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**FUNDING OPPORTUNITY ANNOUNCEMENT and  
GRANT APPLICATION  
for  
2019 CANNABIS SOCIAL EQUITY GRANT**

**Summary:**

This is a restorative justice and community reinvestment grant opportunity funded by the City of Portland's 3% local tax on retail cannabis sales.

The Cannabis Program in the Office of Community & Civic Life will award eight to ten-month (8 to 10-month) grants to "promote small businesses, especially women-owned and minority-owned businesses" and "provide economic opportunity and education to communities disproportionately impacted by cannabis prohibition."

For this funding opportunity announcement (fiscal year 2018-19), \$490,000 is available for Cannabis Social Equity Grants. Applicants may request funding for projects and programs ranging from \$25,000 to \$150,000 in the following priority areas:

- Record clearing and expungement
- Workforce development
- Re-entry housing services

The Cannabis Program seeks applications from non-profit and for-profit entities, of any size, with experience in their areas of expertise while fostering interconnected communities and providing multicultural and community-specific engagement.

**Proposals due:**

Friday May 24, 2019 at 11:59 pm Pacific

**Submit proposals and refer questions to:**

Kimie Ueoka, Policy Coordinator, Cannabis Program  
503-823-2094  
[Kimie.Ueoka@portlandoregon.gov](mailto:Kimie.Ueoka@portlandoregon.gov)

*The City of Portland is committed to providing meaningful access. To request translation, modification, alternative formats or other auxiliary aids and services, please contact Kimie Ueoka at 503-823-2094. Relay:711*

## SECTION A – GENERAL GRANT INFORMATION

### 1. The grant

In November 2016, City of Portland voters approved a ballot measure to impose a 3% local tax on retail cannabis sales. Part of the revenue was set aside to “promote small businesses, especially women-owned and minority-owned businesses,” and “provide economic opportunity and education to communities disproportionately impacted by cannabis prohibition.”

In fiscal year 2017-18, Commissioners Eudaly and Fritz conducted a community survey and convened a Cannabis Tax Steering Committee, which included minority cannabis business owners and community partners, to identify priority areas for the tax investment.

The group identified the following priorities:

- Expungement and record-clearing
- Workforce development
- Access to capital and technical assistance to promote equitable access to the cannabis industry

That year, \$150,000 was allocated to Prosper Portland to manage and expand support for cannabis business owners of color through their Inclusive Business Resource Network, and \$350,000 was distributed as the first cycle of Cannabis Social Equity Grants, administered by the Special Appropriations program at the Office of Management and Finance.

This cycle (fiscal year 2018-19), \$700,000 of the local cannabis tax funds has been set aside for restorative justice initiatives and small business development. Prosper Portland will again dispense 30% of these funds to provide access to capital and technical support for minority-owned businesses.

The remaining \$490,000 will be made available as Cannabis Social Equity Grants and coordinated by the Cannabis Program. The funding priorities have been carried over from fiscal year 2017-18 (expungement and workforce development) and one new priority area has been added: re-entry housing services.

## 2. The purpose of the grant

The Cannabis Social Equity Grant is a tool for restorative justice, community reinvestment, and wealth creation in communities that have been most impacted by disproportionate cannabis enforcement. It is one small step for the City in acknowledging and addressing the decades of harm caused to communities of color by cannabis prohibition and stigmatization.

In 2018, the State of Oregon reclassified crimes for possession of a controlled substance (Oregon House Bill 2355) which led to a 40% reduction of such convictions. However, despite a reduction from previous years, Black and Native American Oregonians are still convicted in higher numbers than White Oregonians ([Oregon Criminal Justice Commission, 2018](#)).

This disproportionate enforcement has had lasting legal, social, and economic consequences on these communities.

The Cannabis Program will distribute funds across a range of services within the priority areas. Special preference will be given to organizations and projects/programs that demonstrate institutional policies and practices in equity, community partnerships, and building wealth and power in communities that have been impacted by cannabis prohibition.

