

**GRANT AGREEMENT NO.**

This Grant Agreement is between the CITY OF PORTLAND, OREGON ("CITY" or "GRANTOR") and Portland Opportunities Industrialization Center, Inc. also doing business as Rosemary Anderson High School ("GRANTEE") in an amount not to exceed \$17,500 to support the Hate Crime Education and Response project.

**RECITALS:**

1. GRANTEE is a non-profit education management organization, established in North Portland, serving over 560 students and work trainees annually, across three programs: Rosemary Anderson High School, Rosemary Anderson Transitions, and Work Opportunity Training.
2. GRANTEE has been creating opportunities for marginalized communities for nearly 50 years and has served communities of color, particularly the African American community, working against discriminatory practices.
3. GRANTEE's clients are living the effects of systemic racism while continuing to experience bias. Oregon has a deeply-rooted history of injustice.
4. GRANTEE's clients are intimidated by hate incidents, leaving them isolated, fearful, and unprotected. This is distressing for the already vulnerable clients. Some of their clients are fearful of reporting incidents to the police; others are unsure how to distinguish between disrespect and racially-motivated incidents.
5. Building the capacity of their staff to be first points of contact for those experiencing hate incidents, while educating the African American community on identifying and reporting hate incidents, is a critical first step in mitigating bias.
6. GRANTEE submitted a grant application for Portland United against Hate (PUAH) fiscal year 2017-18 special appropriations competitive process and was selected as the thirteenth awardee 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 provide formal training to its staff to enable them serve as knowledgeable first points of contact, and do community outreach and education to

African American community contacts regarding identifying and reporting hate crimes, as described in ATTACHMENT A: Scope of Work, ATTACHMENT B: Budget hereto, which by this reference are incorporated herein and made a part hereof.

## ARTICLE II – AGREEMENT PERIOD

This Agreement shall become effective on the date of last signature and will terminate on September 30, 2018 unless extended in conformance with Article V, Section G or terminated in conformance with Article V, Sections A-E. Expenses incurred for this project starting January 1, 2018 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 Kim Filla 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.

Kim Filla  
 Portland Opportunities Industrialization Center Inc.  
 717 N KILLINGSWORTH COURT  
 Portland, OR 97217  
 phone: 503- 797-7222 Ext. 214

email: [KFILLA@PORTLANDOIC.ORG](mailto:KFILLA@PORTLANDOIC.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](mailto: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 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.



FY 2017-18 Latino Network PUAH Agreement

- 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:

Bob Brandts, Chief Operating Officer  
 Portland Opportunities Industrialization Center Inc.  
 717 N KILLINGSWORTH COURT  
 Portland, OR 97217  
 email: [BBRANDTS@PORTLANDOIC.ORG](mailto:BBRANDTS@PORTLANDOIC.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: Bob Brandts  
 Title: Chief Operating Officer  
 Portland Opportunities  
 Industrialization Center

APPROVED AS TO FORM  
  
 Date: \_\_\_\_\_  
 CITY ATTORNEY  
 APPROVED AS TO FORM: 2/15/18

Date: 2/9/18  
 \_\_\_\_\_

## City of Portland Special Appropriations - Scope of Work

### Expected Activities:

POIC+RAHS has been serving the African American community in Portland for almost five decades, building generational trust and solidifying itself as the go-to agency for culturally-specific resources.

The first step in this initiative will include staff training utilizing curriculum from the Anti-Defamation League (ADL)'s A World of Difference Institute and the Southern Poverty Law Center's Teaching Tolerance project. The goal is to educate staff on what constitutes a hate incident and how to best serve as first points of contact for reported incidences.

Next, POIC will engage in the hate crime education and outreach within the community, including:

- Public denunciation of intolerance.
- Teaching identification of a hate crime or prejudice incident.
- Engaging young adults to serve as paid peer-outreach leaders.
- Creating a media campaign regarding community standards for tolerance.
- Developing a "Know Your Rights" campaign through handouts, social media, and positive contact between police, POIC staff, and community members.
- Providing students with educational materials, including contact cards with information for reporting hate crimes, to utilize and share with family and friends.
- Creation of a dedicated phone line and email through which hate crimes can be reported to POIC.

### Data Collection to Show Progress:

Outputs measured, with anticipated goals through September 2018, will include:

- Demographics of participants, including race, age, and gender.
- Demographics of hate crime victims and perpetrators.
- The number and type of hate crimes reported.
- The number of African American community members contacted through outreach efforts, including RAHS students, parents, Gang Outreach youth, and program participants. (goal: 3,000).
- The number of educators and POIC staff members served through training (goal: 90%).
- The number of staff participants who understand the definition of a hate crime (goal after training: 100%).
- The number of hours worked by young adult Peer Outreach Leaders regarding this initiative (goal: 600 hours).
- The number of youth and students engaged through this initiative (via Black Student Union and other student groups, who will then serve as initiative ambassadors – goal: 80).

