

**PORTLAND DEVELOPMENT COMMISSION**  
Portland, Oregon

**RESOLUTION NO. 6710**

**ADOPT REVISED FINANCIAL ASSISTANCE GUIDELINES FOR  
THE COMMUNITY LIVABILITY GRANT PROGRAM.**

**WHEREAS**, on February 28, 2007, the Portland Development Commission (“PDC”) Board of Commissioners (the “Board”) adopted guidelines for the Community Livability Grant Program (Resolution No. 6442) (the “Program”);

**WHEREAS**, guidelines are reviewed periodically to reflect prudent underwriting practices, current public policy goals and public feedback, and to provide needed clarification;

**WHEREAS**, the current guidelines for the Program (the “Program Guidelines”) identify neighborhood associations, business associations and public and or nonprofit tax-exempt entities as Eligible Grantees (as that term is defined in the Program Guidelines);

**WHEREAS**, the proposed changes to the Program Guidelines attached hereto as Exhibit A (the “Revised Guidelines”) will enable PDC to consider community livability projects from Eligible Grantees that include private property owners and for profit entities that propose projects that meet certain criteria consistent with the intent of the Program;

**WHEREAS**, the current guidelines limit grants to a maximum of \$50,000;

**WHEREAS**, the proposed changes enable PDC to consider grant amounts up to a maximum \$300,000; and

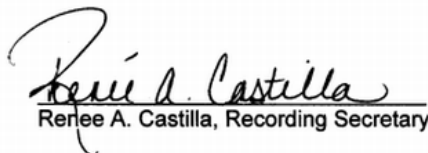
**WHEREAS**, the Revised Guidelines shall replace in their entirety the Program Guidelines.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby adopts the Revised Guidelines;

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to make changes to the Revised Guidelines to the extent that such changes are administrative or procedural in nature and shall present any policy changes related to the Program to the Board for approval; and

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

**Adopted by the Portland Development Commission on June 10, 2009.**

  
Renee A. Castilla, Recording Secretary

## **Community Livability Grant Program**

The Community Livability Grant Program (the “Program”) provides grants for capital improvement projects that implement community livability goals in the urban renewal areas (“URAs”). Eligible projects will vary from URA to URA, but generally include parks, open space, traffic calming, community facilities, and historic preservation and urban design projects.

### **Availability of Funds**

Annually, PDC will issue an announcement of available funds for the Program in each URA where funds are available. Such announcement will specify the Program focus, evaluation process, and timeline for implementation. The announcement will also specify the criteria for selection for a Grant (as hereinafter defined) through the Program. Eligible projects may receive a maximum amount of \$300,000, although the typical Grant award is between \$5,000 and \$25,000.

### **Eligible Purpose**

Funding for the Program is through tax increment financing (TIF) and, therefore, is tied to infrastructure and physical improvements (including tenant improvements) to real property within URAs. Funds shall not be used for ongoing administration, maintenance costs, or working capital. To the extent that the Eligible Grantee (as hereinafter defined) is a private property owner or for profit entity, any awarded Grant funds shall only be used for TIF eligible improvements to space occupied by a nonprofit or directly related to providing a community benefit and for no other portion of a building not dedicated to such use or community benefit.

### **Eligible Grantee**

Neighborhood associations, business associations, and public or nonprofit tax-exempt Entities are considered “Eligible Grantees”. Except as provided below, Eligible Grantees are required to continuously provide the community benefit funded by the Grant for a minimum of two (2) years after project completion.

Private property owners and for profit entities may also be considered Eligible Grantees if such an applicant meets one of the following conditions:

1.
  - a. Such an applicant leases or provides space for no fee or at a substantially reduced rate to meet the needs of a nonprofit organization or community group and, in the case of an existing building, such space has been leased to a nonprofit or community group on similar terms for a minimum of one year prior to the application; or
  - b. Such an applicant provides or proposes to provide a significant community benefit that adds to the livability for area residents; and
2. Such an applicant commits to continuously provide the community benefit or subsidized rent for a minimum of five (5) years after project completion and such

specific community benefit or subsidized rent will be clearly documented in the Grant letter agreement if such Eligible Grantee is awarded Grant funds.

### **Service Area**

All URAs, as funding is available.

### **Evaluation Criteria**

Proposed project shall be evaluated in part based on the following criteria:

- Demonstration of community support (through letters and other documentation);
- Demonstration of financial feasibility for the proposed budget, either through detailed budgets or contractor estimates;
- The extent that a proposed project supports the community livability goals of the URA Plan;
- Demonstration of financial need for Program funding;
- Demonstration that the proposed project can be completed within one year of award of Program funding; and
- The extent that a proposed project leverages other funds or in-kind donations.

An evaluation committee comprised of PDC staff and representatives from the community (generally the URA Advisory Committee) (collectively, the “Committee”) shall review all proposals based on the foregoing criteria. The Committee shall forward to the Director of Urban Development, or designee, its recommendation for which proposals should be awarded funds under the Program (“the Grant”). The Director of Urban Development, or designee, shall make the final determination as to which proposals will receive a Grant.

### **After Award of Grant**

Recipients of a Grant (“Grantees”) may be required to provide recognition of the funding by PDC through the Program during implementation of the proposed project.

Grant awards shall be disbursed on an expense reimbursement basis. The Grantee is responsible for paying vendor and subcontractor invoices in full, submitting a copy of such paid invoice(s) to PDC along with a proof of payment for reimbursement by PDC up to the maximum Grant amount awarded to such Grantee.

In certain circumstances, PDC may make exceptions to the disbursement reimbursement practice if the Grantee can demonstrate that awaiting the 2-3 week period for reimbursement by PDC for expenses incurred will result in a cash flow problem or other hardship for such Grantee.

# PDC

PORTLAND DEVELOPMENT COMMISSION

## Resolution Number 6710

Title:

ADOPT REVISED FINANCIAL ASSISTANCE GUIDELINES  
FOR THE COMMUNITY LIVABILITY GRANT PROGRAM.


Adopted by the Portland Development Commission on June 10, 2009.

PRESENT FOR VOTE	COMMISSIONERS	VOTE		
		Yea	Nay	Abstain
<input checked="" type="checkbox"/>	Charles Wilhoite, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Scott Andrews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bertha Ferrán	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	John Mohlis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Steven Straus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Consent Agenda		<input 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.*

  
Renee A. Castilla, Recording Secretary

Date: June 11, 2009