

GRANT AGREEMENT NO.

This Grant Agreement is between the CITY OF PORTLAND, OREGON (hereinafter "CITY") and JANUS YOUTH PROGRAMS INC./VILLAGE MARKET (hereinafter "JYP" or "GRANTEE") in an amount not to exceed \$67,716 to help sustain the Village Market in Portland.

RECITALS:

1. JYP is a non-profit corporation operating a neighborhood grocery store in Portland Oregon.
2. JYP's village market provides access to healthy, affordable food for over 400 customers a day who are residents of New Columbia and the Portsmouth neighborhood and employs ten shift leads and grocery clerks from the same areas.
3. JYP works in partnership with community leaders to create additional opportunities for advancing equity in a community disproportionately impacted by poverty and hunger.
4. JYP mission is consistent with City of Portland desire for equity and inclusion, promoting job growth, contributing to a complete neighborhood and helping promote healthier people.
5. In accordance with resources available under the City's FY 2017-18 Budget, the City now desires to make a grant to JYP in an amount not to exceed 67,716.

THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

ARTICLE I – SCOPE OF WORK/OUTCOME MEASURES

GRANTEE agrees to help sustain the Village Market as described in ATTACHMENT A: Scope of Work, Output Measures, and ATTACHMENT B: Budget hereto, which by this reference are incorporated herein and made a part hereof.

ARTICLE II – AGREEMENT PERIOD

This Agreement shall become effective on the date of last signature and will terminate on June 30, 2018. Expenses incurred starting July 1, 2017 shall be considered as eligible expenses for grant fund reimbursement.

ARTICLE III – SPECIFIC CONDITIONS OF THE GRANT

- A. **Publicity:** During the term of this Grant Agreement, JYP shall use its best efforts to mention the City's grant funding in publicity regarding the program(s) that will be supported by the grant funds.

- B. Records: JYP shall maintain all books, general organizational and administrative information, documents, papers, and records of JYP that are related to this Agreement or JYP's performance of work or services, for ten (10) years after CITY makes final grant payment, JYP has made final report, or the termination date of this Agreement, whichever is later. JYP shall provide CITY prompt access to these records upon request and permit copying as CITY may require.
- C. CITY Grant Manager: CITY hereby appoints Antoinette Toku to act as its Project Manager with regard to this Agreement. CITY may, from time to time, designate another person to act as the City Project Manager and will inform JYP in writing of any change in Project Manager.

Antoinette Toku
 City of Portland, OMF/Grants Management Division
 1120 SW 5th Ave., Suite 1250
 Portland Oregon, 97204
 phone: 503-823-6819
 email: antoinette.toku@portlandoregon.gov

- D. GRANTEE Project Manager: JYP hereby appoints Kris Soebroto to act as its Project Manager with regard to this Agreement. JYP may, from time to time, designate another person to act as the JYP Project Manager and will inform CITY in writing of any change in Project Manager.

Kris Soebroto, Grant Manager
 Janus Youth Programs, Inc.
 707 NE Couch Street
 Portland, OR 97232
 phone: 503-927-0820
 email: ksoebroto@janusyouth.org

- E. Billings/Invoices/Payment: The CITY Grant Manager is authorized to approve work, 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. Report: JYP will complete and submit to the CITY Grant Manager a signed **Final Special Appropriation Report**, using Attachment C. The final report is due by June 30, 2018.

ARTICLE IV -- PAYMENTS

- A. GRANTEE will receive its funding as follows: After the Grant Agreement becomes effective, GRANTEE will submit an invoice using CITY'S template included as Attachment D for a quarter (\$16,929) of the grant award to the CITY Grant Manager for approval. The City of Portland will pay GRANTEE the amount of the invoice within thirty (30) days of the approval date. This will be a direct payment, not an advance, to the GRANTEE. Subsequent payments will be made after review and approval of the periodic progress reports, using Attachment C and Attachment D, due no later than December 31, 2017, March 31, 2018, and June 15, 2018. Grantee may submit periodic progress reports and requests for reimbursement of approved expenses in advance of the due dates,

using templates included as Attachment C and Attachment D.

