



GRANT AGREEMENT No. 32002511
FOR
NORTHEAST COALITION OF NEIGHBORHOODS, INC. DISTRICT COALITION PROGRAM

As authorized by Ordinance No. 190449 this Grant Agreement (“Agreement”) is made effective on July 1, 2021 (“Effective Date”) by and between the City of Portland (“City”), a municipal corporation of the State of Oregon, and Northeast Coalition of Neighborhoods, Inc (“Grantee”), an organization of the State of Oregon by and through their duly authorized representatives. This Agreement may refer to the City and Grantee individually as a “Party” or jointly as the “Parties”.

The total not-to-exceed amount under this Agreement for the initial term shall be **\$322,763** for core program operations including including \$30,512 for the Neighborhood Small Grant Program. The initial term of this Agreement implementation shall be Fiscal Year 2021-22 (ending June 30,2022) with the reporting period on the Neighborhood Small Grant Program through February 28, 2023. Thus the effective (end) date of the Agreement is set to February 28, 2023.

RECITALS:

1. The Office of Community & Civic Life (“Civic Life”) mission is to promote a culture of civic engagement by connecting and supporting all Portlanders working together and with government to build inclusive, safe, and livable neighborhoods and communities. Civic Life grant programs foster its long-term goals:
 - a. **Inclusive Structures.** Modeling the inclusive practices and processes we seek to promote, we will partner with diverse, self-identifying communities to:
 - Champion institutional practices for inclusion and transformational change within government structures;
 - Increase community building and civic engagement opportunities for communities working toward equitable outcomes for all Portlanders.
 - b. **Adaptive Governance.** To realize more adaptive decision-making in community and government, we will:
 - Support inclusive cross-cultural, cross-issue organizing in community to reflect the ability of resilient communities to address complex, inter-connected issues;
 - Lead internal capacity development within City government, particularly as it pertains to engaging communities toward equitable outcomes;
 - Create and hold shared space where community and government join together to identify opportunities and address shared challenges;
 - Support communities in pursuing forms of governance that reflect their lived experience, values, and aspirations.
 - c. **Fulfilled and Empowered Portlanders.** A progressive change in culture of civic engagement is foundational to long-term systemic community building and government change. We will:

- Prioritize resources that support communities in building resilience both with and without their government;
 - Practice equitable sharing of resources;
 - Promote inclusive education, art, and play;
 - Create an environment for respectful dialogue and problem solving that acknowledges our differences as we work toward shared goals.
2. The District Coalition is a Civic Life program. District Coalition Offices have been the sole contractors with the City of Portland for this program since 1974.
 3. This Agreement shall comply with city policy ADM-4.03 – Standards for Neighborhood Associations, District Coalitions, Business District Associations and the Office of Neighborhood Involvement.
 4. This Agreement provides financial and limited staff resources from Civic Life to the recognized District Coalition Offices per City Code 3.96 to provide such services by which the people of City of Portland may effectively participate in civic affairs and work to improve the livability and character of their neighborhoods and the City.
 5. Grantee has been creating the building blocks of community in NE Portland and beyond by empowering residents from all walks of life to get informed, get involved, and take action in their city.
 6. Grantee’s mission is foster healthy community by engaging citizens to become directly involved in determining how their neighborhood evolves and giving them the tools to have their voices heard by policy makers and the public at large.
 7. In accordance with the Fiscal Year 2021-2022 Budget, the City now desires to make a grant award to Grantee in an amount not to exceed \$322,763. Future reductions may be required with adjusted revenue forecasts in the Fiscal Year 2021-2022 Fall Budget Monitoring Process, see Article V.25.

THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

ARTICLE I SCOPE OF WORK/OUTCOME MEASURES

Grantee agrees to implement the work as described in Attachment A (Scope of Work), Attachment B (Budget), which is incorporated by reference.

ARTICLE II AGREEMENT PERIOD

The Agreement shall begin on the Effective Date and end upon the expiration date set forth on page one of this Agreement unless terminated or extended under the applicable Agreement provisions. Expenses incurred starting on Effective Date are eligible expenses for the grant funds reimbursement.

ARTICLE III SPECIFIC CONDITIONS OF THE GRANT

III.1 **Publicity**. Civic Life requires public acknowledgement for the projects and programs it supports, as outlined in the terms and conditions of your award. Unless otherwise advised in writing, an acknowledgment of Civic Life support must appear on all materials publicizing or resulting from award activities in the form of a Policy Statement. Civic

Life Logo and credit line should also be used in acknowledging its support whenever possible.

An acknowledgement must be included in any materials resulting from or related to grant award, such as articles, reports, advertisements, databases, web resources, events, fliers, other written documents, or publicity. The prominence of the acknowledgement should be in direct relationship to the level of funding provided for the project relative to other sources of funding. Where possible, Civic Life support will be mentioned in newspaper articles, radio interviews, and other media activities to extent related to Grantee's work.

III.1.a Logo: Current logo, with correct spacing, color or black and white shall be requested directly from Civic Life communications staff or assigned program staff.

