

**WORKFORCE TRAINING & HIRING PROGRAM  
CONTRACTOR CHECKLIST**

**This program applies to prime contracts of \$250,000 or more and subcontracts of \$100,000 or more with 300 hours of labor in any trade.** No change order executed by the Prime Contractor or its Subcontractors will require contractors to comply with this program. The following Workforce Training & Hiring Requirements (Workforce Specifications) are a summary of the key contractual obligations of contractors working on Multnomah County (the "County" or the "Owner") funded public works projects. It is the Contractor's responsibility to read and fully understand these requirements and to comply with all provisions of the program. If you have questions, consult the Workforce Training & Hiring Requirements or contact the County Workforce Compliance Team at (503) 988-5111 or email at [workforcecompliance@multco.us](mailto:workforcecompliance@multco.us).

**1. Prior to the start of labor, all contractors meeting program thresholds must:**

- ☐ Make all reasonable and necessary efforts to employ a workforce that reflects the diversity of Multnomah County, ensuring that state-registered apprentices work a minimum of 20% of labor hours in each apprentice-able trade.
- ☐ Make all reasonable and necessary efforts to employ apprentices with the aspirational goal of 14% women and 25% minorities/persons of color.
- ☐ Submit proof of Bureau of Labor and Industries (BOLI) Certification of Active Training Agent Letter in each trade employed to the Certified Payroll/Prevailing Wage contract compliance reporting system identified at <https://multco.us/info/supplier-diversity-programs>. if available, or via email to [workforcecompliance@multco.us](mailto:workforcecompliance@multco.us).
- ☐ Within 5 business days of contract award, add all subcontractors using their Taxpayer ID to the project in B2Gnow at [multco.diversitycompliance.com](https://multco.us/info/supplier-diversity-programs).
- ☐ Submit Projected Hiring Needs form (Attachment 2) to County Compliance Team within 15 calendar days of contract award to the Certified Payroll/Prevailing Wage contract compliance reporting system identified at <https://multco.us/info/supplier-diversity-programs>. if available, or via email to [workforcecompliance@multco.us](mailto:workforcecompliance@multco.us).
- ☐ After completing the Projected Hiring Needs form, submit the Exemption Request form (Attachment 4) to [workforcecompliance@multco.us](mailto:workforcecompliance@multco.us) ONLY AS NEEDED. Exemption Request will only be approved prior to the start of labor.
- ☐ Ensure compliance by all Subcontractors with subcontracts of \$100,000 or more, and provide them with a copy of the Workforce Hiring & Training Program Specification Requirements.

**2. By the 5<sup>th</sup> business day of each month all contractors meeting program thresholds must:**

- ☐ Ensure that state-registered apprentices work a minimum of 20% of labor hours in each apprentice-able trade.
- ☐ Make all reasonable and necessary efforts to employ apprentices with the aspirational goal of 14% women and 25% minorities/persons of color.
- ☐ Submit Certified Payroll including "No Work Performed" statements through the Certified Payroll/Prevailing Wage contract compliance reporting system identified at <https://multco.us/info/supplier-diversity-programs>.
- ☐ Upload written documentation of good faith efforts made to employ apprentices, women, and minorities to the Certified Payroll/Prevailing Wage contract compliance reporting system identified at <https://multco.us/info/supplier-diversity-programs>. The Request for Apprentice form (Attachment 3) may be used to request apprentices from BOLI registered programs. Examples of good faith efforts include documentation from Attachment 1 outreach, Attachment 3, email correspondence, etc.
- ☐ Report all payments received, all payments made to lower tier subcontractors, and any payment discrepancies through B2Gnow at [multco.diversitycompliance.com](https://multco.us/info/supplier-diversity-programs).

**3. As required throughout the duration of the project, all contractors meeting program thresholds must:**

- ☐ When an apprentice is hired, the employer shall add the employee to the Certified Payroll/Prevailing Wage contract compliance reporting system identified at <https://multco.us/info/supplier-diversity-programs>.
- ☐ If a subcontractor needs to be removed from a project, request the removal through B2Gnow at [multco.diversitycompliance.com](https://multco.us/info/supplier-diversity-programs) as soon as possible, for approval. Removal of contractors certified through the Oregon Certification Office for Business Inclusion and Diversity (COBID) must receive approval from the County Purchasing Manager.

