

**PROSPER PORTLAND**

Portland, Oregon

**RESOLUTION NO. 7279**

**AUTHORIZING A SUBRECIPIENT CONTRACT WITH WORKSYSTEMS, INC.,  
TO IMPLEMENT ECONOMIC OPPORTUNITY INITIATIVE YOUTH AND  
ADULT WORKFORCE DEVELOPMENT SERVICES AND COMMUNITY  
WORKFORCE NAVIGATOR PROGRAM DURING FISCAL YEAR 2018-19**

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

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

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

**WHEREAS**, in June 2017, WSI, 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 WSI with funding, input, and oversight from Prosper Portland, provides high-quality, individually tailored workforce development services to low-income disconnected youth;

**WHEREAS**, in 2013 Prosper Portland and WSI 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 WSI adult workforce development programs;

**WHEREAS**, the EOP, which is administered by WSI 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 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 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 this program in the Our 42<sup>nd</sup> Avenue and Cully Boulevard Alliance Neighborhood Prosperity Initiative (“NPI”) 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 program has since expanded to include the Jade District, Division Midway Alliance, Rosewood Initiative, and St. Johns NPI neighborhoods;

**WHEREAS**, the program also includes a navigator to connect residents in priority neighborhoods to high-growth jobs in the manufacturing industry;

**WHEREAS**, in order to streamline processing and incorporate additional workforce supports, the community workforce navigator program will be implemented through a sub-grant from WSI to Worksource Portland Metro (“WSPM”) providers; and

**WHEREAS**, Prosper Portland anticipates receiving \$3,106,724 in City of Portland General Funds, federal Community Development Block Grant funds, and Enterprise Zone funds for workforce development in fiscal year (“FY”) 2018/19 and further anticipates allocating \$1,117,739 for youth workforce development, \$1,000,794 for adult workforce development, and \$502,232 for community workforce navigator programming in FY 2018/19.

**NOW, THEREFORE, BE IT RESOLVED**, that the Prosper Portland Board of Commissioners (“Board”) hereby authorizes the Executive Director to enter into a Subrecipient Contract with WSI that is substantially consistent with the Term Sheet attached hereto as Exhibit A for up to \$3,106,724 for the purpose of implementing and managing the EOI youth and adult workforce development services and the community workforce navigator program (the “Subrecipient Contract”);

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

**BE IT FURTHER RESOLVED**, that the Executive Director may approve changes to and amendments of the Subrecipient Contract 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.

## TERM SHEET

### Resolution

Authorizing a subrecipient contract with Worksystems, Inc. (WSI), to implement economic opportunity initiative youth and adult workforce development services and community workforce navigator program during fiscal year 2018-2019

### Prior subrecipient contracts between Prosper Portland and WSI

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. Each fiscal year, the Prosper Portland Board authorizes the subrecipient contract between Prosper Portland and WSI.

### Summary of Proposed FY 2018-19 WSI subrecipient contract

The proposed contract will be similar in form to previous subrecipient contracts entered into between Prosper Portland and WSI, with updates as are mutually agreeable. The proposed contract 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 grants to WSI, which will implement the two programs in coordination with its other workforce services.
- WSI will continue to administer the Community Workforce Navigator Program through sub-grants to Worksource Portland Metro (WSPM) providers. The community-based workforce program will focus on connecting under- and unemployed residents, low-income residents, people of color and/or ESL speakers to employment opportunities. The contract 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 and St. Johns NPI neighborhoods.
- The Community Workforce Navigator program will include one full-time navigator focused on connecting residents in priority neighborhoods to high-growth jobs in the manufacturing industry.

**Budget and Financial Information**

- Prosper Portland anticipates receiving \$3,106,724 in City of Portland General Funds, federal Community Development Block Grant (CDBG) funds, and Enterprise Zone funds for workforce development in fiscal year (“FY”) 2018-2019 and further anticipates allocating the budget as outlined in the table below.

	<b>General Fund</b>	<b>CDBG</b>	<b>Enterprise Zone</b>	<b>Total</b>
<b>Total Resources</b>	<b>\$1,129,080</b>	<b>\$1,748,644</b>	<b>\$229,000</b>	<b>\$3,106,724</b>
Program Delivery				
Adult Workforce Development	\$252,452	\$690,777	\$57,565	\$1,000,794
Youth Workforce Development	\$293,563	\$824,176		\$1,117,739
Community Navigator Program	\$98,876	\$233,691	\$169,665	\$502,232
Personnel Services	\$203,298			\$203,298
Materials and Services	\$69,462			\$69,462
Indirect	\$211,429		\$1,770	\$213,199

**List of anticipated FY 2018-19 youth & adult workforce development service providers**

<b>Subcontractor</b>	<b>Adult Workforce</b>	<b>Youth Workforce</b>	<b>Workforce Navigator</b>
Central City Concern	X		
Creating IT Futures		X	
Home Forward		X	
Human Solutions	X		
Immigrant and Refugee Community Organization	X	X	
Impact NW		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	X
Portland Youth Builders		X	
SE Works	X		X
Worksystems, Inc.	X	X	X