

GRANT AGREEMENT NO.

This Grant Agreement is between the CITY OF PORTLAND, OREGON (“CITY” or “GRANTOR”) and OPAL Environmental Justice (“GRANTEE”) in an amount not to exceed \$17,500, to support the Bus Riders Unite Against Hate Project: Trained Experts in De-escalation (TEDs) on Portland’s Transit System.

RECITALS:

1. GRANTEE is a non-profit organization that builds power for Environmental Justice and Civil Rights in their communities.
2. GRANTEE states that recent white supremacist violence in our community, and particularly on our transit system, compels them to seek solutions that center the power of community, uplift the leadership of communities of color, and that protect those in our society who are most vulnerable to discrimination
3. GRANTEE’s community forums and outreach have made it clear that their communities want positive alternatives to the police for people, particularly people of color, experiencing hate incidents on transit, and that without an organized community response to hate, marginalized people in Portland will continue to face increased threats.
4. GRANTEE’s community envisions a publicly funded program to make transportation systems more accessible, safer, and of greater value to the people who need it most.
5. GRANTEE intends to hire five Trained Experts in De-Escalation (TEDs) who will build a team of community members who can help keep our buses safe, build a transit community, and counter the narrative that in order for the transit system to be safe, we must place more police officers on buses and trains.
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 \$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 build a safety net for targets of white supremacist violence outside of the transit police department, 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 Shawn Fleek 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.

Orlando Lopez
OPAL Environmental Justice Oregon
3202 SE 82nd Avenue, Suite B
Portland, OR 97266
phone: 503-774-4503

email: orlando@opalpdx.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

- 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.
- 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:

Huy Ong, Executive Director
 OPAL Environmental Justice Oregon
 3202 SE 82nd Avenue, Suite B
 Portland, OR 97266
 email: huy@opalpdx.org

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

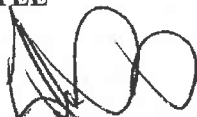
Antoinette Toku
 City of Portland, OMF/Grants Management Division
 1120 SW 5th Ave., Suite 1250
 Portland, OR 97204
 phone: 503-823-6819
 email: antoinette.toku@portlandoregon.gov

SIGNATURES:

CITY OF PORTLAND

GRANTEE

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



 Name: Huy Ong
 Title: Executive Director
 OPAL Environmental Justice Oregon

Date: _____

Date: 1/26/2018

APPROVED AS TO FORM:

APPROVED AS TO FORM


 City Attorney, City of Portland
 CITY ATTORNEY 2/5/18

City of Portland Special Appropriations - Scope of Work

Expected Activities:

OPAL's organizing of transit riders is the predominant grassroots organizing of this type in the state. Our organizers get on the bus weekly and talk to transit riders about their experiences. We do this with a team of volunteers each time we venture out, sometimes organizing at transit centers and other times on trains. We are seen as a model for other cities, and are often called upon to provide our insight and theory of change to sister and partner organizations. We have dedicated organizers, strategic planners, and experienced campaigners on staff. Staff trains volunteer members to lead campaigns.

We will utilize this existing muscle to bring de-escalation and empowerment training to our constituent base. Ongoing bus organizing will divert the transit-riding community into free, supportive spaces where we reduce barriers to participation through providing food, child care, transportation, and translation. Through a series of workshops, spaces like this will build community capacity for self-determination and self-defense, enhance social cohesion by developing stronger relationships across demographics, and readiness to intervene in a crisis when violence flares up on public transit. Ongoing engagement of a cohort of select member-leaders will maintain and build a power base for years to come.

OPAL currently offers a curriculum of political education at least once each month to our members and the general public. The program described herein will have a similar look and feel, but will be done in addition to the current training regimen. We have offered one-off de-escalation and know-your-rights training in the past, but this program will build a new, intentional space to deal with the issue of hate and intimidation on transit for low-income people and people of color.

Our existing political education topics include campaign planning, strategy charts, values triangles, research and development of proposals, organizing 101, environmental justice 101, transportation justice 101, and other introductory and intermediate curriculums in relevant issues to our work, such as housing justice, just transitions, and community housing policy breakdowns. Additionally, we provide tools for our members such as communications support, advocacy training, testimony preparation, basic leadership development around public speaking and recruitment, and we are a constant support to our most-engaged members, providing family and community to people who are often excluded from these opportunities because of race, class, and systems of oppression.

Data Collection To Show Progress:

OPAL builds lists of community members based on their interest and point of contact with one of our organizers. These individuals' information is tracked in our online database, accessible from any computer. We use our database to track the trainings we've given to individuals, so we know when they're ready to accept greater responsibility and leadership roles within membership. We've used this database to count participation and development for the last two years, with increasing success at keeping track of the details and developments. The output we hope to attain through this project is a group of 15 new members who are committed to community safety and who go on to volunteer once monthly to spend a day keeping our transit system safe and building community by recruiting others to join our movement for transit justice.

To build membership, we will count the number of volunteer hours placed in recruitment, the number of volunteers recruited, and their ongoing participation in the training series, and their eventual commitment to participate as Bus Riders Unite! Advocates, who volunteer as TEDs to spend the day monitoring safety on the buses and informing the public about ongoing efforts to make the transit system safer, more accessible, and more affordable.

