



GRANT AGREEMENT No. 32002512

FOR

SOUTHEAST UPLIFT NEIGHBORHOOD PROGRAM DISTRICT COALITION PROGRAM

As authorized by Ordinance No. 190449 this Grant Agreement (“Agreement”) is made effective on July 1, 2021 (“Effective Date”) by and between the City of Portland (“City”), a municipal corporation of the State of Oregon, and Southeast Uplift Neighborhood Program (“Grantee”), an 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 total not-to-exceed amount under this Agreement shall be \$537,327 for core program operations including \$61,971 for the Neighborhood Small Grant program.

The initial term of this Agreement implementation shall be for Fiscal Year 2021-2022 (ending June 30, 2022) with the reporting period on the Neighborhood Small Grant Program through February 28, 2023. Thus, the effective (end) date of this Agreement is set February 28, 2023.

RECITALS:

1. The Office of Community & Civic Life (“Civic Life”) mission is to promote a culture of civic engagement by connecting and supporting all Portlanders working together and with government to build inclusive, safe, and livable neighborhoods and communities. Civic Life grant programs foster its long-term goals:
 - a. **Inclusive Structures.** Modeling the inclusive practices and processes we seek to promote, we will partner with diverse, self-identifying communities to:
 - Champion institutional practices for inclusion and transformational change within government structures;
 - Increase community building and civic engagement opportunities for communities working toward equitable outcomes for all Portlanders.
 - b. **Adaptive Governance.** To realize more adaptive decision-making in community and government, we will:
 - Support inclusive cross-cultural, cross-issue organizing in community to reflect the ability of resilient communities to address complex, inter-connected issues;
 - Lead internal capacity development within City government, particularly as it pertains to engaging communities toward equitable outcomes;
 - Create and hold shared space where community and government join together to identify opportunities and address shared challenges;
 - Support communities in pursuing forms of governance that reflect their lived experience, values, and aspirations.
 - c. **Fulfilled and Empowered Portlanders.** A progressive change in culture of civic engagement is foundational to long-term systemic community building and government change. We will:

- Prioritize resources that support communities in building resilience both with and without their government;
 - Practice equitable sharing of resources;
 - Promote inclusive education, art, and play;
 - Create an environment for respectful dialogue and problem solving that acknowledges our differences as we work toward shared goals.
2. The District Coalition is a Civic Life program. District Coalition Offices have been the sole contractors with the City of Portland for this program since 1974.
 3. This Agreement shall comply with city policy ADM-4.03 – Standards for Neighborhood Associations, District Coalitions, Business District Associations and the Office of Neighborhood Involvement.
 4. This Agreement provides financial and limited staff resources from Civic Life to the recognized District Coalition Offices per City Code 3.96 to provide such services by which the people of City of Portland may effectively participate in civic affairs and work to improve the livability and character of their neighborhoods and the City.
 5. Grantee, established in 1968, has been building grassroots civic engagement.
 6. Grantee’s mission is to collaborate with the SE Portland community to build informed, inclusive, and participatory neighborhoods that support the social and ecological wellbeing.
 7. In accordance with the Fiscal Year 2021-2022 Budget, the City now desires to make a grant award to Grantee in an amount not-to-exceed \$537,327. **THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

ARTICLE I SCOPE OF WORK/OUTCOME MEASURES

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

ARTICLE II 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 III SPECIFIC CONDITIONS OF THE GRANT

- III.1 **Publicity**. Civic Life requires public acknowledgement for the projects and programs it supports, as outlined in the terms and conditions of your award. Unless otherwise advised in writing, an acknowledgment of Civic Life support must appear on all materials publicizing or resulting from award activities in the form of a Policy Statement. Civic Life Logo and credit line should also be used in acknowledging its support whenever possible.

An acknowledgement must be included in any materials resulting from or related to grant award, such as articles, reports, advertisements, databases, web resources, events, fliers, other written documents, or publicity. The prominence of the acknowledgement should

be in direct relationship to the level of funding provided for the project relative to other sources of funding. Where possible, Civic Life support will be mentioned in newspaper articles, radio interviews, and other media activities to extent related to Grantee's work.

III.1.a Logo: Current logo, with correct spacing, color or black and white shall be requested directly from Civic Life communications staff or assigned program staff.

III.1.b Policy Statement: The acknowledgement of Civic Life support must also include the following statement:

“Any views, findings, conclusions, or recommendations expressed in this [describe the publication: article, book, exhibition, film, program, database, report, web resource, etc.] do not necessarily represent those of the City of Portland.”

The policy statement requirement will be waived in instances when it is not feasible or appropriate to include it, such as on building plaques.

III.1.c Credit Lines: A portion of the funding for the program/project comes from Civic Life:

“The [title of this project/program/web resource/database etc.] has been made possible in part by a grant from the City of Portland, Office of Community & Civic Life.”

All funding for the program/project comes from Civic Life:

“The [title of this project/program] has been made possible through funding entirely by the City of Portland, Office of Community & Civic Life.”

III.2 City Grant Manager. City hereby appoints the following Civic Life 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.

