

**Southeast Uplift Neighborhood Coalition
Board Meeting
Monday, April 6th, 2015 – 7 to 9pm
SE Uplift Fireside Conference Room
3534 SE Main St.
Portland OR 97214**

<i>Time</i>	<i>Item</i>	<i>Presenter(s)</i>	<i>Info</i>	<i>Disc</i>	<i>Action</i>
7:00 (15 min)	Welcome Introductions, approve agenda and March minutes	McCullough	X	X	X
7:15 (10 min)	Neighborhood Reports, discussion	all	X	X	
7:25 (20 min)	Update – ONI funding, call for support of ONI Budget, info re Diversity Civic Leadership (DCL) group	Dufay	X	X	
7:45 (10 min)	Report: recent Executive Committee actions	Excomm	X		
7:55 (15 min)	Treasurer's report	Maris	X		
8:10 (10 min)	Break				
8:20 (10 min)	SE Uplift Newsletter – Monthly Board Member Article	Dufay	X	X	
8:30 (10 min)	Proposed Street Repair Initiative	McCullough	X	X	
8:40 (10 min)	Update status of appeal of FOI charge, report on visit with the Oregonian Ed board	McCullough	X	X	
8:50 (10 min)	Abandoned PBOT Properties	Gardner, McCullough	X	X	
9:00	Adjourn	McCullough			

Next Board Meeting: 5/4/2015
SE Uplift Fireside Room, 3534 SE Main St

Upcoming SE Uplift Events: **Keep Portland Affordable: A Workshop on Inclusionary Housing**
Monday, April 27, 2015
6:30 PM // Snacks and Mingling, 7 - 8:30 PM // Workshop
Community Music Center, 3350 SE Francis (1 block south of Powell at 33rd Place)
Register for this free event here: <http://ow.ly/KZXrT>

MINUTES OF MEETING OF THE BOARD
SOUTHEAST UPLIFT (SEUL) NEIGHBORHOOD COALITION
Monday March 2, 2015, 7:00PM @ 3534 SE Main Street, Portland Oregon 97214 (Fireside Room)

There was sufficient attendance to constitute a quorum. (P - Present / N - Not present)

SEUL Board Members

P - Ardenwald-Johnson Creek - Marianne Colgrove
P - Brentwood-Darlington - Sarah Clark
P - Brooklyn - Wendy Miller
N - Buckman - Greg Moulliet
N - Creston-Kenilworth - Tyler King
N - Eastmoreland - Robert McCullough* (President)
- Foster-Powell - *vacant*
N - Hosford-Abernathy - Bill Crawford
N- Kerns - G.T. Meili
P - Laurelhurst - Don Gardner*

P - Montavilla - Peter Maris* (Treasurer)
N - Mt. Scott Arleta - Scott Vala*
P- Mt. Tabor (MTNA) - Paul Leistner
P - North Tabor - Cathy Riddell
- Reed - *vacant*
- Richmond - *vacant*
- Sellwood-Moreland - *vacant*
N - South Tabor - Eric Lozano
P - Sunnyside - Jeff Cole* (Secretary)
P - Woodstock - Moshe Lenske
* member, ExComm

SEUL At-large Board Members:

P - Mandy Heaton (Reed College)
P - Mary Ann Schwab
P - Michael Sonnleitner

SEUL Staff:

P - Anne Dufay - Executive Director
P - Bob Kellett - Land Use, Sustainability, and
Transportation Manager
N - Ashe Urban - Community Outreach Coordinator
N - Kelly Feddersen - Community Outreach
Coordinator
N - Jay Derderian - Administrative Assistant
N - Katy Asher - Community Outreach Coordinator

Guests:

Terry Dublisnki-Milton, NTNA T/LU
Michael Molinaro - Sunnyside
Linda Nettekoven - HAND

Agenda Items:

- 1) **Call to Order & Welcome (Gardner). Minutes for March, 2015 approved with an amendment to item #8.**
- 2) **- Neighborhood Reports: Announcements by MTNA & then HAND** regarding land disposals by public agencies for various reasons (surplus/non payment of taxes). Extended discussion. **Rent control meeting announcement.** (Schwab).
- 3) **N. Tabor Advocacy Request - (Terry Dublisnki-Milton, NTNA T/LU)** Extended presentation. Motion to support North Tabor & Montavilla proposal to restripe Halsey for three lane configuration with bike lanes Northeast 67th to 74th and further to the east with neighborhood support. Passed unanimously.
- 4) **Ratification of open document refund strategy steps: Editorials/Legal Filing (Gardner)** Proposed letter to media outlets regarding SEUL request to have open document fees dropped, or continue legal efforts to have court rule fee unreasonable.
- 5) **Update Comprehensive Plan, review draft Coalition Position, discuss next steps, lessons learned.** Historical and current status presentations by Jeff Cole & Bob Kellett. Proposed draft letter (Jeff Cole) distributed regarding Comp Plan process. Motion to approve letter with revisions to include summary position points added to beginning of letter and incorporate major points from Kellett presentation - passed unanimously.
- 6) **Board Training update: Preferred time: March 28th 9am-1pm**

The meeting was adjourned upon approved motion.

_____/Secretary

MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE (SEULXCOMM)
SOUTHEAST UPLIFT NEIGHBORHOOD COALITION

Wednesday, March 18, 2015, 5:00 pm @ Southeast Uplift, Portland Oregon

SEULxcomm Members Attending: Jeff Cole, Scott Vala, Robert McCullough, Don Gardner, Peter Maris

SEULxcomm Members Not Attending:

Also attending: Anne Dufay, Mary Ann Schwab

A quorum was present; Don Gardner called the meeting to order.

Agenda Items:

1. Gideon's Orchard - Motion that SEUL not provide insurance coverage on Gideon's Orchard site.
Passed unanimously.
- Robert McCullough assumes presiding role over meeting.*
2. Update on Recode status (SUEL fiscal sponsorship) - Update from Anne Dufay. New management at Recode; great improvement. Option for Recode to ask for termination of non-profit sponsorship if need by. No action taken.
3. ONI/Community Partner retreat - report by Anne Dufay.
4. ONI Grant Agreement - check on termination clause and timeframe. Contact Paul prior to general board meeting to clarify.
5. A Better Oregon presentation from Our Oregon - Motion: additional communication with Better Oregon regarding our processes recommended. Passed unanimously.
6. Open document refund effort & press release - action to be proposed at general board meeting.
7. Comprehensive Plan - will cover parks in next board meeting. Affordable housing constructs worth a closer look.
8. Street Repair Initiative - discussion.
9. Board retreat / facilitator - discussion.
10. Brentwood-Darlington pro-bono attorney request - discussion.
11. April SE Uplift board meeting agenda
 1. Parks (Jeff)
 2. Street fee document fee actions (Robert)
 3. Comp Plan - Affordable housing (Bob Kellett)
 4. Air Quality - (Mary Provino) for May.

Meeting was adjourned by consent.

Secretary



Southeast Uplift
3534 SE Main St
Portland, OR 97214

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www.southeastuplift.org

MEMORANDUM

Date: April 3, 2015

To: Michael Boyer
Program Coordinator, Liquor Licensing Program
Office of Neighborhood Involvement
City Hall, 1221 SW 4th Ave.,
Portland, OR 97204

From: Southeast Uplift Board of Directors

Subject: Liquor license application for 4513 SE 41st Avenue

The Executive Committee of Southeast Uplift met last night with representatives of the affected neighborhoods as well as the applicant. After a careful review and discussion, we voted unanimously to support the position of Woodstock and Creston-Kenilworth on the liquor license.

On behalf of the Southeast Uplift Board of Directors,

A handwritten signature in black ink, appearing to be "R. McCullough", written in a cursive style.

Robert McCullough
President

ONI-District Coalition “Generic” Grant Agreement
2016-2021

(DRAFT – March 17, 2015)

This document presents proposed draft language for the new five-year ONI/District Coalition grant agreement (2016-2021). To make it easier to see what’s different, the table below present both proposed new language and the corresponding language from the existing grant agreement.