- 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 identified in this Grant Agreement and shall not be used for any other purpose.
- D. 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.
- E. 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. See Article III B. Records for retention period.
- F. Prevailing wages. State of Oregon, Bureau of Labor and Industries (BOLI) wage rates are required for certain contracts that total \$50,000 and above. If GRANTEE's project is subject to the prevailing wage requirements, GRANTEE will comply with the prevailing wage requirements of ORS 279C.800 through 279C.870 and any other applicable prevailing wage requirements contained in ORS Chapter 279C and related Oregon administrative rules, or in Portland City Code.
- G. Prevailing wage indemnity. GRANTEE AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS CITY, ITS EMPLOYEES, OFFICERS, AND AGENTS, FROM AND AGAINST ANY CLAIM, SUIT, OR ACTION, INCLUDING ADMINISTRATIVE ACTIONS, THAT ARISE OUT OF GRANTEE'S FAILURE TO COMPLY WITH ORS 279C.800 TO 279C.870 AND ANY APPLICABLE ADMINISTRATIVE RULES OR POLICIES.

ARTICLE V -- GENERAL GRANT PROVISIONS

- A. Cause for Termination; Cure. It shall be a material breach and cause for termination of this Agreement if GRANTEE uses grant funds outside of the scope of this Agreement, or if GRANTEE fails to comply with any other term or condition or to perform any obligations under this Agreement within thirty (30) days after written notice from CITY. If the breach is of such nature that it cannot be completely remedied within the thirty (30) day cure period, GRANTEE shall commence cure within the thirty (30) days, notify CITY of GRANTEE's steps for cure and estimated time table for full correction and compliance, proceed with diligence and good faith to correct any failure or noncompliance, and obtain written consent from CITY for a reasonable extension of the cure period.

- B. No Payment or Further Services Authorized During Cure Period. During the cure period, CITY is under no obligation to continue providing additional grant funds notwithstanding any payment schedule indicated in this Agreement. GRANTEE shall not perform services or take actions that would require CITY to pay additional grant funds to GRANTEE. GRANTEE shall not spend unused grant funds and such unused funds shall be deemed held in trust for CITY. GRANTEE shall be solely responsible for any expenses associated with cure of its noncompliance or failure to perform.
- C. Termination for Cause. Termination for cause based on GRANTEE's misuse of grant funds shall be effective upon notice of termination. Termination for cause based on failure to comply or perform other obligations shall be effective at the end of the 30-day period unless a written extension of cure period is granted by CITY. GRANTEE shall return all grant funds that had not been expended as of the date of the termination notice. All finished or unfinished documents, data, studies, and reports prepared by GRANTEE under this Agreement shall, at the option of CITY, become the property of CITY; and GRANTEE may be entitled to receive just and equitable compensation for any satisfactory work completed on such documents up until the time of notice of termination, in a sum not to exceed the grant funds already expended.
- D. Penalty for Termination for Cause. If this Agreement is terminated for cause, CITY, at its sole discretion, may seek repayment of any or all grant funds tendered under this Agreement, and decline to approve or award future grant funding requests to GRANTEE.
- E. Termination by Agreement or for Convenience of City. CITY and GRANTEE may terminate this Agreement at any time by mutual written agreement. Alternatively, CITY may, upon thirty (30) days written notice, terminate this agreement for any reason deemed appropriate in its sole discretion. If the 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. Unless the Parties agree otherwise, GRANTEE shall finish any work and services covered by any grant funds already paid and shall not commence any new work or services which would require payment from any unused grant funds.
- F. Changes in Anticipated Services. If, for any reason, GRANTEE's anticipated services or actions are terminated, discontinued or interrupted, CITY's payment of grant funds may be terminated, suspended or reduced. GRANTEE shall immediately refund to CITY any unexpended grant funds received by GRANTEE.
- G. Amendment. The CITY Grant Manager is authorized to execute amendments to the scope of the services or the terms and conditions of this Agreement, provided the changes do not increase CITY's financial risk. Increases to the grant amount must be approved by the City Council unless the City Council delegated authority to amend the grant amount in the ordinance authorizing this Agreement. Amendments to this Agreement, including any increase or decrease in the grant amount, must be in writing and executed by the authorized representatives of the Parties and approved to form by the City Attorney.
- H. Non-discrimination; Civil Rights. In carrying out activities under this 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 ensure 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. Actions 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, which 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 section in all of other agreements for work funded under this Agreement, except agreements governed by Section 104 of Executive Order 11246.