III.1.b Policy Statement: The acknowledgement of Civic Life support must also include the following statement:

“Any views, findings, conclusions, or recommendations expressed in this [describe the publication: article, book, exhibition, film, program, database, report, web resource, etc.] do not necessarily represent those of the City of Portland.”

The policy statement requirement will be waived in instances when it is not feasible or appropriate to include it, such as on building plaques.

III.1.c Credit Lines: A portion of the funding for the program/project comes from Civic Life:

“The [title of this project/program/web resource/database etc.] has been made possible in part by a grant from the City of Portland, Office of Community & Civic Life.”

All funding for the program/project comes from Civic Life:

“The [title of this project/program] has been made possible through funding entirely by the City of Portland, Office of Community & Civic Life.”

III.2 City Grant Manager. City hereby appoints the following Civic Life staff to act as its Project Manager with regard to this Agreement. City may, from time to time, designate another person to act as the City Project Manager and will inform Grantee in writing of any change in Project Manager.

Shuk Arifdjanov
City of Portland, Office of Community & Civic Life
Address: 1120 SW Fifth Ave, Portland, OR 97204
Phone: 503-823-5917
Email: shuk.arifdjanov@portlandoregon.gov

III.3 Grantee Project Manager. Grantee hereby appoints the following staff to act as its Project Manager with regard to this Agreement. Grantee may, from time to time, designate another person to act as the Grantee Project Manager and will inform City in writing of any change in Project Manager.

Jessica Rojas
Northeast Coalition of Neighborhoods, Inc.
Address: 4815 NE 7th Street, Portland, OR 97211
Phone: 503-388-5070

- III.4 Billings/Invoices/Payment. The City Grant Manager is authorized to approve work, billings, and invoices submitted pursuant to this Agreement and to carry out all other City actions referred to herein in accordance with this Agreement.
- III.5 Report. Grantee will complete and submit to the City Grant Manager the following reports and documents:
- III.5.a Annual Report: signed Annual Reporting Form, template included as Attachment C, no later than 30 days after 30th day of June of each year.
- III.5.b Neighborhood Small Grant Program report: upon completion of the grant projects and no later than February 28, 2023 grantee shall provide City with copies of visual documentation and evaluation reports completed by community grant recipients. Grantee shall include the cover memo confirming the completion of all grant projects.

ARTICLE IV PAYMENTS

- IV.1 City will fund the work described in Attachment A in an amount not-to-exceed \$322,763 for Fiscal Year 2021-2022. City may advance the Grantee up to one third of the full grant award value upon execution of this Agreement and receipt of a request. Grantee will submit quarterly invoices using Attachment D (Invoice/Request for Payment Template) and include itemized expenses report per approved budget (Attachment B) to the City Grant Manager for approval. Reported expenses will be charged against the advance. City will pay Grantee the amount of the invoice within 10 days of the invoice date. Payments will be made after City review and approval of Grantee's invoice and periodic progress reports using Attachment C, which is due on a twice-annual basis. Grantee may submit periodic progress reports and requests for reimbursement of approved expenses in advance of the due dates. If Grantee received funds in advance which exceed actual expenditures under this Agreement, all such funds shall remain property of the City and shall be returned to the City with the full annual cost accounting.
- IV.2 If for any reason Grantee receives a grant payment under this Agreement and does not use grant funds, provide required services, or take any actions required by the 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.
- IV.3 Grant payments under this Agreement may be used only to provide the services or take the actions listed in Attachment A and expenses listed on Attachment B and shall not be used for any other purpose. Any changes to the Scope of Work (Attachment A) and approved Budget (Attachment B) must be authorized in writing by the City Grant Manager before any expenditure of funds in new amounts or line items.
- IV.4 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.5 Prevailing wages. State of Oregon, Bureau of Labor and Industries (BOLI) wage rates are

required for certain contracts that total \$50,000 and above. If Grantee's project is subject to the prevailing wage requirements, Grantee will comply with the prevailing wage requirements of ORS 279C.800 through 279C.870 and any other applicable prevailing wage requirements contained in ORS 279C, Oregon administrative rules, or city code.

- IV.6 Prevailing wage indemnity. GRANTEE AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS CITY, ITS EMPLOYEES, OFFICERS, AND AGENTS, FROM AND AGAINST ANY CLAIM, SUIT, OR ACTION, INCLUDING ADMINISTRATIVE ACTIONS, THAT ARISE OUT OF GRANTEE'S FAILURE TO COMPLY WITH ORS 279C.800 TO 279C.870 AND ANY APPLICABLE ADMINISTRATIVE RULES OR POLICIES.

ARTICLE V GENERAL GRANT PROVISIONS

- V.1 Cause for Termination; Cure. It shall be a material breach and cause for termination of this Agreement if Grantee uses grant funds outside of the scope of this Agreement, or if Grantee fails to comply with any other term or condition or to perform any obligations under this Agreement within 30 days after written notice from City. If the breach is of such nature that it cannot be completely remedied within the 30-day cure period, Grantee shall commence cure within the 30 days, notify City of Grantee steps for cure and estimated 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.
- V.2 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.
- V.3 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.
- V.4 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.
- V.5 Termination by Agreement or for Convenience of City. City and Grantee may terminate this Agreement at any time by mutual written agreement. Alternatively, City may, upon 30 days written notice, terminate this Agreement for any reason deemed appropriate in its sole discretion. If the Agreement is terminated as provided in this paragraph, Grantee shall return any grant funds that would have been used to provide services after the effective date of termination. Unless the Parties agree otherwise, Grantee shall finish any

work and services covered by any grant funds already paid and shall not commence any new work or services which would require payment from any unused grant funds.

