

## **GRANT AGREEMENT NO.**

This Grant Agreement is between the CITY OF PORTLAND, OREGON ("CITY" or "GRANTOR") and Immigrant and Refugee Community Organization - Africa House ("IRCO Africa House" or "GRANTEE") in an amount not to exceed \$17,500, to support the Africa House Portland United Against Hate project.

### **RECITALS:**

1. IRCO is multi-ethnic, multi-service community based non-profit organization founded in 1976 with the structural and cultural capacity to address the needs of immigrant/refugee populations as well as diverse mainstream families and communities of color.
2. IRCO Africa House was established in 2006 as a culturally specific one stop center to serve the rapidly growing and diverse group of Africans living in Oregon.
3. IRCO Africa House, under the administrative umbrella of IRCO, creates culturally and linguistically specific programs and services honoring the diversity of all African groups. Today, IRCO Africa House serves more than 5,000 community members from 22 ethnic and cultural backgrounds each year.
4. IRCO Africa House worked closely with the Coalition of Communities of Color and other community partners on the initial Portland United Against Hate pilot project to design a surveying tool to track and respond to hate incidents as they occur.
5. IRCO Africa House has received numerous reports of hate incidents. The changing sociopolitical climate and the recent public statements and actions by national leadership have unleashed virulent elements of hate throughout Oregon for the communities they serve.
6. IRCO Africa House submitted a grant application for Portland United Against Hate (PUAH) fiscal year 2017-18 special appropriations competitive process and was selected as one of the twelve awardees to receive funds for the PUAH program.
7. In accordance with the FY 2017-18 Budget, the City now desires to make a special appropriation PUAH grant to the IRCO Africa House, in an amount not to exceed \$17,500.

**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 enhance the safety of immigrant and refugees in Oregon, the community they serve, as described in ATTACHMENT A: Scope of Work, 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 September 30, 2018 unless extended in conformance with Article V, Section G or terminated in conformance with Article V, Sections A-E. Expenses incurred starting July 1, 2017 are eligible expenses for the grant funds reimbursement.

### **ARTICLE III – SPECIFIC CONDITIONS OF THE GRANT**

- A. Publicity: During the term of this Grant Agreement, GRANTEE 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. Grantee will request City and Office of Neighborhood Involvement logos or specific wording for any materials, announcements, or media and will send such drafts to the program administrator prior to publishing.
- B. Records: GRANTEE shall maintain all books, general organizational and administrative information, documents, papers, and records of GRANTEE that are related to this Agreement or GRANTEE's performance of work or services, for ten (10) years after CITY makes final grant payment, GRANTEE has made final report, or the termination date of this Agreement, whichever is later. GRANTEE shall provide CITY prompt access to these records upon request and permit copying as CITY may require.
- C. CITY Grant Manager: CITY hereby appoints Kari Koch 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 GRANTEE in writing of any change in Project Manager.  
  
Kari Koch  
City of Portland, Office of Neighborhood Involvement  
1221 SW 4th Ave, Room 110  
Portland, Oregon 97204  
Phone: 503-823-2294  
Email: Kari.Koch@portlandoregon.gov
- D. GRANTEE Project Manager: GRANTEE hereby appoints Djimet Dogo to act as its Project Manager with regard to this Agreement. GRANTEE may, from time to time, designate another person to act as the GRANTEE Project Manager and will inform CITY in writing of any change in Project Manager.

Djimet Dogo  
IRCO Africa House  
631 NE 102<sup>nd</sup> Avenue  
Portland, OR 97220  
phone: 971-271-6530  
email: djimetd@irco.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.  
**GRANTEE must submit all invoices to:**

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

- F. Report: GRANTEE will complete and submit to the CITY Grant Manager the signed **Final Special Appropriation Reporting Form**, included as Attachment D, no later than thirty (30) days after the completion of the project.

#### **ARTICLE IV -- PAYMENTS**

- A. GRANTEE will receive an amount not to exceed \$17,500. After the Grant Agreement becomes effective, GRANTEE will submit an invoice using CITY'S template included as Attachment D for a quarter (\$4,375) in conformance with Article III, Section E. 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 on a quarterly basis from the effective date of the agreement. 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 listed previously 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 279C, Oregon administrative rules, or 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 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.

