

**2040 PLANNING AND DEVELOPMENT GRANT
INTERGOVERNMENTAL AGREEMENT
Metro – City of Portland
Unite East Portland**

This 2040 Planning and Development Grant Intergovernmental Agreement (this “Agreement”) is entered into by and between Metro, a metropolitan service district organized under the laws of the state of Oregon and the Metro Charter, located at 600 Northeast Grand Avenue, Portland OR, 97232 (“Metro”), and the City of Portland a municipality of the State of Oregon, located at 1900 SW Fourth Avenue, Suite 1700, Portland, Oregon, 97201 (“Grantee”). Metro and Grantee may be jointly referred to herein as the “Parties” or each, individually as a “Party”.

RECITALS

WHEREAS, Metro has established a Construction Excise Tax (“CET”), Metro Code Chapter 7.04, which imposes an excise tax throughout the Metro regional jurisdiction to fund regional and local planning that is required to make land ready for development after inclusion in the Urban Growth Boundary; and

WHEREAS, the CET is collected by local jurisdictions when issuing building permits, and is remitted to Metro pursuant to Intergovernmental Agreements to Collect and Remit Tax entered into separately between Metro and the local collecting jurisdictions; and

WHEREAS, Grantee has submitted a 2040 Planning and Development Grant Request attached hereto as **Exhibit A** and incorporated herein (the “Grant Request”) for Unite East Portland (the “Project”); and

WHEREAS, Metro has agreed to provide 2040 Planning and Development Grant Funds to Grantee for the Project in the amount of \$75,000 subject to the terms and conditions set forth herein (the “Grant Funds”), and the Parties wish to set forth the timing, procedures and conditions for receiving the Grant Funds. In addition to the Grant Funds, other financial contributions have been pledged by Grantee and other project partners to help fund the Project budget.

AGREEMENT

NOW THEREFORE, the Parties hereto agree as follows:

1. **Metro Grant Award.** Metro shall provide the Grant Funds to Grantee for the Project as approved by the Metro Council in Resolution 19-5002 and as described in the Grant Request, subject to the terms and conditions specified in this Agreement.
2. **Project Management and Coordination.** The Parties have appointed the staff identified below to act as their respective project managers (each a “Project Manager” and collectively “Project Managers”) with the authority and responsibility described in this Agreement:

For the Grantee: Bill Cunningham
 Project Manager
 City of Portland
 503-823-7896
 Bill.Cunningham@portlandoregon.gov

For Metro: Molly Cooney-Mesker/Erin Kehe
Metro
600 NE Grand Avenue
Portland, OR 97232
Erin.Kehe@oregonmetro.gov
Molly.Cooney-Mesker@oregonmetro.gov

Metro and the Grantee may each designate an additional or replacement Project Manager by providing written notice to the other party.

3. Mutual Obligations of both the Grantee and Metro. The Parties and their respective Project Managers will collaborate to oversee the successful implementation of the Project as follows:

- (a) Approval of Consultants. The consultant(s) specified in the Grantee's Grant Request (**Exhibit A**) shall perform all consultant work to be paid for with grant funding. In the event that any additional contractors or subcontractors will perform work on the project to be paid out of grant funds, Grantee will obtain written approval from Metro's project manager. The Consultant's proposed scope of work is outlined in **Exhibit B**.
- (b) Schedule of Milestones. The Parties have agreed to a schedule of milestones for completion of the Project, which is attached hereto as **Exhibit C** (the "Milestones"). The Parties each expressly delegate authority to their respective Project Managers to negotiate and agree to any subsequent revisions to the schedule of Milestones as may be appropriate to ensure effective execution of the project in alignment with the project goals. These revisions may include adjustments to the stated performance timelines, specific consultant and/or Grantee deliverables for each Milestone, and amount of Grant Funds to be disbursed by Metro upon satisfactory completion of each Milestone. The Parties agree that mutually agreed upon revisions to **Exhibit C** shall be confirmed with a written amendment to the exhibit, and such revisions will become final and binding on the Parties unless and until later amended as allowed under paragraph 10 of this Agreement.
- (c) Project Committee(s). The Project Managers will jointly determine the role of the Project committee(s), if any, and the composition of such committees or other bodies. Metro's Project Manager will participate as a member of any such committee.

4. Grantee Responsibilities. The Grantee shall perform the work on the Project described in the Grant Request, and as specified in the Milestones, subject to the terms and conditions specified in this Agreement.

- (a) Use of Grant Funds. The Grantee shall use the Grant Funds it receives under this Agreement only for the purposes specified in the Grant Request and to achieve the Milestones as set forth in this Agreement. In the event that unforeseen conditions require adjustments to the Project scope, approach, or schedule, the Grantee shall obtain Metro's prior written approval before implementing any revisions to the Project. All travel expenses must be approved in advance by Metro. Grant funds cannot be used to fund staff time for public agencies or for purchase of alcoholic beverages. Metro and Grantee have agreed to allocate Grant funds for approved project expenses such as consultant fees, payments to Grant Project partners, and direct costs as outlined in Exhibit C.
- (b) Consultant Contract(s). The Grantee shall enter into a contract(s) with the consultant based on the proposed scope of work outlined in Exhibit B. The Grantee shall provide Metro's Project

Manager the opportunity to review and approve draft Consultant contracts prior to execution of such contracts. The Grantee shall notify their Consultant(s) regarding any amendments to Exhibit C that relate to any Consultant(s) scope of work, and will amend consultant contracts to be consistent with the amended Exhibit C.

- (c) Submittal of Grant Deliverables. Within 30 days after completing each of the Milestones, the Grantee shall submit to Metro all required deliverables for such Milestone, accompanied by an invoice Deliverables must be submitted to Metro as outlined in the Milestones, as revised; the Grantee shall not submit additional deliverables and invoices to Metro for later Milestones until Metro has reviewed and approved all prior deliverables under paragraph 5 of this Agreement.

5. Metro Responsibilities. Metro's funding commitment set forth in this Agreement shall be fulfilled solely through CET funds; no other funds or revenues of Metro shall be used to satisfy or pay any CET grant commitments. Metro shall facilitate successful implementation of the Project and administration of Grant Funds as follows:

- (a) Advisory Role. The Metro Project Manager shall take an active role in the Project, and at the request of the Grantee Project Manager will review and comment on draft project documents to communicate any concerns prior to the formal submission of the deliverables for each Milestone.
- (b) Review and Approval of Grant Deliverables. Within 15 days after receiving the Grantee submittal of deliverables as set forth in the Milestones (as revised), Metro's Project Manager shall review the deliverables and either approve the submittal, or reply with comments and/or requests for further documentation or revisions that may be necessary. The Metro Project Manager shall determine whether the deliverables submitted are satisfactory in meeting the Scope of Work and the applicable Milestones.
- (c) Payment Procedures. Subject to the terms and conditions in this Agreement, Metro shall reimburse the Grantee for its eligible expenditures for the applicable deliverable as set forth in Revised Exhibit C within 30 days following the Metro Project Manager's approval of deliverables, invoices and supporting documents.

6. Project Records. The Grantee shall maintain all records and documentation relating to the expenditure of Grant Funds disbursed by Metro under this Agreement. The work product of Metro's Grant is a public record and is subject to public disclosure and review under public records law. Public records requests may also result in the disclosure of any non-exempt documents related to the project and related support documents as required by Oregon Law. Records and documents shall be retained by the Grantee for three years from the date of completion of the Project, expiration of the Agreement or as otherwise required under applicable law, whichever is later. The Grantee shall provide Metro with such information and documentation as Metro requires for implementation of the grant process. The Grantee shall establish and maintain books, records, documents, and other evidence in accordance with generally accepted accounting principles, in sufficient detail to permit Metro or its auditor to verify how the Grant Funds were expended.

7. Audits, Inspections and Retention of Records. Metro, together with its auditors and representatives, shall have reasonable access to and the right to examine, all Grantee records with respect to all matters covered by this Agreement during normal business hours upon three business days' prior written notice to the Grantee. The representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls and other matters covered by this Agreement. All documents, papers, time sheets, accounting records, and other materials pertaining to costs incurred in connection with the Project shall be retained by the Grantee and all of their contractors for three

years from the date of completion of the Project, or expiration of the Agreement, whichever is later, to facilitate any audits or inspection.

8. Term. Unless otherwise terminated under paragraph 9, this Agreement shall be effective on the last date it is executed by the parties below, and shall be in effect until all Milestones and deliverables have been completed, all required documentation has been delivered, and all payments have been made as set forth in the Milestones, as revised.

9. Termination. Metro may terminate this Agreement and cancel any remaining Grant Fund payments upon a finding by the Metro Chief Operating Officer that the Grantee has abandoned its work on the Project or is otherwise not satisfying its obligations under this Agreement regarding the requirements of the grant.

10. Amendment. This Agreement may be amended only by mutual written agreement of the Parties.

11. Other Agreements. This Agreement does not affect or alter any other agreements between Metro and the Grantee.

12. Indemnification. To the extent permitted by Oregon law and subject to the limitations of the Oregon Tort Claims Act and the Oregon Constitution, the City agrees to indemnify and defend Metro and hold Metro, its agents, employees and elected officials harmless from any and all claims, demands, damages, actions, losses, and expenses, including attorney's fees at trial and on appeal, arising out of or in any way connected with its performance of this Agreement.

