

Regional Program Standards

Focus: WorkSource Centers Youth Program Services
 Other: Economic Opportunity Programs

Topic: Portland Clean Energy Fund

Date: December 4, 2023

New

Revised

Page 1 of 39

Overview

The Portland Clean Energy Community Benefits Initiative, referred to as the Portland Clean Energy Fund (PCEF), enables the City of Portland to provide a consistent long-term funding source and oversight structure to address climate change in a way that advances racial and social justice. PCEF funds support projects that reduce greenhouse gas emissions, capture carbon and promote community resilience to the impacts of climate change. Funding projects such as these will drive demand for businesses that work in these areas, and subsequently drive the demand for workers with the knowledge, skills and abilities to make it all possible.

PCEF funded Clean Energy Career Coaching is a suite of program services offered through community-based organizations and built on the career coaching model that systemically ties long-term, relationship-based career coaching for workforce preparation and training in the clean energy sector with Training services delivered through WorkSource Portland Metro (WSPM).

Priority Populations

PCEF is designed to ensure that program investments benefit people who are most impacted by climate change and people who have historically been left out of the economic opportunity associated with climate projects.

Priority populations include:

- Black people
- Native American/Alaska Native people
- Other people of color
- People from low-income households
- People who experience disabilities
- Women
- Transgender people
- Two-spirit people
- Gender non-conforming people and other groups of people who experience gender or sex-based discrimination

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023
Page 2 of 39

Contents

Overview	1
Quality Jobs Initiative.....	3
Eligibility.....	4
Eligibility Documentation	4
Age.....	4
Residency.....	4
Required Disclosures	4
Enrolled Participant.....	5
Ineligible Customers.....	5
Transferring Participants.....	5
Program Design and Service Delivery	6
In-Program Services.....	6
Follow-Up Services	6
Service Definitions	6
Career Coaching.....	6
Career Coaching – Dual Coaching.....	7
Career Exploration.....	7
Career Mapping.....	8
Career and Resource Plan Development.....	8
Job Search Assistance.....	8
Work Readiness Training.....	8
Training, Post-Secondary Education and Employment Skills	9
Occupational Skills Training.....	9
Pre-Requisite Training	9
Pre-Apprenticeship Training Program	9
Workforce Preparation.....	10
Training Start Definition	10
Training Completer Definition.....	10
State Eligible Training Provider List	10
Individual Training Account (ITA)	10
Portland Metro Target Occupation List.....	10
Work Based Training	11
On-the-Job Training (OJT).....	11
PDX Metro Works	12
Support Services	13
Overview.....	13
Prerequisites.....	14
Documentation of Support Service Need.....	14
Administrative Requirements.....	14
Documentation.....	14

Regional Program Standards

Topic: Portland Clean Energy Fund
Date: December 4, 2023
Page 3 of 39

Fiscal Procedures.....	15
Support Service Definitions	15
Books and Fees.....	15
Child and Dependent Care	15
Clothing/Personal Care.....	16
Credit Repair.....	16
Drivers Education Training	16
Employment Documentation	16
Housing Assistance.....	16
Laptop Computer	17
Legal Services	17
Medical/Dental/Optical.....	18
Professional Test/License/Organization Fees	18
Relocation.....	18
Tools	18
Transportation.....	19
Utilities	21
Stipends	21
Administrative Rules.....	21
Performance.....	22
Additional PCEF Performance and Data Guidance	28
Case Notes.....	28
Clean Energy Related Occupations.....	28
Employment Placement	30
Employment Data Entry	30
Employment Confirmation.....	31
Exits	31
Quality Job Standards.....	32
File Documentation.....	33
Addendum A Clean Energy Related Occupations.....	35

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 based on data-driven and evidence-based workforce strategies.

A Quality Job helps workers achieve economic stability and mobility while prioritizing diverse representation, equitable work environments 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. The full CWWC Quality Jobs Framework can be found at this [link](#).

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 4 of 39

Worksystems will continually engage with employers and build partnerships that increase opportunities for populations that have been historically excluded and underrepresented in careers with elements of high job quality.

Using labor-market data and this definition of a Quality Job, Worksystems has identified targeted sectors with low barrier entry that offer high-growth and high job-quality characteristics with structured career pathways. These sectors include: (1) advanced manufacturing; (2) healthcare and social assistance; (3) construction; (4) clean energy; and (5) early childhood education. Career Coaching services are designed to support Worksystems' targeted sectors and assist participants in attaining or accessing pathways to employment with self-sufficiency wages and comprehensive benefits by providing awareness and education of our targeted sectors. Guidance and training regarding Career Coaching with an emphasis on job quality will be provided by Worksystems.

Eligibility

Contractors must establish processes that prepare potential Participants to complete the eligibility and enrollment requirements for PCEF as outlined below. To participate in PCEF a Participant must:

- Be 18 years of age or older.
- Be a resident of one of the following counties:
 - Oregon: Clackamas, Columbia, Multnomah, Washington or Yamhill
 - Washington: Clark or Skamania

Eligibility Documentation

Age

Applicant attestation of age is documented with the signed PCEF Application.

Residency

County residency is validated when the County data element is auto populated in I-Trac on the Registration Tab when entering the applicant's full address, including zip code. A Participant's attestation to this County residency is obtained through the Participant's signature on the I-Trac Application.

Required Disclosures

Provide and discuss the social security number (SSN) disclosure and the grievance and equal opportunity rights disclosure to ensure the applicant understands their rights. The Participant will acknowledge receipt of these disclosures when they sign the Application. No copies of the forms need be maintained in the customer file.

Social Security Number (SSN) Disclosure

The collection of an Applicant's social security number is not required for program eligibility purposes and providers may not deny services if an Applicant is eligible for EOP services and chooses not to disclose their number. Applicants must be provided the disclosure (Standard SSN 2018-03-01) that describes how their SSN will be used and the program's commitment to confidentiality. Where the Applicant agrees to the use of their SSN for reporting purposes, the indication is noted through I-Trac on the PCEF Application for services and the consent is the Applicants' signature on the Application.

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 5 of 39

EEO/Grievance Disclosure

The Equal Opportunity Statement and Grievance Procedure (January 2024) is to be given to the Applicant during the eligibility determination interview meeting. Reasonable efforts should be made to assure that the information and complaint procedures are understood by potential Applicants.

Enrolled Participant

Obtain applicant signature utilizing the eSignature process in I-Trac. If an eSignature is unable to be obtained print the application from the I-Trac Customer Documents menu for signature and upload to I-Trac. Once all elements of eligibility determination and registration have been completed, the applicant must begin participation in program services within 45 days of the registration date. Participation begins with the first PCEF In-Program phase service entered into I-Trac.

Ineligible Customers

Applicants who do not meet the PCEF eligibility requirements for enrollment are to be referred to other programs in the local area that may be available to provide similar services. WorkSource Center services must be reviewed and discussed, with a direct referral to the WorkSource Center most convenient for the applicant and the link to MyWorkSource for additional service options provided. Formal referrals to community organizations are not required.

All costs associated with Participants found to be ineligible after receiving program-funded services will be disallowed.

Transferring Participants

Participants may be transferred from one PCEF service provider to another PCEF service provider when it is in the best interest of the Participant. When a transfer occurs, the current service provider must:

- Confirm in writing from the Participant that they agree to the transfer and document through a case note in I-Trac.
- Obtain approval from the current PCEF Program Manager and transferring PCEF Program Manager. This is documented in the transfer record in I-Trac on the Outcomes Tab.
- Complete a case note as to the reason for the transfer.
- Upload to I-Trac all eligibility and performance documentation obtained prior to the transfer date.
- Enter a transfer record on the Outcomes Tab in the PCEF I-Trac record.

All eligibility documentation for the PCEF enrollment remains the responsibility of the service provider that collected and validated the documents. If there are eligibility documentation questions that arise during monitoring that lead to questioned or disallowed costs, the service provider that managed the eligibility documentation process is responsible for the questioned/disallowed costs. All performance is the responsibility of the new service provider.

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 6 of 39

Program Design and Service Delivery

Service delivery and the subsequent performance will happen during two distinct program phases, In-Program and Follow-Up services. Refer to the section Service Definitions in these Regional program Standards for additional details.

In-Program Services

During In-Program services Participants receive Career Coaching designed to support them in overcoming barriers to employment and achieve their employment and career goals. Services occur from the point of PCEF eligibility and enrollment until a Participant obtains clean-energy related employment that meets their career plan goals, at which point they are assessed as ready to transition to Follow-Up services. In-Program services will also cease when 90 days has elapsed without a service being provided and documented in I-Trac, and the Participant will be automatically moved to Follow-Up. The transition to Follow-Up date (Exit Date) is always the date of the last In-Program service.

Follow-Up Services

Follow-Up services are designed to assist Participants in stabilizing their employment, identify employment advancement opportunities and/or secure new employment that is in line with their career plan. Follow-Up services begin at the point of transition from In-Program Services (exit) and will continue for a period of one year. Employment information and confirmations are tracked during Follow-Up.

Service Definitions

Career Coaching

PCEF provides industry specific occupational Career Coaching in the Clean Energy sector. It assists Participants with job placement in clean energy-related occupations. See definition of *Clean Energy Related Occupations* below in the *Additional PCEF Performance and Data Guidance* section of these Regional Program Standards.

Career Coaching is typically delivered as an individualized service and is relationship-based guidance and coaching dedicated to increasing the self-sufficiency of Participants through unsubsidized employment. It includes assessment of employment-related skills, identification of achievable career and training goals and development of an achievable career plan (see Career and Resource Plan Development). Career Coaches support Participants in execution of the plan and attainment of their goals by building a relationship of support and accountability. Best practices show that Participants who maintain periodic communication with a Career Coach are most likely to benefit from services.

