

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION

VOCATIONAL EDUCATION AGREEMENT SIGNATURE SHEET

1. PRIME SPONSOR

City of Portland
522 SW 5th Ave., 8th flr.
Portland, Oregon 97204

2. VOCATIONAL EDUCATION BOARD

Oregon Dept. of Education
700 Pringle Parkway SE
Salem, Oregon 97310

Pursuant to Section 204(a) of the Comprehensive Employment and Training Act Amendments of 1973, this Agreement is entered into by the State Vocational Education Board of (3. Name of State) Oregon and (4. Name of Prime Sponsor) City of Portland

This Agreement consists of this sheet, the Special Grant Program Planning Summary, the Special Grant Budget Information Summary, and the Vocational Education Program Narrative.

As per this Agreement, the State Vocational Education Board of (5. Name of State) Oregon is committed to provide for the Prime Sponsor the training and services outlined in the Vocational Education Program Narrative. These services and training will be provided upon receipt of funds from the Governor.

6. The estimated costs of these services and training by cost category are on the Special Grant BIS.

7. AGREEMENT PERIOD

This non-financial agreement covers the period from 10/1/79 to 9/30/80.

1. APPROVED FOR THE PRIME SPONSOR BY		2. APPROVED FOR THE VOCATIONAL EDUCATION BOARD BY	
NAME	Frank Ivancie	NAME	Monty Multanen
TITLE	Commissioner, City of Portland	TITLE	Director, Career & Voc. Educ.
SIGNATURE		SIGNATURE	

NON-FINANCIAL AGREEMENT

The purpose of this Non-Financial Agreement is to summarize the activities, services and responsibilities of the City of Portland, a CETA Prime Sponsor, and Manpower Instructional Services, a support unit representing the Oregon Department of Education, in the provision of Vocational Education to Portland CETA participants under Section 204(a)(1) of the Act and Section 677.35 of the CETA Regulations.

- A. The training and services to be provided by the Vocational Education Board to the Prime Sponsor upon receipt of the necessary funds from the Governor include, but are not limited to, the following:
1. Develop Individual Referral Training Agreements for CETA participants as indicated in the participant's Employability Development Plan (EDP).
 2. Develop cluster/group customized training projects at the direction of the Prime Sponsor.
 3. Monitor the contracts between Manpower Instructional Services and the various schools to assure:
 - a. That courses represented by the vendor as being offered are, in fact, being offered and that the CETA participants are taking the courses in accordance with the EDP.
 - b. That a policy of open entry/open exit is being followed unless otherwise indicated by the Vocational Education contract.
 - c. That notification of the proposed date and cost of expected training extensions as well as the date and cost of actual extensions that have impact on participant stipend be provided to the Prime Sponsor.
 - d. That only consecutive training agreements are written with a maximum of two (2) weeks break in training.
 4. Provide sufficient fiscal and participant activity reporting to account for Vocational Education activity as outlined under Section E,2,d & e of this agreement.
 5. Provide technical assistance and training to the Prime Sponsor to assure efficient implementation of Vocational Education services.
 6. Provide background information, curriculum evaluation of schools and programs, and placement rates of participants (including duration, position and salary) in the local areas as requested by Prime Sponsor.
 7. Assist, at the request of the Prime Sponsor, in the development of custom training programs through private sector businesses, local government agencies and educational institutions.

- B. The major objective of this Agreement is to substantially assist in obtaining full time, unsubsidized employment for those participants whose race, sex, age, national origin, proficiency in the English language, economic status or educational attainment acts as a significant barrier to their ability to compete within the area's labor market as identified in the City of Portland's Comprehensive Employment and Training Plan (CETP).
- C. The results and benefits expected from these services and training are:
1. To satisfy the Vocational Education needs of CETA participants as expressed by the Prime Sponsor;
 2. To equip CETA participants with sufficient skills to adequately compete in the labor market.
 3. To assist the Prime Sponsor to identify the most efficient utilization of the Governor's 6% Vocational Education funds; and
 4. To integrate the services provided by the Vocational Education component with the Prime Sponsor's CETP.
- D. Participants will be recruited through the established outreach programs conducted by the Intake, Assessment and Orientation (IA&O) Unit. The IA&O Unit will perform the intake interview and certify the applicant's eligibility. The participant will take assessment tests to determine his/her abilities and capabilities and to identify specific interests and needs. Once the assessment is complete, the participant and his/her case manager will identify an occupational goal and several alternatives.