13. Authority. Grantee and Metro each warrant and represent that each has the full power and authority to enter into and perform this Agreement in accordance with its terms; that all requisite action has been taken by the Grantee and Metro to authorize the execution of this Agreement; and that the persons signing this Agreement have full power and authority to sign for the Grantee and Metro, respectively.

14. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and together shall constitute a single document. Electronic signatures, as well as copies of signatures sent by facsimile or electronic transmission, shall be deemed original signatures for all purposes and shall be binding on the Parties.

[Signature Page Follows]

METRO

CITY OF PORTLAND

By: _____
Marissa Madrigal
Chief Operating Officer

By: _____
Andrea Durbin
Director, Bureau of Planning and Sustainability

Date: _____

Date: _____

Approved as to Form:

Approved for legal sufficiency for the City of
Portland:

By: _____
Carrie MacLaren
Metro Attorney

By: *Judy Rees*
Counsel for City of Portland

Date: _____

Attachments:

- Exhibit A – Grant Request
- Exhibit B – Consultant Scope of Work
- Exhibit C – Schedule of Milestones

2040 Planning and Development Grant Application | Community Engagement

Project: Unite East Portland

Grant funds requested: \$75,000

Project purpose and context

1. Provide a brief summary of the planning or development project for which engagement is planned. What is the need for the project and this project's purpose? What are the goals and anticipated outcomes of the project? What will be the community impacts and benefits? What are the opportunities for community input to influence project outcomes and public decision-making? Include a general schedule for the project that includes key decision points or milestones and a total budget for the project.

The East Portland Action Plan (EPAP) was a community-driven effort to identify actions to improve the area's livability and to address some of the challenges, such as inadequate infrastructure, facing East Portland. Since the time of EPAP's adoption in 2009, East Portland has become significantly more diverse and lower-income residents have been facing displacement pressures. With the 10-year anniversary of EPAP upon us advocates have requested a new planning effort to reflect the physical and demographic changes in East Portland. In response to that, the City of Portland is embarking on an internal, cross bureau effort to assess progress of the existing Action Plan, and to coordinate, update and re-align planning frameworks in East Portland. The City anticipates hosting an East Portland Community Summit in late 2020 or early 2021 to present information about current conditions and trends, evaluate action plan progress, and identify next steps. This is the first step toward a refreshed community-led plan for East Portland.

East Portland is the most diverse district in the city and has changed much over the past 10 years. While building additional housing units in East Portland will be important for meeting the housing needs of Portland and the region, a key challenge Portland must address is how to ensure that all East Portlanders benefit from this growth and are not displaced as development occurs and infrastructure gaps are addressed. Recent changes to the Portland Zoning Code (Residential Infill Project and Better Housing by Design) are anticipated to increase the pace of development in East Portland.

The demographics of East Portland, detailed below, are rapidly shifting. The Bureau of Planning & Sustainability (BPS) must learn how residents' needs and priorities have changed. To serve the emerging majority minority community, the bureau must employ more culturally responsive communication methods. BPS is adjusting its' work to support a movement and organizing model that puts communities of color in the lead.

An anticipated outcome at the end of this Summit process is for the community to create a work plan that addresses growth, housing, infrastructure planning, economic development, and community resilience, as these are issues that different community groups continue to emphasize. Considering physical and demographic changes, this work will be led by black, indigenous, communities of color and other vulnerable populations.

A group of East Portland non-profit organizations led by Unite Oregon (Unite), is requesting funds to conduct engagement for this effort. Unite Oregon is an intercultural nonprofit led by immigrants, refugees, people of color and people living on low incomes. This will help ensure that under-served, black, indigenous, immigrant, refugee, and low-income communities of color are prioritized and will direct the outcomes of this project.

Unite recently purchased a building in East Portland and is now headquartered there, realizing a long-held dream for their community and affirming that people of color, low-income families, immigrants and refugees will not be displaced. Unite will soon be embarking on a community-centered organizing process to develop a

vision for how East Portland can meet the needs of the existing community. Unite will be centering on strengths that already exist in East Portland low-income immigrant, refugee, communities of color to meet their employment and entrepreneurship goals, while proactively working to address residential, commercial, and cultural displacement.

The emergence of COVID- 19 has shifted how Unite will advance this community organizing process in 2020; first, Unite Oregon is now employing a remote organizing strategy, which is effective, but slower than face-to-face organizing; and second, it's clear that community needs are rapidly changing due to COVID-19, and any visioning process for East Portland must reflect that new reality.

Unite's visioning process provides an almost seamless opportunity to launch a new East Portland planning framework, as the community will already be immersed in a conversation to identify needs and solutions in order to remain in place and thrive. This planning framework will be an important component of the community's work to implement their vision as East Portlanders and will take place in the context of a larger, community owned process. Both Unite and the East Portland community will benefit from BPS's technical expertise, which will support them in aligning community input into the framework. Collectively, this project will support Unite's ongoing community engagement work in East Portland and ensure front line community members are positioned to determine the impacts and benefits of this next phase of work in East Portland.

TIMELINE, GENERAL SCHEDULE, MILESTONES, KEY DECISION POINTS, TOTAL BUDGET

Please note that the timeline and various community engagement strategies may be impacted by COVID-19 and are subject to change.

Fall 2020 - **Discovery period** represents the most robust stage of cross-organizational involvement and planning for community engagement in advance of the Summit. Project partners will work to understand the present situation in East Portland, discover which community needs and solutions have already been identified, and determine a process to incorporate this information into the subsequent community conversation. Staff anticipates the conversation will focus on growth, housing, infrastructure planning, economic development, and community resilience. These assumptions will be validated, revised or rejected during this period based on data and conversation among community leaders. During this period:

- City staff will present cross-bureau work and progress towards completion of East Portland Action Plan items. More recent public agency and community plans will be presented to Unite and other nonprofit partners in order to ensure the lead community organizers have a deep understanding of the East Portland Action Plan and the distinct opportunities for community influence and benefit.
- Unite, in partnership with the City of Portland, will lead; development of a community engagement plan specific to a new East Portland planning framework. Demographic data will be compiled, and a summary of these community input/ data collection efforts will be prepared to help inform the Community Summit.
- BPS, using input from community members, will create an interactive asset map that displays physical assets, community anchors, existing projects and programs, and desired changes/improvements. We will use this map to inform the community discussion and will share it back with community members during the Summit. An asset mapping approach allows the community to consider and build on existing strengths, rather than only emphasizing gaps and deficiencies.

Winter 2020 - **Community Summit** period in which the City, Unite ,other grassroots nonprofits , and EPAP membership will work in partnership to design, develop, and co- facilitate a half to full-day community summit designed to build on community input received to date, and work with community to identify how an update can support their vision and remain accountable to the community. BPS and Unite will lead multilingual, diverse community members through a process to identify challenges, aspirations, and opportunities that will

ground the planning framework. As part of this process, the community will help identify additional community anchors, physical places and institutions that are important to the area's diverse communities. Staff and community will identify potential funding sources to implement community-identified goals, including opportunities to ensure Unite and other nonprofit partners continue to receive funding to remain engaged in the community and can provide ongoing community engagement in East Portland work.

Spring & Summer 2021 - Work Plan Development will occur during this period, incorporating information from the Summit and through Unite's ongoing community mobilizing, educating and base-building work in East Portland. These conversations may result in the development of a 3-year work plan to create an updated planning framework for East Portland. This work will be presented in subsequent community events in partnership with Unite.

Summer/Fall 2021 - During this **Presentation** period, the Work Plan will be presented to Portland City Council for consideration and budgetary commitments. Recommendations will also be shared with Portland Clean Energy Fund staff to identify community projects eligible for that funding source.

Community demographics

2. Provide demographic information including race, ethnicity, age, and income of the neighborhood or community that will be affected by the project. Indicate the data source and describe how the project geography relates to the data provided. If appropriate, include not only residential data but also relevant information (even if anecdotal) regarding local businesses, employers or commercial districts.

EAST PORTLAND		2010	2017
Population		138,000	158,163
Families		33,200	35,616
Household Size		2.65	2.78
Households		51,100	55,774
People 18 Years of Age and Under		36,673	37,785
People 65 Years of Age and Over		16,560	20,561
Median Income (East Portland)		\$49,459	\$46,357 (down by \$3,102)
Median Income (Citywide)		\$59,804	\$71,931 (up by 12,127)
Families in poverty		5,302	6,722
Renters		22,864	25,941
Homeowners		30,289	29,833
High School Diploma		30%	28%
4 Year College Degree		13%	14%
Advanced Degree		5%	6%

Black		7%	7%
Native American		1%	1%
Asian		11%	13%
Latino (any Race)		13%	15%
Two or More Races		3%	5%
People of Color		36%	43%
White		64%	57%

Comparing 2010 United States Census numbers and 2017 American Community Survey numbers, there has been a significant drop in median income, along with a decrease in homeownership in East Portland. A historically noteworthy demographic is that East Portland has always had the highest high school graduation rate, without graduates continuing to college. Rather than increasing (as had been the trend in the past) over the past 10 years, this number has dropped which is especially troubling as one in three of Portland's youth under the age of 19 live in East Portland. Another dramatic demographic change is that half of all Portland families living in poverty, live in East Portland. It is essential to note the striking juxtaposition between citywide and East Portland demographics. One example that helps to illustrate this situation is the 2017 citywide average median income of approximately \$63,032, compared to \$46,357 in East Portland. This gap is continuing to increase into the present day. With 43% of communities of color residing in East Portland, compared with 29% citywide, it is becoming increasingly clear that two different Portland's are emerging.

