

**PROSPER PORTLAND**

Portland, Oregon

**RESOLUTION NO. 7428**

**AUTHORIZING A SUBRECIPIENT AGREEMENT WITH WORKSYSTEMS, INC., TO IMPLEMENT ECONOMIC OPPORTUNITY INITIATIVE YOUTH AND ADULT WORKFORCE DEVELOPMENT SERVICES AND COMMUNITY WORKFORCE NAVIGATOR PROGRAM DURING FISCAL YEAR 2021-22**

**WHEREAS**, since July 2009, the City of Portland (“City”) has provided Prosper Portland with resources to administer the Economic Opportunity Initiative (“EOI”), which includes adult and youth workforce development programs aimed at low-income individuals with barriers to employment;

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

**WHEREAS**, in 2012, Prosper Portland and Worksystems collaborated on the design of a youth workforce development system that combined Prosper Portland and Worksystems youth workforce development programs into a single system;

**WHEREAS**, in 2013, Prosper Portland and Worksystems collaborated on the design of an adult workforce development system, known as the Economic Opportunity Program (“EOP”), that was informed by input from existing adult workforce development providers and other interested entities and individuals, and aligns the Prosper Portland and Worksystems adult workforce development programs;

**WHEREAS**, the EOP, which is administered by Worksystems with funding, input, and oversight from Prosper Portland, provides high-quality, individually tailored workforce development services to low-income adults with barriers to employment;

**WHEREAS**, the Community Workforce Navigator Program (“Navigator Program”) began in 2015 as a way to ease access to appropriate workforce development services and ultimately to increase the incomes of low-income residents so they can afford to stay in their neighborhoods as housing costs rise due to an increasingly strong market;

**WHEREAS**, the Navigator Program target populations are under- and unemployed residents, low-income residents, people of color, and/or English as a Second Language speakers;

**WHEREAS**, Prosper Portland piloted the Navigator Program in the Our 42<sup>nd</sup> Avenue and Cully Boulevard Alliance Neighborhood Prosperity Network (“NPN”) neighborhoods and has seen that the hands-on, community-based workforce navigator approach better connects services to communities of color and immigrant and refugee populations;

**WHEREAS**, the Navigator Program has since been expanded to include the Jade District, Division Midway Alliance, Rosewood Initiative, Historic Parkrose, and St. Johns NPN districts;

**WHEREAS**, the Navigator Program also includes a navigator with the Urban League that connects Black and African American job seekers to employment and high-growth jobs in the manufacturing industry;

**WHEREAS**, in order to streamline processing and incorporate additional workforce supports, the Navigator Program will be implemented through a sub-grant from Worksystems to Worksource Portland Metro providers;

**WHEREAS**, in June 2017, Worksystems, in partnership with Prosper Portland, released a Request for Proposals for a re-designed youth workforce system known as NextGen;

**WHEREAS**, NextGen, which is administered by Worksystems with funding, input, and oversight from Prosper Portland, provides high-quality, individually tailored workforce development services to low-income disconnected youth; and

**WHEREAS**, Prosper Portland anticipates receiving \$3,289,115 in City of Portland General Funds, federal Community Development Block Grant funds, and Enterprise Zone funds for workforce development in fiscal year (“FY”) 2021-22.

**NOW, THEREFORE, BE IT RESOLVED**, that the Prosper Portland Board of Commissioners (“Board”) hereby authorizes the Executive Director to enter into a Subrecipient Agreement with Worksystems that is substantially consistent with the Term Sheet attached hereto as Exhibit A for up to \$3,289,115 for the purpose of implementing and managing the EOI adult and youth workforce development services and the community workforce navigator program (“Subrecipient Agreement”);

**BE IT FURTHER RESOLVED**, that the Prosper Portland Board hereby authorizes the Executive Director to execute amendments to the Subrecipient Agreement up to an additional \$500,000 as needed and only if such additional funding becomes available;

**BE IT FURTHER RESOLVED**, that the Executive Director may approve changes to and amendments of the Subrecipient Agreement prior to and subsequent to execution, so long as such changes do not materially increase Prosper Portland’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 Prosper Portland Commission on

July 14, 2021



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Pam Feigenbutz, Recording Secretary

## TERM SHEET

### **Resolution**

Authorizing a subrecipient agreement with Worksystems, Inc. (Worksystems), to implement economic opportunity initiative youth and adult workforce development services and community workforce navigator program during fiscal year 2021-22.

