



GRANT AGREEMENT No. 32002749
FOR
NORTHEAST COALITION OF NEIGHBORHOODS, INC. DISTRICT COALITION
PROGRAM

As authorized by Ordinance No. 190937 this Grant Agreement (“Agreement”) is made effective on July 1, 2022 (“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 shall be **\$333,869** which consists of \$303,357 for core program operations and \$30,512 for the Neighborhood Small Grant program .

The initial term of this Agreement implementation shall be for the Fiscal Year 2022-23 (ending June 30, 2023, with the reporting period on the Neighborhood Small Grant program through February 28, 2024.) Thus, the effective (end) date of the Agreement is set to February 28, 2024.

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 2022-2023 Budget, the City now desires to make a grant award to Grantee in an amount not to exceed **\$333,869**. **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.

Northeast Coalition of Neighborhoods, Inc.

Address: 4815 NE 7th Street, Portland, OR 97211
Phone: 503-388-5070,
Justen Harn justenh@necoalition.org

- 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.

ARTICLE IV PAYMENTS

- IV.1 City will fund the work described in Attachment A in an amount not-to-exceed \$333,869 for Fiscal Year 2022-23. Of this amount, (1) \$303,357 is for core program operations, and (2) \$30,512 is for distribution as part of the Neighborhood Small Grants program.

City may advance the Grantee **up to one-third of the (1) \$303,357** for core program operations. The city may advance **up to the to full amount of the (2) \$30,512** for the Neighborhood Small Grants program upon execution of this Agreement and receipt of a request.

The 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 Non-Inclusive Remedy 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 Amendments and/or extending Agreements. Amendments and/or extending grant agreements may be agreed to and executed by the Director of the Office of Community & Civic Life or their designee, including but not limited to adjustments approved by City Council during the Fall Budget Monitoring Process, provided such amendments have been approved as to form by the City Attorney. Civic Life 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. Civic Life is also authorized to amend the grant agreements outlined in the Ordinance # 190937 and extend the Agreement by including new annual allocations for the following fiscal year, FY 2023-24 pending availability of funds and adoption of the FY 2023-24 budget by Council
- V.8 Respectful Workplace Behavior, Non-discrimination; Civil Rights. The City is committed to a respectful work environment free of harassment, discrimination, and retaliation and other inappropriate conduct. Each individual has right to a work in a professional atmosphere where all individuals are treated with respect and dignity. The City Human Resources Administrative Rule 2.02 covers all employees of the City as well as Contractors, vendors, or consultants who provide services to the City. Grantee shall comply with HRAR 2.02 Prohibition Against Workplace Harassment, Discrimination and Retaliation (Documents is maintained in the Auditor's Office Portland Policy Documents)

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

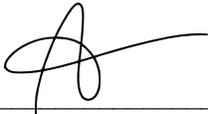
Waived by Authorized Bureau Director

- 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

8/25/2022

Date

Justen Harn – Executive Director

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

Phone: 503-388-5004

Email: info@necoalition.org



CITY OF PORTLAND, OREGON

Contract No. 32002749

Contract Description: NECN DCO BASE + SMALL GRANTS FY22/23

CITY OF PORTLAND SIGNATURES:

By:  Date: 09/13/2022

Bureau Director

By: N/A Date: _____

Purchasing Agent

By: N/A Date: _____

Elected Official

Approved:

By:  Date: 09/15/2022

Office of the City Auditor

Approved as to Form:

By:  Date: 09/07/2022

Office of City Attorney

**ATTACHMENT A:
SCOPE OF WORK & EXPECTED OUTCOMES**

ORGANIZATIONAL GOALS

SUMMARY: Approaching its 50th year, Northeast Coalition of Neighborhoods ("NECN") operates in a geography of constant change that is rooted in colonialism, displacement and modern-day gentrification. Our coalition was created in response to the racist practices of the city and state. In FY'22/23 NECN will invest internally in people, tools, and systems to better support DEIJ outcomes, including but not limited to: DEIJ trainings, non-hierarchical, collaborative leadership, consensus-based decision making methodologies, and more transparent, responsive, and equitable, internal and external facing feedback mechanisms.

