

# EXHIBIT A

189263



A Project of Global Philanthropy Partnership

October 31, 2018

Michele Crim  
Chief Sustainability Officer  
Portland, OR  
503-823-5638  
michele.crim@portlandoregon.gov

Dear Michele,

We are pleased to proceed with a USDN Equity Impact Grant (grant number EQI06) for \$10,000 for Portland, OR to Use a human-centered design approach to turn Portland's draft Climate Equity Implementation Guide into a compelling, user-friendly and impactful tool that (1) city and county staff from all departments are eager to use, (2) profoundly shifts how climate actions are implemented in Portland, and (3) is easily transferable for use in other jurisdictions.

Other terms of the grant include:

- The primary USDN representative will be the project contact that bears ultimate responsibility for all outcomes and reporting requirements. The primary representative will have direct and significant contact with other staff or consultants involved in the grant project.
- The start date of the grant is September 7, 2018.
- The reporting requirements for grantees are due by July 31, 2019:
  1. A 2-3 page report that can be shared with other USDN members describing:
    - Project purpose
    - Project outcomes and impacts achieved
    - Key factors leading to achievement of the outcomes and impact
    - Changes to the work plan, including reasons
    - Ways in which the project helped the applicant to:
      - Make progress in centering equity in their work,
      - Make progress in institutionalizing use of an equity lens in the sustainability office, and/or
      - Make progress in institutionalizing use of an equity lens across multiple departments in the jurisdiction.
  2. Products produced as described above.
  3. Detailed record of expenditures of grant funds.

- The grant funds cannot be used for lobbying.
- The grant funds must be expended per the proposed budget. Unspent funds must be returned to GPP to be added to the grant pool.
- The City of Portland OR will provide oversight and will receive the funds and administer the grant.
- Under United States law, Grant Funds may be expended only for charitable, scientific, literary, or educational purposes. This Grant is made only for the purposes stated in this Agreement and Grant Funds shall be used for such purposes in accordance with the proposed budget. Any Grant Funds not expended or committed for the purposes of the Grant, or within the period stated, must be returned to USDN, unless otherwise authorized in writing by USDN, a project of Global Philanthropy Partnership, an Illinois not-for-profit corporation ("GPP").
- You understand and agree that (a) USDN is a fiscally sponsored project of GPP, which has been determined by the Internal Revenue Service (the "IRS") to be exempt from federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"); and (b) GPP shall be permitted to assign its rights and obligations under this Agreement, including, but not limited to, the right to receive the reports and the return of any unspent spends as described above, to a successor entity to which GPP has agreed to transfer all or substantially all of the assets, activities, and liabilities relating to USDN, upon at least 30 days' prior written notice to you.

Please sign this letter indicating that you agree with the terms. USDN is a project of Global Philanthropy Partnership. Once Global Philanthropy Partnership receives your signed letter with description of how the check should be issued, it will disburse the grant funds.

Sincerely,



April Donnellan

Executive Director

Global Philanthropy Partnership

cc: Nils Moe, Managing Director  
Urban Sustainability Directors Network

## Acceptance of Grant Terms

189263

The City of Portland accepts the grant conditions of this letter, ID EQ106.

Name: Ted Wheeler

Title: Mayor, City of Portland

Signature: \_\_\_\_\_

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

APPROVED AS TO FORM

Approved as to Form

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

*Gracy Rene* *GR*

CITY ATTORNEY

*11/16/18*

How the Check Should Be Issued:

City of Portland EIN/Tax ID: 93-6002236

Project Manager: Michele Crim City of Portland, Bureau of Planning and Sustainability

### Project Budget

The full budget (\$10,000) will be spent with one or more consultants to provide:

1. Human-centered design expertise (workshop facilitation with users, developing the beta-test design format, refinements of design based on testing). \$7,000
2. Graphics and/or design expertise (visual and functional layout/format of the guide for printable and potentially online versions). \$3,000
3. The City of Portland will provide in-kind resources in the form of staff time (to both manage and participate), meeting space and logistics and supplemental equity consulting through an existing contract with Kapwa Consulting (Desiree Williams-Rajee).