



**GRANT AGREEMENT No. \_\_\_\_\_**

**FOR**

**PARKROSE NEIGHBORHOOD ACTION PLAN PARTNERSHIP**

As authorized by Ordinance No. \_\_\_\_\_, this Grant Agreement (“Agreement”) is made effective on March 10, 2021 (“Effective Date”) by and between the City of Portland (“City”), a municipal corporation of the State of Oregon, and Parkrose NPI (“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 \$50,000 for work performed or administered by the Grantee as part of the Parkrose Neighborhood Action Plan, which work includes developing and implementing the project’s community engagement strategy, leading and conducting community outreach, contributing to the production of project documents, and presenting the resulting action plan to the Portland Planning and Sustainability Commission and City Council. This grant agreement amount also provides for stipends for individuals with limited resources who might otherwise not be able to engage.

**RECITALS:**

1. On October 28, 2020, Portland City Council passed Ordinance No. 190178 to accept a grant in the amount of \$140,000 from Oregon Department of Transportation for the Parkrose Neighborhood Action Plan and authorize an Intergovernmental Agreement. The ordinance indicated that the Portland Bureau of Planning and Sustainability intends to fulfill the grant’s match requirement by funding Parkrose NPI in the amount of \$50,000 to undertake community engagement for the Parkrose Neighborhood Action Plan. The Grantee was selected to lead the project’s community engagement because of its experience in working with the Parkrose area’s diverse communities and stakeholders. Parkrose NPI will lead the Plan’s community outreach activities to identify implementing actions that are priorities for the community, building on its extensive community organizing and economic development efforts involving local residents, businesses, community groups, and public institutions. The Grantee’s background and experience will help ensure that historically under-served black, indigenous, and low-income communities of color are prioritized and will play a central role in directing the outcomes of this project.
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 \$50,000. Of this grant award, \$38,250 will be for direct compensation to the Grantee for staff time and administration, \$5,000 will be for subgrants to organizations to support outreach, and \$6,750 will fund stipends for individuals with limited resources to compensate their participation.

**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.

Seile Tekle  
Parkrose NPI  
Address: 4048 NE 122<sup>nd</sup> Ave., P.O. BOX 20636, Portland, Oregon 97294  
Phone: (503)-964-7807  
Email: seile@historicparkrose.com

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 in conjunction with each invoice submitted to the City Grant Manager as per Article 4, below, 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.

\$5,000 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 City Grant Manager.

- 3.6.a 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.b 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 \$50,000 for fiscal years 2020-21 and 2021-22. City may advance the Grantee up to a \$15,000 amount upon execution of this Agreement and receipt of a request. Grantee will submit invoices once every two months using Attachment D (Invoice/Request for Payment Template) and include an itemized expenses report indicating what tasks (per Attachment A) the expenses were used for and the types of expenses per the approved budget (Attachment B) to the City Grant Manager for approval. Grantee will report on all expenses to be charged against the advance by the fourth quarter. 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 must be submitted in conjunction with each invoice. Ten percent of the total value of the grant will be retained by the City until the final report is submitted for completion of the final task (Task 8 in Attachment A). 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

\_\_\_\_\_  
Seile Tekle, Executive Director

Address: 4048 NE 122<sup>nd</sup> Avenue  
Portland, Oregon 97294

Phone: (503) 964-7807

Email: [seile@historicparkrose.com](mailto:seile@historicparkrose.com)

Grant Agreement: [XXXXXX]

Grant Agreement Title: **PARKROSE NEIGHBORHOOD ACTION PLAN PARTNERSHIP**

CITY OF PORTLAND SIGNATURES

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Bureau Director

Approved:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Office of City Auditor

Approved as to Form:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Office of City Attorney

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

### Parkrose Neighborhood Action Plan Partnership

#### Objective

The City of Portland's Parkrose Neighborhood Action Plan ("the Project") will address a range of transportation and land use issues that affect the Parkrose community's long term safety and stability, including:

- Safe transportation choices and crossings on Sandy Boulevard;
- Housing stability and tenant displacement prevention;
- Access to living wage jobs and small business opportunities;
- Public spaces supporting recreation and community cohesion;
- Greening of Parkrose area and potential connection to Columbia Slough; and
- Emergency preparedness.

Focusing on areas in and around the Parkrose neighborhood center, the Project will address important issues confronting the Parkrose neighborhood's residents, who are more predominantly low-income and people of color than Portland as a whole. These residents are vulnerable to displacement from increases in housing costs, lack access to living-wage jobs (despite being adjacent to the Columbia Corridor employment area), and have few nearby parks or family friendly gathering places. As such, this plan centered around serving underrepresented Black, indigenous, and other communities of color.

