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FY 2019-20 SPECIAL APPROPRIATIONS FUNDING OPPORTUNITY: PORTLAND UNITED AGAINST HATE

Information & Instructions

Summary:

Funding opportunity for groups to address hate violence and the impacts of hate violence in Portland communities, and collaborate with the Portland United Against Hate Coalition. The City of Portland is seeking proposals designed to protect communities from hate, proactively create a strong base of support for communities most affected by hate violence and provide the tools and resources necessary to defeat the bigotry and fear underlying the tensions in this era fueled by racial, xenophobic, ableist and homophobic hate activity that is disrupting our communities.

Important information about Special Appropriations in FY19-20:

- No grantee shall receive a competitive grant from the Special Appropriations Grant Fund if that organization has received Special Appropriation funding through the competitive grant process in **both** the prior two fiscal years (2017-18 & 2019-20).
- No grantee shall receive a grant amount greater than 35% of the grantee's operating budget, except when the grantee has no paid staff.

Projects should focus on providing support for ReportHatePdx AND one or more of the following areas of work: community capacity building, training, and/or culture shifting. A total of \$225,000 is available and organizations may propose projects for up to \$30,000.

Proposals due: August 20, 2019 at 5pm PST

Submit proposals to: puah19-20grants@portlandoregon.gov

Refer questions to:

Kari Koch, PUAH Program Coordinator

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Email: kari.koch@portlandoregon.gov



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SECTION A – GENERAL INFORMATION

1. INTRODUCTION

Portland United Against Hate

The Portland United Against Hate Project is a community-initiated coalition of 70+ community organizations, neighborhood groups, and municipal bodies with a mission to track, respond to, and prevent acts of hate, while providing the support that communities need. PUAH serves as the primary collaborative vehicle for the City’s leadership and bureaus to address the impacts of hate violence in communities and to receive input and policy direction on the subject.

PUAH was founded in 2016 as a collaboration between community organizations and the City of Portland’s Office of Community & Civic Life (Civic Life, then called ONI). Since the founding, PUAH has launched a community-driven hate incident tracking tool to collect data on hate incidents in the Portland community, created community-specific rapid response toolkits, built a network of organizations to provide critical support to meet communities’ needs, provided more than a hundred trainings, worked with nearly 300 youth, and supported policy development. For details of PUAH’s work, see the most recent report here: <https://www.portlandoregon.gov/civic/article/709739>.

Special Appropriations Funding

Special Appropriations is one-time general funding from the City of Portland for expenditures that are not specific to a bureau and often provide Citywide benefit.

City of Portland code for Special Appropriations ([Fin-2.04](#)) dictates that, “The City may authorize grants for municipal purposes. Only the City Council may authorize grants of any dollar amount. The Council awards grants by ordinance unless it has delegated the authority to issue specific grants to a City elected official or bureau. Grants are authorized in bureau budgets or Special Appropriations. Grants are a type of contract subject to different legal rules: Contracts are typically used to purchase goods and services to directly benefit City operations, while grants are issued for the purpose of supporting or stimulating a program or activity of the recipient. Grants shall be issued after a competitive application process, unless Council waives the policy in the grant ordinance. **No grantee shall receive a competitive grant from the Special Appropriations Grant Fund if that organization has received Special Appropriation funding through the competitive grant process in the prior two fiscal years.** No competitive grant from the Special Appropriations Grant Fund shall exceed \$100,000.

The City shall avoid issuing grants to assist agencies in meeting ongoing service delivery needs. **No Special Appropriations grantee shall receive a grant amount from the competitive grant pool greater than 35% of the grantee’s operating budget,**

except when the grantee has no paid staff. Each granting bureau or office shall designate a project manager to work with the City Attorney’s Office to prepare grant agreements for approval. The City may audit financial records or performance data to ensure funds are spent in accordance with the purpose of the grant.”

2. SCOPE OF WORK

Special Appropriations funding, through community grants, will support community embedded organizations to contribute part of their work time to advancing the PUAH Coalition’s mission, goals and objectives.

City of Portland seeks applications from organizations with demonstrated connection, experience serving, and membership based in communities that have been impacted by hate. The City wants these funds to have broad impacts and help move Portland to be a safer and more inclusive place for every member of the community. We want to know how your community is impacted by hate, and how your request for funding will address that impact. We want to see collaborative, innovative and sustainable efforts.

Project proposals should focus on the following areas of work. These areas are broad and based on the PUAH Coalitions 2018-20 strategic directions.

