



**CITY OF PORTLAND**  
**GRANT AGREEMENT No. 32003489**  
**FOR**

**DISTRICT 4 THROUGH NEIGHBORHOOD OUTREACH AND SUPPORT PROGRAM**

As authorized by Ordinance No. 191828, this Grant Agreement (Agreement) is made effective on 7/1/24 (Effective Date) by and between the City of Portland (City), a municipal corporation of the State of Oregon, and Neighborhoods West/Northwest Review Board (Grantee), a nonprofit corporation 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 initial term of this Agreement shall be from the Effective Date through the Expiration Date of February 28, 2026, with annual reporting for core program operations funding due no later than July 30, 2025 for fiscal year 2024-2025, and Small Grants & Event Sponsorships Program reporting due no later than February 28, 2026.

The total not-to-exceed amount under this Agreement for the initial term shall be \$494,570 with \$388,338 for core program operations and support, and \$43,149 for Small Grants & Event Sponsorships.

**RECITALS:**

1. The City adopted budget for Fiscal Year 2024 2025 communicates the Civic Life mission and goals. The 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 infrastructure for communities working toward equitable outcomes for all.
  - b. Adaptive Governance. The City's practices, policies and structure will better reflect communities when we can acknowledge that we do not all share – and yet we can collectively benefit from – each other's views. More adaptive governance is a crucial contributor to a City in which its members share its benefits and burdens more equitably. To realize more adaptive decision-making in community and government, we will:
    - Support inclusive cross-cultural, cross-issue organizing in communities 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 solve 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 the 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;
  - Ensure 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 Neighborhood Outreach and Support 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, established in 1968, has been building grassroots civic engagement.
  6. Grantee’s mission is to collaborate within District 4 community to build informed, inclusive, and participatory neighborhoods that support the social and ecological well-being.
  7. In accordance with the Fiscal Year 2024-2025 Budget, the City now desires to make a grant award to Grantee in an amount not-to-exceed **\$494,570**.

**THEREFORE**, in consideration of the mutual promises and covenants in this Agreement, the parties agree as follows:

**ARTICLE 1 SCOPE OF WORK, EXPECTED OUTCOMES AND PAYMENT SCHEDULE**

Grantee agrees to implement the work as described in Attachment A Scope of Work, Expected Outcomes and Payment Schedule, within the budget described in Attachment B Budget. Attachment A and Attachment B are incorporated by reference.

## **ARTICLE 2 AGREEMENT PERIOD**

The Agreement shall begin on the Effective Date and end upon the expiration date of 2/28/26 unless terminated or extended under the applicable Agreement provisions. Expenses incurred starting on Effective Date are eligible expenses for the grant funds reimbursement.

## **ARTICLE 3 SPECIFIC CONDITIONS OF THE GRANT**

3.1 **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.

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

3.1.2 **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.

3.1.3 **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."

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

KIMBERELY DIXON  
 Office of Community and Civic Life  
 Address: 1120 SW 5<sup>TH</sup> AVE Ste 114, PORTLAND, OR 97204  
 Phone: 503-823-5917  
 Email: Kimberely.A.Dixon@portlandoregon.gov

3.3 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.

Darlene Urban Garrett  
 Neighbors West/Northwest Review Board  
 Address: 434 NW 6TH AVE SUITE 202 PORTLAND OR 97209 USA  
 Phone: 971-430-1001  
 Email: darlene@nwnw.org

3.4 Billings/Invoices/Payment. The City Grant Manager is authorized to accept, approve or recommend approval for work, billings, and invoices submitted pursuant to this Agreement and to carry out all other City actions referred to in this Agreement.

3.5 Report. Grantee will complete and submit to the City Grant Manager the following periodic progress reports:

3.5.1 **Base Grant Funding Report:** a program narrative covering base grant activities as outlined in the scope of work, using Attachment C in changed, attached format. Partial report due quarterly. Final report due no later than July 30, 2025

3.5.2 **Small Grants & Event Sponsorships Program report:** upon completion of the grant projects and no later than February 28, 2026, grantee shall provide City with copies of visual documentation and evaluation reports completed by community grant recipients. Grantee shall include a cover memo confirming the completion of all grant projects.

