

**GRANT AGREEMENT NO.**

This is Grant Agreement between the City of Portland, Oregon ("CITY" OR "GRANTOR" and Worksystems, Inc., an Oregon non profit corporation, ("WSI" OR "GRANTEE") in an amount not to exceed \$195,000 to implement the SummerWorks program ("Program") within City Bureaus during Summer 2013.

**RECITALS:**

WHEREAS, only 57 percent of Multnomah County high school students graduate on time;

WHEREAS, employment rates for the nation's teens and young adults are at post-World War II lows;

WHEREAS, national research points to the need for expanded employment and work-based learning opportunities for young people;

WHEREAS, recent survey of employers by Achieve estimate that 39 percent of recent high school graduates are unprepared for the expectations that they face in entry-level jobs and 45 percent of graduates are not adequately prepared for the skills and abilities they need to advance beyond entry level;

WHEREAS, the City of Portland has a history of investing in young people through funding of recreational and after school activities, youth employment programs, and creating seasonal job training, work experience, internship and job shadow opportunities;

WHEREAS, the City Council previously approved funding for youth employment and career preparation as part of the Summer Youth Employment Program (SYEP) coordinated by the Bureau of Human Resources (BHR) [Ordinance No. 180874, 181765, 182138], which subsequently council directed to the Summer Youth Connect program coordinated by the Mayor's Office [Ordinance No. 182811].

WHEREAS, Worksystems, Inc. has extensive experience managing publicly funded workforce development contracts with adult and youth service providers in our region; and

WHEREAS, Worksystems, Inc. has developed SummerWorks Program ("Program"), a comprehensive summer work experience program for youth age 16-21 with barriers to employment including at-risk of disconnecting from school; and

WHEREAS, the City desires to assist in support of the Program and provide opportunities for placement of eligible youths from the Program into temporary positions throughout city bureaus in the Summer of 2013.

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

GRANTEE agrees to the following:

- Use grant funds in implementation of GRANTEE's Program, specifically, to provide work-readiness training, approximately 180-hour paid work experience, and ongoing support through a job coach for qualified youths who will be placed in temporary summer positions with the City.
- Perform recruitment, eligibility screening, enrollment, work readiness training, youth worksite matching, worksite monitoring, employer of record services and case management services for up to 100 youth placed in City Bureaus.
- Serve disconnected youth as defined by the Workforce Investment Act (WIA) as well as students at-risk of disconnecting from school who have previously participated in the Summer Youth Connect continuum.
- Provide one or more GRANTEE supervisor(s) or coordinator(s) who will support City bureaus, including the bureaus' point of contact and staff having oversight of work performance of the youths.
- Provide SummerWorks Supervisor Training to City employees who will be assigned to work with the youths.
- Encourage youth with skill, interest or enthusiasm towards summer employment opportunities at the City.
- Assist City bureaus in coordinating and matching youths with appropriate City bureaus, work assignments and projects.
- Work with youth and City supervisors as needed to address work performance issues and employer expectations. GRANTEE shall be deemed the employer of the youths assigned to city summer employment in the Program, and shall be responsible for all disciplinary actions as to the youth, and payment of wages, benefits, insurance and taxes (including but not limited to workers compensation, federal and state income tax and social security deductions) pertaining to the employment of the youths.
- Remain solely responsible for monitoring compliance of any youth service providers with whom GRANTEE may enter into cooperative agreements for assistance in implementing GRANTEE's Program.
- Cooperate in requests for documentation and accountability as may be requested by City Grant Manager.

## II. ACTIONS TO BE TAKEN BY City of Portland

The CITY, through its identified bureau points of contacts, shall perform the following duties:

- Work with GRANTEE to identify job duties, learning objectives, and work schedules in order to ensure work experiences are meaningful.
- Work with GRANTEE and designated contractor(s) to coordinate the placements of youth in worksites.
- Attend regular meetings with GRANTEE and designated contractor(s).
- Assign a Grant Manager to manage City responsibilities for this project.
- Work with GRANTEE to help support worksite supervisors, provide logistical support for youth orientation and other events, and troubleshoot any issues that arise.

