

PROSPER PORTLAND

Portland, Oregon

RESOLUTION NO. 7287

**AUTHORIZING AN AMENDMENT TO THE SUBRECIPIENT CONTRACT
WITH HISPANIC METROPOLITAN CHAMBER OF COMMERCE TO
IMPLEMENT A PORTION OF THE INCLUSIVE BUSINESS RESOURCE
NETWORK DURING FISCAL YEAR 2018/2019**

WHEREAS, for the past decade, Prosper Portland has developed and managed multiple programs to support minority and female entrepreneurs and business owners;

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, this initiative known as the Inclusive Business Resource Network (“IBRN”) (formerly known as the Small Business Technical Assistance Partnership) seeks greater impact for those programs through better coordination and communication and to improve the resource landscape for underrepresented business owners;

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

WHEREAS, in February 2017, staff issued a competitive Request for Proposals process and selected eleven service providers, including the Hispanic Metropolitan Chamber of Commerce (“HMC”);

WHEREAS, HMC’s mission is to advance Latino economic and community vitality through business development, leadership, education and advocacy; and,

WHEREAS, HMC will provide long-term one-on-one individualized technical assistance to microenterprises.

NOW, THEREFORE, BE IT RESOLVED, that the Prosper Portland Board of Commissioners (“Board”) hereby authorizes the Executive Director to amend the Subrecipient Agreement with HMC substantially in the form attached hereto as Exhibit A (the “Subrecipient Agreement”), for a two-year cumulative total of \$537,563 for the purpose of implementing and managing components of the IBRN;

BE IT FURTHER RESOLVED, that the Prosper Portland Board hereby authorizes the Executive Director to execute amendments to the Subrecipient Agreement to provide up to an additional

\$500,000 in funding under the Subrecipient Agreement as needed and when such additional funding becomes available;

BE IT FURTHER RESOLVED, that the Executive Director may approve changes to the Subrecipient Agreement prior to and subsequent to execution, so long as such changes do not materially 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



Pam Feigenbutz, Recording Secretary

PROSPER PORTLAND

Portland, Oregon

RESOLUTION NO. 7287

EXHIBIT A

**AUTHORIZING AN AMENDMENT TO THE SUBRECIPIENT CONTRACT
WITH HISPANIC METROPOLITAN CHAMBER TO IMPLEMENT A
PORTION OF THE INCLUSIVE BUSINESS RESOURCE NETWORK DURING
FISCAL YEAR 2018/2019**

Exhibit A includes this cover page and contains 10 pages:

- Draft Amendment to Subrecipient Agreement – Hispanic Metropolitan Chamber

**FIRST AMENDMENT TO
SUBRECIPIENT AGREEMENT
Inclusive Business Resource Network**

This First Amendment to Subrecipient Agreement ("First Amendment") is between Prosper Portland, assumed business name of Portland Development Commission, the urban renewal authority of the City of Portland, a municipal corporation of the State of Oregon ("Prosper Portland") and Hispanic Metropolitan Chamber of Commerce ("Subrecipient").

This First Amendment modifies the Subrecipient Agreement as follows:

1. All terms and conditions of the Subrecipient Agreement not expressly modified by this First Amendment shall remain unchanged. Capitalized terms not defined herein shall have the meaning set forth in the Subrecipient Agreement.
2. Section 1 of the Subrecipient Agreement is amended to extend the termination date to June 30, 2019.
3. Section 2 of the Subrecipient Agreement, Maximum Financial Assistance is amended to \$537,563.
4. Section 4 of the Subrecipient Agreement is amended to extend the final invoice date to a date to be provided by Prosper Portland by April 30, 2019.
5. The following sentence is added as the final sentence in Section 6 of the Subrecipient Agreement: "No CDBG funds may be used to purchase food or beverages."
6. Exhibit A "Scope of Work" to the Subrecipient Agreement is replaced in its entirety with Exhibit A, attached to this First Amendment.
7. Exhibit B "Budget" to the Subrecipient Agreement is updated and replaced in its entirety with Exhibit B, attached to this First Amendment.
8. By this First Amendment, Prosper Portland waives no default(s) if any, known or unknown, of Subrecipient under the Subrecipient Agreement or under this First Amendment.
9. Exhibit C "Terms and Conditions Section" 1.H. is updated to extend records retention from five (5) years to ten (10) years.

HISPANIC METROPOLITAN CHAMBER OF COMMERCE

By: _____
Diana Nuñez, President

_____ Date

PROSPER PORTLAND

By: _____
Kimberly Branam, Executive Director

_____ Date

APPROVED AS TO FORM:

Prosper Portland Legal Counsel

EXHIBIT A
SCOPE OF WORK
Inclusive Business Resource Network –
Micro and Small Business Development

1. QUARTERLY CONTRACT PERFORMANCE REVIEW

Minimum expectations for contract renewal each quarter include:

- Clear progress toward 100% client enrollment (25 by end of Q2)
- Maintain up to date client files with signed income eligibility verification forms as required (may be electronic).
- Submit enrollment requests to program manager prior to providing services.
- Provide clients with an average of 10 hours/quarter of 1:1 technical assistance.
- Complete and document minimum 3 and 6 month activities with each client, as detailed in Section 3.F. (can be electronic)
- Enter data into Outcome Tracker reporting tool in timely fashion for quarterly reporting.

