

**GRANT AGREEMENT NO.**

This Grant Agreement is between the CITY OF PORTLAND, OREGON ("CITY" or "GRANTOR") and PORTLAND OPPORTUNITIES INDUSTRIALIZATION CENTER (POIC or "GRANTEE") in an amount not to exceed \$100,000 for expansion of their construction pre-apprenticeship program for communities of color and low-income young adults.

**RECITALS:**

1. Portland Opportunities Industrialization Center's (POIC) Construction Pre-Apprenticeship Program serves young adults of color and those from low-income communities, ages 18-25, by holistically preparing them for full-time construction apprenticeships and living-wage professional careers in the construction industry.
2. Currently, POIC's construction pre-apprenticeship program employs just one full-time program instructor. Through the addition of a full-time career coach and by offsetting the expenses of participant materials, POIC will exponentially enhance the program's capacity to position enrollees for career success. All participating trainees will work with the career coach, who will support them in: career exploration, developing education and career plans, accessing additional training, and retaining employment. This will increase the number of trainees who are able to successfully secure and retain career employment.
3. Funding from the cannabis tax allocation program will also support POIC in focusing program outreach and recruitment efforts to individuals disproportionately impacted by former cannabis laws, including those served through POIC's Community Healing Initiative (CHI), which is contracted to work with the Department of Community Justice's (DCJ) Youth and Adult programs for African-American families. Of CHI participants and their families, over 90% are impacted by gangs, 84% live below the federal poverty line, and 90% have been involved in the Juvenile Justice System. POIC will also leverage this partnership with the DCJ to recruit trainees. If there are additional spots available in the pre-apprenticeship program, trainees will be recruited through POIC's other programs and services, then through Portland's general population with a priority placed on individuals from communities of color and low-income individuals.
4. GRANTEE submitted a grant application for the FY 2017-18 cannabis tax allocation competitive grants process and was selected as one of the two organizations recommended for funding under workforce development category.
5. The City now desires to award a cannabis tax allocation grant to GRANTEE

in an amount not to exceed \$100,000.

**THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

#### **ARTICLE I – SCOPE OF WORK/OUTCOME MEASURES**

GRANTEE agrees to implement the construction pre-apprenticeship program as described in ATTACHMENT A: Scope of Work, ATTACHMENT B: Budget hereto, which by this reference are incorporated herein and made a part hereof.

#### **ARTICLE II – AGREEMENT PERIOD**

This Agreement shall become effective on the date of last signature and will terminate on September 30, 2019 unless extended in conformance with Article V, Section G or terminated in conformance with Article V, Sections A-E. Expenses incurred starting July 1, 2018 are eligible expenses for the grant funds reimbursement.

#### **ARTICLE III – SPECIFIC CONDITIONS OF THE GRANT**

- A. **Publicity**: During the term of this Grant Agreement, GRANTEE shall use its best efforts to mention the City's grant funding in publicity regarding the program(s) that will be supported by the grant funds.
- B. **Records**: GRANTEE shall maintain all books, general organizational and administrative information, documents, papers, and records of GRANTEE that are related to this Agreement or GRANTEE's performance of work or services, for ten (10) years after CITY makes final grant payment, GRANTEE has made final report, or the termination date of this Agreement, whichever is later. GRANTEE shall provide CITY prompt access to these records upon request and permit copying as CITY may require.
- C. **CITY Grant Manager**: CITY hereby appoints Craig Haynes to act as its Project Manager with regard to this Agreement. CITY may, from time to time, designate another person to act as the City Project Manager and will inform GRANTEE in writing of any change in Project Manager.

Craig Haynes  
City of Portland, OMF/Grants Management Division  
1120 SW 5<sup>th</sup> Ave., Suite 1250  
Portland, OR 97204  
phone: 503-823-4306  
email: craig.haynes@portlandoregon.gov

- D. **GRANTEE Project Manager**: GRANTEE hereby appoints Meg Bell to act as its Project Manager regarding this Agreement. GRANTEE may, from time to time, designate another person to act as the GRANTEE Project Manager and will inform CITY in writing of any change in Project Manager.