## 3. Grant priorities

Non-profit and for-profit entities (e.g., community-based organizations, individuals, firms, teams, or consultants) with demonstrated experience in their area of action/expertise in the following areas are encouraged to apply:

- **Record-clearing and expungement:** reducing barriers to housing, employment, and education through legal support
- **Workforce development:** creating pathways to family-wage jobs
- **Re-entry housing services:** increasing access to housing for formerly incarcerated Portlanders

These categories can be interpreted broadly, and services are not limited to specific age groups. Applicants are urged to consider how these funds are used: to be innovative with existing services, explore new lines of work, or expand partnerships and clients served.

**NOTE:** We recognize that individuals and communities disproportionately impacted by cannabis enforcement may not want to participate in the cannabis industry. For this

reason, workforce development programs, re-entry housing services, and record-clearing projects within and outside of the cannabis industry are eligible to apply for this funding.

#### **4. Target audience**

Successful projects/programs will serve community members in the City of Portland, with emphasis on reaching Portlanders whose communities have been disproportionately impacted by cannabis prohibition. The Cannabis Social Equity Grant Review Panel will select grantees that represent a balance of projects/programs and provide a range of services.

#### **5. Grant funding**

In fiscal year 2018-19, the Cannabis Program will allocate \$490,000 for projects/programs, ranging from \$25,000 to \$150,000, for workforce development, re-entry housing services, and record-clearing and expungement.

Grants from the City of Portland generally operate within a reimbursement model. We realize that this can be challenging for some organizations. Advance payment may be possible for certain situations and will be evaluated on a case-by-case basis after announcement of grantees.

This grant is currently structured as an eight to ten-month (8 to 10-month) funding opportunity. Past recipients are urged to re-apply and are welcome to use their previous application as the foundation for completing their application this cycle.

For grant recipients this cycle, work is expected to start by late summer 2019, and end June 30, 2020.

## 6. Timeline for grant process

Key dates for this grant opportunity are as follows:

MILESTONE	TIMELINE
Information and listening session	April 1, 2019
<b>Call for grant proposals available to the public</b>	<b>April 12, 2019</b>
Identify selection committee/review panel	April 15 - May 3, 2019
Information session(s)	April 26 & May 2, 2019
<b>Written proposals due by 11:59pm</b>	<b>May 24, 2019</b>
Review panel receives application documents	May 27, 2019
Applicants notified of decision	June 28, 2019
Grant agreements drafted, signed. Additional documentation submitted, grant agreements to City Council for approval	TBD
<b>Notice to proceed – work begins</b>	<b>Late summer 2019</b>

Additional timeline information will be available at a later date and shared in future communications from the Cannabis Program, including on the website.

## SECTION B – WORK REQUIREMENTS

### 1. City grant support

The Cannabis Program will oversee grant-funded projects/programs and provide support as needed.

Specific duties the Program will perform include:

- Administer and monitor the grant agreements for compliance with the City’s administrative policies and procedures. The Cannabis Program will communicate with the grantees regarding any problem areas relating to the performance or the City’s support of the agreement
- Coordinate and schedule group gatherings for grantees and provide limited technical support as needed to meet grant requirements
- Provide opportunities to support and promote each grantee’s work through existing program communication channels
- Provide referrals to the program as appropriate
- Provide support with building connections and collaborative work among grantees and other community partners
- Provide opportunities for regular check ins

### 2. Deliverables and schedule

Deliverables are work products and information that will be provided to the City such as reports, draft documents, data, interim findings, trainings, meeting presentations, etc. Grant-funded partners are encouraged to provide deliverables via email, as appropriate.

The City’s Sustainable Paper Use Policy can be viewed at:

<http://www.portlandonline.com/omf/index.cfm?c=37732>

Deliverables and schedule for this project / program in fiscal year 2018-2019 shall include:

- One progress report at the halfway point to account for the delivery of services, output measures, and any programmatic observations or highlights.
- A final report to account for the delivery of services and output measures including:
  - Total number of participants and referral information per project / program activity.

- Aggregate data and analysis of confidential and voluntarily-contributed demographic information of service participants (demographics form will be provided).
- List of email contacts for program participants for future program evaluation.
- Other metrics to be defined by the Applicant(s) during the application process.
- Other metrics to be defined collaboratively by the grantee and Civic Life.