### **Prior subrecipient agreements between Prosper Portland and Worksystems**

In FY 2009-10 the EOI program was transferred to Prosper Portland from the former Bureau of Housing and Community Development (now Portland Housing Bureau). The program is managed by Prosper Portland's Entrepreneurship and Community Economic Development team in the Economic Development Department. Historically, each fiscal year, the Prosper Portland Board authorizes the subrecipient agreement between Prosper Portland and Worksystems.

### **Summary of Proposed FY 2021-22 Worksystems subrecipient agreement**

The proposed agreement will be similar in form to previous subrecipient agreement entered into between Prosper Portland and Worksystems, with updates as are mutually agreeable. The proposed agreement will include three scopes of work, as follows:

- Key Features of the NextGen Program (youth)
- Key Features of the Economic Opportunity Program (adult)
- Key features of the Community Workforce Navigator & Manufacturing Navigator Program

Each scope of work will detail service delivery goals and performance measures for each workforce program, including the following:

- Prosper Portland will manage the youth and adult workforce development programs through contracts to Worksystems, which will implement the two programs in coordination with its other workforce services.
- Worksystems will continue to administer the Community Workforce Navigator Program through sub-grants to Worksource Portland Metro (WSPM) and community-based providers. The community-based workforce program will focus on connecting under- and unemployed residents, low-income residents, people of color and/or limited English speakers to employment opportunities. The agreement will include funding for 3.5 FTE focused on serving Our 42<sup>nd</sup> Ave, Cully Boulevard Alliance, Jade District, Division Midway Alliance, Rosewood Initiative, Parkrose and St. Johns NPN neighborhoods.
- The Community Workforce Navigator program will include one full-time navigator focused on connecting Black and African American job seekers to employment and high-growth jobs in the manufacturing industry

### **Budget and Financial Information**

- Prosper Portland anticipates receiving \$3,289,115 in City of Portland General Funds, federal Community Development Block Grant (CDBG) funds, and Enterprise Zone funds for workforce development in FY 2021-22 and further anticipates allocating the budget as outlined in the table below. Budgets may be modified to ensure appropriate delivery of services and program goals.

	General Fund	CDBG	Enterprise Zone	Total
<b>Total Resources</b>	<b>\$1,197,627</b>	<b>\$1,862,488</b>	<b>\$229,000</b>	<b>\$3,289,115</b>
Program Delivery				
Adult Workforce Development	\$297,059	\$731,891		\$1,028,950
Youth Workforce Development	\$285,493	\$958,309		\$1,243,802
Community Navigator Program	\$121,708	\$172,288	\$229,000	\$522,996
Personnel Services	\$185,000			\$185,000
Materials and Services	\$113,242			\$113,242
Indirect	\$195,125			\$195,125

**List of anticipated FY 2021-22 youth & adult workforce development service providers**

Provider	Adult Workforce	Youth Workforce	Workforce Navigator
Central City Concern	X		
Home Forward		X	
Hospitality Foundation (Guest Services Gold)		X	
Human Solutions	X		
Immigrant and Refugee Community Organization	X	X	X
Mt Hood Community College			X
New Avenues for Youth		X	
Oregon Tradeswomen / Constructing Hope	X		
Portland Opportunities Industrialization Center		X	
Portland Community College			X
Portland Youth Builders		X	
SE Works	X		X
Urban League			X
Worksystems	X	X	X



**PROSPER  
PORTLAND**  
Building an Equitable Economy

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**RESOLUTION TITLE:**

AUTHORIZING A SUBRECIPIENT AGREEMENT WITH WORKSYSTEMS, INC., TO IMPLEMENT ECONOMIC OPPORTUNITY INITIATIVE YOUTH AND ADULT WORKFORCE DEVELOPMENT SERVICES AND COMMUNITY WORKFORCE NAVIGATOR PROGRAM DURING FISCAL YEAR 2021-22


Adopted by the Prosper Portland Commission on July 14, 2021

PRESENT FOR VOTE	COMMISSIONERS	VOTE		
		Yea	Nay	Abstain
<input checked="" type="checkbox"/>	Chair Gustavo J. Cruz, Jr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Francesca Gambetti	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Peter Platt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Commissioner Serena Stoudamire Wesley	<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"/> <b>Consent Agenda</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Regular Agenda</b></span>				

**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 Prosper Portland Commission and as duly recorded in the official minutes of the meeting.*

	<p><b>Date:</b></p> <p>July 16, 2021</p>
<p><b>Pam Feigenbutz, Recording Secretary</b></p>	