

## **GRANT AGREEMENT NO. 32001881**

### **Southwest Corridor Tenant Engagement**

This Grant Agreement ("Agreement") is between the CITY OF PORTLAND, OREGON ("CITY" OR "GRANTOR") and Community Alliance of Tenants ("CAT" OR "GRANTEE") in an amount not to exceed \$30,500. This Agreement may refer to the City and Contractor individually as a "Party" or jointly as the "Parties."

### **RECITALS:**

The Portland City Council approved by ordinance 189331 the receipt of a \$230,000 Metro 2040 grant to fund two community planning processes for the West Portland Town Center and South Portland area plans as identified in Attachment I: Metro IGA 30006653

The ordinance authorizes the Bureau of Planning and Sustainability director to award grants to nonprofit organizations that engage low-income households and communities of color in community planning processes.

Through a competitive application selection process Unite Oregon and the Community Alliance of Tenants were awarded grants.

### **AGREED:**

#### **I. 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 achieve the following outcomes and perform the actions and/or spend grant funds in the following way:

1. **Building-Based Organizing of 1-2 apartment buildings (BBO):** Building on CAT's work to form a 2018 SW Corridor Cohort of resident tenant leaders, CAT will continue to engage tenant members and would-be members through BBO, and by June 28, 2019 will identify 1-2 buildings for BBO. Buildings identified will have a strong focus on reaching tenants of low-incomes, immigrants, refugees, communities of color, seniors, or those with disabilities throughout the proposed corridor area with an emphasis on residents in and near the West Portland Town Center. Through this process of BBO, CAT will build an informed and active base of tenants most impacted by displacement pressures along the Portland portion of the Southwest Corridor. Specific grant funded activities include:
  - a. CAT will work with up to four SW Corridor Cohort Leaders to help organize 1-2 of their buildings and provide vital information, education, and support to families and households seeking health and habitability repairs, or facing evictions or rent increases. Building organizing includes the following steps:
    - i. Building identification by door knocking and canvassing, home visits, and small group meetings to share more about the project, to gain interest among tenants. The first building will be within the West Portland Town Center area. The building will be

identified by June 28<sup>th</sup>, 2019

- ii. Initiate Safe Housing Project inspections with families/households. This includes documentation of housing issues by inspecting all homes of tenants opting to participate in CAT Building-Based Organizing and collecting detailed accounts and weighing housing problems reported by tenants. Coordination with inspectors from Bureau of Development Services may be needed. CAT will support each family/household to identify a three-point plan of action to improve the health and safety of their homes. Regular building-wide meetings may be held. Coordination with legal support services could be necessary. CAT will help tenants weigh the options for an action plan to improve living conditions or health and safety repairs. Inspections will be complete by September 30<sup>th</sup> 2019. Deliverables will include written materials produced during the inspections.
- iii. Continued support to work with tenants to collect documentation, working with legal consultants if needed, and landlord negotiations to gain repairs.

2. **Tenant Leadership Development and Participation in Planning Process:** CAT will support up to four SW Corridor Cohort Leaders with information and education about the proposed SW Corridor light rail and West Portland Town Center Plan process. CAT will encourage and share opportunities for tenants to participate in the BPS planning process. CAT staff and resident leaders will share stories and provide testimony about CAT's BBO efforts, the experiences of tenants in or near the West Portland Town Center, and recommendations for anti-displacement strategies that the City and other agencies can take to ensure that community members stay stably housed. Specific grant funded activities will include:

- a. Through 4 gatherings, meetings, or workshops, CAT (in collaboration with Unite Oregon) will help residents and local affinity, cultural, or other interest groups develop a collective understanding of the connections and dynamics of housing, transportation, and development in their neighborhoods and along the proposed corridor. Gatherings will be complete by March 31, 2020. Deliverables will include flyers, collateral, or pictures produced for or during the gatherings, meetings, or workshops. Information shared will include:
  - i. SW Corridor light rail project and West Portland Town Center plan purpose, outcomes, and equitable development goals;
  - ii. Opportunities to get involved with the process;
  - iii. Understanding the need for community-controlled forms of housing and how communities along the corridor might use "development, without displacement" approaches to prevent displacement;
  - iv. Equitable housing and tenant protections policy options (local, regional, and statewide) that affect those most vulnerable to displacement;
  - v. Future affordable transit options and their impact on affordable housing; and
  - vi. Advocacy skills and tools: landlord-tenant rights and responsibilities, Fair Housing, local planning and development process, lawmaking, Participatory Budgeting, etc.

