



**DATE:** July 10, 2024  
**TO:** Board of Commissioners  
**FROM:** Kimberly Branam, Executive Director  
**SUBJECT:** Report Number 24-29  
 Authorizing Multiple Agreements to Implement Workforce Development Programs During Fiscal Year 2024-25

**BOARD ACTION REQUESTED AND BRIEF DESCRIPTION**

Adopt Resolution Nos. 7544 and 7545

These actions by the Prosper Portland Board of Commissioners (Board) will authorize the Executive Director to execute the agreements identified below to implement workforce development programs administered and funded by Prosper Portland in fiscal year (FY) 2024-25. These two annual agreements exceed the Executive Director’s signature authority and require Prosper Portland Board approval.

Grantee	Amount	Purpose
Worksystems, Inc.	\$2,529,086	Administer and implement NextGen (youth) and Economic Opportunity Program (adult) workforce services.
Worksystems, Inc	\$1,473,250	Administer and implement the workforce component of the Community Opportunities and Enhancements Program (COEP).

**STRATEGIC ALIGNMENT AND OUTCOMES**

These programs exemplify Prosper Portland’s collaboration with partners to build an equitable economy. They meet Prosper Portland’s strategic objectives by improving connections between target industry employers and job seekers through workforce development initiatives that connect neighborhood residents to nearby quality job opportunities. Implementation of the workforce component of COEP also supports Objective 4 in the City of Portland’s (City’s) Advance Portland strategy, by providing job training and employment opportunities in the construction trades. Specifically, the COEP supports access to career-path employment for underrepresented job seekers.

**BACKGROUND AND CONTEXT**

**Youth and adult workforce services.** Prosper Portland and Worksystems, Inc. (Worksystems) have a long-standing partnership. Prosper Portland implements the youth program (known as NextGen) and adult workforce development program (known as Economic Opportunity Program) through grants to Worksystems, which delivers the two programs in coordination with its other workforce services. Worksystems, in turn, provides sub-grants to non-profit providers specializing in youth and adult

workforce development. Youth workforce development providers were selected through a request for proposals (RFP) issued by Worksystems in the May of 2022, and adult workforce development providers were selected through an RFP in Spring of 2024. Contracts for the selected providers will begin in July of FY 2024-25. Prosper Portland was involved in the issuance of the RFPs and participated on the selection committee. A list of anticipated FY 2024-25 youth and adult workforce development service providers is included in Exhibit A to Resolution 7544.

**COEP.** The Community Opportunities and Enhancements Program (COEP) is one of the 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, the COEP funds workforce development and business technical assistance to accomplish its goals.

Prosper Portland entered into an intergovernmental agreement (IGA) with the City of Portland's Office of Management and Finance, which was initially executed on February 29, 2020, and amended annually, to manage the COEP program.

### **EQUITY IMPACT**

**Youth and adult workforce services.** These workforce development programs served over 600 individuals per year in FY 2022-23; approximately 67 percent of those served identified as people of color. Prosper Portland's investments in youth and adult workforce leverage significant investment by Worksystems. For the youth system, Worksystems anticipates spending an additional \$2,000,000 in Multnomah and Washington counties. In addition to these investments in intensive one-on-one workforce development services, Worksystems contracts with a work experience intermediary to develop and match youth to appropriate work experience opportunities and provide coaching to the youth and the employer to achieve successful placements. Work experiences are essential in learning the demands and expectations of the work environment and exploring careers of interest in a safe and supportive context. The youth system also funds industry-specific career exposure trainings in the five targeted sectors of healthcare, construction, technology, clean technology, and manufacturing to give youth entry-level skills to start on a career path in one of these industries.

For adult participants, Worksystems anticipates providing an additional \$1,000,000 in workforce preparation, training, and employment services through WorkSource Portland Metro (WSPM), whose services are set aside for low-income individuals with barriers to employment in Multnomah County. WSPM services are available to address different skill levels, work histories, and career goals and can be accessed by EOI participants to support their career plans.

**COEP.** This program provides much needed resources to those who are interested in pursuing or maintaining a career in the trades and construction business ownership. In FY 2022-23, of the 316 individuals served, 62 percent identified as people of color and 33 percent identified as women.

### **COMMUNITY PARTICIPATION AND FEEDBACK**

While there has been no specific public participation related to these actions, there has been considerable community engagement over many years. Most recently, Prosper Portland's Community Budget Committee reviewed and supported the FY 2024-25 draft budget requests for the youth and adult workforce programs.

**Youth and adult workforce services.** As noted above, Worksystems issued RFPs for the selection of service providers for the youth and adult workforce development programs. The process of selecting new providers is open and transparent and involved significant outreach and input from existing providers and other entities interested in providing workforce development services.

**COEP.** Worksystems issued an RFP in 2020 for the selection of the COEP service providers. The process of selecting new providers was open and transparent. The City’s Office of Management and Finance and Office of Equity and Human Rights 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**

**Youth and adult workforce services.** City General Funds will be provided to Prosper Portland through an annual IGA with the City Budget Office (CBO) that will be considered for approval by the Prosper Portland Board through Resolution No. 7544 on July 10, 2024. The Community Development Block Grant (CDBG) funds will be provided through an annual IGA with the Portland Housing Bureau (PHB), will be considered for approval by the Prosper Portland Board through Resolution No. 7542 on July 10, 2024. The anticipated overall budget for the two programs under consideration, with all funding sources, is shown in the table below. Funds have been included in Prosper Portland’s FY 2024-25 Adopted Budget. Funds from both PHB and CBO will be provided on a reimbursement invoicing basis with the respective City bureau. It is possible that additional funds may be identified to support this work. Therefore Resolution No. 7544 authorizes the Executive Director to increase funding to Worksystems by up to an additional \$500,000, should additional resources become available.

	General Fund	Community Development Block Grant (CDBG)	Enterprise Zone	TOTAL*
<b>Worksystems youth and adult workforce services</b> (see Exhibit A to Resolution 7544 for further detail)	\$833,222	\$1,597,824	\$98,040	\$2,529,086

\*Does not include Prosper Portland staff time and materials and services

**COEP.** Prosper Portland anticipates receiving \$1,473,250 in COEP funds from the City in FY 2024-25 to deliver construction trades workforce assistance programing. The budget will be allocated as outlined in the table below. Budgets may be modified to ensure appropriate delivery of services and program goals.

	Non-Ratepayer Funds	Water Bureau	Bureau of Environmental Services	Total*
<b>Worksystems Administration</b>	\$150,000			\$150,000
<b>Service Delivery</b>		\$661,625	\$661,625	\$1,323,250
<b>Total</b>	<b>\$150,000</b>	<b>\$661,625</b>	<b>\$661,625</b>	<b>\$1,473,250</b>

\*Does not include Prosper Portland staff time and materials and services

**RISK ASSESSMENT**

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

- Regularly involve Prosper Portland staff in policy discussions about the youth and adult workforce development system.
- Regular coordination between Worksystems and Prosper Portland staff to ensure program delivery aligns with the COEP IGA and the rate payer rubric.
- Provide training to providers to ensure CDBG funds are properly administered.
- Provides participant program reporting on a bi-annual basis (or more frequently).
- Monthly invoice for reimbursement of program costs

**ATTACHMENTS**

None.



