

GRANT AGREEMENT NO.

This Grant Agreement is between the CITY OF PORTLAND, OREGON ("CITY" OR "GRANTOR") and Janus Youth Programs, Inc. ("Janus" OR "GRANTEE") in an amount not to exceed \$297,000.

RECITALS:

1. The Sexual Assault Resource Center (SARC) provides extensive support to human trafficking victims between the ages of 18 and 25 years old through a 24-hour crisis line, hospital visits, case management, prevention education and outreach, support groups, and free confidential advocacy services.
2. In order to continue to provide support and advocacy for human trafficking victims between the ages of 12 and 25, provide essential treatment services, the City agrees to provide \$151,196 to Janus Youth for SARC.
3. Janus Youth operates the Athena House which provides emergency and long-term stabilization through shelter beds and a safe place for commercially exploited youth between the ages of 14 and 21 years old.
4. In order to continue to provide a safe place for juvenile human trafficking victims, provide essential treatment services, and fund additional Athena House victim advocates, the City agrees to provide \$145,804 to support Janus.
5. The Janus Youth Budget is detailed in attached EXHIBIT **B**.

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

In consideration of the grant funds provided by CITY, GRANTEE agrees to perform the following actions and/or spend grant funds in the following way:

1. Janus along with the SARC will provide 24-hour response and advocacy to victims of commercial sexual exploitation of children (CSEC) in the city.
2. Janus and SARC will provide 24 hours, seven days a week crisis intervention services to youth seeking emergency resources.
3. In addition to providing immediate crisis response services to youth, Janus and SARC, through advocates, will provide community presentations, information, and education about CSEC.
4. Provide additional services through the Athena House including necessary staffing levels to supervise and case manage juveniles between the ages 14 and 21 years old.
5. Janus will provide 2 to 4 beds on average in a staff secure facility for CSEC

identified youth.

6. CSEC identified youth will be referred to shelter care from either the Oregon Department of Human Services in Multnomah County (DHS), the Juvenile Justice System, other governmental or nonprofit agencies, the advocates themselves, local law enforcement, or through youth self-referral.
7. Janus shall provide, as fiscal manager in consortium with SARC, 2.8 full time (FTE) advocates and 1 FTE case manager. Each advocate will have an average case load of approximately 12 to 15 CSEC identified youth.
8. The advocates will be employed to provide 24-hour crisis response and advocacy for CSEC identified youth. 2.8 advocates will be assigned to SARC. One FTE case manager will be assigned to the Janus' Harry's Mother Program which provides assistance to adolescents 9 to 21 years of age who are at risk of becoming homeless as well as providing shelter services.

B. SPECIFIC CONDITIONS OF THE GRANT

- A. Publicity: GRANTEE may acknowledge CITY support for its program in marketing materials and collateral, including but not limited to GRANTEE's website. Notwithstanding the foregoing, GRANTEE must seek prior written approval from the CITY to use the City Seal.
- B. Records: Grantee will maintain all records for the program, including grant awards and contracts with funded organizations. 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 CITY Grant Manager for this grant is Sgt. Mike Geiger at the Portland Police Bureau.
- D. GRANTEE Project Manager: The GRANTEE Manager is Kevin Donegan, Janus Youth Programs.
- E. Amendment: The CITY 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 CITY 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 GRANTEE shall submit four quarterly invoices for payment to the Portland Police Bureau Project Manager and Fiscal Services Division on October 1, 2014, January 1, 2015, April 1, 2015, and July 1, 2015. Each bill for payment should detail administrative costs, program cost, and services provided.
 1. The CITY Grant Manager is authorized to approve work, billings, and

invoices, submitted pursuant to this grant and to carry out all other CITY actions referred to herein in accordance with this Agreement.

- G. Report: GRANTEE will submit to the City Grant Manager quarterly reports with the above mentioned invoices. Each report will include all of the information listed in EXHIBIT C.