Elements of Career Coaching include:

- Assist in identifying career and education goals.
- With the Participant, develop a plan that incorporates a customized set of WorkSource services and outside resources that will assist them in meeting their goals.
- Coach Participants in the personal and interpersonal (“soft” or “life”) skills required to obtain and retain employment.

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023
Page 7 of 39

- Assist Participants in identifying and securing the resources and support necessary to succeed in their training and career plans.
- Facilitate collaboration between the different service providers working with the Participant to synchronize career and education goals and align resources.
- Coach Participants in job search activities, including resume review, interview coaching, and career advising.
- Provide regular check-ins to track Participant progress and ensure Participants retain employment, including assistance in career advancement planning, resource planning, and re-placement in employment.
- Provide and/or offer connections to employment, childcare and/or housing services which are culturally specific and/or culturally responsive, based on Participants' needs.
- Assist Participants to access rent assistance resources to support their employment and career plan.

Another element of Career Coaching is conducting Career Planning Sessions – refer to Career and Resource Plan Development for more detail.

Career Coaching is provided during both In-Program and Follow-Up services.

Career Coaching – Dual Coaching

Participants may simultaneously receive industry specific occupational Career Coaching through PCEF and Career Coaching through another Career Coaching Service Provider from two different staff when they express interest and are assessed as ready to participate through multiple programs designed to support their industry specific Training completion. Prior to dual coaching, Participants must meet the eligibility requirements and be fully enrolled in all the grant-funded programs.

To ensure Participants meet their employment and training goals both Career Coaches must:

- Define the individual role of each Career Coach in a manner that enhances services to the Participant without duplicating services, and then review those roles with the Participant. The individual roles of the coaches must be case noted in I-Trac.
- Coordinate, review, and regularly update the Participant's Career Plan. The Career Plan must be shared with all the Participant's coaches after each revision using the I-Trac File Exchange secure communication method.
- Coordinate Participant's access to all services and resources available through all programs.
- Establish and maintain regular communication regarding Participant progress. Communication must be case noted in I-Trac within five days.

Career Exploration

Industry-specific career exposure to training and employment opportunities in the clean energy sector. Exposure is designed to help Participants develop knowledge of the variety of careers and occupations including skill requirements, working conditions, and job opportunities in the clean energy sector. Useful tools are [Careers NW](#), a Worksystems-sponsored website and Oregon Employment Department's [qualityinfo.org](#).

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 8 of 39

Career Mapping

This workshop is the first step of the career mapping process. Participants identify their strengths, gifts, capacities, and qualities that will enable them to be successful in the work environment and potential jobs.

After the workshop, the Career Coach meets individually with Participants to create a Career and Resource Plan that articulates these goals, identifies resources and outlines next steps. Refer to the Career Mapping Manual for additional information and detail.

Career and Resource Plan Development

The Career and Resource Plan is to be completed within the first 90 days of program participation and is developed with each Participant using the Career Mapping process. The Plan documents career interests, strengths and challenges, short- and long-term education and employment goals and the steps and supports needed to meet these goals.

Prior to Plan development, appropriate assessments should be conducted to provide critical information about the Participant's career goals, interests, aptitudes, basic academic skill level, occupational skills, work history, work and college readiness, attributes, personal strengths, developmental needs, and support service needs. The analysis and application of this assessment information is critical to guiding and coaching the Participant and assisting them to develop a realistic plan to reach their career goals. During In-Program services, the plan should be reviewed and updated at least every 180 days as the Participant completes (or is unable to complete) activities as planned and should drive program participation.

Additionally, assisting the Participant in creating a Prosperity Planner budget is an element of the Career Plan. This will help inform them on the type of salary they need to become self-sufficient, as well as provide the budget back-up for any support services necessary to assist them through their service and training activities. For some, achieving self-sufficient wages is a process and Career Coaches play an important role in informing Participants about structured advancement opportunities that support their goals and attaining self-sufficiency wages.

The plan is a dynamic document that will change as the Participant is provided opportunities to explore optional careers of interest, through meetings in which the Participant receives advice and guidance and through a variety of work and community-based experiences exploring a range of occupational areas. The plan should be developed as a professional collaboration between the Participant and Career Coach.

Job Search Assistance

Coaching to or teaching strategies which can be used to increase job search effectiveness. Assistance may include a variety of strategies for conducting on-line job searches, networking, and the role of resumes, cover letters, and interviews in a successful job search. The service can be provided one-on-one or in a group setting.

Job Search Assistance is provided during both In-Program and Follow-Up services.

Work Readiness Training

Instruction designed to increase a Participant's workplace skills that includes positive work behavior and employability soft skills training.

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 9 of 39

Training, Post-Secondary Education and Employment Skills

There are four categories of Training, Post-Secondary Education and Employment Skills services offered through the PCEF program– Occupational Skills Training, Pre-Requisites Training, Pre-Apprenticeship Programs and Workforce Preparation. All payments for Training, Post-Secondary and Employment Skills services are entered in I-Trac on the Payments Tab in the Training & Education Service Payments control. All Training, Post-Secondary Education & Employment Skills services must be in the clean energy sector.

With the exception of Pre-Apprenticeship Training Program and Workforce Preparation services all Training services must be funded through WorkSource Portland Metro (WSPM). WSPM funded Training services are entered into the Participant's I-Trac record in the grant funding the Training by WorkSource staff and copied into PCEF records.

Occupational Skills Training

The Training must be an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Occupational Skills Training must:

- Be on the Oregon, Washington, Idaho or Utah State ETPL or the Portland Metro Target Occupation List see definitions below.
- Identified as an approved clean energy sector Training.
- Be instructor-led in either an in-person or virtual format.
- Be outcome-oriented and focused on an occupational goal specified in the Training Plan.
- Be of sufficient duration to impart the skills needed to meet the occupational goal.
- Lead to the attainment of a recognized, DOL-defined credential.

Note: PCEF funds may not be used to pay for a four-year degree program.

Pre-Requisite Training

Any class or Training that is required by the Training provider prior to enrolling into a Training program that is represented on the Oregon, Washington, Idaho or Utah State ETPL and identified as an approved clean energy sector training. This excludes activities defined under Workforce Preparation. The Training program on the State ETPL must indicate the pre-requisite course is required for entry into the Training program.

Pre-Apprenticeship Training Program

A program designed to prepare Participants to enter and succeed in a Registered Apprenticeship Program. Pre-Apprenticeship Training Programs are Oregon BOLI registered and should have at least one, if not more, documented partnership(s) with a Registered Apprenticeship Program that will assist in placing Participants who complete the Pre-Apprenticeship Training Program into their Registered Apprenticeship Program. Pre-Apprenticeship Training Program services are not required to be paid for through WSPM.

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 10 of 39

Workforce Preparation

Activities, programs or services designed to help an individual acquire any combination of the skills necessary for the successful transition into and completion of postsecondary education or training, or successfully entering employment. Activities may include but are not limited to computer literacy, forklift operator, flagger, OLCC certificate, first-aid required for an employment position, food handlers' certificate and other occupational skills education leading to non-DOL defined credentialed certifications that are required for entry level, health or safety employment requirements. Workforce Preparation services are not required to be paid for through WSPM. PCEF Career Coaching providers may pay directly for Workforce Preparation services.

Training Start Definition

The start date in a Training program is considered the first day that a Participant attends the Training.

Training Completer Definition

A Participant who completes a planned program of training with a "complete" or "pass" designation from the school (for pass/no pass programs) or a passing grade (defined as D or better). Training completion must be reflected in the I-Trac record.

State Eligible Training Provider List

The statewide roster of Training programs and providers specifically certified by the State to meet the requirements of the WIOA. All Training funded with an ITA utilizing WIOA funds must be on the Oregon, Washington, Idaho or Utah State ETPL.

Individual Training Account (ITA)

A financial obligation by A WSPM Center to support classroom-based Training or instruction in a program that is on the State ETPL. ITAs may include the costs of tuition, related course fees (e.g., school, lab) and books required for the Training program. Refer to WSPM Regional Program Standards for more information and requirements for an ITA.

Individual Training Accounts (ITA) provide the scholarship for Participants to complete Training programs. ITAs will be provided to eligible Participants on the basis of an individualized assessment of the Participant's job readiness to obtain or retain employment that leads to economic self-sufficiency; their need for Training; financial need; and potential for successful completion, as documented on the Participant's WSPM Scholarship Application. If it is determined that the Participant is best served with an ITA, these additional requirements must be considered and met:

- The Training program must be on the Oregon, Washington, Idaho or Utah State ETPL if utilizing WIOA funds.
- The Training must be in service of making a Participant more competitive for hire to an occupation that is along a clean energy-related career pathway.
- The Participant meets the qualifications and training prerequisites established for the Training program by the Training provider.

Portland Metro Target Occupation List

To ensure that Portland Metro Training investments have maximum impact for both job seekers and the local area's employers, Worksystems establishes a list of target occupations that forecast growth and opportunity and that are aligned with Worksystems' target sectors of clean energy, construction, early childhood education,

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 11 of 39

healthcare and manufacturing. The Portland Metro area Target Occupation List focuses on investments and Training services on these identified occupations. As a result, Training services will be directly linked to in-demand occupations that provide a career path leading toward self-sufficiency. Target occupations will be identified as outlined below.

Identifying Target Occupations

Occupations must meet the following criteria to qualify as targeted occupations for investment.

- \$21/hour Median Wage or above.
- Two or fewer years of post-secondary education.
- Anticipated growth over the next 10 years.
- 200+ jobs in the region.