Shuk Arifdjanov
City of Portland, Office of Community & Civic Life
Address: 4747 E. Burnside Street, Portland, OR 97215
Phone: 503-823-5917
Email: shuk.arifdjanov@portlandoregon.gov

III.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.

Leah Fisher
Southeast Uplift Neighborhood Program
Address: 2257 NW Raleigh Street, Portland, OR 97210
Phone: 503-232-0010 x 311

III.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.

- III.5 Report. Grantee will complete and submit to the City Grant Manager the following reports and documents:
- III.5.a Annual Report: a program narrative Annual Reporting, template included as Attachment C, no later than 30 days after 30th day of June 2022.
- III.5.b Neighborhood Small Grant Program report: upon completion of the grant projects and no later than February 28, 2023 grantee shall provide City with copies of visual documentation and evaluation reports completed by community grant recipients. Grantee shall include a cover memo confirming the completion of all grant projects.

ARTICLE IV PAYMENTS

- IV.1 City will fund the work described in Attachment A in an amount not-to-exceed \$537,327 for Fiscal Year 2021-2022. Of this amount, \$61,971 is for distribution as part of the Neighborhood Small Grants program. City may advance the Grantee up to one third of the full grant award value upon execution of this Agreement and receipt of a request. Grantee will submit quarterly invoices 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. Reported expenses will be charged against the advance. City will pay Grantee the amount of the invoice within 10 days of the invoice date. Payments will be made after City review and approval of Grantee's invoice and periodic progress reports using Attachment C, which is due on a twice-annual basis. 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.
- IV.2 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.
- IV.3 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.
- IV.4 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.
- IV.5 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.
- IV.6 Prevailing wage indemnity. GRANTEE AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS CITY, ITS EMPLOYEES, OFFICERS, AND AGENTS, FROM AND AGAINST ANY CLAIM, SUIT, OR ACTION, INCLUDING

ADMINISTRATIVE ACTIONS, THAT ARISE OUT OF GRANTEE'S FAILURE TO COMPLY WITH ORS 279C.800 TO 279C.870 AND ANY APPLICABLE ADMINISTRATIVE RULES OR POLICIES.

ARTICLE V GENERAL GRANT PROVISIONS

- V.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.
- V.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.
- V.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.
- V.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.
- V.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.
- V.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.

- V.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.
- V.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.
- V.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.
- V.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.
- V.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.

V.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.

V.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 30-calendar days prior to a cancellation, non-renewal, or changes to the insurance policy.

V.12.b Additional Insured. 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.

V.12.c Insurance Costs. Grantee shall be financially responsible for all premiums, deductibles, self-insured retentions, and self-insurance.

V.12.d Coverage Requirements. Grantee shall comply with the following insurance requirements:

V.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

V.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

V.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
- Reduced by Authorized Bureau Director
- Proof of exemption (Complete Independent Certification Statement)

V.12.d.4 Physical abuse and sexual molestation liability. Grantee shall acquire and keep in effect during the term of this Agreement, Physical abuse and sexual molestation liability insurance as an endorsement to the commercial general liability policy in a form and with coverage that are satisfactory to the City covering damages arising out of actual or threatened physical abuse, mental injury, sexual molestation, negligent: hiring, employment, supervision, investigation, reporting to proper authorities, and retention of any person for whom the Grantee is responsible including but not limited to Grantee and Grantee's employees and volunteers. Policy endorsement's definition of an insured shall include the Grantee, and the Grantee's employees and volunteers. Coverage shall be written on an occurrence basis in an amount of not less than **\$ 1 million per occurrence.** Any annual aggregate limit shall not be less than **\$3 million.** These limits shall be exclusive to this required coverage. Incidents related to or arising out of physical abuse, mental injury, or sexual molestation, whether committed by one or more individuals, and irrespective of the number of incidents or injuries or the time period or area over which the incidents or injuries occur, shall be treated as a separate occurrence for each victim. Coverage shall include the cost of defense and the cost of defense shall be provided outside the coverage limit.

- Required and attached
- Waived by Authorized Bureau Director

V.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.

V.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.

V.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

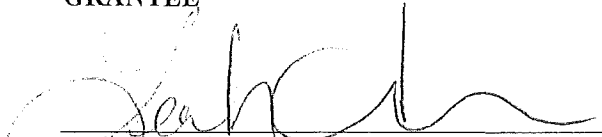
proceeds thereof. City officer or employee who selected Grantee, participated in the award of this Agreement, or managed this Agreement shall not seek the promise of employment from Grantee or be employed by Grantee during the term of the Agreement, unless waiver is obtained from City in writing.

- V.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.
- V.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.
- V.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.
- V.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.
- V.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.
- V.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.
- V.22 Third Party Beneficiaries. There are no third-party beneficiaries to this Agreement and may only be enforced by the Parties.
- V.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

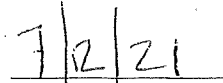
written notice of any changes to the Party's contacts within 30-calendar days.

- V.25 Termination or amendment by failure to receive adequate funding. The City may terminate or amend these grants if it fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow the City, in the exercise of its administrative discretion, to continue to make payments for the performance of this Agreement.

GRANTEE



Authorized Signature



Date

Leah Fisher – Executive Director

Address: 3354 SE Main, Portland, OR 97214.