For large capital projects, these instructions may be modified by the County.

**Forms Newest Version Requirement:**

Contractors are required to complete and submit the latest version of all forms. The latest versions can be found at <https://multco.us/purchasing/supplier-diversity-program>.

**Required documents include:**

- 1) Attachment 1: Recommended Good Faith Recruitment & Retention Practices
- 2) Attachment 2: Projected Hiring Needs (REQUIRED)
- 3) Attachment 3: Request for Apprentice
- 4) Attachment 4: Exemption Request
- 5) Attachment 5: Apprenticeship Ratio Data (Example)

**Helpful Websites:**

- 1) BOLI Certification of Active Training Agent Letter (REQUIRED)
  - a. May be obtained by visiting <https://apprenticelookup.boli.oregon.gov/#/search/employer>
- 2) BOLI Certification of Active Apprentice Letter (REQUIRED when an apprentice is hired)
  - a. May be obtained by visiting <https://apprenticelookup.boli.oregon.gov/#/search/apprentice>
- 3) LCPtracker – Certified Payroll Reporting
  - a. <https://prod-cdn.lcptracker.net/login/login>
- 4) B2Gnow - Subcontractor Payment Utilization Reporting
  - a. <https://multco.diversitycompliance.com/>
- 5) Workforce Training and Hiring Program
  - a. <https://www.multco.us/purchasing/workforce-training-and-hiring-program>

## **WORKFORCE TRAINING AND HIRING PROGRAM REQUIREMENTS**

### **I. PURPOSE OF WORKFORCE SPECIFICATIONS**

#### **A. General Program Description**

Multnomah County Commissioners have directed that all Departments maximize apprenticeship and employment opportunities for minorities, women and economically disadvantaged workers in the construction trades (County Ordinance No. 861, July 11, 1996). Their goals include ensuring that (a) the County does business with contractors whose workforce efforts reflect the diversity of the workforce found in Multnomah County, and (b) that their contracting dollars provide fair and equal opportunities to the County's diverse population.

The County Workforce Specifications applies to all Prime Contracts of \$250,000 or more and to each Subcontractor having a subcontract of \$100,000 or more on the Project. The Prime Contractor and all Subcontractors are encouraged to fulfill the program requirements even if their contracts are less than these amounts. All sub-contracts awarded to an individual subcontractor on a project will be aggregated (i.e., cumulative), to determine if the \$100,000.00 threshold is met.

Prime Contractors and Subcontractors shall make reasonable efforts to ensure that their workforce is diverse by recruiting, training, and employing minorities and women whenever possible. This portion of the contract establishes requirements for the recruitment, training and employment of minorities and women on projects.

For purposes of the Workforce Specifications, the following definitions shall apply:

- 1) Contract shall mean the contract awarded as a result of these bid documents.
- 2) Prime Contractor shall mean the bidder to whom a contract is awarded.
- 3) Minorities/People of Color shall include members without regard to gender who are African- Americans, Hispanic Americans, Asians or Pacific Islanders, Native Americans or Alaskan Native Americans.
- 4) Owner shall mean the government agency that awarded the Contract, or leveraged public involvement in Project, as well as the County Project Manager and Compliance Team.
- 5) Project shall include all work performed pursuant to the Contract.

#### **B. Organization of Program Requirements**

The Workforce Specifications are divided into several parts:

- 1) Section II refers to the action that bidders must take in order to be eligible for award of the contract.
- 2) Section III lists the actions that must be taken by the Contractor and their Subcontractors.
- 3) Section IV refers to remedies available to the Owner if the Contractor or subcontractor(s) fails to meet the requirements of the Workforce Specifications.
- 4) Section V refers to the Owner's ability to monitor compliance with the Workforce Specification by examination of Contractor and subcontractor records.

### **II. ACTION REQUIRED OF ALL BIDDERS & SUBCONTRACTORS**

All bidders shall thoroughly read the Workforce Specifications and commit to perform all requirements described herein. The apparent low bidder shall submit Attachment 2, Projected Hiring Needs Form, within fifteen calendar days after bid opening or within 5 business days of contract award. The Projected Hiring Needs Form must be complete and demonstrate how the workforce on this Project will fulfill all program requirements, including utilization of apprentices.

