



GRANT AGREEMENT No. 32002747

FOR

NEIGHBORHOODS WEST/NORTHWEST REVIEW BOARD DISTRICT COALITION PROGRAM

As authorized by Ordinance No. 190937 this Grant Agreement (“Agreement”) is made effective on July 1, 2022 (“Effective Date”) by and between the City of Portland (“City”), a municipal corporation of the State of Oregon, and Neighborhoods West/Northwest Review Board (“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 **\$325,552** which consists of \$294,932 for core program operations, and \$30,620 for the Neighborhood Small Grants program.

The initial term of this Agreement implementation shall be for the Fiscal Year 2022-2023 (ending June, 30, 2023 with the reporting period on the Neighborhood Small Grant program through February 28, 2024.) Thus, the Effective Date of this Agreement is set till February 28, 2024.

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 is the neighborhood coalition representing seven Northwest and four Southwest Neighborhood Associations encompassing one of the most varied sections of Portland, where heavy industry, commerce, and a variety of residential communities coexist with large, pristine natural areas, and riparian habitats.
 6. Grantee provides a forum for 11 boards to interact, share resources and complement each other's efforts. It offers a key channel to the city and elected officials to quickly disseminate the information to a wide range of neighbors.
 7. In accordance with the Fiscal Year 2022-2023 Budget, the City now desires to make a grant award to Grantee in an amount not-to-exceed **\$325,552**. 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.

Darlene Urban Garrett

Neighborhoods West/Northwest Review Board
Address: 2257 NW Raleigh Street, Portland, OR 97210
Phone: 503-823-4212
Email: darlene@nwnw.org

- 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: signed narrative Annual Reporting, template included as Attachment C, no later than 30 days after 30th day of 2023.
- III.5.b Neighborhood Small Grant program report: upon completion of the grant projects and no later than February 28, 2024 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 \$325,552 for Fiscal Year 2022-2023. Of this amount, (1) \$294,932 is for core program operations and (2) \$30,620 is for the Neighborhood Small Grants program.
- City may advance the Grantee **up to one-third of the (1) \$294,932** is for core program operations. The City may advance **up to the full amount of the (2) \$30,620** is for the Neighborhood Small Grants program 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 Non-Inclusive remedy 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 Amendments and/or extending Agreements. Amendments and/or extending grant agreements may be agreed to and executed by the Director of the Office of Community & Civic Life or their designee, including but not limited to adjustments approved by City Council during the Fall Budget Monitoring Process, provided such amendments have been approved as to form by the City Attorney. Civic Life 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. Civic Life is also authorized to amend the grant agreements outlined in the Ordinance # 190937 and extend the Agreement by including new annual allocations for the following fiscal year, FY 2023-24 pending availability of funds and adoption of the FY 2023-24 budget by Council.
- V.8 Respectful Workplace Behavior, Non-Discrimination, Civic Rights. The City is committed to a respectful work environment free of harassment, discrimination, retaliation and other inappropriate conduct. Each individual has right to a work in a professional atmosphere where all individuals are treated with respect and dignity. The City Human Resources Administrative Rule 2.02 covers all employees of the City as well as Contractors, vendors, or consultants who provide services to the City. Grantee shall comply with HRAR 2.02 Prohibition Against Workplace Harassment, Discrimination and Retaliation (Documents is maintained in the Auditor's Office Portland Policy Documents)

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, that 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 number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument.
- V.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 III.2 and III.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.
- 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

Darlene Urban Garrett August 29, 2022
Authorized Signature Date

Darlene Urban Garrett – Executive Director

Address: 2257 NW Raleigh Street, Portland, OR 97210.

Phone: 503-823-4212

Email: darlene@nwnw.org



CITY OF PORTLAND, OREGON

Contract No. 32002747

Contract Description: NWNW DCO BASE + SMALL GRANTS FY22/23

CITY OF PORTLAND SIGNATURES:

By:  Date: 08/31/2022

Bureau Director

By: N/A Date: _____

Purchasing Agent

By: N/A Date: _____

Elected Official

Approved:

By:  Date: 09/01/2022

Office of the City Auditor

Approved as to Form:

By:  Date: 08/30/2022

Office of City Attorney

**ATTACHMENT A:
SCOPE OF WORK & EXPECTED OUTCOMES**

Does your DCO have a focus diversity, equity, or inclusion project, or historically under-served population or goals for the current grant year? Enter any organization goals or focus areas that will help tell the story of your work plan for grant year 2022/23. (This is optional, no more than 150 words).

