

**PROSPER PORTLAND**

Portland, Oregon

**RESOLUTION NO. 7286**

**ADOPTING GUIDELINES FOR INCLUSIVE BUSINESS RESOURCE NETWORK PROGRAM AND RESCINDING PRIOR MICRO AND SMALL BUSINESS DEVELOPMENT PROGRAM GUIDELINES ADOPTED THROUGH RESOLUTION NO. 6975**

**WHEREAS**, beginning in 2009, Prosper Portland offered the Economic Opportunity Initiative Microenterprise Program to support wealth and job creation among low- to moderate-income business owners; guidelines for this program were approved by the Prosper Portland Board of Commissioners (“Board”) on February 8, 2012 through Resolution No. 6919;

**WHEREAS**, beginning in 2011, Prosper Portland launched the Small Business Development Program to provide support and business services to minority and female entrepreneurs and businesses across the city of Portland;

**WHEREAS**, on October 10, 2012 through Resolution No. 6975, the Prosper Portland Board adopted guidelines for the Micro and Small Business Development Program, consolidating and rescinding Economic Opportunity Initiative Microenterprise Program guidelines;

**WHEREAS**, in July 2017, Prosper Portland expanded its work with startups and minority-owned businesses to leverage the power of a partnership network committed to increasing the success of 1,000 underrepresented entrepreneurs;

**WHEREAS**, Prosper Portland seeks greater impact for those programs through better coordination and communication and to improve the resource landscape for underrepresented business owners;

**WHEREAS**, the Prosper Portland initiative known as the Inclusive Business Resource Network (“IBRN”) combines the Micro and Small Business Development Program with the Startup PDX Challenge and other traded sector startup programs to enable more efficient and effective delivery of services to small businesses and entrepreneurs; and

**WHEREAS**, the goals of IBRN are to improve outcomes for, and service delivery to, underrepresented business owners and entrepreneurs, while supporting an inclusive learning community among IBRN participants.

**NOW, THEREFORE, BE IT RESOLVED**, that the Prosper Portland Board hereby adopts the IBRN Program Guidelines in the form attached hereto as Exhibit A (the “Guidelines”) and authorizes the Executive Director to implement IBRN consistent with the Guidelines;

**BE IT FURTHER RESOLVED**, that the Micro and Small Business Development Program Guidelines adopted through Resolution No. 6975 are no longer applicable and are hereby rescinded;

**BE IT FURTHER RESOLVED**, that the Executive Director is authorized to delegate any or all of the authority provided in the Guidelines to Prosper Portland employees on a temporary or permanent basis;

**BE IT FURTHER RESOLVED**, that the Executive Director shall report to the Prosper Portland Board periodically on the implementation and impact of the IBRN program;

**BE IT FURTHER RESOLVED**, that the Executive Director is authorized to modify the Guidelines, so long as such changes do not materially impact the intentions of IBRN or increase Prosper Portland's risks or obligations, as determined by the Executive Director in consultation with General Counsel; and,

**BE IT FURTHER RESOLVED**, that this resolution shall become effective immediately upon its adoption.

Adopted by the Prosper Portland Commission on September 12, 2018



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Pam Feigenbutz, Recording Secretary

**PROSPER PORTLAND**

Portland, Oregon

**RESOLUTION NO. 7286**

**EXHIBIT A**

**ADOPTING GUIDELINES FOR INCLUSIVE BUSINESS RESOURCE  
NETWORK PROGRAM AND RESCINDING PRIOR MICRO AND SMALL  
BUSINESS DEVELOPMENT PROGRAM GUIDELINES ADOPTED THROUGH  
RESOLUTION NO. 6975**

Exhibit A includes this cover page and contains 3 pages:

- Inclusive Business Resource Network Program Guidelines

## Program Guidelines Inclusive Business Resource Network

### **PROGRAM PURPOSE**

Prosper Portland's 2015-2020 Strategic Plan calls for fostering wealth creation within communities of color and low-income neighborhoods through business development and growth. To further this goal, Prosper Portland funds and facilitates the **Inclusive Business Resource Network ("IBRN" or "Program")**, a citywide program that leverages the power of a partnership network of organizations that provide business services to increase the success of underrepresented entrepreneurs. This Program prioritizes support for people of color, women, persons with low incomes, persons with limited English proficiency, immigrants and refugees.

**Eligible Businesses:** Generally, clients being served by the Program ("**IBRN Clients**") must have a valid business or home address in the City of Portland. Acknowledging the impacts of displacement and the rising cost of housing and commercial real estate, Program Managers may approve service to businesses without a Portland home or business address, in limited cases.

Grant Agreements which include federal Community Development Block Grant ("**CDBG**") funds must also meet additional eligibility criteria, including that at least 75% of clients served by the Grant recipient must:

- have five or fewer employees; and
- have a family income of 80% or less than the Median Family Income.