Meg Bell, Interim Director  
Work Opportunities Training  
Portland Opportunities Industrialization Center  
717 N Killingsworth CT  
Portland, OR 97217  
Office: 971-254-9447  
Cell: 971-413-5794  
email: mbell@portlandoic.org

- E. **Billings/Invoices/Payment:** The CITY Grant Manager is authorized to approve work, billings, and invoices submitted pursuant to this grant and to carry out all other CITY actions referred to herein in accordance with this Agreement. **The Final Invoice, using Attachment D, is due no later than thirty (30) days after the grant termination date.**
- F. **Report:** GRANTEE will complete and submit to the CITY Grant Manager the signed **Final Special Appropriation Progress Report, using Attachment C, no later than thirty (30) days after the grant termination date.**

#### **ARTICLE IV -- PAYMENTS**

- A. The amount of this grant award is \$100,000. This is a cost reimbursable grant, meaning GRANTEE will only be reimbursed for eligible expenses incurred. However, after the Grant Agreement becomes effective, GRANTEE may choose to submit an invoice using CITY'S invoice template included as Attachment D for a quarter (\$25,000) of the grant award to the CITY Grant Manager for approval and payment. The CITY will pay GRANTEE the amount of the invoice within thirty (30) days of the approval date. Subsequent payments will be made after review and approval of the progress report and invoice, Attachments C and D, respectively; which are due on a quarterly basis from the date of the final agreement signature. If GRANTEE requested a quarter of the grant award upon execution, then subsequent payments will only be made after the GRANTEE submits eligible expenses that exceeds the amount requested. Grantee may submit periodic progress reports and requests for reimbursement of approved expenses in advance of the due dates.
- B. GRANTEE agrees to operate the program as described in the GRANTEE's grant application and to expend funds in accordance with the approved budget, unless the GRANTEE receives prior written approval from the CITY'S Grant Manager to modify the program or the budget. Requests for payment must be made using Attachment D and accompanied by Attachment C. Backup documentation to support eligible expenses is also required. Examples of backup documentation includes, but is not limited to payroll reports, timesheets, invoices, meeting agendas, sign in sheets, copies of checks, etc.
- C. If for any reason GRANTEE receives a grant payment under this Grant Agreement and does not use grant funds, provide required services or take any actions required by the Grant Agreement the CITY may, at its option terminate, reduce or suspend any grant funds that have not been paid and may, at its option, require GRANTEE to immediately refund to the CITY the amount improperly expended or received by GRANTEE.



- D. Grant payments under this Agreement may be used only to provide the services or take the actions listed previously in this Grant Agreement and shall not be used for any other purpose.
- E. If, for any reason, GRANTEE's anticipated services or actions are terminated, discontinued or interrupted, the CITY's payment of funds under this grant may be terminated, suspended or reduced.
- F. GRANTEE will 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 GRANTEE services. All such receipts and evidence of payments will promptly be made available to the Grant Manager or other designated persons, upon request. At a minimum, such records shall be made available and will be reviewed as part of the annual monitoring process. See Article III B. Records for retention period.
- G. Prevailing wages. State of Oregon, Bureau of Labor and Industries (BOLI) wage rates are required for certain contracts that total \$50,000 and above. If GRANTEE's project is subject to the prevailing wage requirements, GRANTEE will comply with the prevailing wage requirements of ORS 279C.800 through 279C.870 and any other applicable prevailing wage requirements contained in ORS 279C, Oregon administrative rules, or city code.
- H. Prevailing wage indemnity. GRANTEE AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS CITY, ITS EMPLOYEES, OFFICERS, AND AGENTS, FROM AND AGAINST ANY CLAIM, SUIT, OR ACTION, INCLUDING ADMINISTRATIVE ACTIONS, THAT ARISE OUT OF GRANTEE'S FAILURE TO COMPLY WITH ORS 279C.800 TO 279C.870 AND ANY APPLICABLE ADMINISTRATIVE RULES OR POLICIES.