In the event that the apparent low bidder is determined to be non-responsive, the next lowest bidder considered for contract award shall submit Attachment 2, Projected Hiring Needs Form, within fifteen days after bid opening or within two days of notification by the Owner, whichever occurs last. After contract award, all sub-contractors shall submit a complete and accurate Attachment 2 prior to beginning work on the Project.

### **III. ACTIONS NECESSARY TO SATISFY CONTRACT REQUIREMENTS**

#### **A. Make Reasonable Efforts to Have Diverse Workforce**

A Prime Contractor and all Subcontractors must make all necessary and reasonable efforts to have a workforce that reflects the diversity of Multnomah County and is reasonably consistent with the availability of qualified women and minorities as follows:

- 1) The Prime Contractor and Subcontractors shall comply will all laws requiring the provision of equal employment opportunity (EEO) by employers and shall not:
  - a. Discriminate against employees or applicants based on race, color, religion, sex, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or source of income;
  - b. Solicit or consider employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics;
  - c. Coerce the political activity of any person;
  - d. Deceive or willfully obstruct anyone from competing for employment;
  - e. Influence anyone to withdraw from competition for any position so as to improve or injure the employment prospects of any other person;
  - f. Give improper preference or advantage to anyone so as to improve or injure the employment prospects of that person or any other employee or applicant.
- 2) Provide written documentation of its good faith recruitment efforts. If the Contractor is unable to verify that it employs a diverse workforce based on the standards described in the paragraph above, then the Contractor must follow the process for recruiting apprentices and journey workers described in Sections III.F and III.G of the Workforce Specification. This process is considered by the County to be the minimum effort to recruit a diverse workforce; and
- 3) The Prime Contractor and Subcontractors are required to meet or exceed the County's 20% Apprenticeship utilization goals and are required to make all reasonable and necessary efforts to employ a workforce that reflects the diversity of Multnomah County, including the recruitment of a diverse workforce through the unions, non-union apprenticeship programs and other community resources.

Minority and women apprenticeship goals disaggregated by trade and are aspirational with a goal of 14% participation by women and a goal of 25% participation by minorities/persons of color.

NOTE: A Contractor may wish to consider utilizing the Recommended Good Faith Recruitment & Retention Practices, attached as Attachment 1.

NOTE: Failure by a union with whom the Prime Contractor has a collective bargaining agreement to refer either minorities or women shall not excuse the Prime Contractor's or its Subcontractor(s) obligations under Section III.A.

#### **B. Ensure Compliance by Certain Subcontractors**

- 1) The Prime Contractor shall ensure that each Subcontractor having a subcontract of \$100,000 or more, at all tiers shall comply with all of the provisions of the Workforce Specifications. The Prime Contractor and Subcontractors shall include in their bid all costs associated with this requirement. No change order will be executed in order for the Prime Contractor or its Subcontractors to comply with this program.
- 2) The Prime Contractor shall provide a copy of the Workforce Specifications to all Subcontractors (regardless of tier level) anticipated to be awarded contracts of \$100,000 or more for the project.

### **C. Register as a Training Agent**

The Prime Contractor shall register with the Oregon Bureau of Labor and Industries (BOLI) as a training agent and ensure that all Subcontractors who have subcontracts in the amount of \$100,000 or more are registered as training agents before beginning work on the Project. However, registration as a training agent in a specific trade is not required if there are no training opportunities in that trade on the Project, based on the maximum ratio allowed by BOLI. See Attachment 5 for an example of Apprenticeship Ratio Data.

- 1) Only training programs approved by and registered with BOLI may be used to fulfill training requirements under the Workforce Specifications.
- 2) Training is intended to be primarily on-the-job training in apprenticeable crafts, and does not include classifications such as timekeeper, office engineer, estimator, bookkeeper, clerk/typist, fire fighter, or secretary. Hours performed in crafts, which are not apprenticeable occupations, such as truck driving, are exempt from the training requirements.
- 3) Exemptions to the Workforce Specifications (for training or work specifications) must be approved by the Supplier Diversity Officer in writing prior to starting work on the Project. Exemption requests will be made by submitting a completed Multnomah County Exemption Request Form (Attachment 4) to the Multnomah County Project Manager and Workforce Compliance Officer via email to [workforcecompliance@multco.us](mailto:workforcecompliance@multco.us) not less than five business days before any work on the Project begins. Requests for exemptions will be evaluated by the County Workforce Compliance Specialist and Supplier Diversity Officer. Exemption requests are typically only granted if one or more of the following circumstances are met:
  - Inability to meet a trade classification apprenticeship ratio;
  - Less than 300 total classification hours;
  - Trade work which may be classified as specialty (i.e., computer installation);
  - No apprenticeship approved program for trade classification, which must be accompanied by a letter from BOLI confirming that the trades contractor specified on company certified payroll have no apprenticeship approved program for trade classification; and/or

