



**PROSPER**  
**PORTLAND**  
Building an Equitable Economy

**DATE:** September 27, 2023  
**TO:** Board of Commissioners  
**FROM:** Kimberly Branam, Executive Director  
**SUBJECT:** Report Number 23-27

Authorizing Execution of Amendments to an Agreement with Worksystems, Inc. to Implement the Workforce Development Component of the Community Opportunities and Enhancements Program in Fiscal Years 2022-23 and 2023-24

#### **BOARD ACTION REQUESTED AND BRIEF DESCRIPTION**

Adopt Resolution No. 7500

This action by the Prosper Portland Board of Commissioners (Board) will authorize execution of amendments to the subrecipient agreement with Worksystems, Inc. (Worksystems), to implement the workforce component of the Community Opportunities and Enhancements Program (COEP) in fiscal years (FYs) 2022-23 and 2023-24. If approved, this action will ratify and approve Prosper Portland's investment of COEP funds in the amount of \$1,287,500 in FY 2022-23 and \$1,466,250 in FY 2023-24 to support pre-apprentice training, outreach and recruitment, and retention of workers in the construction industry.

#### **STRATEGIC ALIGNMENT AND OUTCOMES**

Implementation of the workforce component of COEP supports Objective 4 in the Advance Portland strategy by providing job training and employment opportunities in the construction trades. Specifically, COEP supports access to career-path employment for underrepresented job seekers.

Overall, the goals of COEP are to increase participation of people of color and women in the trades and to remove barriers for construction firms so that they can successfully participate in public contracting.

#### **BACKGROUND AND CONTEXT**

The COEP is one of the City of Portland's (City's) strategies to increase diversity and equity in construction contracting. The program is funded by a one percent set-aside of hard construction costs on all City-owned public improvement construction contracts. Through a series of service delivery grants, COEP funds workforce development and business technical assistance to accomplish its goals.

On November 13, 2019, through Resolution No. 7348, the Prosper Portland Board authorized an Intergovernmental Agreement (IGA) with City of Portland's Office of Management and Finance (OMF) and the Office of Equity and Human Rights to manage the COEP program. The IGA has been annually amended as COEP resources became available from the City.

The initial IGA authorized Prosper Portland to subcontract with Worksystems to administer the workforce assistance component of the program. In 2020, Prosper Portland executed the initial contract

with Worksystems, which directed them to implement the workforce assistance program and administer a Request for Proposals process to select the COEP workforce assistance providers. The list of selected workforce assistance providers is included in Attachment A.

**EQUITY IMPACT**

The COEP program provides much needed resources to those who are interested in pursuing or maintaining a career in the trades and construction business ownership. In fiscal year 2022-23, of the 316 individuals served, sixty-two percent of participants have identified as people of color and 33 percent identified as women.

**COMMUNITY PARTICIPATION AND FEEDBACK**

Worksystems issued a Request for Proposals in 2020 for selection of COEP service providers. The process of selecting new providers was open and transparent. The City also created a Community Equity and Inclusion Committee which provides the City and Prosper Portland with oversight including advice on how to allocate COEP funds to increase the workforce and provide technical business assistance to grow construction business capacity.

**BUDGET AND FINANCIAL INFORMATION**

Prosper Portland received \$1,287,500 in COEP funds from the City in FY 2022-23 and anticipates receiving an additional \$1,466,250 in COEP funds from the City in FY 2023-24 to deliver construction trades workforce assistance programming. The budget for FY 2023-24 will be allocated as outlined in the table below. Budgets may be modified to ensure appropriate delivery of services and program goals.

<b>COEP WORKFORCE BUDGET</b>			
	<b>Water Bureau</b>	<b>Bureau of Environmental Services</b>	<b>Total</b>
<b>Worksystems Administration</b>	\$75,000	\$75,000	\$150,000
<b>Service Delivery</b>	\$658,125	\$658,125	\$1,316,250
<b>Total</b>	<b>\$733,125</b>	<b>\$733,125</b>	<b>\$1,466,250</b>

**RISK ASSESSMENT**

The following processes and contractual obligations identified in the Worksystems agreement limit risk and ensure that partners deliver optimal services and work toward the goals of the programs.

- Regular coordination between Worksystems and Prosper Portland staff to ensure program delivery aligns with the COEP IGA and the rate payer rubric
- Monthly detailed invoice for reimbursement of program costs
- Provides participant program reporting on a bi-annual basis (or more frequently)

**ATTACHMENTS**

- A. Anticipated FY 2023-24 Workforce Assistance COEP Service Providers

**ANTICIPATED FY 2023-24 WORKFORCE ASSISTANCE COEP SERVICE PROVIDERS**

<b>Provider</b>	<b>Outreach and Recruitment</b>	<b>Pre-Apprenticeship Training</b>	<b>Retention</b>
Central City Concern	X		
Constructing Hope		X	
Labor's Community Service Agency (LCSA)			X
Oregon Tradeswomen		X	
Portland Opportunities Industrialization Center		X	
Portland Youth Builders		X	
Urban League	X		
Worksystems	X	X	X