1. ReportHatePdx.com – All grant proposals must include promotion, use, and evaluation of the hate incident tracking tool (ReportHatePdx.com) as a key deliverable of their grant commitments. This includes acting as a point of contact where the organizational constituents and members can report incidents and be referred to resources.

AND, one or more the following areas of work:

2. Your project may address one or more of the following areas of work. There may be overlap or common activities between the options below. Choose the area(s) of work option below that best fits your project. Each work area you to which you choose to respond should show unique results and answers, do not repeat or duplicate information across questions.
 - A. (OPTION A) Community Capacity Building – May include community organizing projects and direct support efforts that effectively address hate incidents, support community members most directly affected, provide resources, and enact strategies for resiliency and prevention.
 - B. (OPTION B) Training – Provide training for organizational staff, volunteers, and community members to broaden awareness and understanding for how to resist and be resilient for the long-term struggle including skills to know your rights, understanding the history of hate and having an analysis of how hate affects our communities, how to be an ally and disrupt prejudice and hate activity, and how to report a hate incident.

- C. (OPTION C) Culture Shifting – May include education, cultural strategies, communications campaigns, public information efforts and/or creative approaches to supporting communities affected by hate violence, developing and promoting a community-based narrative of belonging, and/or supporting the strategic communications needs of larger coalition.

3. GRANT FUNDING

In fiscal year 2019-20, Special Appropriations will invest up to \$225,000 in competitive grants of up to \$30,000 per project.

4. TIMELINE FOR GRANT PROCESS

Key dates for this grant opportunity are as follows:

	Timeline
Call for Grant Proposals Available to the Public	July 24, 2019
Informational Open House #1	July 30, 2019
Informational Open House #2	Aug 2, 2019
Written Proposals due at 5pm	Aug 20, 2019
Applicants notified of decision	Sept 2019
Grant agreements drafted, signed. Additional documentation submitted	Sept 2019
Grant agreements to City Council for approval	Oct 2019
Notice to proceed – project work begins	Oct 2019
Grant Contract Ends & Project Completed	June 30, 2020

Informational Open House

The Office of Management and Finance will host two informational open houses for potential applicants.

- July 30, 6:30-8pm, East Portland Community Office, 1017 NE 117th Ave
- August 2, 9:30-11am, SE Uplift, 3534 SE Main St

SECTION B – WORK REQUIREMENTS

1. CITY GRANT SUPPORT

The City has assigned funding outside of this grant to support a community staff person for the PUAH Coalition (PUAH Coordinator). This Coordinator will provide support the programmatic work of the selected grantees as time and capacity allows.

The Office of Management and Finance has assigned staff (Grant Manager) to manage the grant agreement and be the point of contact for all invoicing, reporting, and legal matters between the grantee and the City.

Specific duties the PUAH Coalition Coordinator will perform include:

- a) Convene, facilitate grantee cohort to promote collaboration & shared learning;
- b) Coordinate between grantees and broader PUAH Coalition;
- c) Provide limited technical support as needed to meet grant requirements.

Specific duties the City Grant Manager will perform include:

- a) Administer and monitor the grant agreements for compliance with the City's administrative policies and procedures;
- b) Confer with the grantees regarding any problem areas relating to the performance of the agreement by either party;
- c) Process invoices, reports, and payments.

2. DELIVERABLES

Deliverables shall be work products that are to be delivered to the City such as reports, draft documents, data, interim findings, trainings, meeting presentations, etc.

Deliverables for this project in fiscal year 2019-20 shall include quarterly reports and a final report accounting for the delivery of services and output measures including:

- i. Total number of reported hate incidents entered into the hate incident tracking tool and referrals made through the tool.
- ii. Aggregate data and analysis of confidential and voluntarily-contributed demographic information of service participants (demographics form provided).
- iii. Other metrics to be defined by the Applicant(s) (in the application process).

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

3. ADDITIONAL COMMITMENTS

Cohort: All proposals selected to receive funding will be required to participate in the PUAH 2019-20 Cohort.

Applicants must have a demonstrable commitment to working with a broad coalition of community organizations to address hate in Portland. Grant partners will form a cohort attended by assigned staff from the organization for on-going collaboration across projects. This grant intends to support a cohesive coalition approach to addressing hate violence from those communities most directly affected.

The requirements of the cohort include:

- Participate in occasional grant partner meetings (about 2x a year)
- Participate in the PUAH Steering Committee (monthly)
- Participate in PUAH Coalition meetings (quarterly)

- Participate one the end-of-grant report to City Council

These requirements should be named as expected activities and delineated in the project scope of work.