<i>PROPOSED LANGUAGE (2016-2021)</i>	<i>EXISTING GRANT AGREEMENT (2010-2015)</i>
<p>GRANT AGREEMENT NO. [REDACTED]</p> <p>This is Grant Agreement (“Agreement”) is between the CITY OF PORTLAND, OREGON (“ONI”) and [insert Coalition name] (“GRANTEE”) in an amount not to exceed \$ [REDACTED] for FY [REDACTED]. This Agreement may refer to the City and Contractor individually as a “Party” or jointly as the “Parties.”</p>	<p>GRANT AGREEMENT NO. [REDACTED]</p> <p>This is Grant Agreement between the CITY OF PORTLAND, OREGON (“CITY” or “ONI”) and [insert Coalition name] (“GRANTEE”) in an amount not to exceed \$ [REDACTED] for FY [REDACTED].</p>
<p>RECITALS:</p> <p>This Agreement provides financial and limited staff assistance resources from the City of Portland Office of Neighborhood Involvement (ONI) to the GRANTEE for the purpose of supporting diverse community involvement and community engagement activities in the GRANTEE’S designated target area.</p> <p>The purpose of this Agreement is to advance the City’s goal of supporting the creation of “a framework by which the people of the City of Portland may effectively participate in civic affairs and work to improve the livability and character of their Neighborhoods and the City.” (City Code 3.96.010)</p>	<p>RECITALS:</p> <p>This grant agreement provides financial and limited staff assistance resources from the City of Portland Office of Neighborhood Involvement (ONI) to GRANTEE for the purpose of supporting civic participation services for Neighborhood Associations and everyone within the target areas described below.</p>
<p>To achieve this purpose, this Agreement seeks to:</p> <ul style="list-style-type: none"> • Support community and neighborhood impact on public decisions. • Increase the number and diversity of people who are involved and volunteer in their communities and neighborhoods. • Build and sustain neighborhood and community capacity. • Provide tools and resources to improve neighborhood and community livability and safety. • Provide accurate information and responsive and effective services to community members and 	<p>GOALS:</p> <p>The goals of this grant agreement are to enhance community involvement in efforts to improve neighborhood livability, sense of community and public safety, organizational and self-empowerment at the neighborhood level and to implement the goals of <i>The Five-Year Plan to Strengthen Community Involvement in Portland</i> through the following functions:</p>

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<i>PROPOSED LANGUAGE (2016-2021)</i>	<i>EXISTING GRANT AGREEMENT (2010-2015)</i>
<p>organizations.</p> <p>This Agreement identifies the minimum deliverables that the GRANTEE is required to produce under this Agreement. The GRANTEE may choose to engage in activities and provide services beyond these minimum requirements.</p> <p>This Agreement recognizes that the funding provided to the GRANTEE is not adequate to support the GRANTEE in responding to all potential requests for assistance. The GRANTEE is expected to provide limited assistance to neighborhood associations and other community groups in all the action areas in this Agreement as available funding allows.</p> <p>GRANTEE will seek opportunities to engage and provide services to groups in the community that historically been under-represented in and under-served by ONI funded programs. For the purposes of this Agreement, these communities include: people of color, immigrants and refugees, low-income individuals and families, renters, youth, people with disabilities, and lesbian, gay, bi, transgendered people.</p> <p>Member contact data and mailing lists of District Coalitions and affiliated Neighborhood Associations and other private, individual information are the property of the District Coalitions and respective Neighborhood Associations and are not subject to public records requests.</p>	<ol style="list-style-type: none"> 1. <u>Strengthen community capacity</u> by developing Neighborhood Associations and the leadership potential of individuals to initiate, coordinate and implement effective advocacy efforts; 2. <u>Increase the number and diversity of people involved in neighborhood and community livability issues</u> to ensure Neighborhood Associations are reflective of the community; 3. <u>Foster networking and collaboration</u> between Neighborhood Associations, Business District Associations, Diversity and Civic Leadership Program participating organizations, historically under-engaged communities and other community groups; 4. <u>Encourage and facilitate communication</u> among community members, Neighborhood Associations, and public and private agencies and groups; 5. <u>Provide information and referral</u> assistance for Neighborhood Associations and general public to facilitate public awareness of their community and government; and 6. <u>Collaborate with ONI programs</u> to support community members working on neighborhood livability and crime prevention efforts including the Crime Prevention Program, Neighborhood Program, Disability Program, Diversity and Civic Leadership Program, Effective Engagement Solutions Program, Public Involvement Standards Program, Liquor Licensing Program, Graffiti Program, and other ONI grantees including Elders in Action and the Neighborhood Mediation Program at Resolutions Northwest.

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PROPOSED LANGUAGE (2016-2021)	EXISTING GRANT AGREEMENT (2010-2015)
<p>ONI recognizes the GRANTEE as the “District Coalition” “which supports participation services for Neighborhood Associations affiliated with the District Coalition and everyone within” the target area, which includes the following Neighborhood Associations: (City Code 3.96.020.C)</p> <ul style="list-style-type: none"> • [insert names of the neighborhood associations in the GRANTEE’S district] 	<p>The Office of Neighborhood Involvement recognizes GRANTEE per City Code 3.96.010 to provide such services by which the people of the City of Portland may effectively participate in civic affairs and work to improve the livability and character of their Neighborhoods and the City.</p> <p>GRANTEE’S designated target area shall include the following Neighborhood Associations:</p> <ul style="list-style-type: none"> ▪ [NA names]
<p>This grant agreement shall comply with City Code 3.96 and the City of Portland standards for Neighborhood Associations, District Coalitions, and ONI (3.96.020.G).</p>	<p>This grant agreement shall comply with City policy <i>Standards for Neighborhood Associations, District Coalitions, Business District Associations, and the Office of Neighborhood Involvement</i> and City Code 3.96.010, <i>Office of Neighborhood Involvement</i>.</p>
	<p>DEFINITIONS:</p> <p><u>Under-engaged Groups:</u> For the purposes of this Grant Agreement, under-engaged groups shall include constituency groups that historically may not have participated in neighborhood association activities, including, but not limited to, communities of color, renters and low-income individuals, working families with children, immigrants and refugees, seniors, students and young adults, people with disabilities, gay, lesbian, bi-sexual and trans-gendered people.</p>
<p>AGREED:</p> <p>I. ACTIONS TO BE TAKEN BY GRANTEE</p> <p>Pursuant to the above Recitals which are fully incorporated into this Agreement and in consideration of the grant funds provided by CITY, GRANTEE agrees to perform the following actions and/or spend grant funds in the following way:</p>	<p>AGREED:</p> <p>•I. ACTIONS TO BE TAKEN BY GRANTEE</p> <p>In consideration of the grant funds provided by CITY, GRANTEE agrees to perform the following actions and/or spend grant funds in the following ways:</p>

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PROPOSED LANGUAGE (2016-2021)	EXISTING GRANT AGREEMENT (2010-2015)	Formatted Table
<p>ANNUAL PLANNING</p> <ul style="list-style-type: none"> Engage Neighborhood Associations representatives and interested community members, in a planning process to set program priorities and activities for how the GRANTEE will implement the “ACTIONS” identified in this Agreement. Deliverables: <ul style="list-style-type: none"> Develop a<u>An Annual Plan.</u> 	<p>⊖<u>A.</u> ANNUAL ACTION PLAN</p> <ul style="list-style-type: none"> •<u>•</u> Involve GRANTEE’S Neighborhood Associations in the development of the annual action plan. •<u>•</u> Develop strategies and identify activities to carry out Core Program Functions describe in Section B below. •<u>•</u> Develop Action Plan that includes: <ul style="list-style-type: none"> •<u>•a.</u> Description of process used to develop action plan. •<u>•b.</u> Activities, benchmarks, and deliverables for each core function area. •<u>•c.</u> Annual organizational budget. 	<p>Formatted: Outline numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.56" + Tab after: 1.06" + Indent at: 1.06"</p> <p>Formatted: Outline numbered + Level: 3 + Numbering Style: Bullet + Aligned at: 1.06" + Tab after: 1.56" + Indent at: 1.56"</p> <p>Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"</p> <p>Formatted: Bulleted + Level: 2 + Aligned at: 0.75" + Indent at: 1"</p> <p>Formatted: Outline numbered + Level: 4 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Tab after: 2" + Indent at: 2"</p>
<p>OUTREACH AND COMMUNICATION</p> <ul style="list-style-type: none"> Support communications, and collaboration, and connections among community organizations, including Neighborhood Associations, community members, and the City and other government entities. Support connections among Neighborhood Associations and other community organizations. Disseminate information about Neighborhood Association and District Coalition activities, ONI programs, City public involvement opportunities, and recruitment efforts for community volunteers for City Boards, Commissions, advisory committees, and task forces and other neighborhood livability issues to individual community members, Neighborhood Associations, and public and private agencies and groups in the Coalition area. Publicize the dates, times and locations of meetings and other related activities of District Coalition and affiliated Neighborhood Associations in Coalition area either in print or electronic media according to Notice requirements in Section VIII: Open Meetings and Public Records in the Standards for Neighborhood Associations, District Coalitions, Business District Associations, and 	<p>⊖<u>B.</u> CORE PROGRAM FUNCTIONS</p> <p>GRANTEE shall provide the following core program functions to ensure a minimum service level common to all Neighborhood District Coalitions.</p> <ul style="list-style-type: none"> •<u>•</u> STRENGTHEN COMMUNITY CAPACITY <p>Strengthen community capacity by developing Neighborhood Associations and the leadership potential of individuals to initiate, coordinate and implement effective advocacy efforts.</p> <ul style="list-style-type: none"> •<u>•a.</u> Public participation support. GRANTEE will provide public participation services to 	<p>Formatted: Outline numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.56" + Tab after: 1.06" + Indent at: 1.06"</p> <p>Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"</p> <p>Formatted: Outline numbered + Level: 3 + Numbering Style: Bullet + Aligned at: 1.06" + Tab after: 1.56" + Indent at: 1.56"</p> <p>Formatted: Outline numbered + Level: 4 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Tab after: 2" + Indent at: 2"</p>

