



THE BUREAU OF
**PLANNING &
SUSTAINABILITY**

Workforce and Contractor Development Form

This form helps application reviewers understand the workforce and contractor parts of your project including who will be served, activities and outcomes. The form includes sections for workforce development and contractor development. You only need to respond to the questions related to the type(s) of project you are proposing in this grant application.

Will the proposed project use PCEF funds for workforce development and/or contractor development?
[Yes/No conditional]

Yes No

[If yes] **This form is required for your project, please fill out the fields below.**

[If no] **This form is not required for your application.**

Section 1: General Information

- 1.1. Which of the following describes the proposed workforce and/or contractor development project? [Multi-option checklist]
- Workforce development training that **includes** direct immediate or near-term job placement or advancement.
 - Workforce development training **without** direct job placement services.
 - Contractor development training or assistance designed to help businesses launch, stabilize, pivot to a new direction, or scale up.
 - Educational programming **for youth** designed to build awareness of and interest in climate-related professions.

- 1.2. (What area of climate change is the focus of this training program [Multi-option checklist])

- Energy efficiency
- Renewable energy
- Regenerative agriculture
- Green infrastructure
- Transportation decarbonization
- Other (describe below)

If other selected, please describe: [1500-character text box, no formatting]

- 1.3. Number of training participants and/or businesses estimated to be served by this project:

- Number of adult participants: [Numeric response]
- Number of youth participants (age 18 or younger): [Numeric response]
- Number of businesses supported: [Numeric response]

- 1.4. What is the amount of investment per participant and/or per business?
- \$/participant: [Numeric response, in dollars]
 - \$/business: [Numeric response, in dollars]
- 1.5. What is the estimated percent of people to be served by the project who are members of PCEF Priority Populations? Read more about PCEF Priority Populations [on our website](#).: [Numeric response, percentage]
- 1.6. How will you evaluate the success of your proposed project? In your response include your goals, intended outcomes, and metrics you will use to track program success. [5,000-character text box, with formatting]

City Districts

The City of Portland recently created new district maps to match the new City Council structure. In this question we are asking you to estimate how much of your requested funding amount for the funding area covered in this form is going to each of Portland’s four geographic districts. [Link to district map](#).

1.7. Does all or part of the funding for activities covered in this funding area form provide benefits to specific parts of Portland? If you are proposing any of the following, select “Yes”:

- Providing services, events, or programs (e.g. education, engagement) focused on reaching communities living in or organizations based in specific parts of Portland
- Implementing or maintaining physical improvements (e.g. gardens, building upgrades) in specific parts of Portland
- Providing physical assets (e.g. bikes, EVs) to individuals living in or organizations based in specific parts of Portland

- Yes, funding is providing geographic benefits
 No, funding is allocated city-wide or not sure

[If yes] Please fill out “Section 3-B: City Districts” below

[If No / Not sure] No further information is needed.

City Districts [Conditional logic to show if previous question is yes, hide if no]

For this funding area, use the fields below to estimate how much of your requested funding amount for the funding area covered in this form is going to each of Portland’s four geographic districts. The total must equal 100%. [Link to district map](#). [Numeric questions, all in the same line]

District 1	District 2	District 3	District 4	Total (Must equal 100%)
				[Auto calculated]

Section 2: Workforce Development

2.1. Will the proposed project include workforce development? [\[Yes/No conditional\]](#)

Yes No

[\[If yes\]](#) Please fill out sections 2-A, 2-B, 2-C below. Only fill out the section that is relevant to your project and leave the others blank.

[\[If no\]](#) Skip the rest of Section 2 and go to Section 3.

2.2. [\[If yes, required to answer\]](#) For workforce training implementation grants, you are required to submit your program's curriculum. If you need to develop a curriculum, please apply for a planning grant instead. **Please attach your curriculum.** [\[Upload link\]](#)

2.3. [\[If yes, required to answer\]](#) Describe the high-level goals of the curriculum you are providing: [\[1500-character text box, no formatting\]](#)

2.4. [\[If yes, required to answer\]](#) How will participants be placed in jobs or otherwise connected with further employment? How will you track participant employment and retention? [\[1500-character text box, no formatting\]](#)

Section 3-A: Training programs **with** direct job placement [\[Table, numeric responses\]](#)

- Estimated number of participants that will be placed in a job/apprenticeship:
- Estimated number of participants who will receive certification, or advanced in their job:
- Estimated average hourly wage of participants post-training:
- Estimated number of job placements that offer health benefits to program participants:

Section 3-B: Training programs **without** direct job placement [\[Table, numeric responses\]](#)

- Estimated number of participants estimated to be hired into a job/apprenticeship within three months of program completion:
- Estimated number of participants who will receive certification, or advance in their job:
- Estimated average hourly wage of participants post-training:
- Estimated number of participants who will be hired into jobs with health benefits post-training:

Section 3-C: Youth and exposure programs [\[Table, numeric responses\]](#)

- Estimated number of participants expected to pursue internships, apprenticeships, or job shadowing opportunities in climate work following completion of the program:

Section 4: Contractor Development

4.1. Will the proposed project include contractor development?

Yes No

4.2. What is the goal(s) of the proposed project? [Multi-option checklist]

- To launch new businesses
- To stabilize current businesses
- To support a current business to pivot to a new direction
- To support a current business to scale up

4.3. Which types of services will you provide to businesses in your program? [Multi-option checklist]

- Bookkeeping and accounting assistance
- General legal advice or assistance
- Marketing assistance
- Assistance in responding to RFP's
- Assistance with professional licensing
- Assistance with COBID or related certifications
- Direct Financing via loans or grants
- Certification in climate-related skills and practices
- Training in in climate-related skills and practices
- Dedicated coaching or case management
- Mentorship
- Other. Please explain

4.4. Estimate the number of hours your proposed project will provide per business served: [Numeric response]

4.5. If your project includes other goals not included above, describe here: [1500-character text box, no formatting]