

Contractor Name

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Exhibit X: Statement of Work

Statement of Work Template

Community Construction Training Program

Worksystems' Community Construction Training Program (CCTP) is designed to increase diversity in construction careers and invest in BOLI-Registered Pre-Apprenticeship Training Programs (PATPs) that increase the available pool of qualified and diverse candidates that possess the skills necessary to gain entry to Registered Apprenticeships and be retained as Registered apprentices.

CCTP services fall within one or more of these program design categories:

- **Outreach/Recruitment/Career Coaching** Contractors recruit candidates for target construction career pathways, prioritizing women and people of color. Program design includes plans to identify and communicate with diverse candidates, including specific recruitment channels and communication platforms.

Outreach/Recruitment can include a deeper level of services including career exploration, career coaching and support services to support the success of participants and referrals to Registered Apprenticeship or PATP services as appropriate. Outcomes for Outreach/Recruitment career coaching services may include employment or entry into a Registered Apprenticeship program.
- **Pre-apprenticeship Training Program:** Provided through PATPs, contractors provide pre-apprenticeship program services prioritizing women and people of color to provide them with the necessary occupation-specific hard and soft skills to meet construction industry pre-requisites to obtain employment as Registered Apprentices or in comparable construction careers. Services include core PATP training, occupational career coaching and support services as necessary to support the success of participants.
- **Apprenticeship Retention Services:** Services are targeted to early-term (0-2 years) registered apprentices in construction trades, prioritizing women and people of color. Contractors engage with apprentices who indicate a need for support in order to remain and succeed in their chosen apprenticeship.

This Statement of Work outlines the CCTP program design(s) and projects covered by this contract, and outlines roles, responsibilities and outcomes of CONTRACTOR.

Quality Jobs Initiative

The Department of Labor and Worksystems are prioritizing advancing quality jobs in the workforce system through guidance, performance measurement, strategic use of funding opportunities, and provision of technical assistance to support quality jobs workforce strategies.

A Quality Job helps workers achieve economic stability and mobility, while prioritizing diversity and worker voice. The Columbia-Willamette Workforce Collaborative convened a Quality Jobs Council, comprised of 19 cross-sectoral participants representing businesses, workers, labor, service providers and government agencies to develop a regional definition of Quality Job to include 1) self-sufficiency wages, 2) safe working conditions/worker engagement, 3) predictable hours, 4) comprehensive benefits, 5) accessible hiring and onboarding practices and 6) training and advancement opportunities.

Worksystems will continually engage with employers to increase quality job opportunities for populations that have been historically underrepresented in careers with elements of high job quality and build partnerships that raise job quality in meaningful ways for all residents in our region. Additional guidance and training regarding career coaching with an emphasis on job quality will be provided by Worksystems.

Service Delivery

The services outlined in this Statement of Work are to be delivered by CONTRACTOR staff. Service delivery may be through a remote engagement or in-person as determined by CONTRACTOR:

- CONTRACTORS' return to and structure of office workplaces must be compliant with State health and safety guidelines.
- CONTRACTORS have the authority and responsibility to determine remote work options for their staff, including WorkSource Center locations.

These have been fluid and challenging times and guidance from State public health officials may change as conditions evolve. We recognize changes in delivery may be required and will work with the CONTRACTOR to support implementation of changes in

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response to the most current public health directives. Additionally, technical assistance and tools necessary to succeed in this environment will be provided by Worksystems wherever possible.