Phone: 503-232-0010

Email: leahf@seuplift.org



CITY OF PORTLAND, OREGON

Contract No. 32002512

Contract Description: FY21/22 SE UPLIFT COALITION OFFICE

CITY OF PORTLAND SIGNATURES:

By: 

Bureau Director

Date: 07/17/2021

By: N/A

Purchasing Agent

Date: _____

By: N/A

Elected Official

Date: _____

Approved:

By: 

Office of the City Auditor

Date: 07/21/2021

Approved as to Form:

By: 

Office of City Attorney

Date: 07/14/2021

**ATTACHMENT A:
SCOPE OF WORK & EXPECTED OUTCOMES (No more than 6 pages)**

District coalition offices will provide assistance to individuals and community groups, neighborhood associations in all the action areas in this Agreement.

District coalition offices engage and provide services to individuals and community groups, including those historically under-represented and under-served by city funded public involvement programs. These communities include but are not limited to: Black, Indigenous, People of Color (BIPOC), immigrants and refugees, low-income individuals and families, renters, young adults, people with disabilities, and lesbian, gay, bisexual, transgendered and queer identifying community members.

ACTIVITIES & DELIVERABLES

OUTREACH AND COMMUNICATION

1. Support communications, collaboration, and connections among community organizations, including Neighborhood Associations, community groups, community members, and the City and other government entities with a focus on building and repairing relationships with community partners that have been historically underserved by SE Uplift.
2. Provide technical assistance, skill building opportunities and resources to community groups to build their communications capacity and conduct strategic and effective communications.
3. Disseminate information about community organizations, Neighborhood Association and District Coalition activities, City public involvement opportunities, and recruitment efforts for community volunteers for City Boards, Commissions, advisory committees, and task forces and other neighborhood issues of importance to individual community members, Neighborhood Associations, and public and private agencies and groups in the District Coalition area.
4. Publicize the dates, times and locations of meetings, community events, civic engagement opportunities and other related activities in the community.
5. Maintain a District Coalition website.
- A. Provide regular updates to Civic Life of names and contact information for District Coalition staff and board chair and Neighborhood Association board officers and committee chairs.
7. Host communications and partnership development trainings and create resources for volunteer-led groups to improve communications and partner development.

Output/Deliverables: Deliverables correspond with "Activities" listed above by number.		Frequency	Intended audience
1	• Attendance at a minimum of 50 Neighborhood Association (NA) Meetings and events. (2-3 of NA meeting/ year)	Weekly	Community members, groups, government agencies, other non-profits and more.
	• Attendance at 8-10 small grantee events.	Weekly	
	• Attendance a minimum of 48 non-NA partner organization events, activities, or meetings to share information, provide support, and build relationships. (4/month)	Weekly	
2	• One-on-one or group technical assistance sessions with volunteer-led community groups.	Monthly	Community members, community groups, Neighborhood Associations, program users
	• 1-3 training or skill-building activities hosted by SE Uplift during grant year.	Annual	
		Annual	

	<ul style="list-style-type: none"> Up to \$20,000 in communication funds/grants given to support volunteer-led community groups' communications. (print and web-based) 		
3	<ul style="list-style-type: none"> 12 regular electronic newsletter communication to the community covering relevant community information, offering resources, advertising events 	Monthly	Community members signed up for the E-News (2,469 subscribers) (667 Land Use Updates subscribers) Social Media followers
	<ul style="list-style-type: none"> 10 electronic Land Use & Transportation Projects Updates 	Monthly	
	<ul style="list-style-type: none"> Weekly communications via Social Media (i.e. IG posts, FB posts and Twitter) 	Weekly	
4	<ul style="list-style-type: none"> Maintain a current calendar of events that publicizes dates, times, and locations of District Coalition meetings and events. 	On-going	SE Portland community at large including 20 Neighborhood Associations (NAs)
	<ul style="list-style-type: none"> Submit information to Civic Life for their news and calendar. 	Monthly	
	<ul style="list-style-type: none"> Social Media posts 	Weekly	
5	<ul style="list-style-type: none"> Current SE Uplift Website (www.seuplift.org) 	On-going	SE Portland Community & Partners
6	<ul style="list-style-type: none"> Updated Civic Life Neighborhood Association Directory with current contacts. 	On-going	SE Portland Community, developers & BPS
7	<ul style="list-style-type: none"> Host/co-host 2 community trainings or events on partnership development and/or communications. 	Monthly	SE Portland Community & Partners
	<ul style="list-style-type: none"> Create 1 toolkit to support partnership development on volunteer-led groups and NA Boards. 	Annual	

ORGANIZATIONAL SUPPORT

SE Uplift will support volunteer-led and historically underserved community groups in developing and implementing projects and activities that benefit the community. This support includes (list all that apply):

1. Assist organizational planning, policy development, event planning, leadership training, and technical assistance related to community resiliency, community safety, diversity, equity, inclusion and justice, neighborhood livability, and other public policy issues or projects identified by volunteer-led community groups.
2. Incubation of community-driven initiatives that have a community-wide impact by providing staff planning, outreach and organizational bridging support, and meeting and document administration.
3. Assistance to community groups including Neighborhood Associations with document retention including meeting minutes and election ballots.
4. Obtaining General Liability and Directors and Officers insurance coverage for the coalition governing board and organization and offer General Liability and Directors and Officers insurance coverage to Neighborhood Associations.