ACTIVITIES, DELIVERABLES, & RESULTS

I. OUTREACH AND COMMUNICATION: DCOs maintain and expand robust communication channels across their coalition area which allows important information to be shared widely and for community to engage with city government. DCOs also conduct outreach and public involvement on behalf of Civic Life and other City Bureaus and support other volunteer-led groups to conduct engagement to advance the common good.

- A. **ACTIVITY 1:** Build on existing partnerships with historically marginalized and underserved groups/ orgs to grow connections and partnerships with an increasingly diverse cross-sect of the community.

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

NECN's partners and committees listed below are not comprehensive. In terms of DEIJ, these committees 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.

- 1) Ongoing participation on NAACP Environmental Justice Committee- NECN sends a staff rep to these meetings and offers ongoing support and assistance as needed. Examples include joint advocacy, communications, and volunteering for events.
- 2) Historic relationship with the Port of Portland's Community Engagement Committee, providing consultation re: diversification of participants and the development of community participation stipends.
- 3) NECN has supported the creation and implementation of a more equitable EPA Superfund Charter for Portland Harbor. Staff participate in meetings and are working on fundraising/ grant writing for community participation stipends.

4) NECN partners with DEQ, Portland Clean Air and Neighbors for Clean Air sharing communications as needed, attending meetings, and engaging the board on advocacy as needed.

ANTICIPATED RESULTS: Maintain and deepen, via ongoing investment of resources, 5 existing partnerships with historically marginalized and underserved groups, as capacity allows.

- B. **ACTIVITY 2:** NECN will host board meetings with presentations from community, environmental, and other grassroots led groups/ efforts. Other presenters include city, state and county government presentations on projects, policies or opportunities to be involved.

DELIVERABLES: Staff will provide ongoing updates as required, and supplement this effort by consistently sharing information with NECN staff and NA board officers re: Civic Life's "update neighborhood association contact form" when appropriate, to automate this process when possible. We recognize that access to technology is a barrier for some NA board officers, and as capacity allows, we anticipate continuing to work directly with individuals as needed to facilitate full participation.

ANTICIPATED RESULTS: Current names and contact information for District Coalition staff and Neighborhood Association board officers are provided.

- C. **ACTIVITY 3:** Support communications, collaboration, and connections among community organizations, including Neighborhood Associations, community members, and the City and other government entities.

DELIVERABLES: Uplift culturally appropriate communications from community members/ institutions, force amplifying stakeholder communications via NECN's communications channels to include a free online and print newspaper (delivered to 22,000 households), mutual aid/ community directory, e-newsletter, Facebook and YouTube page/ channel, as well as IRL stakeholder convenings, as capacity allows.

Re: IRL and/ or virtual stakeholder convenings, partner with BIPOC led/ centered grassroots groups, nonprofit orgs, environmental groups, and small businesses, to increase stakeholder capacity via critical knowledge and skills.

Past convenings have included events on houselessness/ gentrification, fundraisers for those in need, awareness of air/ water/ safety issues, engagement/ ascertainment initiatives, and skill building for emerging activist leaders.

ANTICIPATED RESULTS: Share/ repost 1-12 communications in support of enhanced synergies, e.g. connections/ collaborations among organizations in NECN's District. Host 4-12 IRL and/ or virtual community convenings per year, as capacity allows.

- D. **ACTIVITY 4:** Publicize the dates, times and locations of meetings, community events, civic engagement opportunities and other related activities in the community. (required)

DELIVERABLES: Weekly: Update dynamic calendar tool accessible via www.necoalition.org with upcoming engagement opportunities; monthly: publish E-News containing all NA and District Coalition public meeting and activity times and access information; monthly: share upcoming engagement opportunities directly with NECN Board via email or in person at regularly scheduled board meetings.

ANTICIPATED RESULTS: Support increased meeting attendance and engagement within NECN's District.

- E. **ACTIVITY 5:** Provide regular (electronic and/or paper) communication to the community.

DELIVERABLES: Publish NECN's signature free, print and online "Hey Neighbor" newspaper and physically distribute to 22,000 households in NE Portland.

ANTICIPATED RESULTS: 1-4 "Hey Neighbor" print newspapers published annually.

Explain. How do the activities and deliverables listed above align with and advance Civic Life's long-term goals? Specifically, does your work plan strategy include support for and participation from historically underserved groups and individuals?

