

GRANT AGREEMENT NO.

This is Grant Agreement (“Agreement”) is between the CITY OF PORTLAND, OREGON (“CITY” OR “GRANTOR”) and the Portland African American Leadership Forum (PAALF OR “GRANTEE”) in an amount not to exceed \$180,000. This Agreement may refer to the City and Contractor individually as a “Party” or jointly as the “Parties.”

RECITALS:

Effective implementation of anti-displacement and equitable development strategies will take building intentional structures and strategies that reflect the needs of communities who have experienced historic, serial, forced displacement and those currently experiencing housing, commercial or cultural instability. In partnership with the City, the process to identify, prioritize and implement these tools, the Anti-Displacement Action Plan (ADAP), should be co-developed by those most impacted. A community-led focus will be used to ensure equitable outcomes, particularly those that acknowledge the negative outcomes experienced disproportionately by Black, Indigenous, people of color, immigrant and refugee residents.

This agreement is entered into for the purpose of providing City funds for capacity-building for a coalition of community-based organizations, so they can participate in the ADAP process with City staff as full partners. Funds will support the hiring of a community-based organizer to support the work of the coalition, its leadership, members and partners, and further support subgrants to fund engagement and leadership by coalition members, partners, and other grassroots entities providing significant time, resources and expertise to capacity-building efforts.

AGREED:**I. ACTIONS TO BE TAKEN BY GRANTEE**

Pursuant to the above Recitals which are fully incorporated into this Agreement and in consideration of the grant funds provided by CITY, GRANTEE agrees to perform the following actions and/or spend grant funds in the following way:

A community-based organizer is needed to coordinate and amplify the activities and leadership of community-based organizations and grassroots groups committed to mitigating displacement. While many organizations are at the epicenter of housing instability and displacement, a community-based organizer creates opportunities for collective impacts that would otherwise not be possible given the variable capacity and limited funding of different groups.

This grant additionally includes money for sub-grants. See ATTACHMENT B: Budget. These subgrants are intended to pay for meeting stipends as well as for the work of those taking on significant responsibility to enhance community capacity around anti-displacement work. Sub-grants facilitate the engagement of individuals and organizations with limited capacity and resources, who might otherwise not be able to engage.

See ATTACHMENT A: Community-based Organizer: Goals.
See ATTACHMENT B: Budget

II. SPECIFIC CONDITIONS OF THE GRANT

- A. Publicity: Unless otherwise advised in writing, an acknowledgement of BPS support must appear on all materials publicizing or resulting from award activities in the form of a Policy Statement. BPS Logo and credit line should also be used in acknowledging its support whenever possible.

Acknowledgement must be included in any materials resulting from or related to grant award, such as articles, reports, web resources, events, fliers, other written documents, or publicity materials.

1. Logo: Current logo, with correct spacing, color or black and white shall be requested directly from BPS communications staff or assigned program staff.
2. Policy Statement: The acknowledgement of BPS support must also include the following statement: “Any views, findings, conclusions, or recommendations expressed in this [describe the publication: article, book, exhibition, film, program, database, report, web resource, etc.] do not necessarily represent those of the City of Portland.” The policy statement requirement will be waived in instances when it is not feasible or appropriate to include it.
3. Credit Lines: A portion of the funding for the program/project comes from BPS: “The [title of this project/program/web resource/database etc.] has been made possible in part by a grant from the City of Portland, Bureau of Planning and Sustainability.”

All funding for the program/project comes from BPS: “The [title of this project/program] has been made possible through funding entirely by the City of Portland, Bureau of Planning and Sustainability.”

- B. Grantee Representative: GRANTEE’s authorized representative for this Agreement is Joy Alise Davis, 503-764-9019.
- C. City Grant Manager: The Grant Manager for this Agreement is Kathryn Hartinger, 503-823-9714, or such other person as may be designated by CITY in writing.
- D. Billings/invoices/Payment: The Grant Manager is authorized to approve work and billings and invoices submitted pursuant to this Agreement and to carry out all other CITY actions referred to herein in accordance with this Agreement.
- E. Reports: GRANTEE will submit to the Grant Manager a report at the completion of all work, services or actions required of GRANTEE under this Agreement. The Final Report will include:
1. Submit quarterly reports (March 15, June 15, September 15, December 15), as needed, that include the following:
 - o Partial Quarterly Report: **Reporting Form**, template included as

ATTACHMENT C (Reporting Form). Check “partial” at top of form.