Output/Deliverables: Deliverables correspond with "Activities" listed above by number.		Frequency	Intended audience
1	<ul style="list-style-type: none"> Conduct at least 10 strategic planning, bylaw revision, conflict resolution, or DEIA work sessions with groups. 	Annual	20 Neighborhood Associations, SE Portland Community & community groups
	<ul style="list-style-type: none"> Engage in 12 technical assistance sessions/discussions with groups supported by SE Uplift. 	Annual	
	<ul style="list-style-type: none"> Complete Land Use & Transportation leadership program pilot. 	Annual	
2	<ul style="list-style-type: none"> Support 2 major community-driven initiatives that have community-wide impact (i.e. neighborhood watch sign project/community safety & Houseless Action Committee initiatives) 	Annual	20 NAs, Partners, SE Portland Community

3	<ul style="list-style-type: none"> Collect and retain sign-in sheets, meeting minutes & elections ballots for 20 NAs in Coalition. 	Monthly	20 NAs
4	<ul style="list-style-type: none"> 1 comprehensive insurance policy Expand insurance offering to up to 3 non-NA volunteer-led groups. 	Annual	Coalition & 20 NAs, Portland United Against Hate, 2 others

TRAINING AND SKILL BUILDING

1. Develop and offer leadership and skill-building opportunities that benefit the community.
2. Host and co-host community events, conversations, and information sessions on important, timely and relevant topics/issues related to current community needs/issues/concerns. Topics identified for this year include, but are not limited to: Houselessness, Equity and Justice, Diversity and Inclusion, Climate Change, Displacement & Housing affordability, Transportation, Digital Inclusion, and more.
3. Provide tools, methods and best practices to assist community partners/community groups in increasing:
4. General community involvement in their activities, including outreach, and recruitment and retention of new members and leaders; and
5. Involvement by members of historically under-represented and under-engaged groups in their activities and leadership.

Output/Deliverables: Deliverables correspond with "Activities" listed above by number.		Frequency	Intended audience
1	<ul style="list-style-type: none"> 1 Neighbor to Neighbor Trainings between unhoused and housed neighbors Complete Land Use & Transportation leadership program pilot. Host 4 skill share/skill building trainings on communications, advocacy, and/or DEIA Conduct Strategic Planning Session with SE Uplift Board Conduct 2-7 professional and leadership development sessions with Kukatonon youth as part of summer educational series. 	Annual	20 Neighborhood Associations, SE Portland Community & community groups SE Uplift Board
		Annual	
		Quarterly	
2	<ul style="list-style-type: none"> 4-6 community trainings/information sharing opportunities in issues and topics of most important to the Southeast community such as houselessness, climate change, criminal justice reform and more. 10 public information forums on houselessness challenges and solutions (Houseless Action Committee) 10 information forums on land use and transportation-related topics and issues. (Land Use & Transportation Committee) 	Annual 7 weeks	20 Neighborhood Associations, SE Portland Community & community groups
		Quarterly	
		Monthly	
3	<ul style="list-style-type: none"> 1 board orientation for coalition board 2 board orientations for NA board members. 4 –12 technical assistance sessions to assist neighborhood associations, community groups and the general public on such topics as organizational management, communication, outreach, diversity, equity, inclusion and access (DEIA). 1 DEIA Toolkit 1 new "Accessibility FAQ & resources page" on SEUL website 1 updated SE Uplift Bylaws DEIA topics are easily/quickly located on website: thorough, accessible, updated 1 training video on hybrid meetings 1 toolkit/FAQ sheet on hybrid meetings 	Monthly	SE Uplift Board 20 NA Boards SE Community, partners, 20 NAs SE Uplift Board
		Annual	
		Annual	
		Quarterly/	
		Monthly	
		Annual	
Annual			
Annual			
Annual			

DOCUMENT MANAGEMENT

1. Collect and archive appropriate Neighborhood Association and District Coalition documents.
2. Assist member Neighborhood Associations, as requested, with tracking deadlines, completing, and filing of annual reports with the Oregon Secretary of State, Corporation Division, the Oregon State Department of Justice, and the IRS.
3. Deliver to Civic Life copies of updated District Coalition and Neighborhood Association bylaws, articles of incorporation, and records of tax-exempt status as provided to the coalition office.
4. Archive Neighborhood Associations and District Coalition records for specific types of records for a specific period, depending on the type of record, as required by the ONI Standards, State and Federal regulations and currently acceptable best practices, as set forth in the coalition’s document management and retention policies.

