



GRANT AGREEMENT No. 32002748
FOR
CENTRAL NORTHEAST NEIGHBORS 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 Central Northeast Neighbors (“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 **\$305,528** which consists of 285,133 for core program operations and \$20,395 for the Neighborhood Small Grant program.

The initial term of this Agreement implementation shall be for the Fiscal Year 2022-23 (ending June 30, 2023, with the reporting period on the Neighborhood Small Grant program through February 28, 2024.) Thus the effective (end) date of the Agreement is set to 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 and 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 a community-based nonprofit coalition of nine neighborhoods east of NE 33rd to I-205 and North of I-84 to the Columbia River. Its Board of Directors is made up of volunteer representatives living and working in the Beaumont-Wilshire, Cully, Grant Park, Hollywood, Madison South, Rose City Park, Roseway, Sumner, and Sunderland neighborhoods.
 6. Grantee’s mission is to provide support and technical assistance to the volunteer-based neighborhood associations, community groups, individuals, and business associations. The coalition acts as a forum to strengthen communities to take action on issues identified by those communities. The coalition supports community driven activities that contribute to livability, diversity, safety, vitality and equity.
 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 **\$305,528**. 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 the Effective Date are eligible expenses for the grant funds reimbursement.

ARTICLE III SPECIFIC CONDITIONS OF THE GRANT

III.1 **Publicity**. Civic Life requires public acknowledgment 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: 1120 SW Fifth Ave, Portland, OR 97204
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.

Alison Stoll
Central Northeast Neighbors

Address: 4415 NE 87th Street, Portland, OR 97220
Phone: 503-823-3156
Email: alisons@cnncoalition.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: a program narrative Annual Reporting, template included as Attachment C, no later than 30 days after 30th day of June 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 the 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 \$305,528 for Fiscal Year 2022-23. Of this amount, (1) \$285,133 is for core program operations, and (2) \$20,395 is for distribution as part of the Neighborhood Small Grants program.

City may advance the Grantee **up to one-third of the (1) \$285,133** for core program operations. The city may advance **up to the to full amount of the (2) \$20,395** for the Neighborhood Small Grants program upon execution of this Agreement and receipt of a request.

The 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; Civil Rights. The City is committed to a respectful work environment free of harassment, discrimination, and 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, 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
- 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

Alison B Stoll
Authorized Signature

8.23.2022
Date

Alison Stoll – Executive Director

Address: 4415 NE 87th Street, Portland, OR 97220.

Phone: 503-823-3156

Email: alisons@cnncoalition.org



CITY OF PORTLAND, OREGON

Contract No. 32002748

Contract Description: CNN DCO BASE AND SMALL GRANTS FY22/23

CITY OF PORTLAND SIGNATURES:

By:  Date: 08/26/2022

Bureau Director

By: N/A Date: _____

Purchasing Agent

By: N/A Date: _____

Elected Official

Approved:

By:  Date: 08/30/2022

Office of the City Auditor

Approved as to Form:

By:  Date: 08/25/2022

Office of City Attorney

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

"If the plan does not work change the plan not the goal" unknown

CNN Supports Diversity, Equity, and Inclusion (DEI). We engage and provide training and tools that respond and take action contributing to community livability, safety, vitality, and sustainability to individuals, volunteer-led groups, and those historically under-represented and under-served including Black, Indigenous, People of Color (BIPOC), Lesbian, Gay, Bisexual, Transgender and Queer/Questioning (LGBTQ+), people with disabilities, immigrants and refugees, low-income, renters, seniors and young people.

We advocate for community interests: facilitate communication, encourage collaborative activities and partnerships that ensure the community “is centering Diversity, Equity, and Inclusion (DEI) and Climate Action in its long-term priorities and goals. We reaffirm that our “hardest-hit community members will continue to be prioritized – with the goal of emerging from this Covid crisis more resilient.”

CNN partners with NAs and BAs in; Beaumont Wilshire, Cully, Grant Park, Hollywood, Madison South, Rose City Park, Roseway, Sumner, Sunderland, Dignity Village, Community Based and Volunteer-led Organizations, the City, County, ODOT, Metro, PPS, other agencies and concerned neighbors.