Speaking to employment trends in the district, The Columbia Corridor continues to play an important role in the area with the highest paying and highest volume of jobs. Of the 131,903 people employed in all the East Portland business districts, the Corridor employed just under 45% of them. It has the highest paying jobs, making approximately \$57,000/yr., in office and manufacturing positions. According to 2017 Longitudinal Employer-Household Dynamics (LEHD) origin-destination statistics, (LODES) 12% of East Portlanders employed in middle to high wage jobs work in the Columbia corridor compared to 62% employment regionally.

In contrast, in the much smaller districts, such as Jade and Division-Midway districts, common jobs are in the retail sector with an average annual wage of \$25,000. Across districts, manufacturing wages varied with the low end of \$41,000 in the 82nd Avenue district. Another area with higher wage jobs is the Gateway Area District with 7,388 jobs averaging \$51,000 in the Education and Medical sector.

Anticipated engagement plan or concept

3. Describe your anticipated engagement plans for the project (without this grant.) Include engagement goals, audiences you intend to contact, and methods for engagement (meetings, workshops, surveys, focus groups, interviews, door-knocking, etc.) If awarded this grant, how will your engagement approach be different?

Continuing the cross-bureau work currently underway, there will be a Discovery period during which City staff will have informal conversations with Unite, EPAP and other groups active in the community to discuss current conditions, the level of progress made in completing the original East Portland Action Plan, and emerging issues such as COVID-19 impacts. Based on these conversations staff will then work with Unite, other non-profits, and EPAP to plan and conduct a Community Summit.

During the Summit, City staff and Unite will present above findings. Staff will educate and lead focus group conversations based on topics that emerge from the Discovery phase of this project. Then there will be broad discussion on the accuracy of this information. There will be conversations about different action areas in which the wider community can share their vision on how to complete or refine the original EPAP and discuss the current state and needs in East Portland. These conversations will be guided with themes that emerge during the Discovery period.

After the summit, the City will create a three-year work plan based on what the community discusses at the Summit. Because this workplan will be developed with the community at a later date, at this moment we are not certain of what it will contain, but ongoing community conversations suggest that growth, physical and community infrastructure, housing, economic development, and community climate resilience will be priorities.

With the existing project staff (listed below), BPS does not currently have the bandwidth to be able to embark on inclusive engagement for this proposed project. Although this project will work closely with EPAP, the membership and leadership of EPAP is currently not as diverse as the community. Without the grant, BPS staff will be reliant on current staff and EPAP community advocates, and will have limited ability to fully engage the diverse array of communities that were not involved in the original EPAP, including members of the Black community – many of whom were displaced from North/Northeast Portland. The grant will allow the City to more fully partner with a multi-racial organization rooted in the community to expand meaningful engagement to more parts of the East Portland community.

The original EPAP grew out of state and county efforts, with support from the City. Because the demographic shift has been so dramatic and is continuing to evolve, grassroots community groups have a much better pulse on people living in the area. In addition, as is common with under-served communities, past government actions have caused frontline communities to be suspicious of government. The grant will allow BPS to partner with a broad based multi-cultural community-based organization, such as Unite, which will be key to the success of this effort. A significant element of inclusive engagement is to put communities of color in the leadership position of designing and carrying out the engagement. This creates more community trust that is not possible if the process is designed by City staff (many of whom do not live in the community or lack the lived experience of being an immigrant, experiencing racial discrimination, or living in poverty).

Team capacity and experience

4. Identify key government staff assigned to the project and project leads involved from a consultant (if applicable). Clearly indicate the role of each team member. Describe the experience of any team members who have worked in the engagement of historically marginalized communities in similar planning and development efforts. Include brief examples of past work. If applicable, describe any relevant cultural experience or lived experience of team members that might be relevant to this effort.

Bill Cunningham (City Planner, BPS) has led a variety of projects, such as the Better Housing by Design update to Portland's multi-dwelling zones, the Mixed-Use Zones Project, and the design and development components of Portland's Comprehensive Plan Update. His work on these projects included a focus on improving outcomes for marginalized communities through expanded and new incentives for affordable housing and affordable commercial space, and provisions specific to East Portland to improve street connectivity and other outcomes. His work has been informed by engagement with a diversity of Portland communities and by his experience growing up in a majority-minority community as the son of an immigrant from the Philippines. He will be working on the overall project full time as the project coordinator.

Leslie Lum (East Planner, BPS) has worked on urban design projects and community planning in East Portland. including the Outer Powell Conceptual Design Plan, the Healthy Housing project, the Mass Shelter project, and

now the Transportation Growth Management Plan for the Parkrose Neighborhood. Prior to BPS, her work has primarily been in the housing and community development field in Los Angeles and Portland. As a second generation Chinese American, Leslie has embraced a lifetime of working in and serving working class communities of color. She will be working on the project half time.

Andrea Pastor (Economic Planner) brings over a decade of experience engaging low income communities of color for a variety of planning projects and community development programs. Most recently, Andrea worked for the city of Vancouver, WA managing the implementation of the *Fourth Plain Forward Action Plan* and the development of the *Reside Vancouver Anti-Displacement Strategy*. She is currently working on Portland's Anti-Displacement Action Plan. Andrea is a child of Mexican immigrants, and as a small business owner and economic development planner, she is familiar with the challenges facing vulnerable communities, including cultural and commercial assets, to remain rooted in a location of their choosing. She will be working on the project quarter time.

Added team capacity and experience desired

5. Describe the qualifications and experience that you are seeking to add to your team through the involvement of a community partner or liaison. Discuss your strategy to recruit and select the organization(s) or individual(s) who would join your team. How do you propose to integrate the community partner/liaison into the planning or development project team? Will they have opportunity to adjust your engagement plans to best meet intended goals? [If you have already identified a community partner/ liaison to be involved, explain how their specific expertise, perspective, and/or relationships will enhance project success.]

To ensure the Discovery, Summit, and final phases of this project are responsive to the changing demographics of the area, BPS proposes partnering with Unite Oregon (Unite), and several smaller to be determined community groups. Unite will plan and implement this project alongside BPS staff. In 2015, BPS, Unite (formerly Center for Intercultural Organizing), and Community Alliance of Tenants embarked on the East Portland Healthy Housing program. The organizations did intensive engagement with a multi-racial group of renters in five apartment buildings in East Portland. This project helped to give voice to the need for the City Enhanced Inspections program in which renters were able to shed light on the worst safety and health code violations in the city. The partnership built strong relationships with Bhutanese, Nepali, Burmese, Zomi, Latinx, and other renters of color that continue to this day. Last year, Unite purchased its new home on SE 122nd Avenue, which has helped them to grow their base in the area. Their action platform revolves around listening to communities, growing leaders, mobilizing communities, fighting injustice, and powering community solutions that result in systems and policy change. An important piece of this proposal is to work with Unite to partner with smaller community groups to ensure the project reaches as diverse a population as possible.

If awarded this grant, BPS will work with the following Unite staff, who have a variety of lived and work experience to help deliver a successful project.

Sushma Raghavan (Field Director, Unite) was raised in California by immigrants from South Asia. After graduating from the University of Michigan, she became an organizer in the labor movement. She then became a lead organizer and led a campaign staff of eight on a strategic campaign, coordinating between legal, communications, political, and field staff, in an organizing campaign of a local retail chain. After the 2016 presidential elections and the spike in hate crimes and white nationalism, she decided to look for an opportunity to more intentionally help marginalized communities and people of color build power and she joined Unite Oregon as the Field Director in 2018.

Cristina Palacios (Statewide Housing Director, Unite) started organizing at the age of 14. She loves serving all people, especially people of color, immigrants, refugees and the Latinx community. She is driven by a passion for housing and social justice and the belief that everyone - regardless of their income, disability, race or immigration status - deserves a safe healthy place to call home.

Proposed engagement budget

6. Using the budget table template provided, indicate the major project phases, the grant-funded public engagement tasks or elements you imagine for each phase, and their associated costs. Identify any additional funding [if any] available from other sources.