#### **ARTICLE V -- GENERAL GRANT PROVISIONS**

- A. Cause for Termination; Cure. It shall be a material breach and cause for termination of this Agreement if GRANTEE uses grant funds outside of the scope of this Agreement, or if GRANTEE fails to comply with any other term or condition or to perform any obligations under this Agreement within thirty (30) days after written notice from CITY. If the breach is of such nature that it cannot be completely remedied within the thirty (30) day cure period, GRANTEE shall commence cure within the thirty (30) days, notify CITY of GRANTEE's steps for cure and estimated time table for full correction and compliance, proceed with diligence and good faith to correct any failure or noncompliance, and obtain written consent from CITY for a reasonable extension of the cure period.
- B. No Payment or Further Services Authorized During Cure Period. During the cure period, CITY is under no obligation to continue providing additional grant funds notwithstanding any payment schedule indicated in this Agreement. GRANTEE shall not perform services or take actions that would require CITY to pay additional grant funds to GRANTEE. GRANTEE shall not spend unused grant funds and such unused funds shall be deemed held in trust for CITY. GRANTEE shall be solely responsible for any expenses associated with cure of its noncompliance or failure to perform.



- C. Termination for Cause. Termination for cause based on GRANTEE's misuse of grant funds shall be effective upon notice of termination. Termination for cause based on failure to comply or perform other obligations shall be effective at the end of the 30-day period unless a written extension of cure period is granted by CITY. GRANTEE shall return all grant funds that had not been expended as of the date of the termination notice. All finished or unfinished documents, data, studies, and reports prepared by GRANTEE under this Agreement shall, at the option of CITY, become the property of CITY; and GRANTEE may be entitled to receive just and equitable compensation for any satisfactory work completed on such documents up until the time of notice of termination, in a sum not to exceed the grant funds already expended.
- D. Penalty for Termination for Cause. If this Agreement is terminated for cause, CITY, at its sole discretion, may seek repayment of any or all grant funds tendered under this Agreement, and decline to approve or award future grant funding requests to GRANTEE.
- E. Termination by Agreement or for Convenience of City. CITY and GRANTEE may terminate this Agreement at any time by mutual written agreement. Alternatively, CITY may, upon thirty (30) days written notice, terminate this agreement for any reason deemed appropriate in its sole discretion. If the Agreement is terminated as provided in this paragraph, GRANTEE shall return any grant funds that would have been used to provide services after the effective date of termination. Unless the Parties agree otherwise, GRANTEE shall finish any work and services covered by any grant funds already paid and shall not commence any new work or services which would require payment from any unused grant funds.
- F. Changes in Anticipated Services. If, for any reason, GRANTEE's anticipated services or actions are terminated, discontinued or interrupted, CITY's payment of grant funds may be terminated, suspended or reduced. GRANTEE shall immediately refund to CITY any unexpended grant funds received by GRANTEE.
- G. Amendment. The Grant Manager is authorized to execute amendments to the scope of the services or the terms and conditions of this Agreement, provided the changes do not increase CITY's financial risk. Increases to the grant amount must be approved by the City Council unless the City Council delegated authority to amend the grant amount in the ordinance authorizing this Agreement. Amendments to this Agreement, including any increase or decrease in the grant amount, must be in writing and executed by the authorized representatives of the Parties and approved to form by the City Attorney.
- H. Non-discrimination; Civil Rights. In carrying out activities under this Agreement, GRANTEE shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, familial status, sexual orientation or national origin. GRANTEE shall take actions to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, handicap, familial status, sexual orientation or national origin. Actions shall include but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

GRANTEE shall post in conspicuous places, available to employees and applicants for employment, notices, which state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. GRANTEE shall incorporate the foregoing requirements of this section in all other agreements for work funded under this Agreement, except agreements governed by Section 104 of Executive Order 11246.

I. Audit. CITY, either directly or through a designated representative, may conduct financial or performance audit of the billings and services under this Agreement or GRANTEE records at any time during this Agreement and during the ten (10) year period established above in Article III.B. As applicable, audits will be conducted in accordance with generally accepted auditing standards as promulgated in *Government Auditing Standards* by the Comptroller General of the United States General Accounting Office. If an audit discloses that payments to GRANTEE exceeded the amount to which GRANTEE was entitled, then GRANTEE shall repay the amount of the excess to CITY.

J. Indemnification. GRANTEE shall hold harmless, defend, and indemnify CITY, and its officers, agents and employees against all claims, demands, actions, and suits (including all costs) brought against any of them arising from actions or omissions of GRANTEE and/or its contractors in the performance of this Agreement.

