subrecipient hereby agrees to have an annual agency audit conducted in accordance with current City of Portland policy concerning Subrecipient audits and OMB Super Circular.
- J. INDEMNIFICATION. Subrecipient shall hold harmless, defend, and indemnify PDC, and its officers, agents and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from actions or omissions of Subrecipient and/or its contractors in the performance of this Agreement. This duty shall survive the expiration or termination of this Agreement.
- K. INSURANCE. Subrecipient shall obtain and maintain in full force at its expense, throughout the duration of the Agreement and any extension periods, the required

insurance identified below. PDC reserves the right to require additional insurance coverage as required by statutory or legal changes to the maximum liability that may be imposed on Oregon cities during the term of this Agreement.

- (a) **Workers' Compensation Insurance.** Subrecipient, its contractors and all employers working under this Agreement shall comply with ORS Chapter 656 and as it may be amended from time to time. Unless exempt under ORS Chapter 656, Subrecipient, its contractors and any employers working under this Agreement shall maintain coverage for all subject workers.
 - (b) **Commercial General Liability Insurance:** Subrecipient shall have commercial general liability insurance covering bodily injury, personal injury, property damage, including coverage for independent contractor's protection (required if any work will be subcontracted), premises/operations, contractual liability, products and completed operations, in a per occurrence limit of not less than \$1,000,000, and aggregate limit of not less than \$2,000,000.
 - (c) **Automobile Liability Insurance:** Subrecipient shall have automobile liability insurance with coverage of not less than \$1,000,000 each accident. The insurance shall include coverage for any auto or all owned, scheduled, hired and non-owned auto. This coverage may be combined with the commercial general liability insurance policy.
 - (d) **Additional Insured:** The liability insurance coverages, except Professional Liability, Errors and Omissions, or Workers' Compensation where applicable, shall be without prejudice to coverage otherwise existing, and shall name PDC and its bureaus/divisions, officers, agents and employees as Additional Insureds, with respect to the Subrecipient's or its contractor's activities to be performed or services to be provided. Coverage shall be primary and non-contributory with any other insurance and self-insurance.
 - (e) **Continuous Coverage; Notice of Cancellation:** Subrecipient shall maintain continuous, uninterrupted coverage for the duration of the Agreement. There shall be no termination, cancellation, material change, potential exhaustion of aggregate limits or nonrenewal of coverage without thirty (30) days written notice from Subrecipient to PDC. If the insurance is canceled or terminated prior to termination of the Agreement, Subrecipient shall immediately notify PDC and provide a new policy with the same terms. Any failure to comply with this clause shall constitute a material breach of the Agreement and shall be grounds for immediate termination of this Agreement.
 - (f) **Certificate(s) of Insurance:** Subrecipient shall pay for all deductibles and premium from its non-contract funds. PDC reserves the right to require, at any time, complete and certified copies of the required insurance policies evidencing the coverage required. In lieu of filing the certificate of insurance required herein, if Subrecipient is a public body, Subrecipient may furnish a declaration that Subrecipient is self-insured for public liability and property damage for a minimum of the amounts set forth in ORS 30.270.
- L. **INDEPENDENT CONTRACTOR STATUS.** Subrecipient, and its contractors and employees are not employees of PDC and are not eligible for any benefits through PDC, including

without limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits.

- M. CONFLICT OF INTEREST. No PDC officer or employee, during his or her tenure or for two (2) year thereafter, shall have any interest, direct or indirect, in Agreement or the proceeds thereof. PDC officer or employee who selected Subrecipient, participated in the award of this Agreement or managed this Agreement shall not seek the promise of employment from Subrecipient or be employed by Subrecipient during the term of the Agreement, unless waiver is obtained from PDC in writing.

The Subrecipient shall also comply with the provisions of 24 CFR 84.42 and/or 85.36(b)(3), which require that a written Code of Standards of Conduct be maintained by the agency, as it relates to the performance of employees engaged in the award and administration of contracts.

- N. OREGON LAW AND FORUM. This Agreement shall be construed according to the laws of the State of Oregon without regard to principles of conflicts of law. Any litigation between the Parties arising under this Agreement or out of work performed under this Agreement shall occur in Multnomah County Circuit Court or the United States District Court for the State of Oregon.