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: Notices to GRANTEE under this Grant Agreement shall be sent to GRANTEE at the following address:

Lee Po Cha, Executive Director  
Immigrant and Refugee Community Organization  
10301 NE Glisan Street  
Portland, OR 97220  
email: [contracts@irco.org](mailto:contracts@irco.org)

Notices to CITY under this Grant Agreement shall be sent to CITY at the following address:

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



**SIGNATURES:**

**CITY OF PORTLAND**


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

Date: Glenn Fullilove 12.14.17

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney, City of Portland

**GRANTEE**

  
\_\_\_\_\_  
Name: Lee Po Cha  
Title: Executive Director  
Immigrant and Refugee  
Community Organization

Date: 12/12/17

## **City of Portland Special Appropriations - Scope of Work**

### **Expected Activities:**

We will build our staff capacity to serve as accessible and trusted points of contacts for Africans who have recently experienced bullying or a hate incident. Our experience providing culturally and linguistically specific outreach and engagement will strengthen the proposed project activities with expected results like:

- identify lead staff to serve as point of contact for activity related to hate incidents
- participate in PUAH workgroups
- circulate protocols developed by the workgroup as a reference for staff/volunteers
- outreach/engagement to a minimum of 75 community members
- Work with PUAH partners and project team to potentially identify a system with potential to track, and report incident data

Africa House will bring its experience providing culturally responsive training on leadership development and community engagement to Africans in Portland. Expected results include:

- participate in training workgroup to produce culturally responsive core curriculum including topics like know your rights, responding to a hate incident and Restorative Justice
- facilitate training piloting the curriculum to a minimum of 30 staff, volunteers, and community members on how to respond to hate incidents

Activities build on existing and past IRCO and Africa House training and community education to address hate—for example at recent “Know your Rights” trainings, Africans and Muslim community members engaged through our Community Healing Forums, as well as ongoing Bystander Response Training for Africa House staff and volunteers. We are confident proposed activities will increase community capacity, and we will intentionally work with partners to develop potential to sustain key project elements—for example via solid linkages to our Community Development programming and by intentionally building training line items into our future program budgets (e.g. for Restorative Justice Training, additional Bystander Response Training, etc.).

Data Collection To Show Progress: N/A – Was not part of document.

Outcome measures:

Africa House will bring experience tracking leadership development, community development and advocacy activities similar to those outlined in this project. We will work closely with PUAH partners to develop and pilot activities with solid measurable (e.g., quantitative like demographic data, number participating, number responding, etc.).

Outputs will be demonstrated through quantitative data like number of workgroup meetings attended by project staff; number of community members engaged in project; and number of community members, staff and volunteers participating in training.

Africa House has years of experience piloting culturally specific projects with measurable outcome data to track actual impact. Outcome measures will be defined through our close alignment with other partners to measure effectiveness of program activities through quantitative mentioned above and qualitative (e.g., narratives with descriptive on broader social impacts or shifts).

Evaluation & Measurement:

We will work with partners on developing outcome data tracking tools with potential to track outcome data relevant to project goals (e.g. related to number of reported hate incidents, response rate post-incidents, and safety/comfort level of individuals reporting or experiencing hate post-incident, etc.). We will also track increased understanding of staff/volunteers participating in trainings on how to respond to hate incidents.

Major Milestones for Project:

- Major milestones that demonstrate our project implementation include both capacity building and training. Anticipated capacity building milestones are (1) provide African community members with bilingual bicultural point of contact; (2) engage community members via a culturally specific and responsive engagement approach with a focus on helping participants feel safe and supported; (3) work with PUAH partners to define and modify tools with the potential to track and respond to hate incidents in the community; (4) engage community members to provide shared resources and referral; (5) participation in PUAH coalition meetings and workgroups; and (6) promote and distribute outreach and education—including through materials offered in different languages to community members to better assist their needs.

Training milestones include (1) working with PUAH to solidify curriculum; (2) participate regularly on training/response workgroup; and (3) organize a

training on how to respond to hate incidents.

Anticipated Timeline:

Our anticipated timeline includes the following activities, including regular and active participation in PUAH leadership and workgroups/activities throughout one-year project period.