K. Insurance. GRANTEE 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. CITY 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.

1. Workers' Compensation Insurance. GRANTEE, 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, GRANTEE, its contractors and any employers working under this Agreement shall maintain coverage for all subject workers for the duration of this Agreement.

In the event worker's compensation insurance coverage is due to expire during the term of this Agreement for any employers working under this agreement, GRANTEE agrees to require timely renewal of that insurance, either as a carrier-insured employer or a self-insured employer as provided by Chapter 656 of the Oregon Revised Statutes, before its expiration, and GRANTEE agrees to provide the CITY such further certification of worker's compensation insurance as renewals of said insurance occur.

2. Commercial General Liability Insurance: GRANTEE shall maintain commercial general liability and property damage insurance that protects GRANTEE and the CITY and its officers, agents, and employees from any and all claims, demands, actions, and suits for damage to property or personal injury, including death, arising from GRANTEE's work under this Grant Agreement. The insurance shall provide coverage for not less than \$2,000,000 per occurrence.

3. Automobile Liability Insurance: GRANTEE shall have automobile liability insurance with coverage of not less than \$2,000,000 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.
  4. 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 the City of Portland and its bureaus/divisions, officers, agents and employees as Additional Insureds, with respect to the GRANTEE's or its contractor's activities to be performed or services to be provided. Grantee shall provide proof of additional insured coverage in the form of an additional insured endorsement form or a policy coverage document acceptable to City. Coverage shall be primary and non-contributory with any other insurance and self-insurance. Notwithstanding the naming of additional insureds, the insurance shall protect each additional insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured.
  5. Continuous Coverage; Notice of Cancellation: GRANTEE shall maintain continuous, uninterrupted coverage for the duration of the Agreement. There shall be no termination, cancelation, material change, potential exhaustion of aggregate limits, or non-renewal of coverage without thirty (30) days written notice from GRANTEE to CITY. If the insurance is canceled or terminated prior to termination of the Agreement, GRANTEE shall immediately notify CITY 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.
  6. Certificate(s) of Insurance: GRANTEE shall provide proof of insurance through acceptable certificates of insurance and a CG 2026 additional insured endorsement form (or an equivalent blanket additional insured form) to CITY on or before execution of the Agreement and prior to any commencement of work or delivery of goods or services under the Agreement or initial payment of grant funds. The certificate(s) will specify all of the parties who are endorsed on the policy as Additional Insureds (or Loss Payees). Insurance coverages required under this Agreement shall be obtained from insurance companies acceptable to CITY. GRANTEE shall pay for all deductibles and premium from its non-grant funds. CITY 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 GRANTEE is a public body, GRANTEE may furnish a declaration that GRANTEE is self-insured for public liability and property damage for a minimum of the amounts set forth in the Oregon Tort Claims Act (ORS 30.260 to 30.300).
- L. Grantee's Contractor; Non-Assignment. If GRANTEE utilizes contractors to complete its work under this Agreement, in whole or in part, GRANTEE shall



require any of its contractors to agree, as to the portion contracted, to fulfill all obligations of the Agreement as specified in this Agreement. However, GRANTEE shall remain obligated for full performance hereunder, and CITY shall incur no obligation other than its obligations to GRANTEE hereunder. This Agreement shall not be assigned or transferred in whole or in part or any right or obligation hereunder, without prior written approval of CITY.