## III. SPECIFIC CONDITIONS OF THE GRANT

- A. Publicity: GRANTEE will acknowledge CITY support in all Program materials, on grantee's website and in other venues as appropriate.
- B. Records: Grantee or its designated contractor(s) will maintain all records for the program, including timesheets, payroll records, pre- and post-assessments, and grant expenditures. 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. City Grant Manager: The Grant Manager for this grant is
- D. Josh Alpert  
Policy Director, Office of Mayor Charlie Hales  
City of Portland  
1221 SW Fourth Avenue, Suite 340  
Portland, OR 97204  
P: 503-823-3579  
E: josh.alpert@portlandoregon.gov
- 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 Grant Manager is authorized to approve work and billings and invoices submitted pursuant to this grant and to carry out all other actions referred to herein in accordance with this Agreement.

- G. Reports: Grantee will submit to the Grant Manager a report at the conclusion of the project. The Report will include:
1. Demographics and characteristics;
  2. Completion of work experience or reason for failure to complete;
  3. Outcome measures for attendance, punctuality, and dress/appearance;
  4. Secondary and post secondary interest and aptitude changes;
  5. Elective credit earned (pending approval by school districts); and
  6. Post program status.

#### IV. PAYMENTS

- A. GRANTEE will receive grant funds as follows:

All Payments 1: GRANTEE shall submit a invoice starting June 2013 on the 15<sup>th</sup> and 30<sup>th</sup> of every month along with a list of SummerWorks final internship placements, detailing expenditures for youth wages and program cost. Payment may be adjusted to reflect Program attrition or lower than expected work hours.

Final payment will be made upon submission of final narrative report and an invoice detailing total expenditures for youth wages and program costs through September 30, 2013. The sum of all payments will reflect actual expenditures included in final invoice and shall not exceed \$195,000. Maximum wages to be paid per youth shall be \$1,950 for the summer based on 180 work hours.

- 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. All Grant payments shall be made on a net 10 days basis by the CITY. Grant payments under this Agreement may be used only 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, 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. In the event the services or actions are

terminated, discontinued or interrupted by CITY, then the CITY shall pay the GRANTEE for goods delivered and services performed in accordance with the Grant prior to the termination date.

## V. GENERAL GRANT PROVISIONS

- 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 thirty (30) days after written notice from CITY. If the breach is of such nature that it cannot be completely remedied within the thirty (30) day cure period, GRANTEE shall commence cure within the thirty (30) days, notify CITY of GRANTEE's steps for cure and estimate 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.
1. No payment or further services will be 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.
  2. GRANTEE shall not perform services or take actions that would require CITY to pay additional grant funds to GRANTEE.
  3. 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.
- B. 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.
- 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 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.
- 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 thirty (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.
- F. 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.
- G. AMENDMENT: The Grant Manager 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. Increases to the grant amount must be approved by the City Council unless the City Council delegated authority to amend the grant amount in the ordinance authorizing this Agreement. Amendments to this Agreement, including any increase or decrease in the grant amount, must be in writing and executed by the authorized representatives of the Parties and approved to form by the City Attorney.
- H. NON-DISCRIMINATION; CIVIL RIGHTS: 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.
- I. MAINTENANCE AND ACCESS TO RECORDS: GRANTEE shall maintain records on a current basis to support any billings or invoices submitted by GRANTEE to CITY. GRANTEE shall maintain all books, 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, for four (4) years after CITY makes final grant payment or the termination date of this Agreement, whichever is later. 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 three years after the CITY makes final payment and all other pending matters are closed.

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.

