

Proposal for Contract Work

Submitted to: D4C

Submitted by: Darlene Urban Garrett

1. Transition Period (Up to 6 Weeks)

I will continue working with D4C until a suitable Executive Director/Executive Administrator is hired.

- **Role:** Contractor, serving as interim Executive Director.
- **Duration:** Up to 6 weeks.
- **Hours:** Maximum 25 hours per week.
- **Rate:** Current hourly rate.

After this period, I propose transitioning into a **Project Development & Implementation Contractor** role at **\$100/hour**, with an estimated **30 hours per month**.

2. Ongoing Contract: Project Development & Implementation

This phase assumes that D4C has hired an Executive Administrator working a minimum of 30 hours per week.

- **Role:** Project Development & Implementation Contractor.
 - **Hours:** Up to 30 hours per month.
 - **Rate:** \$100/hour.
 - **Annual Cost:** \$36,000.
 - **Scope:** No more than two projects at a time, as approved by the Board and committees.
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3. Potential Projects

Examples of projects I can lead or support include:

1. **Neighborhood Watch**
 - Approx. 30 hours.
 - Collaboration with Councilor Clark and Portland Police Bureau.

- Pilot for District 4.
 - 2. **Safe Routes to School**
 - 25–50 hours.
 - Projects in Southwest Portland.
 - Collaboration with ODOT, PBOT, Metro, and school communities.
 - 3. **Shelters & Homeless Services**
 - 20 hours annually.
 - Neighborhood shelter report card, Housing Solutions Coalition.
 - Engagement with Public Safety & Livability Committee.
 - Explore accountability around “engagement zones” and shelter oversight.
 - 4. **Zoning & Homeless Services**
 - Collaboration with Bureau of Planning & Sustainability and Office of Community & Economic Development.
 - 5. **Neighborhood Emergency Teams (NET)**
 - Approx. 30 hours.
 - Develop NETs across District 4.
 - Partner with PBEM, Neighborhood Associations, and state agencies.
 - 6. **CEI Hub Support** (as needed).
 - 7. **Art & Empty Storefront Projects**
 - Partnership with No Vacancy Program, OTCA, Prosper Portland, Metro Chamber, and D4C.
 - 8. **Board Strategic Planning.**
 - 9. **Grant Writing & Resource Development.**
 - 10. **Dunthorpe Neighborhood Engagement.**
 - 11. **Markham Neighborhood Association Support** (completion of current work).
 - 12. **Business & Neighborhood Association Partnerships.**
 - 13. **Other Projects as Defined by the Board.**
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4. Resources Required

Access to the following is assumed:

- Organizational databases (Board lists, contacts).
 - Meeting room space.
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5. Summary

This proposal outlines a transition from interim Executive Director support to an ongoing project development and implementation role. By strategically advancing the above projects, D4C will be positioned as a stronger organization to compete in the FY 26–27 Request for Proposal (RFP) process.