October 2017 – December 2017

- Research and compile education, training, and outreach resources; translate materials as needed
- Develop culturally specific and responsive strategies for resource referrals
- Outreach and educate: engage community members to teach on how to respond to hate incidents
- Work with the training/response workgroup to develop community specific and culturally appropriate curriculums and strategies
- Participate in PUAH meetings to represent the African community

January 2018 – March 2018

- Organize training on hate incident response
- Engage community members; provide shared resources and referrals
- Participate in PUAH meetings to represent the African community

April 2018 – June 2018

- Engage community members; provide shared resources and referrals
- Participate in PUAH meetings to represent the African community

July 2018 – September 2018

- Engage community members; provide shared resources and referrals
- Participate in PUAH meetings to represent the African community

## ATTACHMENT B: BUDGET

### Immigrant and Refugee Community Organization Africa House

#### REVISED PROJECT BUDGET

Staff Salaries	\$9,283	Program Coordinator at .025 FTE and Community Engagement staff at .25 FTE.
Taxes and Benefits	\$3,513	Benefits at 25% and payroll taxes at 12.85%.
Space Costs	\$604	Africa House space (rental, utilities, maintenance & janitorial) is an expense of \$18.30 per sq. x 120 sq. (prorated x FTE).
Professional Services	\$320	Interpretation, translation, and childcare.
Client Assistance and Incentives	\$180	Community engagement costs.
Supplies	\$300	Including folders, pens, paper, etc.
Printing and copying	\$120	Project material printing and photocopying.
Telecommunications	\$385	Office phone cost is \$43.86 per FTE monthly; approximately \$20 monthly for cell phone use.
Meeting costs and refreshments	\$300	Food/refreshment for training/workshop/meetings.
Local Travel	\$240	At \$20.00 per month.
Computer costs	\$292	At \$88.58 per computer per month x FTE.
Insurance	\$53	At \$191 per FTE per year for insurance.
Direct Cost Subtotal	<u>\$15,590</u>	
Administration	\$1,910	Approximately 12% of direct program cost.
<b>TOTAL EXPENSES</b>		
	<b>\$17,500</b>	

Our request of \$17,500 will cover expenses outlined above. Staff costs include salary and taxes totaling \$12,796. Team will serve as point of contact for incidents related to hate and will work within the African and Muslim community to collaboratively implement all proposed activities, including regular participation in collective PUAH efforts/workgroups. Specific team roles include the following positions: 1) Program Coordinator to coordinate outreach and all project activities at .025 FTE; and 2) Community Engagement staff at .25 FTE who will provide outreach, implement and track PUAH activities, and serve as point of contact and support for community members. Necessary direct operational costs (space, professional services, clients assistance-incentives, supplies, printing-copying, telecommunications, meeting costs and refreshments, local travel, computer and insurance) total \$2,794. Administrative costs to ensure oversight and coordination under the administrative umbrella of IRCO are 12.25% of total direct costs at \$1,910.

# Special Appropriations Grant

## Progress Report



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

*[Check here if this is your FINAL Progress Report]*

☐ FINAL

<b>GRANTEE Organization Name</b>	
<b>Project Title</b>	
<b>City Program Area**</b>	

### Overall Project Status »

<b>Project Summary</b>	<i>[Describe grant project]</i>			
<b>Successes</b>	<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>			
<b>Challenges</b>	<i>[Describe any challenges encountered in your project so far, and how your organization has, or plans, to overcome those challenges.]</i>			
<b>Project Narrative</b>	<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>			
<b>Project Finances</b>	<b>Awarded:</b>	<i>[Insert total funds awarded by City]</i>	<b>Grant Expenditures to Date:</b>	<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

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

<b>Certification:</b> 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>	
<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<i>Telephone</i>	
<i>Email Address</i>	
<i>Date report submitted (month, day, year)</i>	

# Special Appropriations Grant

Invoice/Request for Payment



\*\*\*All items in bold must be completed\*\*\*

FY2017-18 Special Appropriations Grant

City Use Only	
Vendor No.	XXXXXXX
Grant Agreement	3200XXXX

Invoice No.  
Date  
Payment Terms

net 30 days

Project

Grantee

Address

City

State, Zip

Contact Name

Contact Info.

Expense Period  through

Description (Budget Line Items)	Budget	Current Expenses	Expenses Previously Billed	Expenses to Date
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL:</b>	\$0.00	\$0.00	\$0.00	\$0.00

For City Use Only:

DPR	
DPO	
GR	
IO	
ACH	
EEO	

Approved By/Date