Objective Work Plan (OWP)

Project Title: Living Wage Jobs for Our Community
Project Goal: To place unemployed parents in permanent living wage jobs
Project Year: 1

Objective # 1: By the end of the project's 24th month, 12 of the 28 unemployed parents enrolled in the Kloshe Roofer On the Job Training Initiative will be employed in permanent jobs with wages equal to or greater than the median Oatfield income.
Outcome: 12 unemployed parents will access permanent jobs with wages that equal median Oatfield income.

Activities	**Outputs**	**Project Staff**	**Start Date**	**End Date**
1. Hire staff (also see orientation admin activity)	3 staff transferred into new positions	Executive Director; Planner; Human Resources Mgr.	10/01/22	10/09/22
2. Steering Committee: contact potential members who were part of project planning process and schedule orientation meeting. Meet monthly to review and comment on project activities and engage communities they represent. Review progress and share perspectives of groups represented.	Steering Committee established; 11 meetings conducted; Sign-in sheets; Meeting minutes	Project Director; Admin Assistant	10/12/22	10/23/22
3. Memorandum of Understanding: confirm MOU content with Shinglehouse Roofer. Set up schedule for OJT contracts.	MOU signed and confirmed; Calendar schedule set	Project Director	10/26/22	10/30/22
4. Classroom Curriculum: establish course curriculum for in-class instruction. Develop handouts for all safety and tool procedures. Develop pre- and post-knowledge tests and certificates of completion.	Agenda; Handouts; Written aids; Assistance modules; Tests; Certificates	Project Director; Admin Assistant; Trainer	11/1/22	12/15/22
5. On the Job Training (OJT) Outreach: develop position descriptions for roofer positions. Post on website, in Tillicum offices, and at Native Rehab Services. Check existing files for candidates.	OJT description disseminated to 10 locations and online	Outreach Specialist	11/02/22	09/29/23
6. Interview Prospective Candidates: develop and implement interview process to include an interview session with Q&A and physical capacity testing components.	Interviews conducted; Resumes collected; Results recorded	Outreach Specialist	11/02/22	11/17/22
7. Official Trainee List: work with Shinglehouse to create trainee list based on results of written and physical tests. Update and maintain list of back-up trainees as needed.	18 trainees selected; 1 Waitlist with alternates	Outreach Spec.; Admin Assistant	11/23/22	09/29/23

Activities	Outputs	Project Staff	Start Date	End Date
8. Establish Participant Supports: confirm and address supportive service needs for each trainee.	5 day care stipends	Outreach Spec.; Admin Assistant	11/27/22	09/29/23
9. OJT Assignment Agreements: onboard trainees. Review and sign OJT agreements with Shinglehouse and trainees.	18 agreements signed	Project Director	11/30/22	12/07/22
10. Roofer Kits: purchase roofing toolkits for all trainees	18 kits purchased	Admin Assistant	12/07/22	12/29/22
11. Classroom Instruction: begin in-classroom component of training. Assess quality of work being done in class setting. Remove trainees who are not able to meet minimum standards, providing information on other E & T opportunities at Kloshe.	1-week classroom training; Pre- and Post-tests; Trainer observation;	Project Director Admin Assistant; Trainer	1/04/23	9/29/23
12. Trainee Attrition: if trainees are removed, use waiting list to select new trainees for in classroom curriculum and skill set work.	Maintain 18 trainees	Outreach Specialist	1/05/23	5/30/23
13. OJT Instruction: trainees begin roof repair/replacement work under Shinglehouse supervision	18 trainees begin work	Outreach Specialist	4/06/23	9/29/23
14. **Admin Activity**: Establish Federal Account Access and Official Grant File	Electronic and Physical Grant Files	Executive Director	10/01/22	10/09/22
15. **Admin Activity**: Project Staff Orientation	3 staff trained; Employee handbook and policies signed	Executive Director; Planner; Human Resources Mgr.		
16. **Admin Activity**: Attend Post Award Training	Staff attendance records; Travel report	PD; Fiscal Officer	10/01/22	01/31/23
17. **Admin Activity**: Reporting (OPR, ADR, 425, DPM)	Reports submitted on time	PD; Admin Asst	10/01/22	9/29/23
18. **Admin Activity**: Attend Grantee Meeting	Staff attendance records; Travel report	PD; Outreach Specialist	10/01/22	9/29/23
19. **Admin Activity**: Data Collection and Evaluation (includes data collection and evaluation for all objectives)	Testing; Trainer Observation; Attendance and Trainer records; Employment records; Results Analysis and Reporting	PD	10/01/22	9/29/23

