

GRANT AGREEMENT NO.

This is Grant Agreement between the City of Portland, Oregon ("CITY" OR "GRANTOR" and Worksystems, Inc., an Oregon non profit corporation, ("WSI" OR "GRANTEE") in an amount not to exceed \$195,000 to implement the SummerWorks program ("Program") within City Bureaus during Summer 2011.

RECITALS:

WHEREAS, only 57 percent of Multnomah County high school students graduate on time;

WHEREAS, employment rates for the nation's teens and young adults are at post-World War II lows;

WHEREAS, national research points to the need for expanded employment and work-based learning opportunities for young people;

WHEREAS, recent survey of employers by Achieve estimate that 39 percent of recent high school graduates are unprepared for the expectations that they face in entry-level jobs and 45 percent of graduates are not adequately prepared for the skills and abilities they need to advance beyond entry level;

WHEREAS, the City of Portland has a history of investing in young people through funding of recreational and after school activities, youth employment programs, and creating seasonal job training, work experience, internship and job shadow opportunities;

WHEREAS, the City Council previously approved funding for youth employment and career preparation as part of the Summer Youth Employment Program (SYEP) coordinated by the Bureau of Human Resources (BHR) [Ordinance No. 180874, 181765, 182138], which subsequently council directed to the Summer Youth Connect program coordinated by the Mayor's Office [Ordinance No. 182811].

WHEREAS, Worksystems, Inc. has extensive experience managing publicly funded workforce development contracts with adult and youth service providers in our region; and

WHEREAS, Worksystems, Inc. has developed SummerWorks Program ("Program"), a comprehensive summer work experience program for youth age 16-21 with barriers to employment including at-risk of disconnecting from school; and

WHEREAS, the City desires to assist in support of the Program and provide opportunities for placement of eligible youths from the Program into temporary positions throughout city bureaus in the Summer of 2011.

AGREED:**I. ACTIONS TO BE TAKEN BY GRANTEE**

GRANTEE agrees to the following:

- Use grant funds in implementation of GRANTEE's Program, specifically, to provide work-readiness training, approximately 180-hour paid work experience, and ongoing support through a job coach for qualified youths who will be placed in temporary summer positions with the City.
- Perform recruitment, eligibility screening, enrollment, work readiness training, youth worksite matching, worksite monitoring, employer of record services and case management services for up to 100 youth placed in City Bureaus.
- Serve disconnected youth as defined by the Workforce Investment Act (WIA) as well as students at-risk of disconnecting from school who have previously participated in the Summer Youth Connect continuum.
- Provide one or more GRANTEE supervisor(s) or coordinator(s) who will support City bureaus, including the bureaus' point of contact and staff having oversight of work performance of the youths.
- Provide SummerWorks Supervisor Training to CITY's employees who will be assigned to work with the youths.
- Encourage youth with skill, interest or enthusiasm towards summer employment opportunities at the City.
- Assist City bureaus in coordinating and matching youths with appropriate City bureaus, work assignments and projects.
- Work with youth and City supervisors as needed to address work performance issues and employer expectations. GRANTEE shall be deemed the employer of the youths assigned to city summer employment in the Program, and shall be responsible for all disciplinary actions as to the youth, and payment of wages, benefits, insurance and taxes (including but not limited to workers compensation, federal and state income tax and social security deductions) pertaining to the employment of the youths.
- Remain solely responsible for monitoring compliance of any youth service providers with whom GRANTEE may enter into cooperative agreements for assistance in implementing GRANTEE's Program.
- Cooperate in requests for documentation and accountability as may be requested by City Grant Manager.

II. ACTIONS TO BE TAKEN BY City of Portland

The CITY, through its identified bureau points of contacts, shall perform the following duties:

- Work with GRANTEE to identify job duties, learning objectives, and work schedules in order to ensure work experiences are meaningful.
- Work with GRANTEE and designated contractor(s) to coordinate the placements of youth in worksites.
- Attend regular meetings with GRANTEE and designated contractor(s).
- Assign a Grant Manager to manage City responsibilities for this project.
- Assign a Bureau Support Manager to the Program to help support worksite supervisors, provide logistical support for youth orientation and other events, and troubleshoot any issues that arise.