### **D. Submit Documentation**

The Prime Contractor and Subcontractors shall submit documentation regarding the following subjects to the County Project Manager and Compliance Team via the Certified Payroll/Prevailing Wage contract compliance reporting system identified at <https://multco.us/info/supplier-diversity-programs>. Failure on the part of the County to request the following documentation shall not relieve the Prime Contractor or its Subcontractors of the requirements of this section.

- 1) Training Agent Status: The Prime Contractor and all required Subcontractors employing apprentices must submit proof that they are registered training agents with BOLI prior to beginning any work on the Project.
- 2) Workforce Information: Attachment 2: Projected Hiring Needs must be submitted for each subcontractor, supplier, or consultant with contracts of \$100,000 or more prior to the subcontractor beginning work on the Project or within five calendar days after the execution of the applicable subcontract, whichever occurs first. Work by a Prime Contractor or subcontractor shall not begin prior to submission of such documentation.
- 3) Workforce Exemptions: Attachment 4: Exemption Request Form must be submitted prior to the start of labor on the project.
- 4) Prime Contractor and Subcontractor reports due after Work begins:

**The following information is due by the 5th day of the following month:**

- Certified Payroll Reports and "No work performed" Reports must be submitted through the Certified Payroll/Prevailing Wage contract compliance reporting system identified at <https://multco.us/info/supplier-diversity-programs>.

- Report all payments received, all payments made to lower tier subcontractors, and any payment discrepancies through the online contract compliance reporting system B2Gnow at [multco.diversitycompliance.com](https://multco.diversitycompliance.com)

- 5) Failure to submit required reports, including certified payroll documents, may be considered a breach of contract and may be subject to liquidated damages.

#### **E. Use of Apprentices**

The Contractor shall:

- 1) Ensure that a minimum of 20% of labor hours in each apprentice trade performed on the Project by the Prime Contractor and all Subcontractors are worked by state registered apprentices throughout the duration of the Project. The Prime Contractor and all Subcontractors shall fulfill the 20% apprenticeship hours requirement without exceeding the applicable ratios approved by the appropriate apprenticeship program;
- 2) Pay all apprentices the wages required by any applicable collective bargaining contract or pursuant to state or federal law and regulations;
- 3) Not use workers previously employed at journey-level or those who have successfully completed a training course leading to journey-level status to satisfy the requirements of these provisions;
- 4) Provide documentation of the apprenticeship status for all apprentices employed on the project (e.g. BOLI Certification of Active Apprentice). Apprenticeship status documentation must be submitted by all Subcontractors via the Certified Payroll/Prevailing Wage contract compliance reporting system identified at <https://multco.us/info/supplier-diversity-programs>. and
- 5) Count apprentice hours as follows:
  - a. Hours worked on the Project by apprentices enrolled in state-approved apprenticeship programs. Classroom training hours worked by apprentices who are required to be away from the job site for related training during the course of the Project, but only for the time period in which the apprentice was employed and working a minimum of 8 hours in the week before and 8 hours in the week after completion of training by the same employer. Training documentation from the training agent will need to be uploaded via the Certified Payroll/Prevailing Wage contract compliance reporting system identified at <https://multco.us/info/supplier-diversity-programs> for verification and approval of classroom training hours. If the Contractor or any of its Subcontractors are unable to fulfill its 20% requirement, then the affected party may also use method (b) below; and
  - b. Hours worked on the project by graduates of state-registered apprenticeship programs, provided that such hours are worked within the 12-month period following the apprentice's completion date.