4 **PAYMENTS**

4.1 City will fund the work described in Attachment A in an amount not to exceed \$494,560. fiscal year 2024-2025. Of this amount, (1) \$388,338 for core program operations and support, (2) \$43,149 is for distribution as part of the Small Grants & Event Sponsorships.

FY 2024- 25 District 4		Funding Source	Value	Advance Eligible
Core Program Operations & Support	Base Grants	On-going	\$388,338	129,433
	Redistrict Insurance Related Expenses	One-time	\$37,850	\$0
	Charter Reform Support	One-time	\$25,233	\$0
Small Grants & Event Sponsorships Program		On-going	\$43,149	\$43,149
Total			\$494,570	

City may advance the Grantee **up to \$129,433 one-third of the \$388,338.00** for core program

operations and up to **\$43,149** of the full value of the **\$43,149** for the Small Grants & Event Sponsorships program 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 30 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.

- 4.2 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.
- 4.3 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 in an amendment before any expenditure of funds in new amounts or line items.
- 4.4 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.
- 4.5 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.
- 4.6 Prevailing wage indemnity. Grantee shall indemnify, defend and hold harmless the 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 Oregon Revised Statutes 279C.800 to 279C.870 and any applicable administrative rules or policies.

## 5 GENERAL GRANT PROVISIONS

- 5.1 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.

- 5.2 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.
- 5.3 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.
- 5.4 Non-exclusive Remedy 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.
- 5.5 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.
- 5.6 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.
- 5.7 Amendment. Amendments to this Agreement, including any increase or decrease in the grant amount or changes to the Scope of Work or Budget, must be in writing, approved to form by the City Attorney and executed by the authorized representatives of the Parties.
- 5.8 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 a right to a work in a professional atmosphere where all individuals are treated with respect and dignity. The City's 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 as further described at: <https://www.portlandoregon.gov/citycode/article/12121> (or as 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 will comply with applicable sections of U.S. Executive Order 11246 Equal Employment Opportunity.

- 5.9 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 six 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.
- 5.10 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 in section 5.9 Maintenance of and Access to Records. 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.
- 5.11 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 or its contractors in the performance of this Agreement.
- 5.12 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.
  - 5.12.1 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 thirty (30) calendar days prior to a cancellation, non-renewal, or changes to the insurance policy.

5.12.2 Additional Insureds. 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.

5.12.3 Insurance Costs. Grantee shall be financially responsible for all premiums, deductibles, self-insured retentions, and self-insurance. Insurance costs only qualify as acceptable expenses when predicted on budget as *pro rata* cost with a disclosed and approved the allocation method by the City Grant Manager.

5.12.4 Coverage Requirements. Grantee shall comply with the following insurance requirements:

5.12.4.1 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

5.12.4.2 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 Grantee's use of any vehicle.

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

5.12.4.3 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)

5.12.4.4 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

- 5.13 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.
- 5.14 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.
- 5.15 Conflict of Interest. No City officer or employee, during their tenure or for two years thereafter, shall have any interest, direct or indirect, in this Agreement or the proceeds thereof. City officers or employees 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 a waiver is obtained from the City in writing.
- 5.16 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.
- 5.17 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.
- 5.18 Independent Financial Audits/Reviews. Any grantee receiving \$300,000 or more in City funding, in any program year, is required to obtain, submit and retain 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, submit and retain 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.

- 5.19 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.
- 5.20 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.
- 5.21 Program and Fiscal Monitoring. City shall monitor on an as-needed basis to ensure 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.
- 5.22 Third Party Beneficiaries. There are no third-party beneficiaries to this Agreement and may only be enforced by the Parties.
- 5.23 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.
- 5.24 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 in Article 3.2 and 3.3 of this 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.
- 5.25 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.

