

## AMENDMENT NO. 4

### GRANT AGREEMENT NO: 32001256

#### GRANT AGREEMENT WITH SOUTHEAST UPLIFT NEIGHBORHOOD PROGRAM, INC

##### Recitals:

1. Pursuant to Ordinance 187186, passed by Council June 17, 2015, grant agreement was made and entered into on the 1<sup>st</sup> day of July 2015, by **Southeast Uplift Neighborhood Program (SEUL)** herein called **GRANTEE**, and the City of Portland, a municipal corporation of the State of Oregon, by and through its duly authorized representatives with the **Office of Community & Civic Life**, hereinafter called the **CITY**.
2. City Council has established appropriations for compensation to GRANTEE as part of CITY's overall **FY 2019-2020 operating budget**. As a result, the billing and payment procedures sections require revision, as specified below.

##### The grant agreement is hereby amended as follows:

1. Therefore, page 1, opening statement is partially amended to read: "in amount not to exceed **\$475,356** for core program operations, and **\$27,165** for small grants program for **FY2019-2020**."
2. Therefore, page 1, after "*To achieve this purpose, this Agreement seeks to,*" [replace the five existing bulleted goals with the following]

**GOAL X: STRUCTURES FOR INCLUSION Modeling the inclusive practices and processes we seek to promote, CITY and GRANTEE will partner with diverse, self-identifying communities to:**

- Aggressively develop institutional practices for inclusion and transformational change within government structures.
- Increase community building and civic engagement opportunities for communities working toward equitable outcomes for all.
- Expand outreach and relationships beyond neighborhood associations, establish inclusive placemaking initiatives and events including new community group projects.

- Implement racial equity informed practices
- Identify and implement community informed solutions, place-based resiliency strategies.

**GOAL Y: MORE REPRESENTATIVE GOVERNANCE To realize more adaptive decision making in community and government, CITY and GRANTEE will:**

- Support inclusive cross-cultural, cross-issue organizing in community to reflect the ability of resilient communities to address complex, inter-connected issues.
- Lead internal capacity development within City government, particularly as it pertains to engaging community toward equitable outcomes.
- Create and hold shared space where community and government join to identify opportunities and solve shared challenges.
- Support communities in pursuing forms of governance that reflect their lived experience, values, and aspirations.
- Hire staff that reflect communities we serve and trying to reach.
- Establish opportunities for fiscal sponsorships, increased funding and grantmaking.

**GOAL Z: FULFILLED AND EMPOWERED PORTLANDERS A progressive change in culture of civic engagement is foundational to long-term systemic community building and government change. CITY and GRANTEE 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.
- Improve, maintain and enhance the communication and outreach, increase community engagement.
- Increase access to resources and information.

3. Therefore, page 5, **Section I. ACTIONS TO BE TAKEN BY GRANTEE, F. PARTICIPATION IN ONI [now known as Civic Life] PROGRAMS, 3. Deliverables, a,** is replaced with the following:

- a. Have a minimum of one District Coalition representative

participate in the formal process to review and update the CITY Standards.

4. Therefore, page 6, **Section II. SPECIFIC CONDITIONS OF THE GRANT, A. Publicity** is replaced with the following:

- A. **Publicity:** The Bureau 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 bureau support must appear on all materials publicizing or resulting from award activities in the form of a Policy Statement. The bureau Logo and credit line should also be used in acknowledging bureau support whenever possible.

**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, bureau support will be mentioned in newspaper articles, radio interviews, and other media activities to extent related to grantee's work.

1. **Logo:** Current logo, with correct spacing, color or black and white shall be requested directly from the bureau communications staff or assigned program staff.
2. **Policy Statement:** The acknowledgement of bureau 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 or the bureau. 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. **Credit Lines:** A portion of the funding for the program/project comes from the bureau:

"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."

4. All funding for the program/project comes from the bureau:

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

5. Therefore, page 8, **Section II. SPECIFIC CONDITIONS OF THE GRANT, K. Reports,**

**1. Annual Reports, b, v,** is amended to read:

v. List of GRANTEE's Board members and contact

information; and a new section "vi" is added:

vi. Voluntary Confidential Demographic Information for GRANTEE'S Board members and staff. CITY will provide a reporting template; and

6. Therefore, page 8, **Section II. SPECIFIC CONDITIONS OF THE GRANT, K. Reports,**

**2. Quarterly Reports,** is replaced with the following:

**2. Biannual Reports:** After the first day of January and July, biannual reports, including narrative of highlights and quantitative performance measures in accordance with the reporting format supplied by CITY. Biannual reports are due to CITY upon receipt of invoices for 1<sup>st</sup> quarter and 4<sup>th</sup> quarter expenses.

7. Therefore, page 8, **Section II. SPECIFIC CONDITIONS OF THE GRANT, K. Reports,**

**3. Neighborhood Small Grants Program, b.** is amended to read:

b. By February 2021 a final summary report on the Neighborhood Small Grants Program summarizing highlights of project accomplishments and provide copies of end-of-project evaluation reports from the grant recipients. CITY will provide an evaluation template.

8. Therefore, page 9, **Section III. ACTIONS TO BE TAKEN BY THE CITY, OFFICE OF COMMUNITY & CIVIC LIFE, A. 1. COORDINATE CITYWIDE NEIGHBORHOOD SYSTEM, b. Deliverables, v. Standard Reporting Templates,** is amended to read:

v. Standard Reporting Templates: Provide standard templates and forms for reporting, including, but not limited to Neighborhood District Coalition Annual Plans and biannual reports, including quantitative performance measures.

9. Therefore, page 12, **Section IV. PAYMENTS, A, 1**, is amended to read:
  1. The CITY agrees to fund the GRANTEE in an amount not to exceed \$475,356 for core program work for the period July 1, 2019 through June 30, 2020, 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 \$27,165 specifically, is for distribution as community grants as part of the Small Grants Program.
10. Therefore, page 13, **Section IV. PAYMENTS, F. CASH ADVANCE, BILLING AND PAYMENT FOR GRANTEE SERVICES, 1**, is amended to read:
  1. The CITY shall advance the GRANTEE an initial payment estimated at the highest anticipated quarter's expenses, at 30% of the total amount upon receipt of invoice-electronic format is preferable. Payment shall be by July 15<sup>th</sup> of each fiscal year, or within ten (10) days of receipt of invoice, whichever is later.
11. Therefore, page 13, **Section IV. PAYMENTS, G, NEIGHBORHOOD SMALL GRANTS-CASH ADVANCE, BILLING AND PAYMENT**, is amended to read:
  1. Any funds approved by City Council up to \$27,165 for the purposes of the Neighborhood Small Grants Program grants, may be distributed to GRANTEE upon receipt of invoice for the whole amount.
- 12.. Therefore, page 14, **Section IV. PAYMENTS, G, NEIGHBORHOOD SMALL GRANTS-CASH ADVANCE, BILLING AND PAYMENT, 3** is amended to read:
  3. Upon completion of the grant projects and no later than July,2020, GRANTEE shall provide CITY with copies of visual documentation and evaluation reports completed by grant recipients for FY 19-20. GRANTEE shall include a cover memo confirming completion of all small grant projects funded by CITY. Funds not expended shall be returned to CITY.
13. **All other terms and conditions shall remain unchanged and in full**

**force and effect.**

**CITY OF PORTLAND-OFFICE OF COMMUNITY & CIVIC LIFE**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**SOUTHEAST UPLIFT NEIGHBORHOOD PROGRAM, INC. (SEUL) COALITION  
OFFICE**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Approves AS TO FORM**

City Attorney: \_\_\_\_\_