In FY 21-22, NWNW provided a series of DEI workshops. Not all of them were well attended but the content was meaningful and came in at a level that neighborhood associations were not necessarily prepared to engage with. Neighborhoods came to the table with expectations of learning how to bring diverse minority populations to the table but instead were taught about DEI, without an understanding of how to apply what they had learned. This FY the neighborhoods and other community organizations will develop a DEI plan that meets both the city's needs and their needs. This scope of work outlines those strategies. A task force representative of neighborhood associations and community-based organizations is currently being developed, This Task force will develop a program that aligns with what the neighborhoods and community-based organizations have the capacity to implement. Our focus will be social equity.

OUTREACH AND COMMUNICATION

ACTIVITY

Conduct outreach to historically underserved groups to build connections and partnerships with a more diverse cross-section of the community.

Create pathways to diversity by educating the NWNW Board and Neighborhoods through planning, partnerships, and conversations.

DELIVERABLES

Develop partnerships with a minimum of five groups supporting minority community members. Build relationships for healing and solidarity with organizations such as the Urban League, NAACP, Hispanic Chamber of Commerce, LGBTQ2++ organizations, Immigrant groups, the unsheltered, Indigenous, renters and seniors etc.

Organize twelve racial healing conversations, minimum, one per neighborhood.

Upon each neighborhood doing a self-assessment for determining a neighborhood association's social equity values, recommend that each neighborhood invite an organization representing minority populations to be a presenter at their neighborhood association meeting.

Attend two BIPOC events

Increase in diversity and type of content shared via DCO communications.

ANTICIPATED RESULTS

Increased participation of minorities on the NWNW Board, committees, and within memberships and Boards of Neighborhood Associations by a minimum of 5% overall.

Increased diversity (age, gender-identity, income, ownership status, sexual orientation, race, ethnicity, language spoken, etc.) of stakeholders engaging & sharing information with the DCO and affiliate organizations

Increased diversity in DCO audiences receiving content (e/News) or engaging on social media.

Increased diversity in all programming outreach affiliated with NWNW.

Decreased antiracism and increased equity are measured through meeting observation of attendance and participation in meetings and activities

The NWNW Board and 50% of NWNW neighborhood associations and affiliated groups will increase diversity on their boards and their memberships.

ACTIVITY

Update Civic Life with current names and contact information for District Coalition staff and Neighborhood Association board officers (support the Neighborhood Association Directory). *(required)*

DELIVERABLES

Update directory at least monthly, provide a date for doing so that is standard monthly.

Track and focus increases on minority involvement in Neighborhood Associations through observation, sign in sheets, participation in neighborhood association boards.

ANTICIPATED RESULTS

Community has access to accurate neighborhood association and coalition contacts and information and can participate in that system.

An ongoing understanding for NWNW and affiliated organizations of our successes in outreach to underserved populations.

ACTIVITY

Support communications, collaboration, and connections among community organizations, Neighborhood Associations, community members, the City, other government entities, and private sector businesses. Expand content of existing communication channels to include issues, content, and events important to communities of color, LGBTQIA, renters, and other historically underserved groups.

DELIVERABLES

Outreach will primarily occur through the creations of Teams for Communications, NET, Public Safety, a Social Equity DEI Task Force, and a Land Use Transportation group. These Teams are representative of each neighborhood association and relevant community groups working with NWNW.

Teams plan and implement programming that serves their neighborhood, NWNW, and the community overall.

Engage 6 Core neighborhoods, community-based organizations, and law enforcement to increase public safety and reduce crime

NA NET Teams of NWNW begin working together

ANTICIPATED RESULTS

Communications are shared and more information is provided to all neighborhood residents accessing neighborhood and other community websites

Neighborhoods begin working together on issues and silos are broken down between boundaries and issues

Plans are developed for each Team to move Team specific programs into the future.

