

PORTLAND DEVELOPMENT COMMISSION
Portland, Oregon

RESOLUTION NO. 6862

**ADOPTING REVISED FINANCIAL ASSISTANCE GUIDELINES
FOR THE COMMUNITY LIVABILITY GRANT PROGRAM**

WHEREAS, in 2007 the Portland Development Commission (“PDC”) Board of Commissioners (the “Board”) adopted Resolution No. 6442 adopting guidelines for the Community Livability Grant Program and then revised the guidelines in 2009 through Resolution No. 6710;

WHEREAS, the Community Livability Grant Program advances PDC’s strategic goals of healthy neighborhoods, sustainability and social equity;

WHEREAS, the Community Livability Grant Program has been successfully offered in the Interstate Corridor Urban Renewal Area (“URA”) since 2006 and in the Lents Town Center URA starting in 2010, resulting in 40 projects with positive community impacts, such as enhancing delivery of childcare service, developing community gardens, and promoting the arts and music education;

WHEREAS, staff has undertaken a review of financial products offered by PDC and has developed revised Community Livability Grant Program guidelines;

WHEREAS, the proposed changes to the Community Livability Grant Program guidelines are designed to align with the Financial Investment Policy adopted by the Board through Resolution No. 6832, with the Strategic Plan 2010, and the City of Portland Economic Development Strategy, to provide better clarity and specific expectations that improve program delivery while maintaining the program’s ability to be flexible and responsive for unique needs in each URA; and

WHEREAS, adopting these revised guidelines will enhance PDC’s effectiveness in supporting the efforts of community groups by helping applicants to be better prepared, resulting in higher project success rates.

NOW, THEREFORE, BE IT RESOLVED that the Community Livability Grant Program Guidelines attached hereto as Exhibit A are adopted and shall supersede any Community Livability Grant Program Guidelines previously adopted by the PDC Board;

BE IT FURTHER RESOLVED that the Executive Director is authorized to make procedural and administrative changes to the Community Livability Grant Program Guidelines, and shall present any policy changes 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 April 13, 2011.



Recording Secretary

Community Livability Grant Program

Program Purpose

The Community Livability Grant Program (the “Program”) provides grants to community-based organizations for projects that promote livable and healthy neighborhoods. In general, funds will be used for parks, open space, traffic calming, community facilities, and historic preservation and urban design projects.

Availability of Funds

PDC will initiate a competitive process, at a minimum annually, by issuing an announcement of available funds for the Program in each urban renewal area (“URA”) where funds are budgeted and 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, but the typical Grant award is less than \$50,000. Grants will only be made available through an announcement of available funds.

Eligible Use of Funds

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

Nonprofit organizations, neighborhood and business associations, neighborhood groups, and schools are considered “Eligible Grantees”. Groups formed solely for the purpose of performing a project in their neighborhood must have a 501(c)3 or 501(c)6 nonprofit organization to serve as their fiscal agent. Some projects may require partnership with a city bureau to be eligible.

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 projects shall be evaluated based on the evaluation criteria established in the announcement of available funds. The evaluation criteria focus and any additional evaluation or ranking criteria may vary by announcement, but shall be in part based on the following criteria:

- Demonstration of project's capacity to build a stronger and healthier neighborhood by providing a service in the community;
- Demonstration of community support (through partnerships, 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 applicant's organizational capacity;
- 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 volunteer labor, donated material, donated professional services or cash..

An evaluation committee comprised of PDC staff and representative(s) from the community (collectively, the "Committee") shall review all proposals that have met minimum submittal requirements, as specified in the announcement of available funds, and according to the selection and award process established in the announcement of available funds. 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 have the sole and final discretion as to which proposals will receive a Grant. Not all applicants will receive grant funds or receive the full grant requested.

Grant Agreement

PDC will award Grants through a Letter Agreement executed by PDC and the Grantee. The agreement will describe the project, identify the community benefit achieved as the basis for making the Grant, 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, the amount of funds committed and the required duration of the project providing the community benefit.

Disbursement of Funds

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.

General Conditions

- The community benefit funded by the Grant must be continuously provided for at least two (2) years after project completion. Private property owners and for-profit entities must continuously provide the community benefit funded by the Grant for at least five (5) years after project completion.
- Improvements funded by the Grant will be maintained in good order for at least two (2) years after project completion or for at least five (5) years for private property owners and for-profit entities.
- All projects will display signage indicating PDC's involvement in the improvement work and acknowledge the funding source in future outreach efforts, as specified in Letter Agreement.

PDC

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Title:

ADOPTING REVISED FINANCIAL ASSISTANCE
GUIDELINES FOR THE COMMUNITY LIVABILITY GRANT
PROGRAM

Adopted by the Portland Development Commission on April 13, 2011.

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 type="checkbox"/>	Commissioner Steven Straus	<input 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.



Recording Secretary

Date: April 15, 2011