- O. COMPLIANCE WITH LAW. Subrecipient and all persons performing work under this Agreement shall comply with all applicable federal, state, and local laws and regulations, including reporting to and payment of all applicable federal, state and local taxes and filing of business license. If Subrecipient is a 501(c)(3) organization, Subrecipient shall maintain its nonprofit and tax exempt status during this Agreement. Subrecipient shall be EEO certified by City of Portland in order to be eligible to receive funds.

- P. SEVERABILITY. The Parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

- Q. PROGRAM AND FISCAL MONITORING. PDC shall monitor on an as-needed basis to assure Agreement compliance. Monitoring may include, but are not limited to, on site visits, telephone interviews and review of required reports and will cover both programmatic and fiscal aspects of the Agreement. The frequency and level of monitoring will be determined by PDC Manager. Notwithstanding such monitoring or lack thereof, Subrecipient remains fully responsible for performing the work, services or obligations required by this Agreement in accordance with its terms and conditions. The frequency and level of monitoring will be determined by PDC Project Manager.

- R. THIRD PARTY BENEFICIARIES. There are no third party beneficiaries to this Agreement and may only be enforced by the Parties.

- S. ELECTRONIC TRANSACTION; COUNTERPARTS. The Parties agree that they may conduct this transaction, including any amendments, by electronic means, including the use of electronic signatures. This Agreement, and any amendment, may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument.
- T. CITY RECOGNITION. The Subrecipient shall insure recognition of the role of PDC in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.
- U. COPYRIGHT. If this contract results in any copyrightable material or inventions, PDC and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.
- V. FUND-RAISING. City-funded dollars may be used to cover expenses directly related to the contracted project. Costs associated with general agency fund-raising activities are not eligible.
- W. INTEGRATION. This Contract contains the entire agreement between PDC and the Subrecipient and supercedes all prior written or oral discussions or agreements.
- X. DRUG-FREE WORKPLACE ACT OF 1998. The Grantee shall maintain a drug-free workplace in accordance with the requirements of this Act and in accordance with requirements of 24 CFR Part 24 Subpart F.
- Y. POLITICAL ACTIVITY. The Subrecipient shall not permit any of the funds, materials, property or services provided under this Contract to be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or for publicity or propaganda purposes designed to support or defeat legislation pending before the United States Congress, the State of Oregon, the County of Multnomah or PDC.

II. COMMUNITY DEVELOPMENT BLOCK GRANT - TERMS AND CONDITIONS (CFDA# 14.218)

General Compliance

The Subrecipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, except that (1) the Subrecipient does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient also agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract. The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

CDBG NATIONAL OBJECTIVE

The City of Portland's Portland Housing Bureau (PHB) has certified the activities carried out under this Agreement meets a CDBG Program National Objective defined in 24 CFR 570.208.

- A. PROGRAM INCOME/PERSONAL PROPERTY. For Community Development Block Grant-funded projects, the Subrecipient shall comply with provisions of 24 CFR 570.503 and 570.504 regarding program income. The Subrecipient shall report all program income as defined at 24 CFR 570.500(a) generated by activities carried out with CDBG funds made available under this contract.

For Community Development Block Grant-funded projects, the Subrecipient shall return all program income to PDC for receipt of funds. Program income will be made available to the Subrecipient for use within the contract period, and used only for those activities identified in the Scope of Services, and shall be subject to all provisions of this contract. As specified in 24 CFR 570.500(a), program income monies should be used before CDBG entitlement monies.

All unused program income shall be returned to PDC at the end of the contract period. Any interest from the U.S. Treasury is not program income and shall be remitted promptly to PDC.

- B. EXPIRATION/REVERSION OF ASSETS. For Community Development Block Grant-funded projects, the Subrecipient shall comply with the Reversion of Assets provision of 24 CFR 570.503 (b)(7).

The Subrecipient shall require that the language of this certification be included in the award documents at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative Contract) and that all subcontractors shall certify and disclose accordingly.

- C. LABOR STANDARDS. The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours, the Safety Standards Act, the Copeland "Anti-Kickback" Act (40 U.S.C 276, 327-333) and all other applicable federal, state and local laws and regulations

pertaining to labor standards insofar as those acts apply to the performance of this contract. The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to PDC for review upon request.