ACTIVITY

Provide communication technical assistance, skill building opportunities and resources to community groups to build their communications capacity and conduct strategic and effective communications.

Host communications and partnership development trainings and create resources for volunteer-led groups to improve communication knowledge and skills, partner with colleagues when appropriate.

DELIVERABLES

Conduct at least 6 WORDPRESS classes so participating community groups and neighborhoods will begin to add content/information to their websites on an ongoing basis

A Communications Task Force Task formulated by representation of all neighborhoods and ancillary other organizations is in place to define communication needs and training

ANTICIPATED RESULTS

Neighborhoods are strengthened in their communication capacities and begin to add content/information to their websites on an ongoing basis.

Neighborhood Associations begin to collaborate around communications plans, strategies, and resources and information

Provide regular (electronic and/or paper) communication to the community.

ACTIVITY

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 in the District Coalition area.

Publicize the dates, times and locations of meetings, community events, civic engagement opportunities and other related activities in the community. *(required)*

Information updated three times monthly on the NWNW Website and shared amongst NWNW communities for publication on a range of media outlets.

Maintain a District Coalition website and assist Neighborhood Associations in updating, developing, and maintaining their websites, developing newsletters, and miscellaneous social media as necessary

Provide regular (electronic and/or paper) communication to the community.

DELIVERABLES

11 Neighborhood Associations and eleven currently unidentified, community-based organizations are provided content and training for publicizing public involvement opportunities, and recruitment efforts for community volunteers for City Boards, Commissions, advisory committees, and task forces and other neighborhood issues of importance in the District Coalition area.

Information updated three times monthly on the NWNW Website and shared amongst NWNW communities for publication on a range of media outlets.

ACTIVITY

Assistance to Neighborhood Associations and community-based organizations with limited communications capacity, including reproduction and distribution of print and/or electronic newsletters, meeting notices and minutes, website maintenance and development.

Provide financial and technical assistance to volunteer-led groups with limited communications capacity, focusing on social equity and minority centric organizations.

DELIVERABLES

10 Word Press trainings provided, and free access to large volume copies, postcards, flyers, etc to partner organizations. Focus on serving new partners representing social equity and minority centric organizations.

Focus small grants on communications projects

ANTICIPATED RESULTS

Neighborhoods and affiliated community-based organizations become stronger by being able to update and provide content to their own websites and have more direct and open communications with their clients and constituents. Information exchange critical for growing community.

A more informed and hopefully a more engaged public

Explain. How do the activities and deliverables listed above align with and advance Civic Life's long-term goals? Specifically, does your work plan strategy include support for and participation from historically underserved groups and individuals? Anticipated results should support your explanation (200 words).

We will be reaching out to existing organizations that serve a range of diverse populations. Our goal will be to ask these organizations if there are ways, we can serve their missions as they align with that of NWNW. Where possible we would like to serve in ways that promote their organizations, promote engagement with the populations they serve, and integrate our purposes on programs that collectively better our communities.

Expand content of existing communication channels to include issues, content, and events important to communities of color, LGBTQIA, renters, and other historically underserved groups. We will set a deliverables E-news, social, and other communications. We will host educational opportunities for the Social Equity Task Force, NWNW Board and Neighborhood Associations on diversity equity and inclusion as needed and defined by the Task Force. This will be a year of building new partnerships with organizations and people currently underrepresented in our Neighborhood Organizations.

IN the area of communications, we will be reaching out to learn about and understand their activities and if the only way we can serve them is to promote their activities, we will. These will include the commitment of a minimum of twenty-four events promoted for organizations serving diverse and minority populations.

ORGANIZATIONAL SUPPORT

ACTIVITY

Assist NAs in organizational planning, project and policy development, event planning, leadership training, and technical assistance related to social equity, neighborhood livability, safety, economic vitality and other public policy issues or projects identified by volunteer-led groups

DELIVERABLES

Conduct a minimum of eight technical assistance sessions with groups supported by the NWNW Coalition based on neighborhood association needs which include but are not limited to: strategic planning, project development and management, fiduciary responsibilities, becoming a 501 c3, bylaw revisions, civic engagement, and integrate DEI concepts and policies.

