

COMMUNITY STEWARDSHIP GRANT AGREEMENT FY 23-24
Bureau of Environmental Services, City of Portland

Agreement No.: _____

This grant agreement (“this Agreement”) is by and between the City of Portland (“City”), acting by and through the Bureau of Environmental Services (“BES”) and its elected officials, and **[Insert Grantee name here]** (“Grantee”), on behalf of the **[Insert Project Name here]** project. The City’s Project Manager is Daryl Houtman. This Agreement shall become effective upon execution by all parties. This Agreement shall expire, unless otherwise terminated or extended as provided herein, on June 30, 2024.

City will provide Grantee with Stewardship Grant Funds up to a total of **[\$[Insert dollar amount here]** in accordance with this Agreement.

GENERAL PROVISIONS

1. Grant Award and Compensation

Grantee agrees to perform the actions and/or spend grant funds as described in the PROJECT SCOPE below and in accordance with this Agreement. City agrees to provide grant funds up to the total amount identified in this Agreement on a reimbursement basis upon presentation of receipts. Payments shall be for expenses directly related to the project and can include supplies, equipment, rentals, and other expenses as agreed upon by City and Grantee. Stewardship Grant Funds cannot be used for wages or other activities outside of the Project Scope without written approval from the City’s Project Manager. All work must be completed, and funds must be expended prior to the expiration date of this Agreement. The parties recognize and agree that some of the activities and obligations for reimbursement addressed in this Agreement have commenced or arisen or will commence or arise prior to the effective date of this Agreement.

2. Billing and Payments

- (a) Grantee must submit to the City Project Manager an invoice that includes the following: Name and Address of Grantee, Agreement Number, Date of Invoice, Project Name, List of Payment Items with corresponding receipts, List of Tasks for which reimbursement request corresponds, and Total Amount of payment request. All invoices must be submitted to City prior to the expiration date of this Agreement. City shall not be responsible for payment of invoices received after that date.
- (b) If for any reason Grantee receives a grant payment under this Agreement and does not use grant funds, provide required work or services, or perform as required by the Agreement, then City may at its option terminate this Agreement, reduce or suspend any grant funds that have not been paid, require Grantee to immediately refund to City the amount improperly expended, return to City any unexpended grant funds received by Grantee, require Grantee to fully refund any or all grant funds received, or any combination thereof.
- (c) Payments under this Agreement may be used only to provide the services or take the actions required under this Agreement and may not be used for any other purpose.

3. Termination

- (a) 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, as applicable, shall commence cure within the 30 days, notify City of Grantee's steps for cure and estimated timetable 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.
- (b) 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.
- (c) 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 work product, such as documents, data, studies, and reports prepared by Grantee under this Agreement, shall, at the option of City, become the property of City. 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.
- (d) Penalty for Termination for Cause. If this Agreement is terminated for cause, City, at its sole discretion, may seek repayment of any or all grant funds tendered under this Agreement, and decline to approve or award future grant funding requests to Grantee.
- (e) 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.

4. Changes in Anticipated Services

If, for any reason, Grantee's anticipated services or actions are terminated, discontinued or interrupted, City's payment of grant funds may be terminated, suspended or reduced. Grantee shall immediately refund to City any unexpended grant funds received by Grantee.

5. Subcontracts and Assignment

Grantee shall not subcontract, assign, or transfer any of the work scheduled under this Agreement without the prior written consent of the City. Notwithstanding City approval of a subgrantee or subcontractor, Grantee shall remain obligated for full performance hereunder and the City shall incur no obligation other than its obligations to Grantee hereunder. Grantee agrees that if subgrantees or subcontractors are employed in the performance of this Agreement, Grantee and its subgrantees or subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation.

6. Independent Contractor Status

Neither Grantee nor its subgrantees, contractors, or employees are 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.

7. Work Product and Record

All work Grantee performs under this Agreement shall be considered a public record. Grantee shall provide City a copy of data, brochures, documents, plans, copyrights, specifications, working papers and any other materials Grantee produces in connection with this Agreement. On completion or termination of the Agreement, Grantee shall deliver a copy of these materials to the City Project Manager, with final report.

8. Indemnity

- (a) Claims for Other than Professional Liability. Grantee shall defend, save, and hold the City of Portland and its officers, agents, and employees harmless from and against all claims, suits, or actions of whatsoever nature, including intentional acts, resulting from or arising out of the activities of Grantee or its subgrantees, subcontractors, agents, or employees under this Agreement.
- (b) Claims for Professional Liability. Grantee shall defend, save, and hold the City of Portland and its officers, agents, and employees harmless from and against all claims, suits, or actions arising out of the professional negligent acts, errors, or omissions of Grantee or their subgrantees, subcontractors, agents, or employees in the performance of services under this Agreement.

