

## **GRANT AGREEMENT NO.**

This Grant Agreement is between the CITY OF PORTLAND, OREGON (“CITY” or “GRANTOR”) and AFRICAN YOUTH & COMMUNITY ORGANIZATION (AYCO or “GRANTEE”) in an amount not to exceed \$30,000, to support the Standing Together Against Hate program by strengthening Communities and Intercultural Relationship against hate.

### **RECITALS:**

1. AYCO serves immigrant and refugees in the Portland Metro area and opens its doors to anyone seeking community based support. The organization promotes community connections, trust and the capacity to bridge understanding between mainstream communities and African immigrants. Their clients experience interactions that instill fear for their safety.
2. AYCO is committed to promoting equity through all their programs, including strategies for impacting cultural awareness in mainstream services that interface with immigrants. As the current political climate reinforces intolerance toward immigrants, particularly Muslim immigrants, AYCO has felt an increasing urgency to promote a sense of safety and belonging while also standing strong in their efforts to bridge cultural divisions.
2. AYCO’s programs include psycho-social support, youth and family services, health and disability empowerment.
3. AYCO’s mission is consistent with the City of Portland’s desire for equity and inclusion, educating youth, complete neighborhoods, healthier people and a safer city.
4. AYCO 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 fund for PUAH program.
5. In accordance with the FY 2017-18 Budget, the City now desires to make a special appropriation PUAH grant to The African Youth & Community Organization, in an amount not to exceed \$30,000.

**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 stand together against hate by strengthening the communities they serve and promote intercultural relationship, 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 June 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 4<sup>th</sup> Ave, Room 110  
Portland, Oregon 97204  
Phone: 503-823-3075  
Email: [Kari.Koch@portlandoregon.gov](mailto:Kari.Koch@portlandoregon.gov)

- D. **GRANTEE Project Manager:** GRANTEE hereby appoints Shelly Stratton 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.

Shelly Stratton, Development Manager  
1390 SE 122<sup>nd</sup> Ave, Suite UE  
Portland, OR 97233  
phone: 603-969-6985  
email: [shelly@aycoworld.org](mailto:shelly@aycoworld.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 5th Ave., Suite 1250  
Portland, OR 97204  
phone: 503-823-6819  
email: [antoinette.toku@portlandoregon.gov](mailto:antoinette.toku@portlandoregon.gov)

- F. Report: GRANTEE will complete and submit to the CITY Grant Managers 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 \$30,000 as follows: After the Grant Agreement becomes effective, GRANTEE will submit an invoice using CITY'S template included as Attachment D for a quarter (\$7,500) 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.

## **ARTICLE VI -- 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.
  
- 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 at least \$300,000 in City funding, in any program year, is required to obtain an independent audit of the City-funded program(s). Any grantee receiving at least \$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:


Shelly Stratton, Development Manager  
1390 SE 122<sup>nd</sup> Ave, Suite UE  
Portland, OR 97233  
phone: 603-969-6985  
email: [shelly@aycoworld.org](mailto:shelly@aycoworld.org)

SIGNATURES: -

**CITY OF PORTLAND**

**GRANTEE**

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

  
\_\_\_\_\_  
Name: Shelly Stratton  
Title: Development Manager  
African Youth & Community  
Organization (AYCO)

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

Date: 11/22/17

**APPROVED AS TO FORM:**

Glenn Fullilove 12.18.17  
City Attorney, City of Portland



Portland United Against Hate (PUAH)

**Scope of the work:**

(a) Capacity Building: Outreach, Point of Contact, Reporting and Response

AYCO has established trust and the capacity to bridge cultural differences between East African immigrant communities and the mainstream. This trust is vital in the gathering of sensitive stories. However, we have not participated in efforts to provide a point of contact for reporting and responding to hateful events. Participation in this project would contribute to greater visibility regarding the challenges faced by our constituents and would be an exciting opportunity to collaborate with others who are working to address growing intolerance. The person hired by AYCO to focus on this project would develop expertise as a community advocate, collaborating with others to develop protocols for gathering information, reporting and developing an appropriate response to hateful acts. This person will be fluent in Somali and/or Swahili.

AYCO is often approached to mobilize East African communities for information sessions and trainings. Many recent immigrant do not read or write in any language and they rely on the spread of news by word of mouth. AYCO has the capacity to mobilize East African families and communities who trust that the information being shared will be valuable and that their time will be well spent

(b) Training

Since 2008 AYCO has provided trainings regarding the culturally specific needs and concerns of East African immigrant/refugee families and communities. These training increase cultural understanding in mainstream institutions, social supports and the broader Portland community. Trainings have been requested by schools, DHS, law enforcement and health departments. This project will increase our capacity to offer these trainings.

We will also develop the capacity to offer information for East African immigrants regarding their civic rights and responsibilities. Attention to injustice and navigating unfamiliar U.S. resources and laws are already topics in community meetings and informational gatherings. We will be more intentional in our focus on addressing acts of hate, and will partner with community wide trainings on immigrant rights.