OFFICE

1. Maintain an office within the District Coalition Office area that can accommodate the district staff and that is open and accessible to the community with reasonably accessible, safe, and healthy workspaces.
2. Provide office space and meeting space at a discounted rate to other community-based organizations with priority on groups that have historically been underserved by SE Uplift.
3. Enter into contracts with businesses and organizations that are locally-owned whenever feasible and prioritize those run by BIPOC and/or LGBTQ+ community members.
4. Maintain existing outdoor space around the building for the benefit of the community, such as revitalizing our community gardens and continuing to host our free pantry (run in partnership with the Sunnyside neighborhood)

	Output/Deliverables: Deliverables correspond with “Activities” listed above by number.	Frequency	Intended audience
1	<ul style="list-style-type: none"> • Host a summer exchange market focused on uplifting and promoting BIPOC artisans and makers in SE. • Allow space to be used to support houseless neighbors (port-a-potty, meal distribution, collection site, and more) 	Annual Annual	SE Portland residents SE Uplift Board & Partners
2	<ul style="list-style-type: none"> • 75% of tenants are organization that serve historically marginalized and underserved individuals and groups with a connection to SE Portland. • 1 updated rental policy which outlines a sliding scale rate(s) for tenant and room rentals for community groups that include but are not limited to: Black, Indigenous, People of Color (BIPOC), immigrants and refugees, low-income individuals and families, renters, young adults, people with disabilities, and lesbian, gay, bisexual, transgendered and queer identifying community members 	Annual Annual	SE Uplift Board 20 NA Boards SE Community, partners, 20 NAs
3	<ul style="list-style-type: none"> • At least 50% of new expenses or contracts entered into over \$500 will be with BIPOC or other minority-owned contractors or businesses. 	On-going	same as above
4	<ul style="list-style-type: none"> • Complete landscaping project to increase access, education opportunities and interaction with outdoor space at Main Street Office. 	Annual	SE Portland residents, groups.

1. Provide a brief description of the project or program: Southeast Uplift's (SEUL) mission is to collaborate with the SE Portland community to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being. Our long-standing programming is provided with a goal of creating inclusive structures with adaptive governance strategies that contribute to

fulfilled and empowered Portlanders. We do this with community trainings/events; fiscal sponsorships; our small and communication grant programs; online newsletter; robust social media presence; providing accessible and affordable meeting/event space, land use and transportation education/advocacy, and community organizational support/capacity building. All this work is done through a lens of diversity, equity, inclusion and access.

2. Describe how your project or program aligns with, and advances, the City of Portland's core values and Civic Life's long-term goals. & 3. List your project or program (SMART) goals for fiscal year 2021/22.

SE Uplift is one of 7 coalition districts that support the City of Portland with civic engagement, leadership development, and capacity building to improve community livability city-wide. SE Uplift's three organizational goals for our programming and activities this year align with the City of Portland's core values and furthers Civic Life's long-term goals as they direct our programming, trainings, and resources to build community capacity and improve community livability through a lens of anti-racism, equity, transparency, fiscal responsibility, collaboration and communication. Specifically:

Goal #1: *In the next year SE Uplift will increase support to SE Portland community groups or organizations that serve a historically marginalized and underrepresented population in city decision making, through strategic outreach, advocacy support, and equitable programming.*

Goal #1 directs SE Uplift to conduct our long-standing programming equitably. This ensures historically underserved volunteer-led groups and organizations are served by, and benefit from, our activities and resources. It also requires SE Uplift to identify the needs of underrepresented communities, and work in allyship to find solutions - we will do this primarily through existing and new meaningful partnerships. Additionally, by modifying our programming to serve everyone, we are moving toward change in the neighborhood system to one that is more inclusive.

- Civic Life recitals this goal advances - A; B, bullet 4, and C, bullets 1, 2 and 4

Goal #2: *Increase understanding and application of diversity, equity, inclusion, access and racial justice among mythical-norm/dominant identity groups by providing trainings and resources to organizations, groups, and individuals in SE Portland (Coalition Area) in the next 12 months.*

Goal #2 looks inward to support our core constituents and community at large, who are part of society's dominant identity/mythical-norm groups. This is currently the dominant demographic of the neighborhood system in which we operate and, therefore, puts SE Uplift in a position to provide anti-racism and equity education and awareness as well as skill-building so our constituents can act on dismantling racist policies. This allows us to help our community learn about, and practice, self-awareness, mindfulness, and cultural humility.

- Civic Life recitals this goal advances - A, bullet 1 & 2; B, bullets 3 & 4; and C bullets 1 & 4

Goal #3: *In the next year SE Uplift will modify at least 3 internal structures/systems and at least 1 external system to achieve greater equity in the neighborhood system and SE Portland community.*

Goal #3 focuses on efforts outside our regular programming to dismantle systemic and institutional racism and discriminating policies. SE Uplift will do this by looking internally at its own structure and policies, and the neighborhood system it is part of, to make changes guided by existing Diversity & Inclusion Benchmarks, best practices, and Bureau recommendations. Externally, we will work as allies with other BIPOC organizations, to replace neighborhood watch signage and reframe community safety systems that have historically harmed the BIPOC community. This is challenging work, something

we will take on directly, but also collaborate with partners to achieve.

- Civic Life recitals this goal advances - A; B; and C

Overall, SE Uplift is an organization that practices fiscal responsibility, collaboration, and communication. We will be hiring a new Executive Director this grant year that we expect will also embody the values of transparency, communication and collaboration.

