

This is a Grant Agreement between the CITY OF PORTLAND (“GRANTOR” or “CITY”) and the Youth Employment Institute (“GRANTEE”) in an amount not to exceed \$4,000 to provide 6 days of structured activities involving education and employment skill training and certification for 35 at risk youth ages 13 and 21 years old, from March 22 through March 27, 2010

**RECITALS:**

1. The City of Portland recognizes the need to address youth violence problems in a way that respects all members of the community and uses comprehensive, best-practice solutions.
2. The City of Portland recognizes that a large number of youth may be lacking productive programming and recreational activities during the time periods in which school is not in session.
3. The City of Portland recognizes the need for such activities due the closing of programs and places that provided youth with a safe, positive place to gather. Recognized also is that diminished resources have resulted in closure and or severe cutbacks in programs and services of grassroots community-based organizations that serve at risk youth.
4. To this end Commissioner Dan Saltzman and the Office of youth Violence Prevention are committed to making resources available to at-risk youth in Portland for positive, structured and engaging activities during specified out-of-school times. Within the scope of youth to be served by grant funds are: youth ages 13 to 21, and /or youth who have had contact with the juvenile justice system, and / or youth who are pregnant or parenting, and / or youth who are in foster care or who have aged out of foster care, and / or school dropouts who are not engaged in GED or Diploma programs, and / or youth not currently engaged in programming.
5. In January of 2009, the City of Portland’s Office of Youth Violence Prevention (OYVP) created a Request for Grant (RFG) seeking proposals from private non-profit organizations for the offering of recreational, cultural enrichment and mentoring programming to Portland youth during the spring break time period for 2010, March 20 through March 28, 2010. The total sum to be made available under this RFG was identified as \$20,000, with multiple grant awards to be intended.
6. A mandatory bidder’s conference to assist organizations applying for grant funds was hosted by the OYVP on January 15, 2009. Representatives from 39 services organization attended.
7. On the grant application deadline, January 22, 2009, 19 services organizations had submitted grant requests.
8. At the end of the evaluation process using the combined scoring total of grant request application criteria to include, project approach, team organization and experience the Youth Employment Institute was selected to receive grant funding in the amount of \$4000.
9. The grant agreement duration shall be effective on March 22 and continues through March 26, 2010.

**AGREED:****I. ACTIONS TO BE TAKEN BY GRANTEE**

A. In consideration of the grant funds provided by CITY, GRANTEE agrees to perform the following actions and spend grant funds only as delineated in this grant agreement.

1. The GRANTEE will provide the following services during Spring Break 2010, from March 22<sup>nd</sup> through March 27<sup>th</sup> :
  - a. Will provide 35 youth ages 13 to 21 37 hours of activities.
  - b. 10 YEI staff will be dedicated to provide direct services to youth.
  - c. Youth who complete the Spring Break program will receive an 8 hours multicultural leadership training course offering an increased knowledge of culture, self-awareness and leadership skills.
  - d. Youth will be provided a First Aid Training Course offered through the Red Cross.
  - e. Youth will be provide a Food Handler Training Course, and when completed will receive a Food Handlers Certificate.
  - f. Youth will be provided a Financial Literacy class covering personal banking, insurance, savings and investing.
  - g. Youth will be provided job readiness training covering dress code, customer services, personal hygiene and grooming.
  - h. Youth will be provided a fitness camp during which the subject of nutrition as it relates to energy, endurance and concentration in school will be taught.
  - i. Youth will be provided additional field trips and recreational opportunities.
  - j. Youth will be provided with an opportunity to meet community leaders during meetings scheduled for the final day of the program.
  - k. The Youth Employment Institute at the conclusion of the stated program will submit an outcome report to the City of Portland to include the demographics of youth served, description of activities offered and the results of a program.

**II. SPECIFIC CONDITIONS OF THE GRANT**

- A. Publicity: The Grantee is encouraged to published results of their program and refer to the relationship with the City provided through this grant fund program.
- B. Records: Grantee will maintain all records for the program. All records regarding the program, as well as general organizational and administrative information, will be made available to the Grant Manager, or other designated persons, upon request.
- C. Reporting: The GRANTEE shall report weekly on each employee hired on under this grant to the Office of Youth Violence Prevention regarding hotspot area location, number of hours of service in those areas, agencies worked with, the number of high-risk and gang affected youth contacted, the number of referrals given to youth contacted, types of referrals given, and agencies or programs youth were referred to. Form shall be provided by OYVP to the GRANTEE, and is attached as Exhibit A to this grant. GRANTOR reserves the right to revise this form as it deems necessary.