- M. Independent Contractor Status. GRANTEE, and its contractors and employees are not employees of CITY and are not eligible for any benefits through CITY, including without limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits. GRANTEE will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder.
- N. Conflict of Interest. No CITY officer or employee, during his or her tenure or for two (2) years thereafter, shall have any interest, direct or indirect, in Grant Agreement or the proceeds thereof. CITY officer or employee who selected GRANTEE, participated in the award of this Agreement or managed this Agreement shall not seek the promise of employment from GRANTEE or be employed by GRANTEE during the term of the Agreement, unless waiver is obtained from CITY in writing.
- O. Oregon Laws and Forum. This Agreement shall be construed according to the laws of the State of Oregon without regard to its provisions regarding conflicts of law. Any litigation between CITY and GRANTEE arising under this Agreement or out of work performed under this Agreement shall occur in Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.
- P. Compliance with Law. GRANTEE 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 GRANTEE is a 501(c)(3) organization, GRANTEE shall maintain its nonprofit and tax-exempt status during this Agreement. GRANTEE shall be Equal Employment Opportunity (EEO) and Equal Benefits (EB) certified by CITY to be eligible to receive grant funds.
- Q. Independent Financial Audits/Reviews. Any grantee receiving \$300,000 or more in City funding, in any program year, is required to obtain an independent audit of the City-funded program(s). Any grantee receiving between \$25,000 and \$300,000 in City funds, in any program year, is required to obtain an independent financial review. One copy of all required financial audits or reviews shall be submitted to the Grant Manager within thirty days of audit completion or upon request by the Grant Manager.
- R. Severability. CITY and GRANTEE 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.

- S. Merger. This Agreement contains the entire agreement between CITY and GRANTEE and supersedes all prior written or oral discussions or agreements. There are no oral or written understandings that vary or supplement the conditions of this Agreement that are not contained herein.
- T. Program and Fiscal Monitoring. CITY 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 the Grant Manager. Notwithstanding such monitoring or lack thereof, GRANTEE remains fully responsible for performing the work, services or obligations required by this Agreement in accordance with its terms and conditions.
- U. Third Party Beneficiaries. There are no third-party beneficiaries to this Agreement and may only be enforced by the Parties.
- V. 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.
- W. NOTICE: Notices to Grantee under this Grant Agreement shall be sent to GRANTEE at the following address:

Bob Brandts, Chief Operating Officer  
Portland Opportunities Industrialization Center  
717 N. Killingsworth Ct  
Portland, OR 97217  
phone: 503-797-7222  
email: bbrandts@portlandoic.org

NOTICE: Notices to Grantee under this Grant Agreement shall be sent to CITY at the following address:

Craig Haynes  
City of Portland, OMF/Grants Management Division  
1120 SW 5<sup>th</sup> Ave., Suite 1250  
Portland, OR 97204  
phone: 503-823-4306  
email: [craig.haynes@portlandoregon.gov](mailto:craig.haynes@portlandoregon.gov)


**SIGNATURES:**

**CITY OF PORTLAND**

Name: Jennifer Cooperman  
Title: Chief Financial Officer  
City of Portland, Oregon

Date: \_\_\_\_\_

**GRANTEE**

  
Name: Bob Brandts  
Title: Chief Operating Officer  
Portland Opportunities  
Industrialization Center

Date: July 25, 2018

**APPROVED AS TO FORM:**

Glenn Fullilove 7/26/18  
Deputy City Attorney, City of Portland



ATTACHMENT A – SCOPE OF WORK POIC+RAHS**1. Scope of Work**

Please describe the following:

- What are the expected results for this project/program? This includes:
  - Output measures – what are the activities to be completed? (191 out of 200 words)

During the program, trainees are enrolled in classes for 12 consecutive weeks, Monday – Thursday, for 26 hours per week. At the end of the 12 weeks, trainees have engaged in 312 hours of instruction.

Specific program activities include:

- Participant outreach, engagement, program enrollment.
- Engagement in culturally-specific, customized training opportunities.
- Career exploration and exposure to various career tracks, with a focus on construction.
- Career coaching including goal setting, identifying and overcoming potential employment barriers, and creating future education and career plans. All Career Coaching services will be individualized to each trainees' specific interests and situation.
- Providing, and connecting trainees to support services and other basic needs (transportation, SNAP, childcare, clothing, etc.).
- Employment search assistance (upon program completion) including writing resumes and cover letters, honing job interview skills, and offering job search strategies, in both group and individual settings.
- Ongoing employment retention support including connection to mentors in the construction field, continued career coaching, and other support as needed.

Trainees will also have access to POIC's multitude of wraparound services including referrals and access to drug and alcohol treatment, housing services, additional postsecondary education, and more.