4. Provide a Summary of Activities conducted under this Agreement. *Specific activities are listed in the section “Activities & Deliverables” above. Summaries are listed below.*

a. Participation Services Activities:

Planned Outreach & Engagement. Is identified in section xx. SE Uplift will engage a broad and diverse audience by using staff time strategically, leveraging our program connections, and maintaining and building new partnerships in the community with groups we have historically underserved. Each staff will have a workplan to ensure we continue to provide baseline support to traditionally served groups, but we also plan to intentionally engage with groups and individuals SE Uplift has historically underserved by ensuring we make the time to show up at other’s “tables” and support them in a meaningful way. This leads to sharing information, conducting trainings and community conversations, offering services and programming, making more connections, and providing more support to a diverse segment of the SE Portland community. We continue to be a very active member of Portland United Against Hate, which affords us opportunity do these activities with many diverse organizations and audiences in Portland. We also provide fiscal sponsorship to 16 non-neighborhood associations which allows us to connect and do outreach and engagement work with a broader audience.

Communications. In 2020/21 SE Uplift reallocated half of the \$20,000 in communication funds that traditionally went to Neighborhood Associations exclusively, toward a communications grants opportunity that was open to any group. Through this grants program we are able to engage with, and support, a more broad and diverse audience. Additionally, our Communications manager continues to modify our communication content to be more inclusive and appeal to a diver audience, including but not limited to, intentionally altered our communications graphics to be more representative of the community we serve.

Partnerships. SE Uplift continues to value and support existing partnerships with the 20 neighborhood associations located in its coalition district boundaries who continue to be the primary recipients of resources and core services. SE Uplift also supports over 30 other new and volunteer-led groups with a connection to Southeast Portland through our fiscal sponsorship program, small grants and communication grants, land use support and other outreach and engagement activities. Each year, we stive to create two new meaningful partnerships with groups that serve community members that have been historically underserved by SE Uplift’s programming and resources. In 2020/21 those partnerships included Black and Beyond the Binary Collective (BBBC serve BIPOC queer and transgender community members) and Community Alliance of Tenants (CAT serves low-income renters). In the 2021/22 grant year we have a few groups identified who have reached out for support or we have started conversations with. By keeping the goal focused on two key partnerships, we can focus on developing partnership that are mutually beneficial, meaningful, and sustainable.

B. Organizational Support Activities:

Planned Trainings. SE Uplift hosts and co-hosts trainings on important and relevant topics we hear or see a need for in the communities we serve. We conduct trainings by utilizing staff or partner expertise

and by paying outside experts. Trainings are provided free to the community. This year, in addition to baseline trainings and orientations for SE Uplift Board members and Neighborhood Association Board Members, we plan to host or co-host at least 12 trainings and skill building opportunities, such as: People Together – Community Resilience workshops

- Community Safety
- Anti-Displacement & Renters' Rights
- Neighbor to Neighbor trainings supporting positive and informed interactions between People Living Outside and Housed Neighbors, & other Houseless and Affordable housing
- Climate change/ environmental topics
- Diversity Equity, Inclusion and Access (DEIA)
- Accessibility, Hybrid meetings/Event Accessibility Training, Digital Inclusion resources to address the digital divide

These trainings/skill building opportunities are never standalone efforts. They support other programming, special projects, and efforts SE Uplift and our community is acting on during the grant year. They tie back to furthering our organizational goals and, therefore, Civic Life's long-term goals. See Activities & Deliverables for more specifics. Additionally, SE Uplift promotes and partners with other organizations to offer more trainings to community than it has the capacity to host or co-host internally.

Fiscal Sponsorship. SE Uplift offers a robust Fiscal Sponsorship program. A couple years ago we dropped the administrative fee for all groups, not just neighborhood associations, and opened the program up to all predominately volunteer-led groups in or connected to Southeast. We currently fiscally sponsor 36 entities, of which 20 are Neighborhood Associations (NA) and 16 are non-NAs and are at capacity for the number of accounts. Our focus this year is revisit our policy to address gaps that have come to light, create an evaluation matrix grounded in equity to manage access, and create a more robust technical assistance component to support groups that get too big for the program and wish to advance to the next level (by becoming their own 501C3 nonprofit).

Insurance. SE Uplift currently is only able to extend our general liability and Directors & Officers (D&O) insurance to NAs for primarily meeting and events at this time, While this covers requirements in this grant agreement, our goal this year is to shop a new insurance plan with a new broker that will be more flexible to allow our NAs to do more types of activities (like sanitation stations), and allow us to cover other volunteer-led group's projects and activities. This will help us achieve greater equity in who we are able to support through this benefit.

C. Administrative: Agreement, document management, reporting Activities:

Administration activities. SE Uplift's Executive Director will continue to lead contract management with the City of Portland, including invoicing and reporting. SE Uplift will hire a new Executive Director in the 2021/22 grant year, as well as maintain a staff of three program managers and one operations/administrative/support staff to conduct programming, operations, and administrative work required under this contract (see Activities & Deliverables Section). SE Uplift has a non-profit board of up to 32 members and 5 active committees. Board support and activities require a significant amount of time and resources and is an ongoing balance. Equity considerations include our continued effort to implement our own DEIA commitments and equity lens developed by the DEIA workgroup in 2020/21 and our work to undo the white supremacy culture in our own organization.