CNN is Inclusive and Open, with Transparent Communication that Builds Capacity, and Advocacy through Civic Engagement.

“Life’s most persistent and urgent question is, ‘What are you doing for others?’”

Dr. Martin Luther King, Jr

ACTIVITIES, DELIVERABLES, & RESULTS

A) OUTREACH AND COMMUNICATION:

ACTIVITY	DELIVERABLES	ANTICIPATED RESULT
<p>Offer at least 4 DEI Trainings During the year including training on; Implicit Bias, Micro-aggressions, Identity-Based Privilege and Disadvantage Anti-Racist Behavior and Allyship</p>	<p>Brief descriptions of trainings: 1. Implicit Bias Unconscious or implicit bias is something we all have. It is learned and developed since birth and influences our leadership and interactions. It is embedded in many of the systems in which we operate. Uncovering and understanding bias is life-long work. During this session, we’ll explore skills, mindsets, and tools that will support becoming aware of and countering our biases for the long-term with the goal of mitigating bias to advance equity in our everyday interactions and systems. 2. Microaggressions training will help to develop awareness around micro aggressions, build skills to recognize microaggressions in yourself and others, and learn ways to interrupt them. We will build awareness of how cultural narratives create dynamics resulting in micro aggressions and how this affects our interactions and their consequences. We will learn practical ways for continued growth in our DEI Journeys. 3. Identity-Based Privilege and Disadvantage will explore the historical</p>	<p>CNN will host 4 DEI trainings given by Capacity Building Partnerships. https://www.capacitypartnerships.com/ All trainings are offered free to anyone who would like to attend.</p> <p>We will host at least 4 group meetings with staff from Capacity Building Partnerships who will facilitate conversation and ideas on how the tools learned in the trainings can be used to advance equity.</p>

	<p>contexts of systemic oppression, learn about social identity groups and systems of inclusion and exclusion. To advance in our DEI journey it is important to understand your own privilege and intersectionality, and how to leverage your privilege to interrupt power dynamics in your networks. You will learn ways to support disadvantaged groups and how to practice DEI values in your daily life.</p> <p>4. Anti-Racist Behavior and Allyship What is the difference between being anti-racist and being nonracist? We will explore how forms and expressions of racism work in tandem with each other to maintain a system of dominance, othering, and advantage/disadvantage based in race and other identities. We will learn anti-racist behaviors and strategies from a social justice standpoint, and what it means to be a compassionate ally.</p>	
Update Civic Life with current names and contact information for District Coalition Staff and Neighborhood Association Board Officers (support the Neighborhood Association Directory).	Updated directory	The community has access to accurate Neighborhood Association and Coalition contacts and information and can participate in that system.
Conduct outreach to historically underserved groups to build connections and partnerships with a more diverse cross-section of the community.	<p>Attend 3 BIPOC events or activities.</p> <p>Table at 1 Equity Outreach Event.</p> <p>Develop 1 new meaningful partnership with a group supporting LGBTQ+ community members.</p> <p>Promote or highlight via written communications at least 12 events, trainings, or announcements from a non-NAs groups.</p> <p>Strengthen existing relationships with 4 Community Organizations in our area.</p>	<p>Increase in DEI (age, gender-identify, income, ownership status, sexual orientation, race, ethnicity, language spoken, etc) of stakeholders engaging & sharing information with the DCO.</p> <p>Include in all CNN E-Newsletters DEI and via Social Media and communications content being shared.</p> <p>Reach Out to LGBTQ+ and BIPOC Organizations in our area to engage include their trainings, or announcements from non-NAs groups.</p>
Provide communication technical assistance, skill building opportunities and resources to community groups to build their communications capacity and conduct strategic and effective communications.	Host Training with Oak Stand for Best Practices for Communication and Ideas for NA and Coalition Web Site	<p>Updated Coalition Website with Board Communications Page</p> <p>NA Website questions answered and 2 updated NA websites.</p>
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	<p>Host and arrange speakers for 4 Community Connect Meetings.</p> <p>Attend and disseminate information at 2 Community Events</p> <p>Provide and share articles with NA and Community Organizations.</p>	<p>10 people to attend Community Connect</p> <p>Gain 20 more people to sign up for our Community Connect Email group</p> <p>5 Articles printed or used in newsletters for NA and Community Organizations.</p>