Additional workshops will focus on community healing and strengthening the capacity of communities to respond to violence and intolerance. AYCO is seeking partnerships with Resolutions Northwest, "Healing and Rebuilding Our Communities" facilitators, and "Alternatives to Violence" facilitators. These community based workshops will increase the capacity to address the impact of trauma and will increase community resilience. In partnership

with experienced facilitators these workshops will increase the capacity of immigrant leaders as well as those in the mainstream to promote healing and resilience.

## DATA AND MEASURES

AYCO has a database for tracking all clients and activities. This database is most effectively used by AYCO to track individual activities rather than programmatic data. With an increased number of paid staff, we anticipate this will improve our capacity to develop effective tracking of participant attendance and program activities. However, AYCO has been successful at tracking these details with sign in sheets and documentation of activities through monthly reports and supervision.

**Community Response Advocate:** AYCO will hire a .5 FTE Community Advocate to Work closely with the PUAH collaborative to develop mechanisms for data collection, response to hate acts, and culturally specific community efforts to stem the impact of violence, fear and trauma. The Community Advocate will lead the following efforts

**Point of Contact:** Collaborate with city wide efforts to document and address acts of hate and intolerance. Educate East African community about their rights and the resources available to address these events. Will accurately document all accounts of hate crimes and will support clients to develop and implement a course of action.

**Information sessions:** Develop a community based approach to disseminating information about civic rights and responsibilities, and strategies for reporting and addressing hate crimes, hate speech and injustice. Coordinate and facilitate opportunities for a mutual exchange of information and to strengthen relationships between public service providers and the East African community (i.e. law enforcement, schools, DHS). These events will increase trust and capacity to work together on injustice that is both situational and systemic

**Community Chai and Dialogue:** Monthly gathering of immigrants and those from the mainstream will focus on building an intercultural community. Participants will enjoy chai (tea) as a ritual of welcome and gesture of friendship, creating an opportunity to build trust across cultural and religious difference through social activity and facilitated dialogue.

**Youth Coordinator:** AYCO will expand existing youth programming (10 hrs/month) to include opportunities for immigrant youth to develop skills as advocates and leaders who are prepared to address inequities and bullying in schools. The Coordinator will also work to develop collaborative relationships with the schools that are attended by participants.

**Youth Advocacy and Leadership group:** The Youth Coordinator will facilitate a monthly gathering of youth, developing youth mentors who are committed to strengthening peer relationships and facilitating peaceful resolution of conflict. They will develop the capacity to address bullying with a focus on understanding the influence of systemic racism and more direct intolerance of difference. We are working to develop collaboration with Resolutions NW and trained facilitators of Alternatives to Violence and Healing and Rebuilding Our Communities to enhance our capacity. The Youth Coordinator will be from the East Africa with understanding of the cultural and linguistic experience of East African youth and families.

**Community Workshops:** Two workshops will be offered with a focus on building the capacity for Intercultural relationships, resilience and understanding of the impact of trauma on individuals, families and communities.

Target participants will be determined as this project develops.

Potential participants:

- Immigrant leaders/advocates
- Mainstream support providers (DHS, Schools, Law enforcement, Health Department)
- Mixed group of immigrants and mainstream community members

Youth advocacy group and expanded group of youth leaders

### OUTPUTS

Our Community Advocate will be the point of contact for this project at .5 FTE. This person will develop systems for gathering, recording and reporting hateful acts, and will work closely with those reporting these experiences, as well as community partners, to develop an appropriate response. This person will also facilitate 4 information sessions and meetings with public service providers, and 10 Community Chai and Dialogue gatherings. Our Youth Coordinator will facilitate a bi-monthly youth advocacy and leadership group during the school year (18 meetings)

Trained facilitators will offer 2 community based trauma awareness and community healing workshops. These workshops will draw on collective and community based healing approaches such as: Alternatives to Violence Project; Healing and Rebuilding Our Communities; and Strategies for Trauma Awareness and Resilience.

Participants in all programs will sign in at each activity. Our targets are as follows:

- 15-20 participants in 4 information sessions (total 70 participants)
- 10-15 participants in the Youth Advocacy and Leadership Group
- 20 participants in 2 community healing workshops (total 40)
- 15-20 participants in 10 (monthly) Community Chai and Dialogue gatherings

### OUTCOME MEASURE DATA

All AYCO programs have measurable objectives with staff dedicated to recording both quantifiable outcomes and qualitative input. Our Community Advocate and Youth Coordinator will have program participants use a sign-in sheet to record participation in all programs, trainings and workshops. Because language and literacy is often a challenge for immigrant communities, feedback will be gathered in their first language through conversation and community dialogue. Quarterly reports and comprehensive yearly evaluations will be produced, outlining activities, community feedback and accomplishment. These reports will be reviewed by our Executive Director, Jamal Dar, and Program Manager, Shelly Stratton.

### OUTCOMES

**Consistent Participation:** The Community advocate and Youth Coordinator will record consistent and increasing community participation in information groups and intercultural activities. Targets will be met by 90%.

