

**GRANT AGREEMENT NO.**

This Grant Agreement is between the CITY OF PORTLAND, OREGON ("CITY" or "GRANTOR") and Latino Network ("GRANTEE") in an amount not to exceed \$30,435, to support the Portland United Against Hate project.

**RECITALS:**

1. GRANTEE is a non-profit organization founded in 1996 to positively transform the lives of Latino youth, families, and communities.
2. GRANTEE members, participants and partners have experienced an increase in hate incidents in the past year, including crimes, intimidation, bullying, and violence. Incidents large and small have a wide rippling impact on the Latino community.
3. GRANTEE acts in solidarity across cultural communities by partnering with other culturally specific/responsive organizations to support those who are affected by racism, violence, or discrimination.
4. GRANTEE is the leading provider of Latino culturally specific services in Multnomah County and is well equipped to meet the needs and address the potential fears and uncertainty of the community as they experience hate related actions and rhetoric.
5. GRANTEE has an established history of working with and serving the Latino community in the Portland Metro area by offering programs in 34 schools and two offices across Multnomah County and serves approximately 6500 individuals.
6. GRANTEE 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.
7. In accordance with the FY 2017-18 Budget, the City now desires to make a special appropriation PUAH grant to GRANTEE, in an amount not to exceed \$30,435.

**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 against hate by conducting culturally specific community outreach sensitive to the needs of the Latino community, receive reports of hate incidents, collect data, and respond in a proactive and timely manner to hate related situations, 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 4th Ave, Room 110  
Portland, Oregon 97204  
Phone: 503-823-2294  
Email: Kari.Koch@portlandoregon.gov
- D. **GRANTEE Project Manager:** GRANTEE hereby appoints Alice Perry 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.

Alice Perry  
Latino Network  
410 NE 18<sup>th</sup> Ave  
Portland, OR 97232  
phone: 503-283-6881  
email: [Alice@latnet.org](mailto:Alice@latnet.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 \$30,435: After the Grant Agreement becomes effective, GRANTEE will submit an invoice using CITY'S template included as Attachment D for a quarter (\$7,608.75) 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 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: Notices to GRANTEE under this Grant Agreement shall be sent to GRANTEE at the following address:

Carmen Rubio, Executive Director  
Latino Network  
410 NE 18<sup>th</sup> Ave  
Portland, OR 97232  
email: [Carmen@latnet.org](mailto:Carmen@latnet.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****GRANTEE**

Name: Ted Wheeler  
Title: Mayor

Name: Carmen Rubio  
Title: Executive Director  
Latino Network

City of Portland, Oregon  
APPROVED AS TO FORM

Date: Mary Hines 6/1

Date: 1-9-18

APPROVED AS TO FORM

## Attachment A

**Scope of Work**

Latino Network currently hosts a number of programs that emphasize "Outreach, point of Contact, Reporting and Response". Through program under Family Stability, bilingual and bicultural staff assess the needs of individual related to an incident as well as the community at large to meet each member or group where they are at as appropriate to the situation. Clients are asked "What happened/ What would they like to do?", and "How can an organization like Latino Network support them?" Staff document the incident, collect relevant data for reporting and evaluation, and begin guiding clients through a process of recovery, providing referral to additional resources as necessary. Essential information is provided to support clients in the short term, while client centered actions plans created to support long-term success and healing. Action plans include reporting, mobilizing volunteers/advocacy members, helping to connect or reconnect clients with community networks, providing resources in a direct service fashion of making referrals to other specialized organizations, helping clients navigate entry into organizations, and follow up check-ins to ensure clients feel supported and new issues are addressed they occur. Services and check-ins may be provided at our offices or via home visitations as convenient. Latino Network emphasizes clients agency and voice in decided their course of actions. A plan of action to communicate to the media and wider community can also be developed dependent on the community member's wishes.

Latino Network currently builds training, staffing and volunteer capacity to serve as trusted and accessible first point of contact for Latino Community member who have experienced a hat incident, to provide shared resources and referrals to appropriate services and agencies, and to respond to such incidents with community specific and culturally appropriate strategies. We have brought in Metro Public defenders to work with staff/clients to discuss strategies and recourses related to anti-immigrant, anti-Latino actions. Through recent discussions and training we have reevaluated agency wide policies to ensure staff and client safety as well as privacy. We have and will continue to train staff on delivering family action plan information, community advocacy, training and trauma informed forums for youth/children.