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.	Dates, Times, and Locations of meetings, events, and civic engagement opportunities shared with the City of Portland on their calendar and on the CNN Website and social media calendars.	All CNN NAs to share their meeting and event dates on their Websites and on City and CNN Websites
Maintain a District Coalition website.	Updated CNN Website	Increased by 20 per quarter numbers visiting the CNN website
Provide regular (electronic and/or paper) communication to the community. E-News	Write, Edit, and Produce 12 CNN E-Newsletters	Monthly E-News Paper Copies available on request All CNN Neighborhoods and partners have the opportunity to have articles included in CNN E-news. Increased subscriptions by 25 new subscribers this year.
Host Communications and Social Media Workshop Host Partnership Development Trainings. Provide resources for volunteer-led groups to improve communications and partner development.	Develop and Host Communications and Social Media Workshop	Host an annual Communications and Social Media Workshop attended by 12 people. Provide one on one technical assistance when asked for
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. Update the Neighborhood Association Directory with these new contacts.	Current List of CNN Officers and Board Members Current List of Neighborhood Association Boards and Offices	Monthly confirmation that we have the most Current and Up to Date List of CNN Officers and Board Members Monthly confirmation that we have the most Current and Up to Date List of Neighborhood Association Boards and offices
Provide regular (electronic or paper) communication to the community.		
Maintain a current calendar of events that publicizes dates, times, and locations of District Coalition meetings and events.	Provide District Coalition Calendar on our CNN Website Provide Same Information to City Website	Monthly confirmations that we have the most Current and Up to Date Information on our CNN Calendar and On the City Calendar

Central Northeast Neighbors will work towards inclusion in everything we do and in every activity that CNN coalition hosts or is part of. We will respect and strive for the Long-term goals that the Office of Civic Life has adopted and is working for during the next 10 years. These include:

Inclusive structures The Office of Community & Civic Life will build inclusion into our daily operations, setting broader change in motion across City government. This requires proactively considering input from and impacts on the diverse communities within Portland. It also requires strengthening partnerships with and investing in community-based groups that represent a broader spectrum of Portlanders.

Adaptive governance The Office of Community & Civic Life will bring diverse communities together to address shared concerns and issues that affect all Portlanders. We will also seek more ways to collaborate with other City bureaus, bringing the power of our collective resources and expertise to achieve shared goals and citywide initiatives.

Fulfilled and empowered Portlanders The office will strengthen Portland's culture of civic engagement and create an environment in which all Portlanders feel encouraged to contribute. We will invest resources across a wider range of communities within the city and ensure more people who live in Portland see their experiences, concerns, and aspirations reflected in City supported programs.

B) ORGANIZATIONAL SUPPORT: *Support volunteer-led groups, including historically-underserved groups, follow state and local laws and best practices to operate, develop, and implement projects and activities that facilitate civic engagement and benefit the community*

