



East Portland Action Plan

2018 Grant Program

Project Requests may be for \$500 to \$106,000
(\$106,000 total available)

Now we just need your projects!

**Application Due Date: Wednesday, November 8th at
5:00 PM**

The goal of the East Portland Action Plan (EPAP) Grant program is to ensure livability and prevent displacement in East Portland by funding projects that leverage strategies identified in the East Portland Action Plan. The Plan is available in English, Spanish, and Russian at www.eastportlandactionplan.org.

The East Portland Action Plan document was designed by and for the community with the purpose to:

- Improve the quality of life for East Portland residents.
- Foster strong community connections.
- Increase the area's regional significance.
- Enhance equity and prevent displacement.

2018 East Portland Action Plan Grant awards must:

- Address at least one East Portland Action Plan strategy or item (www.eastportlandactionplan.org). Action Plan strategies have letters followed by one number (e.g. A.1) and Action items have letters followed by two numbers (e.g. A.1.1)
- Do the work within the borders of East Portland for and with people living in East Portland (see an area map on Page 14 of this application packet).

There is no limit to grant funds requested, other than the total available funds. The most awarded to any past EPAP project was \$13,000.

Individuals or community organizations that don't have 501(c) 3 status or a State and City registered business sponsor with Liability Insurance may contact the EPAP Grant Manager for fiscal sponsor suggestions.

East Portland Action Plan Grants are funded by the City of Portland.

Application Submission Deadline:

Wednesday, November 8th at 5:00 PM

Applications received after the deadline will not be accepted.

Applications can be submitted in any language by email, in person, or by mail to:

cameron.whitten@portlandoregon.gov or

East Portland Action Plan

1017 NE 117th Ave., Portland, OR 97220

(117th between Halsey + Glisan at the foot of the water tower)

Grant-making process:

Grants are awarded through a competitive process. Grant applications are reviewed by community-based EPAP Grant Review Committee members who are not seeking grant funds. Each application is individually scored using the “Narrative Application” items to be addressed on Pages 7 – 8 of this application packet. These narrative questions provide the committee with a consistent way to score and fund projects. The maximum amount of points available per question is identified after each item. After the submission deadline, the EPAP Grants Review Committee will meet to discuss the project scores and assess the projects. They will develop a final recommendation that will go before the next EPAP General Meeting for approval. Portland City Council is then required to approve the recommendations before the grant awards are finalized.

Funds cannot be used for:

1. Costs that may be incurred in preparing this application.
2. Direct social services or emergency services (such as giving people things for personal needs and use: food baskets, health clinic services, staff providing direct services to individuals).
3. Ongoing general organizational support (such as rent or utilities).
4. Direct grants, scholarships or loans for the benefit of specific individuals.
5. Loans or debt retirement for the organization (paying bills existing before the grant is awarded).
6. Organization annual appeals to request for funds, or general fund drives.
7. Activities held outside the boundaries of the East Portland Coalition Office district area (see map on Page14 of this application).

For More Information – Let Me Help You

The City of Portland complies with all non-discrimination, Civil Rights laws including Civil Rights Title VI and ADA Title II.

To request childcare, translation, interpretation, accommodation, modifications, or additional information, please contact:

cameron whitten, Advocate/Grants Manager
East Portland Action Plan
1017 NE 117th Ave.
503.823.8027 and cameron.whitten@portlandoregon.gov
or use City TTY 503-823-6868, or Oregon Relay Service: 711.

Grant Support Sessions (or schedule an individual session)

Monday, October 16th, 2017

9:00 AM – 10:30 AM **OR**

Monday, October 23rd, 2017

6:30 PM – 8:00 PM **OR**

Thursday, October 26th, 2017

6:30 PM – 8:00 PM

at the East Portland Action Plan office
1017 NE 117th Ave., Portland, Oregon 97220
(between Halsey & Glisan at the foot of the water tower)
TriMet Bus Lines: #77, #25 (stops at 7 PM)

SUPPORT for Grant Writers:

- You are encouraged to individually contact the EPAP Grant Manager with questions and for support and input on your grant application.
- Grants may be submitted in any language.
- A computer and copier is available for your grant-related use at East Portland Action Plan, 1017 NE 117th Ave., Portland, OR 97220.
- Handwritten grant applications submissions are acceptable, as long as they can be read. Handwritten submissions may be in any language.
- Don't have a fiscal sponsor or not sure what one is? Don't let that stop a good project, contact the EPAP Grant Manager and ask about options.
- Grant writing tips and resources can be found at www.eastportlandactionplan.org/grants.
- **You are strongly ENCOURAGED to attend a Grant Support Session listed above.** The session will answer questions about the application, the committee review process, and respond to questions about your project. **When you meet with other grant applicants, questions you never thought of, but need to know about are asked and answered.**

Timeline

Request for proposals available **September 27, 2017**

Grant applications are due by 5:00pm **November 8, 2017**

(Applicants may be contacted during review process for additional information and/or exploration of potential partnership opportunities.)