- I. Audit. CITY, either directly or through a designated representative, may conduct financial or performance audit of the billings and services under this Agreement or GRANTEE records at any time in the course of this Agreement and during the ten (10) year period established above in Article III.B. As applicable, audits will be conducted in accordance with generally accepted auditing standards as promulgated in *Government Auditing Standards* by the Comptroller General of the United States General Accounting Office. If an audit discloses that payments to GRANTEE exceeded the amount to which GRANTEE was entitled, then GRANTEE shall repay the amount of the excess to CITY.
- J. Indemnification. GRANTEE shall hold harmless, defend, and indemnify CITY, and its officers, agents and employees against all claims, demands, actions, and suits (including all costs) brought against any of them arising from actions or omissions of GRANTEE and/or its contractors in the performance of this Agreement.
- K. Insurance. GRANTEE shall obtain and maintain in full force at its expense, throughout the duration of the Agreement and any extension periods, the required insurance identified below. CITY reserves the right to require additional insurance coverage as required by statutory or legal changes to the maximum liability that may be imposed on Oregon cities during the term of this Agreement.
 1. Workers' Compensation Insurance. GRANTEE, its contractors and all employers working under this Agreement shall comply with ORS Chapter 656 and as it may be amended from time to time. Unless exempt under ORS Chapter 656, GRANTEE, its contractors and any employers working under this Agreement shall maintain coverage for all subject workers for the duration of this Agreement.

In the event worker's compensation insurance coverage is due to expire during the term of this Agreement for any employers working under this agreement, GRANTEE agrees to require timely renewal of that 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 as renewals of said insurance occur.

2. Commercial General Liability Insurance: GRANTEE shall maintain commercial general 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 \$2,000,000 per occurrence.
3. Automobile Liability Insurance: GRANTEE shall have automobile liability insurance with coverage of not less than \$2,000,000 each accident. The insurance shall include coverage for any auto or all owned, scheduled, hired and non-owned auto. This coverage may be combined with the commercial general liability insurance policy.
4. Additional Insured: The liability insurance coverages, except Professional Liability, Errors and Omissions, or Workers' Compensation where applicable, shall be without prejudice to coverage otherwise existing, and shall name the City of Portland and its bureaus/divisions, officers, agents and employees as Additional Insureds, with respect to the GRANTEE's or its contractor's activities to be performed or services to be provided. Grantee shall provide proof of additional insured coverage in the form of an additional insured endorsement form or a policy coverage document acceptable to City. Coverage shall be primary and non-contributory with any other insurance and self-insurance. Notwithstanding the naming of additional insureds, the insurance shall protect each additional 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.
5. Continuous Coverage; Notice of Cancellation: GRANTEE shall maintain continuous, uninterrupted coverage for the duration of the Agreement. There shall be no termination, cancelation, material change, potential exhaustion of aggregate limits, or non-renewal of coverage without thirty (30) days written notice from GRANTEE to CITY. If the insurance is canceled or terminated prior to termination of the Agreement, GRANTEE shall immediately notify CITY and provide a new policy with the same terms. Any failure to comply with this clause shall constitute a material breach of the Agreement and shall be grounds for immediate termination of this Agreement.
6. Certificate(s) of Insurance: GRANTEE shall provide proof of insurance through acceptable certificates of insurance and a CG 2026 additional insured endorsement form (or an equivalent blanket additional insured form) to CITY on or before execution of the Agreement and prior to any commencement of work or delivery of goods or services under the Agreement or initial payment of grant funds. The certificate(s) will specify all of the parties who are endorsed on the policy as Additional Insureds (or Loss Payees). Insurance coverages required under this Agreement shall be obtained from insurance companies acceptable to CITY. GRANTEE shall pay for all deductibles and premium from its non-grant funds. CITY reserves the right to require, at any time, complete

and certified copies of the required insurance policies evidencing the coverage required. 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 the Oregon Tort Claims Act (ORS 30.260 to 30.300).

- L. Grantee's Contractor; Non-Assignment. If GRANTEE utilizes contractors to complete its work under this 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 Agreement as specified in this Agreement. However, GRANTEE shall remain obligated for full performance hereunder, and CITY shall incur no obligation other than its obligations to GRANTEE hereunder. This Agreement shall not be assigned or transferred in whole or in part or any right or obligation hereunder, without prior written approval of CITY.
- M. Independent Contractor Status. GRANTEE, and its contractors and employees are not employees of CITY and are not eligible for any benefits through CITY, including without limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits. GRANTEE will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder.
- N. Conflict of Interest. No CITY officer or employee, during his or her tenure or for two (2) years thereafter, shall have any interest, direct or indirect, in Grant Agreement or the proceeds thereof. CITY officer or employee who selected GRANTEE, participated in the award of this Agreement or managed this Agreement shall not seek the promise of employment from GRANTEE or be employed by GRANTEE during the term of the Agreement, unless waiver is obtained from CITY in writing.
- O. Oregon Laws and Forum. This Agreement shall be construed according to the laws of the State of Oregon without regard to its provisions regarding conflicts of law. Any litigation between CITY and GRANTEE arising under this Agreement or out of work performed under this Agreement shall occur in Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.
- P. Compliance with Law. GRANTEE and all persons performing work under this Agreement shall comply with all applicable federal, state, and local laws and regulations, including reporting to and payment of all applicable federal, state and local taxes and filing of business license. If GRANTEE is a 501(c)(3) organization, GRANTEE shall maintain its nonprofit and tax exempt status during this Agreement. GRANTEE shall be EEO certified by CITY in order to be eligible to receive grant funds.
- Q. 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. One copy of all required financial audits or reviews shall be submitted to the Grant Manager within thirty days of audit completion or upon request by the Grant Manager.