From time to time there may be occupations that meet the criteria but are not included on the Portland Metro Target Occupations List based on relevant factors such as gathered industry intelligence. Target occupations will be reviewed and adjusted as necessary, based on changes in projected supply and demand and feedback from regional employers, Oregon Employment Department staff and partner organization staff. Exceptions may be granted by Worksystems to fund an ITA for Trainings on the State ETPL that are not related to occupations on the Portland Metro Target Occupation List on a case-by-case basis. Worksystems will take into account the individual Participant's work experience, career goals, and employment opportunities related to the Training when determining whether to make an exception. Exception requests must be submitted by WSPM staff to the Worksystems Contract Manager via email for approval.

Work Based Training

There are two categories of Work Based Training – On-the-Job Training and Work Experience.

On-the-Job Training (OJT)

The purpose of On-the-Job Training (OJT) is to assist businesses in training skilled, productive workers. OJT's may be used to help train newly hired employees and employees hired to regular permanent employment through a staffing service relationship. An OJT is an agreement between the WorkSource program and an individual employer who agrees to act as a Training provider. The OJT is a hire-first program; the trainee is hired as an employee of the company, a Training plan is developed to outline the skills the trainee is lacking to be proficient in the position, and the employer agrees to provide the necessary Training on the job to bring the trainee up to entry-level standards for the position. The employer is compensated for the extraordinary costs and decreased productivity associated with Training the Participant.

The occupation of the OJT and/or the employer must meet the definition of *Clean Energy-Related Occupations* as defined below in the *Additional PCEF Performance and Data Entry Guidance* section of these Regional Program Standards. The Participant must also be enrolled in a PCEF Career Coaching Service Provider.

Refer to OJT Regional Program Standards and the OJT development manual for additional detail and requirements.

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 12 of 39

PDX Metro Works

There are two Work Based Training services offered through PDX Metro Works: Work Experience (WEX) services and Paid Work Opportunities (PWO).

A WEX service provides Participants with career exposure, opportunities to practice workplace skills and work ethic and, in some instances, provide a re-connection to the workforce. WEX services are intended to prepare a Participant for future, unsubsidized employment, by matching Participants with worksites committed to providing supportive supervision and mentorship in positions aligning with a Participant's short- or long-term career goals. Participants with very limited work experience, making career changes, or with limited to no work experience in the target occupation are prioritized for services.

A PWO service is intended to match a participating worksite with a work-ready Participant who is interested in and ready for placement in an entry-level employment position within a target industry.

Both a WEX and a PWO are planned, structured short-term experiences that takes place in a business worksite and involves duties that are defined by a written, signed Training Agreement with the worksite. The Agreement outlines the expectations and responsibilities of all parties and specifies the placement position, responsibilities, duties and maximum hours allowed. A worksite may be in the private for-profit, non-profit, or public sector.

WEX and PWO placements are an employer-employee relationship with the Participant and a wage is paid. The Internal Revenue Service Fair Labor Standards Act applies. All Participants must complete all Employer of Record- required documents and processes, including but not limited to: W4 (both Federal and State) and Form I-9 and Verification.

Services provided through PDX Metro Works are to be coordinated with the PDX Metro Works program staff. Please refer to the PDX Metro Works Regional Program Standards for additional detailed information, policy and procedures related to PDX Metro Works services.

Administrative Rules

A WEX or PWO service is to be:

- No more than 40 hours per week (no overtime); weekly work schedules may vary but should not be less than 20 hours a week.
- A maximum of 240 hours for the total WEX service or 300 hours for a PWO service is allowed unless an extension of hours is approved in writing by Worksystems.
- A maximum of 16 weeks for the total WEX or PWO service is allowed unless an extension is approved in writing by Worksystems.
- Paid at or above the current minimum wage for the Portland Metropolitan area. No WEX or PWO will pay a wage less than the area minimum wage.
- Wages will be paid by an Employer of Record identified by Worksystems.
- Holiday, vacation and sick leave policies are outlined in the Employer of Record Policies and Procedures manual.

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 13 of 39

The following steps are to be completed to begin a WEX or PWO service:

- The Participant or Participant's Career Coach completes an online referral form to notify the PDX Metro Works staff of the Participant's interest in the program. The referral process must clearly indicate if the Participant is being referred for a Work Experience (WEX) or a Paid Work Opportunity (PWO) placement.
- The Worksite Development Program Operator staff contacts the Participant or referring Career Coach to discuss possible placement options (WEX or PWO) and assess if the Participant is a good match for the program.
- Program Operator staff verify the Participant is enrolled in, or eligible for, the I-Trac grant program that is funding the placement.
- For Work Experience placements only, the Career Coach submits a copy of the Participant's career plan. This document is not required for a Paid Work Opportunity placement. A resume may also be required for matching to a WEX or PWO.
- The participant completes a screening with the Worksite Liaison. If the Worksite Liaison assesses that the Participant should be considered for a different placement service than what is requested in the referral form, the recommendation is to be communicated to the Participant's Career Coach, or the Participant should be referred for additional services through a WorkSource partner.
- The Participant must sign the *Participant Acknowledgement to Begin Work* form. **This document must be signed and dated before the Participant starts a WEX or PWO.**
- The Participant completes the hiring process with the approved Employer of Record, including completion of the Form I-9 and legal to work document verification. **The hiring process must be completed with the Employer of Record before a Participant can begin a WEX or PWO.**
- The Worksite Development Program Operator completes the PDX Metro Works I-Trac record and enrollment. The PDX Metro Works I-Trac Other Funding Source Control on the Registration Tab is used to document what funding source is being utilized to fund the WEX or PWO.

Support Services

Overview

Support services are financial assistance to offset expenses necessary for a Participant to engage in program activities or to seek or retain employment. Prior to considering support service payments, efforts must be made to identify resources in the community or from other grant resources that may provide the same support and use those available resources first.

Processes must be in place at each Contractor for appropriate referrals to such services as food stamps, community-based social services and housing agencies. Staff are responsible for assisting Participant exploration of resources from community sources and/or within the Participant's personal support system. When other resources are not available, and based on individual assessment and availability of funds, support services may be provided through PCEF program services.

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 14 of 39

Support services are considered payments and do not extend program participation during In-Program services; therefore, every In-Program support service should be delivered with an appropriate staff service on the same day (e.g., Career Coaching). PCEF grant-funded support services are available during both In-Program and Follow-Up services.

Prerequisites

Participants who seek Support Services must be enrolled in the PCEF program.

Documentation of Support Service Need

The support must be necessary to enable the Participant to engage in Training, job search activities or employment. Staff must complete documentation that supports need. Documentation of need may be completed through the following methods:

- Completion of a Prosperity Planner budget

OR

- Customer Attestation through one of the following characteristics documented through a case note in I-Trac attached to the first Support Service payment:
 - Unhoused or experiencing housing instability
 - Just released from incarceration within the past 90 days
 - Receiving public assistance including TANF, SNAP, Medicaid/SCHIP/OHP, HUD Housing Choice Voucher (Section 8), Home Energy Assistance (LIHEAP, OEAP, or WAP), Free & Reduced-Price Lunch (School Nutrition Program), WIC Program
 - Qualifies for a Tri-Met Low-Income Fare Hop Fast pass
 - Unemployed

Administrative Requirements

Documentation

All support services are to be tracked in the Participant's I-Trac record on the Payments Tab in the support services control. When a support service is paid directly to the Participant a signature that acknowledges receipt of the support payment must be on file with the back-up payment documentation noted below in Support Service Definitions.

Note: Direct deposit into an account in the Participant's name and the endorsement on a cancelled check are both allowable documentation of this requirement. Direct deposit information must be received directly from the Participant with approval to deposit support service payments to the account.

When a gift card (including a gas card) is provided as the support payment, receipts for the total amount of the gift card that reflect the purchase of allowable and approved items are required with the fiscal documentation file.

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023
Page 15 of 39

Fiscal Procedures

Each Contractor must establish a written process to ensure proper fiscal procedures are followed, including paying from original invoices or childcare logs, securing original receipts, and appropriate Participant acknowledgment of direct payments made to reimburse Participants.

Documentation of support service payments is maintained in the financial records attached to the payment record.

Each Contractor must establish and follow a process for reconciling pre-purchased support services (e.g., bus passes, pre-paid gas cards, retail store vouchers). This reconciliation must occur at least quarterly (monthly preferred), with the documentation maintained on-site and made available during Worksystems or funder monitoring, as requested.

Note: Support service purchases administered with pre-purchased (gift) cards must be allowable under the Federal Cost Principles (unless specifically allowed for by a specific grant, which allowability will be outlined in the Regional Program Standards for the grant).

Support service payments/reimbursement must be made from funds during the program year in which they were incurred.

Support Service Definitions

Contractors may provide the following types of support service (unless noted otherwise in grant-specific Regional Program Standards). If the support is not defined below it is not allowable for payment under this policy, either due to local area restrictions or because the support is not allowable by funding source(s).

Note: Funds may not be used to pay for interest charges, late fees or payment or modification of a debt.

Books and Fees

Costs associated with required books, school supplies and fees for Participants enrolled and officially registered in Post-Secondary Education or Training, including testing fees, or books and fees required for occupational skill training.

Required Documentation: The original store receipt, school record or test receipt (for fees) that reflects an itemization of the purchased items.

Child and Dependent Care

Childcare costs are for a child(ren) age 12 and under during the time the Participant is engaged in program services — including travel to and from the service delivery site. Due to the high cost and limited resources this support should only be considered on a case-by-case basis.

A spouse, sibling, or other family member residing within the same household may not be paid with Support Service funds to provide childcare for the Participant's children. Costs for care of an individual age 13 or over may only be paid if there is a documented disability stating the individual may not be left alone.