Accommodations

All selected grant recipients will be expected to provide reasonable accommodations for their grant-funded programming. Disability Justice is an important part of anti-hate violence work and a priority of the PUAH Coalition.

Accommodations are often based on needs of the individual but may include things like translation, interpretation of written materials, physical space needs (such as chairs with no arms), scent free space, childcare, or public transportation reimbursement.

You are encouraged to include a line item for accommodation costs in your budget.

4. PLACE OF PERFORMANCE

The competitive special appropriations grant program is open to organizations located in the states of Oregon and Washington, providing services within the City of Portland and Multnomah County.

5. PERIOD OF PERFORMANCE

Proposed projects must occur partially or entirely between July 1, 2019-June 30, 2020. Only portions of the project that occur between those dates will be funded.

6. 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.

- i. **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).
- ii. **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.

- iii. **Automobile Liability Insurance** with a combined single limit of not less than \$2,000,000 per occurrence for Bodily Injury and Property Damage, including coverage for owned, hired, or non-owned vehicles, as applicable.
- iv. **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.
- v. **Additional Insured form naming the City of Portland (CG 2026).** 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.

SECTION C – EVALUATION PROCESS

1. Minimum Requirements

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

1. Timely submission of grant application. No late entries will be reviewed.
2. Completed grant application. Sections left blank without explanation or incomplete sections or information will disqualify application.
3. Adherence to application guidelines. Going over maximum word counts, including external links, and/or submitting additional information beyond the application questions will disqualify application.
4. Contact information for lead staff person will be up-to-date and complete.
5. Completed Project Budget.
6. Application is filled out accurately. Providing falsified information will disqualify 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 to meet PUAH's overall goals and connect with a broad base of community members.

2. Scoring Criteria

Proposals will be numerically ranked on the quality of the application as a whole, and how well the specified criteria are addressed using this model:

Application Section 2: Project Details & Equity

Excellent: Project is thoroughly described leaving no doubt as to intention of project. Narrative indicates a well-planned project with purpose, and description of qualifications meets the grant mission.

Good: Similar to above but lacking detail about the project description, purpose and/or justification. Has description of qualifications and how it meets the grant mission.

Fair: Project intent is stated, but narrative description is limited, leaving questions regarding certain aspects of the project.

Poor: Project intent is vague and poorly planned. Needs are not well-defined. Planning and preparing for this work appears to have been an afterthought.

Unacceptable: Project intent is not stated. Narrative does not have specific focus. Serious doubt as to whether applicant(s) could successfully implement the project.

Application Section 3: Scope of Work

Excellent: Thorough description of scope of work, clear accomplishments and implementation for both components. Includes a detailed plan of work to be carried out and completed.

Good: Similar to above but may lack detail, tasks that need to be completed, or other minor information. Clear understanding of implementing projects.

Fair: Includes scope of work for both components but lacks many details. Project implementation plan is vague. Capacity to do this work is weak.

Poor: Planning appears to be lacking or includes scope of work for only one component. Information is missing or shows significant lack of understanding about project implementation.

Unacceptable: Project implementation plan is unrealistic or nonexistent.

Application Section 4: Data and Measures

Excellent: Thorough description of each activity and its impact on the audience. Shows thorough understanding of how and what data should be collected to measure outputs and outcomes.

Good: Similar to above but may lack details, tasks that need to be completed, or other minor information. Understands how and what data should be collected but less detail on measuring outputs and outcomes.

Fair: Less robust set of activities and lacks many details of the impact. Doesn't understand measuring outputs and outcomes. Capacity to do this work is weak.

Poor: Planning appears to be lacking. Information is missing or shows significant lack of understanding of data, measuring outputs or outcomes.

Unacceptable: Project implementation plan is unrealistic or nonexistent. Doubtful that project will be completed.

Application Section 5: Timeline and Feasibility

Excellent: 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.

Good: Similar to above but may not provide as much detail.

Fair: Has timeline but doesn't show enough detail that efforts will be completed, or demonstrated milestones, or lack of organizational commitment for completion of work.

Poor: It is very unlikely efforts will be completed. No intentionality in how work will be accomplished.

Unacceptable: Shows no timeline at all.

Application Section 6: Budget

Excellent: Project budget leaves no doubt that the associated costs are adequate and realistic. Budget is completed, and descriptions are provided and relevant.

Good: Similar to above but less detail.

Fair: Some questions regarding the use of budget funds though still a good project.

Poor: Vague detail as to the use of budget funds.

Unacceptable: Lack of justification for utilization of funds, organization doesn't seem capable of managing money appropriately.