- R. Severability. CITY and GRANTEE agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
- S. Merger. This Agreement contains the entire agreement between 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 Agreement that are not contained herein.
- T. Program and Fiscal Monitoring. CITY shall monitor on an as-needed basis to assure Agreement compliance. 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 Agreement. The frequency and level of monitoring will be determined by the Grant Manager. Notwithstanding such monitoring or lack thereof, GRANTEE remains fully responsible for performing the work, services or obligations required by this Agreement in accordance with its terms and conditions.
- U. Third Party Beneficiaries. There are no third-party beneficiaries to this Agreement and may only be enforced by the Parties.
- V. Electronic Transaction; Counterparts. The Parties agree that they may conduct this transaction, including any amendments, by electronic means, including the use of electronic signatures. This Agreement, and any amendment, may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument.
- W. NOTICE: All notices under this Grant Agreement shall be sent to GRANTEE at the following address:

Dennis Morrow, Executive Director
Janus Youth Programs, Inc.
707 NE Couch Street
Portland, OR 97232

CITY OF PORTLAND

GRANTEE

Name: Ted Wheeler
Title: Mayor
City of Portland, Oregon


Name: **Dennis L. Morrow**
Title: Executive Director

Date: _____

Date: 11-1-17

APPROVED AS TO FORM:

APPROVED AS TO FORM


City Attorney, City of Portland
CITY ATTORNEY 11/7/17

City of Portland Special Appropriations - Scope of Work**Expected Activities:**

- 1) The store will serve over 400 customers daily (with 160,000 customer contacts annually). Since the bulk of the surrounding neighborhood is composed of families (50% of the population are children), the impact reaches far more individuals per year.
- 2) Village Market provides employment opportunities for residents. Currently 11 positions at the Market are filled by neighbors of New Columbia.
- 3) Village Market sells and promotes certified organic produce grown by neighborhood youth through Village Gardens' Food Works program.
- 4) Village Market has a Good Food Program where customers who are SNAP eligible are able to get an additional 30% off their purchase of fruits, vegetables, bulk, dairy, eggs and many other healthy pantry items.
- 5) Village Markets new customer loyalty program provides \$5 of free fresh fruit and vegetables for every \$20 spent using SNAP dollars.
- 6) Village Gardens has distributed \$24,470 in Veggie Vouchers to 15 partner organizations who are providing the vouchers to 200 low-income participant since June 2017.
- 7) Free healthy snacks are available through the Fresh Fruit for Kids project, which provides free apples, bananas and oranges to neighborhood youth anytime during Village Market open hours.

Data Collection To Show Progress:

- 1) The Village Market point of sale system tracks customers and sales (overall and by department – produce, deli, grocery, and perishables).
- 2) Village Market re-registers Good Food Members annually and uses this opportunity to collect demographic information and survey questions. Survey questions inform the Market of barriers that customers face to purchasing and eating healthy food and fresh fruits and vegetables.
- 3) The new customer loyalty program will provide reports on incentives and discounts used by customers for healthy food. The customer loyalty program will also provide information on what each customer is purchasing and how purchasing patterns change during the course of a month.
- 4) Veggie Voucher redemption data is collected each month and tracked by distribution site.
- 5) Free Fruit for Kids is tracked daily to measure the number of fresh healthy snacks eaten by neighborhood youth.

Outcome measures:

The outcome of this project is to ensure that 4,000 low-income residents living in North Portland affordable housing neighborhoods have continued walkable access to a neighborhood-based, healthy corner grocery store selling fresh, organic produce, culturally appropriate foods and other household items at a reasonable price. This outcome will be measured by:

- Sales of produce (fresh fruits and vegetables) continuing to increase over the next year with the support of Good Food incentives.

- Overall market sales and customer counts increasing over the next year signifying that more neighbors are accessing the Market.
- Veggie Voucher redemption rates averaging at 75%.
- Good Food discounts and incentives used by customers continuing to increase over the next year.
- The numbers of Free Fruit for Kids increasing over the next year.
- Shift Lead and Grocery Clerk positions being filled by residents of New Columbia.