- D. CHURCH/STATE. The Subrecipient agrees to comply with the applicable provisions of 24 CFR 570.200(j), Executive Order 13279 (Equal Protection for the Laws for Faith-Based and Community Organizations), pursuant to §570.607(a) regarding the use of federal funds by religious organizations and pursuant to 41 CFR chapter 60.
- E. THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA). Requires sub-recipients with federal award over \$25,000 to register and maintain Data Universal Numbering System, (DUNS) and Central Contract Registry, (CCR) numbers. To obtain a DUNS number, and to register with the Central Contractor Registration, (CCR) see links below.

DUNS number registration information can be obtained at:
<https://eupdate.dnb.com/requestoptions.asp>

Registration information for Central Contractor Registry can be found at:
<http://www.bpn.gov/ccr/default.aspx>

EXHIBIT D
ENROLLMENT AND INCOME VERIFICATION FORM - EXAMPLE

Because this program receives public funds to cover part of its operating costs we are required to collect income and demographic information on our clients. We appreciate your willingness to assist us by completing the following form for our records.

Common Intake Information

Last Name _____ First Name _____
Birth date ____/____/____ Gender: Male Female
Home Address _____ City _____ Zip Code _____
Mailing Address _____ City _____ Zip Code _____
Business Address _____ City _____ Zip Code _____
Primary Phone# _____ Email _____

Race (select all that apply):

- American Indian/Alaskan Native
- Asian
- Black/African American
- Native Hawaiian/Pacific Islander
- White
- Other

Ethnicity (select one):

- Hispanic non-Hispanic

Income

Annual household income \$ _____ Household Size _____

Characteristics (please select all that apply)

<i>PHB Race</i>	<i>Housing</i>	<i>Other</i>
<input type="checkbox"/> African	<input type="checkbox"/> Head of Household	<input type="checkbox"/> Disabled/Special Needs
<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> In Transitional Housing	<input type="checkbox"/> Prior Criminal Conviction
<input type="checkbox"/> Slavic	<input type="checkbox"/> Homeless	

I hereby certify to the best of my knowledge that the information given herein is true and accurate and I understand that the information I have supplied is subject to verification.

SIGNATURE

_____ Date ____/____/____

**EXHIBIT E
 EOI IDIS SET-UP FORM**

Instructions

- To be completed on each subrecipient receiving CDBG Funds & for the Career Connect Network as a whole¹ and sent to the PDC Program Manager by August 14, 2016
- PDC Program Manager may provide alternative format

	INFORMATION REQUESTED	RESPONSE
	Date	
	Subcontractor Agency Name	
	Activity Contract Manager	
	<i>Contract Manager Phone Number</i>	
	<i>Is this an original Set-up? (Y or N)</i>	Yes
	<i>Is this a revision to a previous Set-up? (Y or N)</i>	No
	<i>Previous set-up activity name</i>	
	GENERAL INFORMATION-ALL ACTIVITIES	
1A	CDBG National Objective Code (LMC)	LMC
1B	Performance Objective	Provide Economic Opportunity
2	Performance Outcome (choose either "Availability/Accessibility" or "Sustainability")	Sustainability
3	Activity Name	
4	Activity Address (include zip code)	
5	Activity Description	
6	Contract period (begins/ends) (Initial Funding Date)	
7	HUD Matrix Code	05D - Youth workforce
8	CDBG Costs:	
	Program Delivery	
	General Administration	
	Indirect	
	Total	
9	<i>Proposed Accomplishment Type (People or Businesses)</i>	
10	<i>Will the Activity prevent homelessness? (Yes or No)</i>	
11	<i>Will the Activity help the homeless? (Yes or No)</i>	No (except if the program serves the homeless or formerly homeless).
12	<i>Will the Activity help those with HIV/AIDS? (Yes or No)</i>	No
13	<i>Will the Activity help persons with a disability? (Yes or No)</i>	No
	ECONOMIC DEVELOPMENT	
	Workforce Activities	
14	Number of people served in contract year	
	Microenterprise Activities	
15	Number of businesses served in contract year	

¹ Report on Subrecipients funded with CDBG Funds, City Funds and Multnomah County Funds only.

EXHIBIT F
Quarterly Participant Demographics Report

Instructions

- To be completed for the Career Connect Network as a whole² & sent to the PDC Program Manager on or before October 23, 2016; January 25, 2017; April 25, 2017 and July 25, 2017
- For Quarter 1 – submit data for all participants served during the quarter
- For Quarters 2-4 – submit data for new enrollees only

Complete a copy of this report for each of the different programs/projects funded under this contract.