Two major community-driven initiatives are launched, one focusing on crime and one focusing on houselessness. The deliverables will be to reduce unsheltered living on the streets by 25% and reduce violent crime by 25% within NWNW boundaries. Neighborhood wide teams are established which will include organizations that currently focus on these issues. For crime, the Team additions may include, Portland Police, the district attorney, PSAC representative, Portland Business Alliance. For houselessness the Team will include neighborhood homeless/houseless programs, Built for Zero, Commissioner Meier an, Keith Wilson, David Dickson, representation from the city based on who is focusing on Built for Zero.

Base line data will be that available on July 1, for both issues.

ANTICIPATED RESULTS

Communities are more inclusive and welcoming to groups who have been historically harmed by Neighborhood Watch programs and symbols. Communities are active in engaging with their safety concerns.

Reduced number of people living on sidewalks unsheltered, and reduced crimes of violence.

Increased public safety and livability for all neighborhood residents, both sheltered and unsheltered.

ACTIVITY

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.

DELIVERABLE

Understand the scope of work of minority centric organizations located in the NWNW Boundaries. Deliberately reaching out to organizations serving minority and diverse populations is our first step which has already begun in the last quarter of FY 21-22.

Work to sustain the “6 Core Neighborhoods work and develop a plan for collaboration among all the neighborhoods around public safety and trash.

Team building, Program development, and planning will take place regarding crime and homelessness.

ANTICIPATED RESULTS

Program development and planning will take place regarding crime and homelessness.

NWNW has greater engagement and collaboration with minority centric organizations.

NWNW has greater collaboration between the Coalition neighborhood associations around homelessness and crime.

ACTIVITY

Offer General Liability and Directors and Officers insurance coverage to Neighborhood Associations. (GL is required)

DELIVERABLE

Develop a questionnaire for Neighborhood Associations that clearly helps them determine their needs for General Liability Insurance including defining those ancillary organizations that will require Certificates of Insurance.

Twelves neighborhood Association are covered under NWNW General Liability Insurance

12 Neighborhood Association are covered by NWNW’s D&O insurance.

ANTICIPATED RESULTS

Stronger, more viable, organizations

ACTIVITY

Assist Neighborhood Associations with Federal, State, and local registrations renewals and reports. (required) Assist organizations with Secretary of State Filings, and Department of Justice Filings.

DELIVERABLE

Wean NA’S FROM DEPENDENCE ON DCO FOR FILING THEIR TAXES. Work with organizations to understand and develop their own taxes.

Provided trainings with our accountant and nonprofit experts on these responsibilities.

Program works to serve more diverse community groups with this activity

ANTICIPATED OUTCOMES

Organizations become stronger, more self-reliant, and clearer on their fiduciary responsibilities as a 501c3.

(OCCL Caution, Coalitions do not need to support NAs tax filings only their SOS and DOJ filings. This is a big responsibility as written. I suggest 12 Neighborhood Associations file their state filings on time).

ACTIVITY

Offer an inclusive Community Fiscal Sponsorship Program

DELIVERABLE

Executive director, bookkeeper, and Finance Committee co-create fiscal sponsorship policies that center around financial best practices and equity

NWNW Board approved three additional fiscal sponsorships from historically underserved, social equity, or minority centric organizations....”

ANTICIPATED RESULTS

Better managed fiscal sponsorship program, more effective relationships with fiscal sponsorship partners.

Explain. How do the activities and deliverables listed above align with and advance Civic Life’s long-term goals? Specifically, does your work plan strategy include support for and participation from historically underserved groups and individuals? Anticipated results should support your explanation (two hundred words).

While every effort will be made to fiscally sponsor more outside groups a fiscal sponsorship infrastructure that makes sense for NWNW will be developed. Currently there are no fiscal sponsorship contracts for any of the organizations we currently sponsor, bank accounts are integrated in some cases, and not having a bookkeeper for 6 months prior to January 2022, this system needs to be fixed. By the end of FY 22-23, NWNW will begin to reach out for additional groups to sponsor but we may not be able to reach the suggested five new sponsorships recommended, (our activity will seek three) but a system for managing this function appropriately will be place. The three additional organizations added are identified through the development of the Neighborhoods Social Equity Plan. Organizations that are minority or social equity centric are being brought to the table to develop the DEI/SOCIAL EQUITY PLAN. We will provide all support requested to these new organizations; fiscal sponsorship is but one way we will serve.