**Outcome measures:**

- Changes in attitudes among African Americans regarding feelings of inclusion.
- Changes in understanding by POIC staff of racial issues, their history, and their impact in Portland.
- Changes in the number of unreported hate incidents among African Americans served by POIC.
- Changes in understanding among students, community, and POIC staff of the importance of practicing tolerance.
- Changes in understanding of the definition of a hate crime, microaggression, and prejudice incident among POIC staff and community members.
- Changes in student ability and confidence to discuss race constructively within a classroom or community environment.
- Number and type of opportunities for African American community members to report hate crimes.
- Number and type of opportunities for African American community members to serve in leadership roles for this initiative.
- Change in confidence among staff members in their ability to respond to and report hate incidents.
- Changes in collaboration among POIC, community members, law enforcement, and other like-minded organizations.
- Changes in staff ability to effectively react to racial bias and inequities in their community and learning environments.
- Changes in staff ability to more effectively counteract and report hate incidents.

**Evaluation & Measurement:**

To evaluate and measure outputs, POIC will use the following tools:

1. Program Entrance Survey – This short, anonymous survey will be completed by POIC staff members at each training session; it will determine race, age, and gender of participants and will provide total participant numbers.
2. Incident Report Records – POIC staff who process hate crime reports will keep detailed records for each incident reported. This will provide POIC with the number and type of crimes perpetrated and the demographics of perpetrators and victims. This report will be modified to align with the City's desired reporting for hate incidences.
3. Participation Records – Records of participation per activity including trainings, outreach events, distribution of materials, and other quantifiers.

**Major Milestones for Project:****Staff & Teacher Training**

POIC has identified Dr. Joy DeGruy, an esteemed social work researcher and educator specializing in race, culture, and ethnicity in modern urban American society, as a potential trainer for this initiative. Dr. DeGruy has worked extensively with POIC to develop culturally-informed programming and to offer professional development opportunities for POIC staff.

POIC staff will be trained on hate crime identification, response, and reporting. This training will utilize the following curricula:

- The ADL's A World of Difference Institute offers skills and strategies to work together more effectively. The Institute also provides curriculum resources and workshops that focus on the development of an inclusive culture and respectful community climate.
- Teaching Tolerance works to reduce prejudice, improve racial relations, and support equitable school experiences for youth. It provides free resources such as film kits, teaching strategies, and learning plans.

**Selection of Peer Outreach Leaders**

Three African American young adults will be selected and paid (via our workforce development program) to participate in training and then spearhead community outreach.

**Formal Reporting Process**

A formal hate crime reporting process per the City of Portland will be fully incorporated into POIC's programming and services.

**Community Outreach Begins**

Handouts, flyers, business cards, and more relaying information on identification and reporting of hate crimes will be created and distributed among community members.

**Anticipated Timeline:**

Month	Activities
January 2018	<ul style="list-style-type: none"> <li>○ Planning for first staff training begins.</li> <li>○ Informational and contact materials geared towards community education and outreach are developed.</li> <li>○ Peer Outreach Leaders selection process begins.</li> </ul>
February 2018	<ul style="list-style-type: none"> <li>○ Staff trainings begin.</li> <li>○ Written materials begin to circulate among African American community members.</li> <li>○ Peer Outreach Leaders are selected and trained.</li> </ul>

March 2018	<ul style="list-style-type: none"><li>○ Training and community outreach continues.</li><li>○ Peer Outreach Leaders begin outreach via social media, POIC's website, and in-person outreach.</li></ul>
April 2018	<ul style="list-style-type: none"><li>○ Staff training concludes.</li><li>○ Peer Outreach Leaders continue to boost program outreach and marketing.</li><li>○ POIC staff continues outreach via Community Healing Initiative programs, Gang Outreach, and RAHS.</li></ul>
May 2018 – September 2018	<ul style="list-style-type: none"><li>○ Interns continue to increase program outreach and marketing.</li><li>○ POIC staff continues outreach via Community Healing Initiative programs, Gang Outreach, and RAHS, among other programs.</li><li>○ POIC staff and Outreach Leaders meet with City of Portland and other grantees as required (spans length of project).</li></ul>

**PROJECT BUDGET**

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

Salary .15 FTE at \$46,000 annual salary	\$ 6,975
Supplies	\$ 1,775
Measuring and Evaluation	\$ 4,000
Staff Training	\$ 4,750
<b>TOTAL EXPENSES</b>	<b>\$ 17,500</b>

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

*(max. 193 out of 200 words)*

*(Do not include in this section)*

**Salary:** Staff overseeing the project are part of POIC's larger Community Healing Initiative program.

**Supplies:** This includes the creation and printing costs of materials and handouts that will be supplied to POIC participants and community members. These materials will include fliers and contact cards that define hate crimes and provide information about hate crime identification and reporting.

**Measuring and Evaluation:** This comprises additional staff time spent developing tools, conducting surveys, and processing data received.

**Staff Training:** The cost of hiring an expert to train staff and the staff time spent in training.

188846

Agreement Attachment C

# 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	<i>[What are the next steps for this project and your organization?]</i>		

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



188846

Attachment D  
Agreement Number



**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
<b>TOTAL:</b>	\$0.00	\$0.00	\$0.00	\$0.00

**For City Use Only:**

DPR	
DPO	
GR	
IO	
ACH	
EEO	

Approved By/Date