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 16 of 39

Required Documentation: A care log (completed by the Participant and signed by the care provider verifying dates, times, and cost) is to be used to track the costs being reimbursed. The log must be retained in the financial documentation for the payment.

Clothing/Personal Care

Clothing and/or related footwear or incidentals (including grooming and hygiene products) for interview, work or training. This may include such items as a uniform/safety attire, or a type of work shoe or protective eye wear required for the job by an employer (and not provided by the employer) or required of trainees by the training provider. Utilize community resources for interview attire whenever possible.

Required Documentation: The original store or merchant receipt that reflects an itemization of the purchased items.

Credit Repair

Credit counseling and other services necessary to assist Participants with critical skills related to household budgeting, managing money, accessing a personal credit report, and resolving personal credit problems that will contribute to the Participants' work readiness. Credit repair services are to assist the Participant to be ready to enter training, job search and/or maintain employment. Whenever possible, community resources should be utilized.

Required Documentation: The original receipt that reflects an itemization of the services provided and associated cost.

Drivers Education Training

Funds may pay the cost for a driver's education course through an ODOT-approved provider (<https://www.whydrivewithed.com/find-a-provider/>) to learn to drive and be able to secure an Oregon Driver's License in order to complete training, job search, and/or maintain employment.

Required Documentation: Verification that the provider is ODOT-approved, and original invoice for the published fee/rate. Payment must be made to the training provider.

Employment Documentation

Payment of fees required to secure or replace documentation required to complete an I-9 with an employer to secure employment.

Required Documentation: Receipts that itemize the fees necessary to obtain the approved document with staff attestation (notation and signature on receipt copy is sufficient) that the identification documentation was secured.

Housing Assistance

To support and contribute to the Participant's readiness to enter training, education, or employment, assistance with housing costs may be provided.

To be considered for housing assistance support, staff must determine that the situation would impede the Participant's ability to conduct an efficient job search, maintain employment or participate in training without the housing payment assistance, and that the Participant has a plan for future payments.

Where community resources are available and the Participant eligible, those resources must be used before support service payments can be utilized.

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 17 of 39

Housing Payment

Grant funds may be used to assist with housing payments (current and arrears) that will contribute to the Participants' readiness to enter training, education, or employment.

Note: WIOA funds may not be used to pay late fees for past-due rent or mortgage payment.

CDBG funds may not be used to pay any mortgage expense.

Required Documentation: Clear verification (copy of rental agreement, mortgage statement, voucher or detailed receipt) of charges due and Participant residency is required. For mortgage assistance the Participant must be one of the named borrowers/homeowners on the mortgage statement. For rent assistance, the address on the lease must match the Participant I-Trac record if the Participant is not named on the lease agreement. Payment must be made to the leaseholder/owner or mortgage holder.

Housing Stability Education

Grant funds may be used to pay the costs associated with community housing stability education services that will contribute to the Participants' work readiness through stabilized housing.

Required Documentation: An invoice from the community service provider is required. Payment must be made directly to the education provider.

Moving Costs

Payments for services or items necessary to move into stable housing may be considered and approved. Examples include but may not be limited to: Application and move-in fees, security deposits, motel vouchers for temporary housing, fees for access to Community Warehouse, household items, temporary storage unit costs, U-Haul or similar truck or van rental to move furniture. Whenever possible, community resources such as Goodwill and Community Warehouse should be utilized.

Required Documentation: Direct payment from an invoice to landlord/rental company or itemized receipt from the motel, store or merchant where the purchase was made.

Laptop Computer

Purchase of a basic laptop computer when needed to participate in program services, engage in training or secure and/or maintain employment (when not provided by the employer or training provider).

Required Documentation: The original store or merchant receipt that reflects an itemization of the purchased items.

Legal Services

When necessary to assist a Participant in expunging a criminal record or to maintain legal to work documentation to secure employment or participate in a training. Where community resources are available and the Participant eligible, those resources must be used before support service payments are utilized.

Required Documentation: Itemized invoice that clearly details the services provided and the published rate for the service. Payment must be made to the vendor.

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 18 of 39

Medical/Dental/Optical

This Includes medical/dental/optical testing/treatment, prescriptions, mental health testing, counseling. Funds may only be used for co-payments and expenses of the Participant and cannot be used for costs of family members. Due to the high cost and limited resources, efforts should be made to first utilize Oregon Health Plan, County health care resources, and/or sliding scale fee structures with providers and support service should be limited to the minimum required to permit the person to participate in training, job search, accept employment, or maintain employment.

Note: Participant drug testing is not allowed except where required to participate in a Training, Apprenticeship program or to facilitate the hiring process for the Participant.

Required Documentation: Co-payments may be reimbursed to the Participant and require a receipt from the health care/service provider showing the date and amount of payment. All other payments must be made directly to the health care/service provider based on an original detailed invoice (no statements).

Professional Test/License/Organization Fees

When professional licenses/certifications/test/test preparation fees or membership/professional event registration are required or necessary to ensure a Participant obtain employment or provides increased access to employment opportunities in the associated sector. Support may include the cost for professional licenses; certifications; test fees and/or test preparation materials, including GED; business, technical and professional organization fees; professional event registration fees, etc.

Required Documentation: Original receipt(s)

Relocation

When a Participant accepts a job offer at a location out of Multnomah or Washington County and more than 50 miles away, grant funds may be used to share in the cost of moving to that location (e.g., U-Haul costs, etc.).

Required Documentation: A written, bona fide job offer must be documented to qualify for relocation support. Original receipt(s) of all approved relocation expenses must be maintained with the payment record.

Tools

When Participants are required to purchase their own tools for employment or training, this cost may be covered by support service payments. Examples include mechanic, shop, electrician tools, etc.

Tools or equipment that is supplied by the employer, e.g., industrial equipment, stationery, machinery, safety equipment, etc., *may not* be paid for with support services.

Required Documentation: Original itemized receipts that reflect the allowable and agreed upon item(s). In addition, for tool purchases for training, documentation from the training provider of the required items is to be maintained in the file. For employment, a bona fide, written job offer that shows the requirement of employees providing their own tools or equipment (must be specific) must be provided prior to the approval of funds.

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 19 of 39

Transportation

Support services are available to provide transportation assistance to Participants to allow them to engage in services and activities that support training and education, job search, and/or employment. Transportation types (and associated requirements) include:

Auto or Bicycle Repair

Funds may pay for repair and replacement of essential parts and safety equipment to an automobile or bicycle only if it can be verified there is no other reasonable way for the Participant to transport himself/herself to a training or work site. For Auto Repair, the vehicle must be titled and registered in the Participant's name, be properly insured and there must be written verification by a reputable certified mechanic that the repairs are needed.

Required Documentation: Original invoices/receipts are required for car and bike repair payments. Quotes or work orders will not be accepted for payment receipts. Auto Repair payment must be made to the invoicing certified mechanic and a copy of the auto registration, documentation of a valid driver's license, and proof of insurance card must be included with the payment record and verified to be the same vehicle on which repairs were made.

Auto Insurance

Support Service payment may be provided for auto insurance coverage required by the State of Oregon or Washington and can only be justified in a situation where, without the insurance, the Participant would not be able to travel to the training site and/or place of employment. The vehicle must be titled and registered in the Participant's name and the Participant must have a valid driver's license in their state of residence.

Required Documentation: The original insurance billing with payment directly to the insurance company is required. In addition, documentation of a valid driver's license, a copy of the auto registration, and proof of insurance card is to be included with the payment record.

Auto Registration

Costs associated with DEQ test fees, title transfer and/or registration or renewal may be paid to allow Participants to register their auto for the purposes of completing training or securing and/or maintaining employment. Note that the Oregon Department of Motor Vehicles may require a valid driver's license and proof of auto insurance attached to the vehicle.

Required Documentation: The original registration/transfer/test receipt(s) and a photocopy of the new title and/or registration in Participant's name must be collected and maintained in the Support Service financial file.

Bicycle Purchase

When a Participant chooses and it is determined that the purchase of a bicycle is as, or more, cost effective than other types of transportation assistance, support service funds may be used to purchase a bicycle, including an appropriate bike helmet if the Participant does not own one. If appropriate staff may require the Participant engage in a bicycle safety class or may purchase a child's helmet or seat if the bicycle transportation is being used to drop children at school or childcare to allow Participant to work or attend training, and this cost may also be covered through support service payment.

Service providers should develop a relationship with Community Cycling Center where consultation assistance on the decision and purchase, education and repair options are available (<https://communitycyclingcenter.org/>) for reasonable costs.

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023
Page 20 of 39

Staff due diligence is required to determine and document:

- Using a bicycle as a means of transportation to and from the Participant's job, school or training location is reasonable and, over time, more cost effective and convenient than other forms of transportation. Staff determine reasonableness by evaluating with the Participant things like distance, times, work schedule, long-term viability.
- The Participant does not currently own a bicycle or have other modes of transportation available.
- The purchase price is reasonable based on some form of price comparison documentation (price quotes, including refurbished when available) for the type of bicycle being purchased.
- The type of bicycle being purchased is appropriate for the intended use (e.g., distance, night riding). An electric bike or scooter is allowed if the price is comparable to the price of a bike.

Note: Once purchased no other forms of Transportation assistance may be provided via support services.

Required Documentation: The itemized receipt for the purchase and documentation of price comparisons to support the final selection decision are to be maintained in the financial file. Written attestation from the Participant that they are choosing a bicycle for their transportation, they understand they will not be provided with other forms of transportation assistance once a bike is purchased, they do not currently own a bicycle, and justification that a bicycle is a reasonable mode of transportation for the purposes of getting to/from school, training and/or employment is to be maintained in the Participant file.

Parking

When necessary, to enable the Participant to engage in career services or training activities (e.g., college campus parking fees).