- E. Amendment. The Grant Manager is authorized to amend the terms and conditions of the grant provided such changes do not increase the City's financial risk. If approved, such changes shall be incorporated into a formal grant amendment and signed by the Grantee and the Grant Manager before such changes are effective. Any change to the amount of the Grant must be approved by the City Council unless the City Council delegated authority to amend the amount of the grant to a specific individual in the ordinance authorizing the grant.
- F. Billings/invoices/Payment: The CITY Grant Manager is authorized to approve work and billings and invoices submitted pursuant to this grant and to carry out all other CITY actions referred to herein in accordance with this Agreement. The GRANTEE shall also provide reports showing how grant money has been spent at the end of each payment period. Such reports shall be as specific as required by the Grant Manager.

### III. PAYMENTS

- A. GRANTEE will receive its funding as follows:
1. Upon the execution of this grant, and after receipt of an invoice by the GRANTEE from the Grantor, the GRANTOR shall make a cash advance of \$4000 to GRANTEE.
  2. The Grantee shall provide to the City within thirty (30) days following the end of the City budget fiscal year (June 30<sup>th</sup>) including:
    - a. An itemization of expenditures;
    - b. A final statement of revenues received from other sources, both City and Non-City, including purpose of funding, funding amount, and funding source; and
    - c. A final aggregate (annual) of all required grant reporting criteria.
  3. Upon receipt of these items, such amounts as may become due under this Agreement shall be charged against the final advance and any excess paid to Grantee. If the Grantee shall have received funds which exceed actual expenditures under this grant, all such funds shall remain property of the City and shall be returned to the City with the final cost invoice.
- B. If for any reason GRANTEE receives a grant payment under this Grant Agreement and does not use grant funds, provide required services or take any actions required by the Grant 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.
- C. No Grant payments under this Agreement may be other than to provide the services or take the actions listed previously in this Grant Agreement and shall not be used for any other purpose.
- D. GRANTEE will keep vendor receipts and evidence of payment for materials and services and time records and evidence of payment for program wages, salaries, and benefits, and GRANTEE services. All such receipts and evidence of payments will promptly be made available to the Grant Manager or other designated persons, upon request. At a minimum, such records shall be made available and will be reviewed as part of the annual monitoring process.
- E. 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. GENERAL GRANT PROVISIONS

- A. **TERMINATION FOR CAUSE.** If, through any cause, GRANTEE shall fail to fulfill in timely and proper manner his/her obligations under this Grant Agreement, or if GRANTEE shall violate any of the covenants, agreements, or stipulations of this Grant Agreement, the CITY shall have the right to terminate this Grant Agreement by giving written notice to GRANTEE of such termination and specifying the effective date thereof at least thirty (30) days before the effective date of such termination.
1. During the 30 day period CITY is under no obligation to continue providing Grant Funds and Grantee is not authorized to perform services or take actions that would require the City to pay additional grant funds to Grantee.
  2. During the 30 day period, GRANTEE shall not spend unused grant funds.
  3. In the event of a termination for cause, all finished or unfinished documents, data, studies, and reports prepared by GRANTEE under this Grant Agreement shall, at the option of the CITY, become the property of the CITY and GRANTEE shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents up until the time of notice of termination.
- B. **TERMINATION BY AGREEMENT OR FOR CONVENIENCE.** The CITY and GRANTEE may terminate this Grant Agreement at any time by mutual written agreement. Alternatively, the CITY may, upon thirty (30) days written notice, terminate this agreement for any reason deemed appropriate in its sole discretion. If the Grant 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.
- C. **CHANGES.** The CITY may request changes in the scope of the services or terms and conditions hereunder. Such changes, including any increase or decrease in the amount of GRANTEE's award, shall be incorporated in written amendments to this Grant Agreement before they become effective.
- D. **NON-DISCRIMINATION.** In carrying out activities under this Grant Agreement, GRANTEE shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, familial status, sexual orientation or national origin. GRANTEE shall take actions to insure 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. Such action 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 provided by the CITY setting for the provisions of this nondiscrimination clause. GRANTEE shall 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 paragraph in all of its Grant Agreements for work funded under this Grant Agreement, except Grant Agreements governed by Section 104 of Executive Order 11246.
- E. **ACCESS TO RECORDS.** GRANTEE shall provide the CITY, or its duly authorized representatives, prompt access to any and all books, general organizational and administrative information, documents, papers, and records of GRANTEE that are related to this Grant Agreement or GRANTEE's performance of services, for the purpose of making audit examination, copies, excerpts, and transcriptions. All required

records must be maintained by GRANTEE for four years after the CITY makes final payment and all other pending matters are closed.

