

GRANT AGREEMENT NO.

This grant agreement is between the CITY OF PORTLAND, OREGON ("CITY" or "GRANTOR") and Latino Network (or "GRANTEE") in an amount not to exceed \$44,737 for making open and accountable elections work for all Portlanders program.

RECITALS:

1. The Latino Network will act as the fiscal agent to Oregon Futures Lab formerly known as Amplify Northwest, for the making open and accountable elections work for all Portlanders program.
2. Grantee believes that open and accountable elections is a worthy and needed program, offering an alternative path to run for elected office in Portland. It offers the opportunity to expand the kind of people who run and the kind of people who support them. The goal is to build a program where participants – both donors and potential candidates reflect Portland's diversity, providing meaningful and culturally relevant public education about the program to communities that haven't been mirrored by office holders: people of color. This builds the capacity needed in culturally special organizations and communities to effectively use one of the City's newest programs.
3. This project will benefit primarily culturally specific organizations and the communities they serve, as well as potential candidates, volunteers and donors of color who are interested in using the open and accountable elections program.
4. GRANTEE submitted a grant application for the FY 2017-18 competitive special appropriations application and was selected as one of the organizations recommended for funding.
5. The City now desires to award a competitive special appropriation grant to GRANTEE in an amount not to exceed \$44,737.

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 implement the making open and accountable elections work for all Portlanders program 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, 2019 unless extended in conformance with Article V, Section G or terminated in conformance with Article V, Sections A-E. Expenses incurred starting July 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.
- 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 Craig Haynes to act as its Project Manager regarding 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.

Craig Haynes
 City of Portland, OMF/Grants Management Division
 1120 SW 5th Ave., Suite 1250
 Portland, OR 97204
 phone: 503-823-4306
 email: craig.haynes@portlandoregon.gov

- D. GRANTEE Project Manager: GRANTEE hereby appoints Ana del Rocio to act as its Project Manager regarding 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.

Ana Del Rocio Project Manager
 Oregon Futures Lab
 221 NW 2nd Ave, Suite 300
 Portland, OR 97211
 phone: 503-505-5710
 email: ana@oregonfutureslab.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. **The Final Invoice, using Attachment D. is due no later than thirty (30) days after the grant termination date.**
- F. Report: GRANTEE will complete and submit to the CITY Grant Manager the signed **Final Special Appropriation Progress Report, using Attachment C, no later than thirty (30) days after the grant termination date.**

ARTICLE IV -- PAYMENTS

- A. The amount of this grant award is \$44,737. This is a cost reimbursable grant, meaning GRANTEE will only be reimbursed for eligible expenses incurred. However, after the Grant Agreement becomes effective, GRANTEE may choose to submit an invoice using CITY'S invoice template included as Attachment D for a quarter (\$11,184) of the grant award to the CITY Grant Manager for approval and payment. The CITY will pay GRANTEE the amount of the invoice within thirty (30) days of the approval date. Subsequent payments will be made after review and approval of the progress report and invoice, Attachments C and D, respectively; which are due on a quarterly basis from the date of the final agreement signature. If GRANTEE requested a quarter of the grant award upon execution, then subsequent payments will only be made after the GRANTEE submits eligible expenses that exceeds the amount requested. Grantee may submit periodic progress reports and requests for reimbursement of approved expenses in advance of the due dates.
- B. GRANTEE agrees to operate the program as described in the GRANTEE's grant application and to expend funds in accordance with the approved budget, unless the GRANTEE receives prior written approval from the CITY'S Grant Manager to modify the program or the budget. Requests for payment must be made using Attachment D and accompanied by Attachment C. Backup documentation to support eligible expenses is also required. Examples of backup documentation includes, but is not limited to payroll reports, timesheets, invoices, meeting agendas, sign in sheets, copies of checks, etc.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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.

