

**PORTLAND DEVELOPMENT COMMISSION**  
Portland, Oregon

**RESOLUTION NO. 6794**

**ESTABLISH PDC GREEN FEATURES GRANT PROGRAM AND  
ADOPT PROGRAM GUIDELINES**

**WHEREAS**, in Fiscal Year 2008-09 the Green Features Grant Program (“Program”) was successful as a pilot, resulting in eight grants being awarded for a total of \$191,000 while leveraging more than \$350,000 in private investment;

**WHEREAS**, it is the intent of the Program to incent businesses to adopt sustainable practices and invest in sustainable building improvements;

**WHEREAS**, the adoption of the Program helps Portland Development Commission (“PDC”) align with the goals and outcomes stated in the Strategic Plan 2010, specifically continuing to demonstrate PDC’s leadership in sustainability by strengthening PDC’s policy and development standards, while also targeting investments towards clean technology;

**WHEREAS**, the Program’s implementation will further the City of Portland’s Economic Development Strategy goal of supporting clean technology innovation and competitiveness throughout the region;

**WHEREAS**, funds for the Program are included in the adopted budget and proposed in the Five Year Forecast; and

**WHEREAS**, this action supports the revitalization of key commercial districts and creates new quality jobs.

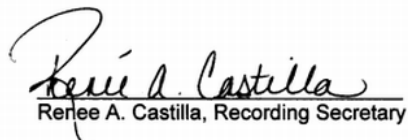
**NOW, THEREFORE, BE IT RESOLVED** that the PDC Green Features Grant Program is hereby established and Program Guidelines attached as Exhibit A are hereby adopted (“Guidelines”);

**BE IT FURTHER RESOLVED** that the PDC Executive Director is authorized to take all actions necessary or desirable to implement the Program in a manner consistent with the Guidelines;

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to make procedural and administrative changes to the Guidelines but shall present any policy changes to the PDC Board of Commissioners for approval; and

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

**Adopted by the Portland Development Commission on May 12, 2010.**

  
Renee A. Castilla, Recording Secretary

### **Green Features Grant Program Guidelines**

The Green Features Grant Program (Program) provides grants for projects that promote sustainability. Eligible projects will vary but will include improvements that will result in an economic, social or environmental benefit.

#### **Availability of Funds**

Annually, PDC will issue an announcement of available funds for the Program where funds are available. Such announcements will specify the Program focus, application and selection process, and timeline for implementation. A Grantee may receive a grant up to \$50,000. Any applicant requesting an amount above \$25,000 will require the applicant to match any grant funds on a 1:3 ratio of private investment, meaning the applicant will need to invest three dollars or more for every dollar of PDC grant amount.

#### **Eligible Purpose**

Funds are intended to be an incentive for sustainable building improvements and the adoption of more sustainable business practices. Within urban renewal areas (URAs) funding for the Program is through tax increment financing (TIF) and, therefore, is tied to infrastructure and physical improvements to real property within URAs. TIF funds may not be used for ongoing administration, maintenance costs, or working capital. Examples of eligible expenses include, but are not limited to: purchase and installment of TIF-eligible energy reducing equipment, storm-water management systems, water conservation systems, solar power generation systems, green roofs, composting facilities, heat recapture systems and other innovative sustainability projects (to the extent installed as real property fixtures). If funds are available outside URAs, and do not have the same legal restrictions as TIF funds, eligible projects may include non-capital projects including, but not limited to: purchase of energy efficient light bulbs, purchase of energy efficient appliances, purchase of environmentally friendly cleaning products, and purchase of car-share memberships.

#### **Eligible Grantee**

Sole Proprietors, Business Corporations, Partnerships, and Nonprofit Corporations are eligible for grants through the Program, but businesses must have 50 or less employees at the applicable location and the Program is limited to non-formula store formats (no more than 5 outlets nationwide).

For capital improvement projects, a Grantee must have site control – ownership or lease. Property that is not owned by the Grantee must have a current lease agreement with the property owner with a minimum remaining term of three (3) years and be permitted under the lease to carry out the proposed improvements.

The proposed project must benefit a business; grants will not be given for speculative development.

Previous Grantees may apply again as long as the total maximum amount for the business location does not exceed \$50,000. The maximum grant will be available again after a five year time frame. The five year time frame begins on the date the improvements are completed.

Projects that are required as part of construction, rehabilitation or development under City of Portland or State of Oregon ordinance or statute are not eligible.

#### Award of Grant

PDC will award Grants through a Commitment Letter executed by PDC and the Grantee. The Commitment Letter 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 and quality of work and the amount of funds committed.

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.

#### Approval of Work

PDC has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Careful attention will be made to designs that affect the historic/architectural integrity of each building.

#### Disbursements

The Grant is paid upon completion of pre-approved Grantee-paid work. Grant funds will not be disbursed for work completed before a Commitment Letter is issued to the Grantee. All completed work will be reviewed by PDC staff and reviewed for compliance with the Commitment Letter. PDC may, at PDC's sole discretion, make a disbursement directly to a contractor, subcontractor, laborer or material supplier for the Project and such a disbursement shall be considered a disbursement to the Grantee. PDC is not obligated to disburse the entire Grant if the actual cost of the Project does not exceed the Grant amount.

#### General Conditions (For all projects)

- Capital improvements funded by the Grant will be maintained in good order for a period of at least five years; graffiti and vandalism will be dutifully repaired during this time period.
- Property taxes must not be delinquent when the Commitment Letter is issued.
- Must be in compliance with the City of Portland Business License requirements.
- Grantees will be responsible for obtaining necessary regulatory approvals, including where applicable; the City Design and Landmark Commissions, the State Historic Preservation Office,

the City of Portland building permits and any other necessary permits. All work must comply with City, State and Federal regulations.

- The Grantee must complete, sign and submit a W-9 for disbursement of funds.
- All capital improvement projects will display signage indicating PDC's involvement in the improvement work.
- Construction Contract: All contractors must be licensed by the State of Oregon. All construction contracts will be between the Grantee and contractor.
- MWESB: Grantees are encouraged to hire minority, women-owned, emerging small business (MWESB) certified contractors.

# PDC

PORTLAND DEVELOPMENT COMMISSION

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Title:

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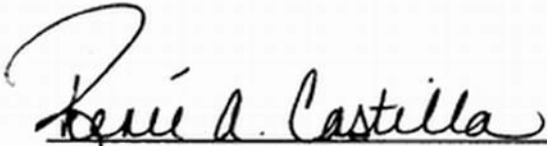
Adopted by the Portland Development Commission on May 12, 2010.

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 Bertha Ferrán	<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 checked="" type="checkbox"/>	Commissioner Charles Wilhoite	<input checked="" 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.*

  
Renee A. Castilla, Recording Secretary

Date: June 16, 2010