

**GRANT AGREEMENT NO.**

This Grant Agreement (“Agreement”) is between the CITY OF PORTLAND, OREGON (“CITY” OR “GRANTOR”) and \_\_\_\_\_ (“GRANTEE”) in an amount not to exceed \$ \_\_\_\_\_ for provision of \_\_\_\_\_ program services as approved by the Portland Children’s Levy (“PCL”) Allocation Committee. This Agreement may refer to the City and Contractor individually as a “Party” or jointly as the “Parties.”

**RECITALS:**

1.

**AGREED:**

**I. SCOPE OF SERVICES: ACTIONS TO BE TAKEN BY GRANTEE**

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:

**A. Description:**

**B. Service Goals:**

Program Component	Number Served (annual goal)	Intensity and Duration (annual goal)	Total Service Offered per Year (annual goal)

**C. Participation Reporting, Outcome Goals and Outcome Reporting**

**1. Participation Reporting:** The GRANTEE shall report on participation levels of all youth and or parents/caregivers who register or enroll in the program or program components described herein as follows:

- a. Total Served*
- b. Program Exits*
- c. Other Participation Data Points*
- d. Minimum Dosage for Outcomes Reporting*
- e. Minimum Dosage Goal*

***f. Disaggregation of Minimum Dosage Data***

**2. Outcome Goals.** The GRANTEE agrees to provide services toward the goal of achieving the following outcomes on an annual basis:

**3. Other Evaluation.** The GRANTEE may be required to participate in an external evaluation or conduct additional internal program evaluations as designated by the Grant Manager or other designated persons. The GRANTEE shall continue any existing Internal program evaluation efforts. GRANTEE shall make internal evaluation information available to PCL upon written request by the Grant Manager.

**II. SPECIFIC CONDITIONS OF THE GRANT**

- A. Publicity:** If GRANTEE prepares annual reports on the organization in the regular course of its operations, GRANTEE shall submit a copy of such reports to the Grant Manager.

GRANTEE shall list PCL as a program funder in its annual report and in all related electronic and print materials in which a list of funders is included. PCL shall supply GRANTEE with an electronic copy of its logo and GRANTEE shall use the PCL logo where applicable in electronic and print materials. Failure to acknowledge PCL as a funder in an annual report shall result in a reduction in payment totaling 1% of the applicable annual budget on the invoice submitted by GRANTEE in the quarter in which PCL staff notifies GRANTEE of the omission.

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.

- B. Grantee Representative:** GRANTEE's authorized representative for this Agreement is \_\_\_\_\_, or such other person as may be designated by GRANTEE in writing.
- C. City Grant Manager:** The Grant Manager for this Agreement is \_\_\_\_\_, or such other person as may be designated by CITY in writing.
- D. Billings/invoices/Payment:** The Grant Manager is authorized to approve work and billings herein in accordance with this Agreement.
- E. Program Reporting and Monitoring:** GRANTEE will submit the following reports to the Grant Manager:
- 1. Mid-Year Progress Report:** GRANTEE shall submit a mid-year progress reports in a form to be determined by the Grant Manager or other designated persons. The mid-year progress report shall include information on recruitment, referral and outreach activities, number of youth served, types of services received, and progress on outcome data collection. Mid-year reports are due on January 31 or the next business day.

2. **Annual Progress Report:** GRANTEE shall complete an annual progress report in a form to be determined by the Grant Manager or other designated persons. The annual progress report shall include information on recruitment, referral and outreach activities, number of youth served, types of services received, participation rates of enrolled children/parents/families, data collection methods, program results as compared to outcome goals and analysis of program results. The annual progress report is due on July 31 or the next business day.
3. **Annual Demographic Report:** The GRANTEE shall submit an annual demographic report in a form determined by the Grant Manager, or other designated person, that contains information on the gender, race/ethnicity, residence, age, primary language and socioeconomic status on the beneficiaries of the GRANTEE'S program. The annual Demographic Report is due on July 31 or the next business day.

**Failure to submit the required reports on the specified due dates without a prior written extension from the grant Manager will result in a penalty calculated as follows: a reduction in payment on the current or next due invoice of 3% of the invoice total. If the GRANTEE fails to submit the reports described above, no further grant payments will be forthcoming from CITY.**

4. **Other Evaluation Reports:** Upon request, the GRANTEE shall also provide the GRANT Manager or other designated persons with copies of all monitoring and evaluation reports related to the CITY funded program prepared by the GRANTEE at the request of other funders.

CITY reserves the right to request additional documents and reports related to the progress of work, services or actions performed by GRANTEE and that are reasonably necessary at CITY'S sole discretion to ensure that GRANTEE'S expenditures of grant funds comply with the terms and conditions of this Agreement.