III. SPECIFIC CONDITIONS OF THE GRANT

- A. Publicity: GRANTEE will acknowledge CITY support in all Program materials, on grantee's website and in other venues as appropriate.
- B. Records: Grantee or its designated contractor(s) will maintain all records for the program, including timesheets, payroll records, pre- and post-assessments, and grant expenditures. All records regarding the program, as well as general organizational and administrative information, will be made available to the Grant Manager, or other designated persons, upon request;
- C. Grant Manager: The Grant Manager for this grant is
 Reese Lord
 Education Strategies Program Coordinator
 Office of Mayor Sam Adams
 City of Portland
 1221 SW Fourth Avenue, Suite 340
 Portland, OR 97204
 P: 503-823-4027
 E: reese.lord@portlandoregon.gov
- D. Amendment: The Grant Manager is authorized to amend the terms and conditions of the grant provided such changes do not increase the City's financial risk. If approved, such changes shall be incorporated into a formal grant amendment and signed by the Grantee and the Grant Manager before such changes are effective. Any change to the amount of the Grant must be approved by the City Council unless the City Council delegated authority to amend the amount of the grant to a specific individual in the ordinance authorizing the grant.
- E. Billings/invoices/Payment: The CITY Grant Manager is authorized to approve work and billings and invoices submitted pursuant to this grant and to carry out

all other CITY actions referred to herein in accordance with this Agreement.

F. Reports: Grantee will submit to the Grant Manager a report at the conclusion of the project. The Report will include:

1. Demographics and characteristics;
2. Completion of work experience or reason for failure to complete;
3. Outcome measures for attendance, punctuality, and dress/appearance;
4. Secondary and post secondary interest and aptitude changes;
5. Elective credit earned (pending approval by school districts); and
6. Post program status.

IV. PAYMENTS

A. GRANTEE will receive grant funds as follows:

Payment 1: Twenty percent (20%) of total grant funds (\$39,000) within 30 days of approval of the grant by City Council. GRANTEE shall submit an invoice along with a list of SummerWorks applicants as of April 30, 2011.

Payment 2: Twenty percent (20%) of total grant funds (\$39,000) on or before July 11, 2011 upon submission of an invoice along with a final list of youth to be placed in City Bureau internships.

Payment 3: Up to twenty percent (20%) of total grant funds (\$39,000) on August 1, 2011 upon submission of an invoice detailing expenditures for youth wages and program costs. Payment may be adjusted to reflect Program attrition or lower than expected work hours.

Payment 4: Up to twenty percent (20%) of total grant funds (\$39,000) on September 1, 2011 upon submission of an invoice detailing expenditures for youth wages and program costs. Payment may be adjusted to reflect Program attrition or lower than expected work hours.

Payment 5: Final payment will be made upon submission of final narrative report and an invoice detailing total expenditures for youth wages and program costs through September 30, 2011. The sum of all payments will reflect actual expenditures included in final invoice and shall not exceed \$195,000. Maximum wages to be paid per youth shall be \$1950 for the summer based on 180 work hours.

B. If for any reason GRANTEE receives a grant payment under this Grant Agreement and does not use grant funds, provide required services or take any actions required by the Grant Agreement the CITY may, at its option terminate, reduce or suspend any grant funds that have not been paid and may, at its option, require GRANTEE to immediately refund to the CITY the amount improperly expended or received by GRANTEE.

- C. Grant payments under this Agreement may be used only to provide the services or take the actions listed previously in this Grant Agreement and shall not be used for any other purpose.
- D. GRANTEE will keep vendor receipts and evidence of payment for materials and services and time records and evidence of payment for program wages, salaries, and benefits, and GRANTEE services. All such receipts and evidence of payments will promptly be made available to the Grant Manager or other designated persons, upon request. At a minimum, such records shall be made available and will be reviewed as part of the annual monitoring process.
- E. If, for any reason, GRANTEE's anticipated services or actions are terminated, discontinued or interrupted, the CITY's payment of funds under this grant may be terminated, suspended or reduced.

V. GENERAL GRANT PROVISIONS

- A. **TERMINATION FOR CAUSE.** If, through any cause, GRANTEE shall fail to fulfill in timely and proper manner his/her obligations under this Grant Agreement, or if GRANTEE shall violate any of the covenants, agreements, or stipulations of this Grant Agreement, the CITY shall have the right to terminate this Grant Agreement by giving written notice to GRANTEE of such termination and specifying the effective date thereof at least thirty (30) days before the effective date of such termination.
 - 1. During the 30 day period CITY is under no obligation to continue providing Grant Funds and Grantee is not authorized to perform services or take actions that would require the City to pay additional grant funds to Grantee.
 - 2. During the 30 day period, GRANTEE shall not spend unused grant funds.
 - 3. In the event of a termination for cause, all finished or unfinished documents, data, studies, and reports prepared by GRANTEE under this Grant Agreement shall, at the option of the CITY, become the property of the CITY and GRANTEE shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents up until the time of notice of termination.
- B. **TERMINATION BY AGREEMENT OR FOR CONVENIENCE.** The CITY and GRANTEE may terminate this Grant Agreement at any time by mutual written agreement. Alternatively, the CITY may, upon thirty (30) days written notice, terminate this agreement for any reason deemed appropriate in its sole discretion. If the Grant Agreement is terminated as provided in this paragraph GRANTEE shall return any Grant funds that would have been used to provide services after the effective date of termination.
- C. **CHANGES.** The CITY may request changes in the scope of the services or terms and conditions hereunder. Such changes, including any increase or decrease in the amount of GRANTEE's award, shall be incorporated in written amendments to this Grant Agreement before they become effective.
- D. **NON-DISCRIMINATION.** In carrying out activities under this Grant Agreement, GRANTEE shall not discriminate against any employee or applicant