#### **F. Use Apprenticeship Programs for Referrals**

A Prime Contractor or Subcontractor(s) that does not employ a workforce that reflects the diversity of Multnomah County must follow all of these steps in seeking apprentice referrals:

- 1) Contact the appropriate apprenticeship program or dispatch center to request apprentices who are enrolled in the apprenticeship program;
- 2) Request female or minority apprentices from the union or open shop apprenticeship program if such an action will remedy historical underutilization in the Prime Contractor's or Subcontractor's workforce;
- 3) Keep a written record of the request for apprentices, including name of contact person at apprenticeship program, Phone, Fax or E-Mail, date, time, job location, start date, etc.; and
- 4) Make reasonable and necessary efforts to recruit apprentice applicants from community

organizations/recruitment resources, and seek to enroll them into an apprenticeship program, if the apprenticeship program is unable to supply an apprentice (or if no women or minorities are available to meet Contractor/subcontractor diversity needs), and if the program is open for applications or allows direct entry from community resources.

NOTE: This list is not exhaustive, but provides a minimum effort to recruit a diverse workforce. The Prime Contractor and Subcontractors may contact the County Compliance Team for assistance regarding the apprentice referral process, or may utilize Attachment 3: Request for Apprentice Form, to document their efforts. A list of community organizations/recruitment resources is also available. Information is available on the last page of this Workforce Specification document.

**G. Utilize Unions or Non-Union (North West College of Construction) and Community Organizations When Recruiting For Positions on this Project**

When hiring, requesting, recruiting, or replacing workers for the Project, the Prime Contractor or Subcontractor(s) whose workforce does not reflect the diversity of Multnomah County shall:

- 1) Make reasonable and necessary efforts to employ a diverse workforce by adhering to and correcting any EEO Compliance problems as required by the Contract. Such actions should include requests for minority and female applicants. The Prime Contractor and Subcontractors are notified that direct hiring of employees (such as "walk-ons") without providing notification of that job opportunity, in accordance with paragraph G.2., below, may not constitute a reasonable effort.
- 2) Document employment efforts. Documentation should be sufficient to establish the Contractor's/subcontractor's efforts, and should include, but not limited to:
  - a. Requests to union halls for signatory contractors;
  - b. Requests to union or open shop apprenticeship programs; and
  - c. Requests to community resources who assist contractors with recruitment and referral of workers.

Documentation may be requested by the County Compliance Team from the Prime Contractor and Subcontractors regarding their efforts to meet the requirements of the Workforce Specifications. When requested, the Prime Contractor or subcontractor(s) shall provide the documentation to the County Compliance Team within seven calendar days.

**IV. CONSEQUENCES OF NONCOMPLIANCE WITH WORKFORCE REQUIREMENTS**

The County's commitment to this program is reflected, in part, by the cost of administering the program. Failure to meet the requirements of the Workforce Specifications negates such funding and impairs the County's efforts to promote workforce diversity and to provide fair and equal opportunities to the public as a whole as a result of the expenditure of public funds. Therefore, the parties mutually agree that failure to meet the requirements of this

Workforce Specification, including but not limited to the submission of required documentation, shall constitute a material breach of Contract.

In the event of a breach or failure to comply with the Workforce Specifications of the Contract, the County may take any or all of the following actions:

**A. Withholding Liquidated Damages from Progress Payments**

The County may withhold all or part of any progress payment or payments as liquidated damages (defined in Section IV.B) arising from the Contractor's failure to comply with these Workforce Specifications, until the Contractor has remedied the breach.

**B. Damages for failure to comply with Workforce Specifications**

The parties mutually agree that it would be difficult, if not impossible, to assess the actual damage incurred by the Owner for the Contractor or its Subcontractors failure to comply with the Workforce Specifications. The parties further agree that it is difficult, if not impossible, to determine the cost to the Owner when workforce opportunities are not provided.

Therefore, if the Prime Contractor or a Subcontractor(s) fails to comply with the Workforce Specifications of this Contract, the Prime Contractor or the Subcontractor, as the case may be, agrees to pay the sum of \$250 per day as Liquidated Damages for each day of missed apprenticeship hours or until the breach of contract is remedied. Damages will be assessed against either the Prime Contractor or any Subcontractor for failure to meet the 20% apprenticeship training requirements in each trade employed by the Prime Contractor or Subcontractor, as the case may be. Damages will be calculated based on the training hours not provided to the Owner at a rate of \$250 per day. For example, if the Prime Contractor (or Subcontractor) was required to provide 200 hours of carpenter training (20% of 1,000 total carpenter hours), and the Prime Contractor only provided 150 training hours, then the difference (50 hours) is divided by 8 (one day of work) to determine number of days of undelivered training.  $(50/8 = 6.25 \times \$250 = \$1,562.50)$ .