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<p><u>the Office of Neighborhood Involvement.</u></p> <ul style="list-style-type: none"> • <u>Deliverables:</u> <ul style="list-style-type: none"> ○ <u>Develop and maintain a website.</u> ○ <u>Produce aProvide regular newsletter</u> (electronic or paper) <u>communication to the community.</u> ○ <u>Develop and update aMaintain a current</u> calendar of events that publicizes dates, times, and locations of District Coalition and Neighborhood Association meetings and events. — <u>Document contacts with community groups and projects.</u> ○ <u>Provide regular updates to ONI of names and contact information for District Coalition staff and board chair and Neighborhood Association board officers and committee chairs.</u> ○ <u>Post monthly updates to the ONI Portland Online web calendar of events for all District Coalition and Neighborhood Associations and committee meeting dates, times and locations that have standing to make decisions on behalf of the organization.</u> <p>ORGANIZATIONAL SUPPORT</p> <ul style="list-style-type: none"> • <u>Support Neighborhood Associations and community groups, including Neighborhood Associations, and community members</u> in developing and implementing projects and activities that benefit the community. <u>Support may include:</u> <ul style="list-style-type: none"> ○ <u>limited organizational planning, policy development, event planning, leadership training, and/or technical assistance related to neighborhood livability, safety, economic vitality and/or other public policy issues or projects identified by Neighborhood Associations; and</u> ○ <u>support for neighborhood association and coalition issue-based committees and/or ad-hoc committees, organization of special events, and the incubation of community-driven initiatives that have a community-wide impact by providing staff planning, outreach and organizational bridging support, and meeting and document administration.</u> • <u>Provide limited assistance to Neighborhood Associations with reproduction and distribution of print and/or electronic newsletters, meeting notices and minutes.</u> • <u>Provide limited strategic planning, policy development, special events planning, leadership training, and/or technical assistance related to neighborhood livability, safety, economic vitality and/or other public policy issues or projects identified by Neighborhood Associations. }</u> 	<p>Neighborhood Associations such as limited strategic planning, policy development, special events planning, leadership training, and/or technical assistance related to neighborhood livability, safety, economic vitality and/or other public policy issues or projects identified by Neighborhood Associations.</p> <ul style="list-style-type: none"> • <u>b. Committee support.</u> GRANTEE will support neighborhood association and coalition issue-based committees and/or ad-hoc committees (such as land use, parks/open space, transportation, public safety, sustainability and/or education), organize special events, and/or incubate community-driven initiatives that have a community-wide impact by providing staff planning, outreach and organizational bridging support, and meeting and document administration. • <u>c. Board orientation:</u> GRANTEE will offer orientation for Neighborhood Association and District Coalition board members and leaders to familiarize them with their responsibilities as required by their association bylaws, the <i>Standards for Neighborhood Associations, District Coalitions, Business District Associations, and the Office of Neighborhood Involvement</i>, Oregon Revised Statute Chapter 65 – Non-Profit Corporations, and basic nonprofit board and organization management practices. • <u>d. Meeting space assistance:</u> GRANTEE will assist Neighborhood Associations in finding adequate meeting space for their activities. • <u>e. Insurance coverage for Neighborhood Associations.</u> GRANTEE will provide general liability insurance 	<p>Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"</p> <p>Formatted: Bulleted + Level: 2 + Aligned at: 0.75" + Indent at: 1"</p> <p>Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"</p> <p>Formatted: Bulleted + Level: 2 + Aligned at: 0.75" + Indent at: 1"</p> <p>Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"</p>

<i>PROPOSED LANGUAGE (2016-2021)</i>	<i>EXISTING GRANT AGREEMENT (2010-2015)</i>	Formatted Table
<ul style="list-style-type: none"> • Support neighborhood association and coalition issue based committees and/or ad hoc committees (such as land use, parks/open space, transportation, public safety, sustainability and/or education), organize special events, and/or incubate community driven initiatives that have a community wide impact by providing staff planning, outreach and organizational bridging support, and meeting and document administration.] • <u>Deliverables:</u> <ul style="list-style-type: none"> ○ <u>Obtain General Liability and Directors and Officers insurance coverage for the GRANTEE governing board and organization.</u> ○ Offer General Liability and Directors and Officers insurance coverage to Neighborhood Associations. ○ Assist Neighborhood Associations in finding adequate-accessible meeting space for their activities. <p>ADVOCACY SUPPORT</p> <ul style="list-style-type: none"> • Support neighborhood associations and community efforts to analyze, organize, and influence decisions that affect neighborhood and community livability. <p>• <u>Deliverables:</u></p> <p>TRAINING AND SKILL BUILDING</p> <ul style="list-style-type: none"> • Develop and offer leadership and skill-building opportunities <u>that benefit the community.</u> • <u>Provide tools, methods and best practices to assist Neighborhood Associations in increasing:</u> <ul style="list-style-type: none"> ○ <u>general community involvement in their activities, including outreach, and recruitment and retention of new members and leaders; and</u> ○ <u>involvement by members of under-engaged groups in their activities and leadership.</u> • <u>Deliverables:</u> <ul style="list-style-type: none"> ○ Offer board orientation for coalition board members. ○ Offer board orientation for neighborhood association board members. 	<p>coverage for the District Coalition and its Neighborhood Associations and directors and officers' insurance coverage for their boards of directors.</p>	<p>Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"</p> <p>Formatted: Bulleted + Level: 2 + Aligned at: 0.75" + Indent at: 1"</p> <p>Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"</p> <p>Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"</p> <p>Formatted:</p> <p>Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"</p>