- V.6 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.
- V.7 Amendment. The City 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.
- V.8 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, disability status, familial status, sexual orientation, gender identity or expression, or national origin. Grantee shall take actions to ensure 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. 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 forms of compensation; and selection for training, including apprenticeship.
- Grantee shall post in conspicuous places, available to employees and applicants for employment, notices, which 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 section in all other agreements for work funded under this Agreement, except agreements governed by Section 104 of Executive Order 11246.
- V.9 Maintenance of and Access to Records. Grantee shall maintain all books, vendor receipts, and evidence of payment for materials and services, time records and evidence of payment for program wages, salaries and benefits, 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 related to the fund opportunity, for four years after City makes final grant payment or the termination date of this Agreement, whichever is later. The City may examine, audit, and copy Grantee's books, documents, papers, and records relating to this Agreement at any time during the records retention period listed above upon reasonable notice. Copies of applicable records shall be made available upon request.
- V.10 Audit. City, either directly or through a designated representative, may conduct financial or performance audit of the billings and services under this Agreement or Grantee records at any time during this Agreement and during the four-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.

V.11 Indemnification. Grantee shall hold harmless, defend, and indemnify City, and its officers, agents, and employees against all claims, demands, actions, and suits (including all costs) brought against any of them arising from actions or omissions of Grantee and/or its contractors in the performance of this Agreement.

V.12 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. Grantee shall not commence work until Grantee has met the insurance requirements in this section and Grantee has provided insurance certificates approved by the City Attorney. Grantee shall acquire insurance issued by insurance companies or financial institutions with an AM Best rating of A- or better and duly licensed, admitted and authorized to do business in the State of Oregon.

V.12.a Insurance Certificate. As evidence of the required insurance coverage, Grantee shall provide compliant insurance certificates, including required endorsements, to the City prior to execution of the Agreement. The certificates shall list the City as certificate holder. Grantee shall maintain continuous, uninterrupted coverage for the Term of this Agreement and to provide insurance certificates demonstrating the required coverage for the Term of this Agreement. Grantee's failure to maintain insurance as required by this Agreement constitutes a Material Breach of this Agreement. Grantee must notify the City in writing 30-calendar days prior to a cancellation, non-renewal, or changes to the insurance policy.

V.12.b Additional Insured. For commercial general liability coverage, Grantee shall provide City with a blanket additional insured endorsement form that names the City of Portland, Oregon, and its officers, agents, and employees, as an additional insured. The additional insured endorsement must be attached to the general liability certificate of insurance.

V.12.c Insurance Costs. Grantee shall be financially responsible for all premiums, deductibles, self-insured retentions, and self-insurance.

V.12.d Coverage Requirements. Grantee shall comply with the following insurance requirements:

V.12.d.1 Commercial General Liability. Grantee shall acquire commercial general liability ("CGL") and property damage insurance coverage in an amount not less than **\$2 million per occurrence** for damage to property or personal injury arising from Grantee's work under this Agreement.

- Required and attached
- Reduced by Authorized Bureau Director
- Waived by Authorized Bureau Director

V.12.d.2 Automobile Liability. Grantee shall acquire automobile liability insurance to cover bodily injury and property damage in an amount not less than **\$2 million for each accident**. Grantee's insurance must cover

damages or injuries arising out of Grantee's use of any vehicle.

- Required and attached
- Reduced by Authorized Bureau Director
- Waived by Authorized Bureau Director

V.12.d.3 Workers' Compensation. Grantee shall comply with Oregon workers' compensation law, ORS Chapter 656, as it may be amended. If Grantee is required by ORS Chapter 656 to carry workers' compensation insurance, Grantee shall acquire workers' compensation coverage for all subject workers as defined by ORS Chapter 656 and shall maintain a current, valid certificate of workers' compensation insurance on file with the City for the entire period during which work is performed under this Agreement. Grantee shall acquire workers compensation coverage in an amount not less than **\$1 million each accident, \$1 million disease each employee, and \$1 million disease** policy limit.

- Required and attached
- Proof of exemption (Complete Independent Certification Statement)

V.12.d.4 Physical abuse and sexual molestation liability. Grantee shall acquire and keep in effect during the term of this Agreement, Physical abuse and sexual molestation liability insurance as an endorsement to the commercial general liability policy in a form and with coverage that are satisfactory to the City covering damages arising out of actual or threatened physical abuse, mental injury, sexual molestation, negligent: hiring, employment, supervision, investigation, reporting to proper authorities, and retention of any person for whom the Grantee is responsible including but not limited to Grantee and Grantee's employees and volunteers. Policy endorsement's definition of an insured shall include the Grantee, and the Grantee's employees and volunteers. Coverage shall be written on an occurrence basis in an amount of not less than **\$1 million per occurrence**. Any annual aggregate limit shall not be less than **\$3 million**. These limits shall be exclusive to this required coverage. Incidents related to or arising out of physical abuse, mental injury, or sexual molestation, whether committed by one or more individuals, and irrespective of the number of incidents or injuries or the time period or area over which the incidents or injuries occur, shall be treated as a separate occurrence for each victim. Coverage shall include the cost of defense and the cost of defense shall be provided outside the coverage limit.