Objective Work Plan (OWP)

Project Title: Living Wage jobs in Our Community
Project Goal: To place unemployed parents in permanent living wage jobs
Project Year: 1

Objective # 2: By the end of the project's 24th month, 15 of the 30 unemployed parents enrolled in the Kloshe Code Programmer Training Initiative will be placed in permanent jobs with wages equal to or greater than the median Oatfield income.
Outcome: 15 unemployed parents will access permanent jobs with wages equal to the median Oatfield income.

Activities	**Outputs**	**Project Staff**	**Start Date**	**End Date**
1. Memorandum of Understanding: confirm MOU content with Portland Community College.	Agreed upon MOU	PD	10/12/22	10/15/22
2. Establish Degree Curriculum/Coursework: using the existing PCC coursework; staff, with the help of the steering committee, will establish the required curriculum needed to complete the project.	1 Degree Program	PD; PCC Faculty	10/12/22	10/31/22
3. Candidate Recruitment and Selection: develop written and oral application test processes that acts as an alternative to the SAT along with minimum level of education standards to use in selecting participants. Engage with Education Opportunity Center for referral of enrollees as candidates. Conduct interviewing, testing and selection in conjunction with PCC faculty. Retain waitlist of additional candidates.	Testing alternative; 35 Candidates identified and tested; 30 participants selected; Waitlist	PD; Outreach Spec; PCC faculty	10/12/22	9/29/23
4. Establish Participant Support: develop supportive service assistance and scholarship performance agreement for each participant	30 assistance plans and performance scholarship agreements; 5 day care stipends	PD; Admin Asst	11/12/22	11/19/22
5. Sign Participant Agreements: meet with each participant to confirm participation. Review and sign agreements that detail participant commitment to complete degree requirements	30 signed agreements	PD	11/15/22	11/22/22
6. Training Materials and Enrollment: purchase texts and training manuals for Winter term. Assist participants to understand process for enrolling in these general requirements courses and assist with enrollment, if needed.	Texts for 3 basic degree requirement classes: Math in Society **or** College Algebra;	Admin Asst	11/20/22	11/23/22

Activities	Outputs	Project Staff	Start Date	End Date
	Workplace Psychology; Academic Composition.			
7. College Orientation and Preparation Workshop: prepare FAQ handouts. Logistics planning and invite enrolled participants to attend. Host a participant discussion on Associate Degree options. Assist with pre-registration for Winter Term classes.	Sign-in sheets; FAQ handouts	PD; PCC faculty	11/30/22	12/18/22
8. Begin Instruction: participants receive texts and manuals and begin attending 3 classes needed to complete basic degree requirements.	30 students in classes	PD; PCC; Admin Asst	01/04/23	03/24/23
9. Bi-Weekly Cohort Meetings: provide opportunity for participants to team build, provide tutorial assistance, assist with enrollment for Spring Term, and help participants decide which Associate Degree each wants to secure (Web Developer Certificate or Computer Programming Certificate). Also address concerns on an individual basis.	13 cohort meetings; 60 individual sessions	PD PCC faculty	01/04/23	9/29/23
10. General and Specific Degree Requirements: begin class work to complete requirements, including Computer Programming (Java Programming 1) or Web Design (JavaScript Web Programming 1) courses	30 participants taking classes; Attendance Records	PD; PCC	03/30/23	06/17/23
11. Kloshe Summer Work Experience: confirm curriculum for work experience and purchase participant supports (certificates, texts, training manuals). Assist participants with enrolling in the work experience. Conduct program.	At least 18 enrolled; Attendance Records	Outreach Spec; Admin Asst	6/04/23	09/15/23
12. Computer Programming Certificate Program: confirm coursework for this accelerated degree program and purchase participant supports (texts and training manuals). Identify three participants capable and willing to participate in this summer program. Enroll, complete training, and award degree with assisted placement to these three participants.	3 Associate Degrees	PD; Portland CC	6/04/23	8/28/23