- Annual Report: signed **Reporting Form**, template included as ATTACHMENT C, no later than thirty (30) days after December 31, 2020. Check “final” at top of form.
2. CITY reserves the right to request additional documentation to support GRANTEE’s expenditure of grant funds had complied with the Agreement and/or interim reports or information on the progress of work, services or actions required from GRANTEE.
- F. Sub-grants: Sub-grants for coalition members, partners, and other grassroots entities providing significant time, resources and expertise to capacity-building efforts are available as part of this grant agreement. In alignment with Comprehensive Plan Policy 2.5, Community Capacity Building, preference will be given to work that centers underserved and under-represented groups. The funds will be administered by the City Grant Manager and approved at the discretion of the BPS Director in consultation with the GRANTEE and Community-based Organizer. In addition:
1. Sub-grantees receiving \$10,000 or more; or sub-grants that will, in whole or in part, fund events at which members of the public may attend, must provide proof of insurance as described in Section IV.L of this document.
 2. Sub-grantees receiving \$300 or more must complete a Reporting Form, template included as ATTACHMENT C, no later than thirty (30) days after the completion of the work specified in the subgrant application. The CITY reserves the right to request additional documents to support sub-grantee’s expenditure of grant funds has complied with the scope of work funded.
 3. For sub-grantees receiving less than \$300, GRANTEE will provide documentation of how the money was spent, including copies of meeting agendas and sign-in sheets, if participants were compensated for their expertise.

III. PAYMENTS

- A. GRANTEE will receive its funding as follows:
1. CITY will fund the work described in ATTACHMENT A and the sub-grant program in an amount not to exceed \$180,000 for FY 2019-20. CITY may advance the GRANTEE \$30,000 upon execution of this Grant Agreement and receipt of a request.
 2. Related to the organizer position, GRANTEE will submit quarterly invoices using ATTACHMENT D (Invoice/Request for Payment Template) to the CITY Grant Manager for approval. The City of Portland will pay GRANTEE the amount of the invoice within thirty (30) days of the approval date. CITY’s subsequent payments will be made after CITY review and approval of GRANTEE’s periodic progress reports using ATTACHMENT C and ATTACHMENT D, which are due on a quarterly basis from the date of the final agreement signature. Grantee may submit periodic progress reports and requests for reimbursement of approved expenses in advance of the due dates using ATTACHMENT C and ATTACHMENT D.
 3. GRANTEE will coordinate and submit sub-grant requests to the CITY Grant Manager

using ATTACHMENT E. Sub-grants will be approved with written permission of the BPS Director. The City of Portland will pay GRANTEE the amount of the sub-grant request within thirty (30) days of the approval date.

4. 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 terminate, reduce, or suspend any grant funds that have not been paid. In addition, CITY may require GRANTEE to immediately refund to the CITY any funds improperly expended or received by GRANTEE.
5. Grant payments under this Agreement may be used only to provide the services or take the actions listed on ATTACHMENT A and expenses listed on ATTACHMENT B. Any changes to the approved budget must be authorized in writing by the City Grant Manager before any expenditure of funds in new amounts or line items.
6. If 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.
7. GRANTEE shall keep vendor receipts and evidence of payment for materials and services. GRANTEE shall keep time records and evidence of payment for program wages, salaries, and benefits, and GRANTEE services. GRANTEE shall make all receipts and evidence of payments promptly available to the Grant Manager, or other designated persons, upon request and during the CITY's annual monitoring process.
8. 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.
9. 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.

IV. GENERAL 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 estimate 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 provided by CITY setting for the provisions of this nondiscrimination clause. GRANTEE shall 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 paragraph in all of other agreements for work funded under this Agreement, except agreements governed by Section 104 of Executive Order 11246.

- I. Maintenance of and Access to 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 four (4) years after CITY makes final grant payment 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.
- J. Audit. CITY 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 four (4) year period established above. 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.
- K. Indemnification. GRANTEE shall hold harmless, defend, and indemnify CITY, and its officers, agents and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from actions or omissions of GRANTEE and/or its contractors in the performance of this Agreement. This duty shall survive the expiration or termination of this Agreement.
- L. 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.
 2. Commercial General Liability Insurance: GRANTEE shall have commercial general liability insurance covering bodily injury, personal injury, property damage, including coverage for independent contractor's protection (required if any work will be subcontracted), premises/operations, contractual liability, products and completed operations, in a per occurrence limit of not less than \$1,000,000, and aggregate limit of not less than \$2,000,000.
 3. Automobile Liability Insurance: GRANTEE shall have automobile liability insurance with coverage of not less than \$1,000,000 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. 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, cancellation, 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 certificate(s) of insurance, along with applicable endorsements, to CITY at 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 ORS 30.270.
- M. 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.
- N. 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.
- O. Conflict of Interest. No CITY officer or employee, during his or her tenure or for two (2) year 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.

- P. Oregon Law and Forum. This Agreement shall be construed according to the laws of the State of Oregon without regard to principles of conflicts of law. Any litigation between the Parties arising under this Agreement or out of work performed under this Agreement shall occur in Multnomah County Circuit Court or the United States District Court for the State of Oregon.
- Q. 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.
- R. 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. Two copies 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.
- S. Severability. The Parties 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.
- T. Merger. This Agreement contains the entire agreement between the Parties 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.
- U. 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.
- V. Third Party Beneficiaries. There are no third party beneficiaries to this Agreement and may only be enforced by the Parties.
- W. 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.

V. TERM OF GRANT

The terms of this Agreement shall be effective when an ordinance is passed by City Council and the Agreement is executed by all the Parties, as shown by the authorized signatures below, and shall remain in effect during any period for which GRANTEE has received grant funds or when obligations are due from GRANTEE.