**Increased Leadership Capacity:** AYCO staff will increase capacity to collaborate with city wide efforts to stem the impact of hate and intolerance. Participants will also report increased capacity to understand and address injustice and intolerance.

Ten Youth will complete advocacy and leadership training, increasing their capacity to address bullying and injustice in schools (80% group participation).

**Intercultural relationships:** Participants will feel increasingly connected with their community as evidenced through consistent program participation, and involvement in efforts to build reciprocal relationships of trust with public service providers and community members from the mainstream.

**Reporting hate and intolerance of difference:** Reported acts of hate and intolerance will be clearly documented and reported through the appropriate channels 100% of the time. The capacity of East African communities to understand their civic rights and responsibilities will also increase.

**Workshops:** 90% of participants in community healing workshops will report increased understanding of the impact of trauma, cycles of violence and understanding of resilience and community healing practice. An evaluation will be completed at the end of each workshop.

Milestones:

AYCO will hire and train a skilled Community Advocate who will collaborate with city wide efforts to stem the impact of hate and intolerance, and who will have the capacity to provide culturally and linguistically specific supports for immigrants from East Africa. Networks of support and collaboration will be developed as well as a solid approach to information sharing, building trust and intercultural relationships, developing youth leadership and increasing community understanding of the cycles of violence and impact of trauma. This will be accomplished through information sessions regarding immigrant rights and responsibilities, groups focused on a mutual exchange of information between immigrant communities and public service providers, Community Chai and Dialogue, youth advocacy and leadership groups and community healing workshops.

**Timeline:**

Fall 2017:

- Hire Community Advocate and expand Youth Coordinator position
- Training of Community Advocate re: rights and reporting
- Implementation of “point of contact” procedures. Collaborate with City wide efforts, and begin reporting
- Community information meetings x 1 (rights/law/responsibilities/reporting)
- Implement Community Chai and Dialogue (November)
- Implement Youth Advocacy and Leadership group (Mid November – bi-monthly)

Winter 2018:

- Focus group to evaluate programs (January)
- Continue active “point of contact” responsibilities.
- Community information meetings X 3 (Law enforcement, public service providers)
- Continue monthly Community Chai and Dialogue gatherings.
- Continue weekly Youth Advocacy group.
- Community healing workshops X 2
- Focus group to evaluate programs (June)

Challenges:

AYCO will hire a Community Advocate who reflects the cultural and linguistic interests of the East African communities being served. Although we are confident that we will hire a person qualified to be a leader and learner, this person is unlikely to have the training needed to provide the more technical aspects of this project (i.e. immigrant rights, laws and reporting). We will work closely with the PUAH collaborative and will reach out to existing resources for training and support.

Because our constituents are primarily Muslim and are East African Immigrants, they are a target of increasing hate sentiment. As we develop the capacity to hear their experiences we may be overwhelmed, not just by the volume and heartbreaking content of stories, but by the limited capacity

to link them with resources for an adequate response. We will work to build relationships between law enforcement, public service providers and our constituents, and to increase understanding of resources and challenges to those resources.

We feel confident that we can mobilize participants, however, this can be a challenge as immigrants negotiate the demands of multiple low wage jobs and family responsibilities.

Reporting to the public:

AYCO will post activities and events on our website and will regularly share stories about PUAH activities. We will also encourage and support law enforcement, schools and other public service partners to post reports about our efforts to collaborate and strengthen community connections. We will work with the Youth Advocacy group to increase visibility on social media and in youth focused initiatives.

## PROJECT BUDGET

**EXPENSES:** please identify all expenses related to the project.

Community Advocate (.5 FTE @ \$20 an hour)	\$ 20,000.00
Youth Coordinator (10 hours/Month @ \$18 an hour)	\$ 2,160.00
Community trainer and supervision (8 hours a month @ \$23 an hour)	\$ 2,208.00
Supplies/printing	\$ 600.00
Community Chai supplies	\$ 600.00
Professional development	\$ 1000.00
Overhead @13%	\$ 3,432.00
<b>TOTAL EXPENSES</b>	<b>\$ 30,000.00</b>

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

AYCO will hire a 0.5 FTE Community Advocate focused on the implementation of our described project and city collaboration efforts. AYCO will also expand youth programming to include advocacy and leadership development. An additional 10 hours a month will make it possible for the Youth Coordinator to facilitate bi-monthly Youth Advocacy and leadership groups.

The Community advocate and Youth Coordinator will also benefit from supervision and guidance from AYCO administrative staff and the community healing workshop facilitator. The 8 hours a month for supervision accounts for both supervision and facilitation of 2 two day workshops.

Supplies budget will cover cost of fliers, documentation, group activities and chai/tea supplies.

AYCO is committed to preparing staff to provide well informed and professional supports. As aspects of this proposal may require training and workshop support, we are requesting fund for professional development.

A 13% overhead request assists AYCO in the coverage of office expenses.

# 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.	
Grant Agreement	

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
	\$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 \_\_\_\_\_