I. Outreach/Recruitment/Career Coaching Program Services [Pick if Applicable to Contract]

- A. Undertake outreach activities to find qualifying participants who will benefit from program services.
- B. Prior to enrollment, provide potential participants with a clear overview of program content, expectations, and outcomes as well as comprehensive information about the nature of the various skilled trade professions that participants may pursue post-PATP training, including but not limited to profession-specific:
 - Job environments
 - Physical demands
 - Regional income and benefits
 - Regionally projected job availability/rates of growth
 - Hard and soft skills necessary for skilled trade positions (e.g., math, communication, punctuality, reliability, design).
- C. Outreach/Recruitment services include career coaching program services: **[Pick if Outreach/Recruitment services include Career Coaching]**
 - Provide career coaching for participants as they work through the phases of the program: Career planning, training services, placement, and job or apprentice placement retention. This also includes soft skills coaching as it relates to the industry to help participants build key employability and life skills, e.g., dealing with conflict and managing finances.
 - Assist participants to access the array of workforce preparation, training, and employment services available through the WorkSource system, as appropriate.
 - Provide occupational construction career coaching, in-depth career exploration and planning support for enrolled participants.
 - Provide continuous soft skills coaching to help participants build key employability and life skills such as dealing with conflict, dressing for the workplace, and managing finances.
 - Provide job coaching and support participants with direct referrals and application to PATPs, RAPs and comparable construction career pathways.
 - Provide support services and connect participants to resources in the community to ensure training completion and success on the job.
 - Track participants into specific occupational skills training leading to employer-recognized credentials (including PATPs and RAPs) that prepare individuals for career track employment and/or into jobs (including comparable construction careers and employment outcomes related to RAPs).
 - Coordinate with other participant career coaches (if applicable) to assist participants as they work through their career plan. Connect participants with other career coaches if they need ongoing support after program completion.
 - Provide support to participants to assure placement in training-related, career-track employment or as a registered apprentice upon completion of CCTP services.

II. Pre-apprenticeship Training Program Services [Pick if Applicable to Contract]

- A. Prior to enrollment, orient participants and provide overview of program content, expectations and outcomes.
- B. Provide occupational construction career coaching, in-depth career exploration and planning support for enrolled participants.
- C. Provide construction industry-specific occupational skills training which leads to employer-recognized credentials and effectively prepare participants for successful entry into registered apprenticeship and careers in the construction industry.
- D. Provide support services, when available, and connect participants to resources in the community as necessary to ensure training completion CONTRACTOR will follow appropriate Worksystems regional program standards for a complete list of allowable support services and documentation requirements.
- E. Provide Incentive and/or Stipend payments, when available, as allowable and outlined in regional program standards.

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- F. Assist participants to access the array of workforce preparation, training, and employment services available through the WorkSource system, as appropriate.
- G. Track participants into specific occupational skills training leading to employer-recognized credentials that prepare individuals for career track employment and/or into jobs (including comparable construction careers and employment outcomes related to RAPs).
- H. Provide support to participants to assure placement in training-related, career-track employment or as a registered apprentice upon completion of CCTP services.

III. Apprenticeship Retention Program Services [Pick if Applicable to Contract]

- A. Identify and continue the participation of recent PATP training completers who have started in a Registered Apprenticeship and/or identify and enroll qualifying Registered Apprentices who will benefit from program services and are in their first or second year of Apprenticeship.
- B. Provide support services and connect new Registered Apprentices to resources in the community as necessary to ensure continuation of their skilled trade apprenticeship and success on the job. CONTRACTOR will follow appropriate Worksystems regional program standards for a complete list of allowable support services and documentation requirements.

IV. Roles and Responsibilities

- A. Identify a single Project Lead to be responsible for program oversight, including managing implementation, data collection and meeting with Worksystems or project partners and/or oversight committee(s).
- B. Assign staff and supervise their engagement with participants. Provide training for CCTP projects under CONTRACTOR responsibility, as well as WorkSource, Career Boost, EOP and other program requirements as needed. Identify and train back up staff to maintain continuity of services in case primary staff become unavailable.
- C. Assure internal systems are in place to provide all program components and services outlined within this Statement of Work and in accordance with regional program standards provided by Worksystems.
- D. Make enrollment decisions and support eligible candidates to complete registration processes. Verify and document participant eligibility in accordance with guidelines and ensure that each participant signs a media/photo release.
- E. Track participant eligibility, registration, enrollment, service engagement and outcomes in the I-Trac data system.
- F. Develop and nurture connections with registered apprenticeship programs and employers that will provide feedback about training program content/skill development approaches and lead to hiring of program graduates.
- G. Meet and collaborate with Worksystems staff, WorkSource staff, partners, and other stakeholders to support program implementation.
- H. Monitor and evaluate progress toward performance outcomes and support continuous quality improvement efforts in collaboration with Worksystems and other project partners.
- I. Communicate regularly with partners and coordinate with partner staff.