- Required and attached
- Waived by Authorized staff or Bureau Director

V.13 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 this 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.

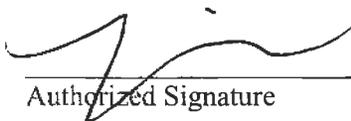
V.14 Independent Contractor Status. Grantee and its contractors and employees are not

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. Grantee will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder.

- V.15 Conflict of Interest. No City officer or employee, during his, her, or their tenure or for two years thereafter, shall have any interest, direct or indirect, in 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.
- V.16 Oregon Laws and Forum. This Agreement shall be construed according to the laws of the State of Oregon without regard to its provisions regarding conflicts of law. Any litigation between City and Grantee arising under this Agreement or out of work performed under this Agreement shall occur in Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.
- V.17 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 Equal Employment Opportunity (EEO) and Equal Benefits (EB) certified by City to be eligible to receive grant funds.
- V.18 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. One copy of all required financial audits or reviews shall be submitted to the City Grant Manager within 30 days of audit completion or upon request by the City Grant Manager.
- V.19 Severability. City and Grantee 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.
- V.20 Merger. This Agreement contains the entire agreement between 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 Agreement that are not contained herein.
- V.21 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 City 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.22 Third Party Beneficiaries. There are no third-party beneficiaries to this Agreement and may only be enforced by the Parties.
- V.23 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.
- V.24 NOTICE: All notices to, and other written communication between the Parties shall be deemed received five-business days after being sent by first class mail, or upon receipt when sent by courier services, or by e-mail. All notices and written communications shall be sent to the Parties set forth on Article III.2 and III.3 of the Agreement, or to such other places as they may designate by like notice from time to time. Each Party shall provide written notice of any changes to the Party's contacts within 30-calendar days.
- V.25 Termination or amendment by failure to receive adequate funding. The City may terminate or amend these grants if it fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow the City, in the exercise of its administrative discretion, to continue to make payments for the performance of this Agreement.

GRANTEE



Authorized Signature

7/27/2021
Date

Jessica Rojas – Executive Director

Address: 4815 NE 7th Street, Portland, OR 97211.

Phone: 503-388-5004

Email: info@necoalition.org



CITY OF PORTLAND, OREGON

Contract No. 32002511

Contract Description: FY21/22 NECN COALITION OFFICE

CITY OF PORTLAND SIGNATURES:

By: 

Bureau Director

Date: 08/03/2021

By: N/A

Purchasing Agent

Date: _____

By: N/A

Elected Official

Date: _____

Approved:

By: 

Office of the City Auditor

Date: 08/04/2021

Approved as to Form:

By: 

Office of City Attorney

Date: 08/02/2021

**ATTACHMENT A:
SCOPE OF WORK & EXPECTED OUTCOMES (No more than 6 pages)**

1. Provide a brief description of the project or program:

Provide a brief description of the purpose or the problem the grant funds will be used to address.

Northeast Coalition of Neighborhoods (NECN) will provide communication funds, insurance, technical support and outreach to our coalition's 12 neighborhood associations and community at large as capacity allows. NECN will host our board meetings (in person as COVID allows/ online as needed) and coalition wide Land Use & Transportation (LUTC) meetings monthly. NECN will provide fiscal sponsorship support to grassroots community led projects (including insurance) in addition to project support as capacity allows. NECN will provide a small grants program that includes fiscal sponsorship for grassroots community led projects. NECN will publish and distribute a quarterly free community newspaper to our district in addition to using our social media platform to support greater community cohesion.

2. Describe how your project or program aligns with, and advances, the City of Portland's core values and Civic Life's long-term goals.

The Office of Community & Civic Life expects that all grantee activities operate within the City of Portland's core values of Anti-Racism, Equity, Transparency, Fiscal Responsibility, Collaboration, and Communication. Write how the program/project advance the goals of this agreement for inclusive structures, adaptive governance and empowered Portlanders.

