

**GRANT AGREEMENT**

This is Grant Agreement between the CITY OF PORTLAND ("GRANTOR" or "CITY") and Janus Youth Programs, Inc., an Oregon non-profit corporation, ("GRANTEE" or "Janus") in an amount not to exceed \$285,000 to provide shelter beds and treatment for juvenile human trafficking victims and two additional victim advocate positions from November 1, 2010 through October 31, 2011.

**RECITALS:**

1. City Council Resolution #36824 approved by City Council on November 10, 2010 recognized the conditions creating a need for funding to be allocated by this Grant Agreement.
2. Through a \$500,000 federal grant, Multnomah County established a multi-agency task force, the Commercial Sexual Exploitation of Children Steering Committee (CSEC), so community partners can collaborate and create a coordinated community response to the juvenile human trafficking and create an action plan.
3. Currently, there are no dedicated shelter beds available for juvenile human trafficking victims in the Portland metro area.
4. The Sexual Abuse Resource Center (SARC) provides extensive support to juvenile human trafficking victims through a 24-hour crisis line, hospital visits, case management, prevention education and outreach, offering support groups, and providing free mental health services.
5. The City of Portland and Multnomah County have joined together to fund shelter beds and treatment for juvenile human trafficking victims at a Janus facility in the City of Portland.
6. In order to provide a safe place for juvenile human trafficking victims, provide essential treatment services and fund additional SARC victim advocates, an additional \$285,000.00 in funding is necessary.
7. Janus will serve as the lead fiscal agent within the terms of a grant agreement working in consortium with SARC to provide the listed worker positions and services.
8. It is imperative to act now between budget cycles because the juvenile human trafficking problem requires immediate action.
9. It is necessary to provide these funds on an emergency basis.
10. The amount of this grant is not to exceed \$285,000.00.
11. The grant agreement duration shall be in effective retroactively from November 1, 2010 and continues through October 31, 2011. The Grant Manager is authorized to renew this grant in the same or different amount, provided that sufficient funds are appropriated by City Council and included within the City's approved budget for fiscal years 2010-2011 and 2011-2012.

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

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.

The GRANTEE will provide the following services:

- A. Janus along with the SARC will provide 24 hour response and advocacy to CSEC in the City of Portland.
- B. Janus and SARC will provide 24 hour, seven day a week crisis intervention services to youth seeking emergency resources.
- C. In addition to providing immediate crisis response services to youth, Janus and SARC through the Advocate positions will provide community presentations, information and education about CSEC.
- D. Janus Youth Programs Inc. will provide 2 to 4 beds on average in a staff secure facility for CSEC identified youth.
- E. CSEC identified youth will be referred into shelter care from either the Oregon Department of Human Services in Multnomah County (DHS), the Juvenile Justice System, other governmental or non-profit agencies, the advocates themselves, local law enforcement agencies or through youth self referral.
- F. Janus shall provide, as fiscal manager in consortium with SARC, 3 full time (FTE) advocates and 2 FTE residential counselors. Each advocate will have an average case load of approximately 12 to 15 CSEC identified youth.
- G. The advocates will be employed to provide 24-hour crisis response and advocacy for CSEC identified youth. 2 of the 3 advocates will be assigned to SARC. 1 FTE will be assigned to the Janus's Harry's Mother Program which provides assistance to adolescents 9 to 17 years of age who are at risk of becoming homeless as well as providing shelter services.
- H. The 2 residential counselors will be assigned to Janus residential facility for CSEC identified youth.
- I. Expenses allowed under this Grant Agreement for personnel, training, staff and client support are indicated in Attachment A.
- J. Janus shall provide reports and invoices showing how grant money has been spent at the end of each payment period. Reports shall be as specific as required by the Grant Manager.
- K. The advocates and counselors will report:
  - 1. Number of youth served.
  - 2. Number of Advocate contacts per youth.
  - 3. Number of supplies distributed (hygiene bags, transportation tickets, clothing, etc.)
  - 4. Number of medical and psychiatric appointments for youth clients served.

*Exhibit A*

- M. The Shelter facility will report:
  - 1. Number of youth served.
  - 2. Length of stay in shelter facilities.
  - 3. Number of youth receiving emergency services and type of service (shelter, counseling, meals, etc.)
  - 4. Placement of youth when they leave shelter facilities.
- N. Expenses allowed under this grant agreement for personnel, training, staff and client support are indicated in Attachment A.