Check Ins:

- Bi-weekly
 - Review any new clients (income verification, service plans, etc)
 - Overview of services provided (including outreach, workshops, client successes, 3-6 month activities)
 - Challenges
 - Programmatic questions
- Monthly - Review Outcome Tracker data
 - Number of active clients
 - Total service hours logged
 - Completeness of data

Check-ins will be scheduled at the end of each quarter to review performance and make a determination on contract continuation.

2. OVERVIEW

Framework:

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), a citywide program that leverages the power of a partnership network committed to increasing the success of 1,000 underrepresented entrepreneurs.

General Program Description:

Provide business technical assistance (TA) to low- and moderate-income microenterprises and small businesses in the City of Portland through one-on-one and small group advising, classroom training, and workshops. Refer to the Program Manual provided by Prosper Portland for more details.

Duration of Program: July 1, 2018 - June 30, 2019

3. PROGRAM SERVICES AND ACTIVITIES

A. Client Caseload

This Subrecipient Agreement funds **1.5 FTE** Business Advisors with a combined rolling caseload of **25 clients**. Prosper Portland expects 100% enrollment capacity by the end of the 2nd quarter (Dec 31, 2018).

B. Business Technical Assistance Services

Subrecipient will provide a variety of individualized business development services including but not limited to:

- Business review and assessment
- Bookkeeping and business management strategies
- Comprehensive business planning and strategizing
- Financial planning , budgeting, goal setting and projections
- Market research and analysis
- Growth strategies development
- Product cost analysis
- General business support
- Connection to professional networks and business mentors
- Topic specific coaching and mentoring

Prosper Portland may request a written service delivery plan, if needed, to confirm Subrecipient's understanding of the scope.

C. Priority Populations

Priority populations include people of color, people with limited English proficiency, low-income individuals (at or below 80% median family income, MFI¹) and business owners who live in or own a business in a priority area. Service delivery should be prioritized to individuals within these populations. Additionally, the IBRN aims to support growth-oriented businesses.

Priority Areas include:

- Cully Boulevard Alliance (NPI)
- Historic Parkrose NPI
- Our 42nd Avenue (NPI)
- Lents Town Center Urban Renewal Area & Foster Road subarea
- Interstate Corridor Urban Renewal Area & subareas: Alberta Main Street, St. Johns Center for Opportunity and Lombard Street
- East Portland (east of I-205)
- Division Midway Alliance (NPI)
- The Jade District (NPI)
- The Rosewood Initiative (NPI)
- Gateway Regional Center Urban Renewal Area

¹2018 MFI limits can be found at <https://www.portlandoregon.gov/phb/article/684577>

A buffer has been applied to the NPI and Main Street priority areas to allow for expanded service delivery. Being located in a buffer area qualifies a business owner as being in a priority area. The buffer is shown online at: <http://bit.ly/M6nyjQ>. Subrecipient shall use this map to identify whether the client is located within a priority area. Prosper Portland may identify additional priority areas during the contract year and will update the map and notify Subrecipient at such a time.

D. Eligibility Guidelines for Enrolled Clients

If businesses meet the eligibility guidelines listed below, they may be enrolled for services and activities delivered with funds provided through this Subrecipient Agreement.

Pre-business clients and existing businesses with 50 or fewer employees, including home-based businesses, that are:

- Located in the City of Portland² (business, residence or both),
- Owned by people with incomes at or below 120% MFI, and
- Have signed an income eligibility verification form.

In addition, a minimum of 75% of Subrecipient's enrolled clients are required to have:

- Incomes at or below 80% MFI and
- Five (5) or fewer employees.

Prior to enrollment, Subrecipient must confirm potential client has not previously been enrolled in the Prosper Portland Microenterprise program by submitting an enrollment request to the Prosper Portland Program Manager.

E. Target Audience

Subrecipient should strive to reach the following targets for enrolled clients:

Target Business Owner	Target Percent
Low Income (at or below 80% MFI)	75%
People of Color/Immigrant	75%
Limited English Proficiency	50%
Located in a Priority Area	25%
Growth-oriented businesses	25%

² Subrecipient must check address eligibility using map at <http://bit.ly/M6nyjQ>

F. Minimum Activities for Newly Enrolled Clients

At a minimum, the following activities should be completed within the first three (3) to six (6) months of client enrollment, and should be completed for all existing clients. Once completed, documents must be maintained in client files or electronically.

Activity	Pre-Business	Existing Business
Three months:		
Create a Service Plan (goals and objectives agreed upon by business owner and advisor)	X	X
Business Registration (city and state)		X
Additional Licensing as Applicable (OLCC, Child/Adult Care, Food Handler, etc.)		X
Narrative progress report documenting accomplishments and next steps	X	X
Six months:		
Create/Review Business Plan (using approved template)	X	X
Develop personal budget	X	X
12 month Cash Flow Projection	X	X
Profit and Loss Projection	X	
Current Profit & Loss Statement (and last 3 yrs)		X
For those seeking a loan of \$5,000 or more: Balance Sheet	X	X

4. PROGRAM EXPECTATIONS

A. Outreach and Recruitment

Subrecipient will provide sufficient outreach and recruitment efforts necessary to reach target audiences identified above.

