

**PROSPER PORTLAND**

Portland, Oregon

**RESOLUTION NO. 7463**

**ADOPTING GUIDELINES FOR THE INCLUSIVE BUSINESS RESOURCE NETWORK PROGRAM AND RESCINDING PRIOR PROGRAM GUIDELINES**

**WHEREAS**, beginning in 2009, Prosper Portland offered the Economic Opportunity Initiative Microenterprise Program to support wealth and job creation among low- to moderate-income business owners, and guidelines for this program were approved by the Prosper Portland Board of Commissioners (“Board”) on February 8, 2012 through Resolution No. 6919;

**WHEREAS**, beginning in 2011, Prosper Portland launched the Small Business Development Program to expand business support to more businesses and prioritize BIPOC and women entrepreneurs;

**WHEREAS**, on October 10, 2012 through Resolution No. 6975, the Prosper Portland Board adopted guidelines for the Micro and Small Business Development Program, merging the two programs;

**WHEREAS**, in July 2017, Prosper Portland expanded its business development support programming again to leverage the power of a partnership network committed to increasing the success of underrepresented entrepreneurs through an initiative known as the Inclusive Business Resource Network (“IBRN”), and IBRN Program Guidelines were adopted by the Prosper Portland Board on September 12, 2018, through Resolution No. 7286; and

**WHEREAS**, through five years of IBRN programming, Prosper Portland has identified the need to modify the Program Guidelines to respond to feedback from partners, business owners and other stakeholders, shifting administrative processes and the program outcomes model.

**NOW, THEREFORE, BE IT RESOLVED**, that the Prosper Portland Board hereby adopts the IBRN Program Guidelines in the form substantively attached hereto as Exhibit A (the “Guidelines”) and authorizes the Executive Director to implement IBRN consistent with the Guidelines;

**BE IT FURTHER RESOLVED**, that the IBRN Program Guidelines adopted through Resolution No. 7286 are no longer applicable and are hereby rescinded;

**BE IT FURTHER RESOLVED**, that the Executive Director is authorized to delegate any or all of the authority provided in the Guidelines to Prosper Portland employees on a temporary or permanent basis;

**BE IT FURTHER RESOLVED**, that the Executive Director shall report to the Prosper Portland Board periodically on the implementation and impact of the IBRN program;

**BE IT FURTHER RESOLVED**, that the Executive Director is authorized to modify the Guidelines, so long as such changes do not materially impact the intentions of IBRN or 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 14, 2022



---

Pam Feigenbutz, Recording Secretary

# Program Guidelines

## Inclusive Business Resource Network

*Effective October 1, 2022*

*These Program Guidelines supersede prior Program Guidelines for the Inclusive Business Resource Network and the Microenterprise and Small Business Development Program.*

### **PROGRAM PURPOSE & OVERVIEW**

Prosper Portland’s 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” or “Program”). The IBRN is a citywide program that provides business development support and technical assistance through a partnership network in order to increase the success of underrepresented entrepreneurs. This Program prioritizes support for people of color and other underserved communities.

The IBRN theory of change aims to support traditionally underserved business owners to build wealth and develop assets for themselves and their community by:

- Centering the needs of business owners of color
- Prioritizing outcomes in program and budget decisions
- Convening an inclusive community of practice

### **Services:**

Services are provided to entrepreneurs in a variety of ways including but not limited to: one-on-one advising, cohort programs, peer groups, virtual advising, classes and workshops, intensive services, navigation services, topic specific coaching, and specialized support. On occasions, services may include the provision of grants and loans to businesses. This variety provides the opportunity for any business to access support based on the needs they have at that moment.

Services delivered through IBRN support clients in reaching the following outcomes:

- **Idea to Launch** – services support aspiring business owners to attain foundational business skills in order to determine if they have a viable business idea or product.
- **Stability & Resiliency** – services position business owners for wealth creation and asset building. Business owners explore the opportunity to grow or scale in the future and realize the business’s full potential.
- **Grow & Scale** – services support business owners with ongoing wealth creation and asset building. Business owners develop and implement growth strategies.