Award recommendations announced no later than **January 8, 2018**

A grant award orientation session will be scheduled at a commonly agreed upon time. At this mandatory Orientation session, grant awardees will be responsible to bring a signed contract; proof from your fiscal sponsor of 'General Liability' insurance certificate; a 'Certificate of Workers Compensation' if funding staff or the completed 'Independent Contractors Statement'; and proof of automobile insurance if providing volunteer or participant transportation for the funded project.

Project funds will be fully City approved for payment by **June 30, 2018**

Interim 'Project Accounting Invoice' must be submitted on **June 1, 2019**

Final report and documentation no later than **December 15, 2019**

Reporting Requirements for Funded Projects

1. Project Coordinators are required to attend an East Portland Action Plan Grant Orientation session. This will be scheduled by the EPAP Grants Manager, based on your and other grantees' availability.
2. A Budget Report Form of expenses to-date must be submitted on June 1, 2019 if the end-of-project evaluation and budget expense form has not already been submitted.
3. A three-page end-of-project evaluation and budget expense form must be completed and returned to the Grant Manager by December 15, 2019. **We encourage you to submit your evaluation and expense summary within 30 days of completion of your awarded project.**
4. Each project must provide at least two digital photographs in .jpg format of a project activity with the completed evaluation. The EPAP Grants Manager can loan you a digital camera if needed.
5. Documentation of your project success on the East Portland Action Plan Updates webpage under each Action item identified in your grant application: www.eastportlandactionplan.org/updates.

Cover Page

Complete this provided form, or create a new form with ALL items listed in order.

Project Title: _____

Organization: _____

Project Coordinator/Primary agency contact person: _____

Phone: _____ **Email:** _____

Mailing Address: _____

City, State, Zip: _____

Fiscal Sponsor Organization: _____

Non-profit 501(c)3 or Fiscal Sponsor Tax ID #: _____

Fiscal Sponsor Contact Person who verifies that the Fiscal Sponsor meets the 'Requirements' listed on Page 6 of this application packet:

Name: _____

Phone: _____ **Email:** _____

Mailing Address: _____

City, State, Zip: _____

List additional partner organizations and provide "Signed Statements of Partnership" (see the form on Page 10 of the application packet):

Action Plan strategy and/or item(s) addressed (www.eastportlandactionplan.org):

Requested Amount: _____

Requirements:

Fiscal Sponsors MUST provide the following WHEN told the project is recommended:

1. Have a fiscal sponsor with the following:

A. Current eligibility as a State of Oregon Corporation Division with registration as a nonprofit corporation or business:

<http://sos.oregon.gov/business/Pages/register.aspx>

B. Business registration **MUST** be completed with the City of Portland through Buyspeed. Registration is free of charge.

BuySpeed vendor portal: <https://procure.portlandoregon.gov/>

Instruction on how to register on the BuySpeed vendor portal is located at: <https://www.portlandoregon.gov/brfs/article/537049>

Please be sure to enter your vendor name and address exactly as it is displayed on your federal tax ID and have your corresponding federal tax ID number ready for entry. If you have any questions, please contact Procurement Services at 503-823-5047 or eeoeb@portlandoregon.gov .

C. General Liability Insurance covering bodily injury, personal injury, property damage, including coverage for independent contractor's protection in a per-occurrence limit of not less than \$1,000,000 and aggregate limit of not less than \$2,000,000

D. Certificate of Workers Compensation statement document signed or a signed Independent Contractor's Statement (form available at: [Independent Contractor's workers comp form Jan 2013.pdf](#)).

2. File an interim or end-of-project Evaluation if awarded a previous EPAP grant. Past and current evaluations for EPAP grants will be considered by the Grants Review Committee when selecting grant awards.

Application Narrative

Your response to the following ‘Narrative’ questions is to be single-spaced, 12-point font, 1-inch margins, and **cannot exceed 3 pages**. If a narrative response is over the 3-page limit, only the first 3 pages will be reviewed. The “Cover Page” and “Project Budget” are separate from the Narrative and have no page limits.

The following five (5) items are reviewed on a Pass or No Pass basis.

If you do not address the following five (5) items successfully, your project application will NOT be considered for funding.

A. Address and identify on the “Cover Page” at least one East Portland Action Plan strategy or Action item. Action Plan strategies have letters followed by one number (e.g. A.1) and Action items have letters followed by two numbers (e.g. A.1.1). The Action Plan can be viewed at www.eastportlandactionplan.org or paper copies can be picked-up at the address above.