PROPOSED LANGUAGE (2016-2021)	EXISTING GRANT AGREEMENT (2010-2015)
<p><u>[MOVED TO "OUTREACH AND COMMUNICATION"]</u></p> <p><u>[INFORMATION DISSEMINATION/NEIGHBORHOOD CONTACTS/EVENT CALENDAR????]</u></p> <p><u>[FROM EXISTING GRANT AGREEMENT:</u></p> <ul style="list-style-type: none"> — <u>Disseminate information.</u> Disseminate information about Neighborhood Association and District Coalition activities, ONI programs, City public involvement opportunities, and recruitment efforts for community volunteers for City Boards, Commissions, advisory committees, and task forces and other neighborhood livability issues to individual community members, Neighborhood Associations, and public and private agencies and groups in the Coalition area. — <u>Publicize meetings and activities.</u> Publicize the dates, times and locations of meetings and other related activities of District coalition and affiliated Neighborhood Associations in Coalition area either in print or electronic media according to Notice requirements in Section VIII: Open Meetings and Public Records in the <i>Standards for Neighborhood Associations, District Coalitions, Business District Associations, and the Office of Neighborhood Involvement.</i> — <u>Deliverables:</u> <ul style="list-style-type: none"> — <u>Update information on neighborhood leaders.</u> Provide quarterly updates to ONI of District Coalition staff and board chair and Neighborhood Association board officer names and contact information. ○ <u>Monthly updates to web calendar.</u> Post monthly updates to the ONI Portland Online web calendar of events for all District Coalition and Neighborhood Associations and committee meeting dates, times and locations that have standing to make decisions on behalf of the organization. 	<ul style="list-style-type: none"> ● <u>PROMOTE EFFECTIVE COMMUNICATION</u> <p>Encourage and facilitate communication among community members, Neighborhood Associations, and public and private agencies and groups.</p> <ul style="list-style-type: none"> ● <u>a. Respond to requests for information and referrals.</u> Respond to information and referral inquiries from Neighborhood Associations, community members and organizations, and public agencies. ● <u>b. Disseminate information.</u> Disseminate information about Neighborhood Association and District Coalition activities, ONI programs, City public involvement opportunities, and recruitment efforts for community volunteers for City Boards, Commissions, advisory committees, and task forces and other neighborhood livability issues to individual community members, Neighborhood Associations, and public and private agencies and groups in the Coalition area. ● <u>c. Publicize meetings and activities.</u> Publicize the dates, times and locations of meetings and other related activities of District coalition and affiliated Neighborhood Associations in Coalition area either in print or electronic media according to Notice requirements in Section VIII: Open Meetings and Public Records in the <i>Standards for Neighborhood Associations, District Coalitions, Business District Associations, and the Office of Neighborhood Involvement.</i> ● <u>d. Update information on neighborhood leaders.</u> Provide quarterly updates to ONI of District

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<i>PROPOSED LANGUAGE (2016-2021)</i>	<i>EXISTING GRANT AGREEMENT (2010-2015)</i>	Formatted Table
	<p>Coalition staff and board chair and Neighborhood Association board officer names and contact information.</p> <ul style="list-style-type: none"> • <u>e.</u> <u>Monthly updates to web calendar.</u> Post monthly updates to the ONI Portland Online web calendar of events for all District Coalition and Neighborhood Associations and committee meeting dates, times and locations that have standing to make decisions on behalf of the organization. • <u>f.</u> <u>Communications assistance.</u> Provide limited assistance for affiliated Neighborhood Associations with reproduction and distribution of print and/or electronic newsletters, meeting notices and minutes. 	
<p>[MOVED TO “TRAINING AND SKILL BUILDING”]</p>	<ul style="list-style-type: none"> • INCREASE THE NUMBER AND DIVERSITY OF PEOPLE INVOLVED <ul style="list-style-type: none"> • <u>a.</u> <u>Increase community involvement.</u> Provide tools, methods and best practices to assist Neighborhood Associations in increasing general community involvement in their activities, including outreach, and recruitment and retention of new members and leaders. • <u>b.</u> <u>Increase involvement by historically under-engaged groups.</u> Provide tools, methods and best practices to assist Neighborhood Associations increasing the involvement by members of under-engaged groups in their activities and leadership. 	<p>Formatted: Outline numbered + Level: 3 + Numbering Style: Bullet + Aligned at: 1.06" + Tab after: 1.56" + Indent at: 1.56"</p> <p>Formatted: Outline numbered + Level: 4 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Tab after: 2" + Indent at: 2"</p>
<p>[INCORPORATED INTO “OUTREACH AND COMMUNICATION”]</p>	<ul style="list-style-type: none"> • FOSTER NETWORKING AND COLLABORATION 	<p>Formatted: Outline numbered + Level: 3 + Numbering Style: Bullet + Aligned at: 1.06" + Tab after: 1.56" + Indent at: 1.56"</p>

PROPOSED LANGUAGE (2016-2021)	EXISTING GRANT AGREEMENT (2010-2015)
	<ul style="list-style-type: none"> • <u>a.</u> <u>Community organizations:</u> GRANTEE will foster networking, collaboration, and partnerships between District Coalition and Neighborhood Associations and local businesses, under-engaged groups, schools, faith-based organizations, and other community groups. • <u>b.</u> <u>Business District Associations:</u> GRANTEE will build partnerships to encourage the participation of businesses and Business District Association representatives in activities, meetings, and participation on governing bodies within that District Coalition’s boundaries.
<p>PARTICIPATION IN ONI PROGRAMS</p> <ul style="list-style-type: none"> • GRANTEE will work strategically and collaboratively with ONI in the development of ONI policy, budget, and program management and collaborate with ONI programs. • <u>GRANTEE will help publicize program meetings, events, and workshops, make community members aware of available program services, and engage in limited collaboration with ONI programs.</u> • <u>Deliverables:</u> <ul style="list-style-type: none"> —GRANTEE shall have a minimum of one Coalition representative participate on the Office of Neighborhood Involvement Bureau Advisory Committee, <u>and in the formal process to review and update the ONI Standards.</u> —GRANTEE shall have a minimum of one Coalition representative participate in the formal process to review and update the ONI Standards. ○ <u>GRANTEE will help publicize program meetings, events, and workshops, make community members aware of available program services, and engage in limited collaboration with ONI programs.</u> 	<ul style="list-style-type: none"> • <u>c.</u> <u>ONI Programs:</u> GRANTEE will work strategically and collaboratively with ONI in the development of ONI policy, budget, and program management and collaborate with ONI programs, including, but not limited to specific actions listed with each program below. <ul style="list-style-type: none"> ◦ <u>i.</u> <u>Participation on ONI BAC.</u> GRANTEE shall have a minimum of one Coalition representative participate on the Office of Neighborhood Involvement Bureau Advisory Committee and the review and update of the <i>Standards for Neighborhood Associations, District Coalitions, Business District Associations, and the Office of Neighborhood Involvement</i> ◦ <u>ii.</u> <u>Participation on other ONI committees.</u> GRANTEE is encouraged to recruit Coalition representation on other ONI related policy and advisory committees. ◦ <u>iii.</u> <u>Collaboration with ONI programs.</u>

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<i>PROPOSED LANGUAGE (2016-2021)</i>	<i>EXISTING GRANT AGREEMENT (2010-2015)</i>
	<p>GRANTEE will help publicize program meetings, events, and workshops, make community members aware of available program services, and engage in limited collaboration with ONI programs, including, Neighborhood Program, Diversity and Civic Leadership Program, Crime Prevention Program, Effective Engagement Solutions Program, Disability Program, Public Involvement Best Practices Program, Liquor Licensing Program, Graffiti Program, Elders in Action, and Resolutions NW.</p>
<p>NEIGHBORHOOD SMALL GRANTS PROGRAM</p> <ul style="list-style-type: none"> Administer the Neighborhood Small Grants Program within the GRANTEE’s district and in coordination with ONI <u>and provide limited technical assistance for grant project implementation.</u> <p>Deliverables:</p> <ul style="list-style-type: none"> Promotion of the program to community members and organizations within the district. Host a grant workshop. Recruit and coordinate a grant selection committee. Provide fiscal management of funds Provide limited technical assistance for grant project implementation <u>Report to ONI on funds spent</u> Fulfill ONI reporting requirements. 	<p>[FROM “STRENGTHEN COMMUNITY CAPACITY”]</p> <p>a. <u>Neighborhood Small Grants Program.</u> GRANTEE will administer and market the grant program (in coordination with ONI), recruit and coordinate a grant-making committee, provide fiscal management of funds, and provide limited technical assistance with grant projects. GRANTEE agrees to follow Criteria for Selection and Requirements established in their grant application form for this program.</p>
<p>MAINTAIN AN ACCESSIBLE OFFICE IN THE COMMUNITY:</p> <ul style="list-style-type: none"> Maintain an office within the GRANTEE’s district area that can accommodate the district staff and that is open and accessible to the community: <u>with reasonably accessible, safe, accessible, and healthy work space.</u> <u>Deliverables:</u> <ul style="list-style-type: none"> Provide space for a minimum of three workspaces, <u>with reasonably accessible, safe,</u> 	<p>A. MAINTAIN AN ACCESSIBLE OFFICE</p> <ul style="list-style-type: none"> <u>Maintain an office.</u> GRANTEE will maintain a District Coalition office accommodating a minimum of three workspaces with reasonably accessible, safe, and healthy work space. <u>Minimum 20 hours per week.</u> GRANTEE will schedule