Activities	Outputs	Project Staff	Start Date	End Date
13. Training Materials and Enrollment: purchase texts and training manuals for Fall term for both the computer programming and web development courses. Assist participants to understand process and requirements for enrollment and assist with enrollment, if needed.	Texts and Materials for participants in: Visual Basic Programming; Java Script Web Programming 1 Scripting Languages; **or** Java Programming 2	PD; Admin Asst	8/15/23	8/30/23

Objective Work Plan (OWP)

Project Title: Living Wage Jobs in Our Community
Project Goal: To place unemployed parents in permanent living wage jobs
Project Year: 1

Objective # 3: By the end of the project's 36th month, 18 of the 34 unemployed parents enrolled in the Kloshe Apprentice Plumber On the Job Training Initiative will be employed in permanent jobs with wages equal to or greater than the median Oatfield income
Outcome: 18 unemployed parents will access permanent jobs with wages equal to or greater than the median Oatfield income

Activities	**Outputs**	**Project Staff**	**Start Date**	**End Date**
1. Memorandum of Understanding: confirm MOU content with Mr. Rooter.	Agreed upon MOU	PD	10/12/22	10/15/22
2. Recruitment: prepare information packages for the Kloshe Plumber Program to reach Native high school students; as well as unemployed parents through Oatfield Public Schools; Kloshe E and T; Adult Education and TANF programs. Develop instruments for interviewing and evaluating candidates for the apprenticeships. Collect applications and conduct interviewing.	Information Package; Applicant and wait lists; Interviews	PD; Outreach Spec	10/08/22	9/29/23
3. Pilot Placement: identify parents that have course hours or equivalent in Fundamentals of Public Speaking, Intermediate Algebra and Composition Writing and enroll them in in Mr. Rooter's "**plumber basics course work**" (water supply, drainage systems, piping standards, inventory and use of equipment) and begin their OJT training in those areas at Mr. Rooter's as a pilot group for the project.	5 participants accepted; Pilot participant feedback; Records and analysis on strengths and areas needing improvement	Outreach Spec; Admin Asst	10/25/22	11/13/22
4. Program Placement: identify interested individuals and offer apprentices provisional positions in the project, if needed. Place participants who have or will have met full requirements in to the "plumber basics course work" (water supply, drainage systems, piping standards, inventory and use of equipment) and begin PCC's Plumber Apprenticeship Math and Print Reading; Plumber Apprenticeship Pipe Sizing; and Plumber Apprenticeship Basic Installation Pilot apprentices will be enrolled in full program, as well.	12 candidates and pilot apprentices enrolled; Attendance Records; Pre- and post-testing	PD; Outreach Spec	11/05/22	9/29/23

Activities	Outputs	Project Staff	Start Date	End Date
5. Kloshe GED: place participants in the GED program, as needed.	Candidates enrolled; Attendance Record; GED	Admin Asst; Kloshe Ed Dept staff	11//10/22	9/29/23
6. Basic Computer and/or Skills Refresher: enroll participants in prerequisite courses: Intro to Computers, Fundamentals of Public Speaking, Intermediate Algebra and Composition Writing, as needed.	Candidates enrolled; Attendance Record; Certificates of Completion	Admin Asst; PCC Faculty	11/10/22	9/29/23
7. Participant Support Services: identify and ensure students have access to needed supportive services.	5 day care stipends	Admin Asst Outreach Spec	01/04/23	9/29/23
8. On The Job Training (OJT): Participants successfully completing coursework will continue in OJT through Mr. Rooter and PCC placements.	12 placements; 40 hours/apprentice	PD; Admin Asst	4/5/23	9/29/23

Objective Work Plan (OWP)

Project Title: Living Wage Jobs in Our Community

Project Goal: To place unemployed parents in permanent living wage jobs

Project Year: 2

Objective # 1: By the end of the project's 24th month, 12 of the 28 unemployed parents enrolled in the Kloshe Roofer On the Job Training Initiative will be employed in permanent jobs with wages equal to or greater than the median Oatfield income.
Outcome: 12 unemployed parents will access permanent jobs with wages that equal median Oatfield income.