Grant Agreement: 32003489

Grant Agreement Title: District 4 Through Neighborhood Outreach and Support Program

GRANTEE

~~Darlene~~ Executive Director Sept. 3, 2024  
Authorized Signature Name and Title Date

Address: 434 NW 6th Ave Portland, Oregon

Phone: 971-430-1001 97209

Email: darlene@nwnw.org



# CITY OF PORTLAND, OREGON

Contract No. 32003489

Contract Description: DISTRICT 4 NEIGHBORHOOD OUTREACH AND SUPPORT PROGR

## CITY OF PORTLAND SIGNATURES:

By:  Date: 09/11/2024  
Bureau Director

By: N/A Date: \_\_\_\_\_  
Purchasing Agent

By: N/A Date: \_\_\_\_\_  
Elected Official

Approved:

By:  Date: 09/12/2024  
Office of the City Auditor

Approved as to Form:

By:  Date: 09/10/2024  
Office of City Attorney

**ATTACHMENT A  
SCOPE OF WORK, EXPECTED OUTCOMES AND PAYMENT SCHEDULE**

**FY 2024-25 SCOPE OF WORK**

**NEIGHBORS WEST NORTHWEST REVIEW BOARD, dba District 4 Coalition**

<b>CIVIC ENGAGEMENT</b>	
<i>GOAL: Create and support opportunities within the District for engagement that share information, build and maintain partnerships, and promote collaborations in equitable and accessible ways.</i>	
<b>ACTIVITIES</b>	<b>DELIVERABLES</b>
Building and Maintaining Partnerships	<ol style="list-style-type: none"> <li>1. Attend a minimum of 33 different Neighborhood Association meetings.</li> <li>2. Build intentional relationships with Business Associations.               <ol style="list-style-type: none"> <li>a. Identify subject matters interest to create training and info session opportunities with community and City partners</li> </ol> </li> <li>3. Continue partnering NWNW Central City Homeless Solutions Coalition and NWNW's Crime prevention group.</li> <li>4. Attend events hosted by NAs and CBOs throughout the year.</li> <li>5. Build relationships with District representatives and identify opportunities for Neighborhoods to engage with those representatives.</li> </ol>
Convenings	<ol style="list-style-type: none"> <li>1. Work with City of Portland's Transition Team to host 1-2 ranked-choice voting mock elections on the Ranked Vote online platform to be run and completed by Q2 FY24-25.</li> <li>2. Work with City of Portland's Transition Team to host 2 community education presentations from November 2024 to June 2025 that give community members foundational information on their new form of government.</li> <li>3. Host a series of educational forums on topics of importance:               <ol style="list-style-type: none"> <li>a. Candidate introductions</li> <li>b. CEI hub</li> <li>c. Homelessness</li> <li>d. Trash</li> <li>e. Crime</li> <li>f. Neighborhood Emergency Teams (NETs)</li> <li>g. Firewise Teams</li> </ol> </li> <li>4. Host a series of social gatherings to educate NA's about each other, build community among the NA's and CBO's, and encourage continued engagement.</li> </ol>

<p>Mandated Notifications -- Comply with applicable requirements of Oregon's Statewide Land Use Planning Goals to foster transparency and public involvement in decision-making processes.</p>	<ol style="list-style-type: none"> <li>1. Receive Required Neighborhood Notifications and State Documents such as Land Use Reviews, Accessory Short-Term Rentals, Tree Removals, Original Art Mural Permits, Demolition Notices, Administrative Rules and Legislative Policy Process Notices per City code.</li> <li>2. Work with Civic Life staff to develop and maintain partnerships with City bureaus to assist with development of a meaningful, accessible, and equitable community involvement in planning and investment decisions as mandated by the City's Comprehensive Plan.</li> <li>3. Create a land use committee to engage NAs in an infrastructure planning initiative, with particular focus on southwest infrastructure.</li> </ol>
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**IN-DISTRICT CAPACITY BUILDING**

*GOAL: Build the capacity of community members and volunteer-led groups, including historically underserved organizations, via fiscal sponsorship services and skill-building opportunities.*

ACTIVITIES	DELIVERABLES
<p>Trainings and Skill Building</p>	<ol style="list-style-type: none"> <li>1. Partner with Oregon Department of Justice and Secretary of State to provide guidance on required state document filings for nonprofits.</li> <li>2. Provide and/or promote trainings listed in the attached Appendix A in coordination with other District Coalitions.</li> </ol>
<p>Fiscal Sponsorship</p>	<ol style="list-style-type: none"> <li>1. Provide at least 11 NA's with...               <ol style="list-style-type: none"> <li>a. Community Based Organizations that meet the NWNW criteria for fiscal sponsorship will be included on an as-needed basis and all trainings will be made available to them.</li> </ol> </li> </ol>

**COMMUNICATIONS**

*GOAL: Generate and share out regular districtwide communications that publicize the dates, times and locations of meetings, community events, civic engagement opportunities, and other related information.*