As has predominantly been the case since its inception, given NE Portland's ongoing, well-documented drivers of gentrification and displacement adversely impacting communities of color, NECN will continue to prioritize service delivery by and for NE Portland's historically underserved groups and individuals, including BIPOC communities.

All noted above activities will be implemented in accordance with DEIJ principles, and led predominantly by BIPOC individuals with lived experience in NE Portland. We will continue to acknowledge NE's racist past, present and cumulative historic and ongoing trauma(s), and aspire to the extent possible, to support rebuilding, restoring and repairing trust in continued service to more just and equitable communities and a more representative, responsive, and adaptable system of government.

In addition, the board and staff are aspiring to proactively shift power to Diverse Leaders, vacating seats as appropriate to ensure more equitable representation. Alongside and as a compliment to this work, NECN is focused on enhancing DEIJ skills and

comprehension among all staff and board, with mandatory DEI/J, trauma-informed care, and colorism trainings for all.

This year, NECN will work with a community advisory team consisting of BIPOC leaders presently affiliated with the org to inform policy, support communications/ outreach, help determine community investments, as well as how we ascertain community need and develop new programs and services.

II ORGANIZATIONAL SUPPORT: Support volunteer-led groups, including historically-underserved groups, follow state and local laws and best practices to operate, develop, and implement projects and activities that facilitate civic engagement and benefit the community.

- A. **Activity 1:** Uplift community-driven initiatives that have a community-wide impact by providing staff planning, outreach and organizational bridging support, and meeting and document administration.

DELIVERABLES: Provide free or low cost consultation, feasibility, and planning support for grassroots, volunteer led groups, in areas including but not limited to, building project timelines, hiring contractors, providing basic budgeting tools, media/ communications training, etc., as capacity allows.

In addition, we will aspire to provide support in the following areas, as capacity allows: Outreach and organizational bridging: 1) facilitate connection to existing city and regional solutions and to appropriate contacts; 2) facilitate connection to the broad range of specific supports from non-profit organizations and volunteer-led groups by connecting to groups included in our Resource Directory.

Meeting Administration: 1) facilitate meetings when requested, if capacity allows.

Projects that are brought into NECN's Fiscal Sponsorship program will be supported with: 1) full-service documentation for Insurance Certificates ; 2) instruction and support for filing state CT-12 filings; 3) instruction and support for filing CT-12; 4) instruction and support for filing state corporate division filings.

ANTICIPATED RESULTS: Initiatives have administrative capacity, access to electeds and support navigating city bureaucracy, and are in compliance with City, State, and Federal laws regulating 501c3s, if/when applicable.

- B. **ACTIVITY 2:** Offer General Liability and Directors and Officers insurance coverage to Neighborhood Associations. (GL is required)

DELIVERABLES: NECN staff will respond in a timely manner to all requests for commercial general liability certificates and additional insured endorsements required to

support NA community engagement activities including appropriate grant-funded activities.

ANTICIPATED RESULTS: Neighborhood Associations are legally protected and in compliance with Civic Life requirements.

- C. **ACTIVITY 3:** Assist Neighborhood Associations with Federal, State, and local registrations, renewals and reports. (required)

DELIVERABLES: NECN will provide clear instructions and documentation to all NAs re: Federal and State filing obligations, and local registration renewals and reports.

ANTICIPATED RESULTS: Neighborhood Associations remain in compliance.

- D. **ACTIVITY 4:** Offer an inclusive Community Fiscal Sponsorship Program.

DELIVERABLES: NECN will continue its fiscal sponsorship program in FY'22/23 year. The current roster of services provided is as follows: 1) three levels of service each offering full legal fiscal administration; 2) a subsidized fee structure, depending on project budget and population served in service to more equitable outcomes.

Fiscal Sponsor Program services in development for FY 22-23 will include: 1) introductory non-profit finance workshop covering skills in basic budgeting and chart of accounts formatting; 2) workshop providing information and help understanding federal, state, and local registrations renewals and reports; 3) convening of all current FSPs to connect projects and cross-pollinate via info/ skill shares to maximize community impact.

ANTICIPATED RESULTS: Fiscal sponsorship program serves 1-6 emerging community initiatives directly addressing racial equity in NE Portland.

Explain. How do the activities and deliverables listed above align with and advance Civic Life's long-term goals? Specifically, does your work plan strategy include support for and participation from historically underserved groups and individuals? Anticipated results should support your explanation (200 words).