Activities	**Outputs**	**Project Staff**	**Start Date**	**End Date**
1. Steering Committee: meetings continue.	12 monthly meetings; Sign-in sheets; Meeting Minutes	PD; Admin Assist.	9/30/23	9/29/24
2. Waitlist and Attrition: update and maintain a list of interested participants. Continue to conduct interviews, as needed. Make replacements, as needed.	Waitlist	PD; Outreach Spec; Admin Assist	9/30/23	9/29/24
3. Participant Supports Continue: ensure student needs are met	5 day care stipends	PD	9/30/23	9/29/24
4. Classroom Instruction Continues: participants, specifically new trainees and replacement trainees, will continue with classroom coursework. New trainees will be filled through the waitlist or through new applicants. Conduct classroom assessments	At least 10 new trainees begin; Assessment results		9/30/23	4/5/24
5. OJT Assignment Agreements: continue to sign agreements with new trainees prior to assignment to OJT.	At least 10 new agreements		12/01/23	4/5/24
6. Roofing Kits: ensure all trainees in second year cohort have kits	10 toolkits	Admin Assist	12/01/23	1/31/24
7. OJT Instruction Continues: participants will continue with roof repair/replacement /new roof application component of training under Shinglehouse supervision. New trainees will be filled through the waitlist or through new applicants.	18 trainees completed; At least 10 new trainees begin	PD; Admin Assist; Outreach Spec	10/04/23	9/29/24
8. Assessment Continues: Shinglehouse assesses quality of work being done and removes trainees whose work doesn't meet standards. Assess what improvements could be made to selection process in the event that there is a need to reduce drop out/termination rate of participants	Assessment Results; Revised Implementation Plans as needed	Admin Assist; Shinglehouse	10/04/23	9/29/24

Activities	Outputs	Project Staff	Start Date	End Date
9. Employment and Placement: work with successful trainees to update resumes for job application and make referrals as needed for job placement. A minimum of 12 trainees from the first cohort will complete the OJT experience and find jobs.	At least 12 trainees; Job placements	PD	04/23/24	05/14/24
20. **Admin Activity**: Reporting (OPR, ADR, 425, DPM)	Reports submitted on time	PD; Admin Assist	9/30/23	9/29/24
21. **Admin Activity**: Attend Grantee Meeting	Staff attendance records; Travel report	PD; Outreach Spec	9/30/23	9/29/24
22. **Admin Activity**: Data Collection and Evaluation. Make updates to project based on results to improve upon project objectives and outcomes. (Includes data collection and evaluation for all objectives)	Testing; Trainer Observation; Attendance and Trainer records; Employment Records; Results Analysis and Reporting	PD	9/30/23	9/29/24

Objective Work Plan (OWP)

Project Title: Living Wage jobs in Our Community
Project Goal: To place unemployed parents in permanent living wage jobs
Project Year: 2

Objective # 2: By the end of the project's 24th month, 15 of the 30 unemployed parents enrolled in the Kloshe Code Programmer Training Initiative will be placed in permanent jobs with wages equal to or greater than the median Oatfield income.
Outcome: 15 unemployed parents will access permanent jobs with wages equal to the median Oatfield income.