### **Eligible Businesses:**

Owners of existing businesses and those interested in starting a business are eligible for services. Generally, clients being served by the Program (“Clients”) must have a valid business or home address in the City of Portland. Acknowledging the impacts of displacement and the rising cost of Portland’s housing and commercial real estate, Prosper Portland Program Managers may, in limited cases, approve service to businesses without a Portland home or business address if they do significant business in Portland.

Grant agreements which include federal Community Development Block Grant (“CDBG”) funds have additional eligibility criteria. Proportional to the level of CDBG funding, grantees must serve clients who:

- have five or fewer employees (including the owner); and

# Program Guidelines

## Inclusive Business Resource Network

*Effective October 1, 2022*

- have a family income of 80% or less than the Median Family Income as provided by the Portland Housing Bureau

### GRANT DETAILS

Prosper Portland will implement the Program through multiple grant agreements. A majority of the grant agreements will fund non-profit partners selected via a competitive process. Additionally, Prosper Portland may enter into grant agreements with for-profit partners in order to provide necessary professional services that may not be available through non-profit partners. Each grant agreement will include a detailed scope of work, specify the grant amount, and outline additional terms and conditions of the grant.

#### 1. Funding

Ongoing Program funding of approximately \$3 million consists of a mix of annually allocated funding sources including but not limited to:

- City General Fund
- Cannabis Tax Revenue
- Community Development Block Grant (CDBG)
- Community Opportunities and Enhancements Program (COEP) and,
- Enterprise Zone funds

#### 2. General Terms and Conditions

The following will apply to all grants:

- Grantees will focus outreach and service to priority populations set forth in the grant agreement.
- Small Business Advising and Professional Services grantees must actively participate in the IBRN Community of Practice.
- Grantees must comply with reporting requirements set forth in the grant agreement.
- Grantees must comply with City of Portland Business License requirements.
- Grant agreements will include standard guidelines for records retention and audits.
- All work must comply with city, state and federal laws.
- Additional terms and conditions provided by the Portland Housing Bureau will be included in grant agreements with CDBG funding.

#### 3. Grant Agreement Types

Grant agreement types vary based on the type and length of services. Program grants will be one of the following types:

**Small Business Advising** – These agreements fund general business development programs such as one-on-one advising, cohort programs, accelerators and light touch services. Grantees are selected periodically through a competitive process. These agreements are typically five-year agreements and include contingency language for annual budget availability and grantee performance. These

## Program Guidelines Inclusive Business Resource Network *Effective October 1, 2022*

agreements include a Not to Exceed grant amount for the term of the agreement which is on average \$1,300,000. Annual budgets will be confirmed with the grantee in the first quarter of each fiscal year. Annual allocations are not guaranteed to remain constant year over year. Funds from one annual allocation may not be able to roll into the next fiscal year.

If the Not to Exceed amount exceeds \$500,000, agreements will be brought to the Prosper Portland Board of Commissioners for approval at the beginning of their term. During the term of the agreement, if it is necessary to increase the Not to Exceed amount by more than \$500,000, the agreement will be brought back to the Board for approval.

**Professional Services** – These agreements fund specialized business services such as legal support and bookkeeping support. Grantees may be selected through a competitive process and may also be selected by Prosper Portland Program Managers based on identified Client need, feedback from IBRN partners and professional service provider expertise. These agreements are typically two-year agreements. This allows for the Program to be responsive to needs based on the current business environment. These agreements also include a Not to Exceed as described above, which is on average \$100,000. Services for these agreements are typically limited to Clients who are referred by Small Business Advising grantees.