An Employability Development Plan (EDP) will be established based upon the information obtained from the assessment, and a course of action leading towards the participant's occupational goal will be outlined in the EDP. If the occupational goal requires vocational training, the case manager will contact Manpower Instructional Services (MIS). If MIS is unable to identify a suitable institution from their resources, the Case Manager will contact various training institutions to locate one that is appropriate for the participant and arrange for enrollment. The Case Manager will then notify MIS to allow them to complete their processing of the participant by writing the necessary contract with the training institution.

- E. The coordination of these services and training with the City's CETA grant activities is provided as follows:
1. Responsibilities of the Prime Sponsor
 - a. Provide allowances and Supportive Services to CETA participants enrolled in Vocational Education courses as prescribed by the Prime Sponsor.
 - b. Provide access to the Prime Sponsor's Comprehensive Employment and Training Plan and all modifications in order that proper and timely modifications can occur in this non-financial agreement.

- c. Provide Manpower Instructional Services with all City policies and other City issuances which may impact on Vocational Education activities.
- d. Provide Medical and Accident coverage to CETA participants in accordance with Sec. 676.27(a)(2) of the CETA Rules and Regulations (Federal Register, April 3, 1979).
- e. Provide to Manpower Instructional Services a list of all CETA participants enrolled in classroom training under this non-financial agreement quarterly. This list is to include names, social security numbers, date of birth and title under which the participant is enrolled. This report is to satisfy the requirement under Sec. 677.42 of the CETA Rules and Regulations (Federal Register April 3, 1979).
- f. Review, at least once per quarter, all cluster training project activities with Manpower Instructional Services.

2. Responsibilities of Manpower Instructional Services

- a. Select training facilities and sites for cluster/group customized projects and individual referral (IR) training as determined by the Prime Sponsor.
- b. Negotiate educational training costs for IR Training Agreements and cluster/group customized training projects.
- c. Meet with caseload managers and other appropriate staff on a pre-determined, set weekly meeting to deal with vocational education determinations as they relate to participant EDP's.
- d. Provide cumulative monthly activity reports which reflect the number of participants enrolled in Vocational Education and a termination list with all past participants in vocational education to the Prime Sponsor within 7 working days following the last day of each month.
- e. Provide cumulative monthly financial reports which reflect the current status of the 6% Vocational Education funds to the Prime Sponsor within 7 working days following the last working day of each month which includes:
 - 1) Obligated amounts.
 - 2) De-obligated amounts.
 - 3) Fund balance.
 - 4) Total expenditures to date.
- f. Provide the Prime Sponsor Labor Market information produced by State Agency Vocational Program Planning Systems.

- g. Meet with local training facilities personnel at least once per quarter to:
 - 1) review curricula being offered to CETA participants in relation to their EDP,
 - 2) report any discrepancies, deficiencies and/or problems to the Prime Sponsor within five (5) working days upon completion of such review, and
 - 3) provide a quarterly report summarizing training facilities review.
 - h. Modify/design curriculum for CETA participants when requested.
 - i. Participate as a resource agency when requested by the Prime Sponsor in meetings between the Prime Sponsor, Regional Educational Coordinators and local educational personnel.
 - j. Provide the Prime Sponsor (following the end of the 1st and 3rd Federal Quarters) with a current, updated listing of local and state training agencies that meet or exceed State Agency Certification requirements.
 - k. Develop necessary operational policies, procedure forms, etc. deemed appropriate to facilitate the institutional training process and distribute these forms to training facilities after Prime Sponsor review and approval.
- F. An explanation of the basis for distribution of the administrative funds which are made available to the agencies administering the Vocational Educational Program in the Prime Sponsor's area is that at least 85% of the total administration costs of the Prime Sponsor's Vocational Education allocation will be spent in the provision of direct programs and client benefits within the Prime Sponsor's geographic area. The remaining 15% administrative costs will result in providing indirect participant benefits. Thus, 100% of administrative costs will be spent in behalf of Prime Sponsor CETA participants.
- G. Any changes to this agreement will require prior bilateral approval of both the Prime Sponsor and the Vocational Education Board.
- H. Exchange of information between the prime sponsor and the State Vocational Education Board:

The following is a summary of the reports and information shared by the various parties affected by this Non-Financial Agreement.

