

Kaiser Permanente Community Fund

Where health begins

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December 6, 2011

Deborah Stein
Supervising Planner
City of Portland Bureau of Planning and Sustainability
1900 SW 4th Ave., Ste. 7100
Portland, Oregon 97201-5380

Re: **Agreement for Grant Number 15937**
Promoting Health through Multi-family Housing

Dear Deborah:

I am pleased to confirm that the Board of Directors of Northwest Health Foundation has awarded \$150,000 for the project referenced above through its Kaiser Permanente Community Fund program.

This award letter and agreement outlines the understanding between the Foundation and your organization. *Please sign this document, make a copy for your files and return the signed original to us* as soon as possible, so that we may adhere to the distribution of funds as scheduled. Should you have any additional questions about this agreement, please feel free to contact Chris Kabel at (503) 220-1955. We wish you continued success in the work ahead.

GRANT DETAILS

City of Portland Bureau of Planning and Sustainability (Grantee), a tax-exempt Government organization, hereby accepts a grant in the amount of \$150,000.00.

Grantee: City of Portland Bureau of Planning and Sustainability
1900 SW 4th Ave., Ste. 7100
Portland, Oregon, 97201-5380

Project Director: Deborah Stein, Supervising Planner

Title of Proposal: Promoting Health through Multi-family Housing

Fiscal Agent: ,

Purpose of Grant: To positively affect the health of low-income renters in both non-profit and for-profit multi-family housing developments through a combination of policy, systems and educational approaches.

Period of Grant: 01/01/2012 to 06/30/2013



NORTHWEST HEALTH
FOUNDATION

Payments: This grant agreement must be signed and returned to Northwest Health Foundation before grant funds are released. Grant funds will be released according to the following schedule:

<u>Issue Date</u>	<u>Amount</u>
1/15/2012	\$75,000.00
10/15/2012	\$75,000.00

Reports: Interim and/or final reports are due to the Foundation according to the following schedule:

<u>Due Date</u>	<u>Report Type</u>
8/31/2012	Interim 1
8/31/2013	Final

Conditions of Award:

1. The Grantee certifies that it does not discriminate in its leadership, staffing, or service on the basis of age, gender, race, ethnicity, sexual orientation, disability, national origin, political affiliation, or religious belief.
2. Of this award, \$150,000.00 is for direct costs and \$0.00 is for indirect costs only.
3. Award Restriction(s): No part of this award may be applied to an institutional "gift fee."

FURTHERMORE, the Grantee agrees to administer the award in compliance with the attached Standard Terms of Agreement for Northwest Health Foundation Grants. By signing the space provided below, you and your organization agree to comply with the foregoing terms.

IN WITNESS WHEREOF, this Grant Agreement is signed:

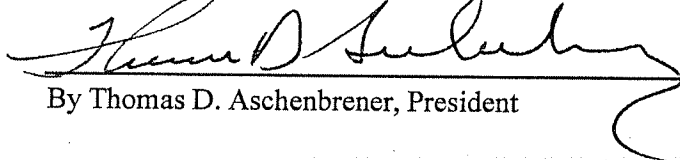
**FOR THE GRANTEE : City of Portland Bureau of Planning and Sustainability
OR FISCAL SPONSOR:**

By (Signature) _____

Date _____

Name and Title (Please print): _____

FOR NORTHWEST HEALTH FOUNDATION



By Thomas D. Aschenbrener, President

12-6-11

Date _____

Kaiser Permanente Community Fund

Where health begins

Standard Terms of Agreement for Northwest Health Foundation Grants

A. Limitations on the Use of Grant Funds

1. Grant funds may be expended only for the purposes and activities set forth in the application submitted or as modified in writing by Northwest Health Foundation.
2. All grant funds not expended by the Grantee for the purposes as stated above or as modified pursuant to Section C below, shall be returned to Northwest Health Foundation.
3. The Grantee must expend the grant funds solely for tax exempt 501(c)(3) charitable and/or educational purposes and/or governmental purposes as defined by the US Internal Revenue Code of 1986 as amended at the time of this Agreement.
4. No part of the grant shall be used to:
 - a. Participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office;
 - b. Make any grants which do not comply with the individual grant requirements of Code section 4945(d)(3) or the organizational grant requirements of Code section 4945(d)(4);
 - c. Undertake any activity for any noncharitable purpose;
 - d. Provide material support or resources to any individual or entity that the Grantee knows, or has reason to know, is an individual or entity that advocates, plans, sponsors, engages in, or has engaged in terrorist activity; or in violation of the USA Patriot Act (Public Law 107-56), Executive Order 13224, or any other applicable United States law, regulation, or order.