Liquidated Damages using the same formula may also be assessed for failure to fulfill the inclusive hiring processes described in Sections III.F and III.G.

These Liquidated Damages are independent of and in addition to any liquidated damages that may be assessed due to any delay in the Project caused by the Prime Contractor's or any of its Subcontractor(s) failure to comply with the Workforce provisions of the Contract.

#### **C. Notification of Possible Debarment**

By executing this Contract, the Prime Contractor and its Subcontractor(s) agrees that it has been notified that failure to comply with the requirements of this portion of the Contract may lead to the Prime Contractor's and its Subcontractor(s) disqualification from bidding on and receiving other County Contracts.

#### **D. Other Remedies**

In addition to the Liquidated Damages clause above, failing to meet the Workforce Specifications constitutes a material breach of the Contract and entitles the County to terminate the Contract for cause.

#### **V. REVIEW OF RECORDS**

In the event that the County reasonably believes that a violation of the requirements of this section has occurred, the County is entitled to review the books and records of the Contractor and any Subcontractors employed on the project to whom the requirements of this section are applicable to determine whether such a violation has or has not occurred.

In the event that the Contractor or any subcontractor fails to provide the books and records for inspection and copying when requested, such failure shall constitute a material breach of this Contract and permit the imposition of any of the remedies noted in Section IV above, including the withholding of all or part of any progress payment.

#### **VI. ATTACHMENTS**

ATTACHMENT 1: Recommended Good Faith Recruitment & Retention Practices  
ATTACHMENT 2: Projected Hiring Needs Form  
ATTACHMENT 3: Request For Apprentice Form  
ATTACHMENT 4: Exemption Request Form  
ATTACHMENT 5: Apprentice Ratio Data (example)

#### **Community Organizations/Recruitment Resources**

A list of community resources that assist with construction recruitment is available upon request by email the County Compliance Team at [workforcecompliance@multco.us](mailto:workforcecompliance@multco.us).



Multnomah County Oregon

Project Title: \_\_\_\_\_

Bid Number: \_\_\_\_\_

CAO 01/13/2026

eff 01/13/2026

**For Questions Regarding Apprenticeship:**

Bureau of Labor & Industries (BOLI) Apprenticeship & Training Division

800 N.E. Oregon Street, Room 32 Portland, OR 97232

(971) 673-0760

[atdemail@boli.state.or.us](mailto:atdemail@boli.state.or.us)

**For questions regarding the submission of paperwork** on this Project and the County Workforce Training and Hiring Program, please contact the County Compliance Team at [workforcecompliance@multco.us](mailto:workforcecompliance@multco.us)

## **ATTACHMENT 1 RECOMMENDED GOOD FAITH RECRUITMENT & RETENTION PRACTICES**

### **1. RECRUITMENT EFFORTS**

Good faith recruitment efforts are those intense, aggressive, sincere, and result-oriented actions taken by the Contractor designed to accomplish the objectives of the County Workforce Training and Hiring, and Equal Employment Opportunity Programs. Good faith recruitment efforts include, but are not limited to:

- A. Work aggressively with Prime Contractor's or Subcontractor's Joint Apprenticeship Training Committee (JATC) to recruit minorities, women and disadvantaged individuals. Provide evidence of these efforts;
- B. Assist the JATC by conducting a workshop with minority and women employees to enlist their assistance as recruiters and request their ideas on how to increase employment of underutilized groups;
- C. Support the efforts of the Prime Contractor's or Subcontractor's JATC by giving all apprentices referred to the Prime Contractor/Subcontractor a fair chance to perform successfully, allowing for possible lack of previous experience. Recognize that the Prime Contractor is responsible for providing on-the-job training, and that all apprentices should not be expected to have previous experience;
- D. Participate in job fairs, school-to-work, and community events to recruit minorities, women, and disadvantaged individuals into the construction trades;
- E. Allow scheduled job site visits by participants in community programs, as safety allows, increasing awareness of job and training opportunities in the construction trades; and
- F. Keep applications of those not selected for an opening. Contact when opening occurs.