Choose one of the following categories: individuals or households, and enter all info based on that category. The #'s below are based on:

- Individuals, or**
 Heads of Households (the Head of Household is the person in the household with the largest income).

Please make sure that totals of each category below match.

Total Number of Individuals or Households: _____

1. Gender

Gender	# Clients
Male	
Female	
Total*	

*Total should add up to the total individuals served

2. Race or Origin

Purpose and Instructions: This section reports data on the race or origin of your clients. To ensure that accuracy exists, and to ensure that no one needs to enter the identity of “other” we ask that you define identity as specifically as you can. We do not include a “multiracial” category and instead ask that individuals of more than one race be included in each of the races specified. This will cause the race in combination categories to sum to more than the population count.

2a. Race and Origin (PHB)

Race (Required)	# Clients
African	
Middle Eastern	
Slavic	
Total	

² Report on Subrecipients funded with CDBG Funds, City Funds and Multnomah County Funds only.

2b. Race and Origin (HUD)

Purpose and Instructions: This section reports data on the race and ethnicity of your clients to the Department of Housing and Urban Development (HUD). The HUD database requires that clients be singly identified in the categories below.

Race (Required)	# Clients		
	TOTAL	Hispanic	Non-Hispanic
White			
Black/African American			
American Indian/Alaskan Native			
Asian			
Native Hawaiian/Other Pacific Islander			
American Indian/Alaskan Native & White			
Asian & White			
Black/African American & White			
American Indian/Alaskan Native, & African American/Black			
Other			
Total*			

*Total should add up to the total individuals served

3. Income

Income (Required)	# Clients
0%-30% of MFI (Very Low Income)	
31%-50% of MFI (Low Income)	
51%-80% of MFI (Moderate Income)	
Over 80% of MFI	
<i>Total Low/Moderate Income</i>	
Total*	

*Total should add up to the total individuals served

**EXHIBIT G
 IDIS Close-Out Form
 Workforce Programs**

Instructions

- To be completed on each subrecipient receiving CDBG Funds & for the Career Connect Network as a whole³ and sent to the PDC Program Manager by July 25, 2017
- PDC Program Manager may provide alternative format

Complete a copy of this report for each of the different activities funded under this contract.

- 1. Activity Name:**
- 2. Closeout Narrative:**
- 3. Total Number of Individuals:** _____

Demographics

4a. Race and Origin (HUD)

Purpose and Instructions: This section reports data on the race and ethnicity of your clients to the Department of Housing and Urban Development (HUD). The HUD database requires that clients be singly identified in the categories below.

Race (Required)	Total Year-To-Date	Hispanic Year-To-Date	Non-Hispanic Year-To-Date
White			
Black/African American			
American Indian/Alaskan Native			
Asian			
Native Hawaiian/ Pacific Islander			
American Indian/Alaskan Native & White			
Asian & White			
Black/African American & White			
American Indian/Alaskan Native & African American/Black			

³ Report on Subrecipients funded with CDBG Funds, City Funds and Multnomah County Funds only.

Other			
Total*			

*Total should add up to the total individuals served

4b. Income

Income (Required)	Total Year-To-Date
Extremely Low 0%-30% MFI	
Low 31-50% of MFI	
Moderate Income 51%-79% of MFI	
Over 80% of MFI	
<i>Total Low/Moderate Income</i>	
Total*	

*Total should add up to the total individuals served

4c. Other

Other	Total Year-To-Date
Female Head of Household (Required)	

RESOLUTION NO. 7190

RESOLUTION TITLE:

AUTHORIZING A SUBRECIPIENT CONTRACT WITH WORKSYSTEMS, INC., TO IMPLEMENT ECONOMIC OPPORTUNITY INITIATIVE YOUTH WORKFORCE DEVELOPMENT SERVICES DURING FISCAL YEAR 2016-17

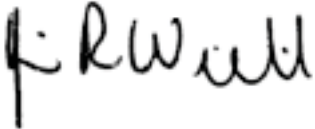
Adopted by the Portland Development Commission on June 8, 2016

PRESENT FOR VOTE	COMMISSIONERS	VOTE		
		Yea	Nay	Abstain
<input checked="" type="checkbox"/>	Chair Tom Kelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Gustavo Cruz, Jr.	<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 type="checkbox"/>	Commissioner Mark Edlen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner William Myers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Consent Agenda <input 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 style="text-align: center;">June 9, 2016</p>
<p>Gina Wiedrick, Recording Secretary</p>	