See Attached Budget Table

2040 Planning and Development Grant Application
Proposed project budget | Community engagement

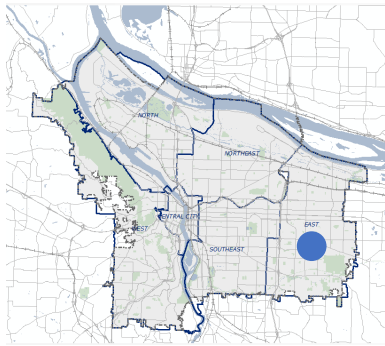
Project Name: Uniting East Portland

Grant Funds Requested: \$75,000

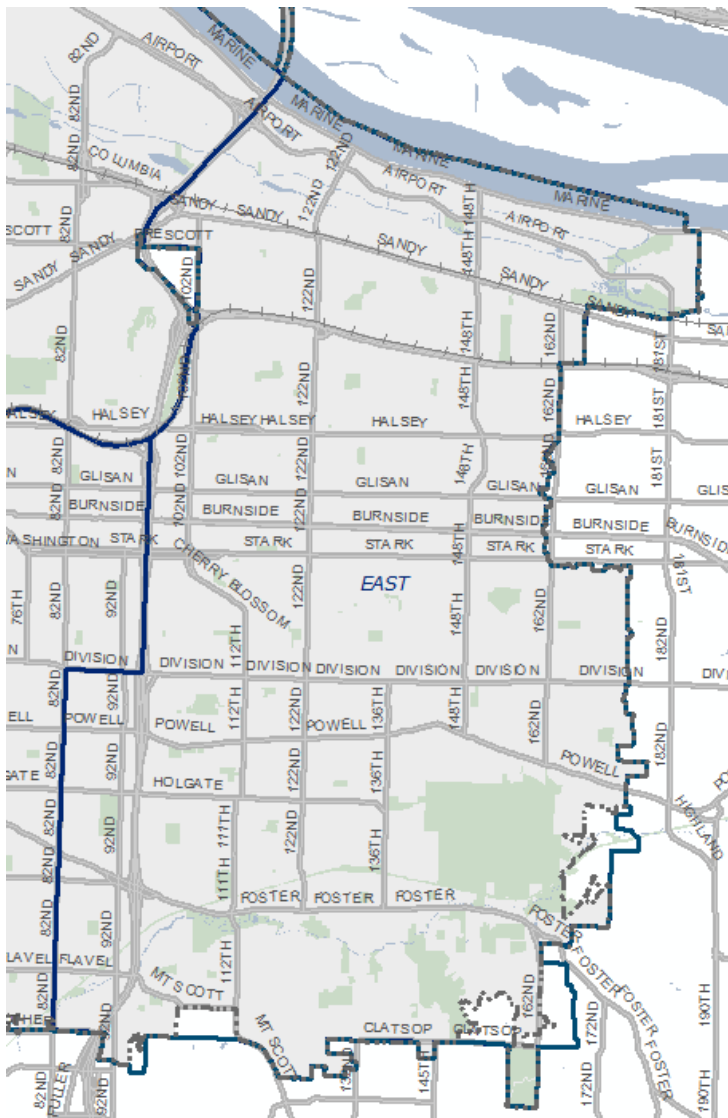
Other funds Pledged: \$5,000

PROJECT PHASES AND ENGAGEMENT COMPONENTS	PROPOSED GRANT FUNDING					
	CBO COMPENSATION (Lead Agency)	CBO COMPENSATION (Smaller Groups)	LIAISON COMPENSATION	DIRECT EXPENSES FOR ENGAGEMENT (Stipends)	DIRECT EXPENSES FOR ENGAGEMENT (Interpretation)	DIRECT EXPENSES FOR ENGAGEMENT (Food & Materials)
Discovery Period	\$ 5,000	\$ 2,500	n/a		\$ 1,000	
Summit Period	\$ 10,000	\$ 7,500		\$ 10,000	\$ 7,500	
Workplan Development	\$ 15,000	\$ 10,000	n/a		\$ 1,000	
Presentation Period	\$ 2,500	\$ 2,500	n/a		\$ 500	
TOTAL	\$ 32,500	\$ 22,500	n/a	\$ 10,000	\$ 10,000	EPAP Match (\$5,000)
GRAND TOTAL	\$ 75,000					

Map of Portland



Map of East Portland



March 11, 2020

Dear Metro 2040 Planning & Development Grant Staff:

Unite Oregon is thrilled to submit this letter of commitment in support of the City of Portland Bureau of Planning and Sustainability application to Metro's 2040 Planning and Development Grant opportunity. We are eager to partner with our colleagues at BPS to implement this important project, and to engage our priority community members in conversations that will amplify the voices, experiences and needs of immigrant, refugee, black, indigenous, people of color and working- class folks who call East Portland home.

Unite Oregon is a community-based organization led by people of color, immigrants and refugees, rural communities, and people experiencing poverty. With field offices in East Portland, Beaverton, and Rogue Valley, we work across Oregon to build a unified intercultural movement for justice. We represent over 26,000 supporters and members, including a strong and growing base in East Portland.

Collectively, our staff has over 60 years experience organizing diverse community members across Oregon. We are vital partners for many local government agencies who wish to meaningfully engage our priority communities-- communities that for decades have been systematically denied access to power, decision- making processes, and the resources that stem from these decisions. We have successfully partnered with BPS before, and we believe they share our vision of a more racially equitable Portland. Further, they understand that meaningful engagement of communities of color is built on consistent work to build trust and relationships in the community, and by centering community members who are most impacted by the issues in the region.

Unite Oregon has a long history of supporting communities to advocate for community preservation. Furthermore, this project is especially timely for Unite Oregon: In June 2019, we purchased our first building, on SE 122nd Avenue-- in the heart of East Portland. This permanent new home realizes a long-held dream for our community, and marks an unprecedented opportunity to build on our movement. By putting down roots in rapidly gentrifying East Portland, we are affirming that people of color, low-income families, immigrants and refugees will no longer experience residential, commercial, and cultural displacement. We are very eager to engage with our surrounding community members in the process to update the East Portland Action Plan, and ensure that the voices of today's East Portland residents are centered.

Sincerely,



Kayse Jama
Executive Director
Unite Oregon

Portland Chapter| 1390 SE 122nd Ave | Portland, Oregon 97233 | (503) 287-4117
Beaverton Chapter|12745 SW Beaverdam Rd Cubicle 193 Beaverton, OR 97005 - (503) 828-9736
Rogue Valley Chapter | 1017 N. Riverside Avenue Suite 116 Medford, Oregon 97501 (541) 772-4029

www.uniteoregon.org Unite Oregon is a federally recognized 501(c)(3) nonprofit organization. Your contribution is fully tax-deductible to the extent allowed by the IRS. All donors will be provided a donation receipt.

EXHIBIT A



Office of Mayor Ted Wheeler
City of Portland

April 30, 2020

Marissa Madrigal
Chief Operating Officer
600 NE Grand Avenue
Portland, OR 97232-2736

Dear Chief Operating Officer Madrigal,

Thank you for this opportunity to compete for Cycle 8 Metro 2040 Planning and Development Grant funding. Resources provided to the City of Portland under the Metro Community Planning and Development Grant Program allow the City to undertake projects across Portland that prepare neighborhoods and corridors for growth and remove barriers to development.

The City shares Metro's grant program focus on equitable housing and economic opportunity in the region. As further described in the formal grant application, our proposals share these goals with our community partners. Accordingly, please consider the following five grant proposals as Portland's request for the Cycle 8 Metro Planning and Development Grant program:

Equitable Development (Prosper Portland lead)

- | | | |
|----|---|-----------|
| 1. | Tribal Headquarters and Center Project (in partnership with OMSI) | \$750,000 |
| 2. | Livable Gateway (in partnership with Nehemiah Group) | \$487,500 |
| 3. | 82nd Avenue/Division (in partnership with APANO and TriMet) | \$284,500 |

Community Engagement (BPS lead)

- | | | |
|----|---|-----------|
| 4. | Anti-Displacement Action Plan (in partnership with PAALF) | \$100,000 |
| 5. | Unite East Portland (in partnership with Unite Oregon and EPAP) | \$75,000 |

The City of Portland intends to fully support the selected projects with staff and funding resources necessary for a successful project. Thank you for your consideration.

Ted Wheeler
Mayor of Portland

March 2020 Unite Tenants Rights Training with members of the Karen Community





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Planning and Development

2040 Planning and Development Grants (Cycle 8 - 2020)

Deadline: 4/30/2020

Bureau of Planning & Sustainability Unite East Portland

Jump to: [Summary Questions](#) [Draft Application](#) [Short questions](#) [Required Uploads](#)

\$ 75,000.00 Requested

\$ 5,000 Anticipated contributions from other sources:

Submitted: 3/12/2020 4:45:50 PM (Pacific)

Project Contact

leslie lum

bill.cunningham@portlandoregon.gov

Tel: (503)823-7896

Additional Contacts

leslie.lum@portlandoregon.gov, john.cole@portlandoregon.gov

Bureau of Planning & Sustainability

1900 SW 4th, Suite 7100
Portland, OR 97201

Telephone (503)823-7896

Fax

Web <https://www.portlandoregon.gov/bps/>

East Portland District Planner

Leslie Lum

leslie.lum@portlandoregon.gov

Summary Questions [top](#)

1. Brief project description (one-two sentences)

Engage East Portland community to create a three-year work plan to lay the foundation for a new plan, prioritizing Black, Indigenous, and communities.

Draft Application [top](#)

1. Please indicate the grant category for which you are applying:

- ☐ Concept Planning
- ☐ Equitable Development
- ☒ Community Engagement

2. To facilitate scheduling of the pre-application conference, please indicate at least three different dates and available times that would work for members of your team to attend a one-hour meeting at Metro. Please also indicate the names and emails of the team members who will attend and the email and phone number of the person who should be contacted to help schedule the meeting.