In selecting all new partnership organizations, “inclusive structures”, “adaptive governance” and the organizations’ ability to develop “fulfilled and empowered Portlanders” will be considered.

TRAINING & SKILL BUILDING

ACTIVITY

Develop and offer leadership and skill-building opportunities that benefit the community around Social Equity, DEI.

DELIVERABLES

Two trainings on hybrid meetings.

Four trainings on Social Equity and DEI, concepts, programs, and issues.

Two skill swap sessions to exchange best practices for inclusionary and welcoming meetings.

Collaboration with other neighborhoods from across the city around DEI and social equity projects and programs.

Provide tools, methods, and best practices to assist community partners/ community groups in increasing involvement by members of under-engaged groups in their activities and leadership.

A dedicated contract trainer(S) will be made available to work with groups to plan and implement programming.

ANTICIPATED RESULTS

Increased knowledge of participants on DEI and social equity concepts and why it is important.

A full program is developed by grassroots organizations to focus on the DEI issue in NWNW into the future. The work will be sustainable and on-going through this DEI Equity Task Force.

All support necessary will be provided to NWNW's new DEI team.

Social Equity/DEI Team formed and participating in ongoing meetings.

DEI Plan created and approved by Board of Directors.

ACTIVITY

Communications will be strengthened in neighborhoods with at least one dedicated volunteer assigned and trained to update websites and newsletters within the organization

DELIVERABLES

On-going training in communication strategies

Host one training on communication regarding equity language, diversity, and cultural competencies in communication

ANTICIPATED RESULTS

Neighborhood Association websites updated.

Increased cultural competencies in communications strategies

ACTIVITY

Offer educational trainings to assist neighborhood associations, community groups and the public on such topics that they decide will build their capacity as organizations and community leaders.

DELIVERABLES

Increased capacity among boards, and community members attending training.

Offer two board orientations for neighborhood association and NWNW board members.

ANTICIPATED RESULTS

Increased knowledge and understanding by Neighborhood Association board member of their organizational governance, rules, and responsibilities

ACTIVITY

Provide tools, methods, and best practices to assist community partners/ community groups in increasing general community involvement in their activities, including outreach, and recruitment and retention of new members and leaders.

DELIVERABLES

Increase knowledge about how to build teams

Increase citizen Engagement strategies through development of programs and projects

Increase outreach by pulling experts and interests to the table that are not necessarily currently represented by current neighborhood association members

ANTICIPATED RESULTS

Stronger NA's

More diverse NA's

More engaged citizenry

Every neighborhood will be asked to develop a Work Plan for FY 22-23. NWNW training will support work plans and include DEI activities, discussion of by-law updates, selection of community members to serve on NWNW teams, which include communications, public safety, Land use and transportation, bylaws, and homelessness. NA's and other NWNW affiliated organizations will assess their organization's capacity in several areas, but specifically around civic engagement. With a DEI Team in place, representative of all NWNW neighborhoods and other organizations supporting minority populations, programming is developed that serves minority populations within the NWNW neighborhoods.

Activities and deliverables identified in this scope are all focused on making neighborhoods stronger, by building their capacity to take care of themselves. The DEI component begins to build a basis for ongoing DEI work in neighborhoods through greater collaboration with each other.

Our fiscal sponsorships are developed to build neighborhood capacity to manage their own fiscal duties. Training specifically related to our 501 C3 neighborhoods will be offered so they begin to handle their own fiscal duties and responsibilities.

DOCUMENT MANAGEMENT

ACTIVITY

Collect and store Neighborhood Association election ballots for 60 days post-election. *(required)*

ANTICIPATED OUTCOME

Neighborhood Association election ballots for 60 days post-election, made available for viewing and access at Coalition office. *(required)*

ONI Standards, State and Federal regulations are met.