- F. MAINTENANCE OF RECORDS. GRANTEE shall maintain records on a current basis to support any billings or invoices submitted by GRANTEE to CITY. The CITY, or its authorized representative, shall have the authority to inspect, audit, and copy on reasonable notice, and from time to time may examine any records of GRANTEE regarding its billings or its work hereunder. GRANTEE shall retain these records for inspection, audit, and copying for four years from the date of completion or termination of this Grant Agreement.
- G. AUDIT. The CITY, either directly or through a designated representative, may audit the records of GRANTEE at any time during the four year period established by Section G above. If an audit discloses that payments to GRANTEE were in excess of the amount to which GRANTEE was entitled, then GRANTEE shall repay the amount of the excess to the CITY.
- H. INDEMNIFICATION. GRANTEE shall hold harmless, defend, and indemnify the CITY and the CITY's officers, agents, and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from GRANTEE's work or any of GRANTEE's contractors work under this Grant Agreement.
- I. WORKERS' COMPENSATION INSURANCE.
1. GRANTEE, its contractors, if any, and all employers working under this Agreement, are subject employers under the Oregon Worker's Compensation law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers. A certificate of insurance, or copy thereof, shall be attached to this Agreement and shall be incorporated herein and made a term and part of this Agreement. GRANTEE further agrees to maintain worker's compensation insurance coverage for the duration of this Agreement.
  2. In the event GRANTEE's worker's compensation insurance coverage is due to expire during the term of this Agreement, GRANTEE agrees to timely renew its insurance, either as a carrier-insured employer or a self-insured employer as provided by Chapter 656 of the Oregon Revised Statutes, before its expiration, and GRANTEE agrees to provide the CITY such further certification of worker's compensation insurance a renewals of said insurance occur.
- J. LIABILITY INSURANCE.

GRANTEE shall maintain public liability and property damage insurance that protects GRANTEE and the CITY and its officers, agents, and employees from any and all claims, demands, actions, and suits for damage to property or personal injury, including death, arising from GRANTEE's work under this Grant Agreement. The insurance shall provide coverage for not less than \$1,000,000 per occurrence. The insurance shall be without prejudice to coverage otherwise existing and shall name as additional insureds the CITY and its officers, agents, and employees. Notwithstanding the naming of additional insureds, the insurance shall protect each 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. The coverage must apply as to claims between insureds on the policy. The insurance shall provide that it shall not terminate or be canceled without 30 days written notice first being given to the CITY Auditor. If the insurance is canceled or terminated prior to completion of the Grant Agreement, GRANTEE shall provide a new policy with the same terms. GRANTEE agrees to maintain continuous, uninterrupted

coverage for the duration of the Grant Agreement. The insurance shall include coverage for any damages or injuries arising out of the use of automobiles or other motor vehicles by GRANTEE.

1. GRANTEE shall maintain on file with the CITY Auditor a certificate of insurance certifying the coverage required under subsection (1). The adequacy of the insurance shall be subject to the approval of the CITY Attorney. Failure to maintain liability insurance shall be cause for immediate termination of this agreement by the CITY. In lieu of filing the certificate of insurance required herein, if GRANTEE is a public body, GRANTEE may furnish a declaration that GRANTEE is self-insured for public liability and property damage for a minimum of the amounts set forth in ORS 30.270.
- K. GRANTEE'S CONTRACTORS AND ASSIGNMENT. If GRANTEE utilizes contractors to complete its work under this Grant 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 Grant Agreement as specified in this Grant Agreement. However, 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 GRANTEE's contractors are employed in the performance of this Grant Agreement, GRANTEE and its contractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation. GRANTEE shall not assign this Grant Agreement in whole or in part or any right or obligation hereunder, without prior written approval of the CITY. GRANTEE's contractors shall be responsible for adhering to all local, state and federal laws and regulations.
- L. INDEPENDENT STATUS OF GRANTEE. GRANTEE is independent of the CITY and GRANTEE and will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder. GRANTEE and its contractors and employees are not employees of the CITY and are not eligible for any benefits through the CITY, including without limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits.
- M. CONFLICTS OF INTEREST. No CITY officer or employee, during his or her tenure or for one year thereafter, shall have any interest, direct or indirect, in this Grant Agreement or the proceeds thereof. No CITY officer or employees who participated in the award of this Grant Agreement shall be employed by GRANTEE during the period of the Grant Agreement.
- N. OREGON LAWS AND FORUM. This Grant 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 the CITY and GRANTEE arising under this Grant Agreement or out of work performed under this Grant 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.
- O. COMPLIANCE WITH LAWS. In connection with its activities under this Grant Agreement, GRANTEE shall comply with all applicable federal, state, and local laws and regulations. GRANTEE shall be EEO certified by the City of Portland in order to be eligible to receive grant funds.
- P. 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. Two copies of all required financial audits or reviews shall be submitted to the Grant Manager within thirty days of their completion.