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PROPOSED LANGUAGE (2016-2021)	EXISTING GRANT AGREEMENT (2010-2015)
<p>accessible, and healthy work space.</p> <ul style="list-style-type: none"> ○ Schedule <u>and post</u> a minimum of 20 regular hours of office operation per week to accommodate the walk-in public. <p>Post the schedule of regular office hours.</p>	<p>and post a minimum of 20 regular hours of office operation per week to accommodate the walk-in public.</p>
<p>DOCUMENT MANAGEMENT</p> <ul style="list-style-type: none"> ● Collect and archive <u>appropriate</u> Neighborhood Association and District Coalition documents. ● Assist member Neighborhood Associations with tracking deadlines, completing, and filing of annual reports for the State of Oregon, Corporation Division and federal 990, as required<u>requested</u>. <p>Assist ONI in the review of Neighborhood Association bylaws when they are updated for compliance with the ONI Standards</p> <p>Contact data and mailing lists. Member contact data and mailing lists of District Coalitions and affiliated Neighborhood Associations and other private, individual information are the property of the District Coalitions and respective Neighborhood Associations and are not subject to public records requests. [MOVED TO "RECITALS" SECTION AT THE BEGINNING OF THE AGREEMENT.]</p> <ul style="list-style-type: none"> ● <u>Deliverables:</u> <ul style="list-style-type: none"> ○ Deliver to ONI copies of updated District Coalition and Neighborhood Association bylaws, articles of incorporation, and records of tax-exempt status <u>as provided to GRANTEE</u>. ○ Archive Neighborhood Associations and District Coalition records for specific types of records for a specific period, depending on the type of record, including: <ul style="list-style-type: none"> ▪ Minutes of board, committee, and general membership meetings should be retained permanently or archived with the City. ▪ Articles of incorporation, records of tax-exempt status, and records of grievances should be retained permanently, and bylaws and other operating rules should be retained while they are current. ▪ Business records should be retained for seven years. ▪ <u>Coalition r</u>Records, such as correspondence, pertaining to any issue a neighborhood votes on should be retained permanently or archived with the City. 	<p>A. DOCUMENT MANAGEMENT</p> <ul style="list-style-type: none"> ● <u>Bylaws review.</u> GRANTEE will assist ONI in the review of Neighborhood Association bylaws when they are updated for compliance with the <i>Standards for Neighborhood Associations, District Coalitions, Business District Associations, and the Office of Neighborhood Involvement</i> to ensure continued City recognition, and promptly deliver copies of updated District Coalition and Neighborhood Association bylaws, articles of incorporation, and records of tax-exempt status to the ONI. ● <u>Filing assistance.</u> GRANTEE will assist member Neighborhood Associations with tracking deadlines, completing, and filing of annual reports for the State of Oregon, Corporation Division and federal 990, as required. ● <u>Maintain archives.</u> GRANTEE will maintain necessary archival files of Neighborhood Associations and District Coalition for specific types of records for a specific period, depending on the type of record: <ul style="list-style-type: none"> ● <u>a.</u> Minutes of board, committee, and general membership meetings should be retained permanently or archived with the City. ● <u>b.</u> Articles of incorporation, records of tax-exempt status, and records of grievances should be retained permanently, and bylaws and other operating rules

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<i>PROPOSED LANGUAGE (2016-2021)</i>	<i>EXISTING GRANT AGREEMENT (2010-2015)</i>
	<p>should be retained while they are current.</p> <ul style="list-style-type: none"> •c. Business records should be retained for seven years. •d. Records, such as correspondence, pertaining to any issue a neighborhood votes on should be retained permanently or archived with the City. •• Contact data and mailing lists. Member contact data and mailing lists of District Coalitions and affiliated Neighborhood Associations and other private, individual information are the property of the District Coalitions and respective Neighborhood Associations and are not subject to public records requests.
<p>II. SPECIFIC CONDITIONS OF THE GRANT</p> <p><u>A.B. Publicity:</u> GRANTEE shall make a reasonable effort to acknowledge City of Portland funding through the Office of Neighborhood Involvement in its programs funded by this agreement including, but not limited to, event publicity, press releases, print and electronic newsletters, and brochures. Nothing in this Agreement implies CITY’s endorsement or support of the viewpoints expressed by GRANTEE. CITY reserves the right to request GRANTEE clarify CITY’s disassociation or non-endorsement of GRANTEE’s viewpoints.</p>	<p>•II. SPECIFIC CONDITIONS OF THE GRANT</p> <p><u>•A. Publicity:</u> GRANTEE shall make a reasonable effort to acknowledge City of Portland funding through the Office of Neighborhood Involvement in its programs funded by this grant including, but not limited to, event publicity, press releases, print and electronic newsletters, and brochures.</p>
<p><u>•B. Grantee Representative:</u> GRANTEE’s authorized representative for this Agreement is _____ [include contact information].</p> <p>A. <u>City Grant Manager:</u> The Grant Manager for this Agreement is Paul Leistner, Neighborhood Program Coordinator at ONI.</p>	<p><u>•C. Grant Management:</u></p> <ul style="list-style-type: none"> •• <u>Grant Manager:</u> The Grant Manager for this grant is Paul Leistner, Neighborhood Program Coordinator at ONI.
<p>B. <u>Billings/invoices/Payment:</u> The Grant Manager is authorized to approve work and billings and invoices submitted pursuant to this Agreement and to carry out all other ONI actions referred to herein in accordance with this Agreement.</p>	<ul style="list-style-type: none"> •• <u>Billings/invoices/Payment:</u> The CITY Grant Manager is authorized to approve work and billings and invoices submitted pursuant to this grant and to carry out all other CITY actions referred to herein in accordance with this

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PROPOSED LANGUAGE (2016-2021)	EXISTING GRANT AGREEMENT (2010-2015)
	Agreement.
<p>B-D. <u>Records</u>: GRANTEE will maintain all records for the program. Records, as well as general organizational and administrative information, will be made available to the Grant Manager, or other designated persons, upon request.</p> <p>C-E. <u>Compliance with standards</u>: GRANTEE shall comply with <i>Standards for Neighborhood Associations, District Coalitions, Business District Associations, and the Office of Neighborhood Involvement</i>, and other applicable City of Portland fiscal policies and City Ordinances.</p> <p>D-F. <u>Equitable and fair treatment</u>: GRANTEE shall ensure that all eligible program participants are treated in an equitable and fair manner, which encourages the fullest possible citizen participation in all matters affecting the Coalition area.</p> <p>E-G. <u>Conflict of Interest</u>: No employee of the GRANTEE or any member of the GRANTEE's governing board or persons who exercise any responsibility under this contract shall participate in any decision relating to this contract which affects his/her outside personal pecuniary interests or those interests of any family member.</p> <p>F-H. <u>Non-discrimination</u>: GRANTEE shall ensure that no portion of this contract shall in any way discriminate against, deny benefits to, deny employment to, or exclude from participating any persons (except when the exclusion is a federal, state, or local regulation) on the grounds of race, color, national origin, religion, age, disability, marital status, sexual orientation, gender identity, legal citizenship or political affiliation.</p> <p>G-I. <u>Litigation</u>: GRANTEE shall ensure that no portion of the funds received under this contract shall be used to pursue litigation against the City of Portland. This requirement does not preclude GRANTEE's right to pursue or participate in said litigation.</p>	[SAME]
C. <u>Reports</u> : GRANTEE will submit to the ONI Grant Manager the following reports and	eJ. <u>REPORTING/PERFORMANCE MEASUREMENT</u>