The City will partner with Parkrose NPI to engage the area's diverse communities and stakeholders, with a focus on communities of color. Parkrose NPI will lead the Plan's community outreach activities to create the plan, building on its extensive community organizing and economic development efforts involving local residents, businesses, community groups, and public institutions. Bureau of Planning and Sustainability (BPS) staff will support Parkrose NPI's outreach activities, coordinating this activity with the work of Portland Bureau of Transportation (PBOT) staff, other City bureaus, and consultants who will be working on the Sandy Boulevard safety improvements component of the Project.

#### **Parkrose NPI will be responsible for the following as part of the Parkrose Neighborhood Action Plan:**

##### **Task 1: General Project Management**

##### **1.1 Project Management Team Meetings**

Parkrose NPI will participate in the meetings of the Project Management Team ("PMT") as necessary, which will be held on a monthly basis over the course of the project for up to 18 months. The PMT will be convened by the Bureau of Planning and Sustainability (BPS) and its role will be to provide day-to-day project administration and management to ensure that tasks are conducted and deliverables are completed in accordance with the Project scope, schedule, and budget.

##### **1.2 Project Decision Team Meetings**

Parkrose NPI will participate in up to 10 meetings of the Project Decision Team ("PDT"), which will include the ODOT Agency Project Manager, City Project manager, other City staff, other ODOT staff, business owners, neighborhood residents, and CBOs as identified by the City and Parkrose NPI. The role of the PDT is to provide direction on Project goals, desired outcomes, priorities, and recommendations. The PDT will review major findings from Project deliverables and will receive recommendations from

Working Groups.

## **Task 2: Public Engagement**

### **2.1 Public and Stakeholder Engagement Strategy**

Parkrose NPI, assisted by BPS staff, will prepare a Public and Stakeholder Engagement Strategy (“Strategy”) based on a Neighborhood Demographics Report prepared by BPS. The Strategy will include engagement goals, identify which stakeholder/community groups to involve, PDT meetings, working groups, outreach activities, and schedule. The Strategy will identify potential benefits and burdens the Project may impose on vulnerable and underserved segments of the community and identify related engagement recommendations and Project equity goals. Outreach activities must include but are not limited to, sending out flyers, presentations, canvassing, and conducting and attending meetings. Outreach activities will lead with racial equity and must be designed to be culturally appropriate for the neighborhood demographics, provide language support for people with Limited English Proficiency, and support participation of vulnerable and underserved community members (such as Title VI and Environmental Justice groups).

The Strategy must describe how outreach activities will create opportunities for Project Area residents, property/business owners, and other stakeholder to contribute needs, solutions, and preferences related to all of the major Project topics. These will include but are not limited to:

- Near-term multimodal safety improvements to Sandy Boulevard.
- Long-term aspirations for changes and improvements to Sandy Boulevard, so that community preferences may be documented for use in future corridor refinement planning.
- Housing availability, affordability, and stability within the Project Area for both tenants and homeowners.
- Access to employment opportunities for people living and working in the area.
- Ability to start, maintain, and grow small businesses, including home-based businesses, especially for those living in the Project Area.
- Community spaces, public institutions, and community-serving uses that would benefit the people living and working in the area.

The Strategy must describe how outreach activities will build community capacity to engage in future plans and public processes related to the topics above.

The Strategy must identify and provide the necessary tools for community members with low exposure to governmental procedures to comfortably raise concerns and actively engage through the process. The Strategy must describe recommended adjustments to outreach activities should COVID-19 precautions interrupt community events or require social distancing during the course of the Project.

### **2.2 Community Visioning Meeting**

Parkrose NPI will convene at least one Community Visioning Meeting with City staff and community members. Depending on the outcomes of further discussions between BPS staff and Parkrose NPI, the Community Visioning Meeting may alternatively be a series of sessions, instead of a single community meeting. The Community Visioning Meeting (or meetings) must be designed to identify community needs and interests and to identify participants interested in specific topics covered by subsequent tasks. Parkrose NPI and the City will also ask participants for recommendations on engagement activities, methods, and timing for use in revising the draft Public and Stakeholder Engagement Strategy. Initial concepts for visioning and outreach involve a series of youth-focused sessions, as well as visioning sessions and workshops involving on the area’s broader BIPOC communities.