C. PAYMENTS

- A. GRANTEE will receive its funding as follows: After the Grant Agreement becomes effective; GRANTEE will submit invoices on a quarterly basis, as outlined above for approval. The City of Portland will pay GRANTEE the amount of the invoice within thirty (30) days of the approval date. This will be a direct payment, not an advance, to the GRANTEE.
- 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. 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 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.

D. 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) days 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.
- 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 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.
- H. Non-discrimination: Civil Rights. In carrying out activities under this Agreement, GRANTEE shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, 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, but familial status, sexual orientation or national origin. Actions shall include but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other and selection for training, including apprenticeship. GRANTEE shall post in conspicuous places, available to employees and applicants for employment, notices provided by CITY setting forth 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 other agreements for work funded under this Agreement, except agreements governed by Section 104 of Executive order 11246.

- I. Maintenance of and Access to Records. 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 CITY prompt access to these records upon request and permit copying as CITY may require.
- J. Audit. CITY may 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 exceeded the amount to which GRANTEE was entitled, then GRANTEE shall repay the amount of the excess to CITY.
- K. Indemnification. GRANTEE shall hold harmless, defend, and indemnify CITY, and its officers, agents and employees against all claims, demands, activities, 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 Chapter 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. 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.
3. Automobile General 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.
4. 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 insured would have been liable if only one person or interest had been named as insured.
5. 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.
6. Certificate(s) of Insurance. GRANTEE shall provide proof of insurance through acceptable certificate(s) of insurance, 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, GRANTER 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 Contractor; Non-Assignment. If GRANTEE utilizes contractors to complete its work under this Agreement, in whole or in part, GRANTEE shall require any of its contractors to agree, as to the portion contracted, to fulfill all obligations of the Agreement as specified in the Agreement. However, GRANTEE shall remain obligated for full performance hereunder, and CITY shall incur no obligation other than its obligations to GRANTEE hereunder. This Agreement shall not be assigned or transferred in whole or in part or any right or obligation hereunder, without prior written approval of CITY.
- N. Independent Contractor Status. GRANTEE, and its contractors and employees are, not employees of CITY and are not eligible for any benefits through CITY, including without limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits.
- O. Conflict of Interest. No CITY officer or employee, during his or her tenure or for two (2) year 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 Agreement shall be construed according to the laws of the State of Oregon without regard to principles of conflicts of-law. Any litigation between the Parties arising under this Agreement or out of work performed under this 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 Agreement that are not contained herein.
- U. Program and Fiscal Monitoring. CITY shall monitor on an as-needed basis to assure Agreement compliance. Monitoring may include, but are not limited to, on site visits, telephone interviews and review of required reports and will cover both programmatic and fiscal aspects of, the Agreement. The frequency and level of monitoring will be determined by the Grant Manager. Notwithstanding such monitoring or lack thereof, GRANTEE remains fully responsible for performing the work, services or obligations required by this Agreement in accordance with its terms and conditions.
- V. Third Party Beneficiaries. There are no third party beneficiaries to this Agreement and it may only be enforced by the Parties.
- W. 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.
- X. NOTICE: All notices under this Grant Agreement shall be sent to GRANTEE at the following address:

Janus Youth Programs
738 NE Davis Street
Portland, OR 91232

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 or when obligations are due from GRANTEE.

This Grant Agreement and all work by GRANTEE shall terminate no later than June 30, 2015.

Dated this _____ day of _____, 2014.