All deliverables and resulting work products from this grant agreement will become the property of the City of Portland.

### **3. Place of performance**

The work must serve Portland community members and be delivered within Portland city limits.

### **4. Period of performance**

The expected project / program start date for fiscal year 2018-2019 is late summer 2019 for a period of eight to ten-month (8 to 10-month) until June 30, 2020.

### **5. Minimum requirements to apply**

#### **Insurance Requirements**

- Grantees shall agree to maintain continuous, uninterrupted coverage of all insurance as required by the City. There shall be no cancellation, material change, reduction of limits, or intent not to renew the insurance coverage(s) without a 30-day written notice from the grantee or its insurer(s) to the City.
  - **Workers' Compensation Insurance** in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers (firms with one or more employees, unless exempt under ORS 656.027).
  - **General Liability Insurance** with a combined single limit of not less than \$2,000,000 per occurrence for Bodily Injury and Property Damage. It shall include liability coverage for the indemnity provided under this grant

agreement, and shall provide that the City of Portland, and its agents, officers, and employees are Additional Insureds but only with respect to the successful Applicant's services to be provided under this Agreement.

- **Automobile Liability Insurance** with a combined single limit of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage, including coverage for owned, hired, or non-owned vehicles, as applicable.
- **Certificates of Insurance:** As evidence of the insurance coverages, the successful Applicant(s) shall furnish acceptable insurance certificates to the City at the time signed agreements are returned to the City. The certificate will specify all of the parties who are Additional Insureds and will include the 30-day cancellation clause as identified above. Insuring companies or entities are subject to City acceptance. If requested, complete policy copies shall be provided to the City. The successful Applicant(s) shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.
- **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. Grantee shall provide proof of additional insured coverage in the form of an additional insured endorsement form or a policy coverage document acceptable to City. 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.



## SECTION C – APPLICATION FORM

If you are applying in partnership to other organizations or as a coalition, please provide information for the fiscal sponsor organization of the project / program.

### 1. Project / program information

Descriptive title of your project / program:

Brief description of your project / program (100 words):

Requested amount:

### 2. Applicant(s) information

Organization name:

Organization address:

Tax ID number/SSN number:

Contact Name:

Contact Phone:

Contact Email:

Background and  
Mission of your  
entity (200 words):

How are the voices  
of the communities  
being served by your  
organization  
represented in  
organizational  
decision-making?  
(200 words):

List of other partner organizations. Please limit this list to only the organizations that will actively be involved on project / programs activities.

**Partner Org. 1:**

Contact Name:

Contact Phone:

**Partner Org. 2:**

Contact Name:

Contact Phone:

**Partner Org. 3:**

Contact Name:

Contact Phone:

**Partner Org. 4:**

Contact Name:

Contact Phone:

**Partner Org. 5:**

Contact Name:

Contact Phone:

### **3. Project / program narrative**

The purpose of the Cannabis Social Equity Grants is to address the lasting impact of disproportionate cannabis enforcement on impacted communities by providing economic opportunities, increasing access to housing, and reducing legal barriers to housing, employment, and education.

In addition to meeting the purpose of the grant program, Applicant(s) must also demonstrate their experience in at least one of the following three areas:

- **Workforce development:** Creating pathways to family-wage jobs
- **Re-entry housing services:** Increasing access to housing for formerly incarcerated Portlanders
- **Expungement and record clearing:** Reducing barriers to housing, employment, and education through legal services

Which area(s) will your project / program focus on?

Workforce development

Re-entry housing services

Expungement and record clearing

Please describe your  
project / program **in**  
**detail** (500 words):

Why is your entity uniquely qualified to deliver this service or lead this program? (200 words):

How does your project / program meet the purpose of the Cannabis Social Equity Grant? (200 words):

Who will benefit from your proposed work? (100 words):

How have members of your priority community engaged with the development of your proposed project / program? (200 words):

How does this project / program build community capacity and power in communities most impacted by inequities? (200 words):

Is this a project / program your organization currently provides?