V. Staff Training Requirements

Train staff and provide managerial program oversight to ensure services are delivered in compliance with all program requirements. Identify and train back-up staff to ensure continuity of program services in case of staff turnover. Assure assigned staff attend Worksystems and WorkSource system-delivered professional development opportunities and program-focused staff trainings, including fiscal and administrative requirements, enrollment processes (including eligibility requirements), I-Trac User, Prosperity Planner and WorkSource products.

As appropriate or requested, develop, and deliver training to partner agency staff that details CONTRACTOR program eligibility, enrollment processes, services and placement opportunities.

VI. Reporting, Monitoring and Budget Management

CONTRACTOR will report on progress and budget expenditures. Quarterly written reports will be required in a format prescribed by Worksystems. CONTRACTOR will collect success stories and report in a template provided by Worksystems.

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Expenditures shall be managed so that services are available throughout the intended service delivery period. The intended availability of services is across the contract period unless otherwise indicated in writing by Worksystems. Expenditures to date are to be monitored monthly to ensure that the budget-to-actual amounts demonstrate expenditure rates that are consistent with the percentage of the program year that has transpired. Attention should be paid to all participant cost categories (such as Support Services) to ensure that adequate investments in job seekers are being made throughout the program year.

CONTRACTOR will support all program fiscal and compliance monitoring activities, including but not limited to Worksystems' annual program, fiscal and file compliance reviews and funder monitoring activities.

VII. System Branding and Communication

CONTRACTOR will ensure that all program materials and any internal or external communications about this program will acknowledge the U.S. Department of Labor, Prosper Portland, Metro, Washington County and Worksystems, as applicable.

VIII. Performance

A. CCTP Metro Project

For participants enrolled in the Metro fund the following performance measures apply. CONTRACTOR will provide CCTP services to residents within the Metro service area. Refer to the CCTP regional program standards for eligibility.

Program services include Outreach/Recruitment, Pre-Apprenticeship and Apprentice Retention Program services.

CCTP Metro PATP Performance Indicators	Number
Total number of eligible participants who begin PATP services.	XX
Total number of people who complete PATP (80% of those who began training). Completion defined as earning the BOLI credential.	XX
Total number of people who apply to a registered apprenticeship program or comparable construction career employment (80% of those who complete training).	XX
Total number of people who successfully begin registered apprenticeship or comparable construction career employment (80% of those who apply, 50% of those who begin training)	XX

CCTP Metro Apprentice Retention Performance Indicators	Number
Number of diverse early-term (0-2 years) registered apprentices served.	XX
Number of people served who complete retention services (80% of people who are served).	XX
Number of people who are retained for at least 6 months (80% of people who complete retention services)	XX

CCTP Metro Enrollment Demographic Goals

To help increase the number of people of color and women entering construction career pathways, CONTRACTOR will prioritize the recruitment of diverse candidates that have been underrepresented in the construction trades.

CCTP Metro Enrollment Demographic Populations	Goal
Female	45%
African American or Black	45%
Asian or Pacific Islander	15%
Hispanic or Latinx	25%

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American Indian or Alaska Native	15%
Non-Specific Low-Income Individuals-Identified as White and low-income	10%

B. Construction Trades DOL Project

For participants enrolled in the Construction Trades DOL fund the following performance measures apply. CONTRATOR will provide CCTP services to Washington County residents. Refer to the CCTP regional program standards for eligibility.

Program services include Outreach/Recruitment, Pre-Apprenticeship Program services and WorkSource Technical support.