Evaluation & Measurement:

Baseline data for 2017

- Sales of produce
 - o July 2017 - \$8,428 (Veggie Vouchers introduced)
 - o August 2017 - \$11,511
 - o September 2017 - \$10,556
- Overall market sales
 - o July 2017 - \$69,465
 - o August 2017 - \$75,323
 - o September 2017 - \$70,097
- Customer counts
 - o July 2017 - 13,678
 - o August 2017 - 15,408
 - o September 2017 - 14,298
- Veggie Voucher redemption (\$30 monthly vouchers for fruits and vegetables)
 - o July 2017 - 73% (\$4,078)
 - o August 2017 - 76% (\$4,912)
 - o September 2017 - 76% (\$4,523)
- Good Food discounts (30% discounts provided for healthy food)
 - o July 2017 - \$2,453
 - o August 2017 - \$1,544
 - o September 2017 - \$1,208
- Free Fruit for Kids (# of apples, bananas and oranges)
 - o July 2017 - 1567
 - o August 2017 - 1782
 - o September 2017 - 1450
- Shift Lead and Grocery Clerk positions are filled by residents of New Columbia.
 - o Currently 11 positions are filled by residents.

Major Milestones for Project:

1. 500 Good Food members signed up for incentives and promotions through February 1, 2018. Surveys are collected from each member.
2. New Customer Loyalty Program will be up and running smoothly by December 1, 2017. Customers understand incentive models and are being notified about healthy food

promotions at the cash register or through phone app texting. Village Market is able to more closely track customer habits and preferences through this software.

3. Grocery Clerks hired from the neighborhood are paid above minimum wage by July 1, 2018.

Anticipated Timeline:

- Village Market is open seven days a week from 8:00am to 9:00 pm.
- Good Food survey results will be completed by January 2018.
- Good Food report (quantitative and qualitative information) will be completed by June 2018.
- Village Market plans to implement the customer loyalty promotions through the end of 2018.
- The 30% Good Food discount and Free Fruit for Kids project will be funded and implemented at least through end of 2019.
- Veggie Vouchers will be distributed through March 2018.
- Village Market will continue to hire staff from the immediate neighborhood to be grocery clerks and Good Food ambassadors.

PROJECT BUDGET

EXPENSES: please identify all expenses related to the project.

Staff salaries & Benefits	\$ 60,299
Indirect allocation	\$ 7,417
Click here to enter text.	\$ 0
Click here to enter text.	\$ 0
Click here to enter text.	\$ 0
Click here to enter text.	\$ 0
Click here to enter text.	\$ 0
Click here to enter text.	\$ 0
TOTAL EXPENSES	\$ 67,716

BUDGET NARRATIVE: Please describe the anticipated costs and their role in carrying out the project.

While Janus Youth Programs current federally approved indirect rate is 13.0%, we anticipate a ruling any day that will revise it to 12.3%. The later amount is used in this budget. The personnel charging a portion of their salaries to this grant include Ryan Schoonover, the Village Market manager and Caitlin Keitel, Food and Nutrition Coordinator who oversees the deli operations as well as other programming.

Special Appropriations Grant

Progress Report



****Please input reporting period****

[Check here if this is your FINAL Progress Report]

FINAL

GRANTEE Organization Name	
Project Title	
City Program Area**	

Overall Project Status >>

Project Summary	<i>[Describe grant project]</i>			
Successes	<i>[What are some of the key successes in your project so far? Is there a story you would like to share with Council and the public? Photos, graphics, and videos are encouraged! Any pictures submitted may be used on the website; please include your written permission for this use.]</i>			
Challenges	<i>[Describe any challenges encountered in your project so far, and how your organization has, or plans, to overcome those challenges.]</i>			
Project Narrative	<i>[Describe project progress during this reporting period. Please include: • latest news, • overall project status, • milestones accomplished, • data collected showing progress, • any additional comments about the project, additional photos, or supplementary documents you would like to share.]</i>			
Project Finances	Awarded:	<i>[Insert total funds awarded by City]</i>	Grant Expenditures to Date:	<i>[Insert grant expenses incurred to date and</i>

* See your agreement document for project start and end dates

** Refer to your application for the City Program Area

*** Use the approved budget line items from your application and agreement

City of Portland Special Appropriations Grant Progress Report

				submit with the expenditure report***]
Next Steps	<i>[What are the next steps for this project and your organization?]</i>			

Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. <i>Typed or printed name and title:</i>	
Name:	
Signature:	Date:
<i>Telephone</i>	
<i>Email Address</i>	
<i>Date report submitted (month, day, year)</i>	