B. Grant Accounting, Records, and Reports

1. The Grantee agrees to maintain records and accounts consistent with generally accepted accounting principles and to provide for such fiscal control as is necessary to assure proper disbursing of, and accounting for, grant funds. The Grantee agrees to obtain and retain receipts for all Northwest Health Foundation grant disbursements.
2. The Grantee certifies that accounts and supporting documentation relating to grant expenditures will be adequate to permit an accurate and expeditious audit. Northwest Health Foundation or its designated representative may make an audit during regular business hours with seven days notice to the Grantee.
3. The Grantee agrees to retain all relevant books, documents, papers, and records pertaining to this grant for a period of four years after termination of the grant, and to permit Northwest Health Foundation access to these documents for purposes of assuring that Northwest Health Foundation funds were properly expended.
4. The Grantee agrees that Northwest Health Foundation staff may schedule site visits as part of its regular monitoring and evaluation processes.



NORTHWEST HEALTH
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5. The Grantee will submit to Northwest Health Foundation full and complete interim and final reports on the manner in which the grant is spent and the progress made in accomplishing the purposes of the grant according to the schedule set forth in the grant award. Each report will include at least a narrative account of matters accomplished by the expenditure of funds and an updated financial statement. Grantees who fail to submit a final report will not be eligible for future funding from Northwest Health Foundation.

If the express purpose of the grant is for lobbying, reports will require disclosure of lobbying and non-lobbying expenditures.

6. The Grantee agrees to take such further actions reasonably requested by Northwest Health Foundation, and to comply with the provisions of any future tax or other laws.

C. Modification of the Grant Agreement

1. This grant is made with the understanding that the entire amount will be expended in the manner described in the materials that the Grantee has provided to Northwest Health Foundation. Whether or not the Grantee maintains a separate bank account, this grant will be treated as a "restricted fund," and no part of it shall be used for purposes other than those designated for this grant.
2. If the Grantee proposes significant changes in the purposes, goals, population served, timing, activities, and/or expenditures as set forth above, the Grantee agrees to discuss the proposed changes with Northwest Health Foundation's designated Program Officer and to obtain written approval from Northwest Health Foundation for the changes before expending further grant funds.
3. The Grantee shall promptly notify Northwest Health Foundation in writing within thirty days of any of the following:
 - a. Change in the key personnel of the project or the Grantee;
 - b. Change in address or phone number;
 - c. Change in the name of the Grantee;
 - d. Change in the non-profit or tax status of the Grantee;
 - e. Any other development that significantly affects the operation of the project or Grantee.
4. If the funds have not been completely expended at the end of the grant period, the Grantee agrees to provide a statement of the unspent balance and a plan for using the remaining funds. If Northwest Health Foundation does not approve the revised plan for use of grant funds, the Grantee agrees to repay to Northwest Health Foundation the unspent balance.

D. Termination

If the Grantee makes grant expenditures that are not permitted under the terms of this Agreement, the Grantee agrees to refund these amounts in full to Northwest Health Foundation no later than thirty days after receiving written notice from Northwest Health Foundation terminating the grant, explaining the reasons for termination and requesting a repayment.

E. Publicizing the Grant Award

Whenever possible and appropriate, the Grantee shall publicly acknowledge Kaiser Permanente Community Fund at Northwest Health Foundation for this grant, only after receiving written approval from Northwest Health Foundation. This includes the review of news releases and other communication tools regarding the grant award.

F. Right To Use Name

The Grantee authorizes Northwest Health Foundation to use the name of the Grantee as part of press releases, brochures, newsletters, and other publications prepared by Northwest Health Foundation for the purpose of public education and information, and to demonstrate the scope of grant making. The use of the name of the Grantee in our publications is for example only and does not convey or imply that Northwest Health Foundation will make future awards to the Grantee.