Activities	**Outputs**	**Project Staff**	**Start Date**	**End Date**
1. Bi-Weekly Cohort Meetings: continue to monitor progress, provide opportunity for participants to team build, provide tutorial assistance, assist with enrollment for Winter Term, and address concerns on an individual basis.	26 cohort meetings; 60 individual sessions/semester	PD; PCC faculty	9/30/23	9/29/24
2. Participant Support Services: continue to ensure that students have access to needed support services.	5 day care stipends	PD; Admin Assist	9/30/23	9/29/24
3. Training Materials and Enrollment: purchase texts and training manuals for Winter term for both the computer programming and web development courses. Assist participants to understand process and requirements for enrollment and assist with enrollment, if needed.	Texts and Materials for participants in: Purchase Java Programming 3, C++ Language, Cyber Security and/or Safety Texts and workbooks	PD; Admin Asst	12/01/23	12/07/23
4. Purchase Web Developer Certificate texts and training manuals for Winter term. Assist participants seeking a Web Developer Certificate to understand process for enrolling in certificate requirements courses and assist with enrollment if needed	Fifteen sets of texts and workbooks for Fundamentals of Public Speaking Internet and World Wide Web and Fundamentals of Web Design	Admin Asst	12/13/23	12/30/23
5. Cultural Activities: encourage student involvement in cultural activities such as being a part of the Native American Student Union. Invite representatives from various cultural groups to attend the bi-weekly cohort meetings.	Students participating in Cultural Events; Representative presentations	PD; Outreach Spec	01/01/24	9/29/24
6. Field Trips: visit data management firms and businesses with data management needs. Attend job fairs. Attend association	4 Fieldtrips conducted; 8 Events attended	Outreach Spec	01/01/24	9/29/24

chapter meetings. Help students connect with potential employers.				
7. Student Job Applications: assist students to complete job applications. Make referrals, as needed. Provide mock interviews, as needed.	Applications submitted Interviews conducted	PD; Admin Assist	01/01/24	9/29/24
8. Training Materials and Enrollment: purchase texts and training manuals for Spring term for both the computer programming and web development courses. Assist participants to understand process and requirements for enrollment and assist with enrollment, if needed.	Texts and Materials for participants in: Computer Operating Systems, Unix/Linux, Client-Server Networks, Web Site Development, Web Applications Development, Web Design	PD; Admin Asst	03/01/24	03/31/24
9. Job Placement: students placed in positions through an interview and application process, or by appointment through the college.	At least 1 job offer per student	PD; Outreach Asst; PCC	04/04/24	06/30/24
10. Graduation: recognize and award graduation certificates to successful participants.	Degree Certifications	PD;	07/01/24	08/30/24

Objective Work Plan (OWP)

Project Title: Living Wage Jobs in Our Community

Project Goal: To place unemployed parents in permanent living wage jobs

Project Year: 2

Objective # 3: By the end of the project's 36th month, 18 of the 34 unemployed parents enrolled in the Kloshe Apprentice Plumber On the Job Training Initiative will be employed in permanent jobs with wages equal to or greater than the median Oatfield income
Outcome: 18 unemployed parents will access permanent jobs with wages equal to or greater than the median Oatfield income

Activities	**Outputs**	**Project Staff**	**Start Date**	**End Date**
1. Recruitment: continue to conduct outreach to Native high school students; as well as unemployed parents through Oatfield Public Schools; Kloshe E and T; Adult Education and TANF programs. Collect applications and conduct interviewing. Update and maintain waitlist as needed.	Information Package; Applicant and wait lists; Interviews	PD; Outreach Spec	9/30/23	9/29/24
2. Program Placement: continue to identify interested individuals and offer apprentice provisional positions in the project, if needed. Place new cohort of participants who have or will have met full requirements in to the "plumber basics course".	12 participants in new cohort; Attendance Records; Pre- and post-testing	PD; Outreach Spec	9/30/23	9/29/24
3. Kloshe GED: continue offering GED program for new cohort, as needed.	Candidates enrolled; Attendance Record; GED	Admin Asst; Kloshe Ed Dept staff	9/30/23	9/29/24
4. Basic Computer and/or Skills Refresher: continue offering prerequisite courses to new cohort, as needed, including Intro to Computers, Fundamentals of Public Speaking, Intermediate Algebra and Composition Writing.	Candidates enrolled; Attendance Record; Certificates of Completion	Admin Asst; PCC Faculty	9/30/23	9/29/24
5. Participant Support Services: continue to identify and ensure students have access to needed supportive services.	5 day care stipends	Admin Asst Outreach Spec	9/30/23	9/29/24
6. Advanced Apprenticeship: cohort 1 will progress with Mr. Rooter (who supervises and provides equipment) with classes in plumbing theory, the Uniform Plumbing Code, Oregon Plumbing Code, residential and commercial installations,	12 apprentices	Mr. Rooter apprenticeship and P D oversight	01/01/24	09/29/24