### **2.3 Outreach Activities**

Parkrose NPI will conduct Outreach Activities as will be defined in the Public and Stakeholder Engagement Strategy. Parkrose NPI will conduct a minimum of ten Outreach Activities over the course of the Project. Parkrose NPI will prepare a record of each Outreach Activity that includes attendee demographics, participation rates, comments provided in writing, and documentation of input received verbally. City staff will assist with preparing outreach materials. City staff will co-lead Outreach Activities when agreed upon by Parkrose NPI.

## **Task 3. Sandy Boulevard Safety and Accessibility Enhancements**

### **3.1 Sandy Boulevard Working Group Meetings**

Parkrose NPI, assisted by City staff, will convene a working group including (but not limited to) ODOT, City staff, TriMet, and various interested and affected groups/ CBO's, and individuals. Parkrose NPI will hold approximately five working group meetings.

### **3.2 Public Input on Sandy Boulevard Existing Conditions Report**

Parkrose NPI, assisted by City staff, will gather public input during one or more Task 2 Outreach Activities regarding transportation needs, safety problems, and solutions to consider on Sandy Boulevard.

## **Task 4. Housing Needs, Housing Stability and Anti-Displacement**

### **4.1 Housing Working Group Meetings**

Parkrose NPI, assisted by BPS staff, will convene a working group including (but not limited to) City staff, Parkrose School District, and various interested and affected groups, CBO's, and individuals. Parkrose NPI will hold approximately five working group meetings.

### **4.2 Community-Led Housing Solutions Memorandum**

Based on community input, best practices, and other city-wide analysis, Parkrose NPI – assisted by BPS staff, will produce a memorandum documenting a range of solutions to facilitate the development of housing that meets expected community needs, increase housing stability and prevent or mitigate displacement in the Project Area. The memorandum will prioritize identification of solutions that address the housing problems community members identify as urgent and high priority. The memorandum must document feasibility, implementation opportunities/constraints, and likely distribution of benefits and burdens for each solution. The memorandum must identify barriers to stable, affordable housing under existing zoning and code and recommend adjustments. The memorandum will consider how transportation improvements similar to those recommended in Task 3 have affected housing costs in similar neighborhoods. BPS staff will coordinate internally and with other City bureaus to ensure that the identified solutions have the support of bureaus with an implementation role.

## **Task 5. Access to Jobs and Small Business Opportunities**

### **5.1 Jobs and Business Working Groups Meetings**

Parkrose NPI, assisted by BPS staff, will convene a working group including (but not limited to) City staff, Parkrose NPI, Parkrose School District, Columbia Corridor Association, and various interested and affected groups, CBO's, and individuals. Parkrose NPI will hold approximately three working group meetings.

### **5.2 Jobs and Business Existing Conditions Report**

Parkrose NPI will assist and provide input to BPS staff in producing a Jobs and Business Existing Conditions Report. This report will include a qualitative and quantitative analysis to assess employment trends, commute patterns in and out of Project Area; number and kind of existing Project Area businesses; existing workforce development resources; income needed for self-sufficiency; and zoning and code requirements for commercial uses and home-based businesses.

### **5.3 Access to Jobs Solutions Memorandum**

Based on community input, Parkrose business input, and best practices, Parkrose NPI will assist BPS staff in documenting a range of solutions to better connect project area businesses to the neighborhood workforce and improve commute options for project area employees. This memorandum will document feasibility, implementation opportunities/constraints, and likely distribution of benefits and burdens for each solution.

### **5.4 Small Business Solutions Memorandum**

Based on community input, Parkrose business input, and best practices, Parkrose NPI will assist City staff in producing a memorandum documenting a range of solutions to support creation and retention of small businesses in the project area. This memorandum will identify barriers to small business creation and success under existing zoning and code, and recommend adjustments. The memorandum will document feasibility, implementation opportunities and constraints, and likely distribution of benefits and burdens for each solution.

## **Task 6. Community Spaces**

### **6.1 Community Spaces Working Group Meetings**

Parkrose NPI, assisted by BPS staff will convene a working group included (but not limited to) City Staff, various interested and affected groups, CBO's, and individuals. Parkrose NPI will hold approximately two working group meetings.

### **6.2 Community Spaces Existing Conditions Report**

Parkrose NPI will assist and provide input to BPS staff in producing a qualitative and quantitative analysis to assess existing public places, identify opportunity sites based on zoning and/or vacancy, and assess CBOs operating in the Project Area who might use or benefit from shared community spaces.

### **6.3 Community Spaces Solutions Memorandum**

Parkrose NPI, assisted by BPS staff, will gather community input regarding needs and desires for gathering spaces, public institutions, and community services within Parkrose. Based on this input and best practices, Parkrose NPI will assist BPS staff in producing a memorandum that:

- a. identifies priority community-serving uses that could be co-located.
- b. identifies opportunity sites and parameters for successful colocation.
- c. includes a list of organizations and individuals interested in participating in the development of community-serving spaces or in operating in such a space.
- d. documents feasibility, implementation opportunities/constraints, and likely distribution of benefits and burdens for different solutions.