Required Documentation: Original receipts that reflect a location and time in line with approved service provision (i.e., a class schedule).

Public Transportation, Car Share, Fuel

Includes all modes of transportation (e.g., public transportation passes or tickets, gas for a personal vehicle, car share service, Uber/Lyft/taxi service, bicycle/scooter share service) to help Participants engage in services and activities that support training and education, job search and/or employment.

Staff are required to determine that assistance provided is not duplicated, such as a bus pass for a month and gas purchase during the same month. Additionally, funds should not pay for the monthly cost of share vehicle services but can reimburse for the month(s) that the Participant uses the service for allowable activities. This should be managed through verification of attendance logs and communication with the Participant documented in file.

Required Documentation: A log must be kept that tracks activities supported with transportation assistance. signature on the log for bus passes, bus ticket packages (not individual tickets), and gas card distribution to Participants that includes the Participant's signature acknowledging receipt can be used as documentation. For other types of transportation, a detailed receipt showing date and time must support reimbursement payment and must align with activities noted in the log. A signed receipt for each instance of transportation support payment in the file can replace a log as long as the tie to

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023
Page 21 of 39

services is noted. Receipts are required for gas cards and must show allowable and approved purchase (i.e. gasoline and not items from the mini mart).

Utilities

Utility assistance may be provided to assist a Participant in stabilizing their living situation and to conduct an efficient job search, maintain employment or participate in training. This includes past due utility payments, utility deposits, internet cell phones and cell phone bills (but does not include any sort of television/cable expenses). Prepaid cell phone service may be paid for with Support Services funding.

The original bill must be provided before payment can be approved, with verification that the utilities/phone are for the Participant's personal residence or in the Participant's name or phone number (in the case of cell phones).

Required Documentation: Clear verification (copy of detailed utility invoice that matches Participants address. Cell phone invoice that matches the Participant's name or phone number in I-Trac) of charges due. Payment must be made to the vendor.

Stipends

A Stipend is a sum of money paid to Participants to help cover basic costs while they engage in eligible Portland Metro cohort training. A Training cohort is defined as one group of Participants enrolled in and attending the same training sessions together. All Participants in the single Training cohort must receive identical Stipends. Stipends may be paid as an hourly amount attached to program engagement or as a total sum based on the length of the training program. Every Stipend awarded must have a clear connection to a specific Participant goal as documented in their Cohort Training Application. There must be clear goals and expectations set forth as to what the Participant must do to earn a stipend.

Cohort training programs that include a stipend will have business processes outlined that publish the stipend payments available and the requirements for receiving the Stipend and will comply with these regional program standards requirements.

Any Participant receiving a stipend must complete a W-9 form. Participants receiving more than \$599 in stipend payments will be issued a 1099 for tax reporting purposes.

Administrative Rules

Service providers must establish a written process for paying Stipends to ensure proper and consistent application of policy and that fiscal procedures are followed. At minimum, these procedures must address the following requirements:

- Service providers must follow business processes and procedures established by Worksystems for stipend-allowable activities and related Stipend amounts.
- Each Stipend payment must include a record of the Participant's engagement such as confirmation from the training provider of attendance, a certificate of training completion or credential. If none of these confirmation types are possible for a Participant in a virtual training, the Participant may provide a screen shot that shows their attendance in the relevant remote classroom. Staff must

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023
Page 22 of 39

include a case note in the I-Trac record which outlines why the required documentation is not possible and justifies using the screen shot option.

- Stipend payments are to be paid by check payable to the Participant, direct deposit into an account in the Participant’s name or via pay card through a payment system where a specific pay card is assigned to a Participant. Gift cards, gift certificates or retail vouchers cannot be used as stipend payment.
- Participants are required to sign an acknowledgment of receipt of the Stipend. Check endorsement or direct deposit (see additional details in Support Services) may be used as the signed receipt. Where pay cards are used, the signature is to be captured at the point the pay card is given to the Participant, with the number/card ID noted. Electronic signatures are allowed utilizing tools such as DocuSign. Further Stipend payments to the pay card do not require additional signature as it’s treated as a direct deposit.
- Stipend payments must be paid from funds during the program year in which the program engagement occurred.
- Stipends paid with PCEF contract funds are to be entered into the I-Trac Stipend Payments control.

Performance

Performance Measure	Calculation Methodology	Performance Cohort	Reporting Cohort	I-Trac Data Entry PCEF Record
Career Coaching Performance Measures				
Participants to be enrolled (New enrollments: July 1, 2024 – June 30th, 2025)	All enrolled Participants	Quarter of Participation Date	Quarter of Participation Date	Registration and Services Tab Participation Date set

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023
Page 23 of 39

Performance Measure	Calculation Methodology	Performance Cohort	Reporting Cohort	I-Trac Data Entry PCEF Record
<p>Placed in unsubsidized employment or Registered Apprenticeship in a Clean Energy-Related Occupation (definition below)</p> <p>For further guidance on Clean Energy-Related Occupations, see <i>Addendum A</i> and the <i>Clean Energy Guide for Career Coaches</i> in the SharePoint folder linked to the PCEF Career Coaching page on Knowledge Base.</p>	<p>Number of enrolled Participants placed in unsubsidized employment or Registered Apprenticeship program in the clean energy sector with an Employment Confirmation</p>	<p>Between Participation Date and end of Q4 after Exit Date</p>	<p>Quarter of Employment Confirmation date</p>	<p>Outcomes Tab Employment Placement and Employment Confirmation Control</p> <p>Confirmation Types “Obtained Clean Energy Related Employment”; “Obtained Clean Energy Related Employment – PCEF Employer”; “Obtained Clean Energy Related Employment – Table 1” or “Obtained Clean Energy Related Employment – Table 2”</p>
<p>At least 60% of placements in clean energy related employment are in occupations included in Table 1: Clean Energy Transition Critical Occupations (See <i>Addendum A</i> below)</p> <p>This guide can also be found on the Knowledge Base, at this link: PCEF Career Coaching – Knowledge Base (worksystems.org)</p>	<p>Number of enrolled Participants placed in unsubsidized employment in a Clean Energy Related occupation from Table 1 with an Employment Confirmation type of “Obtained Clean Energy Related Employment – Table 1”</p>	<p>Between Participation Date and end of Q4 after Exit Date</p>	<p>Quarter of Employment Confirmation date</p>	<p>Outcomes Tab Employment Placement and Employment Confirmation control</p> <p>Confirmation Type “Obtained Clean Energy Related Employment – Table 1”</p>

Regional Program Standards

Topic: Portland Clean Energy Fund
Date: December 4, 2023
Page 24 of 39

Performance Measure	Calculation Methodology	Performance Cohort	Reporting Cohort	I-Trac Data Entry PCEF Record
<p>PCEF Employer Priority Target – PCEF Connected Employer</p> <p>A PCEF connected employer is any business or organization that performs work on a PCEF funded project.</p> <p>A list of PCEF connected employers can be found on the Knowledge Base in the quarterly reporting subfolder of the Shared Document Folder at this link: PCEF Career Coaching – Knowledge Base (worksystems.org)</p>	<p>Number of enrolled Participants placed in unsubsidized employment in a Clean Energy Related occupation with a PCEF connected employer with an Employment Confirmation type of “Obtained Clean Energy Related Employment – PCEF Employer”</p>	<p>Between Participation Date and end of Q4 after Exit Date</p>	<p>Quarter of Employment Confirmation date</p>	<p>Outcomes Tab Employment Placement and Employment Confirmation control.</p> <p>Confirmation Type “Obtained Clean Energy Related Employment – PCEF Employer”</p>
Career Coaching Data Points				
<p># of Participants who complete Training</p>	<p>Number of enrolled Participants with a Training or Work Based Training service with a status of “Completed”</p>	<p>Between Participation Date and Exit to Follow-Up Date</p>	<p>Quarter of service end date</p>	<p>Services Tab Training, Post-Secondary Education & Employment Skills or Work-Based Training Control; Status of “Completed”</p>
<p>Number of Participants earning clean energy industry-related Credentials</p>	<p>Participants that attain an industry-recognized Credential</p>	<p>Between Participation Date and one year after Exit Date</p>	<p>Quarter in which 1st Credential date earned falls within</p>	<p>Outcomes Tab Credential Control</p>

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023
Page 25 of 39

Performance Measure	Calculation Methodology	Performance Cohort	Reporting Cohort	I-Trac Data Entry PCEF Record
Number of Participants placed in a Union Registered Apprenticeship Program	Number of Participants placed in a Union Registered Apprenticeship program with a placement type of "Union Registered Apprenticeship"	Between Participation Date and one year after Exit Date	Quarter of placement Start Date	Outcomes Tab Education and Training Placements Control Placement Type "Union Registered Apprenticeship"
Number of Participants placed in a Non- Union Registered Apprenticeship Program	Number of Participants placed in a Non-Union Registered Apprenticeship program with a placement type of "Non- Union Registered Apprenticeship"	Between Participation Date and one year after Exit Date	Quarter of placement Start Date	Outcomes Tab Education and Training Placements Control Placement Type "Non- Union Registered Apprenticeship"
Retention in Clean Energy-related employment 3 months following placement	Number of enrolled Participants placed in unsubsidized employment in a Clean Energy Related Career who retain employment 3 months following their employment start date	Between Participation Date and end of Q4 after Exit Date	Quarter of Employment Confirmation date	Outcomes Tab Employment Placement and Employment Confirmation Control Confirmation Type "3-month Clean Energy-Related Employment"
Retention in Clean Energy-related employment 6 months following placement	Number of enrolled Participants placed in unsubsidized employment in a Clean Energy Related Career who retain employment 6 months following their employment start date	Between Participation Date and end of Q4 after Exit Date	Quarter of Employment Confirmation date	Outcomes Tab Employment Placement and Employment Confirmation Control Confirmation Type "6-month Clean Energy-Related Employment"