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PROPOSED LANGUAGE (2016-2021)	EXISTING GRANT AGREEMENT (2010-2015)
documents:	<ul style="list-style-type: none"> • <u>Reporting Schedule.</u> GRANTEE shall provide to ONI:
<ul style="list-style-type: none"> • <u>a. Annual Reports:</u> 	<ul style="list-style-type: none"> • <u>a. By July 21 a full annual cost accounting for the prior fiscal year, including:</u>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> i. By July 21 a full annual cost accounting for the prior fiscal year, including: 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> • <u>a. By July 21 a full annual cost accounting for the prior fiscal year, including:</u>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> (a) an itemization of expenditures; 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> • <u>a. By July 21 a full annual cost accounting for the prior fiscal year, including:</u>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> (b) full ledger detail for the contract period. 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> • <u>a. By July 21 a full annual cost accounting for the prior fiscal year, including:</u>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ii. By July 31, copies of GRANTEE'S current: 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> • <u>b. By July 31 copies of GRANTEE'S current:</u>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> (a) <u>For Past Year;</u> 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> • <u>b. By July 31 copies of GRANTEE'S current:</u>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> (a)(i) <u>Narrative Report.</u> Annual Narrative Report on accomplishments from the preceding fiscal year's <u>Action Annual</u> Plan; 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> • <u>b. By July 31 copies of GRANTEE'S current:</u>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> (b) <u>For Coming Year:</u> 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> • <u>b. By July 31 copies of GRANTEE'S current:</u>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> (b)(i) <u>Action Annual Plan.</u> <u>Action Annual</u> Plan for the next fiscal year as approved by GRANTEE's Board of Directors and a description of <u>the</u> process <u>by through</u> which <u>the</u> GRANTEE developed the <u>Action Annual</u> Plan; 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> • <u>b. By July 31 copies of GRANTEE'S current:</u>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> (e)(ii) <u>Budget.</u> Operating budget for the next fiscal year as approved by GRANTEE's Board of Directors; 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> • <u>b. By July 31 copies of GRANTEE'S current:</u>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> (d)(b) <u>Organizational bylaws;</u> 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> • <u>b. By July 31 copies of GRANTEE'S current:</u>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> (e)(c) <u>Articles of incorporation;</u> 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> • <u>b. By July 31 copies of GRANTEE'S current:</u>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> (d)(d) <u>List of GRANTEE's Board members and contact information;</u> 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> • <u>b. By July 31 copies of GRANTEE'S current:</u>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> and 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> • <u>b. By July 31 copies of GRANTEE'S current:</u>
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<i>PROPOSED LANGUAGE (2016-2021)</i>	<i>EXISTING GRANT AGREEMENT (2010-2015)</i>
<p>iii. GRANTEE shall file-notify ONI of any changes to i through vii above within thirty (30) working days following the effective date of change.</p>	<p>July, quarterly report, including narrative of highlights and quantitative performance measures in accordance with the reporting format supplied by ONI. Quarterly reports are due to ONI upon receipt of invoices for quarterly payments.</p> <p>iv-i.</p>
<p>b-d. Quarterly Reports: After the 1st day of October, January, April and July, quarterly report, including narrative of highlights and quantitative performance measures in accordance with the reporting format supplied by ONI. Quarterly reports are due to ONI upon receipt of invoices for quarterly payments.</p>	<ul style="list-style-type: none"> • Quarterly Reports/Performance Measures: GRANTEE shall submit to ONI Quarterly Reports in electronic format that will include narrative highlights of activities in core program areas and quantitative performance measures. <ul style="list-style-type: none"> a. Narrative highlights in core program areas: Describe highlights of activities in the following core program areas: strengthen community capacity; increase the number and diversity of people involved; foster networking and collaboration, encourage and facilitate communication. The highlights can include description of activities and approaches used, materials developed, staff role, publicity and/or organizing model best practices, outcomes and any lessons learned in each area during the quarter, and photos and/or video in electronic format. b. Performance Measures: Track and report quantitative performance measures in the areas of participation, projects, general partnerships and partnerships with under-engaged communities, training activities, communications and leveraged resources. ONI will provide clear definitions and a standard reporting form.

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<i>PROPOSED LANGUAGE (2016-2021)</i>	<i>EXISTING GRANT AGREEMENT (2010-2015)</i>
<p>c. Neighborhood Small Grants Program: GRANTEE shall provide to ONI:</p> <p>i. Information on grant applicants and grant recipients. <u>ONI will provide a reporting template.</u></p> <p>d.ii. By February 28, [REDACTED] a short final summary report on the Neighborhood Small Grants Program summarizing highlights of project accomplishments and provide copies of end of project evaluation reports from their respective GRANTEEs. ONI will provide an evaluation template.</p>	<ul style="list-style-type: none"> • <u>Neighborhood Small Grants Program.</u> GRANTEE shall document certain project totals such as total fund requests vs. awards, leveraged amounts, project coordinator contact information, short project descriptions and copies of all final project evaluations and photographs or video in electronic format. a. <u>Neighborhood Small Grant Reports.</u> GRANTEE shall provide to ONI: <ul style="list-style-type: none"> i. By February 28, a short final summary report on the Neighborhood Small Grants Program summarizing highlights of project accomplishments and provide copies of end of project evaluation reports from their respective GRANTEEs. ONI will provide an evaluation template.
<p>b. Audits Reports. If GRANTEE has an outside accounting firm audit the GRANTEE at any point during the fiscal year, GRANTEE will provide ONI with a complete copy of the audit within 30 days of report availability.</p> <p>Accounting of Funds to Neighborhood Associations. At the request of a Neighborhood Association within the target area, the GRANTEE will provide an accounting of funds expended on behalf of that Neighborhood Association.</p>	<p>[SAME]</p>
<p>c. Additional Documentation: CITY reserves the right to request additional documentation to support GRANTEE's expenditure of grant funds had complied with the Agreement and/or interim reports or information on the progress of work, services or actions required from GRANTEE. [FROM</p>	

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PROPOSED LANGUAGE (2016-2021)	EXISTING GRANT AGREEMENT (2010-2015)
CURRENT CITY GRANT TEMPLATE]	
<p><u>H.K.</u> Amendment. GRANTEE and ONI shall cooperatively develop any amendments to this Agreement. The ONI Director or their designee is authorized to amend the terms and conditions of the grant provided such changes do not increase the City’s financial risk. The ONI Director or their designee is authorized to amend the amount of the grant to provide additional funding allocated in a City budget adopted by City Council. If approved by both parties, such changes shall be incorporated into a formal grant amendment and signed by the GRANTEE and the ONI Director or their designee before such changes are effective. Any other changes to the amount of the Agreement must be approved by City Council unless City Council delegates authority to amend the amount of the Agreement to a specific individual in the ordinance authorizing the Agreement.</p>	[SAME]
<p>•III. ACTIONS TO BE TAKEN BY THE CITY, OFFICE OF NEIGHBORHOOD INVOLVEMENT</p> <p>To assist the GRANTEE in carrying out its obligations, ONI shall administer this contract in compliance with the City's administrative policies and procedures and the <i>Standards for Neighborhood Associations, District Coalitions, Business District Associations, and the Office of Neighborhood Involvement</i> including but not limited to the following:</p>	[SAME]
<p><u>A.</u> COORDINATE CITYWIDE NEIGHBORHOOD SYSTEM</p> <ul style="list-style-type: none"> • <u>Coordinate Neighborhood Association System</u>: Collaborate with the Office of Neighborhood Involvement Bureau Advisory Committee, District Coalitions and Neighborhood Associations in planning, developing and coordinating Portland’s Neighborhood Association system. <p><u>Deliverables:</u></p> <ul style="list-style-type: none"> • <u>Maintain Bureau Advisory Committee</u>: Maintain a Bureau Advisory Committee (BAC) for the purpose of providing recommendations regarding goals, priorities, policies, and budgets of the Office of Neighborhood Involvement. The BAC shall 	[SAME]

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<i>PROPOSED LANGUAGE (2016-2021)</i>	<i>EXISTING GRANT AGREEMENT (2010-2015)</i>
<p>include volunteer representatives from each District Coalition, a representative of the District Coalition Directors, representatives from the Diversity and Civic Leadership Program grantees, volunteers active or familiar with each of ONI's major programs, and other at-large community members representing a diverse range of constituencies.</p> <ul style="list-style-type: none"> • <u>Coordinate Citywide Neighborhood Events</u>: When appropriate coordinate citywide neighborhood <u>and community</u> events for the purpose of facilitating dialogue among Neighborhood Association <u>and community</u> leaders <u>and activists</u> on citywide neighborhood issues, program policy and funding, and leadership skills. •• <u>Support Directors and Chairs meeting</u>: Support monthly meeting of District Coalition Board Directors and Chairs for the purpose of <u>working collaboratively to increasing-increase</u> communication, <u>addressing</u> and jointly <u>planning</u> critical administrative, budget, policy, and program issues. •• <u>Neighborhood Association acknowledgement</u>: Process requests from Neighborhood Associations seeking recognition by the City and/or Business District Associations seeking acknowledgement from the City. Make provisions for assisting newly forming Neighborhood Associations. •• <u>Standard Reporting Templates</u>: Provide standard templates and forms for reporting, including, but not limited to Neighborhood District Coalition <u>action-aAnnual</u> <u>pPlans</u> and quarterly reports, including quantitative performance measures. 	
<p><u>B.</u> <u>CONTRACT MANAGEMENT AND ADMINISTRATION</u></p> <ul style="list-style-type: none"> •• <u>Contract negotiation and administration</u>. Negotiate contracts and maintain fiscal and program accountability for the funds routed to each District Coalition through their boards and/or advisory committees. • <u>Contract monitoring and enforcement</u>. Monitor for compliance and enforce the contracts entered into between the City and the District Coalitions through their boards and/or advisory committees including but not limited to the following <ul style="list-style-type: none"> a. <u>ONI shall confer with the GRANTEE and Neighborhood Associations</u> 	[SAME]