ACTIVITIES	DELIVERABLES
<p>District Coalition Website</p>	<ol style="list-style-type: none"> <li>1. Create and maintain a District Coalition Website.</li> </ol>
<p>E-newsletter/s</p>	<ol style="list-style-type: none"> <li>1. *E-newsletters, we will be coordinated with the neighborhoods that currently produce e newsletters. Content will be shared, specific issues focused on.</li> </ol>

	<ol style="list-style-type: none"> <li>a. Neighborhoods that produce an e-newsletter will be incentivized to share them district wide and include district wide issues.</li> <li>2. Make all NA E-newsletters accessible through the district website.</li> </ol>
Social Media	<ol style="list-style-type: none"> <li>1. each neighborhood will have an established Facebook page for delivering information to their individual associations and the public.</li> </ol>
Other Forms of Print or Electronic Media	<ol style="list-style-type: none"> <li>1. Amplify the City of Portland’s Transition Team “Summer of Civic Engagement” events and activities between July 1, 2024 and October 31, 2024.</li> <li>2. Assist NAs in making copies of flyers or postcards for NAs to distribute.</li> </ol>

**OPERATIONAL SUPPORT**

*GOAL: Support volunteer-led groups’ compliance with regulations related to domestic nonprofit corporations. Ensure that City-recognized Neighborhood Associations (NAs) comply with the City’s transparency standards, and that eligible NAs receive general liability insurance for their activities. Provide a safe and healthy in-district workspace for district coalition staff that is open and accessible to the community.*

ACTIVITIES	DELIVERABLES
<b>Document Archiving</b>	<ol style="list-style-type: none"> <li>1. Collect and archive NA and DCO meeting minutes</li> <li>2. Collect and deliver to Civic Life copies of updated District Coalition and NA bylaws, articles of incorporation, and records of tax-exempt status as provided to the coalition office.</li> <li>3. Collect and store NA election ballots for 60 days post-election.</li> <li>4. Archive appropriate materials with City archives</li> </ol>
<b>Reporting</b>	<ol style="list-style-type: none"> <li>1. Ensure compliance with state requirements for domestic nonprofit corporations by assisting member NAs and fiscally-sponsored organizations with tracking deadlines for filing annual reports with the Oregon Secretary of State Corporation Division and the Oregon State Department of Justice.</li> <li>2. Confirm all 501c3s submit their Federal Income taxes on time.</li> <li>3. Monitor On-going updates of by-laws for compliance</li> <li>4. Provide updated policies for NAs regarding compliance with conflict of interest, whistleblower, duty of loyalty, financial policies, etc.</li> </ol>
<b>Insurance</b>	<ol style="list-style-type: none"> <li>1. Offer General Liability Insurance and Directors and Officers insurance coverage to eligible district NAs, 2 CBOs and one business association.</li> </ol>

	2. Obtain, submit, and maintain all insurance documentation and for 33 NAs, 2 CBOs and 1 Business association.
<b>Maintain District Office</b>	<ol style="list-style-type: none"> <li>1. Maintain an office in the district coalition area.</li> <li>2. Explore options for a donated space in the southwest to act as a satellite office.</li> </ol>
<b>Logistical/Technical Support</b>	<ol style="list-style-type: none"> <li>1. Provide annual election support to NAs to comply with ONI Standards for access and inclusion and compliance with NA bylaws. Create ballots, oversee voting process, tally results, and maintain records for 60 days post-election.</li> <li>2. Support NAs by holding office hours to address business operations questions.</li> </ol>
<b>COMMUNITY SMALL GRANTS</b>	
<i>GOAL: Design, facilitate and administer a Community Small Grants program that supports community-building activities within the district coalition area.</i>	
<b>ACTIVITIES</b>	<b>DELIVERABLES</b>
Design, Promote, Launch	<ol style="list-style-type: none"> <li>1. Promote all grant opportunities in one grant cycle.</li> <li>2. Convene a grant review committee to evaluate proposals.</li> </ol>
Award, Administer, Report	<ol style="list-style-type: none"> <li>1. Award grants. <ol style="list-style-type: none"> <li>a. 35% of small grants will be focused and directed toward minority populations.</li> </ol> </li> <li>2. Execute grant contracts.</li> <li>3. Monitor expenditures for grantees the DCO fiscally sponsors.</li> <li>4. Ensure grantees complete require grant reports.</li> </ol>