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023
Page 26 of 39

Performance Measure	Calculation Methodology	Performance Cohort	Reporting Cohort	I-Trac Data Entry PCEF Record
Retention in Clean Energy-related employment 12 months following placement	Number of enrolled Participants placed in unsubsidized employment in a Clean Energy Related Career who retain employment 12 months following their employment start date	Between Participation Date and end of Q4 after Exit Date	Quarter of Employment Confirmation date	Outcomes Tab Employment Placement and Employment Confirmation Control Confirmation Type "12-month Clean Energy-Related Employment"
Number of Participants advancing in their job after attainment of clean energy related employment	Participants placed in unsubsidized, Clean Energy-related employment whose roles increase in, pay, benefits, and/or hours worked	Between Participation Date and end of Q4 after Exit Date	Quarter of Employment Confirmation date	Outcomes Tab Employment Placement and Employment Confirmation Control Confirmation Type "Advancement in Clean Energy Related Employment"
WorkSource Portland Metro Center Performance Measures				
Training Scholarships or On-the-Job Trainings (OJT)	Number of Participants enrolled in a Training, Postsecondary Education and Employment Skills or Work Based Training OJT service with a Status of "Started"	Quarter of Service Start Date	Quarter of Service Start Date	Services Tab Training, Post-Secondary Education and Employment Skills or Work Based Training Control (OJT service); Status of "Started"
Training or OJT Completers	Number of Participants that have a Training, Post-Secondary Education and Employment Skills or Work Based Training OJT Service with a Status of "Completed"	Quarter of service End Date	Quarter of service End Date	Services Tab Training, Post-Secondary Education and Employment Skills or Work Based Training Control (OJT service); Status of "Completed"

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023
Page 27 of 39

Performance Measure	Calculation Methodology	Performance Cohort	Reporting Cohort	I-Trac Data Entry PCEF Record
Training Completers Employment Placements	Number of Participants with a Training, Post-Secondary Education and Employment Skills or Work Based Training service with a status of "Completed" who have a "Obtained Clean Energy Related Employment Confirmation"	Quarter of Employment Confirmation Date	Quarter of Employment Confirmation Date	Outcomes Tab Employment Placement and Employment Confirmation control Confirmation Type "Obtained Clean Energy Related Employment"
WorkSource Portland Metro On-the-Job Training Performance Measures				
OJT Participant Placements	Number of Participants enrolled in a Work Based Training OJT Service with a Status of "Started"	Quarter of Service Start Date	Quarter of Service Start Date	Services Tab Work Based Training control; Status "Started"
OJT Training Completers	Number of Participants that have a Work Based Training OJT Service with a Status of "Completed"	Quarter of service End Date	Quarter of service End Date	Services Tab Work Based Training control; Status "Completed"

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023
Page 28 of 39

Performance Measure	Calculation Methodology	Performance Cohort	Reporting Cohort	I-Trac Data Entry PCEF Record
OJT Training Completers Enter Employment	Number of enrolled Participants with a Work Based Training service with a Status of “Completed” who have an Obtained Clean Energy Related Employment Confirmation	Quarter of Employment Confirmation Date	Quarter of Employment Confirmation Date	<p>Services Tab Work Based Training Control; Status “Completed”</p> <p>Outcomes Tab Employment Placement and Employment Confirmation Control</p> <p>Confirmation Types “Obtained Clean Energy Related Employment – Table 1”; “Obtained Clean Energy Related Employment – Table 2” or “Obtained Clean Energy Related Employment – PCEF Employer”</p>

Additional PCEF Performance and Data Guidance

Case Notes

All data entered in the I-Trac system is defined as a case note. Narrative case notes entered into the system should not repeat information already entered into the Participant’s I-Trac record, but expand upon, provide context to or augment service or employment data, such as noting successes and challenges and progress toward Career Plan goals. Narrative case notes should not include any medical or treatment information, or personal information that is not relevant to their career plan activities.

Clean Energy Related Occupations

The Clean Energy Sector includes all economic activity related to the transition away from fossil fuels as our primary source of energy and the embrace and efficient use of clean, renewable, and sustainable sources of energy including wind, solar, hydropower, geothermal and renewable hydrogen. Clean Energy-Related occupations are those that are critical to the clean energy transition such as building and construction related careers, forestry and regenerative agriculture, transportation and public transit careers, and careers related to the manufacture of products and components that support this transition.

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 29 of 39

The clean energy transition can be thought of in two parts:

1. **The first part** is about using less energy from traditional sources such as the burning of fossil fuels and increasing the amount of renewable energy created from solar, wind, geothermal, and hydroelectric sources. An example of this is building utility-scale wind and solar infrastructure that supplies the electrical grid.
2. **The second part** involves designing buildings, appliances, vehicles, and industrial processes in a way that allows them to use renewable-source energy. Examples of this include: Retrofitting existing homes and businesses to be as efficient as possible using appliances powered by electricity instead of gas; Building communities that promote lower emission modes of transport like biking, walking, e-scooters, battery electric or hydrogen powered vehicles or using public transportation instead of driving gas-powered vehicles; and Installing infrastructure that makes electric- or hydrogen-powered vehicles a reliable and viable option to move people and goods.

Occupations related to the clean energy transition include:

- Jobs related to **building homes and businesses** that are more efficient and powered by electricity. Occupations include electricians, carpenters, skilled laborers, plumbers, mechanical insulators, weatherization workers, home energy assessors, on-site solar installers, HVAC (Heating, Ventilation, and Air Conditioning) contractors, and more.
- Jobs with companies that **create and bring electricity to our homes and businesses**. Occupations include people who repair and maintain power lines, and workers who install and maintain large-scale solar, wind, and hydroelectric power generation. This also includes jobs in information technology and cybersecurity.
- Jobs in **transportation and public transit** that move people and goods. Occupations include people who maintain and operate light rail trains and buses, or the infrastructure that supports them.
- Jobs that **assemble or recycle battery systems, electric vehicles, switches, control, and other components** that support clean energy. Occupations include assemblers and manufacturing technicians working to build battery energy storage systems that are a key to enabling the electrical grid to use energy generated from renewable energy sources.
- Jobs in **natural resource management, regenerative agriculture, or forestry** that locally and sustainably produce food, or maintain open space and forest lands. Occupations include urban foresters, tree trimmers, and arborists who nurture and maintain vegetation in public spaces to provide shade, keep high voltage power lines clear, prevent heat islands, and help control stormwater runoff.

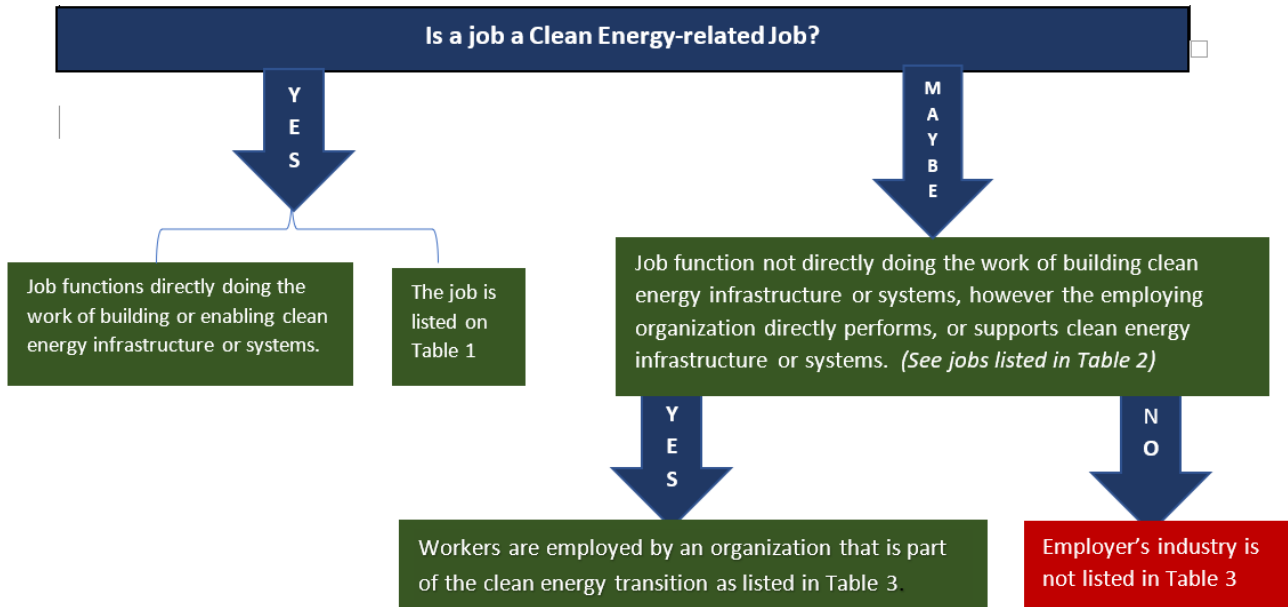
A job can be considered a Clean Energy-Related job in one of two ways:

- **The Nature of the Job** - The primary function and duties of the job are directly performing the work of creating, deploying, or enabling clean energy-related infrastructure or systems. (See Table 1 for list of occupations).
- OR-
- **The Nature of the Employer** -The primary function and duties of the job may not be directly connected to the clean energy transition by nature, however the organization that employs the person directly creates, deploys, or enables clean energy-related infrastructure or systems. (See Table 3 for list of industries).

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023
Page 30 of 39



Refer to *Addendum A* for a list of Table 1, Table 2 and Table 3 Clean Energy Occupations.