- Q. SEVERABILITY. If any provision of this agreement is found to be illegal or unenforceable, this agreement nevertheless shall remain in full force and effect and the provision shall be stricken.
- R. INTEGRATION. This agreement contains the entire agreement between the 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 Grant that are not contained herein.
- S. PROGRAM AND FISCAL MONITORING. The CITY shall monitor on an as needed basis to assure Grant Agreement compliance. Such 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 Grant Agreement. The frequency and level of monitoring will be determined by the Program Manager. Notwithstanding such monitoring or lack thereof, GRANTEE remains fully responsible for performing the services required by this Grant in accordance with its terms and conditions.
- T. THIRD PARTY BENEFICIARIES: There are no third party beneficiaries to this grant agreement. The agreement may only be enforced by the parties.
- U. ASSIGNMENT: This agreement cannot be assigned or transferred by GRANTEE without the prior written permission of CITY.

**V. TERM OF GRANT**

The terms of this Grant Agreement shall be effective when an ordinance is passed by City Council and the Grant Agreement is executed by all the parties, as shown by their signatures below, and shall remain in effect during any period for which GRANTEE has received CITY funds. Work by GRANTEE shall terminate as of March 28<sup>th</sup>, 2010.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

**CITY OF PORTLAND**

**GRANTEE**

\_\_\_\_\_  
Name: Dan Saltzman  
Title: Commissioner, Public Affairs

\_\_\_\_\_  
Name:  
Title:

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Linda Meng, City Attorney

## CITY OF PORTLAND

YOUTH EMPLOYMENT INSTITUTE SPRING BREAK 2010 PROGRAM GRANT BUDGET

MARCH 22 THROUGH 27, 2010

EXPENDITURE CLASSIFICATION	Description/ Notes/ #FTE (if necessary)	Monthly Rate	Annual Rate	Total Direct Costs	Total Admin Costs*	Total Costs (Direct + Admin)
Program Manager/Coordinator	.5	2,862.08	34,344.96	330.24		330.24
Staff Support for Fiscal Administration	.1	3,464.24	41,570.88		79.94	79.94
Youth Leaders	2 (each \$10 per hour x 25 hours)	2166.67	26,000.00	500.00		500.00
Total Employee Salary		8,492.99	101,915.84	830.24	79.94	910.18
Total Benefits		1,926.51	23,118.12	150.86	20.79	171.65
<b>Total Personnel Services</b>		<b>10,419.50</b>	<b>125,033.96</b>	<b>981.10</b>	<b>100.73</b>	<b>1081.83</b>
Food for Youth				1503.17		1503.17
First Aid Class Certification				500.00		500.00
Food Handlers Card Certification				250.00		250.00
Recreation Expenses				265.00		265.00
Program Element Incentives				400.00		400.00
<b>Total External Materials &amp; Services</b>				<b>2918.17</b>	<b>0</b>	<b>2918.17</b>
<b>TOTAL BUDGET</b>		<b>10,419.50</b>	<b>125,033.96</b>	<b>3,899.27</b>	<b>100.73</b>	<b>4,000</b>
REVENUE FROM OTHER SOURCES						
Youth Employment Institute				3059.43	0.00	3,059.43
<b>TOTAL PROGRAM BUDGET</b>		<b>10,419.50</b>	<b>125,033.96</b>	<b>6958.70</b>	<b>100.73</b>	<b>7,059.43</b>

\*Admin Costs include any expenses not related to the scope of services as defined in Part I, Section A #3.

Note:

**Awarded Grant Funds cannot be used for:**

- General operating support for ongoing activities;
- Direct grants, scholarships or loans for the benefit of specific individuals;
- Loans or debt retirement;
- Annual appeals, general fund drives.