9. Governing Law

This Agreement shall be construed according to the laws of the State of Oregon, without regard to its provisions regarding conflict of laws. Any litigation between City and Grantee arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Multnomah County court having jurisdiction thereof, and, if in the federal courts, in the United States District Court for the State of Oregon.

10. Compliance with Laws

In connection with its activities under this Grant, Grantee and all persons, subgrantees, and subcontractors 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. If Grantee is a 501(c)(3) organization, it shall maintain its nonprofit and tax-exempt status during this Agreement.

11. Insurance

During the term of this Agreement, Grantee shall maintain in force at its own expense each insurance noted below, and insurance shall apply to the acts and omissions of Grantee. Grantee agrees to maintain continuous, uninterrupted coverage for the duration of this Agreement. Failure to maintain this insurance shall be cause for immediate termination of this Agreement by City.

- (a) Workers' Compensation insurance. Grantee and all persons working under this Agreement are subject employers under the Oregon workers compensation law. Grantee shall provide workers' compensation insurance for all its subject workers. A certificate of insurance must be attached to this Agreement. If Grantee qualifies as a non-subject employer, this certification shall be maintained with this Agreement as proof of that certification.
- (b) General Liability insurance. Commercial general liability insurance covering bodily injury, personal injury, property damage, including coverage for independent contractor's protection (required if any work will be subcontracted), premises/operations, contractual liability, products and completed operations, in a per-occurrence limit of not less than \$1,000,000 and an aggregate limit of not less than \$2,000,000. Grantee shall have all participants sign the Liability Waiver provided by BES.

Required: X or Waived by BES: _____

- (c) Automobile Liability insurance with a combined single limit of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage, including coverage for owned, hired, or non-owned vehicles, as applicable. This coverage may be combined with the commercial general liability insurance policy.

Required: _____ or Waived by BES: _____

- (d) On all types of insurance. There shall be no cancellation, material change, reduction of limits, or intent not to renew the insurance coverage(s) without 30-days written notice from Grantee or its insurer(s) to the City.
- (e) Additional Insured. The liability insurance coverages, except workers' compensation, shall be without prejudice to coverage otherwise existing, and shall name the City of Portland and its bureaus/divisions, officers, agents and employees as Additional Insureds, with respect to the Grantee's activities to be performed, or products or services to be provided. Coverage shall be primary and non-contributory with any other insurance and self-insurance. Notwithstanding the naming of additional insureds, the insurance shall protect each additional insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured.
- (f) Certificates of insurance. As evidence of the insurance coverages required by this Agreement, Grantee shall furnish acceptable insurance certificates, including Additional Insured endorsement form(s) and all other relevant endorsements, to the City at the time of signed Agreement submission. The certificate will specify all of the parties who are endorsed on the policy as Additional Insureds. Grantee's failure to maintain insurance as required by this Agreement constitutes a material breach of this Agreement. Grantee must notify the City in writing thirty (30) calendar days prior to a cancellation, non-renewal, or changes to the insurance policy.
- (g) Subgrantees or subcontractors. Upon request, Grantee shall provide evidence that any subgrantee or subcontractor, if any, performing work or providing goods or service under the Agreement has the same types and amounts of coverages as required herein or that the subgrantee or subcontractor is included under the Grantee's policies.

PROJECT SCOPE

A. Project Representatives

Each party has designated an individual to be the formal representative for this Agreement. All reports, notices, and other communications required under or relating to this Agreement shall be directed to the appropriate individual. Grantee will fulfill its obligations under this section.

<u>CITY</u>	<u>GRANTEE</u>
Name: Daryl Houtman	Name: [Insert Grantee info here]
Address: 1120 SW Fifth Avenue, Suite 613 Portland, OR 97204	Address:
Phone: 503-823-1849	Phone:
Email: daryl.houtman@portlandoregon.gov	Email:

B. Project Description

1. Project Goals

2. Scope of Work and Duties Performed

3. Work Site(s)

C. Timeline

D. Budget

Activity/Expense	Amount
Materials/Supplies	
Materials/Supplies Total: \$	
Refreshments (\$500 max.)	
Work Party Snacks	
Refreshments Total: \$	
Professional Services	
Number of hours / Pay rate = Project Coordinator	
Number of hours / Pay rate = Contracted Services	
Administrative Fees	
(Value of Stipend/Youth/Event) Youth Stipend	
Insurance	
Permits	
Other:	
Professional Services Total: \$	
Grand Total: \$	

This Agreement may be signed in two (2) or more counterparts, each of which shall be deemed an original, and which, when taken together, shall constitute one and the same Agreement. The parties agree that City and Grantee may conduct this transaction, including any amendments to the Agreement, by electronic means, including the use of electronic signatures.

CITY OF PORTLAND

GRANTEE

By: _____
Dawn Uchiyama, Interim Director

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

Approved as to form:

City Attorney