Employment Placement

Contractor staff is responsible for collecting confirmation of employment details and entering the information into I-Trac on the Outcomes Tab. Communication from the Participant of the confirmation details is acceptable; no additional documentation is required. Contractor staff are responsible for accurate accounting of earnings, hours and benefits information that informs performance measures. When Participants auto-exit and Contractor staff learn they became employed, staff should attempt to contact the Participant and obtain the employment details.

Employment Data Entry

Employment verification requires the collection of the following data in the Employment Information control on the Outcomes tab of I-Trac:

- Employment Start Date
- Employment Type
- Employer Name
- Industry (NAICS)
- Position (ONET)

Data entry in I-Trac is a two-step process. Enter the first line of Employment Information and then click the add button to enter the second line of information. Hourly Pay; Hours/Week and Benefit information is required to be entered.

add Employment Information					
Start Date	End Date	Employment Type	Employer	Industry (NAICS)	
10/11/2022		Unsubsidized Employment	Worksystems Inc.	Administrative and Support and Waste Management and Remediation Services	
edit					
add					
Date	Position (ONET)	Hourly Pay	Hours/Week	Benefits	
10/11/2022	Administrative Services Managers	\$15.00	20.00	No Benefits	

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 31 of 39

Employment Confirmation

For the employment to be reported and used in performance tracking, the employment must be confirmed and documented in the Employment Confirmation Control in I-Trac. State UI wage match confirmations will automatically show in the Confirmation Control when received from the State and may be used to verify employment without the detailed data described above.

PCEF employment confirmations include:

- **Obtained Clean Energy Related Employment - Table 1**
Defined as a Participant obtaining employment in an occupation that is listed in Table 1 of *Addendum A* below in these Regional Program Standards.
- **Obtained Clean Energy Related Employment – Table 2**
Defined as a Participant obtaining employment in an occupation that is listed in Table 2 of *Addendum A*, and at an employer within an industry listed in Table 3 of *Addendum A* below in these Regional Program Standards.
- **Obtained Clean Energy Related Employment – PCEF Employer**
Defined as a Participant obtaining employment in a clean energy related career with a PCEF connected employer. A PCEF connected employer is any organization or business that will be performing work related to a PCEF funded project as either a direct awardee of funds from PCEF or as a subrecipient or subcontractor to a direct awardee. PCEF connected employers are subject to meeting the [PCEF wage standard](#). Worksystems-identified PCEF employers are listed in the PCEF quarterly report template.
- **Advancement in Clean Energy Related Employment**
Participants that report a gain in wage, hours worked per week or employer-offered benefits between Participation Date and Full Program Exit Date are counted in the advancement in employment performance measure.

Note: Benefits are considered an advancement if the benefits are offered and accepted or offered and not accepted, it is the availability of benefits in the position that count towards advancement.

- **Employment Retention – 3 Month, 6 Month and 12 Month**
Employment Retention is defined as Participants that retains their clean energy related employment placement for 3, 6 and 12 months.

Exits

Auto-Exit

When a Participant has gone more than 90 days without a PCEF in-program service they will be automatically exited. The Exit date is the date of the last PCEF in- program service entered in I-Trac. After an Auto-Exit, only follow-up services can be provided.

Exit to Follow-Up

A Participant is transitioned from the In-Program Phase into the Follow-Up Phase when program participation goals listed in the Career and Resource Plan are achieved. Exit is manually entered in I-Trac, and employment information and confirmation are completed. After Exit only follow-up services can be provided.

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 32 of 39

Full Program Exit

At the end of one year of Follow-Up services, a Participant is automatically fully exited from the program. This means they are no longer eligible to receive services funded by PCEF without completing eligibility and re-enrolling in a new enrollment episode.

Global Exclusion Exit Reasons

Participants who find themselves in certain types of circumstances beyond their control and that preclude them from continuing participation in PCEF services may be manually exited from the program. When a Global Exclusion type of exit is recorded the Participant will not be included in any of the performance measure denominators.

Reserve Forces-Called to Active Duty: The call to active duty must be for more than 90 days, and a case note is to be entered which documents the information provided by the Participant.

Deceased: A case note that documents how staff received notification is required.

Health/Medical: Used when the Participant is going for any form of medical treatment that is expected to last more than 90 days. A case note that states how information was received is required. Absolutely no medical details should be included in the Participant file or I-Trac case note – just the notification information.

Institutionalized: When a Participant becomes incarcerated in a correctional institution or is a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during services. A case note that states how the information was received by staff is required. Absolutely no medical details or institution name should be included in the Participant file or I-Trac case note – just the notification information.

Quality Job Standards

A quality job helps workers achieve economic stability and mobility, while prioritizing diversity and worker voice. The Quality Job Standards below should be incorporated into to career planning discussions with Participants:

- A. **Self-Sufficiency Wages:** A quality job provides sufficient income to afford a decent standard of living. For example, jobs that offer pay consistent with published self-sufficiency standards that consider family composition and cost of living.
- B. **Safe Working Conditions/Worker Engagement:** A quality job offers employees dignity and respect and welcomes engagement in workplace operations. For example, quality jobs uphold and enforce anti-

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023

Page 33 of 39

harassment and anti-discrimination policies and provide reasonable accommodation to employees with disabilities.

- C. **Predictable Hours:** A quality job offers employees predictability on the number of hours they are offered per week to minimize hardship on employees and their families.
- D. **Comprehensive Benefits:** A quality job provides basic benefits that increase economic security, improve health and overall well-being. Quality jobs include healthcare, childcare, transportation, wellness programs and access to retirement savings programs, among other supports.
- E. **Accessible Hiring and Onboarding Practices:** A quality job offers transparent and accessible hiring and onboarding practices to ensure that employer and employee are set for success.
- F. **Training and Advancement Opportunities:** A quality job provides opportunities to build skills and access new roles and responsibilities in a workplace. For example, quality jobs offer internal pathways to support career progression and professional development opportunities.

The Quality Jobs Framework and Quality Job Standards should be utilized keeping in mind each program Participant's unique career goals, education goals, and circumstances while developing an individualized career plan. The Framework should be used by Career Coaches to inform and facilitate discussions when exploring career path options and evaluating employment opportunities.

Situations may arise in which an employment opportunity does not meet all or only meets some of the quality job standards. Worksystems recognizes that getting on a pathway to a quality job is, at times, a necessary first step toward the attainment of a quality job. Supporting program Participants while they remain on their career journey toward a quality job is the primary goal of a Career Coach when it comes to advancing quality jobs, and coaching job seekers in how to recognize a quality job is the key to accomplishing that goal. In the Follow-Up phase, Career Coaches may support Participants in refining the middle and longer-term goals in their career plans.

File Documentation

Requirement	Detail	Location
Signed Program Application	A completed and signed PCEF program Application is required. The Application is developed from the Participant Registration data entered in I-Trac. Obtain an eSignature through I-Trac or print the Application from the Customer Documents link once all Registration data is entered, secure Applicant signature and upload to I-Trac.	I-Trac Customer Documents

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023
Page 34 of 39

Requirement	Detail	Location
Career and Resource Plan	Original plan and updates.	I-Trac Services Tab-Career and Resource Planning service Participant File Career and Resource Plan
Credentials	Copy of any Credentials earned from completion of a Training service.	I-Trac Customer Documents

Regional Program Standards

Topic: Portland Clean Energy Fund

Date: December 4, 2023
Page 35 of 39

Addendum A Clean Energy Related Occupations

Table 1: Clean Energy Transition Critical Occupations

SOC Code	Occupations	2023 Jobs	2023-2033 Growth	Median Hr. Wage	Typical Level of Education
47-2031	Carpenters	11,733	11%	\$28.09	High School Diploma (HSD)
47-2061	Construction Laborers	10,649	18%	\$22.48	None
47-2111	Electricians <i>This occupation includes Electric Vehicle Charging Infrastructure Maintenance</i>	7,497	24%	\$41.53	HSD
51-9141	Semiconductor Processing Technicians	5,585	10%	\$24.38	HSD
47-2152	Plumbers, Pipefitters, and Steamfitters	4,808	17%	\$39.53	HSD
47-2141	Painters, Construction and Maintenance	4,274	7%	\$21.53	None
11-9013	Farmers, Ranchers, and Other Agricultural Managers* <i>This occupation includes Urban farmers.</i>	3,964	2%	\$15.95*	High school diploma or equivalent
51-4121	Welders, Cutters, Solderers, and Brazers	3,308	5%	\$25.01	HSD
47-2073	Operating Engineers and Other Construction Equipment Operators	3,017	14%	\$30.58	HSD
49-9099	Installation, Maintenance, and Repair Workers, All Other <i>This occupation includes the State of Oregon licensed, Limited Renewable Energy Technicians</i>	2,920	5%	\$23.47	HSD
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers. <i>This occupation includes HVAC and HVAC-R installers as well as Heat Pump Installers.</i>	2,814	25%	\$29.42	Postsecondary
53-3051	Bus Drivers, School	2,757	8%	\$24.58	None
47-2181	Roofers	2,343	15%	\$25.09	None
17-3023	Electrical and Electronic Engineering Technologists and Technicians	2,003	5%	\$35.22	Associate
47-2211	Sheet Metal Workers	1,922	8%	\$33.70	HSD
47-2051	Cement Masons and Concrete Finishers	1,854	9%	\$27.24	None
47-2081	Drywall and Ceiling Tile Installers	1,468	9%	\$29.23	None
47-4011	Construction and Building Inspectors <i>This occupation includes Energy Raters and Verifiers.</i>	1,041	11%	\$39.42	HSD
17-3011	Architectural and Civil Drafters	915	10%	\$30.86	Associate