We recognize that institutional racism and inequitable power structures at the City of Portland and within the nonprofit field are rife with barriers to participation for historically marginalized and underserved communities. As such, strategic interventions such as those outlined above aspire to mitigate disparate outcomes.

Fiscal Sponsorship is one of our best tools in supporting communities of color, low income communities, and those not traditionally included in the nonprofit realm via access to funding that is only available to entities with an EIN/ 501C3. We provide accounting and insurance support to fiscally sponsored projects, and mutual learning

commons/ workshops to support successful outcomes. We can/ will waive our modest fiscal sponsorship fee when it is a barrier for participation, as capacity allows.

III. DOCUMENT MANAGEMENT: DCOs are tasked with specific document management for neighborhood associations for transparency purposes. All the activities in this section are required.

- A. **ACTIVITY 1:** Collect and store Neighborhood Association election ballots for 60 days post-election. (required)

DELIVERABLES: Electronic record keeping.

ANTICIPATED RESULTS: ONI Standards, State and Federal regulations are met.

- B. **ACTIVITY 2:** Collect and archive Neighborhood Associations and District Coalition meeting notes and sign-in sheets. (required)

DELIVERABLES: Neighborhood association notes are archived at the Coalition Office.

ANTICIPATED RESULTS: ONI Standards, State and Federal regulations are met.

- C. **ACTIVITY 3:** Collect and deliver to Civic Life copies of updated District Coalition and Neighborhood Association bylaws, articles of incorporation, and records of tax-exempt status as provided to the coalition office. (required)

DELIVERABLES: City of Portland has all current bylaws for neighborhood associations.

ANTICIPATED RESULTS: ONI Standards, State and Federal regulations are met.

- D. **ACTIVITY 4:** Assist member Neighborhood Associations, as requested, with tracking deadlines, completing, and filing of annual reports with the Oregon Secretary of State, Corporation Division, the Oregon State Department of Justice, and the IRS. (required)

DELIVERABLES: Ongoing, responsive communications provided to NAs.

ANTICIPATED RESULTS: ONI Standards, State and Federal regulations are met.

IV. OFFICE SPACE: Maintain an office within the District Coalition Office area that can accommodate the district staff and that is open and accessible to the community with reasonably accessible, safe, and healthy workspaces.

- A. **ACTIVITY 1:** Maintain an office within the District Coalition Office area that can accommodate the district staff and that is open and accessible to the community with reasonably accessible, safe, and healthy workspaces.

DELIVERABLES: Office space rented/maintained at Dr. Martin Luther King Jr. Elementary school.

ANTICIPATED RESULTS: Office space provided meets the needs of DCO staff, site partners, and stakeholders.

- B. **ACTIVITY 2:** Provide office space and meeting space to other community-based organizations with priority given to groups that have historically marginalized and underserved.

DELIVERABLES: NECN provides subsidized shared workspace for those who couldn't otherwise afford to have a space in NE Portland; NECN hosts several community and grassroots orgs with free/ donated office space, mailbox location, office equipment/ printing/ internet/ phones/ conference room/ event space. Current onsite partners include Good in the Hood, Grow Portland, African Women's Health Coalition, Portland Tenants United and The Portland Harbor Community Coalition.

ANTICIPATED RESULTS: Subsidized shared workspace provided for 2-6 community and grassroots orgs.

- C. **ACTIVITY 3:** Enter into contracts with businesses and organizations that are locally-owned whenever feasible including those run by BIPOC and/or LGBTQ+ community members.

DELIVERABLES: NECN's Supplier/Vendor Inclusion policy updated to include requisite certification from the City of Portland's Office for Business Inclusion in Contracting ("COBID").

ANTICIPATED RESULTS: NECN vendors will have received certification from the City of Portland's Office for Business Inclusion in Contracting ("COBID").

Explain. How do the activities and deliverables listed above align with and advance Civic Life's long-term goals? Specifically, does your work plan strategy include support for and participation from historically underserved groups and individuals?