Activities	Outputs	Project Staff	Start Date	End Date
blueprint reading and estimating, job safety, plumbing repairs for .5FTE and supervised plumbing services at .5FTE,				
7. On The Job Training (OJT): continue to place those participants who are successfully completing coursework in OJT through Mr. Rooter and PCC placements.	24 total placements; 40 hours/apprentice	PD; Admin Asst	01/01/24	9/29/24
8. Kloshe Conference of Plumber Apprentices: all qualified apprentice apprentices who have completed the required coursework will attend. Assess effectiveness and value of the program from apprentices' perspective through post-event interviewing. Make necessary improvements	19 apprentices attend; Report on event with recommendations for needed improvements	PD Mr. Rooter staff	08/09/24	08/10/24

Objective Work Plan (OWP)

Project Title: Living Wage Jobs in Our Community
Project Goal: To place unemployed parents in permanent living wage jobs
Project Year: 3

Objective # 3: By the end of the project's 36th month, 18 of the 34 unemployed parents enrolled in the Kloshe Apprentice Plumber On the Job Training Initiative will be employed in permanent jobs with wages equal to or greater than the median Oatfield income.
Outcome: 18 unemployed parents will access permanent jobs with wages equal to or greater than the median Oatfield income

Activities	**Outputs**	**Project Staff**	**Start Date**	**End Date**
1. Recruitment: continue to conduct outreach to Native high school students; as well as unemployed parents through Oatfield Public Schools; Kloshe E and T; Adult Education and TANF programs. Collect applications and conduct interviewing. Update and maintain waitlist as needed.	Information Package; Applicant and wait lists; Interviews	PD; Outreach Spec	09/30/24	9/29/25
2. Participant Support Services: continue to ensure students have access to needed supportive services.	5 day care stipends	Admin Asst Outreach Spec	9/30/24	9/29/25
3. Bi-weekly Meetings and Monitoring: continue to monitor participant progress through bi-weekly check-ins. Help with support service, problem solving, and tutorial assistance will be offered.	18 Bi-weekly meetings; Sign-in Sheets; Meeting Minutes;	Admin Asst Outreach Spec	9/30/24	9/29/25
4. Advanced Apprenticeship: cohort 2 will progress with Mr. Rooter (who supervises and provides equipment) with classes in plumbing theory, the Uniform Plumbing Code, Oregon Plumbing Code, residential and commercial installations, blueprint reading and estimating, job safety, plumbing repairs for .5FTE and supervised plumbing services at .5FTE.	12 apprentices	Mr. Rooter apprenticeship and P D oversight	12/15/24	09/29/25
5. On The Job Training (OJT): continue to place those participants who are successfully completing coursework in OJT through Mr. Rooter and PCC placements.	34 total placements; 40 hours/apprentice	PD; Admin Asst	9/30/24	9/29/25
6. Kloshe Conference of Plumber Apprentices: based on last year's feedback, host and attend this event with all apprentices that are qualified.	34 apprentices attend	PD; Mr. Rooter staff	08/09/25	08/10/25

Activities	Outputs	Project Staff	Start Date	End Date
7. Job Application and Interviewing: assist all apprentices completing coursework with job applications. Make referrals or placements as needed.	At least 18 job placements	PD	07/01/25	09/29/25
8. **Admin Activity**: Reporting (OPR, ADR, 425, DPM)	Reports submitted on time	PD; Admin Assist	9/30/23	9/29/25
9. **Admin Activity**: Attend Grantee Meeting	Staff attendance records; Travel report	PD; Outreach Spec	9/30/23	9/29/25
10. **Admin Activity**: Data Collection and Evaluation. Make updates to project based on results to improve upon project objectives and outcomes.	Testing; Trainer Observation; Attendance and Trainer records; Employment Records; Results Analysis and Reporting	PD	9/30/23	9/29/25