Manpower Instructional Services submits to the City of Portland CETA program:

A project list indicating by name, project number, period of training, school and occupational goal, monthly;

A termination list indicating the name, date and type of termination of all past participants in vocational education for the fiscal year;

A fiscal report relating the obligations, de-obligation, expenditure and unobligated balance of the monies available in the prime sponsor area under the 6% monies.

The City of Portland CETA program sends the Manpower Instructional Services office of quarterly list of all participants enrolled in classroom training under the 6% monies by name, social security number, date of birth and Title.

The City also sends the Manpower Instructional Service office and the Department of Education a monthly Special Grant Program status summary.

The Governor's Manpower Planning Division sends each prime sponsor a monthly fiscal report relating to program expenditures.

The terms of this agreement are based on the availability of funding.

U.S. DEPARTMENT OF LABOR • Employment and Training Administration

SPECIAL GRANT - PROGRAM PLANNING SUMMARY

C. GRANT NUMBER

D. PERIOD COVERED BY GRANT
(Month, Day, Year)
From 10/1/79 To 9/30/80

E. MODIFICATION NUMBER
1

A. GRANTEE'S NAME AND ADDRESS
Oregon Dept. of Education
700 Pringle Parkway SE
Salem, Oregon 97310

B. PRIME SPONSOR'S NAME AND ADDRESS
City of Portland
522 SW 5th, 8th flr.
Portland, Oregon 97204

FOR REGIONAL OFFICE USE ONLY

THRU	GRANT	SAL	CONTRACT KEY							Mod. No.	MOD. DATE			Mod. Type						
			Proj. Code	Reg.	St.	F.Y.	Project Number	Cont. Proj. No.	Cont. Code		MM	DD	YY							
Col.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

I. VOCATIONAL EDUCATION PROJECTS

	GRANT YEAR-TO-DATE PLAN			
	21	22	23	24
A. Total Participants (Sum of A.1 and A.2)	10	11	25	25
1. New Participants	21	49	49	49
2. Participants Carried Over From Previous Year	19	30	39	39
B. Total Terminations (Sum of B.1 through B.4)	41	11	50	80
1. Entered Employment	36	0	0	0
2. Additional Positive Terminations	31	0	0	0
3. Transfer to Regular CETA	15	11	50	80
4. Other Terminations	61	0	0	0
C. Planned Participants (End of Quarter (A minus B))	3	77	38	8

II. STATE COORDINATION & SPECIAL SERVICES
(To be completed by State Prime Sponsors Only)

	GRANT YEAR-TO-DATE PLAN			
	1	2	3	4
A. Total Participants (Sum of A.1 and A.2)	10	12	26	26
1. New Participants	31			
2. Participants Carried Over	36			
B. Total Terminations (Sum of B.1 through B.3)	41			
1. Entered Employment	46			
2. Additional Positive Terminations	51			
3. Other Terminations	59			
C. Planned Participants (End of Quarter (A minus B))	61			

III. EDUCATIONAL LINKAGES
(To be completed by State Prime Sponsors Only)

	GRANT YEAR-TO-DATE PLAN			
	1	2	3	4
A. Total Participants (Sum of A.1 and A.2)	10	13	29	29
1. New Participants	31			
2. Participants Carried Over	36			
B. Total Terminations (Sum of B.1 through B.3)	41			
1. Entered Employment	48			
2. Additional Positive Terminations	51			
3. Other Terminations	59			
C. Planned Participants (End of Quarter (A minus B))	61			

149303

SPECIAL GRANT - BUDGET INFORMATION SUMMARY

FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY

MOD. DATE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Proj. Code	Req.	Sl.	F.Y.	Proj. No.	Subj. Proj. No.	Comp. Code	Mod. No.	MM	DD	YY	Mod. Typ.																		