Given NECN's central location at Dr. Martin Luther King Jr. Elementary School, and exponential, year-over-year increases in cost to rent nearby office space (current rates for 400-800 sqft within a 10 block radius of King School is \$20-40 cost/sqft, or approximately \$9,000- \$32,000/yr.), many critical, legacy community organizations have been priced out of the neighborhood and displaced. NECN is grateful to maintain a roster of long-term tenants, consisting of majority BIPOC led and/ or serving organizations focused mainly on service delivery to NE Portland.

V. COMMUNITY SMALL GRANTS PROGRAM: This program is one of the most effective ways to directly support neighborhood, business, and community-based organizations with capacity building and engagement efforts. Priority should be given to projects that engage historically under-represented and under-served communities.

- A. **ACTIVITY 1:** Design, launch and promote a small grant program that meets the required purpose and community need. (required)

DELIVERABLES: More equitable community grant RFP developed in partnership with previous year's community grant recipients, with the goal of eliminating barriers and increasing participation from historically marginalized and underserved populations.

Partner with BIPOC-led institutions and community groups to broadcast the community grant opportunity to the communities that they serve.

Host two trainings (presented in-person and through online webinars) to help applicants navigate the funding process, and field questions.

Provide multiple formats for 1-on-1 coaching and application workshopping, as capacity allows.

ANTICIPATED RESULTS: Reduced barriers and increased access to funding for historically marginalized and underserved communities.

- B. **ACTIVITY 2:** Award and administer a grant/ sponsorship program to support community building activities in the coalition area. (required)

DELIVERABLES: Recruit a diverse grant scoring committee.

Convene a grant scoring committee to discuss scoring so all are aligned and prepared.

Existing community grant criteria are as follows: 1) increase the number & diversity of people who are involved and engaged in improving the broader community; 2) strengthen community capacity to create change by building community leadership, identity, skills, relationships, and partnerships; 3) increase community impact on public decisions and community life.

Debrief with grant applicants and grant scoring team once grant making is complete to identify opportunities for improvement going forward.

ANTICIPATED RESULTS: NECN will make 5-10 micro grants and/ or sponsorships that uplift BIPOC-led and/ or equity-centered grassroots initiatives in NE at the scale of the

individual, providing small-but-mighty, strategic, force-amplified sums of \$500-3,000 for meaningful community impact.

Build trust in the community by modeling best practices in more equitable small grant making.

C. **ACTIVITY 3:** Provide additional capacity building training and support for awardees.

DELIVERABLES: Host convening of community grant/ sponsorship awardees to seed opportunities for collaboration/ mutual aid based on the community education model.

ANTICIPATED RESULTS: Awardees' leadership skills, capacity to drive change, and chance of successful outcome increased.

Explain. How do the activities and deliverables listed above align with and advance Civic Life's long-term goals? Specifically, does your work plan strategy include support for and participation from historically underserved groups and individuals?

Activities and deliverables foster Inclusive Structures and Fulfilled and Empowered Portlanders by providing direct financial support through partnerships among neighborhood, business, and community-based organizations. Targeted outreach and additional technical assistance is given to historically marginalized and under-served communities to increase their likelihood of applying and being awarded a grant. The grant criteria prioritizes projects that engage historically marginalized and under-served communities. These funds leverage a wide range of community volunteer activities.

V. MEASURING SUCCESS: Civic Life relies on its DCO partners to amplify civic engagement across the city and foster Civic Life's long-term goals. DCOs will demonstrate success this grant year in three primary ways:

1. A complete work plan with deliverables/outputs & anticipated results/ outcomes. Your scope of work is also a work plan which outlines the activities, deliverables and short-term outcomes you expect to accomplish over the grant year. Your activities, deliverables, and anticipated results should reflect the work you do; your DCO's DEIJ priorities; be customized for the demographics and needs of your geographic area; and appropriate for the grant funding amount you receive in a year. Midway through the grant year, Civic Life will meet with DCO staff to revisit your work plan and discuss the status, successes, and challenges. Your work plan will tell the story of your efforts and, when achieved, be an indicator of success. Examples are provided in the scope of work document. Note that anticipated results are desired short-term outcomes to tell the story of your work and are not being required to be reported on.

2. End of year narrative that highlights the key success and overall impact of your programming and activities. Please include photos.