## II. SPECIFIC CONDITIONS OF THE GRANT

- A. Publicity: 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: 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 GRANTEE, and is attached as Exhibit A to this grant. GRANTOR reserves the right to revise this form as it deems necessary.
- D. Grant Manager: The Grant Manager for this grant is Tom Peavey, Policy Manager, Office of Mayor Sam Adams, Office of Youth Violence Prevention (OYVP).
- 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 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. The Grant Manager is authorized to renew this Grant Agreement in the same or different amount, provided that sufficient funds are appropriated by City Council and included within the City's approved budget for fiscal years 2010-2011 and 2011-2012.
- F. Billings/invoices/Payment: The 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. 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 GRANTEE from GRANTOR, GRANTOR shall make a cash advance of \$142,500.00 to GRANTEE. Upon receipt by OYVP through the Office of Mayor Sam Adams of the required

*Exhibit A*

reports stated with this grant and a program cost invoice, including an itemization of expenditures, such amounts as may become due under this Agreement shall be charged against the aforementioned advance and any excess paid to GRANTEE in a timely manner.

2. A cash advance equal to \$142,500.00 shall be made to GRANTEE up to 20 working days after the program cost invoice and required reports are received to cover the estimated costs of the second six months of operation. Upon receipt by OYVP through the Office of Mayor Sam Adams by the fifth working day of May, 2011 of the program cost invoice, including an itemization of expenditures, such amounts as may become due under this Agreement shall be charged against the aforementioned advance and any excess paid to GRANTEE in a timely manner.
3. GRANTEE shall provide to the CITY within thirty (30) days following the end of the CITY budget fiscal year (June 30<sup>th</sup>) and the end of the grant cycle (October 31<sup>st</sup>) a final annual cost accounting, 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.
  - d. 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 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

*Exhibit A*

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.

*Exhibit A*

- 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 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.
1. 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,

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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.

2. 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. 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

*Exhibit A*

\$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 upon the execution by authorized representatives fo the parties. The Term shall be from November 1, 2010 and continue through October 31, 2011. Unless otherwise terminated, work by Janus shall terminate on October 31, 2011.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

**CITY OF PORTLAND**

**GRANTEE**

\_\_\_\_\_  
Name: Sam Adams  
Title: Mayor, City of Portland

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

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
City Attorney



Exhibit A

CITY OF PORTLAND  
**GRANTEE JANUS YOUTH PROGRAMS, INC GRANT AGREEMENT BUDGET**  
**Attachment A**

Start Date: November 1, 2010

End Date (through): October 31, 2011

EXPENDITURE CLASSIFICATION	# of FTE	Hourly Rate	# of Hours	@ Full Rate	Total
Sexual Assault Resource Center (SARC) Advocates	3	\$16.826	2080	\$35,000	\$105,000
➤ Benefits @13% (or \$4,550) per 1 FTE				\$13,650	\$13,650
➤ Payroll Tax @ 13% (or \$4,550) per 1 FTE				\$13,650	\$13,650
Sub Total					\$132,300
Overnight Residential Advocates	2	\$10.961	2080	\$22,800	\$45,600
➤ Benefits @ 13% (or \$2,964) per 1 FTE				\$8,892	\$8,892
➤ Payroll Tax @ 13% (or \$2,964) per 1 FTE				\$8,892	\$8,892
Sub Total					\$63,384
<b>Total for Personnel Expenses</b>					<b>\$195,684</b>
Staffing Training and Support				\$20,000	\$20,000
Equipment / Expenses (Surveillance System, Furniture, Computers, Entertainment System, Outdoor Gazebo, Paint, Curtains, and Lighting etc.)				\$30,000	\$30,000
Client Support Expenses				\$17,500	\$17,500
<b>Total Staff Support &amp; Materials Expenses</b>					<b>\$67,500</b>
<b>Total Personnel Services / Staff Support &amp; Materials Expenses</b>					<b>\$263,184</b>
<b>Total Administrative Expenses</b>					<b>\$21,819</b>
<b>Total</b>					<b>\$285,003</b>
<b>TOTAL GRANT BUDGET</b>					<b>\$285,000</b>

Note:

**Definition: Accounting for Administrative Expenses section of the budget shown above.**

Administrative expenses are those incurred in the general operation and management of the agency. Administrative costs include, but are not limited to: accounting, auditing, general supervision and payroll processing.

**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.