B. Where in East Portland will the project take place? All East Portland Action Plan funded activities are required to take place in East Portland (*see an area map on Page 14 of this application packet*).

C. Briefly describe your plan to promote the project, including how funders will be publicly acknowledged – East Portland Action Plan, City of Portland.

D. Did you provide an interim or end-of-project Evaluation if awarded a previous EPAP grant that has not completed a Project Evaluation?

E. Attached proof of IRS 501(c)3 or State Business License.

The following items also serve as criteria (measurable reasons) that will be scored by the Grants Review Committee. Each item is followed by the maximum points available when scored.

<p>1. How does the project build community and lead to increased community involvement? Describe how participants are actively engaged, the long-term results of community involvement, and leadership placement opportunities for participants when the grant funded portion of the project is done. 20 points available</p>
<p>2. Does the project address an “EPAP Strategic Priority” listed on Pages 12 – 13 of this application packet? If so, which one(s) and how? 15 points available</p>
<p>3. Explain how the budget supports the project activities. The budget should: 1. Identify potential or confirmed sources of funds leveraged outside of EPAP funding. 2. Identify donated hours and “in-kind” resources. 3. Provide an explanation of how additional funds and in-kind resources will be used. 4. Identify what community partnerships the project has and provide a “Signed Statement of Partnership” for each partner referenced (see the form on Page 10 of this application packet). 15 points available</p>
<p>4. Describe the impact the project has on vulnerable populations. Examples include, <u>but are not limited to</u>: children, seniors/elders, people of color, people with disabilities, people with low-incomes, people whose first language is other than English, military service veterans. 15 points available</p>
<p>5. Identify the unduplicated number of people to be involved in the project, the amount of project time spent with them, and describe the way they will be engaged. 10 points available</p>
<p>6. Describe your experience and/or plan for doing community involvement with underrepresented, culturally specific populations with appropriate language considerations. 10 points available</p>
<p>7. Is the applicant an emerging organization with 10 or fewer employees and/or a \$250,000 or less operating budget? 5 points available</p>
<p>8. How does the project move forward an issue or opportunity not being addressed in East Portland currently? 5 points available</p>
<p>9. Describe how the project is able to link to existing community services that support racial and ethnic culturally-specific communities with language appropriate communication. 5 points available</p>

Project Budget

Project requests can range from \$500 to \$106,000. Below are budget categories; projects are not required to include items in every section.

Item	EPAP Requested Funds	Leveraged Funds and/or Additional Grants \$*	Donated Services & Time expressed as \$**
Personnel (Direct project management, contracting for special services, volunteer time**, etc.)			
Promotional Materials/Printing (Flyers, brochures, advertisements, etc.)			
Event Related Expenses (Renting table/chairs, reserving space, food, paper cups, transportation for presenters, etc.)			
Permitting & Fees (Reserving facilities, noise variances, capping meters, street closures, etc.)			
Participant Support (Travel costs, stipends, etc.)			
Project Materials (Wood, paints, flowers, bags, etc.—the materials needed to complete the project.)			
Additional Expenses			
Subtotals (Total each column before administrative cost)			
Administration*** (Fiscal sponsorship, administrative project management, accounting)			
TOTAL (each column)			

- * Leveraged Funds includes additional dollars supporting this project—for example, additional grants or direct support from your organization.
- ** Donated services and time can include estimated dollar amount of in-kind donations and/or general volunteer hours at \$24.15 per hour. For professional or skilled volunteer work, visit http://www.bls.gov/oes/current/oes_or.htm to identify a median per hour volunteer rate.
- *** Administration cannot exceed 10% of the project related request. Talk to your fiscal sponsor about administration costs as you develop your budget.

Signed Statement of Partnership

As a representative of _____, I commit
Agency Name

to partner with _____
Name of the 'Organization' on Cover Page

by providing individual, monetary, or resource support to their East

Portland Action Plan General Grant application project:

Project Title

Printed Name

Signed Name

Date

The application **must be received by November 8th, 2017 at 5:00 PM.**

Application Checklist

Attend a “Grant Support Session” (encouraged): See Page 3 of this application packet and/or contact the grants manager.

Format (required):

Send electronic documents to: cameron.whitten@portlandoregon.gov. You are encouraged to phone 503.823.8027 to verify that your email was received by the Grant Manager.

Or, provide eight (8) double-sided hard copies to the East Portland Action Plan: 1017 NE 117th Ave., Portland, OR 97220.

Cover page (required): Include all information requested on a cover page in a format similar to and including all information on Page 5 of this application packet. Remember to include the: Fiscal Sponsor Contact Person who verifies that the Fiscal Sponsor meets the ‘Requirements’ listed on Page 6 of this application packet, Action Plan strategies or items, and the amount requested.