### III. PAYMENTS

A. GRANTEE will receive its funding as follows:

1. **Advances:** Upon the GRANTEE'S request, GRANTEE may be advanced up to one-quarter of the total annual budget within a reasonable time after execution of this Grant Agreement. Advances shall be recovered in the quarterly payment immediately following receipt of the advance. GRANTEE may request additional quarterly advances of up to one-quarter of the annual budget and each advance shall be recovered in the quarterly payment immediately following receipt of the advance.
2. **Quarterly Invoices and Expense Reports:** The GRANTEE shall submit quarterly Invoice and Expense Reports in forms determined by the Grant Manager or other

designated persons. PCL will reimburse actual expenses minus any outstanding advance on a quarterly basis. Quarterly invoices and expense reports are due on the following dates, or the next business day following the specified dates:

- October 31
- January 31
- April 30
- July 15

- 3. Payment Terms:** The CITY will pay invoices within 15 days of receipt of the required reports.
- 4. Prohibited Expenses:** No grant payments under this Agreement may be used for the following items: travel, lodging and meal expenses related to trainings or conferences outside of Oregon/Washington (unless required program training; capital expenditures such as land, buildings and equipment; fundraising expenses; fees or dues to a statewide, national, or international organization (unless required for usage of a curriculum for the program).

- B.** If for any reason GRANTEE receives a grant payment under this Agreement and does not use grant funds, provide required work or services or perform as required by the Agreement, then CITY may at its option terminate this Agreement, reduce or suspend any grant funds that have not been paid, require GRANTEE to immediately refund to CITY the amount improperly expended, return to CITY any unexpended grant funds received by GRANTEE, require GRANTEE to fully refund any or all grant funds received, or any combination thereof.
- C.** 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.
- D.** 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.

#### IV. GENERAL PROVISIONS

- A. 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 thirty (30) days after written notice from CITY. If the breach is of such nature that it cannot be completely remedied within the thirty (30) day cure period, GRANTEE shall commence cure within the thirty (30) days, notify CITY of GRANTEE's steps for cure and estimate 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.

- B. **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.
- C. **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.
- D. **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.
- E. **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 thirty (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.
- F. **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.
- G. **Amendment.** The Grant Manager is authorized to execute amendments to the scope of the services or the terms and conditions of this Agreement, provided the changes do not increase CITY's financial risk. Increases to the grant amount must be approved by the City Council unless the City Council delegated authority to amend the grant amount

in the ordinance authorizing this Agreement. Amendments to this Agreement, including any increase in the grant amount, must be in writing and executed by the authorized representatives of the Parties and approved as to form by the City Attorney.

- H. **Non-discrimination; Civil Rights.** 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, handicap, familial status, sexual orientation or national origin. GRANTEE shall take actions to insure 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 provided by CITY setting for the provisions of this nondiscrimination clause. GRANTEE shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. GRANTEE shall incorporate the foregoing requirements of this paragraph in all of other agreements for work funded under this Agreement, except agreements governed by Section 104 of Executive Order 11246.
  
- I. **Maintenance of and Access to Records.** GRANTEE shall maintain all books, 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, for four (4) years after CITY makes final grant payment or the termination date of this Agreement, whichever is later. GRANTEE shall provide CITY prompt access to these records upon request and permit copying as CITY may require.
  
- J. **Audit.** CITY may conduct financial or performance audit of the billings and services under this Agreement or GRANTEE records at any time in the course of this Agreement and during the four (4) year period established above. As applicable, audits will be conducted in accordance with generally accepted auditing standards as promulgated in *Government Auditing Standards* by the Comptroller General of the United States General Accounting Office. If an audit discloses that payments to GRANTEE exceeded the amount to which GRANTEE was entitled, then GRANTEE shall repay the amount of the excess to CITY.
  
- K. **Indemnification.** GRANTEE shall hold harmless, defend, and indemnify CITY, and its officers, agents and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from actions or omissions of GRANTEE and/or its contractors in the performance of this Agreement. This duty shall survive the expiration or termination of this Agreement.
  
- L. **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.