Yes

No

If “yes,” please share an example of when this project / program was successful (200 words):

If “no,” please demonstrate why this project / program has a likelihood of success in the current timeline of 8 to 10 months? (200 words):

#### 4. Scope of work

Taken into consideration the limited timeline for this funding, please define what success would look like for your project / program. Civic Life encourages organizations to define clear and simple goals to define success, as we recognize the current limitation of resources (e.g., time and money) to creating a much greater impact into communities that we serve.

Clear and simple  
goals to define  
success (200 words):

Please list the activities to be completed during this project / program and their expected impact:

**Activity 1:**

Expected impact:

**Activity 2:**

Expected impact:

**Activity 4:**

Expected impact:

**Activity 4:**

Expected impact:

**Activity 5:**

Expected impact:



What data will you collect to show progress? (100 words):

## 5. Timeline

Please provide a timeline for your project / program activities.

### Activity 1:

Expected start:  
Expected finish:

### Activity 2:

Expected start:  
Expected finish:

### Activity 3:

Expected start:  
Expected finish:

### Activity 4:

Expected start:  
Expected finish:

### Activity 5:

Expected start:  
Expected finish:

Timeline narrative  
(200 words):

What are potential challenges to this project / program, and how do you plan to manage those risks? (100 words):

How could the City of Portland support your project / program in being successful? (200 words):

## **6. Project / program budget**

Please identify ALL grant expenses related to the project / program for the grant period of August 1, 2019 – July 31, 2020 (insert additional rows as needed):

### **Expense 1**

**Description:**

Total amount:

Amount requested:

### **Expense 2**

**Description:**

Total amount:

Amount requested:

### **Expense 3**

**Description:**

Total amount:

Amount requested:

### **Expense 4**

**Description:**

Total amount:

Amount requested:

**Expense 5**

**Description:**

Total amount:

Amount requested:

**Expense 6**

**Description:**

Total amount:

Amount requested:

**TOTAL EXPENSES:**

**TOTAL REQUESTED:**

**Budget Narrative - Please describe the following:**

Anticipated costs  
and their role in  
carrying out the  
project / program  
(200 words):

Current partnerships or grants that will expand the impact of these funds and their role in carrying out the project / program (200 words):

**Is this a project / program that has received funding from the Cannabis Tax before?**

Yes

No

Optional: If you answered "yes" please use this opportunity to share additional information otherwise not captured in this application. This could include, details about outcomes, achievements, lessons learned, etc. (200 words):

## 7. Agreement and signature

If I am selected to receive grant funds, I agree to:

- Submit requests for reimbursement with required documentation.
- Submit required halfway-point progress report accounting for the delivery of services, output measures, and any programmatic observations or highlights.
- Submit final progress report, including status of performance measures.
- Attend required grantee meetings to be held within in the grant cycle year.

By signing and/or printing my name below, I accept the terms listed above. All information contained herein is true to the best of my knowledge, and I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration.

Signature:

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Typed / Printed Name:

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Date:

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## **SECTION D – EVALUATION PROCESS**

### **Minimum Requirements:**

Each grant application is screened for minimum requirements prior to submission to the Grant Review Panel for scoring. Proposals which fulfill the following minimum requirements will be moved forward to the Grant Review Panel and considered for funding:

- 1. Grant application submitted on time.** No late entries will be reviewed.
- 2. Grant application sections are completed.** Sections left blank without explanation, incomplete sections or information, or sections with more than the requested word count will disqualify application.
- 3. Contact information for lead staff person** should be up-to-date and complete.
- 4. Completed Project Budget.** Missing or incomplete budget will disqualify application.
- 5. Application is filled out accurately.** Providing falsified information will automatically disqualify the application.

**Please note that the final grant decisions will be made based on the following criteria:**

- The overall score of the grant proposal based on the guideline detailed in this document.
- The overall evaluation of grant proposals to ensure a balanced cohort of grantees with a range of projects / programs. The Review Panel will also consider the need to promote continuity of service for current projects / programs currently funded by the Cannabis Tax.
- Recommendations made by the Review Panel are subject to approval by both Civic Life's Director and City Council approval.

### **Scoring Sections and Levels:**

Proposals will be ranked on the thoughtfulness of the proposal, the application as a whole, and how thoroughly the application questions are addressed. The Review Panel will score from 0-10 for each scoring section, with 10 being the highest score.