Construction Trades DOL PATP Performance Indicators	Number
Total number of people who begin registered PATP.	XX
Total number of people who complete PATP (83% of those who began training). Completion is defined as earning the BOLI certificate.	XX
Total number of training completers who apply to a registered apprenticeship program or comparable construction career employment (83% of those who complete training).	XX
Total number of PATP completers who apply to a registered apprenticeship program and who are admitted and enter into a registered apprenticeship (67% of those who complete training)	XX
Total number of participants who enter training that earn a BOLI certificate (83% of those who began training)	XX

Construction Trades DOL Enrollment Demographic Goals

Construction Trades DOL Enrollment Demographic Populations	Goal
Female	55%
African American or Black	35%
Asian or Pacific Islander	15%
Hispanic or Latinx	25%
American Indian or Alaska Native	15%
Non-Specific Low-Income Individuals-Identified as White and low-income	10%

Construction Trades DOL WorkSource Technical Assistance

WorkSource Partnership Milestones	Deliverable Date
Participate in established monthly meetings with WorkSource staff.	Ongoing
Develop Training and Outreach content for WorkSource staff use.	7/2023
Train WorkSource Staff on construction pathways and industry-specific coaching best practices.	10/2023
Support WorkSource staff in provision of construction industry related workshops and career coaching.	Ongoing

C. Prosper Portland COEP Project

At least 75% of all enrollments must be City of Portland residents. All applicants must indicate an interest in at least one of the following Rate Payer Trades: Laborer; Power Equipment Operator; Truck Driver; Carpenter; Flagger; Cement Mason; Electrician; Plumber. Refer to CCTP regional program standards for eligibility requirements.

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Program services include Outreach/Recruitment with Career Coaching and Pre-Apprenticeship Program services.

Prosper Portland COEP Outreach/Recruitment/Career Coaching Performance Indicators	Number
Number of people who receive some outreach services	XX
Enrollment capacity	XX
Referred to construction-related Occupational Skills Training, PATPs, RAPs or comparable construction careers	XX
Placed in (begin) construction-related Occupational Skills Training, PATP, RAP or Unsubsidized Employment (comparable construction career).	XX
Complete PATP or construction-related Occupational Skills Training during program engagement.	XX
Attainment of an Employer Recognized Credential	XX

Prosper Portland COEP PATP Performance Indicators	Number
Total number of eligible participants who begin PATP services.	XX
Total number of people who complete PATP (80% of those who began training). Completion is defined as earning the BOLI certificate.	XX
Total number of people who apply to a registered apprenticeship program or comparable construction career employment (80% of those who complete training).	XX
Total number of people who successfully begin registered apprenticeship or comparable construction career employment (80% of those who apply, 50% of those who begin training)	XX

Prosper Portland COEP Demographic Goals

To help increase the number of people of color and women entering construction career pathways, CONTRACTOR will prioritize the recruitment of diverse candidates that have been underrepresented in the construction trades.

Prosper Portland COEP Demographic Populations	Goal
Female	55%
African American or Black	40%
Asian or Pacific Islander	15%
Hispanic or Latinx	20%
American Indian or Alaska Native	15%
Non-Specific Low-Income Individuals-Identified as White and low-income	10%

D. Washington County WF Pipeline Performance

For participants enrolled in the Washington County WF Pipeline fund the following performance measures apply. CONTRACTOR will provide CCTP services to Washington County residents. Refer to the CCTP regional program standards for eligibility.

Program services include Outreach/Recruitment and Pre-Apprenticeship Program services.

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Washington County WF Pipeline PATP Performance Indicators	Number
Total Participants enrolled in Pre-Apprenticeship Training Program (PATP)	15
Participants who complete construction pathway program	13
Participants who earn a construction pathway program certificate through this program	13
Participants who apply to a Registered Apprenticeship Program or comparable construction job (of those who graduate)	10
Participants who successfully enter a Registered Apprenticeship Program (of those who apply)	8
Participants who obtain employment in the construction industry (includes Registered Apprenticeship Program starts) (of those who graduate)	10

Washington County WF Pipeline Enrollment Demographic Goals

To help increase the number of people of color and women entering construction career pathways, CONTRACTOR will prioritize the recruitment of diverse candidates that have been underrepresented in the construction trades.

Washington County WF Pipeline Enrollment Demographic Populations	Goal
Female	55%
African American or Black	35%
Asian or Pacific Islander	15%
Hispanic or Latinx	25%
American Indian or Alaska Native	15%
Non-Specific Low-Income Individuals	10%