1. **Workers' Compensation Insurance.** GRANTEE, its contractors and all employers working under this Agreement shall comply with ORS Chapter 656 and as it may be amended from time to time. Unless exempt under ORS Chapter 656. At its sole expense, GRANTEE, including its contractors and any employers working under this Agreement, shall maintain coverage for all subject workers.
2. **Commercial General Liability Insurance:** GRANTEE shall have commercial general liability insurance covering bodily injury, personal injury, property damage, including coverage for independent contractor's protection (required if any work will be subcontracted), premises/operations, contractual liability, products and completed operations, in a per occurrence limit of not less than \$1,000,000, and aggregate limit of not less than \$2,000,000.
3. **Automobile Liability Insurance:** GRANTEE shall have automobile liability insurance with coverage of not less than \$1,000,000 each accident. The insurance shall include coverage for any auto or all owned, scheduled, hired and non-owned auto. This coverage may be combined with the commercial general liability insurance policy.
4. **Additional Insured:** The liability insurance coverages, except Professional Liability, Errors and Omissions, or Workers' Compensation where applicable, shall be without prejudice to coverage otherwise existing, and shall name the City of Portland and its bureaus/divisions, officers, agents and employees as Additional Insureds, with respect to the GRANTEE's or its contractor's activities to be performed or services to be provided. Coverage shall be primary and non-contributory with any other insurance and self-insurance. Notwithstanding the naming of additional insureds, the insurance shall protect each additional insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured.
5. **Continuous Coverage; Notice of Cancellation:** GRANTEE shall not begin work under this agreement until the grantee has obtained insurance coverage required by this agreement. GRANTEE shall maintain continuous, uninterrupted coverage for the duration of the Agreement. There shall be no termination, cancellation, material change, potential exhaustion of aggregate limits or non-renewal of coverage without thirty (30) days written notice from GRANTEE to CITY. If the insurance is canceled or terminated prior to termination of the Agreement, GRANTEE shall immediately notify CITY and

provide a new policy with the same terms. Any failure to comply with this clause shall constitute a material breach of the Agreement and shall be grounds for immediate termination of this Agreement.

6. **Certificate(s) of Insurance:** GRANTEE shall provide proof of insurance through acceptable certificate(s) of insurance, along with applicable additional insured endorsements, to CITY at execution of the Agreement and prior to any commencement of work or delivery of goods or services under the Agreement or initial payment of grant funds. The certificate(s) will specify all of the parties who are endorsed on the policy as Additional Insureds (or Loss Payees). Insurance coverages required under this Agreement shall be obtained from insurance companies acceptable to CITY. CITY reserves the right to require, at any time, complete and certified copies of the required insurance policies evidencing the coverage required. In lieu of filing the certificate of insurance required herein, if GRANTEE is a public body, GRANTEE may furnish a declaration that GRANTEE is self-insured for public liability and property damage for a minimum of the amounts set forth in the Oregon Tort Claims Act (ORS 30.260 to 30.300).
  
- M. **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.
  
- N. **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.
  
- O. **Conflict of Interest.** No CITY officer or employee, during his or her tenure or for two (2) year thereafter, shall have any interest, direct or indirect, in Grant Agreement or the proceeds thereof. CITY officer or employee who selected GRANTEE, participated in the award of this Agreement or managed this Agreement shall not seek the promise of employment from GRANTEE or be employed by GRANTEE during the term of the Agreement, unless waiver is obtained from CITY in writing.
  
- P. **Oregon Law and Forum.** This Agreement shall be construed according to the laws of the State of Oregon without regard to principles of conflicts of law. Any litigation between the Parties arising under this Agreement or out of work performed under this Agreement shall occur in Multnomah County Circuit Court or the United States District Court for the State of Oregon.



- Q. 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 EEO certified by CITY in order to be eligible to receive grant funds.
- R. 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.
- S. Severability.** The Parties 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.
- T. Merger.** This Agreement contains the entire agreement between the Parties 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.
- U. Program and Fiscal Monitoring.** CITY shall monitor on an as-needed basis to assure Agreement compliance. Monitoring may include, but are not limited to, on site visits, telephone interviews and review of required reports and will cover both programmatic and fiscal aspects of the Agreement. The frequency and level of monitoring will be determined by the Grant Manager. Notwithstanding such monitoring or lack thereof, GRANTEE remains fully responsible for performing the work, services or obligations required by this Agreement in accordance with its terms and conditions.
- V. Third Party Beneficiaries.** There are no third party beneficiaries to this Agreement and may only be enforced by the Parties.
- W. Electronic Transaction; Counterparts.** The Parties agree that they may conduct this transaction, including any amendments, by electronic means, including the use of electronic signatures. This Agreement, and any amendment, may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument.

## **V. TERM OF GRANT**

This Agreement shall be effective on \_\_\_\_\_, and shall terminate as of \_\_\_\_\_. Upon termination of this Agreement, GRANTEE shall immediately return any unspent grant funds to CITY.

Dated this \_\_ day of \_\_\_\_\_ 20\_\_.

**CITY OF PORTLAND**

**GRANTEE**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved as to Form

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