### **2. RETENTION EFFORTS**

The Prime Contractor and its Subcontractors shall endeavor to retain minorities, women, and disadvantaged individuals by implementing steps such as the following.

- A. Maintain a harassment-free work place.
- B. Ensure that employees are knowledgeable about the company's policies if they need to report a harassment problem.
- C. Make reasonable attempts to keep apprentices working and train them in all work processes described in the apprenticeship standards.
- D. Review and disseminate, at least annually, the company's EEO policy and affirmative action obligations under the Bid Documents with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions.
- E. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations.
- F. Take steps to reduce feelings of isolation among minorities and women to curb hostile attitudes and behavior (e.g., have several minorities and women at the job site; provide access to support group system).
- G. Provide adequate toilet facilities for women on the job site.
- H. Match minority, female, or disadvantaged apprentices who may need support to complete their apprenticeship programs with a journey-level mentor.

# WORKFORCE TRAINING & HIRING PROGRAM



## ATTACHMENT 2 PROJECTED HIRING NEEDS FORM

This form must be completed by all Prime Contractors with contracts of \$250,000 or more and all Subcontractor(s) with contracts \$100,000 or more.

Contractor: \_\_\_\_\_ Subcontractor to: \_\_\_\_\_

Project Name: \_\_\_\_\_ Contract Value: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Brief description of scope of work: \_\_\_\_\_

All Contractors performing labor on the project must state how they plan to perform the work on this project, indicating the number of journey workers and apprentices by trade or craft. The plan should demonstrate how your company would fulfill the County's Workforce Training & Hiring Program requirements and the utilization of apprentice(s).

All values below are understood to be projections based on the currently available information								
Trade Classification / Craft	Labor Start Date	Labor End Date	Journey Hours	Apprentice Hours	Total Labor Hours	Apprentice Participation (%)	Women Participation (%)	Minority Participation (%)

\_\_\_\_\_  
Name (Contractors Authorized Representative)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ATTACHMENT 3 REQUEST FOR APPRENTICE FORM

Email this Request for Apprentice form to the Apprenticeship committee employing the trade classification needed. To document your Good Faith Efforts, upload this attachment and corresponding email to the Certified Payroll/Prevailing Wage contract compliance reporting system identified at <https://multco.us/info/supplier-diversity-programs>.

### Request To:

Apprenticeship Committee: \_\_\_\_\_  
Committee/Dispatch Email: \_\_\_\_\_

### Request From:

Company Name: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Request Date: \_\_\_\_\_

### Apprentice Request:

As a registered Training Agent, we are using this form to request referral of Apprentices for employment with our company in cooperation with Multnomah County's Workforce Training & Hiring program (WTHP). Within the WTHP, there are aspirational goals for employing women and minorities, which we would like to consider in our attempt to diversify the local workforce. If we are unable to receive a referral from the Apprenticeship program within a reasonable time we will continue our hiring efforts through alternative apprenticeship programs and community recruitment resources.

Project Title: \_\_\_\_\_  
Job Site Address: \_\_\_\_\_  
Public Owner: **Multnomah County**  
Apprentice Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_  
Number of Apprentices: \_\_\_\_\_ Trade/Occupation: \_\_\_\_\_  
Number of Apprentices: \_\_\_\_\_ Trade/Occupation: \_\_\_\_\_  
:

**Safety Needs:** ☐ Hard Hat ☐ Gloves ☐ Hard-Toed Boots ☐ Other: \_\_\_\_\_

Minimum Qualifications (if different from Apprenticeship standards):  
\_\_\_\_\_

### For Apprenticeship Program Only

Please check the appropriate box and email to Multnomah County's Workforce Training & Hiring program.