- J. **AUDIT.** The CITY, conduct financial or performance audit of the billings and services under this Agreement or GRANTEE records at any time in the course of this Agreement and during the four (4) 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 were in excess of the amount to which GRANTEE was entitled, then GRANTEE shall repay the amount of the excess to the CITY.
- K. **INDEMNIFICATION.** GRANTEE shall hold harmless, defend, and indemnify CITY, and its officers, agents and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from actions or omissions of GRANTEE and/or its contractors in the performance of this Agreement. This duty shall survive the expiration or termination of this Agreement.
- L. **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.
1. **WORKERS' COMPENSATION INSURANCE.** GRANTEE, its contractors and all employers working under this Agreement shall comply with ORS 656, and as it may be amended from time to time. Unless exempt under ORS Chapter 656, GRANTEE, its contractors and any employers working under this Agreement shall maintain coverage for all subject workers.
  2. **LIABILITY INSURANCE.**
  3. **Commercial General Liability Insurance:** GRANTEE shall have 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 aggregate limit of not less than \$2,000,000.
  4. **Automobile Liability Insurance:** GRANTEE shall have automobile liability insurance with coverage of not less than \$1,000,000 each accident. The insurance shall include coverage for any auto or all owned, scheduled, hired and non-owned auto. This coverage may be combined with the commercial general liability insurance policy.

5. Additional Insured: The liability insurance coverages, except Professional Liability, Errors and Omissions, or Workers' Compensation where applicable, 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 or its contractor's activities to be performed 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.
  6. Continuous Coverage; Notice of Cancellation: GRANTEE shall maintain continuous, uninterrupted coverage for the duration of the Agreement. There shall be no termination, cancellation, material change, potential exhaustion of aggregate limits or non renewal of coverage without thirty (30) days written notice from GRANTEE to CITY. If the insurance is canceled or terminated prior to termination of the Agreement, GRANTEE shall immediately notify CITY and provide a new policy with the same terms. Any failure to comply with this clause shall constitute a material breach of the Agreement and shall be grounds for immediate termination of this Agreement.
  7. Certificate(s) of Insurance: GRANTEE shall provide proof of insurance through acceptable certificate(s) of insurance, along with applicable endorsements, to CITY at execution of the Agreement and prior to any commencement of work or delivery of goods or services under the Agreement or initial payment of grant funds. The certificate(s) will specify all of the parties who are endorsed on the policy as Additional Insureds (or Loss Payees). Insurance coverages required under this Agreement shall be obtained from insurance companies acceptable to CITY. GRANTEE shall pay for all deductibles and premium from its non-grant funds. CITY reserves the right to require, at any time, complete and certified copies of the required insurance policies evidencing the coverage required. 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.
- M. GRANTEE'S CONTRACTORS AND NON-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. 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.
- N. INDEPENDENT CONTRACTOR STATUS: GRANTEE and its contractors and employees are not employees of the CITY and are not eligible for any benefits



benefits through the CITY, including without limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits.

- O. **CONFLICTS OF INTEREST.** No CITY officer or employee, during his or her tenure or for two (2) years thereafter, shall have any interest, direct or indirect, in Grant 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.
- P. **OREGON LAW 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 Parties arising under this Grant Agreement or out of work performed under this Grant Agreement shall occur in Multnomah County Circuit Court or the United States District Court for the State of Oregon.
- Q. **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 EEO certified by CITY in order to be eligible to receive grant funds.
- R. **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 audit completion or upon request by the Grant Manager. .
- S. **SEVERABILITY.** The Parties 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.
- T. **MERGER:** This Agreement contains the entire agreement between the Parties 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.
- U. **PROGRAM AND FISCAL MONITORING.** The CITY shall monitor on an as-needed basis to assure Grant 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 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 work, services or obligations required by this Agreement in accordance with its terms and conditions.

- V. **THIRD PARTY BENEFICIARIES:** There are no third party beneficiaries to this Agreement and may only be enforced by the Parties.
- W. **ASSIGNMENT:** This agreement cannot be assigned or transferred by GRANTEE without the prior written permission of CITY.
- X. **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.

**VI. 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 Parties, as shown by the authorized signatures below, and shall remain in effect during any period for which GRANTEE has received CITY funds or when obligations are due from GRANTEE.

This Grant Agreement and all work by GRANTEE shall terminate no later than December 31, 2013.

Dated this second day of April 2013.

**CITY OF PORTLAND**

**WORKSYSTEMS, INC.**

\_\_\_\_\_  
Name: CHARLIE HALES  
Title: Mayor

\_\_\_\_\_  
Name: ANDREW MCGOUGH  
Title: Executive Director

**APPROVED AS TO FORM:**

\_\_\_\_\_  
JAMES VAN DYKE  
Title: City Attorney