Additionally, Latino Network has and will continue to conduct Know Your Rights Trainings –providing a general overview for anyone subject to a hate incident. Topics include, how to report, how to protect, options for criminal justice as well as specific topics of

interests related to undocumented immigrants and immigrants with green cards (especially regarding issues in relation to the Immigration and Customs Enforcement Agency).

Data and Measures - Please describe your organization's experience, capabilities, project approach and understanding to collect output measure data for the component you're applying?

In each program, direct service staff enters appropriate data, including demographic data, outputs, and outcomes, at least monthly. This includes transcription from hard copies (sign-in-sheets etc) and pulling data from other systems (Synergy or Service Point). Data is compiled comparing goals to actual. Executive Director review the reports and discusses with program directors, which in turn communicate with direct service delivery staff to improve services as needed. Weekly programmatic team meetings engage direct service staff to raise needs and to develop solutions for improving service delivery. Comprehensive program data review occurs at least annually, but also according to funder timelines as needed. This review of data involves staff and leadership in assessing if program goals were met and outcomes improved for youth and families. In 2015, the Data and Evaluation Administrator began working to transition the organization to organization-wide framework for data collection and evaluation which will be operational by July 1, 2016 and will allow for monthly real-time data review. LN is committed to using data and evaluation to improve.

#### People to Serve

Latino Network inputs will include our:

Target populations: Community members who are victims/targets of hate crimes or intimidation.

Staff: .5FTE Support Specialist

#### Outputs

250 – approximate number of individuals who receive information about how to report hate crimes.

40 – approximate number of individuals who receive case management for hate-related incidents. \* number variable on reporting and education on intervention of hate related incidents.

160 – approximate number of individuals who attend training provided by PUAH.



20 – approximate number of individuals who volunteer in PUAH activities.

20 -approximate number of PUAH activities organized through Community Partnerships.

#### Evaluation Plan

Outcome 1: Community Members who received counseling services will complete a pre- and post- survey to assess their knowledge and skills related to hate crimes.

Outcome 2- 4 : PUAH staff will track hate crime incidents, investigations, and resolutions into the agency's data tracking systems.

PUAH staff will enter output and outcome data into the Agency's ETO (Efforts to Outcomes) data tracking system. The data and evaluation administrator will extract the data at the end of the school year for analysis and reporting.

#### Major milestones

Leveraging existing partnerships and funding opportunities to create the 1.0 FTE Immigrant Support Specialist position at Latino Network.

Scouting, hiring, and onboarding the .5FTE Immigrant and Support Specialist into Latino Network.

Successfully setting up information referral channels for reporting and responding to incidents.

What is the anticipated timeline for accomplish these milestones?

#### **September 29<sup>th</sup> 2017**

Anticipate funding award, being advertising for immigrant and support specialist position.

#### **October 15, 2017**

Protect your Family: Information for a Crisis Plan developed, implemented, delivered.

Community outreach to targeted communities.

**November 15, 2017**

Oregon Financial Preparedness Plan: Guidance for Asset Protection developed, implemented, delivered.

Continue community outreach to targeted communities.

**December 2017**

Advertise for immigrant and support specialist position.

**January 2018**

Hire staff specialist to begin community outreach, reporting, capacity building and case management.

Begin referral intake for hate related incidents.

Implement United Against hate trainings and capacity building efforts across multiple programs in organizations.

Continue community outreach to targeted communities.

Conduct Know Your Rights Workshops for community members.

Conduct Family Crisis Plan Workshop

Conduct "Financial Preparedness" Workshop.

**February 15<sup>th</sup>, 2018**

Continue community outreach to targeted communities.

Conduct additional KYR, Family Plan, and Financial Preparedness Workshops for community members.

**March 15, 2018**

Continue community outreach to targeted communities.

Conduct additional KYR, Family Plan, and Financial Preparedness Workshops for community members.

**April 15, 2018**

Continue implementation of program improvements and capacity building into additional programs in organization.