- H. 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 during 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 Equal Employment Opportunity (EEO) and Equal Benefits (EB) certified by CITY 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:

Amanda Manjarrez, J.D.
 Director of Advocacy Latino Network
 410 NE 18th Avenue
 Portland, OR 97232
 phone: 503-283-6881
 email: amanda@latnet.org

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

Craig Haynes
 City of Portland, OMF/Grants Management Division
 1120 SW 5th Ave., Suite 1250
 Portland, OR 97204
 phone: 503-823-4306
 email: craig.haynes@portlandoregon.gov

SIGNATURES:

CITY OF PORTLAND

Name: Jennifer Cooperman
 Title: Chief Financial Officer
 City of Portland, Oregon

Date: _____

GRANTEE

Name: Amanda Manjarrez, J.D.
 Title: Director of Advocacy
 Latino Network

Date: 2/19/18

APPROVED AS TO FORM:

 City Attorney, City of Portland

Scope of Work

189186

Please describe the following:

- What are the expected results for this project/program? This includes:
 - Output measures – what are the activities to be completed? *(max. 200 words)*
 - In collaboration with community-based, culturally-specific organizations, develop culturally appropriate training curriculum and collateral for: 1) potential candidates and campaign staff/volunteers, and 2) community-based, culturally-specific organizations about sharing the program with the communities they serve. Trainings would cover a bit on compliance, though we believe the City's role is to explain how to comply with the rules. Mainly these trainings are in-depth and community-focused training on the importance of the program and how to use this program to engage new and different voices. Some of this work can start before January, but much will start in concert with the City after the program staff are hired and implementation/oversight committee is in place.
 - Conduct community outreach through trainings and distribution of collateral. We are proposing six trainings: Three focused on community-based organization staff so they can continue to use the curriculum and collateral with the communities they serve and three focused on potential candidates and campaign staff.
 - Consolidate all materials, learning and evaluation digitally and transition the project to a permanent partner(s), such as a CBOs, other candidate training programs and/or the City.

What data will you collect to show progress? *(For example, how many people do you plan to serve?) (max. 200 words)*

During curriculum development, we will conduct focus groups in collaboration with community-based organizations and implement one-on-one feedback surveys to ensure cultural-relevancy. After translation of the materials, we will do the same.

As part of the trainings, we will develop a demographic survey for training attendees, and an evaluation survey for attendees and trainers. We hope to train 40 staff members from 7-10 organizations, and 120 potential candidates and campaign staff/volunteers. Of these, our goal is that 70% of them will identify as a person of color, 60% will identify as female or gender non-conforming, and 50% will live east of NE/SE 82nd Ave.

Though we will only conduct six trainings, we anticipate that organizations will continue to use the curriculum and training to reach hundreds of diverse Portlanders for years to come, though this would be outside of the scope of this grant.

○ Outcome measures – what is the expected impact of these activities? *(max. 200 words)*

We expect that the outcome is a more diverse and robust donor base, as measured by the number of first-time City of Portland donors using data from 2016, 2018, and 2020 Orestar and City of Portland data. While it will be easy to measure the number and geographic reach of new donors, data analysis of other measures of equity and inclusion of those donors is more complex, given the difficulty of accurate race/ethnicity data in the voter database and other data sets available. We also anticipate a more diverse candidate pool, as measured by comparison of historical candidate data.

Unfortunately, data analysis could only happen outside of the grant period, as you couldn't measure this until after the elections in 2020. Our hope would be that a permanent partner could work on this analysis in future years.

What data will you collect to show progress? *(For example, what percent of participants reported a change in behavior before and after the activity?) (max. 200 words)*

We are mindful that this is one-time only funding and the Special Appropriations program could also end in future budget years. So, we have focused the on activities which can mainly be started and completed without on-going funding, which means there's little outcome data to measure during the grant period. As noted above, the most notable data analysis could only happen outside of the grant period.

We will measure the number of trainings conducted by CBOs from January 2019 – June 2019, and the demographic and evaluation data from those trainings.

● What are the major milestones that should be accomplished along the way? *(max. 200 words)*

- Culturally-relevant curriculum is developed and translated effectively.
- Culturally-relevant collateral is developed and translated effectively.
- Trainings for CBO staff are completed.
- Trainings for potential candidates are completed.
- Project is successfully transitioned.

○ What is the anticipated timeline for accomplishing these milestones? *(max. 200 words)*

- October 2017 – June 2018: Curriculum development
- April 2018 – October 2018: Collateral development
- November 2018 – March 2019: Trainings for CBO staff
- January 2019 – June 2019: Trainings for potential candidates by Amplify and CBO partners
- July 2019 – September 2019: Transition project to permanent partner.

- What are potential challenges to this project/program, and how do you plan to mitigate those risks?

