

## New Grantee Requirements

**\*\*Note that if awarded funding grantees must be able to meet the requirements below\*\***

1. Complete and submit a W-9 form. W-9 forms can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. Email completed W-9 forms to [InboxGMDCannabis@portlandoregon.gov](mailto:InboxGMDCannabis@portlandoregon.gov).
2. Agree to, sign up for the City of Portland's ACH Vendor Payment Program (ACH are payments that go directly from one bank to another). As of July 2013, all vendors are requested to enroll in the City's ACH Vendor Payment Program.
  - Complete and submit the ACH Vendor Payment Authorization Agreement Form
    - A copy of this form will be sent along with your grant notification email.
3. Register as a vendor through the City of Portland's BuySpeed system at <https://procure.portlandoregon.gov/bs/>. BuySpeed instructions can be found at: <https://www.portlandoregon.gov/bfrs/article/537049> Note that you may be required to create a username and password to do this. For assistance with BuySpeed, call 503-823-5047 or email [EEOEB@portlandoregon.gov](mailto:EEOEB@portlandoregon.gov).
4. Register your organization with the City of Portland by completing and submitting the Vendor\_Registration\_Business License\_form.
  - A copy of this form will be sent along with your grant notification email.
5. City of Portland insurance requirement – See attached Insurance Requirements Document.