- b. As the information above is shared, CAT will work with tenants to understand the details about West Town Center plan and process and discuss tenants' community development priorities in the area. Tenants will contribute their recommendations for community development tools, strategies, and equitable outcomes, and CAT will coordinate a tenant presentation of the recommendations at a BPS held event in the fall or winter of 2019.

CAT will conduct outreach and encourage tenants to participate in BPS hosted community events (Spring 2019 kick off, summer walking tours, and fall/winter open houses) to be completed by March 31, 2020. This also includes conducting digital outreach through existing tools (Facebook, CAT's newsletter or organizational listserv) and direct outreach to renters and households of color to encourage their participation. CAT staff will provide input on the design of the spring kickoff and fall/winter open house, and provide small group facilitation at the events in a culturally relevant manner. Deliverables will include an email to the BPS project manager with a list of the outreach activities and number of contacts made during the outreach.

3. **Project Coordination, Evaluation and Reporting:** CAT will regularly coordinate with the BPS project team through quarterly check-ins that also include Unite Oregon. During the a regular check in with BPS staff at the mid point of the project (approximately December 2019), CAT staff will provide an oral project update of the activities accomplished to date.. At the close of the project, CAT will provide a brief memo to BPS, describing organizing and engagement activities and the outcome of any landlord negotiations that happen during the project. Flyers, collateral, or pictures produced during the project will be provided. CAT will present their work to the Planning and Sustainability Commission at the appropriate time at the end of the process. The final report will be delivered no later than June 30, 2020.

The Bureau of Planning and Sustainability will support CAT's work in the following ways in addition to this grant award:

1. Cover printing costs for outreach for BPS led events
2. Cover meeting costs for BPS events (pens, paper, chart pack, etc)
3. Develop communications regarding BPS led community meeting announcements, including flyer design and development
4. Develop flyer and meetings announcement in English, Spanish, Arabic, and Somali, 30 days before a BPS led community event
5. Provide timeline for project decision-making and regular updates
6. Check with CAT staff before scheduling project team and advisory group meetings
7. Share the City's public involvement plan and assistance identifying opportunities for civic engagement
8. Technical expertise on topics like land use, transportation, housing, and economic development

## II. SPECIFIC CONDITIONS OF THE GRANT

- A. Publicity: 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 Pamela N. Phan, pam@oregoncat.org.
- C. City Grant Manager: The Grant Manager for this Agreement is Ryan Curren, ryan.curren@portlandoregon.gov 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 and invoices submitted pursuant to this Agreement and to carry out all other CITY actions referred to herein in accordance with this Agreement.
- E. Reports: GRANTEE will submit to the Grant Manager a report at the completion of all work, services or actions required of GRANTEE under this Agreement. The Final Report will include:

Summary of actions are performed by Grantee, including the type of information provided to persons receiving assistance, lessons learned, and recommendations for next steps to support ongoing community capacity building and civic engagement.

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.

### III. PAYMENTS

- A. GRANTEE will receive its funding as follows:

The grantee will submit requests for grant payments to the project manager according to the following schedule and deliverables

Amount	Milestone
\$10,000	Outreach for Spring 2019 kick off event and event, as required by GRANTEE action 2.c, completed
\$10,000	Building identification completed (GRANTEE action 1) and mid-project update (GRANTEE action 3) and completed community priorities/recommendations (GRANTEE action 2.b)
\$10,500	Final memo with lessons learned and recommended next steps

- 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. 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.

#### 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. Penalty 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 or decrease in the grant amount, must be in writing and executed by the authorized representatives of the Parties and approved 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, GRANTEE, 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 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 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. GRANTEE shall pay for all deductibles and premium from its non-grant funds. 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 ORS 30.270.

- 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**

The term of this Agreement shall begin April 19, 2019 and terminate on August 30, 2020. All work by GRANTEE shall be complete no later than June 30, 2020.

**CITY OF PORTLAND**

**GRANTEE**



Name: Andrea Durbin

Title: BPS Director

Date: 4/24/19



Name: Pamela N. Phan

Title: Policy & Organizing Director

Date: 4/19/2019

Approved as to Form

**APPROVED AS TO FORM**



**CITY ATTORNEY**

City Attorney

Attachment 1: Metro IGA 30006653

Attachment 2: Budget