3. Collect and report on specific data. Civic Life wants to understand who is participating in the neighborhood system, how many new folks are engaging, who is benefiting from DCO programs and resources, and what participant's experiences are. The 5 short-term metrics listed below will help answer those questions. Data must be collected for DCO and neighborhood associations.*

***Metric 1:** Number of new individuals participating in the system.

Purpose: These metrics signal that DCOs and primary partners are conducting outreach and communications, and that this system is welcoming and inclusive.

Data Collection Method: Track using updated meeting and training sign-in sheets. Template provided in attachments.

Metric 2: Demographics of DCO Boards. Diversity includes, but isn't limited to: age, gender-identify, income, ownership status, sexual orientation, race, ethnicity, primary language spoken at home, housing status, ability, family status, profession etc.

Purpose: This metric will help Civic Life understand the diversity of community members participating in leadership positions within the neighborhood system and how welcoming and inclusive the system is for folks with different demographics and lived experiences.

Data Collection Method: Sheet attached. Demographics should be collected at the beginning and end of the grant year.

Metrics 3 & 4: Participant experience; and number of new individuals who stayed engaged in the system for at least 6 months.

Purpose: These metrics will help Civic Life understand how welcoming and inclusive the system is for all participants.

Data Collection Method: Track via DCO and Neighborhood Association survey at least 3 times per year. See survey template provided by Civic Life.

Metric 5: Type of groups benefiting from the DCO core programming. (general liability insurance; fiscal sponsorship; small grants, communications services/funds, organizational support, land use/sustainability)

Purpose: Listing the number of groups benefiting from DCO programs in each

category (Neighborhood Associations, groups supporting historically under-served community members, and other groups that do not fall into either category) will help tell the story of access and equity.

Data Collection Method: Measures will be taken at the beginning and end of the grant year to tell the story of DCO work plan and track successes. Template provided.

**ATTACHMENT B:
BUDGET**

NECN Board Approved Budget: FY '22/23

Ordinary

Income/Expe

nse Income

401 · Local/State/County Assistance

4 Civic Life Base Support	\$303,357.00
4 Civic Life Community Grants	\$30,512.00

Total 401 · Local/State/County Assistance	\$333,869.00
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403 · Interest Income

405 Fiscal Sponsor Fee

406 · Grants

407 · Contributions Income

490 · Program Service Income

491 · Space Use Income

Total Income	\$333,869.00
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Expense

Personnel Expenses

510a · Executive Director	\$61,000.00
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512 · Other salaries	\$76,818.00
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515 · Payroll Taxes	\$15,159.98
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518 · Employee Benefits	\$34,761.00
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Total Personnel Expenses	\$187,738.98
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Professional Fees

519 · Payroll Service	\$1,567.80
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5191 · Technology IT Consultant	\$3,900.00
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5194 · Other Professional Fees	\$21,800.00
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521 · Accountant	\$1,500.00
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522 · Finance	\$15,000.00
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Total Professional Fees	\$43,767.80
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573 · Website	\$1,500.00
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Occupancy

535 · Rent	\$35,244.00
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Total Occupancy	\$35,244.00
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Operations

525 · Supplies, Office	\$3,289.00
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526 · Supplies, Program	\$0.00
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530 · Phones

5301 · Phones-Landline	\$615.00
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5303 · Internet	\$1,534.22
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Total 530 · Phones	\$2,123.00
533 · Postage and Delivery	\$3,500.00
540 · Printing and Reproduction	\$5,000.00
561 · Dues and Subscriptions	\$5,500.00
562 · Equipment Rental	\$2,000.00
Total Operations	<u>\$23,561.22</u>
547 · Education & Training	
550 · Insurance	
5501 · Commerical Package	\$3,094.00
5502 · Directors & Officers	\$3,351.00
5505 · Workers Compensation Insurance	\$600.00
Total 550 · Insurance	<u>\$7,045.00</u>
545 · Conferences/Events/Meetings	
546 · Board & Committees Expenses	\$1,000.00
5461 · Community Outreach	\$0.00
5462 · Community Events	<u>\$0.00</u>
Total 545 ·	<u>\$1,000.00</u>
Conferences/Events/Meetings 549	<u>0</u>
Miscellaneous	\$0.00
553 · Neigh. Assoc. Coalition Gra	\$2,000.00
569 Grants/ Sponsorships	\$30,512.00
	\$1,500.00
	<u>\$333,869.00</u>
Made 571 · Taxes &	\$0.00

	<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.

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