NECN operates in a geography of constant change that is rooted in colonialism, displacement and modern-day gentrification. Our coalition was created as a response to the racist practices of the city and state, and one of the most important and accessible ways to meet the Civic Life's goals are:

- 1) Acknowledge the past, continue to be a custodian of our community's history, staying committed to sharing that history with all who reach out to us.
- 2) Provide space for those who wouldn't otherwise have a space here: NECN hosts several community and grassroots orgs with free/ donated office space, mailbox location, office equipment/ printing/ internet/ phones/ conference call access. Current onsite partners include Good in the Hood, Grow Portland, Togo Core/ African Women's Health Coalition, Portland Tenants United and Portland Harbor Community Coalition.
- 3) Support and encourage staff participation in spaces led by communities of color who have strong history in our community. Examples include but does not limit to: participation in the NAACP Environmental Justice Committee, Native American Community Advisory Committee and the Good in the Hood Planning Committee.
- 4) Fiscal Sponsorship is one of our best tools in supporting communities of color, low income communities, and those who are not traditionally included in the nonprofit realm in accessing funding that would only be available to those with a 501C3. We provide not only accounting and insurance support to projects, but also project support/ development to these projects to ensure their success. We can/ will waive our fees when it is a barrier for projects, as our capacity allows.
- 5) Event planning/ partnership/ sponsorship: NECN partners with grassroots groups, nonprofit orgs, environmental groups and small businesses, to make a difference where we can. Event focuses include (but does not limit to) events on houselessness/ gentrification, fundraisers for those in need, awareness of air/ water/ safety issues.

3. List your project or program (SMART) goals for fiscal year 2021/22.

"SMART" goals are Specific, Measurable, Achievable, Realistic and Timely goals that will help to focus your work under this Agreement and help measure success at the end of the grant year. Identify 3-5 program or project SMART goals that will help you measure success in your baseline work areas and achieving your equity priorities for grant year 2021/22.

Host 10 neighborhood coalition board meetings, online or in person, with presentations from local orgs and government bureaus.

Permanent Executive Director search: NECN will work with a contractor to recruit candidates, with a emphasis on DEI skill set and community building and assist in the hiring, transition and onboarding of a new Executive Director.

Training a new board: NECN onboarded 4 new members to our board this year. NECN will train new and existing board members with a emphasis on board skill development, to ensure we are competitive as a nonprofit for future funding. Trainings for new board include DEI topics such as anti-racism, understanding colonial settler narratives and trauma informed care. One goal is for the board to participate in the city's Tribal Summit (by invitation of the city's Tribal Relations Program), in addition to hosting a joint coalition DEI training.

Strengthening our Fiscal Sponsorship Program: As insurance rates/ perceptions evolve, we will continue to hone in on our accessibility as a fiscal sponsor while ensuring best practices in our work. This year we are updating our liability waivers and fee structure to reflect our operating needs in relationship to the needs of our projects.

Bylaws updating: Most of our neighborhood associations and our coalition, have bylaws that could be updated, or revisited, to ensure they are reflective of best practices to support inclusivity. A goal would be to update NECN's bylaws in addition to at least 2 neighborhood associations who are ready. This will allow for those neighborhood associations who may not be as strong in membership, to have a chance to learn from the others.

Partner with other coalitions: NECN will partner with the other coalitions as needed, to share resources, information and skills in hosting joint trainings and events- at least twice a year at minimum.

4. Provide a Summary of Activities conducted under this Agreement.

Baseline work areas include Participation Services, Organizational Support, and Administrative. Please summarize how planned activities will meet the needs of this Agreement by answering the question below. Note: specific activities are listed in the section "Activities & Deliverables" below.

NECN Monthly Board meetings: NECN will host online or in person (as COVID allows and possibly hybrid). Staff will send monthly notices, requests for topics, coordinate presentations and advocacy from the board.

NECN will host a website with a public calendar for neighborhood association meetings, community events.

NECN will operate social media platforms that share information, resources, and events. We will share neighborhood associations, partner orgs, city, county, region and state opportunities and notices.

NECN will publish a free quarterly community contributed newspaper that is mailed out to over 22,000 homes in our district and available online.

NECN will provide fiscal sponsorship services to grassroots groups that serve our community. NECN provides fiscal sponsorship (for free) for the neighborhood associations who are not able to support their own accounting. NECN will provide fiscal sponsorship services to at least eight different projects (that are not neighborhood associations). This includes providing insurance, monthly accounting statements, technical and project support as needed.

NECN will offer a small grants program. This includes publicity/ outreach, presentations and media blasts (in print and social media) about the program, timeline and how to apply. NECN will host office hours for technical support for those who want to apply. NECN will host (and compensate via stipend) a volunteer grant review committee to select grantees. Those projects that do not have nonprofit status will be covered under our fiscal sponsorship program.

A. Participation Services Activities:

Please describe how your planned outreach, communication and engagement activities will engage a broad and diverse audience. Describe the existing and new partnerships with other community groups and City Bureaus. How will activities be designed and conducted with equity as a primary consideration? NECN will host monthly board meetings with presentations from community, environmental and other grassroots led groups/ efforts. Other presenters include city, state and county govt presentations on projects, policies or opportunities to be involved.

Past and current presentations include: Police union contract reform, citizen air quality data gathering, City engagement with Tribal/ Indigenous communities, needs/ ways to support houseless communities/ advocacy for the rest area/ safe camping model, litter and trash support.

Existing relationships include but does not limit too:

Alberta St Food Cooperative- Community Engagement Committee. We partner on events, communications, resource allocation and fundraisers.

Interfaith Alliance on Poverty- we partner on a fiscal sponsored project- Shelter Now, support communications/ efforts for houseless communities/ communities in need.

NAACP EJ committee- NECN sends a staff rep to their meetings. Assist as needed. Examples include joint advocacy, communications, volunteering for events as needed.