CITY OF PORTLAND

Charlie Hales
Mayor

LaVonne Griffin-Valade
Auditor

APPROVED AS TO FORM:
APPROVED AS TO FORM

City Attorney
CITY ATTORNEY 6/16/14

GRANTEE

Dennis L. Morrow
Executive Director
Janus Youth

186737

Janus Youth Programs Commercial Sexual Exploitation of Children Services
July 1, 2014 to June 30, 2015

Expenditure Classification

<u>1. Personnel</u>	FTE	Hourly Rate	Total	Janus Allocation	SARC Allocation
Case Manager/Advocates					
Case Manager (Janus Youth Programs)	1	\$16.827	\$ 35,000.16	\$ 35,000.16	
Advocates (Sexual Assault Resource Center)	2.80	\$16.827	\$ 98,000.45		\$ 98,000.45
Residential Staff (Athena House/Janus Youth Programs)					
Residential Advocates	2	\$11.995	\$ 49,899.20	\$ 49,899.20	
<u>2. Benefits</u>					
Health/Dental Insurance (13%)	5		\$ 23,776.98	\$ 11,036.92	\$ 12,740.06
Payroll Taxes (13%)	5		\$ 23,776.98	\$ 11,036.92	\$ 12,740.06
TOTAL PERSONNEL COSTS			\$ 230,453.76	\$ 106,973.19	\$ 123,480.56
<u>3. Other Expenditures</u>					
Sexual Assault Resource Center Crisis Phone Line					\$ 10,000.00
Client Support (meals, clothing, transportation)				\$ 17,500.00	
Cell Phones (\$65 per Case Manager/Advocate - 3 FTE)				\$ 780.00	\$ 1,560.00
Transportation (\$153 per Case Manager/Advocate - 3 FTE)				\$ 1,836.00	\$ 3,672.00
TOTAL OTHER COSTS			\$ 35,348.00	\$ 20,116.00	\$ 15,232.00
<u>4. Administrative Overhead Expenditures</u>					
Janus (15%)				\$ 19,063.38	
SARC (9%)					\$ 12,484.13
TOTAL ADMINISTRATIVE COSTS			\$ 31,547.51	\$ 19,063.38	\$ 12,484.13
TOTAL GRANT BUDGET			\$ 297,349.27	\$ 146,152.573	\$ 151,196.70

Exhibit B

Janus Youth Grant Agreement**EXHIBIT C****Reporting Requirements**

1. **Administrative Costs.** Janus Youth will track and report operating expenses including, but not limited to, the following:
 - a. Personnel costs
 - i. Personnel duties description
 - ii. Example weekly hourly schedule
 - b. Quarterly line item expenditures
 - i. Building and supply costs
 - c. Next Quarterly line item budget
 - i. Other cost considerations
2. **Referral.** Janus Youth will track and report how each client was referred to the program.
 - a. Law Enforcement referral
 - b. Other agency referral
 - c. Self-referral
 - d. Other types of referral
3. **Demographics.** Quarterly, Janus Youth program will provide demographics of the clients participating in the program:
 - a. Participants' age
 - b. Participants Home City and State
 - c. Number of youth served by age and race/ethnicity.
 - d. Number of Advocate contacts per youth.
 - e. Number of medical, psychiatric and law enforcement/legal appointments for youth clients served.
4. **Program.** In addition, Janus Youth will track and report all of, but not limited to, the following information:
 - a. Number of clients currently served in the program
 - b. Number of clients involved in sessions
 - c. Number of clients involved in counseling and/or group sessions
 - d. Number of classes or other treatment programs being conducted per week
 - e. Additional services provided
5. **Recidivism**
 - a. Length of clients' stays
 - b. Number of first time clients
 - c. Number of repeat clients

- i. Number of stays
- ii. How often

6. **Post-Program Participant Behavior.** At the time of discharge from the program, Janus will track and report whenever possible the post-program behavior of its participants:

- a. Number of youth served.
- b. Length of stay in shelter facilities.
- c. Number of youth receiving emergency services and type of service (shelter, counseling, meals, etc.)
- d. Placement of youth when they leave shelter facilities.

7. **Six Month Summaries.** Every six months, Janus Youth will provide a Narrative Program Summary which includes, but is not limited to, the following information:

- a. Cost of the program considering all of the above data
- b. Overall effectiveness considering all of the above data
- c. Any additional qualitative observations by staff or participants
- d. Any recommendations of staff or participants