This Grant Agreement and all work by GRANTEE shall terminate no later than December 31, 2020.

CITY OF PORTLAND

GRANTEE

Name: _____
Title: _____
Date: _____

Name: _____
Title: _____
Date: _____

Approved as to Form

City Attorney

ATTACHMENT A: Community-based Organizer: Goals

This grant will fund a full-time community-based organizer to: i) support coalition leadership; ii) support capacity-building for coalition engagement with ADAP; and iii) regularly report on activities and progress to BPS.

Goals and timeline for this project include:

[See “successes” line in ATTACHMENT C: Reporting form]

- Development of a charter for the ADPDX Coalition that includes coalition goals, priorities, roles and responsibilities and decision-making procedures. (Q1, Q2)
- Administration of an ADPDX member/partner inventory survey to better understand what anti-displacement related actions different members and partners are engaged in (Q1)
- Capacity-building for ADPDX Coalition engagement in anti-displacement efforts, including stakeholder organizing, logistics, policy research, technical modeling and planning analysis related to ADPDX priorities. (Q1, Q2, Q3, Q4)
- Support for ADPDX Coalition leadership, members and partners (Q3, Q4)
- Solicitation, coordination, and submittal of sub-grant requests (Q1, Q2, Q3, Q4)
- Development and maintenance of relationships with ADPDX members, partners, and stakeholders (Q1, Q2, Q3, Q4)
- Regular reporting of progress, successes, opportunities and challenges to BPS team – including completion of quarterly reports (Q1, Q2, Q3, Q4)

ATTACHMENT B: Budget

Revenue		\$180,000.00
Personnel		
ADPDX Organizer: salaries & wages, insurance, fringe benefits, payroll taxes, training (40 hours a week)		\$90,000.00
ADPDX Organizer: travel		\$1,000.00
Expenses		
Sub-grants to member/partner orgs		\$60,000.00
Program: Activities and events: including childcare, supplies, travel and meeting expenses, interpretation and translation services, event venue rentals, etc.		\$9,800.00
Administrative expenses: including reporting, accounting, insurance and human resource.		\$9,600.00
Administrative expenses: including utilities, IT/telecommunications, Computer hardware, office space security and office space expense.		\$9,600.00
	Total Personnel expenses	\$91,000.00
	Total expenses	\$69,800.00
	Total admin fee expenses	\$19,200.00
	Total Expenses	\$180,000.00

ATTACHMENT C: Reporting Form

Progress Report: <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
Grant Agreement	
GRANTEE Organization Name	
Project Title	
Fiscal Year	
Overall Project Status >>	
Overall Grant Program Purpose	
Project Summary	<i>[Describe grant project]</i>
Project Status Narrative	<i>[Describe project progress during this reporting period. Please include: latest news, overall project status, milestones accomplished, goals reached (see ATTACHMENT A), any additional comments about the project, additional photos, or supplementary documents you would like to share.]</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 or marketing materials; please include your written permission for this use.]</i>
Challenges	<i>[Briefly, describe any challenges encountered in your project so far, and how your organization has, or plans, to overcome those challenges.]</i>
Next Steps	<i>[What are the next steps for this project and your organization?]</i>

Policy/Partnership Opportunities	<i>[While conducting your work, has your organization observed opportunities for policy change or City partnerships that would benefit the work or participants on your program/project? Please provide specific examples and related metrics]</i>			
Project Finances	Awarded:	\$ <i>[Insert total funds awarded by City]</i>	Grant Expenditure to Date	\$ <i>[Insert grant expenses incurred to date and submit with the expenditure report***]</i>

Participants Demographics >>	
Age	
Racial or Ethnic	

<p>Certification: 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)	

ATTACHMENT D: Invoice/request for payment template

Please add the following information to a document with your organization letterhead.

Invoice/Request for Payment

To:

City of Portland
 ATTN: Kathryn Hartinger
 Bureau of Planning and Sustainability
 1900 SW 4th Ave, Suite 7100
 Portland, Ave 97204

Grantee			
Address			
City, State		Zip Code	

Project name			
Expenses period		through	

Expenses	Item Description	FY 2019-20 Total Budget	FY 2019-20 BPS Budget	Amount Invoiced
Administrative costs	(up to 10% of the total grant amount)			
Total Expenses			\$	\$ 0.00
Net amount due			\$	

Prepared by:	
Signature:	Date:

ATTACHMENT E: Request for Sub-grant

Please add the following information to a document with your organization letterhead.

To:
 City of Portland
 ATTN: Kathryn Hartinger
 Bureau of Planning and Sustainability
 1900 SW 4th Ave, Suite 7100
 Portland, Ave 97204

Grantee			
Address			
City, State		Zip Code	

Description of work subgrant will fund:

Description of how proposed work furthers ADPDX work, objectives or capacity:

Budget	Item Description	Amount Requested
Net amount requested		\$

Prepared by:	
Signature:	Date:

APPROVED:

BPS Director

Date: _____