**ATTACHMENT B BUDGET**

District Four Coalition Operating Budget				
	23-24	24-25	Variance	
<b>Contributed Income</b>				
Individual Contributions	5,000		(5,000)	
Corporate contributions	5,000		(5,000)	
<b>Contributed Income</b>	<b>10,000</b>		<b>(10,000)</b>	
<b>Contracted/Grant Revenue</b>				
Base Grant	317,450	388,338	70,888	
Small Grant	35,213	43,000	7,787	
Transition education, voter education		25,000		
Insurance		15,000		
Stormwater Stars (WMSWCD)				
OCF Grant				
BES - Westside Watershed				
<b>Contracted Grant Revenue</b>	<b>352,663</b>	<b>471,338</b>	<b>118,675</b>	
<b>Earned Income</b>				
Misc Earned Income				
Interest Revenue	400		(400)	
<b>Earned Income</b>	<b>400</b>	<b>400</b>	<b>-</b>	
<b>Misc Income</b>				
	100		(100)	
<b>Reimbursements/Refunds/Rebates</b>				
<b>Total Income</b>	<b>363,163</b>	<b>471,738</b>	<b>108,575</b>	
<b>Expenses</b>				
<b>Payroll Expenses</b>				
Salaries & Wages	192,500	213,000	20,500	ED, Program Manager, Bookkeeper + 2 half time or less staff
Employee Benefits - Retirement	5,775	6,400	625	
Employee Benefits - Health	18,972	20,000	1,028	
Payroll Taxes	19,250	31,955	12,705	
Worker's Comp	380	631	251	
<b>Payroll Expenses</b>	<b>236,877</b>	<b>271,986</b>	<b>35,109</b>	

Professional Services					
	Bookkeeping & Accounting	3,000	9,000	6,000	
	Payroll Service Fees	2,730	5,500	2,770	NWNW and Stormwater
	Other Professional Fees	11,500	22,400	10,900	lawyers, trainers, consultants for transition programming
Professional Services		17,230	36,900	19,670	
Occupancy					
	Rent	30,000	35,003	5,003	rent increase of \$75.00 per month plus rental of space for meeting in other locations throughout the District
	Telephone, Fax & Internet	3,400	4,000	600	
	Equipment Rental & Maintenance	-	3,000	3,000	
Occupancy		33,400	42,003	8,603	
Materials & Supplies					
	Hospitality	1,000	3,000	2,000	Meetings, events, educational and team bilding events District 4
	Supplies	975	2,925	1,950	
	Newsletter Printing & Delivery	1,000	7,000	6,000	
	Printing & Copying	1,000	1,300	300	
	Postage & Shipping	600	1,000	400	
	Dues & Subscriptions	1,118	4,500	3,382	quickbooks, desktop temporary, and online, NAO,
	Elect Communication & Subscriptns	3,300	20,000	16,700	zoom accounts, mailchimp, airtable, simplelists, (\$500 per NA)
	ISP, Web hosting & Domains	3,500	10,000	6,500	web hostin, securi, host gator, dynadot,google,
	Non-Cap Equipment	1,500	4,224	2,724	
Materials & Supplies		13,993	53,949	39,956	
Other Expenses					
	Bank Charges & Credit Card Fees	450	900	450	
	Taxes/Corporation Filing Fees	1,300	3,000	1,700	secretary of state filings, CT 12 filings
	Insurance - D&O	4,300	6,150	1,850	
	Insurance - Prop & Liab	7,000	8,850	1,850	
	Staff Development	1,000	2,000	1,000	Mock election / transition education
	Travel & Mileage	1,900	3,000	1,100	
Other Expenses		15,950	23,900	7,950	
Total Expenses		317,450	428,738	111,288	
Small grants to be Awarded		35,213	43,000	7,787	
Net Income		10,500	0	(10,500)	