- ☐ I was able to dispatch an Apprentice to the project listed above. A list of apprentice candidates ready for hire has been sent to the requesting company's email address listed above.
- ☐ I was unable to dispatch an Apprentice to the project listed above because: \_\_\_\_\_  
\_\_\_\_\_

Dispatcher Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dispatcher Email: \_\_\_\_\_

## ATTACHMENT 4 EXEMPTION REQUEST FORM

CONTRACTOR'S NAME: \_\_\_\_\_ TAX ID#: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

CONTRACT NUMBER: \_\_\_\_\_

Are you a Subcontractor: ☐ Yes ☐ No; If yes, what company are you subcontracting for: \_\_\_\_\_

Are you requesting an exemption from: ☐ Apprenticeship Hours ☐ Women Hours ☐ Minority Hours Which  
trade/craft are you requesting be given exemption: \_\_\_\_\_

How many hours are you asking for an exemption\*: \_\_\_\_\_

\*MUST GIVE A NUMERIC PROJECTION OF HOURS

### I. CHECK BOX FOR EXEMPTION REASONING:

☐ Less than 300 total hours per trade classification

☐ Trade work classified as specialty

☐ No apprenticeship approved program for trade classification. A letter from the Oregon Bureau of Labor and Industries to confirm the trade classification has no apprenticeship program is attached to this form.

☐ Other: \_\_\_\_\_

**Prime Contractor:** Explain why in detail why exemption is being requested. If request is from a Subcontractor, Prime Contractor should add supporting comments below.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Subcontractor:** Explain in detail why an exemption is being requested. This form is required to be forwarded to the Prime Contractor for any additional comments before being submitted to the County.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**County Compliance Specialist:**

***For County Use Only***

☐ Approved    ☐ Rejected    ☐ Corrections Needed (to be completed by \_\_/\_\_/\_\_)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Prime Contractor and Subcontractors:** Submit Multnomah County Exemption Request to the Multnomah County Project Manager and County Compliance Team by emailing this form to [workforcecompliance@multco.us](mailto:workforcecompliance@multco.us).

## ATTACHMENT 5 - APPRENTICESHIP RATIO DATA (example)

The following data may be used to determine the ratio of apprentices on a jobsite in proportion to journey-level workers on the jobsite. The ratios that apply are those [listed in the standards](#) of the apprenticeship committee to which the Training Agent (Contractor) is a member. If a trade is not listed, contact ATD: 971.673.0760, [atdemail@boli.state.or.us](mailto:atdemail@boli.state.or.us), or your apprenticeship committee.

**\* Ratios may change pursuant to actions taken by the Oregon State Apprenticeship & Training Council (OSATC) and ATD.**

TRADE	APPRENTICE TO JOURNEY RATIO*		
	1st	2nd	Max
Bricklayer / Masonry	1:1	1:3	
Carpenter	1:1	1:1	
Caulker	1:1	1:1	
Cement Mason	1:1	1:1	
Drywall Finisher / Taper	1:1		1:1 for first 3 apprentices - 1:1 thereafter
Electricians - Inside	2:3		1:3 JW = maximum 2 apprentices
Electricians - Limited Residential	1:1		
Electricians - Lineman	1:1	* <a href="#">varies per committee</a>	
Electricians - Stationary Engineer	1:1		
Elevator Mechanic	1:1	1:1	
Environmental Control System (HVAC)	1:1	1:1	
Exterior/Interior Specialist	1:1	1:1	
Firestop Containment Worker	1:1	1:1	
Floor Coverer	1:1	1:3	
Glazier	1:1	1:3	
Heat/Frost Insulator	1:1	1:3	
Ironworker (Structural)	1:1	1:3	
Ironworker (Reinforcing)	1:1	1:2	
Laborer	1:1	1:1	
Marble Setter	1:1	1:3	
Millwright, Construction	1:1	1:1	
Operating Engineer (Heavy Equipment)	1:1	1:5	* <a href="#">varies per committee</a>
Painting (Decorating)	1:1	1:3	
Painting (Traffic Control)	1:1	1:4	
Pile Driver	1:1	1:1	
Pipefitter / Steamfitter	1:1		1:1 for first 2 apprentices - 1:3 thereafter
Plasterer	1:1	1:1	
Plumber	1:1		1:1 for first 2 apprentices - 1:3 thereafter
Roofer	1:1	1:1	
Scaffold Erector	1:1	1:1	
Sheet Metal Worker	1:1		1:1 for first 4 apprentices - 1:3 thereafter
Sign Maker/Erector	1:1	1:1	
Sprinkler Fitter	1:1	1:1	
Terrazzo Worker	1:1	1:3	
Tile Finisher	1:1	1:3	
Tile Setter	1:1	1:3	

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