Port of Portland Community Engagement Committee- Historically, have had a rep, we are re-establishing this relationship and assisting them in implementing community participation stipends.

EPA Superfund Charter for Portland Harbor- NECN has supported the creating and implantation of this charter. Staff participate in meetings and are working on fundraising/ grant writing for community participation stipends.

DEQ, Portland Clean Air and Neighbors for Clean Air: NECN partners with both advocacy groups, shares communications as needed, attends meetings, engages board on advocacy as needed. DEQ's Cleaner Air Oregon meetings, to help guide communications.

City of Portland's Tribal Relations program: Staff participate in MMIWR planning committee, assist in events promotion as needed. Also assist in areas in relation to the intersection of our geography and the needs of the Portland's urban Indigenous community.

The above partners and committees are not a full list. In terms of equity, these committees mostly all serve a function of furthering equitable opportunities for communities of color and ensuring that staff of color are able to participate with their communities of origin and build relations between NECN and those communities. The only thing that may change in the future, is the way we partner with white led environmental orgs, and how we dedicate our energy in those spaces. NECN will continue to prioritize our staff participation in spaces that are led by communities of color, so we can share opportunities, organizational bandwidth and resources as capacity allows.

B. Organizational Support Activities:

Please describe your planned training and skills building activities and advocacy support in 2021/22. Why were the topics or areas of advocacy prioritized? Describe fiscal sponsorship services (if any) and provision of directors officers and liability insurance for neighborhood associations and other volunteer-run organizations and what equity considerations were taken?

Trauma Informed Care training: NECN will host a training on trauma informed care so we can better understand how people show up and interface based on their past experiences and trauma. These are soft skills that can make a huge difference in the way we interface with each other. This will be open to our board and neighborhood association board members.

DEI topics- While there are abundance of trainings in this area, we will allow the board to identify at least one training, which will likely be on race/ colorism. This will be open to our board and neighborhood association board members.

Board Training: NECN has elected 4 new members and it is time to revisit our organization's commitment to its 501c3 status. The last few years have been focused on ONI standards and less on the responsibilities of a non profit organization. This goal is at heart of our existence- understanding the duty of care and loyalty to the organization.

If funding is secured- 4 year strategic planning with a permanent Executive Director.

In terms of fiscal sponsorship, NECN provides fiscal sponsorship to activities that benefit our district- whether directly or indirectly. NECN is not exclusive to projects that exist outside of the realm of the neighborhood association system. NECN provides fiscal sponsorship and insurance automatically to all small grants recipients if they do not have their own 501c3 status. NECN has waived fees in the past and will do so on a case by case basis, as our capacity/ insurance policy allows and is in line with serving communities of color. Past examples include: Teaching with Purpose Conference (3 years), Next Level (several years) and some of the grants received by a project called Roots and Beats, in which we did not take a fiscal sponsorship fee. All of these projects are led by and serve communities of color.

C. Administrative: Agreement, document management, reporting Activities:

Please describe the process of a City contract management, reporting and invoicing, board and staffing structure, office space management. Neighborhood Association administrative supports: document management and retention, public meeting notices/postings, Neighborhood Directory database updates, website supports and more. What equity considerations were?

In regards to administrative processes with the city, there is limited space for the city to accommodate our needs as a org, led by women of color at this time. Civic Life staff member Shuk Arifdjavov, has taken extra considerations to accommodate NECN in the reimbursement process as needed. In terms of our neighborhood association reporting processes, we require that they send us their rosters, bank statements, and current bylaws to receive communication funds. NECN has been flexible in when they can request funds during the year.

NECN shares neighborhood and community partner communication as needed/ on request, via email, social media and our newspaper. Occasionally, depending on the scope, we will do targeted outreach as staff capacity allows.

NECN staff create flyers, graphics, zoom events and Eventbrite registrations for other grassroots led projects, neighborhood associations, including other coalitions, when needed, to help increase the outreach. This is especially helpful for those who are not as technologically experienced.

NECN provides free/ donated space to several grassroots led groups. Three of the six groups are led by communities of color. We share space, technology, printing, filtered water/ kitchen access with them all. We partner, advocate and participate as needed in these partner's projects.

NECN's current staffing structure includes 2 women of color in leadership roles by title, but a majority of decisions are based on staff consensus and input. The past 2 years, the staffing budget has been adjusted the most for staff compensation, less the Executive Director, to provide competitive pay for staff positions. In 20-21, health care benefits were provided as an option to part-time staff, to ensure all had access to health care.

All staff have access to the option of paid training this year. Being that we operated above capacity, this opportunity was not accessed. Lastly, opportunities to interface with the community, to engage in supporting environmental and community issues, and offer public testimony is extended and encouraged for all staff to support leadership development and cross training.

Other Activities:

Please describe any other activities conducted under this Agreement. How will these activities further the long-term goals of Civic Life?