**ATTACHMENT C REPORTING FORM**

<b>Progress Report:</b> <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
<b>Grant Agreement</b>	
<b>Grantee Organization Name</b>	
<b>Project Title</b>	
<b>Fiscal Year</b>	
<b>Overall Project Status »</b>	
<b>Overall Grant Program Purpose</b>	
<b>Project Summary</b>	<i>[Describe grant project]</i>
<b>Successes</b>	<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>
<b>Challenges</b>	<i>[Briefly, describe any challenges encountered in your project so far, and how your organization has, or plans, to overcome those challenges.]</i>
<b>Project Status Narrative</b>	<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.]</i>
<b>Next Steps</b>	<i>[What are the next steps for this project and your organization?]</i>
<b>Policy Opportunities</b>	<i>[While conducting your work, has your organization observed opportunities for policy change that would benefit the work or participants on your program or project? Please provide specific examples and applicable related metrics.]</i>

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

<b>Success measures</b>	<i>[Please report on any applicable metrics]</i>
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**Participants Demographics » [See attached demographic info form]**

<b>Age</b>	
<b>Racial or Ethnic</b>	

<b>Certification:</b> By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. <i>Typed or printed name and title:</i>	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>
<b>Telephone:</b>	
<b>Email Address:</b>	
<b>Date report submitted (month, day, year)</b>	

## DEMOGRAPHIC INFORMATION FORM

This program has been made possible through funding partially or entirely by the City of Portland, Office of Community & Civic Life. The City is committed to diversity, inclusion, and equity and uses this data to help ensure that programs are serving a broad cross-section of community members. Completion of this form is not required and is therefore completely voluntary. Data collected with this form should be submitted to the City Grant Manager as part of progress reports.

### What is your age?

- Under 24       25-44       Over 65  
 25-44       45-64       Prefer not to disclose

### Which of the following describes your racial or ethnic identity? Please check all that apply.

- American Indian/Alaska Native       Hispanic/Latinx  
 Asian       Native Hawaiian or Pacific Islander  
 African American or Black       White  
 Middle Eastern/Northern African       Unknown  
 Prefer not to disclose  
 Prefer to describe:

### Do you live with a disability or identify as a disabled person?

- Yes       No

### If yes, please describe the nature of your disability. Please check all that apply.

- Mobility (e.g., walking, climbing stairs)  
 Visual (e.g., blind, low vision)  
 Deaf or hard-of-hearing  
 Cognitive (e.g., traumatic brain injury, learning disabilities)  
 Mental health (e.g., anxiety, PTSD)  
 Intellectual or developmental (e.g., Down syndrome, fragile X syndrome)  
 Invisible (e.g., diabetes, HIV, cancer)  
 Prefer not to disclose  
 Prefer to describe:

**What is your gender? Please check all that apply.**

- Female  Male  
 Gender expansive (e.g., non-binary, agender, gender fluid)  
 Transfeminine  Transmasculine  
 Two Spirit  Not sure or undecided  
 Prefer not to disclose  
 Prefer to describe:

**What is your current employment status?**

- Employed, full-time  Employed, on call  Retired  
 Employed, part-time  Not employed  Disable  
 Prefer not to disclose

**Which best describes your current housing? Please check all that apply.**

- Rent  Own  
 Apartment  House  Duplex  
 Condo  Shelter  Mobile home  
 Van, boat  Houseless  Prefer not to disclose  
 Prefer to describe:

**ATTACHMENT D INVOICE/REQUEST FOR PAYMENT TEMPLATE**

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

**Invoice/Request for Payment**

**To:**

Grant Manager/Project Manager Name  
City of Portland  
Office of Community & Civic Life  
1120 SW 5<sup>th</sup> Ave, Room 114  
Portland, Ave 97204

<b>Grantee</b>			
<b>Address</b>			
<b>City, State</b>		<b>Zip Code</b>	

<b>Project name</b>			
<b>Expenses period</b>		<b>through</b>	
<b>City Grant Agreement Number</b>		<b>Grantee Invoice Number</b>	

Total Grant Award: \$X  
Total invoiced to date: \$X  
Total advanced to date: \$X [if applicable]  
Balance remaining: \$X

<b>Budget Category</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
[Supplies]	[Racial equity workbooks]	15	\$10	\$150
Administrative overhead (up to 10% of award)	Administrative management and oversight			
<b>Total Expenses</b>			<b>\$</b>	<b>\$ 0.00</b>
			<b>Amount due</b>	<b>\$</b>

<b>Prepared by:</b>	
<b>Signature:</b>	<b>Date:</b>

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