ACTIVITY	DELIVERABLE(S)	ANTICIPATED RESULT(S)
Assist organizational planning, policy development, event planning, leadership training, and technical assistance related to neighborhood livability, safety, economic vitality, and other public policy issues or projects identified by volunteer-led groups.	<p>Conduct technical assistance sessions with NAs and groups as needed and requested.</p> <p>Provide Workshops with Best Practices for NA Including bylaws and policies.</p> <p>Provide Facilitation as needed by Neighborhood Associations and civic groups for organizational planning.</p>	All of our NA and any Volunteer-led groups in our area that would like to join us for assistance or workshops are welcome. All our NA are in compliance with state laws, have relevant and accurate bylaws, and are identifying goals for the next year to be successful in their community engagement activities. All our NAs are striving to be diverse, equitable, and inclusive. All our NA are working on Climate Goals
Incubation of community-driven initiatives that have a community-wide impact by providing staff planning, outreach, and organization bridging support, and meeting and document administration.	Available to support Community-Driven initiatives	Staff is available to support Community-Driven Initiatives
Assistance to Neighborhood Associations with copies and distribution of print and/or electronic newsletters, meeting notices and minutes.	CNN Office is available to support NAs with print/electronic communication as requested and within budget.	<p>Funds available to NAs for Communications as approved in FY 2022/2023 CNN Budget</p> <p>Each NA has and maintains its own Social Media</p> <p>CNN posts pertinent information on our Social Media</p>
Provide fiscal and technical assistance to volunteer-led groups with limited communications capacity.	Provide Work Shops and Technical Assistance to volunteer-led groups as requested and as budget allows.	Working with 3 Volunteer-led groups
Offer General Liability and Directors' and Officers' insurance coverage to Neighborhood Associations.	Budget for and provide General Liability and Directors' and Officers' insurance coverage to Neighborhood Associations and to CNN. Provide information and guidance on Risk Management to the coalition and Neighborhood Associations.	<p>Each NA develops a list of activities covered by the insurance each year.</p> <p>Each NA submits a current and always updated list of Directors and Officers to CNN with each election or change</p>
Assist Neighborhood Associations with Federal, State, and local registration renewals and reports.	Provide technical assistance and workshops as requested by NAs with Federal, State, and local registration renewals and reports.	Confirm that each Assist Neighborhood Associations with Federal, State, and local registrations renewals and reports.
Offer an inclusive Community Fiscal Sponsorship Program and Policies	The fiscal sponsorship program will include new fiscal sponsors from historically underrepresented groups as requested.	CNN will offer information on our Website and in our E-Newsletter about our Inclusive Community Fiscal Sponsorship Program and Policies

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C) TRAINING & SKILL BUILDING: *Ongoing education cultivates leadership at all levels in the community, supports neighborhood and community volunteers in building personal knowledge of relevant community issues, and builds capacity for inclusive public engagement and equitable community building.*

ACTIVITIES	DELIVERABLES	ANTICIPATED RESULT
Develop and offer leadership and skill-building opportunities that benefit the community.	<p>Training and/or information on the hybrid in person and electronic meetings</p> <p>4 Interactive and skill swap sessions to exchange best practices for DEI inclusionary and welcoming meetings, events, and communications</p> <p>Best practices on successful outreach, recruitment, and retention of new members and leaders including</p> <p>Involvement by members of under-engaged groups in all activities and leadership.</p> <p>Offer Board Orientation for the coalition, NAs, and volunteer-led community or anyone interested.</p>	<p>All NAs have the ability to offer a hybrid meeting option.</p> <p>Will host 4 skill swap sessions to exchange Increased knowledge of participants with DEI concepts.</p> <p>Increase outreach to all known diverse and cultural groups located in CNN geographic area.</p> <p>Neighborhood Associations adopt and implement inclusionary best practices creating more inclusive and welcoming meetings.</p> <p>Neighborhood Associations experience a higher number of new community members returning to their meetings (increased retention). With the goal of 2 new members for each NA in a 6 month period.</p>
Provide tools, methods and best practices to assist community partners/ volunteer-led groups in increasing: general community involvement in their activities, including outreach, and recruitment and retention of new members and leaders.	Offer educational and information workshops to assist Neighborhood Associations, volunteer-led groups and the general public on such topics as organizational management, well-attended meetings, project management, communication, outreach, DEI and cultural competence,	Provide 2 Trainings that are attended by 10 people each
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.	<p>Offer DEI trainings</p> <p>Offer DEI Workshops</p> <p>Publicize other DEI Trainings</p>	<p>4 DEI Trainings</p> <p>4 DEI Workshops</p> <p>Provide articles in our CNN E News</p>

D) DOCUMENT MANAGEMENT: *CNN is tasked with specific document management for Neighborhood Associations for transparency purposes. All the activities in this section are required.*

ACTIVITY	DELIVERABLES	ANTICIPATED RESULT
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Collect and store Neighborhood Association election ballots for 60 days post-election.	Hold NA ballots as delivered and destroy after 60 days of elections. Copies of recorded electronic meetings are saved for 60 days.	Civic Life Grant, ONI Standards, State and Federal regulations are met.
Collect and archive Neighborhood Associations and District Coalition meeting minutes, sign-in sheets and treasurer's reports	All NA minutes, sign-in sheets and treasurer's reports are achieved at the Coalition Office	Civic Life Grant, ONI Standards, State and Federal regulations are met.
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.	City of Portland has all current bylaws for CNN Neighborhood Associations.	Civic Life Grant, ONI Standards, State and Federal regulations are met.
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.	Provide NA as requested with data as requested.	Civic Life Grant, ONI Standards, State and Federal regulations are met.