## 1. Mission, Representation, Narrative, and Qualifications (10 points maximum)

- 10 points:** Project / program is thoroughly described leaving no doubt as to intention of project / program. Narrative indicates a well-planned project / program with purpose, and description of qualifications meets the grant mission. Demonstrates institutional policies and practices that prioritize equitable outcomes and focused community participation on project / program design. Outlines current and planned involvement of formal and informal leaders and community members in decision-making, determining, shaping, and evaluating services provided.
- 7-9 points:** Similar to above, but lacking detail about the project / program description, purpose and/or justification, and community representation. Shows some involvement of community members in shaping services. Has demonstrated strategies and descriptions of how the work meets the grant mission and priorities for equity. Has developed some partnerships to expand impact and services.
- 4-6 points:** Project / program intent is stated, but narrative description is limited, leaving questions regarding certain aspects of the project / program, and community representation. Shows fair knowledge of priority population. Descriptions of organizational knowledge and commitment to equity and multicultural awareness need expanding.
- 1-3 points:** Project / program intent is vague, and plan is unclear. Needs are not well-defined. Indications that they may not be prepared to do this work. Project / program will probably get done but knowledge of priority population appears to be lacking. Information is missing or indicates a lack of understanding of core concepts in equity and multicultural work.
- 0-1 points:** Project / program intent is not stated. Narrative does not have specific focus. Applicant is unlikely to be able to successfully implement the project / program. Responses show little to no knowledge of priority population or plans to establish pathways for connection.

## 2. Scope of Work (10 points maximum)

- 10 points:** Thorough description of scope of work and implementation. Includes a detailed plan of work and indicates clearly the expected outcomes of each activity. Shows thorough understanding of how and what data should be collected to measure outcomes and project / program progress. Includes detailed plans for tracking community partnerships, strategies/activities for building wealth, and community/individual empowerment.
- 7-9 points:** Similar to above but lacking some details, tasks that need to be completed, or other minor information. Understands how and what activity data should be collected but less detail on measuring outcomes. Some measures outlined for tracking community partnerships and activities for building wealth and community/individual empowerment.
- 4-6 points:** Includes a project / program implementation description but lacks many details. Project / program implementation plan and expected outcomes are vague. Plans and techniques for measuring outcomes are present but need development. May need to improve skills around community partnerships, strategies/activities for building wealth, and community/individual empowerment to do this work.
- 1-3 points:** Project / program will probably get done but planning and strategy appears to be lacking. Information about tracking activities is missing or shows significant lack of understanding. Plans and techniques for measuring outcomes need development. Responses do not reflect knowledge of community partnerships, strategies/activities for building wealth, and community/individual empowerment.
- 0-1 points:** Project / program implementation plan is not stated or unclear. Responses indicate little or no knowledge or skills necessary to achieve the goals of the project / program.

## 3. Timeline and feasibility (10 points maximum)

- 10 points:** Has clear and detailed timeline, with milestones for getting the work done and demonstrated organizational commitment that supports accomplishment of the work in that timeline.
- 7-9 points:** Similar to above but may not provide as much detail.



- 4-6 points:** Has a timeline but doesn't show enough detail for how efforts will be completed or demonstrated milestones. Lack of clarity around organizational commitment for completion of work.
- 1-3 points:** Responses do not show how the work will be completed.
- 0-1 points:** Shows little or no timeline at all.

#### **4. Budget (10 points maximum)**

- 10 points:** Project / program budget leaves no doubt that the associated costs are adequate and realistic. Budget is completed, and descriptions are provided and relevant. Budget identifies contributions of partnerships and other funding sources that will increase impact of services in combination with this grant.
- 7-9 points:** Similar to above but less detail.
- 4-6 points:** Some questions regarding the use of budget funds though still an adequate explanation of costs.
- 1-3 points:** Vague detail as to the use of budget funds. Responses indicate knowledge, skills and plans to manage funds may be lacking.
- 0-1 points:** Lacks information about utilization of funds. Responses reflect that there are little or no plans, skills or systems in place to track and manage funds.