B. Network of Services

Subrecipient is part of a larger network of resources, and as such shall work together with other service providers to meet client needs. If a client cannot be served by the Subrecipient, or can be better served by another provider, it is Prosper Portland’s expectation that a referral will be made.

Prosper Portland will hold monthly network meetings to discuss service delivery issues and to provide professional development opportunities for service providers. In addition to these monthly meetings, Prosper Portland may host trainings and/or IBRN partner worksessions. All business advisors working under this Agreement are required to attend these meetings. Subrecipient contract managers that are engaged in program delivery are encouraged to attend as well.

Supplemental services such as legal support, bookkeeping training, business courses or other professional services may be available to clients for a reduced fee. These services are always changing and the network will be kept up to date on what services are available through a shared document on our Community of Practice Google Drive (<https://tinyurl.com/pdxbiznetwork>).

C. Guidelines for Exiting Clients

While this program is intended to provide long-term service to business owners, it may be determined that some businesses do not need long-term support. It is Prosper Portland's expectation that clients should be exited from the program to open spots for new clients if one of the following is true:

- Business is stable, no identified needs for the near future
- Client is not willing, or is unable, to follow up with assigned activities
- Advisor spends less than 2 hours with client on business-related activities in a 3-month period
- Client moves out of city (exceptions can be made)
- Business closes and client doesn't want to pursue continued business development

Advisor may discuss additional reasons for client exit with Prosper Portland Program Manager to determine best course of action.

D. Core Competencies for Business Advisors

Business advisors working under this Agreement are expected to have the ability to develop positive relationships with clients, motivate them to achieve their goals and provide timely response to their needs, among other soft skills. Business advisors must be able to effectively perform the following assessments:

- Business assessment – Is the business or business idea feasible? Is there a market? Who is their competition?
- Entrepreneur assessment – Is the entrepreneur capable, qualified and prepared to run this business effectively? Do they have the resources, skills and support system needed to succeed?

Business advisors must be able to provide high quality counseling, education, and technical assistance on:

- Financial literacy – Budgeting, record keeping, basic accounting concepts, product and project cost analysis, break even analysis
- Basic financial statements – Prepare and analyze profit and loss and balance sheet
- Cash flow projections
- Pricing strategy and profit analysis
- Loan application – Determine appropriate loan amount through financial planning, assist with loan application
- Business plan – Development and implementation, including a marketing strategy

- Registration and licensing requirements

Business advisors must be able to identify specialty issues such as legal, human resources and accounting needs and be able to refer clients to the appropriate professional services.

Prosper Portland shall be made aware of any major staffing changes prior to changes being made. Prosper Portland may request to be involved in the hiring process of core program staff.

E. Reporting

As part of the IBRN, outcomes reported by Subrecipient will impact the overall outcomes being tracked for the entire network.

Using the online reporting system, Outcome Tracker, Subrecipient shall report all services delivered and outcomes achieved, including but not limited to the following information: client income eligibility and enrollment information, business owner demographics, general business information, business financials, jobs created and retained, business progress reports, services received, hours of technical assistance provided and annual achievements/improvements.

Subrecipient shall submit quarterly narratives to the Prosper Portland Program Manager via a reporting document on the Community of Practice Google Drive. Narratives shall include, at a minimum, client or program successes and challenges. Photos highlighting clients and/or events are appreciated.

Prosper Portland reserves the right to modify reporting fields and request additional information. Subrecipient must keep the data entry current and consistent. Data must be input in Outcome Tracker by the 15th of the month following the end of each quarter, but it is preferred to be entered more frequently in order to have real-time data.

Subrecipient shall maintain the following information in client files: signed income verification form, tax forms if being used for income verification and client service plan. These forms may be maintained electronically.

F. Monitoring

Program monitoring will occur on an annual basis, at a minimum. Subrecipient shall maintain and make available all records related to the program, including services rendered, performance, participant eligibility, demographic data and financial data. At a minimum, records will be reviewed as a part of the annual monitoring process.

EXHIBIT B
Budget – FY 2018-2019

Total All Sources	GF	CDBG	Ezone
\$150,000	\$45,208	\$89,792	\$15,000



**PROSPER
PORTLAND**
Building an Equitable Economy

RESOLUTION NO. 7287

RESOLUTION TITLE:

AUTHORIZING AN AMENDMENT TO THE SUBRECIPIENT CONTRACT WITH HISPANIC METROPOLITAN CHAMBER OF COMMERCE TO IMPLEMENT A PORTION OF THE INCLUSIVE BUSINESS RESOURCE NETWORK DURING FISCAL YEAR 2018/2019


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"/>
<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 Prosper Portland Commission and as duly recorded in the official minutes of the meeting.

	Date: September 14, 2018
	Pam Feigenbutz, Recording Secretary