for employment because of race, color, religion, sex, age, handicap, familial status, sexual orientation or national origin. GRANTEE shall take actions to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, handicap, familial status, sexual orientation or national origin. Such action shall include but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. GRANTEE shall post in conspicuous places, available to employees and applicants for employment, notices provided by the CITY setting for the provisions of this nondiscrimination clause. GRANTEE shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. GRANTEE shall incorporate the foregoing requirements of this paragraph in all of its Grant Agreements for work funded under this Grant Agreement, except Grant Agreements governed by Section 104 of Executive Order 11246.

- E. ACCESS TO RECORDS. GRANTEE shall provide the CITY, or its duly authorized representatives, prompt access to any and all books, general organizational and administrative information, documents, papers, and records of GRANTEE that are related to this Grant Agreement or GRANTEE's performance of services, for the purpose of making audit examination, copies, excerpts, and transcriptions. All required records must be maintained by GRANTEE for three years after the CITY makes final payment and all other pending matters are closed.
- F. MAINTENANCE OF RECORDS. GRANTEE shall maintain records on a current basis to support any billings or invoices submitted by GRANTEE to CITY. The CITY, or its authorized representative, shall have the authority to inspect, audit, and copy on reasonable notice, and from time to time may examine any records of GRANTEE regarding its billings or its work hereunder. GRANTEE shall retain these records for inspection, audit, and copying for three years from the date of completion or termination of this Grant Agreement.
- G. AUDIT. The CITY, either directly or through a designated representative, may audit the records of GRANTEE at any time during the three year period established by Section G above. If an audit discloses that payments to GRANTEE were in excess of the amount to which GRANTEE was entitled, then GRANTEE shall repay the amount of the excess to the CITY.
- H. INDEMNIFICATION. GRANTEE shall hold harmless, defend, and indemnify the CITY and the CITY's officers, agents, and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from GRANTEE's work or any of GRANTEE's contractors work under this Grant Agreement.
- I. WORKERS' COMPENSATION INSURANCE.
 - 1. GRANTEE, its contractors, if any, and all employers working under this Agreement, are subject employers under the Oregon Worker's Compensation law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers. A certificate of insurance, or copy thereof, shall be attached to this Agreement and shall be incorporated herein and made a term and part of this Agreement. GRANTEE further agrees to maintain worker's

compensation insurance coverage for the duration of this Agreement.

2. In the event GRANTEE's worker's compensation insurance coverage is due to expire during the term of this Agreement, GRANTEE agrees to timely renew its insurance, either as a carrier-insured employer or a self-insured employer as provided by Chapter 656 of the Oregon Revised Statutes, before its expiration, and GRANTEE agrees to provide the CITY such further certification of worker's compensation insurance a renewals of said insurance occur.

J. LIABILITY INSURANCE.

1. GRANTEE shall maintain public liability and property damage insurance that protects GRANTEE and the CITY and its officers, agents, and employees from any and all claims, demands, actions, and suits for damage to property or personal injury, including death, arising from GRANTEE's work under this Grant Agreement. The insurance shall provide coverage for not less than \$1,000,000 per occurrence. The insurance shall be without prejudice to coverage otherwise existing and shall name as additional insureds the CITY and its officers, agents, and employees. Notwithstanding the naming of additional insureds, the insurance shall protect each insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured. The coverage must apply as to claims between insureds on the policy. The insurance shall provide that it shall not terminate or be canceled without 30 days written notice first being given to the CITY Auditor. If the insurance is canceled or terminated prior to completion of the Grant Agreement, GRANTEE shall provide a new policy with the same terms. GRANTEE agrees to maintain continuous, uninterrupted coverage for the duration of the Grant Agreement. The insurance shall include coverage for any damages or injuries arising out of the use of automobiles or other motor vehicles by GRANTEE.
2. GRANTEE shall maintain on file with the CITY Auditor a certificate of insurance certifying the coverage required under subsection (1). The adequacy of the insurance shall be subject to the approval of the CITY Attorney. Failure to maintain liability insurance shall be cause for immediate termination of this agreement by the CITY. In lieu of filing the certificate of insurance required herein, if GRANTEE is a public body, GRANTEE may furnish a declaration that GRANTEE is self-insured for public liability and property damage for a minimum of the amounts set forth in ORS 30.270.