What data will you collect to show progress? (For example, how many people do you plan to serve?) (198 out of 200 words)

Since 1968, POIC has successfully held and completed contracts with the State of Oregon, Portland Public School Districts, the Department of Labor, and the Department of Education, all of which require extensive output data reporting. Currently, POIC collects quantitative data for six different school districts, the Portland Children's Levy, the City of Gresham, the Oregon Department of Education, and the federal Department of Labor through WorkSystems Inc., among others.

POIC has implemented sophisticated systems to track outputs such as participant



demographics and number of individuals and community members served through POIC's various programs and wraparound services.

Specific data that POIC will collect to show progress within the Construction Pre-Apprenticeship Program includes:

- Number of total trainees enrolled in the Construction Pre-Apprenticeship program (goal: 35).
- Number of trainees who receive support from the Pre-Apprenticeship Career Coach (goal: 35).
- Number of individual meetings between trainees and the Career Coach (goal: once per month per participant)
- Number of trainees enrolled in short-term vocational training (ODOT Flagging, OSHA, etc.) (goal: 35)
- Amount of funding allocated to support services distributed among program trainees.
- Number of trainees connected, via the Career Coach, to mentors in the construction field (goal:15).

- Outcome measures – what is the expected impact of these activities?  
(155 out of 200 words)

Through POIC's various programs and contracts, POIC has extensive experience measuring the impact of its programs on participants' lives. POIC's successful operation of its Workforce Development department with multiple program offerings and the CHI program has resulted in POIC implementing comprehensive systems of evaluation. To track outcomes such as recidivism rates, quarterly employment data, and postsecondary educational attainment, POIC utilizes multiple assessment tools including surveys and one-on-one discussions with program staff. POIC recognizes the importance of, and is able to effectively measure specific outcomes to track behavioral changes, report on program results, and assess community impact.

Main program impacts include:

- Increased knowledge among trainees relating to the construction and professional development modules offered through the Pre-Apprenticeship Program.
- Trainees enroll in and complete Construction Pre-Apprenticeship (and other industry-specific) trainings.
- Increased ability among trainees to identify, apply for, and acquire a professional position, particularly within the construction industry.
- Trainees, ultimately, obtain living-wage employment.

What data will you collect to show progress? (For example, what percent of participants reported a change in behavior before and after the activity? (187 out of 200 words)



The Construction Pre-Apprenticeship Career Coach will regularly meet with and track outcomes among trainees through discussions regarding program progress and future or current employment. Outcomes will also be tracked by the Program Instructor, who will administer tests after each module and track trainees' progress towards their certifications.

Overall, POIC will collect the following data to demonstrate progress:

- Number of trainees who earn industry-recognized credentials including one or more of the following that are part of the program: OSHA's Outreach Training Program for the Construction Industry, First Aid/CPR, and ODOT Flagging (goal: 80% or 28 trainees).
  - Number of trainees who successfully complete the Construction Pre-Apprenticeship Program and earn the BOLI-recognized certificate, preparing them to enter a Construction Apprenticeship Program as a preferred applicant (goal: 75% or 26 trainees).
  - Number of trainees who enter a BOLI-certified Construction Apprenticeship Program or obtain living-wage employment in construction or a related field immediately following program completion (goal: 65% or 23 trainees).
  - The number of trainees who are employed full-time (in any sector) during the quarter following the program (approximately three months after completion) (goal: 85% or 30 trainees).
- Please describe your organization's experience, capabilities, project approach and understanding of the funding area/s, under which you applied? (192 out of 200 words)

POIC has managed federal, state, and local Workforce Training and Placement contracts and services since its inception. Established in 1968, POIC has been creating economic opportunities for Portland's marginalized, communities of color for 50 years. This began with workforce training and placement services for adults in the 1960s and 1970s, followed by the launch of Rosemary Anderson High School in 1983. With this launch came an organizational shift towards increasing education, mentorship, and employment opportunities for youth through age 25. Today, workforce development remains at the core of POIC's mission and services.

POIC expanded its culturally-specific workforce development and job readiness services in the 1990s, housing these services under its Workforce Opportunities Training (WOT) department. WOT services include career preparation and exploration, post-high school transitions, post-secondary access, internship placement, skill development and training, and job placement. WOT's ability to impact its target population has been bolstered by POIC's longstanding partnership with Worksystems, Inc. (WSI), dating back to the 1990s, through which POIC has been an operator of SummerWorks and a member of the Career Connect Network.

