



[Home](#) / [Council Clerk](#) / [Council Documents](#) / [Ordinance](#)

# 191883

Ordinance

## Adopt a citywide Outgoing Grants Administration policy

Passed

The City of Portland ordains:

Section 1. The Council finds:

1. The City of Portland is committed to partnering with nonprofit organizations, government agencies, local businesses, and community members to support initiatives and programs that align with the City's mission, priorities, equity goals, and core values. Such partnerships may take the form of direct financial support in the form of grants, sponsorships, or other financial assistance (collectively referred to as outgoing grants).
  - a. Provide consistent, transparent, and equitable processes for the distribution of publicly funded grant dollars;
  - b. Support robust, shareable data about the grant program's impact with the City's leadership, staff, grantees, and the public; and
  - c. Ensure results are achieved by the grant recipient for the targeted demographic and community outlined in the grant.
2. The Outgoing Grants Administration Policy establishes the guidelines and framework for awarding grants.
3. This policy applies to outgoing grants administered by the Grants Management Division or individual City Services Areas. However, each grant may have additional policies or requirements within the program documents developed for that individual grant program.
4. This policy does not apply to the outgoing grants programs for the Portland Clean Energy Fund, the Children's Levy, or sub-award grants funded by external sources (e.g., federal grant funds).

NOW, THEREFORE, the Council directs:

- A. Outgoing grants shall be administered according to the City of Portland Outgoing Grants Policy attached as Exhibit A, which shall be adopted in the Portland Policy Documents as Comprehensive Financial Management Policies Rule FIN-6.17.

Introduced by

[Commissioner Dan Ryan](#)

City department

[Grants Management](#)

Contact

**Sheila Craig**

Financial Analyst III/Grants Manager

✉ [sheila.craig@portlandoregon.gov](mailto:sheila.craig@portlandoregon.gov)

☎ [503-823-6863](tel:503-823-6863)

Requested Agenda Type

Regular

Date and Time Information

Requested Council Date  
September 4, 2024

Portland Policy Document

B. The City Budget section in FIN-2.04 shall be deleted as shown in Exhibit B.

C. This ordinance is binding City policy.

## Exhibits and Attachments

 [Exhibit A](#) 50.42 KB

 [Exhibit B](#) 22.4 KB

 [Supplemental Document](#) 761.21 KB

An ordinance when passed by the Council shall be signed by the Auditor. It shall be carefully filed and preserved in the custody of the Auditor (City Charter Chapter 2 Article 1 Section 2-122)

Passed by Council  
September 4, 2024

Auditor of the City of Portland  
Simone Rede

## Impact Statement

### Purpose of Proposed Legislation and Background Information

The City of Portland is committed to partnering with nonprofit organizations, government agencies, local businesses, and community members to support initiatives and programs that align with the City's mission, priorities, equity goals, and core values. Such partnerships may take the form of direct financial support in the form of grants, sponsorships, or other financial assistance, heretofore referred to as "outgoing grants."

The Outgoing Grants Administration Policy establishes the guidelines and framework for awarding grants in order to:

- Provide consistent, transparent, and equitable processes for the distribution of publicly funded grant dollars
- Support robust, shareable data about the grant program's impact with the City's leadership, staff, grantees, and the public.
- Ensure results are achieved by the grant recipient for the targeted demographic and community outlined in the grant.

This policy applies to outgoing grants administered by the Grants Management Division or individual City Services Areas. However, each grant may have additional policies or requirements within the program documents developed for that individual grant program.

This policy does not apply to the outgoing grants programs for the Portland Clean Energy Fund, the Children’s Levy, or sub-awardee grants funded by external sources (e.g., Federal grant funds).

## Financial and Budgetary Impacts

This ordinance amends FIN 2.04 in the ways enumerated in Exhibit B.

## Community Impacts and Community Involvement

This legislation will promote an equitable, transparent and accountable grant lifecycle in the Mayor-Council form of government. The City of Portland is committed to partnering with nonprofit organizations, government agencies, local businesses, and community members to support initiatives and programs that align with the City’s mission, priorities, equity goals, and core values. Such partnerships may take the form of direct financial support in the form of grants, sponsorships, or other financial assistance, heretofore referred to as “outgoing grants.”

The Outgoing Grants Administration Policy establishes the guidelines and framework for awarding grants in order to:

- Provide consistent, transparent, and equitable processes for the distribution of publicly funded grant dollars
- Support robust, shareable data about the grant program’s impact with the City’s leadership, staff, grantees, and the public.
- Ensure results are achieved by the grant recipient for the targeted demographic and community outlined in the grant.

Establishment of the guidelines and framework for awarding grants provides transparency, accountability and equity for the effective application of grant funds from the City for the intended benefit of its community members. In addition, this ordinance includes language that will make more public opportunities for grants more widespread and well-known within the Portland community.

## 100% Renewable Goal

This ordinance does not include renewable goals.

## Budget Office Financial Impact Analysis

This ordinance strikes the ‘City Issued Grants’ section of the budget comprehensive financial management policy (FIN 2.04) and replaces it with a new financial policy – Outgoing Grants Administration Policy (FIN 6.17). This change to financial policy has no immediate fiscal impact and outlines the outgoing grants administration policy in greater detail.

## Document History

Item 754 Regular Agenda in [August 28, 2024 Council Agenda](https://www.portland.gov/council/agenda/2024/8/28)  
(<https://www.portland.gov/council/agenda/2024/8/28>)

City Council

Passed to second reading

Passed to second reading September 4, 2024 at 9:30 a.m.

Item 773 Regular Agenda in [September 4-5, 2024 Council Agenda](https://www.portland.gov/council/agenda/2024/9/4)  
(<https://www.portland.gov/council/agenda/2024/9/4>)

City Council

Passed

Commissioner Rene Gonzalez Yea

Commissioner Mingus Mapps Yea

Commissioner Carmen Rubio Yea

Commissioner Dan Ryan Yea

Mayor Ted Wheeler Yea