Regional Program Standards

Topic: Portland Clean Energy Fund
Date: December 4, 2023
Page 36 of 39

17-3029	Engineering Technologists and Technicians, Except Drafters, All Other	819	6%	\$30.41	Associate
53-3052	Bus Drivers, Transit and Intercity	774	19%	\$26.87	HSD
37-3013	Tree Trimmers and Pruners	747	8%	\$23.75	HSD
49-2098	Security and Fire Alarm Systems Installers	746	18%	\$31.59	HSD
49-9051	Electrical Power-Line Installers and Repairers	714	10%	\$54.43	HSD
47-2221	Structural Iron and Steel Workers	611	9%	\$41.07	HSD
47-2082	Tapers	494	0%	\$39.43	None
17-3022	Civil Engineering Technologists and Technicians	490	11%	\$39.05	Associate
47-2121	Glaziers	470	9%	\$28.29	HSD
51-8031	Water and Wastewater Treatment Plant and System Operators	440	13%	\$31.68	HSD
47-2021	Brick masons and Block masons	370	6%	\$38.00	HSD
47-2131	Insulation Workers, Floor, Ceiling, and Wall	368	13%	\$26.70	None
47-4099	Weatherization Installers and Technicians	321	9%	\$23.45	HSD
47-2132	Insulation Workers, Mechanical	315	19%	\$49.02	None
17-3012	Electrical and Electronics Drafters	314	9%	\$29.92	Associate
19-4071	Forest and Conservation Technicians	290	5%	\$21.54	Associate
47-2042	Floor Layers, Except Carpet, Wood, and Hard Tiles	249	19%	\$22.92	None
47-4021	Elevator and Escalator Installers and Repairers	242	28%	\$59.73	HSD
47-2231	Solar photovoltaic Installers	210	41%	\$22.62	HSD

**These occupations are part of the sector and are critical to realizing a transition to clean energy as a basis for our economy, however the median wage of the occupation currently falls below \$21 dollar per hour does not carry the self-sufficiency wage characteristic of a quality job. Please refer to the Columbia-Willamette Workforce Collaborative Quality Jobs Framework at <https://worksystems.org/quality-jobs-initiatives/>*

Regional Program Standards

Topic: Portland Clean Energy Fund
Date: December 4, 2023
Page 37 of 39
Table 2: Occupations that May Support the Clean Energy Transition, Portland MSA, 2023
Source: Worksystems Analysis of Lightcast Data

SOC code	Description	2023 Jobs	2023 – 2033 % Change	Median Hourly Earnings	Typical Entry Level Education
43-3031	Bookkeeping, Accounting, and Auditing Clerks	16,712	1%	\$23.06	Some college, no degree
53-3032	Heavy and Tractor-Trailer Truck Drivers	16,063	8%	\$27.95	Postsecondary nondegree award
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	12,037	4%	\$31.01	High school diploma or equivalent
49-9071	Maintenance and Repair Workers, General	10,703	11%	\$23.50	High school diploma or equivalent
53-3033	Light Truck Drivers	9,441	18%	\$21.42	High school diploma or equivalent
37-3011	Landscaping and Groundskeeping Workers* <i>This occupation includes arborists and landscape workers.</i>	8,557	6%	\$20.01*	No formal educational credential
51-2000	Assemblers and Fabricators* <i>This occupation classification includes jobs critical to Battery Energy Storage System manufacturing.</i>	7,843	1%	\$19.95*	High school diploma or equivalent
41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	7,461	10%	\$32.25	High school diploma or equivalent
15-1232	Computer User Support Specialists	7,019	7%	\$28.12	Some college, no degree
49-3023	Automotive Service Technicians and Mechanics <i>This occupation includes Electric Vehicle Maintenance jobs.</i>	4,611	7%	\$23.30	Postsecondary nondegree award
43-3021	Billing and Posting Clerks	4,443	5%	\$22.85	High school diploma or equivalent
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	4,039	8%	\$23.91	High school diploma or equivalent
15-1299	Digital Forensics Analysts, Penetration Testers, Information Security Engineers ** <i>This occupation includes Cybersecurity workers.</i>	4,034	7%	\$35.96	Bachelor's degree **
49-9041	Industrial Machinery Mechanics	3,336	19%	\$30.92	High school diploma or equivalent
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	2,731	3%	\$28.10	High school diploma or equivalent
43-5061	Production, Planning, and Expediting Clerks	2,532	13%	\$25.14	High school diploma or equivalent
51-4041	Machinists	2,519	14%	\$25.51	High school diploma or equivalent
17-3026	Industrial Engineering Technologists and Technicians	2,195	6%	\$29.66	Associate degree
43-5032	Dispatchers, <u>Except</u> Police, Fire, and Ambulance	2,064	4%	\$22.58	High school diploma or equivalent
49-3042	Mobile Heavy Equipment Mechanics, Except Engines	1,429	13%	\$31.34	High school diploma or equivalent

Regional Program Standards

Topic: Portland Clean Energy Fund
Date: December 4, 2023
Page 38 of 39

15-1231	Computer Network Support Specialists	1,422	8%	\$32.73	Associate degree
51-9124	Coating, Painting, and Spraying Machine Setters, Operators, and Tenders	1,374	5%	\$23.08	High school diploma or equivalent
15-2051	Data Scientists **	1,387	19%	\$51.36	Bachelor's degree **
53-7081	Refuse and Recyclable Material Collectors	1,332	7%	\$29.25	No formal educational credential
15-1212	Information Security Analysts** <i>This occupation includes Cybersecurity workers.</i>	972	20%	\$60.70	Bachelor's degree **
47-2044	Tile and Stone Setters	740	13%	\$25.83	No formal educational credential
17-3031	Surveying and Mapping Technicians	447	12%	\$29.93	High school diploma or equivalent
47-4098	Miscellaneous Construction and Related Workers	315	12%	\$23.43	High school diploma or equivalent
47-4031	Fence Erectors	222	13%	\$21.85	No formal educational credential
49-3091	Bicycle Repairers *	209	5%	\$19.83*	High school diploma or equivalent
17-2041	Chemical Engineers** <i>This occupation classification includes jobs critical to Battery Energy Storage System manufacturing.</i>	153	9%	\$43.89	Bachelor's degree **

* These occupations are part of the sector and are critical to realizing a transition to clean energy as a basis for our economy, however **the median wage of the occupation currently falls below \$21 dollar per hour** does not carry the self-sufficiency wage characteristic of a quality job. Please refer to the Columbia-Willamette Workforce Collaborative Quality Jobs Framework at <https://worksystems.org/quality-jobs-initiatives/>

** These occupations are part of the sector and are critical to realizing a transition to clean energy as a basis for our economy, however **the typical entry level education requirement is currently a bachelor's degree**, which requires a longer term training and career pathway that presents challenges to accessibility of the occupation.

Table 3: Clean Energy Transition Industry Sectors

Manufacturing		Construction	
333912	Air and Gas Compressor Manufacturing	236	Construction of Buildings
3313	Alumina and Aluminum Production and Processing	238	Specialty Trade Contractors
3351	Electric Lighting Equipment Manufacturing	237110	Water and Sewer Line and Related Structures Construction
3353	Electrical Equipment Manufacturing	237130	Power and Communication Line and Related Structures Construction
333921	Elevator and Moving Stairway Manufacturing	Professional, Scientific, and Technical Services	
332312	Fabricated Structural Metal Manufacturing	541310	Architectural Services
3352	Household Appliance Manufacturing	541350	Building Inspection Services
333994	Industrial Process Furnace and Oven Manufacturing	541512	Computer Systems Design Services
333924	Industrial Truck, Tractor, Trailer, and Stacker Machinery Manufacturing	541511	Custom Computer Programming Services
333914	Measuring, Dispensing, and Other Pumping Equipment Manufacturing	541340	Drafting Services

Regional Program Standards

Topic: Portland Clean Energy Fund
Date: December 4, 2023
Page 39 of 39

332321	Metal Window and Door Manufacturing	541330	Engineering Services
3362	Motor Vehicle Body and Trailer Manufacturing	541620	Environmental Consulting Services
336340	Motor Vehicle Brake System Manufacturing	541320	Landscape Architectural Services
3361	Motor Vehicle Manufacturing	541618	Other Management Consulting Services
336370	Motor Vehicle Metal Stamping	541690	Other Scientific and Technical Consulting Services
336260	Motor Vehicle Seating and Interior Trim Manufacturing	541614	Process, Physical Distribution, and Logistics Consulting Services
336330	Motor Vehicle Steering and Suspension Components Manufacturing	5417	Scientific Research and Development Services
336350	Motor Vehicle Transmission and Power Train Parts Manufacturing	Retail Trade	
3359	Other Electrical Equipment and Component Manufacturing	4411	Automobile
336390	Other Motor Vehicle Parts Manufacturing	Transportation and Warehousing	
332313	Plate Work Manufacturing	4859	Other Transit and Ground Passenger Transportation
332311	Prefabricated Metal Building and Component Manufacturing	4854	School and Employee Bus Transportation
3344	Semiconductor and Other Electronic Component Manufacturing	4851	Urban Transit Systems
333242	Semiconductor Machinery Manufacturing	Waste Management and Remediation Services	
332322	Sheet Metal Work Manufacturing	561730	Landscaping Services
331512	Steel Investment Foundries	5621	Waste Collection
333611	Turbine and Turbine Generator Set Unit Manufacturing	Agriculture, Farming, Forestry, and Fishing	
3334	Ventilation, Heating, Air-Conditioning, and Commercial	113210	Forest Nurseries and Gathering of Forest Products
Utilities		111421	Nursery and Tree Production
2211	Electric Power Generation, Transmission and Distribution	115112	Soil Preparation, Planting, and Cultivating
2213	Water, Sewage and Other Systems		