March 17, 2020; 9-10am

March 18, 2020; 1-2pm

March 19, 2020; 9-10am

March 20, 2020; 12-1

March 24, 2020; 10:30-11:30am

March 25, 2020; 9-10am

March 26, 2020; 2-3pm

Eric Engstrom, BPS Eric.Engstrom@portlandoregon.gov

Claudia Arana Colen, Unite Oregon claudia@uniteoregon.org

Leslie Lum, BPS Leslie.Lum@portlandoregon.gov (503)823-7896

3. Metro Council district(s) of project. Check all that apply.

- ☒ District 1 – Shirley Craddick
- ☒ District 2 – Christine Lewis
- ☐ District 3 – Craig Dirksen

EXHIBIT A

- ☐ District 4 – Juan Carlos Gonzalez
- ☒ District 5 – Sam Chase
- ☒ District 6 – Bob Stacey

Documents Requested *

Upload a PDF of your draft application, using the appropriate template provided for your grant category. You can find the templates on the program web site or in the ZoomGrants Library.

Required?

**Attached Documents ***[Unite East Portland East Application](#)

Upload a PDF of your draft Project Budget, using the appropriate template provided for your grant category. You can find the templates on the program web site or in the ZoomGrants Library.

[Unite East Portland BPS Budget](#)**Short questions** [top](#)**1. Please indicate the grant category for which you are applying:**

- ☐ Concept Planning
- ☐ Equitable Development
- ☒ Community Engagement

2. What is the location and/or geographic reach of the project? Provide a brief description.

Under the "Required Uploads" tab, please also provide the required location map or maps showing where the project and/or participating communities are located and project boundaries, if applicable.

1) East Portland lies at the edge of many borders. On the north side, it sits against the Oregon Washington border, just south of the Columbia River. The City of Milwaukie is directly to the South and the City of Gresham is just East. The West boundary wiggles against Oregon Department of Transportation highways of 82nd Avenue and Interstate 205. East Portland covers approximately two-thirds of the city's land mass and having been annexed in the 1980's through the 1990's is one of the newest parts of Portland. In the more recent past prior to annexation, the area had been more sparsely developed with groves of Douglas Firs and farms. Since the time of white settlers, there have been roughly four distinctly different phases of development in area: Farm houses, low slung mid-century single-family homes, 1975-1990 multi-family development, and the recent development boom prior to the recent recession. This last category of development has largely been town houses, with some apartments. Aside from large arterials, such as Sandy, Stark, Glisan, Burnside, Division, Powell, and Foster, and fewer North to South connections, streets have grown haphazardly. From Multnomah County to City of Portland annexation, development occurred without a plan to systematically integrate different types of street into the built environment. Because of this, East Portland has a street network uniquely different than much of the inner city. There are many unimproved thoroughfares that leave people in wheelchairs navigating undifferentiated space with automobiles. It is also easy to stumble upon dead end streets. Work is underway to improve these right-of-ways. However, because the City has been gentrifying so quickly, many residents fear that improving the infrastructure without helping to stabilize families first, will result in more people getting displaced.

3. Provide demographic information including race, ethnicity, age, and income of the neighborhood or community that will be affected by the project. Indicate the data source, and describe how the project geography relates to the data provided. If appropriate, include not only residential data but also relevant information (even if anecdotal) regarding local businesses, employers or commercial districts.

In the "Uploads" section of this application, you may include optional info-graphics in the project images upload.

According to the United States Census, comparing 2010 general census numbers and 2017 American Community Survey numbers, there has been a significant drop in median income, along with a decrease in homeownership in East Portland. A historically noteworthy demographic is that East Portland has always had the highest high school graduation rate, without graduates continuing on to college. Over the past 10 years, this number has dropped, which is especially troubling as one in three of Portland's youth under the age of 19 live in East Portland. Another dramatic demographic change is that half of all Portland families living in poverty, live in East Portland. In this vein it is also essential to note the striking juxtaposition between citywide and East Portland demographics. One example that helps to illustrate this situation is the 2017 citywide average median income of approximately \$63,032, as opposed to \$46,357 in East Portland. This gap is continuing to increase into the present day. With 43% of communities of color residing in East Portland, compared with 29% citywide, it is becoming increasingly clear that two different Portland's are emerging.

The Columbia Corridor Association continues to play an important role in the area with the highest paying and highest volume of jobs. Of the 131,903 people employed in all of the East Portland business districts, the Corridor employed just under 45% of them. It has the highest paying jobs in office and manufacturing positions, making approximately \$57,000. In contrast, in the much smaller districts, such as Jade and Division-Midway districts, common jobs are in the retail sector with an average wage of \$25,000. Across districts, manufacturing wages varied with the low end of \$41,000 in the 82nd Avenue district. Another area with higher wage jobs is the Gateway Area District with 7,388 jobs averaging \$51,000 in the Education and Medical sector.

4. Metro Council district(s) directly impacted by the project. Check all that apply:

- ☒ District 1 - Shirley Craddick
- ☒ District 2 - Christine Lewis
- ☐ District 3 - Craig Dirksen
- ☐ District 4 - Juan Carlos Gonzalez
- ☒ District 5 - Sam Chase
- ☒ District 6 - Bob Stacey

5. Indicate which 2040 urban design designations will be part of the focus of this project. Check all that apply.

- ☐ Central City
- ☒ Regional Center
- ☒ Town Center
- ☒ Neighborhood Center
- ☒ Station Community
- ☒ Main Street
- ☒ Corridor
- ☒ Employment/Industrial Area
- ☒ Neighborhood
- ☐ Urban Reserve

6. Provide a very brief summary describing the project purpose, location and desired outcomes.

Engage East Portland community to create a three-year work plan to lay the foundation for a new plan, prioritizing Black, Indigenous, and communities.

Required Uploads [top](#)

Documents Requested *

Project narrative: Complete the template using 11 point font. Save the document as a PDF and upload.

Project budget table: Complete the Budget Table using the excel template. Save the table in PDF format and upload.

Letters of commitment: One required from the applicant and one from each project partner. See the grant handbook for more details.

Project location/geographic reach: Provide up to 3 pages of maps (may include text also) that shows where the project and/or participating communities are located within the region. Include project boundaries if applicable. Max. 4MB per doc

Project images (optional): If desired, upload a PDF file of up to 3 pages containing photos, images or pertinent graphic material. Maximum 4MB per document.

Resolution of support: Required for Concept Planning Applications only. See grant handbook for further details.

Combined Application PDF: One PDF attachment combining all application materials into one document. Maximum 4MB per document (reduce file size or split into two documents if necessary)

Required? Attached Documents *

[Unite East Portland Narrative](#)

[Unite East Portland Budget Table](#)

[Unite Oregon Commitment letter](#)

[Mayoral Letter of Support](#)

[map final](#)

[Unite Karen Renters Rights Portland Training](#)

[Unite East Portland Combined Upload](#)

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 163119

**METRO CONTRACT 936858
EXHIBIT B**

**Unite East Portland: Consultant Scope of Work
(Fiscal Years 2020-21 and 2021-22)**

Objective

The primary objective of the Unite East Portland project is to center the perspectives of Black, Indigenous, and People of Color (BIPOC) communities in identifying, documenting, and reporting their priorities for East Portland. The Bureau of Planning and Sustainability (BPS) will use this project, and the resulting report, as a basis for future planning work and City investments in East Portland, which may include future updates to the East Portland Action Plan. Unite Oregon's primary roles will be to develop and implement the community engagement strategy, engage new BIPOC community members and perform leadership development and capacity building with these individuals to prepare them for the Community Summit, and present the resulting information and recommendations to City decision makers. BPS's primary role is to support Unite Oregon throughout the duration of this project - where needed and as needed, in order to secure a successful grant implementation, and to complete the final project report.

PHASE 1: Fall 2020

Project Initiation: development of community engagement plan

This phase involves development of a community engagement plan that will guide approaches to community outreach that will be used for the rest of the project. This phase will follow the execution of the grant IGA with Metro and approval of the City Council ordinance to accept the grant and execute the agreement with Unite Oregon. Tasks/deliverables:

- **Community Engagement Plan.** Unite, in partnership with BPS, will develop a community engagement plan for the Unite East Portland project.

PHASE 2: Fall 2020 to Spring 2021

Discovery: asset mapping, building relationships and capacity building

This phase will involve compiling and coordinating information from community and governmental partners in order to provide comprehensive information on City projects and community assets in East Portland to attendees of the Community Summit. Project partners will work to understand the present situation in East Portland, identify issues of importance to BIPOC communities, and determine a process to incorporate this information into the subsequent Community Summit. Unite Oregon (Unite) will lead the community engagement components of this phase. Tasks/deliverables:

- **East Portland Assessment.** City staff will compile information on City investments and demographics in East Portland and share this information with Unite and community partners. This will provide base line information for community conversations (see below) and the Community Summit and ensure that community partners have an understanding of City investments in East Portland and opportunities for community influence and benefit.
- **Community Conversations.** Unite will collaborate with smaller community-based organizations (CBOs) to reach a wide array of BIPOC organizations and individuals across East Portland during this phase and in the subsequent Community Summit phase. Unite will lead capacity building conversations, with support from City staff, in order for participants to fully engage in conversations about equitable City infrastructure investments. The details of this community engagement will be determined during development of the Community Engagement Plan, but will involve community members with direct experience of living, working, or going to school in East Portland and will prioritize engagement with BIPOC communities.
- **Asset Mapping and Online Dashboard.** Based on the findings from the community conversations and City information compiled by BPS, both parties will consolidate information and collaborate to create an interactive online dashboard - a consolidated collection of maps and data, which both organizes and visualizes physical assets, community anchors, existing City projects and programs, and plans into a single online platform. The City data supporting this dashboard will be hosted by BPS and community asset information gathered from community members will be hosted by Unite.