**A la Carte** - The purpose of the A la Carte agreement is to provide the widest range of business support possible. These are fee-for-service agreements for business services not provided through the previous grant types such as food product testing or interpretation services. These agreements do not commit funds up front; rather, Clients (through their business advisors) request a service, Prosper Portland Program Managers approve/decline service and pay the grantee for services delivered. Requests for services are approved on a first-come first-served basis. A la Carte grantees will be selected by Prosper Portland Program Managers based on IBRN Client business needs and quality of proposed services offered. Annual payments under this grant category may not exceed \$50,000. Grant agreements do not specify number of Clients to be served; services are approved on a client-by-client basis.

**Direct Small Business** - The purpose of the Direct Small Business grant is to provide a direct cash grant to fund products, services or activities that provide growth opportunities for business owners that are otherwise not provided through the previous grant types such as: digital marketing services or products; industry tradeshow or convention expenses; product development; human resources or other business operations support. Direct Small Business grantees will be recommended by Small Business Advising grantees or Prosper Portland Program Managers based on funding available. Individual grants are limited to \$5,000 annually, unless approved by Department Director. Grant agreements specify what the grant may be spent on, how the grant will support business growth goals and reporting requirements.

#### **4. Reporting & Partner Accountability**

Prosper Portland has the sole authority to determine successful performance of any grantee. To assess successful grantee performance (Small Business Advising and Professional Services grantees) and overall Program success, staff will utilize an online reporting platform. Grantees and Clients will log information, both qualitative and quantitative, through this platform. Grant agreements will include service and partner accountability targets that will be monitored via this platform. Regular review of service and accountability targets, along with quarterly check-ins with grantees will ensure Program goals are being

## Program Guidelines Inclusive Business Resource Network *Effective October 1, 2022*

met. Additionally, grant agreements include language around performance, which may impact future funding if grantee performance is unsatisfactory.

Reporting for A la Carte and Direct Small Business grants is completed through client surveying after services are complete.

Prosper Portland staff will evaluate outcomes annually and will report to Prosper Portland leadership on overall Program progress at least every two years.

### **5. Disbursement of Funds**

Grantees shall submit invoices in a form approved by Prosper Portland no more than monthly and no less than quarterly in order to ensure budget spend down, which is tracked extensively through internal processes.

Small Business Advising grantees who do not receive CDBG funds and Professional Services grantees may bill for services in equal amounts across the fiscal year. Additional details around disbursement of funds are outlined in each grant agreement as necessary.

Disbursements to Small Business Advising grantees funded with CDBG funds are provided on a reimbursement basis for eligible costs incurred by a grantee after an invoice detailing the eligible costs is reviewed and approved by Prosper Portland.

Disbursements to Direct Small Business grantees are made upon execution of a grant agreement as detailed above.

Prosper Portland is not obligated to disburse any grant proceeds in excess of actual grantee costs.

### **6. Additional Information**

The Prosper Portland Executive Director may make minor changes to the Program Guidelines as necessary to enhance alignment with the Prosper Portland Strategic Plan or City Council direction. Additional examples that may require minor changes include but are not limited to:

- Approval of additional grant types in order to comply with funding requirements (e.g. digital marketing small business grants)
- Client eligibility modifications due to funding requirements (e.g. COEP funds)
- Signature authority for the setup of the Small Business Advising grants within the internal Prosper Portland system may be granted to the Director of Economic Development to streamline the grant creation process



**PROSPER  
PORTLAND**  
Building an Equitable Economy

**RESOLUTION NO. 7463**

**RESOLUTION TITLE:**

ADOPTING GUIDELINES FOR THE INCLUSIVE BUSINESS RESOURCE NETWORK PROGRAM AND RESCINDING PRIOR PROGRAM GUIDELINES


Adopted by the Prosper Portland Commission on September 14, 2022

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 type="checkbox"/>	Commissioner William Myers	<input 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 Sam Rodriguez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Serena Stoudamire Wesley	<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.*

	<p><b>Date:</b></p> <p>September 16, 2022</p>
<p><b>Pam Feigenbutz, Recording Secretary</b></p>	