Continue community outreach to targeted communities.

Conduct additional KYR, Family Plan and Financial Preparedness workshops for community members.

**May 15<sup>th</sup>, 2018**

Continue community outreach to targeted communities.

Conduct additional KYR, Family Plan and Financial Preparedness workshops for community members.

**June 15<sup>th</sup>, 2018**

Continue community outreach to targeted communities.

## Attachment A

Conduct additional KYR, FamilyPlan and Financial Preparedness workshops for community members.

**July 15th, 2018**

Finalize internal progress made in building United Against Hate capacity increases

Continue community outreach to targeted communities.

4<sup>th</sup> quarter progress report delivered.

**July 31st, 2018**

Deliver final report to City.

In addition to this, this .5FTE will coordinate with another PUAH partner (if they are successful in their grant application) in conducting 3 trainings for staff and Latino community members on interrupting Hate in Public Spaces workshops. Workshops will serve up to 40 people each for a total of 120 Locations and Times TBD



**Budget Example:**

Below are examples of project expenses. Your project may include these and/or other expenses. Grantees are expected to submit financial reports based on the approved budget.

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

Salaries and fringe benefits (list position and percentage of time devoted to this project)L Immigrant and Support Specialist .5FTE, Program Supervision @.03FTE	\$ 19,140.00
Insurance, benefits and other related taxes	\$ 2389.00
Consultants and professional fees	\$
Travel 100 miles per month x 9 months @ IRS business rate of .545	\$ 490.50
Equipment	\$ 2,022.42
Office supplies	\$ 225.43
Printing and copying	\$ 269.87
Telephone and fax Direct service cell @ \$40/month x 9 months	\$ 240.00
Postage and delivery	\$
Rent and utilities	\$ 500.00
Other (specify) Meeting Expense \$300 per workshop @ 3 workshops over 9 months	\$ 900.00
Childcare: for 3 workshops, x 4 hours x 2 providers @ \$12.00	\$ 288.00
Indirect @.15%	\$ 3969.78
<b>TOTAL EXPENSES</b>	<b>\$ 30,435.00</b>

**Budget Narrative:**

Funds for the PUAH GRANT will be used to fund a .5FTE Immigrant Support Specialist , with .03 FTE Program Supervisor that will conduct outreach to the Latino and Latino Immigrant Community around hate incidents and hate crimes and provide resources for reporting and responsive support and navigation around such incidents. In addition, the Immigrant Support Specialist in coordination with other Latino Network staff will conduct 3 workshops over 9 months around topics specific to supporting the Latino and Latino Immigrant population around topics such as Know Your Rights, Family Preparedness Plan for Emergencies and Financial Asset Plan (in case of detention and/or deportation). The specialist will also coordinate with other PUAH agencies and PUAH Coordinated efforts and represent Latino Network at PUAH meetings. The budget provides for meeting expenses for three workshops including childcare. 5000 KYR wallet size cards will be purchased using leveraged funds. Cards will be available to community members whether they attend workshops or not. The budget also includes mileage for allowing the Immigrant Support Specialist to conduct outreach to different parts of the community as well as to be responsive when hate incidents and/or crimes in the community occur. The equipment line budget items covers a laptop, desk phone and agency cell phone issued to all direct service staff to protect worker and client safety. Office supply budget covers desk, chair, locking filing cabinet, and parallels software. Telephone costs reflected in budget include \$40/month cell allowance for 6 months. The budget also covers printing and copying costs for some outreach material and some workshop materials. Leveraged and or other agency funds will cover the other cost of printing workshop materials. Rent in the budget will cover space for the Immigrant Support Specialist and workshop space. Indirect administrative cost are calculated at 15%.

**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

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

**Certification:** By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge.  
 Typed or printed name and title:

Name:		
Signature:		
Date:		
Telephone		
Email Address		
Date report submitted (month, day, year)		



Attachment D  
Agreement Number

### Special Appropriations Grant

**Invoice/Request for Payment**

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

FY 2017-18 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
TOTAL:	\$0.00	\$0.00	\$0.00	\$0.00

### For City Use Only.

DPR	
DPO	
GR	
IO	
ACH	
EEO	

Approved By/Date