**METRO CONTRACT 936858
EXHIBIT B**

PHASE 3: Spring 2021 - Summer 2021

Community Summit: summit planning, hosting, and post-analysis

During the Community Summit phase, the City and Unite Oregon, together with partnering community-based organizations, will lead a half- to full-day event centered on BIPOC communities, which had not been a central part of past planning in East Portland. Unite, assisted by BPS, will lead community members through a process to identify challenges, aspirations, and opportunities that will ground the planning framework for future City investments in East Portland. The cross-bureau work and community input from the Discovery phase will be shared during the summit to provide a foundation for the community discussion. Tasks/deliverables:

- **Summit Planning.** The City, Unite, and partnering community organizations will plan for the Summit event, which will likely be held via an online platform, unless there will be a way to safely hold a physical event, considering risks posed by COVID-19. Initial ideas are for a half- to full-day event, but a series of shorter events may also be a possibility, to be determined during the summit planning.
- **Summit Event.** Unite will host and lead Summit discussions, with assistance from BPS in notetaking and in involving other City bureaus, community members and groups. BPS and other government agencies will also attend as presenters to provide a deeper understanding of City investments in East Portland and to support participants' discussion on community priorities for East Portland. An objective is to have at least 100-150 community members participate in the Summit, with at least 40-50 of these participants brought to the Summit through Unite's community engagement with BIPOC groups and individuals.
- **Analysis.** Unite will compile and summarize community input and identify priorities from the Summit discussions.

PHASE 4: Summer 2021 – Fall 2021

Report and Presentations: document community priorities and present to the Planning and Sustainability Commission and City Council

This phase will document community priorities for East Portland, centered on the perspectives of BIPOC communities, and BPS will use this input as the basis for recommendations on near-term actions and potential next steps for an updated planning framework for East Portland. This phase's report and presentations will incorporate information from the Summit and from Unite's work with community-based organizations in East Portland. This work will be presented by Unite to City decision makers. Tasks/deliverables:

- **Report.** BPS will write the project report and recommendations, with input from Unite that incorporates community feedback from the summit and conveys community aspirations and priorities for East Portland. Based on these community aspirations and priorities, the BPS report will include recommendations on City implementation actions and potential next steps for a BPS and/or City work plan for East Portland.
- **Presentations.** Unite staff will coordinate with BPS staff to be scheduled on both the PSC and City Council calendars. Unite staff will present the findings of the report and recommendations for budgetary, policy and operational activities affecting East Portland BIPOC communities. Based on discussions between Unite and BPS, the recommendations presented by Unite may include East Portland-specific requests of City Council, BPS, other City and regional governments that were voiced by community members, channeled through Unite, and validated - not necessarily supported, by BPS.

General/Ongoing Activities

- **Check-in meetings with BPS staff.** Unite staff will have at minimum a bi-weekly check-in with BPS project team engagement staff.
- **East Portland Bureau Advisory Group meetings.** Unite staff will attend meetings of the City's East Portland Equitable Investments Bureau Advisory Group as necessary.

METRO CONTRACT 936858
EXHIBIT B

- **Status reports.** At the end of each project phase, Unite will provide a status report (using the template in Attachment C) summarizing progress on project tasks and documenting community meetings/events. Documentation on each meeting/event will include numbers and demographics of participants, and participating organizations.
- **Payments to smaller CBOs, stipends to participants, and for interpretation services.** Unite will arrange for subgrants to partnering CBOs (\$12,500), stipends for participants (\$12,500), and for interpretation and translation services (\$10,000). See Attachment B for budget details. This funding will be provided by BPS from the Metro Planning and Development grant. The remaining \$40,000 in grant funding (out of a total of \$75,000) will be paid to Unite for the services it is undertaking within the Unite East Portland scope of work.

Unite will collaborate with at least three CBOs, at least one of which must serve the Black/African-American community in East Portland, which has been directly affected by displacement.

Total Grant Budget: \$75,000

The total grant funding of \$75,000 will be provided to the Grantee for the purposes and project phases indicated in this table:

PROJECT PHASES	GRANT BUDGET			
	Unite Oregon (Community Engagement Lead)	Partnering CBOs Compensation (Subgrants)	Direct Expenses for Engagement (Stipends)	Direct Expenses for Engagement (Interpretation & Translation)
Project Initiation (Phase 1)	\$10,000	--	--	\$2,500
Discovery (Phase 2)	\$10,000	\$7,500	\$10,000	\$2,500
Community Summit (Phase 3)	\$10,000	\$5,000	\$2,500	\$2,500
Report and Presentations (Phase 4)	\$10,000	--		\$2,500
TOTAL	\$40,000	\$12,500	\$12,500	\$10,000
GRAND TOTAL: \$75,000				

METRO CONTRACT 936858 - EXHIBIT C

Unite East Portland
Project Milestones, Deliverables, and Disbursement of Grant Funds

PROJECT MILESTONE AND SPECIFIED GRANT DELIVERABLES		DATE DUE	PROGRESS PAYMENT
1	Execution of grant IGA a) Preparation of project documents and negotiations b) Signed IGA document	Jan. 15, 2020	
2	Project Initiation a) Establish project goals and performance measures b) Submit draft engagement Plan and budget for review and comment by Metro c) Finalize community engagement plan d) Begin community engagement activities	Jan. 31, 2020	\$12,500
3	Discovery Period and Asset Mapping a) Hold community conversations to identify issues and community assets b) Complete Asset Mapping and Online Dashboard	March 31, 2021	\$30,000
4	Community Summit a) Plan and host East Portland Summit event b) Complete initial draft of Summit Outcomes Analysis	May 31, 2021	\$20,000
5	Final Report and Presentations a) Complete East Portland Priorities and Recommendations Report b) Presentations to Portland Planning and Sustainability Commission and City Council c) Complete Final Report to Metro <ul style="list-style-type: none"> • Report on grant performance measures • Submit financial accounting summarizing all grant-related expenses 	Oct. 31, 2021	\$12,500
	TOTAL GRANT FUNDS		\$75,000

Exhibit C

Continued

APPROVED GRANT PROJECT EXPENSE DISTRIBUTION

Changes to the approved expense distribution shown at right must be approved by Metro through an amendment of this Exhibit C.	Consultant Fees	\$40,000
	Payments to Project Partners	\$12,500
	Direct Costs	\$22,500
	Other (specify)	
	TOTAL GRANT FUNDS	\$75,000

GRANT PROJECT COMPLETION REQUIREMENTS

- All grant project deliverables submitted by grantee and approved by Metro
- Final financial report submitted and backup documentation retained on file as appropriate
- Final reporting on grant performance measures submitted and approved by Metro



Exhibit B

GRANT AGREEMENT No. [XXXXX]
FOR
UNITE EAST PORTLAND PARTNERSHIP

As authorized by Ordinance No. [XXXXX], this Grant Agreement (“Agreement”) is made effective on January 6, 2021 (“Effective Date”) by and between the City of Portland (“City”), a municipal corporation of the State of Oregon, and Center for Intercultural Organizing DBA Unite Oregon (“Grantee”), a 501c3 nonprofit organization of the State of Oregon, by and through their duly authorized representatives. This Agreement may refer to the City and Grantee individually as a “Party” or jointly as the “Parties.”

The initial term of this Agreement shall be from the Effective Date through June 30, 2022, with the City’s option to extend for an additional year. The total not-to-exceed amount under this Agreement for the initial term shall be \$75,000 for work performed or administered by the Grantee as part of the Unite East Portland project, which includes developing and implementing the project’s community engagement strategy, engaging Black, Indigenous, and people of color (BIPOC) community representatives at the project’s Community Summit, and presenting the resulting information and recommendations to the Portland Planning and Sustainability Commission and City Council. This grant agreement amount also pays for subgrants to community-based organizations who will be involved in the project’s community engagement activities, funds interpretation and translation services, and funds stipends for individuals with limited resources who might otherwise not be able to engage.

RECITALS:

1. In April 2020 the City of Portland successfully partnered with Unite Oregon on a Metro Planning and Development Grant proposal for public engagement to create an updated planning framework for East Portland that is informed and centered on the needs and aspirations of the area’s BIPOC communities. Portland was awarded grant funding for \$75,000 for public engagement work for this Unite East Portland project, which the grant proposal indicated would be led by Unite Oregon (the Grantee). The Grantee was selected to lead the project’s community engagement because of its experience in community engagement. The Grantee is an intercultural non-profit led by immigrants, refugees, people of color and people living on low incomes. The Grantee’s background and experience will help ensure that under-served, black, indigenous, immigrant, refugee, and low-income communities of color are prioritized and will play a central role in directing the outcomes of this project, as intended in the grant application. The Grantee recently relocated its office to East Portland on SE 122nd Avenue, which has helped them to grow their base in the project area. An important piece of the Unite East Portland project is for the Grantee to partner with smaller community groups to ensure the project reaches as diverse a population as possible.
2. In accordance with the budgets for fiscal years 2020-21 and 2021-22, the City now desires to make a grant award to Grantee in an amount not to exceed \$75,000. Of this grant award, \$40,000 will be for direct compensation to the Grantee, \$12,500 will be administered by the Grantee as subgrants to other community-based organizations who will be involved in the project’s community engagement activities, \$12,500 will fund stipends for individuals with limited

resources to compensate their participation, and \$10,000 will fund interpretation and translation services.

THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

ARTICLE 1 SCOPE OF WORK/OUTCOME MEASURES

Grantee agrees to implement the work as described in Attachment A (Scope of Work), Attachment B (Budget), which is incorporated by reference.

ARTICLE 2 AGREEMENT PERIOD

The Agreement shall begin on the Effective Date and end upon the expiration date set forth on page one of this Agreement unless terminated or extended under the applicable Agreement provisions. Expenses incurred starting on Effective Date are eligible expenses for the grant funds reimbursement.

ARTICLE 3 SPECIFIC CONDITIONS OF THE GRANT

3.1 Publicity. Nothing in this Agreement implies CITY's endorsement or support of the viewpoints expressed by GRANTEE. CITY reserves the right to request GRANTEE clarify CITY's disassociation or non-endorsement of GRANTEE's viewpoints.

3.2 City Grant Manager. City hereby appoints the following staff 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.

Bill Cunningham
City of Portland, Bureau of Planning and Sustainability
Address: 1900 SW Fourth Avenue, Suite 7100, Portland, Oregon 97201
Phone: 503-823-4203
Email: Bill.Cunningham@portlandoregon.gov

3.3 Grantee Project Manager. Grantee hereby appoints the following staff 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.

Walle Brown
Unite Oregon
Address: 1390 SE 122nd Avenue, Portland, Oregon 97233
Phone: 678-230-3601
Email: Walle@uniteoregon.org

3.4 Billings/Invoices/Payment. The City Grant Manager is authorized to approve work, billings, and invoices submitted pursuant to this Agreement and to carry out all other City actions referred to herein in accordance with this Agreement.

3.5 Report. Grantee will complete and submit to the City Grant Manager a progress report

upon completion of each project phase described in Attachment A using the Reporting Form template included as Attachment C.

- 3.6 Subgrants. Sub-grants for community-based organizations other grassroots entities providing significant time, resources and expertise to the project's community engagement and capacity-building efforts, are provided as part of this grant agreement. In alignment with intent of the Unite East Portland project to center the perspectives of BIPOC communities, preference will be given to subgrants for organizations that serve BIPOC communities in East Portland. \$12,500 of the total grant award is provided for these subgrants, as indicated in Attachment B. The funds will be administered by the Grantee and provided to organizations selected by the Grantee and approved by the BPS Director or designee.
- 3.6.a A minimum of three subgrants to will be awarded. The maximum amount of funding for each subgrant will be \$6,000.
- 3.6.b 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.
- 3.6.c 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.

ARTICLE 4 PAYMENTS

- 4.1 City will fund the work described in Attachment A in an amount not to exceed not to exceed \$75,000 for fiscal years 2020-21 and 2021-22. City may advance the Grantee up to a \$10,000 amount upon execution of this Agreement and receipt of a request. Grantee will submit invoices upon completion of each project phase described in Attachment A using Attachment D (Invoice/Request for Payment Template) and include itemized expenses report per approved budget (Attachment B) to the City Grant Manager for approval. Grantee will report on all expenses to be charged against the advance upon completion of Phase 1 of the project as described in Attachment A. City will pay Grantee the amount of the invoice within 30 days of the approval date. Payments will be made after City review and approval of Grantee's invoice and periodic progress reports using Attachment C (Reporting Form), which is due upon completion of each project phase. Grantee may submit periodic progress reports and requests for reimbursement of approved expenses in advance of the due dates. If Grantee received funds in advance which exceed actual expenditures under this Agreement, all such funds shall remain property of the City and shall be returned to the City with the full annual cost accounting.
- 4.2 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 or designee. The City of Portland will pay GRANTEE the amount of the sub-grant request within thirty (30) days of the approval date.
- 4.3 If for any reason Grantee receives a grant payment under this Agreement and does not use grant funds, provide required services, or take any actions required by the 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.

- 4.4 Grant payments under this Agreement may be used only to provide the services or take the actions listed in Attachment A and expenses listed on Attachment B and shall not be used for any other purpose. Any changes to the Scope of Work (Attachment A) and approved Budget (Attachment B) must be authorized in writing by the City Grant Manager before any expenditure of funds in new amounts or line items.
- 4.5 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.
- 4.6 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.
- 4.7 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 5 GENERAL GRANT PROVISIONS

- 5.1 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 30 days after written notice from City. If the breach is of such nature that it cannot be completely remedied within the 30-day cure period, Grantee shall commence cure within the 30 days, notify City of Grantee 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.
- 5.2 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.
- 5.3 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.

- 5.4 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.
- 5.5 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 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.
- 5.6 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.
- 5.7 Amendment. The City 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.
- 5.8 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, disability status, familial status, sexual orientation, gender identity or expression, 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.

- 5.9 Maintenance of and Access to Records. Grantee shall maintain all books, vendor receipts, and evidence of payment for materials and services, time records and evidence of payment for program wages, salaries and benefits, 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 related to the fund opportunity, for four years after City makes final grant payment or the termination date of this Agreement, whichever is later. The City may examine, audit, and copy Grantee's books, documents, papers, and records relating to this Agreement at any time during the records retention period listed above upon reasonable notice. Copies of applicable records shall be made available upon request.
- 5.10 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 four-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.
- 5.11 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.
- 5.12 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. Grantee shall not commence work until Grantee has met the insurance requirements in this section and Grantee has provided insurance certificates approved by the City Attorney. Grantee shall acquire insurance issued by insurance companies or financial institutions with an AM Best rating of A- or better and duly licensed, admitted and authorized to do business in the State of Oregon.
- 5.12.a Insurance Certificate. As evidence of the required insurance coverage, Grantee shall provide compliant insurance certificates, including required endorsements, to the City prior to execution of the Agreement. The certificates shall list the City as certificate holder. Grantee shall maintain continuous, uninterrupted coverage for the Term of this Agreement and to provide insurance certificates demonstrating the required coverage for the Term of this Agreement. Grantee's failure to maintain insurance as required by this Agreement constitutes a Material Breach of this Agreement. Grantee must notify the City in writing thirty (30) Calendar Days prior to a cancellation, non-renewal, or changes to the insurance policy.
- 5.12.b Additional Insureds. For commercial general liability coverage, Grantee shall provide City with a blanket additional insured endorsement form that names the City of Portland, Oregon, and its officers, agents, and employees, as an additional insured. The additional insured endorsement must be attached to the general liability certificate of insurance.

5.12.c Insurance Costs. Grantee shall be financially responsible for all premiums, deductibles, self-insured retentions, and self-insurance. Insurance costs only qualify as acceptable expenses when predicted on budget as *pro rata* cost with a disclosed and approved the allocation method by the City Grant Manager.

5.12.d Coverage Requirements. Grantee shall comply with the following insurance requirements:

5.12.d.1 Commercial General Liability. Grantee shall acquire commercial general liability (“CGL”) and property damage insurance coverage in an amount not less than **\$2 million per occurrence** for damage to property or personal injury arising from Grantee’s work under this Agreement.

- ☒ Required and attached
- ☐ Reduced by Authorized Bureau Director
- ☐ Waived by Authorized Bureau Director

5.12.d.2 Automobile Liability. Grantee shall acquire automobile liability insurance to cover bodily injury and property damage in an amount not less than **\$2 million for each accident**. Grantee’s insurance must cover damages or injuries arising out Grantee’s use of any vehicle.

- ☐ Required and attached
- ☐ Reduced by Authorized Bureau Director
- ☒ Waived by Authorized Bureau Director

5.12.d.3 Workers’ Compensation. Grantee shall comply with Oregon workers’ compensation law, ORS Chapter 656, as it may be amended. If Grantee is required by ORS Chapter 656 to carry workers’ compensation insurance, Grantee shall acquire workers’ compensation coverage for all subject workers as defined by ORS Chapter 656 and shall maintain a current, valid certificate of workers’ compensation insurance on file with the City for the entire period during which work is performed under this Agreement. Grantee shall acquire workers compensation coverage in an amount not less than **\$1 million each accident, \$1 million disease each employee, and \$1 million disease** policy limit.

- ☒ Required and attached
- ☐ Proof of exemption (Complete Independent Certification Statement)

5.13 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.

5.14 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.

- 5.15 Conflict of Interest. No City officer or employee, during his, her, or their tenure or for two years thereafter, shall have any interest, direct or indirect, in 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.
- 5.16 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.
- 5.17 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.
- 5.18 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 City Grant Manager within 30 days of audit completion or upon request by the City Grant Manager.
- 5.19 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.
- 5.20 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.
- 5.21 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 City 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.
- 5.22 Third Party Beneficiaries. There are no third-party beneficiaries to this Agreement and may only be enforced by the Parties.