POIC's Construction Pre-Apprenticeship Program will be housed under WOT and will connect trainees to POIC's full array of support and wraparound services.



- What are the major milestones that should be accomplished along the way?  
(200 out of 200 words)

The three main components or milestones within this program expansion are:

- (1) Recruiting and hiring the Construction Pre-Apprenticeship Career Coach – POIC proactively recruits and retains diverse staff and board members and is keenly aware of demographic ratios regarding race, ethnicity, disability, gender, gender identity, and sexual orientation within the organization. The Career Coach must be able to manage a caseload of at least 35, build relationships with youth, support youth towards meeting educational and employment goals, facilitate job site tours and workshops, provide mentoring, host group events and trainings, and complete data entry and tracking.
- (2) Identifying trainees through CHI and other avenues – The Career Coach and Program Instructor will work closely with CHI staff and the DCJ to identify, assess, and recruit potential program trainees for each of the two cohorts that will occur during this grant period.
- (3) Bolstering support services – at least 90% of trainees will utilize the expanded support services provided by POIC such as financial education, stipends for attendance, and ongoing career support, among other wraparound services.

Other major milestones within this program expansion include:

- Fall 2018 cohort begins.
- Fall 2018 cohort graduates.
- Winter 2018 cohort begins.
- Winter 2018 cohort graduates.

- What is the anticipated timeline for accomplishing these milestones?  
(199 out of 200 words)

#### **Ongoing**

The Pre-Apprenticeship Program is ongoing and offers three cohorts throughout the year, so participant recruitment and enrollment is ongoing and will occur for the duration of the funding period.

#### **May**

POIC recruits and interviews for the Career Coach.

#### **June**

Career Coach is hired and onboarded, which includes training to strengthen culturally-specific, job-related skills and more.

#### **July**

The first Quarterly Progress Report is provided to the City.

#### **September**



The Fall 2018 Cohort begins on September 4.

#### **October**

Support and wraparound services are accessed by trainees.

#### **November**

The Fall 2018 Cohort completes its training on November 21. The second Quarterly Progress Report is provided to the City.

#### **December**

The Winter 2018 Cohort begins on December 3, and the Fall 2018 Cohort works with the Career Coach to identify continuing education and workforce opportunities.

#### **February 2019**

The Winter 2018 Cohort completes its training on February 22 and subsequently works with the Career Coach to identify continuing education and workforce opportunities.

The third Quarterly Progress Report is provided to the City.

#### **March & April 2019**

Participant outputs and outcomes are compiled.

#### **May 2019**

Final program results and performance measures are shared with the City of Portland and other program funders and stakeholders.

- What are potential challenges to this project/program, and how do you plan to mitigate those risks?  
(199 out of 200 words)

Over the past 50 years, POIC has discovered best practices for mitigating risks and challenges within new initiatives. POIC's Pre-Apprenticeship Program was developed after POIC identified the opportunity for communities of color to gain professional experience and earn living-wages through employment in construction. With this need in mind, POIC formed an expert Advisory Council.

The Advisory Council meets six times annually and includes: Nate McCoy, Executive Director, National Association of Minority Contractors – Oregon Chapter; Stacey Edwards, Program Manager, City of Portland's Prime Contractor Development Program; Melinda Dailey, Executive Director, Northwest Utility Contractors Association; Stephen Simms, Director, Bureau of Labor & Industries, Apprenticeship & Training Division; Cupid Alexander, Senior Housing Policy Advisor, Office of the Mayor; and, Chuck Zwick, Director of Talent Management, Precision Castparts Corp. The Advisory Council's role includes linking POIC to

the construction industry and supporting POIC in anticipating and troubleshooting potential challenges, as well as identifying opportunities for improvement and expansion.

Additionally, POIC anticipates the largest challenge faced by trainees after program graduation, when they are working independently, will be job retention. Access to a Career Coach before, during, and after program enrollment addresses and lessens this issue, as has been evidenced in POIC's other programming.