## **Task 7. Emergency Preparedness**

**7.1 Emergency Preparedness Working Group Meetings**

Parkrose NPI, assisted by BPS staff will convene a working group included (but not limited to) City Staff, various interested and affected groups, CBO's, and individuals. Parkrose NPI will hold approximately two working group meetings.

**7.2 Emergency Preparedness Existing Conditions Report**

Parkrose NPI will assist and provide input to BPS staff in producing a qualitative and quantitative analysis to assess emergency preparedness in the project area.

**7.3 Emergency Preparedness Solutions Memorandum**

Parkrose NPI, assisted by BPS staff, will gather community input regarding needs and desires for emergency preparedness in the project area. The memorandum may include identification of a community gathering place/resource center in the event of emergencies such as earthquakes, identify businesses that could provide support and supplies, and urban heat island mitigation and cooling center strategies. This memorandum will document feasibility, implementation opportunities/constraints, and likely distribution of benefits and burdens for each solution.

**Task 8. Parkrose Neighborhood Action Plan****8.1 Draft Parkrose Neighborhood Action Plan**

Parkrose NPI will provide input to City staff who will produce Draft Parkrose Neighborhood Action Plan that summarizes the major findings of Tasks 2-7 and the recommendations brought forward from the six Solutions Memoranda produced in Tasks 3, 4, 5, 6, and 7. Recommended actions by topic area may include land use changes, transportation changes, policy changes, and program/service strategies.

Parkrose NPI, assisted by BPS staff, will work with Parkrose High School students to create a version of the plan that is legible for the most impacted community members. The document (which will also live on the internet, with associated links) will be user friendly, emphasizing graphics, diagrams, images, and pop culture elements.

**8.2 Presentation to Planning and Sustainability Commission**

Parkrose NPI and other community members active in the plan will present Draft Parkrose Neighborhood Action Plan and Implementing Measures to the Portland Planning and Sustainability Commission.

**8.3 Presentation to City Council**

Parkrose NPI and other community members active in the plan will present the Draft Parkrose Neighborhood Action Plan and Implementing Measures to Portland City Council.

**ATTACHMENT B BUDGET****Total Grant Budget: \$50,000**

Personnel (Parkrose NPI staffing and administration):	\$38,250
Subgrants:	\$5,000
Stipends to community participants:	\$6,750

Note: invoices from Grantee will include an itemized expenses report indicating what project tasks (per Attachment A scope of work) the expenses were used and will be accompanied by progress reports indicating progress in completing project tasks (Attachment C).





<b>Project Finances</b>	<b>Awarded:</b>			
		\$ <i>[Insert total funds awarded by City]</i>	<b>Grant Expenditure to Date</b>	\$ <i>[Insert grant expenses incurred to date and submit with the expenditure report***]</i>

**Participants Demographics** (provide for each outreach event – attach if necessary)

<b>Ages</b>	
<b>Racial or Ethnic</b>	

**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:*

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

**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 4<sup>th</sup> Ave, Suite 7100  
 Portland, Ave 97204

<b>Grantee</b>			
<b>Address</b>			
<b>City, State</b>		<b>Zip Code</b>	

<b>Project name</b>			
<b>Expenses period</b>		<b>through</b>	

<b>Expenses</b>	<b>*Task and Type of Expense</b>	<b>Amount Invoiced</b>

<b>Total Expenses</b>		\$	<b>\$ 0.00</b>
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<b>Net amount due</b>		\$	
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<b>Prepared by:</b>	
<b>Signature:</b>	
	<b>Date:</b>

*\*Indicate what tasks (from Scope of Work – Attachment A) were undertaken, and what type of expense (personnel, subgrant, stipends).*

**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 4<sup>th</sup> Ave, Suite 7100  
Portland, Ave 97204

<b>Grantee</b>			
<b>Address</b>			
<b>City, State</b>		<b>Zip Code</b>	

Description of work subgrant will fund:

Description of how proposed work furthers the Parkrose Neighborhood Action Plan scope of work or objectives:

<b>Budget</b>	<b>Item Description</b>	<b>Amount Requested</b>
<b>Net amount requested</b>		<b>\$</b>

<b>Prepared by:</b>	
<b>Signature:</b>	
	<b>Date:</b>

**APPROVED:**

\_\_\_\_\_  
**City Grant Manager**

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