- K. GRANTEE'S CONTRACTORS AND ASSIGNMENT. If GRANTEE utilizes contractors to complete its work under this Grant Agreement, in whole or in part, GRANTEE shall require any of its contractors to agree, as to the portion contracted, to fulfill all obligations of the Grant Agreement as specified in this Grant Agreement. However, GRANTEE shall remain obligated for full performance hereunder, and the CITY shall incur no obligation other than its obligations to GRANTEE hereunder. GRANTEE agrees that if GRANTEE's contractors are employed in the performance of this Grant Agreement, GRANTEE and its contractors are subject to the requirements and sanctions of

ORS Chapter 656, Workers' Compensation. GRANTEE shall not assign this Grant Agreement in whole or in part or any right or obligation hereunder, without prior written approval of the CITY. GRANTEE's contractors shall be responsible for adhering to all local, state and federal laws and regulations.

- L. **INDEPENDENT STATUS OF GRANTEE.** GRANTEE is independent of the CITY and GRANTEE and will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder. GRANTEE and its contractors and employees are not employees of the CITY and are not eligible for any benefits through the CITY, including without limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits.
- M. **CONFLICTS OF INTEREST.** No CITY officer or employee, during his or her tenure or for one year thereafter, shall have any interest, direct or indirect, in this Grant Agreement or the proceeds thereof. No CITY officer or employees who participated in the award of this Grant Agreement shall be employed by GRANTEE during the period of the Grant Agreement.
- N. **OREGON LAWS AND FORUM.** This Grant Agreement shall be construed according to the laws of the State of Oregon, without regard to its provisions regarding conflict of laws. Any litigation between the CITY and GRANTEE arising under this Grant Agreement or out of work performed under this Grant Agreement shall occur, if in the state courts, in the Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.
- O. **COMPLIANCE WITH LAWS.** In connection with its activities under this Grant Agreement, GRANTEE shall comply with all applicable federal, state, and local laws and regulations. GRANTEE shall be EEO certified by the City of Portland in order to be eligible to receive grant funds.
- P. **INDEPENDENT FINANCIAL AUDITS/REVIEWS.** Any Grantee receiving \$300,000 or more in CITY funding, in any program year, is required to obtain an independent audit of the CITY-funded program(s). Any Grantee receiving between \$25,000 and \$300,000 in CITY funds, in any program year, is required to obtain an independent financial review. Two copies of all required financial audits or reviews shall be submitted to the Grant Manager within thirty days of their completion.
- Q. **SEVERABILITY.** If any provision of this agreement is found to be illegal or unenforceable, this agreement nevertheless shall remain in full force and effect and the provision shall be stricken.
- R. **INTEGRATION.** This agreement contains the entire agreement between the CITY and GRANTEE and supersedes all prior written or oral discussions or agreements. There are no oral or written understandings that vary or supplement the conditions of this Grant that are not contained herein.
- S. **PROGRAM AND FISCAL MONITORING.** The CITY shall monitor on an as needed basis to assure Grant Agreement compliance. Such monitoring may include, but are not limited to, on site visits, telephone interviews, and review of required reports and will cover both programmatic and fiscal aspects of the Grant Agreement. The frequency and level of monitoring will be determined by the Program Manager. Notwithstanding such monitoring or lack thereof, GRANTEE

remains fully responsible for performing the services required by this Grant in accordance with its terms and conditions.

- T. **THIRD PARTY BENEFICIARIES:** There are no third party beneficiaries to this grant agreement. The agreement may only be enforced by the parties.
- U. **ASSIGNMENT:** This agreement cannot be assigned or transferred by GRANTEE without the prior written permission of CITY.
- V. **ELECTRONIC MEANS:** The parties agree the City and Contractor may conduct this transaction, including any contract amendments, by electronic means, including the use of electronic signatures.

VI. TERM OF GRANT

The terms of this Grant Agreement shall be effective when an ordinance is passed by City Council and the Grant Agreement is executed by all the parties, as shown by their signatures below, and shall remain in effect during any period for which GRANTEE has received CITY funds. Work by GRANTEE shall terminate as of December 31, 2011.

Dated this twenty-seventh day of April 2011.

CITY OF PORTLAND



Name: SAM ADAMS

Title: Mayor

WORKSYSTEMS, INC.

Name: ANDREW MCGOUGH

Title: Executive Director

APPROVED AS TO FORM:

APPROVED AS TO FORM


 Linda Meng, City Attorney
CITY ATTORNEY