E.) OFFICE SPACE: *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.*

ACTIVITY	DELIVERABLES	ANTICIPATED RESULT <i>(i.e. short-term outcomes)</i>
Maintain our 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.	Office space rented/maintained.	Office space provided that meets needs CNN Board, community and staff. Civic Life Grant, ONI Standards, State and Federal regulations are met.
Provide office space and meeting space at a discounted rate to other community-based organizations with priority on groups that have historically been underserved.	As available	CNN Office is available by appointment and is open to the public as allowed by City run buildings.
Enter into contracts with businesses and organizations that are locally-owned whenever feasible and prioritize those run by BIPOC and/or LGBTQ+ community members.	As available	Increase the number of BIPOC and/or LGBTQ+ locally owned businesses contracted with by CNN and NAs

F) 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.*

ACTIVITY	DELIVERABLES	ANTICIPATED RESULT
Continue to update and promote and administer our small grant program that meets the required purpose and community needs as directed by Civic Life.	Promote CNN's grant opportunity to all identified organizations, groups, and contacts that are from LBGTQ+, BIPOC, and historically underserved groups or communities within the boundaries of CNN	Post information on our CNN Website, Social Media and E-Newsletter about the grant opportunities. Outreach and Invite all LBGTQ+ and

	Host a workshop to explain the grant requirements, process, and scoring criteria.	<p>BIPOC organizations and historically underserved groups and communities in our CNN area. Provide coaching and grant support to at least 2 BIPOC, LGBTQIA, or renter groups</p> <p>Review and Continue to Reduce barriers to applying for a CNN small grant.</p> <p>Build capacity in groups and individuals with one or more marginalized identities. Increase by 2 groups that apply.</p> <p>All budget grant funds are distributed and grants accomplished.</p>
Attend grantee events to support their work.	Staff and Boards attend grantee events throughout the year.	Attending at least 3 grant events. Increase connection and stronger relationships with historically marginalized groups and individuals in the coalition area.
Provide additional capacity-building training and support for grantees.	Host a Celebration Party for all grantees and people they would like to invite.	CNN Hosts a Celebration Event with all 2022 Grantees Invited and included. The goal of 25 or more attendees.

**ATTACHMENT B:
BUDGET**

2022-23 Budget	
Office of Community & Civic Life (OCCL)	22/23
OCCL Base	285,133
Small Grants	20,395
Total Income OCCL	305,528
Expense Personnel	
5110 Wages Gross	\$165,670
5170 Health/HAS	\$26,014
2275 Retirement-Retirement	\$14,000
5171 Payroll Taxes	\$16,567
Total Personnel	\$ 222,251
Remaining after Personnel	\$ 83,277
Contract Dedicated Funds (CDC)	
Small Grants	\$20,395
Total	\$20,395
Remaining after CDC	\$62,882
5520 Utilities (Rent, Sewer Exct)	
5261 Accounting	\$1,900
5262 Payroll	\$1,400
5263 Legal	\$200
5264 HAS Admin Fee	\$150
5265 Communications consultant	\$3,270
5270 Postage	\$400
5310 Office Expenses	\$1,200
5330 Internet	\$1,600
5400 License & Fees	\$400
5410 Subscriptions	\$800
5420 Local Travel	\$0.00
5430 Marketing	\$200
5431 Community Connection	\$500
5440 Training/Outreach/DEI	\$8,000
5441 Telephone	\$6,000
5460 Insurance	\$8,700
5520 Printing	\$1,500
5522 Comm/Program BWNA	\$2,200
5523 Comm/Program CAN	\$2,200

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:	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.

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