We will also track the amount of time placed into advancing our advocacy campaign, and use our developmental evaluation toolkit to keep track of what actions are having influence on achieving the desired outcome.

Outcome measures:

OPAL utilizes a Developmental Evaluation framework in looking for trends and evaluation. Developmental Evaluation, sometimes referred to as “emergence,” is a field of observation wherein data is collected using a variety of snapshot assessments which, in sequence, display a dynamic system. OPAL utilizes evaluation tools such as a Values Triangle, Power Mapping, and other forms of campaign-related analysis. Taken individually, these tools make campaign planning easier to understand. Taken on a whole, and repeated over time, they display a trajectory of campaign momentum and can often reveal holes in strategy or unintentional blind spots to performing this work well.

Outcomes we intend to seek are a TriMet Board resolution approving of this program, dedicated funding for the program from local public safety-related agencies (with particular emphasis on transferring funds from transit police budgets to rider advocacy programs), and growth of BRU membership, all of which feed our ultimate outcome of greater sense of security on buses and trains, and reduced incidence of violence.

Evaluation & Measurement:

We will assess riders’ perceptions of safety on public transit at the beginning of the project year, at the midpoint, and at the end. We believe we could move the dial and show real progress on public perceptions if TEDs are successful at recruiting and retaining new Bus Rider Advocates and BRU members. We hope to see 25% fewer people reporting feeling unsafe or very unsafe after one year.

New volunteers will self-report their ability to intervene in unsafe situations, defend themselves and defend others. 75% of participants to participate in these workshops will report improvement.

We will assess the Values Triangle for the decision-makers in various jurisdictions (TriMet, cities and counties currently funding transit police.), and then plot a Power Map of important allied / affiliated groups in this work. Through pushing on the values that matter to each decision-maker, activating community partners, and neutralizing opponents, we can achieve our goals. As our tactics are successful, the power map changes. By documenting the Power Map every time there is a change (a decision-maker becomes more supportive, an opponent becomes a supporter, etc) we have a guidebook to how the campaign was directed and which tactics worked.

Major Milestones for Project:

Month 1-3: Weekly bus organizing. Recruit 3 cohort members to participate as TEDs and Rider Advocate Campaign organizers. Survey bus riders with a target of 100 surveys completed by Month 4. De-escalation training in Month 3.

Month 4-6: Campaign strategy planning with TEDs and Bus Rider Advocates. Monthly de-escalation / safety training. Weekly TEDs and Bus Rider Advocate bus organizing. Goal of 200 surveys between Month 4 and month 6. Goal of 15 new participants at each monthly de-escalation training. Goal of 2 new members per month (6 new members this quarter).

Month 7-9: Enact strategic campaign plan. Weekly bus organizing. Monthly safety education. Goal of 12 new participants each meeting. Goal of 2 new members per month (6 new members this quarter). Activate membership to collect surveys, Goal of 600 surveys this quarter.

Month 10-12: Safety education in month 10. Assess rider surveys and produce report. Equip membership with report, distribute to recruit additional 6 members this quarter).

Anticipated Timeline:

Recruit three members of cohort in month 1
Hold 4 trainings by end of month 6

Collect 100 surveys by Month 4 – Baseline data
Collect 300 total surveys by Month 6 – Trend Data
Collect 600 total surveys by Month 10 – Outcomes Data

Hold 9 safety trainings by Month 11

Train 50 community members by end of month 6
Train 100 community members by end of Month 10

Recruit 18 new BRU members by month 12
Activate new and existing members for escalating campaign pushing for budget prioritization for following year

PROJECT BUDGET

EXPENSES: please identify all expenses related to the project.

Meeting supplies, food, childcare, translators, transportation	\$	1,300
Daily Bus Passes	\$	400
Trained Experts in De-escalation	\$	10,000
Bus Riders Unite Organizer Program Oversight (0.1FTE)	\$	3,500
Occupancy and Administration	\$	2,300
Click here to enter text.	\$	0
Click here to enter text.	\$	0
TOTAL EXPENSES	\$	17,500

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

This project hires Trained Experts in De-escalation (TEDs) who will work for approximately 40 weeks, 6 hours per week. Each will receive \$5000 in total compensation for this work (3 hires x \$3300 = \$10,000). At least ten meetings will be held with an approximate cost in materials and supports of \$130 / meeting (\$1300). The Program will be overseen by our Bus Riders Unite Organizer, who will spend 0.1FTE on the project. (\$3500) The Organizer will distribute daily bus passes for the TEDs (80 \$5 daily passes for 3 organizers = \$400). OPAL's Executive Director will oversee grant execution, ensure that TEDs are compensated and covered by OPAL's General Liability insurance, and pays the rent to ensure TEDs have a space to gather for check-ins with the Organizer. (\$2300)

Special Appropriations Grant

Progress Report



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

[Check here if this is your FINAL Progress Report]

FINAL

GRANTEE Organization Name	
Project Title	
City Program Area**	

Overall Project Status >>

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

* See your agreement document for project start and end dates

** Refer to your application for the City Program Area

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

City of Portland Special Appropriations Grant Progress Report

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

<p>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:</p>	
Name:	
Signature:	Date:
<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
TOTAL:	\$0.00	\$0.00	\$0.00	\$0.00

For City Use Only:

DPR	
DPO	
GR	
IO	
ACH	
EEO	

Approved By/Date