Our part-time Operations manager conducts website updates, document management, takes notes and manages public meeting notices, and oversees the Neighborhood Directory database with support from our program staff and the Executive Director. SE Uplift will also continue to strive to purchase goods and equipment locally and provide contract and purchasing preference to minority-owned businesses.

Office space management. SE Uplift has the privilege of owning two buildings in Southeast Portland and rents out space to other non-profits and groups at a highly discounted rate. This community resource takes a considerable amount of time and effort to manage and maintain. Because we recognize this is a significant resource we offer the community, we align our office space management with our own DEIA commitments which includes rental preference and additional discounts offered to historically underserved groups. We believe that creating safe spaces for all community to meet in the community furthers the City of Portland's core values and support Civic Life's long-term goals and currently 5 of our 6 tenants serve community members that SE Uplift has historically underserved and are underrepresented in city decision-making. Tabor Commons, located in inner Division, will continue to be maintained and subsidized by SE Uplift for the use and benefit of Black and Beyond the Binary Collective. We currently rent office space at our Main Street location to Disability Arts and Culture Project, United Congolese Community Organization of Oregon, Representative Rob Nosse, and we just welcomed Empowering People by Holding Hands this June. We also offer an office space and our technology/equipment free of charge to Portland United Against Hate.

d. Other Activities:

SE Uplift staff and board member volunteers actively work to modify internal and external systems and structures so they are more equitable and socially just. Activities to advance Goal #3 will further aspects of each of Civic Life's long-term goals. The SE Uplift board currently has a number of active work groups and committees that focus on Diversity Equity Inclusion and Access (DEIA) internally, as well as a Houseless Action Committee which focuses on supporting houseless neighbors through direct services and support as well as community education.

Externally, SE Uplift will continue its work to reframe what community safety means for all community members as it works in partnership with Community Safety and Black and Beyond the Binary Collective to replace Neighborhood Watch signs in SE Portland. This is part of a larger effort to educate mythical-norm neighbors about the harm this program caused on BIPOC neighbors and change a harmful safety program.

Lastly, SE Uplift staff will continue to find ways to uplift the voices and lives of BIPOC and other groups that have been historically underserved by SE Uplift and City government. This summer we will work with Kukutonon, a leadership program for Black youth in Portland, host our second Exchange market which uplifts Black local artisans, and continue to use our outdoor and indoor space to support our houseless neighbors.

E. Fundraising Activities.

Evaluate our Organization and prepare for Competitive Funding Sources. SE Uplift has not historically sought out other funding sources. We recognize we need to address some structural barriers prior to being competitive for grants and traditional funding sources. In Grant year 2020/21 we updated our financial policies and processes. In grant year 21/22 we plan to conduct a Financial Review or Audit to ensure we are in a strong financial spot to apply and receive additional funding. We also need to evaluate our Board structure, as it currently does not put us in a competitive position to receive competitive funding from foundations or government entities. We will continue to seek out, and apply for, small grants that help us improve our community space and co-apply for grants that support our partners with place-making and civic engagement.

Work with partners, community, and businesses to do small-scale fundraising to enhance current funding sources. This grant year we hope to identify funding sources from Bureau of Planning and

Sustainability or other land use partners to continue our Land Use & Transportation Leadership Program (pending the pilot success). Second, we hope to connect with local businesses to see about a match program in exchange for business promotion.

MEASURING SUCCESS

SE Uplift will evaluate success, and advancement of Civic Life's long-term goals by identifying the following program metrics for success.

1. Three to five clear and simple metrics that will help define project/program success.

Goal #1 Success Metrics:

Equitable Programming success. More than 1 historically marginalized groups gains access to either/both our Liaison Program and/or Insurance. (Both of which continue to serve Neighborhood Associations exclusively.)

Advocacy support. Neighborhood Planning program - Leadership Pilot Program for historically marginalized community members is completed. Bonus would be any advocacy technical assistance or community projects/partnerships come out of the pilot project.

Strategic Outreach. 1-2 new meaningful community partnerships (APANO, Kukutonon, Other TBD)

Goal #2 Success Metrics:

- Board survey demonstrates increased knowledge of DEIA topics.
- Completion of Deliverables - completed trainings and developed stated resources

Goal #3 Success Metrics:

Internal structures/systems. 3 internal structures/systems have been modified/changed to produce more equitable outcomes or more inclusivity.

Examples: Formalizing/updating room rent/tenant policy, SE Uplift board structure more reflective of community served, change bylaws using equity lens, implementing DEIA governance documents, create policy for contracting with BIPOC and minority-owned businesses, FSP update.

External structures/systems. 1 external system modified/changed to produce more equitable outcomes or more inclusivity.

Examples: People Together - Community Resilience: Neighborhood watch program, Digital Inclusion program, Neighbor to Neighbor connections

2. List any other ways you will evaluate program or project success additional reporting requirements: SE Uplift will evaluate success by:

- Achieved deliverables/outputs
- Greater diversity on our SEUL Board and/or retention of diverse board members on Board
- Community and Board perception of SE Uplift as an organization (pre and post community surveys will be conducted)
- Progress on benchmarks as defined by the "Global Diversity & Inclusion Benchmarks" by the Center for Global Inclusion. Currently, SE Uplift is at mid-level (2-3) on most benchmark indicators, we hope to move in some of those areas through the work of our DEIA workgroup. Staff will also identify indicators to work on in their individual work plans.