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PROPOSED LANGUAGE (2016-2021)	EXISTING GRANT AGREEMENT (2010-2015)
<p><u>within the designated target area regarding any problem areas relating to the performance of this contract by either party; and</u></p> <p>b. <u>ONI shall review GRANTEE budget expenditures under this contract, including a fiscal review, and notify GRANTEE promptly of problems or issues.</u></p> <p><u>Deliverables:</u></p> <p>c. ONI shall develop required reporting forms for system wide use;</p> <p>d. <u>Invoice Processing: ONI shall process invoices from GRANTEE in a timely manner, provided GRANTEE is in compliance with the terms and conditions of this contract.</u></p> <ul style="list-style-type: none"> • ONI shall perform annual on-site performance visits; • ONI shall confer with the GRANTEE and Neighborhood Associations within the designated target area regarding any problem areas relating to the performance of this contract by either party; and • ONI shall review GRANTEE budget expenditures under this contract, including a fiscal review, and notify GRANTEE promptly of problems or issues. <p>• <u>Invoice Processing: ONI shall process invoices from GRANTEE in a timely manner, provided GRANTEE is in compliance with the terms and conditions of this contract.</u></p>	
<p>eC. FUNDING ADVOCACY AND DEVELOPMENT</p> <ul style="list-style-type: none"> • Advocacy with City Council: ONI will advocate with Council for continued and expanded funding to support the District Coalitions and the Neighborhood 	<p>[SAME]</p>

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<i>PROPOSED LANGUAGE (2016-2021)</i>	<i>EXISTING GRANT AGREEMENT (2010-2015)</i>
<p>Association system to maximize its potential.</p> <ul style="list-style-type: none"> • Alternative Funding Source Identification: ONI will notify Neighborhood District Coalitions and Neighborhood Associations of alternative funding sources for expanding public participation services. 	
<p><u>D.</u> LEADERSHIP SKILLS TRAINING</p> <ul style="list-style-type: none"> • Citywide leadership training system. ONI will work with Neighborhood District Coalitions to develop a citywide leadership training strategy and implementation system, including identification of training needs and development of training curricula and materials. ONI will provide supplemental leadership training workshops for neighborhood association leaders and community members, as needed. 	[SAME]
<p><u>E.</u> TECHNICAL ASSISTANCE</p> <ul style="list-style-type: none"> • Technical Assistance: ONI will provide a range of limited technical assistance and information to GRANTEE upon request including but not limited to: Organizational development, administration and governance; conflict resolution; community demographics, neighborhood boundaries and mapping, meeting process design and management, openness, and accessibility; strategies for engaging under engaged communities<u>under-represented and under-served communities</u>; the issue forum, community dialogue, and event design and planning; issue advocacy; and identification of common challenges across Neighborhood District Coalitions and Neighborhood Associations and best practices for responding to them. 	[SAME]
<p><u>F.</u> INFORMATION AND REFERRAL</p> <ul style="list-style-type: none"> • Database of Contact People and Neighborhood Directory: ONI will maintain a current listing of contact persons for District Coalitions, Neighborhood Associations, Business District Associations as well as a wide range of other 	[SAME]

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<i>PROPOSED LANGUAGE (2016-2021)</i>	<i>EXISTING GRANT AGREEMENT (2010-2015)</i>	Formatted Table
<p>community organizations, <u>and ensure that the Neighborhood Involvement Directory is accurate and updated regularly and in a timely manner.</u> Produce and regularly update</p> <ul style="list-style-type: none"> • <u>Publicize Meetings:</u> ONI will maintain information on and publicize meetings of the District Coalitions, Neighborhood Associations, and Business District Associations in print and electronic formats. • <u>Provide Information:</u> ONI will provide access to information about and how to get involved with Neighborhood Associations and Neighborhood District Coalitions; information about Office of Neighborhood Involvement programs and services as well as other government agencies when available • <u>ONI Website:</u> ONI will include information about Neighborhood District Coalitions and Neighborhood Associations, as well as best practices, events, and ONI programs on the ONI website. • <u>Social Media:</u> <u>ONI will explore and use social media and other digital engagement tools to improve and expand information dissemination and communication with and within the community and between ONI's neighborhood and community organization partners.</u> 		
<p><u>G.</u> COORDINATION WITH OTHER ONI PROGRAMS</p> <ul style="list-style-type: none"> • ONI will help district coalitions identify opportunities to work collaboratively with ONI programs (identified under GOAL 6 on page 2 of this agreement) to promote each other's events, build organizational and leadership relationships, and identify opportunities to coordinate and collaborate on community engagement efforts, membership and leadership recruitment efforts. 	[SAME]	<p>Formatted: Outline numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.56" + Tab after: 1.06" + Indent at: 1.06"</p> <p>Formatted: Outline numbered + Level: 3 + Numbering Style: Bullet + Aligned at: 1.06" + Tab after: 1.56" + Indent at: 1.56"</p>
<p><u>H.</u> OTHER CITY AGENCIES</p> <ul style="list-style-type: none"> • ONI shall maintain liaison relationships with relevant City bureaus and other appropriate agencies and help city agencies learn about the Neighborhood System and Neighborhood District Coalitions, promote and facilitate open communication 	[SAME]	<p>Formatted: Outline numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.56" + Tab after: 1.06" + Indent at: 1.06"</p> <p>Formatted: Outline numbered + Level: 3 + Numbering Style: Bullet + Aligned at: 1.06" + Tab after: 1.56" + Indent at: 1.56"</p>

<i>PROPOSED LANGUAGE (2016-2021)</i>	<i>EXISTING GRANT AGREEMENT (2010-2015)</i>
<p>and notification from City agencies to Neighborhood Associations and District Coalitions, promote and facilitate communication among City agencies about public involvement best practices, current or upcoming issues and projects; and help facilitate discussions between neighborhood district coalitions.</p>	
<p>III. PAYMENTS</p> <p>A. GRANTEE will receive its funding as follows:</p> <ul style="list-style-type: none"> • The City agrees to fund the GRANTEE in an amount not to exceed \$[.....] for core program work for the period July 1, [.....] through June 30, [.....] provided the terms and conditions of this grant are met. The payment shall be full compensation for work performed, for services rendered, and for all labor, materials, supplies, equipment, and incidentals necessary to perform the work and services. •a. Of this amount \$[.....] specifically is for distribution as community grants as part of the Neighborhood Small Grants Program referenced in Section I.B.1.f. • The amount of additional fiscal year funding shall be determined by appropriate Council action during the standard budget process for the fiscal year in question. • If Council funds the grant for additional years in an adopted City budget, the Grant Manager is authorized to amend the grant to provide the additional funding as described in this agreement. 	<p>IV. PAYMENTS</p> <p>•A. GRANTEE will receive its funding as follows:</p> <ul style="list-style-type: none"> • The City agrees to fund the GRANTEE in an amount not to exceed \$285,633 for core program work for the period July 1, 2014 through June 30, 2015 provided the terms and conditions of this grant are met. The payment shall be full compensation for work performed, for services rendered, and for all labor, materials, supplies, equipment, and incidentals necessary to perform the work and services. •a. Of this amount \$10,892 specifically is for distribution as community grants as part of the Neighborhood Small Grants Program referenced in Section I.B.1.f.. • The amount of additional fiscal year funding shall be determined by appropriate Council action during the standard budget process for the fiscal year in question. • If Council funds the grant for additional years in an adopted City budget, the Grant Manager is authorized to amend the grant to provide the additional funding as described in this agreement.
<p>B. If for any reason GRANTEE receives a grant payment under this Agreement and does not use <u>the</u> grant funds, provide required work or services or perform as required by the Agreement, <u>or take any actions required by the Agreement</u>, then ONI may at its option terminate this Agreement, reduce or suspend any grant funds that have not been paid, <u>and may, at its option</u>, require GRANTEE to immediately refund to ONI the amount</p>	<p>• If for any reason GRANTEE receives a grant payment under this Grant Agreement and does not use grant funds, provide required services, or take any actions required by the Grant Agreement the CITY may, at its option terminate, reduce or suspend any grant funds that have not</p>