(max. 200 words)

We think the potential challenges could be in the City's potential delay in implementation and its ability to work with us on dissemination of information. We could foresee delays in the City's staffing of the program, or even underfunding of the system undermining the success of the overall program. We will continue to lend our voice in supporting the role of external stakeholders to advocate for the program's success within the City.

Internally, we see potential challenges in CBO's capacity to meaningfully participate in curriculum development, given their general under-resourcing and competition of priorities. We have given ourselves a generous timeline in the recognition of this, hoping longer participation periods will allow greater participation. We also see potential challenges in many of community members having little to no information about the Open & Accountable program prior to the outreach proposed in this project. This will mean curriculum must meet our members where they're at, building a base of knowledge in elections in general before adding the complexities of this new program.

Amplify NW, as a 501(c)3, delivers candidate trainings and supports elected officials. Given we may support candidates (though our 501(c)4 organization) using the Open & Accountable program in future years, we do not want a conflict of interest to appear to be a challenge to effectively training on the program. We have mitigated that by proposing to transition to a permanent partner(s), which would keep the program in a more public domain, either through City ownership or widely disseminated to multiple CBOs, candidate training programs and others.

- *Please note: If awarded funding, you will be required to include the status of your outcome measures and milestones on each progress report.*

PROJECT BUDGET

EXPENSES: please identify all expenses related to the project.

Curriculum Development	\$	3,360.00
Collateral/Outreach Materials	\$	10,000.00
Translation	\$	2,250.00
CBO Trainings	\$	7,500.00
CBO Stipends	\$	10,000.00
Potential Candidate Trainings	\$	6,300.00
Transition the Project	\$	1,260.00
Administrative	\$	4,067.00
TOTAL EXPENSES	\$	44,737.00

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

- Curriculum Development (80 staff hours @ \$42/hr) - includes Amplify's staff time (cost, benefits, taxes) to develop curriculum, in collaboration with CBO partners.
- Collateral/Outreach Materials (Design and printing) - includes the cost of a designer (\$2,000 estimated) and printing in multiple languages (\$8,000 estimated).
- Translation (30 hours @ \$50/hr) – includes cost of translating curriculum and collateral
- CBO Trainings – includes costs for food, space rental, training materials and staff time (which includes two staff trainers both prep and training time).
- CBO Stipends – includes stipends for CBOs whose staff contribute to curriculum development and are trained to deliver trainings.
- Potential Candidate trainings – includes costs for food, space rental, training materials and staff time (which includes two staff trainers both prep and training time).
- Transition (30 staff hours @ \$42/hr) - includes Amplify's staff time (cost, benefits, taxes) to transition the program including digital assemblage and training permanent partners.
- Admin – includes the generally accepted costs of administering a program.

Special Appropriations Grant

Progress Report



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

[Check here if this is your FINAL Progress Report]

☐ FINAL

GRANTEE Organization Name	Latino Network
Project Title	Open and Accountable Elections
City Program Area**	Community Health

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

189186

				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)	

Special Appropriations Grant**Invoice/Request for Payment*******All items in bold must be completed*****

FY2018-19 Special Appropriations Grant

City Use Only

Vendor No.	101989
Grant Agreement	3200XXXX

Project	Open & Accountable Elections
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Grantee	Latino Network
Address	410 NE 18th Avenue
City	Portland
State, Zip	Oregon, 97232
Contact Name	Amanda Manjarrez
Contact Info.	503-283-6881; amanda@latnet.org
Expense Period	through

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net 30 days

Description (Budget Line Items)	Budget	Current Expenses	Expenses Previously Billed	Expenses to Date
Curriculum Development	\$3,360.00	\$0.00	\$0.00	\$0.00
Collateral/Outreach Materials	\$10,000.00	\$0.00	\$0.00	\$0.00
Translation	\$2,250.00	\$0.00	\$0.00	\$0.00
CBO Trainings	\$7,500.00	\$0.00	\$0.00	\$0.00
CBO Stipends	\$10,000.00	\$0.00	\$0.00	\$0.00
Potential Candidate Trainings	\$6,300.00	\$0.00	\$0.00	\$0.00
Transition the Project	\$1,260.00	\$0.00	\$0.00	\$0.00
Administrative	\$4,067.00	\$0.00	\$0.00	\$0.00
INVOICE TOTAL:	\$44,737.00	\$0.00	\$0.00	\$0.00

For City Use Only:

DPR	
DPO	
GR	
IO	
ACH	
EEO	

Approved By/Date