3. List the data you will collect to report project/program progress.

- Track data needed to track deliverables – reference table (all were drafted with a known data source) (# of meetings, events, newsletters, social media posts, building user demographics, contractor demographics, etc.
- Board Demographics
- Board satisfaction survey (measure board member experience on board)
- Community Partner Survey to measure perception of SE Uplift as an inclusive and diverse organization/ willingness to work with us.

**ATTACHMENT B:
BUDGET**

2021-2022 SE Uplift Budget

Adopted by the Board of Directors June 7th.

Revenue

Donations	500
Fiscal Sponsorship Fees	3600
Interest	15
Meeting Room Rent	2000
Misc. Income	250
OCCL Grant	475356
Small Grants (Income)	61971
Tenant Rent	41856
Total Revenue	585548

Personnel	Salaries	271500	
	Benefits	34704	
Expenses	Payroll Taxes	27150	
	Payroll Fees	2860	
	Professional Develop.	3000	
	Total Personnel	339214	
Administrative	Bank Service Fees	40	
	Copies (In-House)	500	
	Hospitality/Mtg. Expense	5500	
	Internet/Email/Telephone	3500	
	Mileage & Travel	500	
	Misc.	200	
	Monthly Subscriptions	4885	
	Non-Capital Equipment	300	
	Office Supplies	4000	
	Permits & Filing Fees	500	
	Postage	400	
	Printing	500	
	Recognition	300	
	Service Charges	50	
	Total Administrative	21175	
Insurance	Insurance	12000	
	Volunteer Accident	300	
	Workers Comp Insurance	2500	
	Total Insurance	14800	
Utilities	Electricity	3200	
	Garbage & Recycling	1000	
	Natural Gas	3000	
	Water/Sewage	3000	
	Total Utilities	10200	
Building & Maintenance	Alarm System	2000	
	Equipment: Repairs & Rental	1000	
	Janitorial Services	6573	
	Landscape Expense	5820	
	Property Taxes	1200	
	Rent Expense	21600	
	Repairs & Maintenance	6000	
	Total Building & Maint.	44193	
Professional Services	Event/Accessibility Services	5000	
	Fiscal Services	28000	
	Community Trainings (New for FY21-22)	6000	
	Professional Services	21300	
	Total Prof. Services	60300	
Program Expenses	Advertising	500	

	NA Communications Funds	10000
	Donation (Expense)	500
	Land Use & Transportation Leadership Stipend	5000
	NA Filing Fees	1300
	Community Grants (Expense)	66971
	Total Program Expenses	84271
Depreciation	Depreciation	10919
	Total Expenses	585072
	Net Income	476

Progress Report: <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
Grant Agreement	
Grantee Organization Name	
Project Title	
Fiscal Year	

Overall Project Status »

Overall Grant Program Purpose	
Project Summary	<i>[Describe grant project]</i>
Successes	<i>[Briefly, what were your goals and what are some of the key successes in your project so far? Is there a story you would like to share with Council and the public? Photos, graphics, and videos are encouraged! Any pictures submitted may be used on the website; please include your written permission for this use.]</i>
Challenges	<i>[Briefly, describe any challenges encountered in your project so far, and how your organization has, or plans, to overcome those challenges.]</i>
Project Status Narrative	<i>[Describe project progress during this reporting period. Please include: latest news, overall project status, milestones accomplished, recruitment strategies, evaluations, data collected, and any additional comments or documents about the project you would like to share. Please report on all 6 areas outlined in the Scope of Work of this Agreement -Attachment A]</i>
Diversity, Equity & Inclusion	<i>[How has your organization implemented and demonstrated commitment to diversity, equity, and inclusion for your program or project within your organization or community? Please provide specific examples and applicable related metrics.]</i>
Next Steps	<i>[What are the next steps for this project and your organization? Capacity Building, Sustainability]</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>
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Specific Project Metrics »

Success measures	<i>[Please report on any applicable metrics]</i>
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Board, Staff, and Volunteer Demographics » [See attached demographic info collection form]

	Percentage of organization's Board of Directors	Percentage of organization's staff	Percentage of organization's current volunteers
African American/Black			
Latinx/Hispanic			
Asian			
Pacific Islander			
American Indian/Alaska Native			
Middle Eastern/North African			
White			
Unknown race			
Individuals under 24			
People Living with Disabilities			
LGBTQ+			
Renters			

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
 Office of Community & Civic Life
 1120 SW 5th Ave, Room 110
 Portland, Ave 97204

Grantee			
Address			
City, State		Zip Code	
Project name			
Expenses period		through	
Invoice Number			

Expenses	Item Description	Total FY 2020-21 Civic Life Budget	Agreement Year to Date Expenses	Remaining Budget	Current Amount Invoiced
Administrative costs					

Total Expenses			\$	\$ 0.00
Net amount due				\$
Prepared by:				
Signature:		Date:		

NOTE: Please attach itemized expense report and/or payroll report per approved budget to this invoice.