

PORTLAND DEVELOPMENT COMMISSION
Portland, Oregon

RESOLUTION NO. 6919

**ADOPTING ECONOMIC OPPORTUNITY INITIATIVE (EOI)
MICROENTERPRISE PROGRAM GUIDELINES**

WHEREAS, the Portland City Council adopted the 2009 Economic Development Strategy where one of the objectives is building the sustainable economy through neighborhood business vitality;

WHEREAS, the Portland Development Commission (“PDC”) Board of Commissioners (the “Board”) on May 11, 2011 adopted Resolution No. 6869 and the Neighborhood Economic Development (“NED Strategy”) which has the goal to foster economic opportunity and neighborhood prosperity throughout Portland;

WHEREAS, a goal of the NED Strategy is to drive neighborhood business growth;

WHEREAS, the Microenterprise Program of the EOI (the “Program”) funds technical assistance to low income microenterprise business owners, many of whom are people of color, live in areas that are historically underserved and/or have limited English proficiency;

WHEREAS, microenterprises and small businesses contribute to Portland’s economy, making up over 75 percent of businesses in the City;

WHEREAS, the Program has supported wealth and job creation among low income businesses by successfully raising the gross sales of Program participants;

WHEREAS, PDC has operated the EOI Program since 2009 with funding from the Portland Housing Bureau (PHB);

WHEREAS, guidelines for the Program do not currently exist because the EOI has been operating according to the policies and practices that were in place at the time of the EOI’s transfer from the Bureau of Housing and Community Development, now Portland Housing Bureau (PHB), to PDC; and

WHEREAS, the Board now desires to formalize the PDC policies governing operation of the Program through adoption of the Economic Opportunity Initiative Microenterprise Program Guidelines attached hereto as Exhibit A (the “Guidelines”).

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the Guidelines and authorizes the implementation of the EOI Microenterprise Program consistent with the Guidelines;

BE IT FURTHER RESOLVED that the Executive Director is authorized to approve individual grants under that Program, without review by the Financial Investment Committee, as long as the grants comply with the Guidelines;

BE IT FURTHER RESOLVED that the Executive Director is authorized to delegate any or all of the authority provided in the Guidelines or this Resolution to PDC employees on a temporary or permanent basis;

BE IT FURTHER RESOLVED that that the Executive Director shall report to the Board periodically on the implementation and impact of the EOI Microenterprise Program; and

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

Adopted by the Portland Development Commission February 8, 2012.



Tracy A. Kama
Recording Secretary

Economic Opportunity Initiative Microenterprise Program Guidelines February 8, 2012

Program Purpose:

The Economic Opportunity Initiative (“EOI”) Microenterprise Program (the “Program”) provides grants to non-profit organizations for projects and programs that will support the growth and development of microenterprise businesses in the City of Portland. The goal of the Program is to drive wealth and job creation among low income business owners, especially in communities of color and within priority neighborhoods through microenterprise development. A microenterprise is defined as a business with five or fewer employees; generally requires \$35,000 or less in start-up capital; and does not have access to traditional commercial bank financing. The EOI Microenterprise Program is intended to support businesses whose owners are low-income (80 percent or less of median family income compared to the City of Portland).

AVAILABILITY OF FUNDS

PDC will periodically issue a competitive Request for Proposals (“RFP”) to identify Grantees for Program funds. The RFP will specify the Program focus, response requirements, evaluation criteria, and timeline for implementation. A grant is limited to \$500,000 per year. Typical grants do not exceed \$200,000. Grants may be renewed annually for up to four years subject to budget availability and Grantee performance.

ELIGIBILITY

Eligible Grantee: Community-based entities that are organized under the Oregon non-profit statutes and experienced in increasing the incomes or assets of low-income residents through microenterprise or other business equity building strategies are eligible for grants through the Program. Organizations must have a demonstrated knowledge in the subject matter and experienced key personnel who will implement the work. Previous Grantees may apply again. Grantees will be chosen through a competitive solicitation process.

Eligible Use of Funds: Program funds must be used by a Grantee to provide one-on-one business technical assistance to eligible businesses (defined below). High quality, comprehensive projects and programs tailored to the needs of specific low income target populations are required. Long term assistance at varying levels over the course of three years and a minimum of client outcome tracking for three years is required. Specific eligible expenses of the grantee will be outlined in the grant agreement.

Eligible Businesses: The EOI Microenterprise Program is intended to benefit businesses whose owners are at 80 percent or less of area median income. Businesses served may include: Existing and new businesses and home-based and commercial businesses located in the City of Portland.

AWARD OF GRANT

PDC will implement the grants through a Grant Contract executed by PDC and the grantee. The Grant Contract will describe the project, specify the grant amount and outline additional terms and conditions of the grant, and will serve as the legal commitment of both parties as to the scope, quality of work, and the amount of funds committed.

APPROVAL OF WORK

PDC has the sole authority to determine eligibility of proposed work by a Grantee and confirmation of completed work. Certain work may be required or precluded as a condition of

funding. To assess whether the initiative is successful, PDC will be closely evaluating outcomes and will report on the changes of income/assets of project participants over multiple years. Organizations receiving funding shall track the progress of project participants for a minimum of three years. Future funding may depend on participant outcomes and compliance with tracking requirements.

DISBURSEMENT OF FUNDS

Grant funds shall be used to reimburse grantee for eligible costs and work only after submission of an invoice detailing the eligible costs incurred by Grantee, accompanied by evidence of such costs as required by PDC. PDC is not obligated to disburse the entire Grant if the actual cost of the Grantee's Project/Program does not meet or exceed the grant amount.

GENERAL CONDITIONS

The following general conditions will apply to all grants:

- Providers will focus outreach on businesses outlined in the Neighborhood Economic Development Strategy.
- Grantee must be in compliance with City of Portland Business License requirements. Grantee must comply with reporting requirements set forth in the grant agreement.
- All work must comply with City, State and Federal laws.

PDC

PORTLAND DEVELOPMENT COMMISSION

Resolution Number 6919

Title:

**ADOPTING ECONOMIC OPPORTUNITY INITIATIVE
(EOI) MICROENTERPRISE PROGRAM GUIDELINES**

Adopted by the Portland Development Commission on February 8, 2012.

PRESENT FOR VOTE	COMMISSIONERS	VOTE		
		Yea	Nay	Abstain
<input checked="" type="checkbox"/>	Chair Scott Andrews	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Aneshka Dickson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner John Mohlis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Steven Straus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Commissioner Charles Wilhoite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> 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 Portland Development Commission and duly recorded in the official minutes of the meeting.



Recording Secretary

Date: February 8, 2012