ACTIVITY

Collect and archive Neighborhood Associations and District Coalition meeting notes and sign-in sheets

DELIVERABLE

Eleven neighborhood associations' notes and sign in sheets are archived and accessible through the Coalition Office

ANTICIPATED RESULTS

ONI Standards, State and Federal regulations are met.

ACTIVITY

Collect and 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. *(required)* City of Portland has all current bylaws for neighborhood associations.

DELIVERABLE

NWNW will provide at least two sessions collectively, with all neighborhood associations including NWNW, and a non-profit lawyer to review and update by-laws. New by-laws will be sent to the office of Community and Civic Life.

ANTICIPATED RESULTS

All neighborhood associations meet the legal regulations required for state and federal not for profits.

ONI Standards, State and Federal regulations are met.

ACTIVITY

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. *(required)*

DELIVERABLES

ANTICIPATED RESULTS

All neighborhood associations meet the legal regulations required for state and federal not for profits.

ONI Standards, State and Federal regulations are met.

OFFICE SPACE

The lease on the current office space at 2257 NW Raleigh is up at the end of FY22-23. The last quarter of this FY will be focused on finding a new location for NWNW. Hopefully, we will find an office space with adequate meeting facilities, minimally for our Board of Directors.

ACTIVITY

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 accessible, safe, and healthy workspaces.

DELIVERABLE

Office space rented/maintained.

Search for office space that offers meeting facilities. Part of the year we will attempting to have meetings within organizations that serve minority populations and offer meeting space.

New Office Space secured as our lease ends this year and no options for renewal.

Board of Directors engaged with finding new office space with the NWNW boundaries.

ANTICIPATED RESULTS

Office space provided that meets needs of DCO staff and community.

ACTIVITY

Provide office space and meeting space at a discounted rate to other community-based organizations with priority on groups that have historically been underserved.

DELIVERABLE

Offer the space to other community groups.

If community space can be made available, develop office use program, advertise and schedule use of space

ANTICIPATED RESULTS

Location of new office space secured and serves the community.

ACTIVITY

Enter into more contracts with businesses and organizations that are locally owned and whenever feasible prioritize those run by BIPOC and/or LGBTQ+ community members.

DELIVERABLE

Fifty percent of contracted services are with minority owned businesses

ANTICIPATED RESULT

Expanded outreach around social and racial equity

COMMUNITY SMALL GRANTS PROGRAM: *This program is one of the most effective ways to directly support neighborhood, business, and community-based organizations with capacity building and engagement efforts. Priority should be given to projects that engage historically under-represented and under-served communities. See the following Table as example to document your Activity, Deliverables and Results:*

		ANTICIPATED RESULT
--	--	---------------------------

ACTIVITY	DELIVERABLES	<i>(i.e., short-term outcomes)</i>
Design, launch and promote a small grant program that meets the required purpose and community need. <i>(required)</i>	<p>The grant opportunity is promoted to twenty organizations, groups and contacts that are from historically underserved groups or communities.</p> <p>Two webinars hosted to explain the grant requirements, process, and scoring criteria.</p> <p>Provide coaching and grant support to at least 2 BIPOC, LGBTQIA, or renter groups</p>	<p>Increase awareness in communities who have historically not known about this grant opportunity.</p> <p>Reduce barriers to applying for a small grant.</p> <p>Build capacity in groups and individuals with one or more marginalized identities to increase the likelihood they apply and get awarded a grant.</p>
Award and administer a grant program to support community building activities in the coalition area. <i>(required)</i>	<p>5-20 grantees are awarded and receive small grant funds</p> <p>Grantees complete required reporting.</p>	Increase in community building and civic engagement activities in NW Portland
Attend grantee events to support their work.	Staff attend ten grantee events throughout the year.	Increase connection and stronger relationship with historically marginalized groups and individuals in the coalition area.