### **GRANT AVAILABILITY**

Prosper Portland will implement the Program through multiple grant agreements subject to Prosper Portland approval. Each grant agreement will include a detailed scope of work, specify the grant amount, and outline additional terms and conditions of the grant. Total Program funding consists of a mix of annually allocated funding sources including but not limited to:

- City General Fund
- Community Development Block Grant and,
- Enterprise Zone funds

### **IBRN Grants will be one of the following types:**

**Technical Assistance IBRN Grants** – These agreements fund general business development programs, including one-on-one advising, classes, workshops, incubators and business navigation by IBRN Grantees for IBRN Clients. Prosper Portland will periodically issue a competitive Request for Proposals to identify grantees for the Program. The average grant amount is \$150,000, and individual awards are limited to \$500,000 per year per applicable grant unless authorized by the Prosper Portland Board of Commissioners. Grants may be awarded and renewed annually subject to budget availability and grantee performance. Grant agreements specify number of clients to be served and reporting expectations.

**Professional Services IBRN Grants** - These agreements fund specialized business services such as legal support and digital marketing. Grantees will be recommended by the IBRN Professional Services Committee based on identified IBRN Client need and IBRN Grantee expertise. Individual grants are limited to \$150,000 annually. Referrals are typically made to Professional Services IBRN Grantees from Technical Assistance IBRN Grantees. Grant agreements specify number of clients to be served and reporting expectations.

## Program Guidelines Inclusive Business Resource Network

**A la Carte IBRN Grants** - The purpose of the A la Carte Agreement is to provide the widest range of business support possible. These are fee-for-service agreements for other business services such as food product testing or one-on-one bookkeeping support. These agreements do not commit funds up front; rather, IBRN Clients request Prosper Portland to pay the IBRN Grantee for services proposed to be received by the IBRN Client. Prosper Portland approves the funding on a first-come first-served basis. A la Carte IBRN Grantees will be selected by the IBRN Program Managers based on IBRN Client business needs and quality of proposed services offered. Annual payments under this IBRN Grant category may not exceed \$30,000. Grant agreements do not specify number of clients to be served; services are approved on a client-by-client basis.

### **EVALUATION & REPORTING**

Prosper Portland has the sole authority to determine successful performance of any IBRN Grantee. To assess successful grantee performance and overall Program success, grantees are required to submit quarterly reporting as outlined in the grant agreements. Prosper Portland staff will evaluate outcomes annually and will report to Prosper Portland leadership on overall Program progress.

### **DISBURSEMENT OF FUNDS**

Grant funds shall be used to reimburse IBRN Grantee for eligible costs and work only after submission of an invoice detailing the eligible costs incurred by an IBRN Grantee, accompanied by evidence of such costs acceptable to Prosper Portland. Prosper Portland is not obligated to disburse any grant proceeds in excess of actual IBRN Grantee costs. A 15% cap is placed on administrative and indirect costs. Budget detail is reviewed prior to approval of individual grant agreements.

### **GENERAL CONDITIONS**

The following general conditions will apply to all grants:

- Grantees will focus outreach on priority populations set forth in the grant agreements.
- Grantees must actively participate in the IBRN Community of Practice, which includes recipients of Technical Assistance and Professional Services IBRN Grants.
- Grantees must comply with City of Portland Business License requirements.
- Grant agreements will include standard guidelines for records retention and audits.
- Grantees must comply with reporting requirements set forth in the grant agreements.
- All work must comply with city, state and federal laws.

The Prosper Portland Executive Director may make minor changes to the Program Guidelines if necessary to enhance alignment with the Prosper Portland Strategic Plan or City Council direction.



# PROSPER PORTLAND

Building an Equitable Economy

## RESOLUTION NO. 7286

### RESOLUTION TITLE:

ADOPTING GUIDELINES FOR INCLUSIVE BUSINESS RESOURCE NETWORK PROGRAM AND RESCINDING PRIOR MICRO AND SMALL BUSINESS DEVELOPMENT PROGRAM GUIDELINES ADOPTED THROUGH RESOLUTION NO. 6975

Adopted by the Prosper Portland Commission on September 12, 2018

PRESENT FOR VOTE	COMMISSIONERS	VOTE		
		Yea	Nay	Abstain
<input checked="" type="checkbox"/>	Chair Gustavo J. Cruz, Jr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Alisha Moreland-Capuia MD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Francesca Gambetti	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Peter Platt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner William Myers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consent Agenda                       Regular Agenda

### CERTIFICATION

The undersigned hereby certifies that:

*The attached resolution is a true and correct copy of the resolution as finally adopted at a Board Meeting of the Prosper Portland Commission and as duly recorded in the official minutes of the meeting.*

Pam Feigenbutz, Recording Secretary

Date:

September 14, 2018