Signed Statement of Partnership (required): Application submission includes a completed and signed form for each identified partner (available on Page 10 of this application packet).

Narrative (required): Responds to the questions and requested information on Pages 7 - 8 of this application packet; in 12-point font; with margins no less than 1-inch; single spaced; in any language; and up to three (3) pages at the most.

Project Budget (required): Complete project budget form using the form provided or in a format with all the information requested on Page 9 of this application packet. Make sure that the budget reflects the narrative and makes reference to matching funds (\$ or time donated expressed as \$).

Complete Packet (required): **1)** cover page, **2)** narrative, **3)** budget, **4)** “Signed Statement (s) of Partnership”, **5)** proof of IRS 501(c) 3 or State Business License, and **6)** an interim/partial EPAP grant funded project evaluation if you received an EPAP grant and have not submitted a final evaluation. The Grants Review Committee will not consider any additional items or documents.

Deadline: Applications must be received by **November 8th, 2017 at 5:00 PM.**

EPAP 2017 – 18 Strategic Priorities

Each Strategic Priority listed is followed by Action Plan strategies or item(s) to which it relates.

- Set a goal that East Portland attains parity with other parts of the city in public facilities and capital spending; encourage prioritization of projects in East Portland. *(EQ.1.4 and EQ.3.2)*
- Institutionalize geographic mapping of City spending. *(EQ.1.1)*
- Develop a Quadrant Plan for East Portland. *(EQ.1.4)*
- Fund EPAP advocacy until the Action Plan is implemented: Advocate position, projects, and operations. *(EQ.1.5, EQ.3.1, CB.1.5, and CB.2.1)*
- Engage ethnic communities in neighborhood activities; provide overhead funding for translation/language and childcare services to remove barriers and improve messaging and invitations. *(CB.1.2)*
- Increase funding and technical assistance for organizations to establish two new ethnicities/languages every two years and strengthen existing ethnically-based Community Health Worker programs. Establish racially and ethnically representative community oversight of Community Health Worker programming. *(EC.4.4 and SN.6.2)*
- Fully fund the “East Portland in Motion” (EPIM) strategy, including the 130’s and 4M greenway projects. Develop an EPIM 2 plan using Safe Routes to School as a priority criterion. *(NA.1.3, T.2.2, T.3.3, T.3.6, T.4.7, T.6.2, T.6.5, and T.7.1+.2)*
- Fund the “Outer Powell Conceptual Design Plan”; make improvements to Powell Boulevard (US 26) east of I-205 a regional priority. Add cycle-track or separated bike lanes to the project design. *(T.4.1, T.4.2, and T.4.15)*
- Prioritize East Portland pedestrian projects that: increase crossing safety on major arterial roadways; connect to transit, neighborhood schools, and/or are concurrent with new developments. Annually add 15 additional rapid-flashing beacon pedestrian crossings and 15

intersection signal changes with red-light cameras. (*T.1.7, T.2.2, T.2.3, T.2.4, T.2.5, T.5.3, and T.6.2*)

- Connect East Portland residents to family-wage employment outside of the area by identifying and removing barriers, such as limited transportation options. (*EC.4.5 and T.1.2*)
- Maximize East Portland's economic benefits from public projects. (*EC.1.4, EC.2.3, EC.4.2, CM.1.2, CM.1.3, CM.2.3, and CM.2.7*)
- Promote catalyst workforce development projects in East Portland; partner with the Neighborhood Prosperity Initiatives and other urban renewal and economic development efforts to bring living wage jobs to East Portland. (*EC.4.2, EC.4.4, CM.1.2-.3, and CM.2.7*)
- Establish the "Gateway Education/Economic Development Center". (*EC.2.3, EC.4.1-.4, L.3.2, L.6.3, CM.1.2-.4, CM.2.4, CM.2.7*)
- Establish policy and practice that balances regional affordable and American Disabilities Act (ADA) accessible housing supply and promotes fair share across Portland. (*EQ.2.1*)
- Increase opportunities for sustainable moderate income and minority home ownership. (*SN.2.1+2*)
- Fund a housing rehabilitation program for East Portland to improve the safety, appearance, and affordability of existing housing stock. Involve the East Portland Action Plan Housing Subcommittee in the development of the program. (*HD.2.3*)
- Implement existing Park master plans: Parklane and Clatsop Butte. (*P.2.1, P.2.2, P.2.5, and P.2.7*)
- Connect Lava Dome areas to begin "Forest Park East" trail. (*NA.3.3; NA.4.1; and P.5.1*)
- Complete planning/design work for Gateway Green park. (*P4.4*)

EAST PORTLAND ACTION PLAN AREA