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<i>PROPOSED LANGUAGE (2016-2021)</i>	<i>EXISTING GRANT AGREEMENT (2010-2015)</i>
<p>improperly expended, return to ONI any unexpended grant funds received by GRANTEE, <u>or to</u> require GRANTEE to fully refund any or all grant funds received, or any combination thereof.</p> <p><u>C.</u> Payments under this Agreement may be used only to provide the services or take the actions required under this Agreement and shall not be used for any other purpose.</p> <p>E<u>D.</u> <u>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.</u></p>	<p>been paid and may, at its option, require GRANTEE to immediately refund to the CITY the amount improperly expended or received by GRANTEE.</p> <ul style="list-style-type: none"> • <u>Grant payments under this Agreement may be used only for to provide the services or take the actions listed previously in this Grant Agreement and shall not be used for any other purpose.</u> • <u>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.</u>
<p>D<u>E.</u> [CITY GRANT TEMPLATE:] If applicable, GRANTEE will keep vendor receipts and evidence of payment for materials and services, time records, payment for program wages/salaries and benefits. All receipts and evidence of payments will be promptly made available to the Grant Manager or other designated persons, upon request. At a minimum, such records shall be made available and will be reviewed as part of the annual monitoring process if this is a multi-year Agreement, or provided in support of the Final Report.</p>	
	<p>A. BILLING AND PAYMENT PROCEDURES</p> <ul style="list-style-type: none"> • <u>INTEREST BEARING ACCOUNT</u> <ul style="list-style-type: none"> • <u>a.</u> An interest bearing account shall be established by and in favor of GRANTEE. All funds received under this grant shall be deposited by GRANTEE into this account in a timely manner. • <u>b.</u> Interest earned on all funds provided under this grant becomes the property of the City. Such funds, however, may be used by GRANTEE to pay eligible program expenses in excess of the amount of total

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<i>PROPOSED LANGUAGE (2016-2021)</i>	<i>EXISTING GRANT AGREEMENT (2010-2015)</i>
	<p>compensation. If, at the end of the contract period, interest income has not been expended, the City may deduct the appropriate amount from the final reimbursement or request repayment by GRANTEE of that income, which request GRANTEE shall meet in a timely manner.</p> <ul style="list-style-type: none"> • <u> </u> CASH ADVANCE, BILLING AND PAYMENT FOR GRANTEE SERVICES <ul style="list-style-type: none"> • <u>a.</u> The City shall advance the GRANTEE an initial payment, estimated at the highest anticipated quarter's expenses, in the amount of \$82,422 upon receipt of invoice—electronic format is preferable. Payment shall be by July 10th of each fiscal year, or within ten days of receipt of invoice, whichever is later. Payment of advance in the first year of this contract requires that GRANTEE has closed out prior fiscal year. • <u>b.</u> The lesser of actual expenditures for the prior quarter or of the total unexpended amount of the grant will be reimbursed each subsequent quarter within 10 days upon receipt of invoice, required performance measurements and cost accounting of expenses for the preceding quarter. Such cost accounting shall report budget amounts, itemization by expense category, and ledger detail of quarterly expenses, year-to-date expenses, and remaining balance. • <u>c.</u> GRANTEE shall provide to the City within twenty-one (21) days following the end of the City's fiscal year a full annual cost accounting, including: <ul style="list-style-type: none"> • <u>i.</u> An itemization of expenditures; and

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<i>PROPOSED LANGUAGE (2016-2021)</i>	<i>EXISTING GRANT AGREEMENT (2010-2015)</i>
	<p>ii. Full ledger detail for the contract period.</p> <p>d. Upon receipt of the full annual cost accounting, such amounts as may become due under this Agreement shall be charged against the advance and any excess paid to GRANTEE. If GRANTEE received funds in advance which exceed actual expenditures under this contract, all such funds shall remain property of the City and shall be returned to the City with the full annual cost accounting.</p>
<p>E.F. NEIGHBORHOOD SMALL GRANTS—CASH ADVANCE, BILLING AND PAYMENT</p> <p>Any funds approved by City Council of up to \$ [REDACTED] for the purposes of neighborhood small grants, may be distributed to GRANTEE upon receipt of invoice for the whole amount.</p> <p>GRANTEE shall provide an invoice for payment upon determination of neighborhood small grants recipients. The invoice shall be accompanied by the following information:</p> <ol style="list-style-type: none"> i. List of grant recipient organizations; ii. Titles of grant project; iii. Short project descriptions (1-3 sentences); iv. Dollar amounts requested; v. Dollar amounts awarded; vi. Lead contacts and their contact information; vii. Partner organizations (if any) and contact information; and viii. Organization types and project types (ONI will provide categories) to assist with summarizing how funds meet the goals of the program. 	<p>[SAME]</p>

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PROPOSED LANGUAGE (2016-2021)	EXISTING GRANT AGREEMENT (2010-2015)
<ul style="list-style-type: none"> • Upon completion of the grant awards and no later than February 28, 2016, GRANTEE shall provide to the City copies of visual documentation and evaluation reports completed by grant awardees for FY 2014-15 as per their agreements with each respective District Coalition. GRANTEE shall include a cover memo confirming completion of all small grant projects funded by the City. Funds not expended shall be returned to the City. 	
<p><u>F.G.</u> CAPITAL OUTLAYS</p> <ul style="list-style-type: none"> • Reallocation of any funds to the capital outlay section of the budget shall occur only with the prior written approval of GRANTEE through vote of the Board and of the authorized representative of the City in the format provided by ONI. 	[SAME]
<p>IV. GENERAL PROVISIONS</p> <p>[WE WILL USE THE CURRENT CITY BOILER PLATE “GENERAL PROVISIONS” LANGUAGE. The current language substantively is the same as the language in the current grant agreement. We again would drop the following current boiler-plate requirement that grantees obtain independent audits if they receive more than a certain amount of City funding:</p> <p>A. Independent Financial Audits/Reviews. Any grantee receiving \$300,000 or more in City funding, in any program year, is required to obtain an independent audit of the City funded program(s). Any grantee receiving between \$25,000 and \$300,000 in City funds, in any program year, is required to obtain an independent financial review. Two copies of all required financial audits or reviews shall be submitted to the Grant Manager within thirty days of audit completion or upon request by the Grant Manager.</p>	[SUBSTANTIVELY THE SAME]
<p>V. TERM OF GRANT</p>	<p><u>V.</u> TERM OF GRANT</p>

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<i>PROPOSED LANGUAGE (2016-2021)</i>	<i>EXISTING GRANT AGREEMENT (2010-2015)</i>
<p>The terms of this Agreement shall be effective when an ordinance is passed by City Council and the Agreement is executed by all the Parties, as shown by the authorized signatures below, and shall remain in effect during any period for which GRANTEE has received grant funds or when obligations are due from GRANTEE.</p> <p>This Agreement shall remain in effect for a period of five years and may be extended for additional years. If approved, an extension of the term shall be incorporated into a formal amendment and signed by the GRANTEE and Grant Manager before such changes shall be effective.</p> <p>This Grant Agreement and all work by GRANTEE shall terminate no later than June 30, 2020.</p>	<p>ⓐ. The terms of this Grant Agreement shall be effective when an ordinance is passed by City Council and the Grant Agreement is executed by all the parties, as shown by their signatures below.</p> <p>ⓑ. This Grant Agreement shall remain in effect for a period of five years and may be extended for additional years. If approved, an extension of the term shall be incorporated into a formal grant amendment and signed by the GRANTEE and the Grant Manager before such changes are effective.</p> <p>ⓒ. Work by GRANTEE shall terminate, unless otherwise terminated or extended, as of June 30, 2015.</p>

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