

Exhibit B
Workforce and Contractor Equity Agreement

1. Diverse contractor and workforce utilization goals and requirements

A. Contractor utilization goals

1. Single or multi site contracts with greater than \$350,000 of PCEF funds for hard construction costs:
 - a. A minimum of thirty percent (30%) of the hard total construction costs should be contracted to businesses certified by the Oregon Certification Office for Business Inclusion and Diversity (**COBID**) as Disadvantaged Business Enterprises (**DBE**), Minority-Owned Business Enterprises (**MBE**), Woman Owned Business Enterprises (**WBE**), Emerging Small Businesses (**ESB**), or Service-Disabled Veteran-Owned Business Enterprises (**SDVBE**). Alternative certifications for DBE, MBE, and WBE will be explored further and considered for eligibility to meet goals.
 - b. Sub-goal of twenty percent (20%) of hard construction costs contracted to MBE, WBE, and DBE.
 - c. Twenty-five percent (25%) of professional services budget contracted with COBID-certified firms.

B. Workforce utilization goals

1. Single site only- contracts with greater than \$350,000 of PCEF funds for hard construction costs will commit to the following goal (excludes subcontracts less than \$100,000).
 - a. Apprentice utilization - a minimum of twenty percent (20%) of the hours worked, by trade, must be worked by state registered apprentices throughout the duration of the project.
2. Single or multi site - contracts with greater than \$350,000 of PCEF funds for hard construction costs will commit to the following goals (excludes subcontracts less than \$100,000).
 - a. Apprentice level/on-the-job trainee diversity goal.
 1. A minimum of thirty percent (30%) of the total apprentice hours, by trade, will be worked by people of color.
 2. A minimum of fifteen percent (15%) of the total apprentice hours, by trade, will be worked by women.
 - b. Journey level/trades-worker diversity goal.
 1. A minimum of twenty-five (25%) of the total journey level hours, by trade, will be worked by people of color.
 2. A minimum of ten percent (10%) of the total journey level hours, by trade, will be worked by women.

2. **Verify Construction Contractor State Required Compliance (for projects with physical improvements)** - Parkrose will verify any state-required licenses (or credentials) are active at the time that PCEF work is performed, including:

- A. **Oregon Construction Contractor Board (CCB) License.** Verify active OR CCB license at the beginning of each project at: [CCB Contractor Search](#).
- B. **CCB Lead Renovators License for work on all 1978 or older homes or buildings.** Verify current Certified Lead-Based Paint Renovation Contractor (LBPR) License at the beginning of each project at: [CCB Lead License Search](#)

- C. **Oregon Bureau of Labor and Industry (BOLI) Agent Registration.** If apprentices are being used, ensure registration as a BOLI registered training agent. Check [BOLI Registered Agents](#) and [BOLI Ineligible Contractors](#)
 - D. **Adhere to Employee, Worker, Contractor, and Subcontractor Payment Guidelines:** These payment requirements apply to all staff, employees, contractors, subcontractors, and workers who perform any work on PCEF-funded projects. “Contractors” are any non-employee hired by a Parkrose whether they provide physical improvements or other services.
3. **PCEF Family Wage Requirement:** All employees and workers of Parkrose and Parkrose’ contractors and subcontractors will be paid **at least 180% of [relevant state minimum wage](#)** for time worked on the PCEF funded project.
 4. **Prevailing Wage Requirement:** All PCEF-funded construction projects that are \$350,000 or greater at a single site, will adhere to [State Prevailing Wage](#) requirements. Payment of prevailing wage will include fringe and be made to workers in trades for which a prevailing wage is defined. Note that prevailing wage requirements are excluded on some, but not all, affordable housing projects. The exclusion applies to projects that are privately owned, predominantly affordable residential housing construction. “Affordable housing” means at least 60 percent of the project is designated for residents with incomes no greater than 60 percent of the area median income. “Residential” means no more than four stories in height and no commercial space. ORS 279C,810(2)(d); OAR 839-025-0100(1)e.
 5. **Distribute PCEF-furnished wallet cards to all workers and post PCEF-furnished signs at project sites and/or where workers gather (e.g., office, eating space, bathrooms).**
 6. **Pay contractors within 30 days of billing AND ensure that contractors agree to pay subcontractors within 30 days of billing.**
 7. **Records retention and audits**
 - A. **Retain your contractor payment records for 6 years** beyond the end of the grant period AND require the same of your (sub)contractors.
 - B. **Retain your workforce payment records for 6 years** beyond the end of the grant period AND require the same of (sub)contractors.
 - C. **Participate in verification audit** if selected.
 8. **Submit Quarterly Workforce Reporting**
Information on all workers, contractors and subcontractors on PCEF projects will be entered into PCEF furnished template four times per year along with other project reporting. Information reported for each worker includes: job title, hours worked, hourly wage earned, benefits received, and race, ethnicity and gender demographics. It is important that contractors understand these reporting requirements before work begins.
 9. **Promote Safe, Respectful and Inclusive Worksites**
The following requirements are designed to promote safe and respectful worksites. They apply to all contractors, subcontractors, and Parkroses performing physical improvements using a construction workforce on PCEF-funded projects.
 - A. **Safe and Respectful Jobsite Policy**– Provide a jobsite policy that addresses how the organization will handle issues of discrimination (such as sexism or racism) and bullying (such as harassment or intimidation), consistent with [Oregon's Workplace Fairness Act](#).

Policy will be distributed to all workers on PCEF funded projects and include:

- Threatening acts of hate or violence will be immediately reported to the appropriate authorities.
- Each organization will define internal procedures for:
 - **Investigation**- All incidents of hate, intimidation, or harassment will be documented, including photos and names of witnesses where applicable.
 - **Response**- Include clear chain of command, shut-down protocols, accountability, and compliance measures in addition to reporting incidents and outcomes, timeframe, and process for removal of hate crime symbols.
 - **Support and protection of impacted workers and whistleblowers**- Define how leadership will report on steps taken to address the incident, how workers will be protected against retaliation, where workers can go for support, and anti-retaliation policy and training.

B. PCEF Safe & Respectful Worksite Training - Require all contractors, subcontractors, and workers (including apprentices) to complete a PCEF sponsored or approved respectful workplace training. This requirement applies to all workers and supervisors on PCEF funded projects, with an exemption allowed for those working less than 40 hours on the PCEF projects funded by this grant.

10. **OSHA Training** – Promote completion of OSHA-10 training for all construction workers and OSHA-30 training for all job site supervisors. Include this preference in contracts and subcontracts. For more information: [OSHA Training](#) and [OSHA Training Providers](#)
11. **Protection from Environmental Hazards** – Promote worker protection from COVID-19 exposure and climate-related events (heat, air quality, vector-borne disease). This requirement also applies to your (sub)contractors.
12. **Organizing** - Per Federal law, grant recipients, contractors, and subcontractors will not oppose worker efforts to organize, nor will they retaliate or otherwise create a hostile environment to workers who choose to engage in collective conversations or action regarding workplace issues ([NLRB Employee Rights](#)).