- 5.23 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.
- 5.24 NOTICE: All notices to, and other written communication between the Parties shall be deemed received five Business Days after being sent by first class mail, or upon receipt when sent by courier services, or by e-mail. All notices and written communications shall be sent to the Parties set forth on [Article 3.2 and 3.3] of the Agreement, or to such other places as they may designate by like notice from time to time. Each Party shall provide written notice of any changes to the Party's contacts within 30 calendar days.

GRANTEE

Authorized Signature

Date

Kayse Jama, Executive Director

Address: 1390 SE 122nd Avenue
Portland, Oregon 97233

Phone: (503) 287-4117

Email: development@uniteoregon.org

Grant Agreement: [XXXXXX]

Grant Agreement Title: **UNITE EAST PORTLAND PARTNERSHIP**

CITY OF PORTLAND SIGNATURES

By: _____ Date: _____
Bureau Director

Approved:

By: _____ Date: _____
Office of City Auditor

Approved as to Form:

By: Jaly Rees _____ Date: 12/16/2020
Office of City Attorney

ATTACHMENT A SCOPE OF WORK (FISCAL YEARS 2020-21 and 2021-22)

Unite East Portland Partnership

Objective

The primary objective of the Unite East Portland project is to center the perspectives of Black, Indigenous, and People of Color (BIPOC) communities in identifying, documenting, and reporting their priorities for East Portland. The Bureau of Planning and Sustainability (BPS) will use this project, and the resulting report, as a basis for future planning work and City investments in East Portland, which may include future updates to the East Portland Action Plan. Unite Oregon's primary roles will be to develop and implement the community engagement strategy, engage new BIPOC community members and perform leadership development and capacity building with these individuals to prepare them for the Community Summit, and present the resulting information and recommendations to City decision makers. BPS's primary role is to support Unite Oregon throughout the duration of this project - where needed and as needed, in order to secure a successful grant implementation, and to complete the final project report.

PHASE 1: Fall 2020

Project Initiation: development of community engagement plan

This phase involves development of a community engagement plan that will guide approaches to community outreach that will be used for the rest of the project. This phase will follow the execution of the grant IGA with Metro and approval of the City Council ordinance to accept the grant and execute the agreement with Unite Oregon. Tasks/deliverables:

- **Community Engagement Plan.** Unite, in partnership with BPS, will develop a community engagement plan for the Unite East Portland project.

PHASE 2: Fall 2020 to Spring 2021

Discovery: asset mapping, building relationships and capacity building

This phase will involve compiling and coordinating information from community and governmental partners in order to provide comprehensive information on City projects and community assets in East Portland to attendees of the Community Summit. Project partners will work to understand the present situation in East Portland, identify issues of importance to BIPOC communities, and determine a process to incorporate this information into the subsequent Community Summit. Unite Oregon (Unite) will lead the community engagement components of this phase. Tasks/deliverables:

- **East Portland Assessment.** City staff will compile information on City investments and demographics in East Portland and share this information with Unite and community partners. This will provide base line information for community conversations (see below) and the Community Summit and ensure that community partners have an understanding of City investments in East Portland and opportunities for community influence and benefit.
- **Community Conversations.** Unite will collaborate with smaller community-based organizations (CBOs) to reach a wide array of BIPOC organizations and individuals across East Portland during this phase and in the subsequent Community Summit phase. Unite will lead capacity building conversations, with support from City staff, in order for participants to fully engage in conversations about equitable City infrastructure investments. The details of this community engagement will be determined during development of the Community Engagement Plan, but will involve community members with direct experience of living, working, or going to school in East Portland and will prioritize engagement with BIPOC communities.
- **Asset Mapping and Online Dashboard.** Based on the findings from the community conversations and City information compiled by BPS, both parties will consolidate information and collaborate to create an interactive online dashboard - a consolidated collection of maps and data, which both organizes and visualizes physical assets, community anchors, existing City projects and programs, and plans into a single online platform. The City data supporting this dashboard will be hosted by BPS and

community asset information gathered from community members will be hosted by Unite.

PHASE 3: Spring 2021 - Summer 2021

Community Summit: summit planning, hosting, and post-analysis

During the Community Summit phase, the City and Unite Oregon, together with partnering community-based organizations, will lead a half- to full-day event centered on BIPOC communities, which had not been a central part of past planning in East Portland. Unite, assisted by BPS, will lead community members through a process to identify challenges, aspirations, and opportunities that will ground the planning framework for future City investments in East Portland. The cross-bureau work and community input from the Discovery phase will be shared during the summit to provide a foundation for the community discussion. Tasks/deliverables:

- **Summit Planning.** The City, Unite, and partnering community organizations will plan for the Summit event, which will likely be held via an online platform, unless there will be a way to safely hold a physical event, considering risks posed by COVID-19. Initial ideas are for a half- to full-day event, but a series of shorter events may also be a possibility, to be determined during the summit planning.
- **Summit Event.** Unite will host and lead Summit discussions, with assistance from BPS in notetaking and in involving other City bureaus, community members and groups. BPS and other government agencies will also attend as presenters to provide a deeper understanding of City investments in East Portland and to support participants' discussion on community priorities for East Portland. An objective is to have at least 100-150 community members participate in the Summit, with at least 40-50 of these participants brought to the Summit through Unite's community engagement with BIPOC groups and individuals.
- **Analysis.** Unite will compile and summarize community input and identify priorities from the Summit discussions.

PHASE 4: Summer 2021 – Fall 2021

Report and Presentations: document community priorities and present to the Planning and Sustainability Commission and City Council

This phase will document community priorities for East Portland, centered on the perspectives of BIPOC communities, and BPS will use this input as the basis for recommendations on near-term actions and potential next steps for an updated planning framework for East Portland. This phase's report and presentations will incorporate information from the Summit and from Unite's work with community-based organizations in East Portland. This work will be presented by Unite to City decision makers. Tasks/deliverables:

- **Report.** BPS will write the project report and recommendations, with input from Unite that incorporates community feedback from the summit and conveys community aspirations and priorities for East Portland. Based on these community aspirations and priorities, the BPS report will include recommendations on City implementation actions and potential next steps for a BPS and/or City work plan for East Portland.
- **Presentations.** Unite staff will coordinate with BPS staff to be scheduled on both the PSC and City Council calendars. Unite staff will present the findings of the report and recommendations for budgetary, policy and operational activities affecting East Portland BIPOC communities. Based on discussions between Unite and BPS, the recommendations presented by Unite may include East Portland-specific requests of City Council, BPS, other City and regional governments that were voiced by community members, channeled through Unite, and validated - not necessarily supported, by BPS.

General/Ongoing Activities

- **Check-in meetings with BPS staff.** Unite staff will have at minimum a bi-weekly check-in with BPS project team engagement staff.
- **East Portland Bureau Advisory Group meetings.** Unite staff will attend meetings of the City's East

Portland Equitable Investments Bureau Advisory Group as necessary.

- **Status reports.** At the end of each project phase, Unite will provide a status report (using the template in Attachment C) summarizing progress on project tasks and documenting community meetings/events. Documentation on each meeting/event will include numbers and demographics of participants, and participating organizations.
- **Payments to smaller CBOs, stipends to participants, and for interpretation services.** Unite will arrange for subgrants to partnering CBOs (\$12,500), stipends for participants (\$12,500), and for interpretation and translation services (\$10,000). See Attachment B for budget details. This funding will be provided by BPS from the Metro Planning and Development grant. The remaining \$40,000 in grant funding (out of a total of \$75,000) will be paid to Unite for the services it is undertaking within the Unite East Portland scope of work.

Unite will collaborate with at least three CBOs, at least one of which must serve the Black/African-American community in East Portland, which has been directly affected by displacement.

ATTACHMENT B BUDGET**Total Grant Budget: \$75,000**

The total grant funding of \$75,000 will be provided to the Grantee for the purposes and project phases indicated in this table:

PROJECT PHASES	GRANT BUDGET			
	Unite Oregon (Community Engagement Lead)	Partnering CBOs Compensation (Subgrants)	Direct Expenses for Engagement (Stipends)	Direct Expenses for Engagement (Interpretation & Translation)
Project Initiation (Phase 1)	\$10,000	--	--	\$2,500
Discovery (Phase 2)	\$10,000	\$7,500	\$10,000	\$2,500
Community Summit (Phase 3)	\$10,000	\$5,000	\$2,500	\$2,500
Report and Presentations (Phase 4)	\$10,000	--		\$2,500
TOTAL	\$40,000	\$12,500	\$12,500	\$10,000
GRAND TOTAL: \$75,000				

ATTACHMENT C REPORTING FORM

Progress Report: <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
Grant Agreement	GRANT AGREEMENT No. [XXXX]
GRANTEE Organization Name	
Project Title	Unite East Portland
Fiscal Year	
Project Status >>	
Project Phase and Grantee Role	<i>[Briefly describe grant project phase and role of the grantee or subgrantee]</i>
Project Status Narrative	<i>[Describe project progress during this reporting period or as the recipient of a subgrant. 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?]</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 >>

Ages	
Racial or Ethnic	

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)		

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: Bill Cunningham
 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	Amount Invoiced	
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: Bill Cunningham
 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 the Unite East Portland scope of work or objectives:

Budget	Item Description	Amount Requested
Net amount requested		\$

Prepared by:	
Signature:	
Date:	

APPROVED:

BPS Director or designee

Date: _____