Staff Participation in the Interfaith Alliance on Poverty as capacity allows.
Staff participation and support at various community and culturally specific events, as capacity allows.
Staff outreach and engagement in educational facilities in our district.
Organizational (staff, board/ volunteers) participation with our local watershed council events and land use meetings, as capacity allows.
Staff participation in state and federal agency workgroups as needed; building on NECN's participation in Workgroups (eg EPA Superfund - multiple years, CAO Communications Toolkit – 2020-21 with the Oregon DEQ, Federal EPA, and Oregon OHA, we remain available to join in upcoming workgroups as representative of community perspective and to forward community needs to agency representatives.
Collaboration with local businesses, for the greater good of the local community, as capacity allows.

E. Fundraising Activities.

Please describe any fundraising activities from other sources that will sustain your work and programs.
In 20-21 NECN has applied for five grants, two of which we already been notified that we were not selected for. Part of this is due to competition with our fiscally sponsored projects that are more competitive as new organizations. NECN will continue to apply for funding opportunities that may not be in competition with our current projects, who are doing very well. We anticipate some fiscal sponsorship revenue which will be utilized to fulfill gaps in staff capacity in the future. Being that many of our fiscally sponsored projects operate on multi year grants, the income is not realized as straight forward in a certain year and may actually take multiple years to access. We anticipate some participation/ honorarium funds (\$500-\$1000) a year for serving on exterior committees.

MEASURING SUCCESS

Describe how you will evaluate success, and advancement of Civic Life's long-term goals by identifying specific project metrics. Metrics will be used to evaluate program success during grant reporting, see Attachment C, Reporting Form.

1. *Using your organizational goals, you listed in Question 3 above, please list from three to five clear and simple metrics that will help define project/program success.*

How many board meetings we host (in person, online or hybrid) in a year, with a goal of 10 full board meetings and at least 9 executive board meetings.

ED Recruitment process: How many applicants we receive as a reflection of the outreach we have done in regards to the position, how diverse the applicant pool is in terms of race, gender, ethnicity. How involved the board, staff and community were in the hiring process- did we have community stakeholders outside of the board on a hiring committee, were they compensated or recognized for their time.

Reflect on fiscal sponsorship rate structure: Who/ what communities are benefiting? Are communities of color and/ or Indigenous communities accessing the program? At what fee structure? How is NECN involved outside of the fiscal administration of the relationship?

2. *List any other ways you will evaluate program or project success additional reporting requirements:*

Track and measure how often are we engaging with the community outside of the neighborhood association system: tracking new partnerships, requests for assistance/ referrals, engaging with existing partners outside and within the neighborhood associations.

3. List the data you will collect to report project/program progress. You may utilize the example table below:

Output/Deliverables	Frequency	Intended audience	Other Note
Output/Deliverables	Frequency	Intended audience	Other Note
<p>11-12 Electronic newsletters with community, local govt information and opportunities.</p> <p>Greater sharing of information to subscribers. Continue to grow numbers of subscribers</p>	monthly	All subscribers	Track reach, new subscribers, click rate
<p>Small grants program outreach:</p> <p>Promote small grants program to neighborhoods, community events/ groups.</p> <p>Meet with interested applicants as needed for consult.</p>	<p>3 Months of outreach/ promotion in Enews.</p> <p>Presentations at least 1-2 to outside groups/orgs/ individuals</p>	<p>Neighborhoods, community at large in N/NE, orgs and media that reaches communities of color, Indigenous communities in our district.</p>	<p>Social media</p> <p>Hard copy flyers</p> <p>Enewsletter (2-3 monthly blasts)</p> <p>Mailed Newspaper (1 issue)</p> <p>Presentations/ updates to exterior committees and community meetings</p> <p>Track: number of presentations, flyers made/ distributed, consultations made, applications received, applicants awarded in</p>

marginalized communities.

Environmental Community Engagement:

Share communications about air, land, water issues in our community. Build cohesion between neighborhood activists and environmental activists as needed.

Examples includes board advocacy on a policy, supporting advocacy campaigns, collaborating with Environmental groups in events

Fiscal Sponsorship:

Support grassroots, community led projects with financial tracking, technical support and insurance.

All year
Engage in issues 3-5 times a year.

All year. 5-9 active fiscal projects including 3 fiscally sponsored neighborhood associations

Air, water quality groups, housing activists, land use activists.

Groups that provide a service to our community and lack nonprofit capacity.

Intersections include:
Portland Harbor Superfund roundtable, PHCC

Portland Clean Air, Neighbors for Clean Air, and Neighborhood Air groups

Build/ Shift with BPS and Coalition of Communities of Color

NAACP EJ Committee

Current active project focuses include:

Houseless support, garbage services, support for Indigenous community land management, Repair projects, culturally specific educator conference.