A. GRANTEE'S NAME AND ADDRESS Oregon Dept. of Educ. 700 Pringle Parkway SE Salem, Oregon 97310	C. GRANT NUMBER
B. PRIME SPONSOR'S NAME AND ADDRESS City of Portland 522 SW 5th, 8th flr. Portland, Oregon 97204	D. MODIFICATION NUMBER 1
	E. PERIOD COVERED BY GRANT From 10/1/79 To 9/30/80

F. BUDGET SUMMARY COST CATEGORIES

3. GRANT PROGRAM FUNCTION OR ACTIVITY	B. ESTIMATED UNEXPLAINED FEDERAL FUNDS				C. NEW OR REVISED FEDERAL BUDGET				G. TOTAL		
	VOC. ED.	SCSS	ED. LINKAGES	SETC	VOC. ED.	SCSS	ED. LINKAGES	SETC	1	2	3
	1	2	3	4	1	2	3	4	1	2	3
1 Administration					40,083						
2 Allowances											
3 Other											
4 Personal Benefits					268,915						
5 Other					23,003						
7 TOTAL					332,001						332,001

G. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES

	Col. 1					Col. 2					Col. 3					Col. 4				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1. Total Federal Obligations	(a) 228,783					(b) 228,783					(c) 332,001					(d) 332,001				
2. Total Federal Expenditures by Program	101,105					184,086					266,692					332,001				
3. Total Federal Expenditures by Program (1) Voc. Ed.	88,418					162,679					243,094					304,128				
(2) Other																				
4. Total Federal Expenditures by Program (1) Voc. Ed.	12,687					21,407					23,598					27,813				
(2) Other																				
5. Other Activities																				

COMMENTS

ORDINANCE No. 149303

An Ordinance authorizing an amendment to Contract No. 18546, the Non-Financial Agreement between the City of Portland and the State of Oregon to provide vocational services for CETA Title II-B participants for the period October 1, 1979 through September 30, 1980 and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. That Ordinance No. 148832 accepted a Non-Financial Agreement, Contract No. 18546, between the City of Portland and the State of Oregon to provide vocational education services to CETA Title II-B participants.
2. That the amount of funds allocated by the State through the Department of Education for use by the City of Portland has been increased from \$228,783 to \$332,001.
3. In order for the City of Portland to utilize the additional allocation for vocational services, an amendment to Contract No. 18546 is necessary.
4. It is therefore appropriate that the Mayor and Commissioner of Public Utilities execute, on behalf of the City, an amendment to Contract No. 18546, similar in form to Exhibit "A".

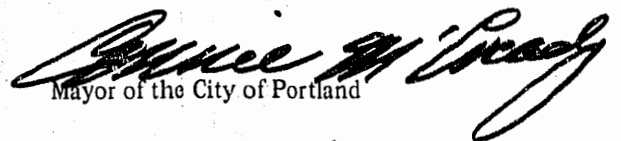
NOW, THEREFORE, the Council directs:

- a. That the Mayor and Commissioner of Public Utilities are hereby authorized to execute, on behalf of the City, an amendment to Contract No. 18546, similar in form to Exhibit "A".

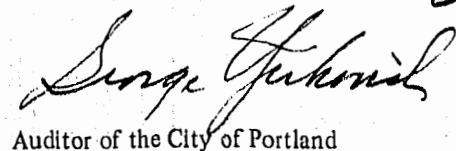
Section 2. The Council declares that an emergency exists because delay in the enactment of this Ordinance will result in a disruption in services to participants in Portland's CETA Title II-B Training and Employment Program; therefore, this Ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council, **MAR 19 1980**

Commissioner Francis Ivancie
JPG:pj
3/12/80


Mayor of the City of Portland

Attest:


Auditor of the City of Portland

Calendar No. 954

ORDINANCE No. 149303

Title

An Ordinance authorizing an amendment to Contract No. 18546, the Non-Financial Agreement between the City of Portland and the State of Oregon to provide vocational services for CETA Title II-B participants for the period October 1, 1979 through September 30, 1980 and declaring an emergency.

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
Ivancie	1	
Jordan	1	
Lindberg	1	
Schwab	1	
McCready		—

FOUR-FIFTHS CALENDAR	
Ivancie	
Jordan	
Lindberg	
Schwab	
McCready	

INTRODUCED BY
Commissioner Francis Ivancie

NOTED BY THE COMMISSIONER
Affairs
Finance and Administration
Safety
Utilities FJI MK
Works

BUREAU APPROVAL
Bureau:
Human Resources
Prepared By: JPG by ECH Date: 3/12/80
Joseph P. Gonzales
Budget Impact Review:
<input type="checkbox"/> Completed <input type="checkbox"/> Not required
Bureau Head:
Janice J. Wilson JTW by ECH

NOTED BY
City Attorney
City Auditor
City Engineer

Filed MAR 14 1980

GEORGE YERKOVICH
Auditor of the CITY OF PORTLAND

By *Gordon Powell*
Deputy