Attachment B – Budget POIC + RAHS

<i>Identify whether one-time expense or on-going expense</i>	<i>Budget Line Item Description</i>	<i>Amount</i>	
Ongoing (annual)	Career Coach	\$	\$48,000
Ongoing (annual)	Benefits for Career Coach	\$	14,400
Ongoing (annual)	Phone and laptop for Career Coach	\$	1,000
Ongoing (annual)	Participant Expenses		31,800
Ongoing (annual)	Administrative	\$	4,800
<b>TOTAL EXPENSES</b>		\$	100,000

# Special Appropriations Grant

## Progress Report



**\*\*Please input reporting period\*\***

*[Check here if this is your FINAL Progress Report]*

☐ FINAL

<b>GRANTEE Organization Name</b>	<b>PORTLAND OPPORTUNITIES INDUSTRIALIZATION CENTER PLUS ROSEMARY ANDERSON HIGH SCHOOL</b>
<b>Project Title</b>	<b>CONSTRUCTION PRE-APRENTICESHIP PROGRAM FOR COMMUNITIES OF COLOR AND LOW-INCOME YOUNG ADULTS</b>
<b>City Program Area**</b>	<b>CANNABIS TAX ALLOCATION PROGRAM (WORKFORCE DEVELOPMENT)</b>

Overall Project Status >>

<b>Project Summary</b>	<i>[Describe grant project]</i>
<b>Successes</b>	<i>[What are some of the key successes in your project so far? Is there a story you would like to share with Council and the public? Photos, graphics, and videos are encouraged! Any pictures submitted may be used on the website; please include your written permission for this use.]</i>
<b>Challenges</b>	<i>[Describe any challenges encountered in your project so far, and how your organization has, or plans, to overcome those challenges.]</i>
<b>Project Narrative</b>	<i>[Describe project progress during this reporting period. Please include: • latest news, • overall project status, • milestones accomplished, • data collected showing progress, • any additional comments about the project, additional photos, or supplementary documents you would like to share.]</i>

\* See your agreement document for project start and end dates

\*\* Refer to your application for the City Program Area

\*\*\* Use the approved budget line items from your application and agreement

## City of Portland Special Appropriations Grant Progress Report

<b>Project Finances</b>	<b>Awarded:</b>	<i>[Insert total funds awarded by City]</i>	<b>Grant Expenditures to Date:</b>	<i>[Insert grant expenses incurred to date and submit with the expenditure report***]</i>
<b>Next Steps</b>	<i>[What are the next steps for this project and your organization?]</i>			

<b>Certification:</b> By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. <i>Typed or printed name and title:</i>	
<b>Name:</b>	
<b>Signature:</b>	
	<b>Date:</b>
<i>Telephone</i>	
<i>Email Address</i>	
<i>Date report submitted (month, day, year)</i>	



189123

Attachment D  
Agreement 3200XXXX

**Special Appropriations Grant**

Invoice/Request for Payment

\*\*\*All items in bold must be completed\*\*\*

FY2017-18 Special Appropriations Grant



City Use Only

Vendor No.	101357
Grant Agreement	3200XXXX

Invoice No.

Date

Terms

Project

Grantee	Portland Opportunities Industrialization Center
Address	717 N. Killingsworth Co
City	Portland
State, Zip	Oregon 97217
Contact Name	Meg Bell
Contact Info.	<a href="mailto:mbell@portlandoic.org">mbell@portlandoic.org</a> / 971-254-9447 work
Expense Period	<input type="text"/> through <input type="text"/>

Description (Budget Line Items)	Budget	Current Expenses	Expenses Previously Billed	Expenses to Date
Career Coach	\$48,000.00	\$0.00	\$0.00	\$0.00
Benefits for Career Coach	\$14,400.00	\$0.00	\$0.00	\$0.00
Phone and Laptop for Career Coach	\$1,000.00	\$0.00	\$0.00	\$0.00
Participant Expenses	\$31,800.00	\$0.00	\$0.00	\$0.00
Administrative	\$4,800.00	\$0.00	\$0.00	\$0.00
<b>INVOICE TOTAL:</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

For City Use Only:

DPR	<input type="text"/>
DPO	<input type="text"/>
GR	<input type="text"/>
IO	<input type="text"/>
ACH	<input type="text"/>
EEO	<input type="text"/>

Approved By/Date