**ATTACHMENT B:
BUDGET**

Jul 21 - Jun 22

Income/Expense/Income

401 · Local/State/County Assistance	
4010 · OCCL Base Support	292,251.00
4011 · OCCL Small & Graffiti Grants	30,512.00
4013 · BPS Clean Up Support	<u>0.00</u>
Total 401 · Local/State/County Assistance	322,763.00
405 · Fiscal Sponsor Income	4,000.00
407 · Contributions Income	10,000.00
490 · Program Service Income	500.00
491 · Space Use Income	<u>0.00</u>
Total Income	<u>337,263.00</u>

**Gross
Profit**

Expense

Personnel Expenses	
510a · Executive Director	64,000.00
512 · Other salaries	
1.00 FTE Associate Director	54,080.00
.75 FTE Communications	39,936.00
.50 FTE Development /FSP & Grants	24,960.00
515 · Payroll Taxes @ 11%	20,127.36
518 · Employee Benefits	<u>20,437.84</u>
Total Personnel Expenses	223,541.20
Professional Fees	
519 · Payroll Service	1,527.00
5191 · Technology IT Consultant	3,900.00
5194 · Other Professional Fees	3,500.00
5196 · Design Consultant	0.00
521 · Accountant	600.00
522 · Finance	6,000.00
5241 · Organizational Development	0.00
Total Professional Fees	15,527.00
573 · Website	600.00
Occupancy	
535 · Rent	32,040.00
537 · Repair & Maintenance	<u>100.00</u>
Total Occupancy	32,140.00
Operations	
525 · Supplies, Office	700.00
526 · Supplies, Program	3,400.00
530 · Phones	

5301 · Phones-Landline	2168
5303 · Internet	1,507.80
Total 530 · Phones	3,675.80
533 · Postage and Delivery	9,300.00
540 · Printing and Reproduction	2,000.00
561 · Dues and Subscriptions	1,703.00
	562 · Equipment
Rental	<u>2,200.00</u>
Total Operations	22,978.80
547 · Education & Training	0.00
550 · Insurance	
5501 · Commerical Package	6,445.00
5502 · Directors & Officers	0.00
5505 · Workers Compensation Insurance	<u>600.00</u>
Total 550 · Insurance	7,045.00
543 · Mileage & Parking	50.00
544 · Meetings	0.00
545 · Conferences/Events/Meetings	
546 · Board & Committees Expenses	350.00
5461 · Community Outreach	325.00
5462 · Community Events	<u>325.00</u>
Total 545 · Conferences/Events/Meetings	1,000.00
549 · Miscellaneous	500.00
553 · Neigh. Assoc. Coalition Grant	3,000.00
566 · Neighborhood Cleanup	0.00
569 · Grants Made	30,51
2.00	
571 · Taxes & Licenses	<u>369.00</u>
Total Expense	<u>337,263.00</u>
Ordinary Income	<u>0.00</u>
me	<u><u>0.00</u></u>

Progress Report: <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
Grant Agreement	
Grantee Organization Name	
Project Title	
Fiscal Year	

Overall Project Status »

Overall Grant Program Purpose	
Project Summary	<i>[Describe grant project]</i>
Successes	<i>[Briefly, what were your goals and what are some of the key successes in your project so far? Is there a story you would like to share with Council and the public? Photos, graphics, and videos are encouraged! Any pictures submitted may be used on the website; please include your written permission for this use.]</i>
Challenges	<i>[Briefly, describe any challenges encountered in your project so far, and how your organization has, or plans, to overcome those challenges.]</i>
Project Status Narrative	<i>[Describe project progress during this reporting period. Please include: latest news, overall project status, milestones accomplished, recruitment strategies, evaluations, data collected, and any additional comments or documents about the project you would like to share. Please report on all 6 areas outlined in the Scope of Work of this Agreement -Attachment A]</i>
Diversity, Equity & Inclusion	<i>[How has your organization implemented and demonstrated commitment to diversity, equity, and inclusion for your program or project within your organization or community? Please provide specific examples and applicable related metrics.]</i>
Next Steps	<i>[What are the next steps for this project and your organization? Capacity</i>

	<i>Building, Sustainability]</i>			
Project Finances	Awarded:	\$ <i>[Insert total funds awarded by City]</i>	Grant Expenditure to Date	\$ <i>[Insert grant expenses incurred to date and submit with the expenditure report***]</i>

Specific Project Metrics »

Success measures	<i>[Please report on any applicable metrics]</i>
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Board, Staff, and Volunteer Demographics » [See attached demographic info collection form]

	Percentage of organization's Board of Directors	Percentage of organization's staff	Percentage of organization's current volunteers
African American/Black			
Latinx/Hispanic			
Asian			
Pacific Islander			
American Indian/Alaska Native			
Middle Eastern/North African			
White			
Unknown race			
Individuals under 24			
People Living with Disabilities			
LGBTQ+			
Renters			

Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge.

Typed or printed name and title:

Name:

Signature:

Date:

Telephone:

Email Address:

Date report submitted (month, day, year)

ATTACHMENT D: INVOICE/REQUEST FOR PAYMENT TEMPLATE

Please add the following information to a document with your organization letterhead.

Invoice/Request for Payment

To:
 City of Portland
 Office of Community & Civic Life
 1120 SW 5th Ave, Room 110
 Portland, Ave 97204

Grantee			
Address			
City, State		Zip Code	
Project name			
Expenses period		through	
Invoice Number			

Expenses	Item Description	Total FY 2020-21 Civic Life Budget	Agreement Year to Date Expenses	Remaining Budget	Current Amount Invoiced
Administrative costs					

Total Expenses			\$	\$ 0.00
Net amount due				\$

Prepared by:	
Signature:	Date:

NOTE: Please attach itemized expense report and/or payroll report per approved budget to this invoice.