**ATTACHMENT B:
BUDGET**

NWNW FY22-23 Budget		
Category	2022-2023 Budget	Notes for FY22-23
REVENUE		
Contributed Income		
Individual Contributions	\$1,000	<i>Planned increase</i>
Corporate Contributions	\$1,000	<i>Planned increase</i>
Foundation/Trust Grants	\$0	
Grant Revenue	\$0	
Civic Life Rollover	\$0	
Civic Life Base Grant	\$294,932	
Civic Life Small Grants	\$30,620	
Other Government Grants	\$0	
Watershed Resource Center	\$72,896	<i>From BES; Revenue neutral, no change from FY21-</i>
Stormwater Stars	\$32,992	<i>From WMSWCD; Revenue neutral, no change from</i>
Earned Income		
Miscellaneous Earned Income	\$1,000	<i>Northwest Neighborhoods Parks and Rec fund</i>
Interest Revenue	\$400	<i>Unrestricted funds</i>
Miscellaneous Income	\$100	<i>Unrestricted funds</i>
Total Non-Civic Life Income	<i>\$114,338</i>	
TOTAL REVENUE	\$434,940	Includes Budget Neutral Lines 11, 13 & 14
NWNW FY22-23 OCCL Budget		
Category	2022-2023 Budget	Notes for FY22-23
EXPENSE		
Payroll Expense		
Salaries & Wages	\$175,500	<i>\$170,056 includes value of Health Ins adjusted for pretax and retirement, 1 FTE</i>
Wage Adjustments		<i>ED adjustment, 3.5% wage/bonus</i>
Employee Benefits--Retirement	\$5,265	<i>Equal to 3% Wages</i>
Employee Benefits-Health Insurance	\$16,500	<i>Addl funds added due to Cost overrun in FY 21-22</i>
Payroll Taxes	\$15,795	<i>9% of wages</i>
Workers Comp Insurance	\$375	
Professional Services		
Bookkeeping & Accounting	\$3,000	<i>Includes tax accounting services</i>
Tax Accounting	\$0	
Payroll Service Fees	\$5,600	<i>Addl funds added due to Cost overrun in FY 21-22</i>

Other Professional Fees	\$12,500	<i>Strategic Planning, IT, Maintenance, DEI, Addl</i>
Occupancy		
Rent	\$24,000	<i>Moving in june 2023, \$2000/mo budgeted vs current rate of \$1800</i>
Telephone & Internet	\$2,700	<i>Comcast \$1,001, Phone \$1,524</i>
Equipment Rental & Maintenance	\$128	<i>Water Cooler</i>
Materials & Supplies		
Hospitality	\$1,500	
Supplies	\$1,932	
Newsletter Printing & Delivery	\$3,000	<i>4 1-page plus add'l as needed</i>
Printing & Copying	\$3,000	<i>Copier Lease</i>
Postage & Shipping	\$200	
Dues and Subscriptions	\$643	<i>Adobe \$360, NAO \$215, A-Frame Permit \$68</i>
Electronic Communications	\$1,500	<i>Calendar Wiz \$249, Microsoft \$600, ZOOM \$150, SimpleList \$300 remainder for future needs</i>
Web Hosting, Development & Domains	\$2,000	<i>Domains are paid ahead serveral years. Webhosting \$180, Security \$1,800.</i>
Non-Capital Equipment	\$4,340	<i>Computer updates</i>
Other Expenses		
Bank Charges & Credit Card Fees	\$300	
Corporation Filing Fees	\$1,000	<i>Oregon annual corporation fees plus IRS & CT-12</i>
Insurance-D&O	\$4,000	<i>Covers Neighborhoods and NWNW</i>
Insurance-Prop & Liab & Liquor	\$4,000	<i>Covers Neighborhoods and NWNW</i>
Capacity Building	\$4,654	<i>Training</i>
Travel & Mileage/ Personal Equipment	\$1,500	<i>Per Employee: \$200 Milage/Travel, \$300 use of personal equipment</i>
Operational Expense	\$294,932	
Civic Life BALANCE	\$ -	

ATTACHMENT C:

REPORTING FORM

Progress Report:		<input type="checkbox"/> PARTIAL	<input type="checkbox"/> FINAL
Grant Agreement			
Grantee Organization Name			
Project Title			
Fiscal Year			
Overall Project Status »			
Overall Grant Program Purpose			
Project Summary	<i>[Describe grant project]</i>		
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</i>		

	<i>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>

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:		
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.

|