

**PROSPER PORTLAND**

Portland, Oregon

**RESOLUTION NO. 7622**

**ADOPTING REVISED COMMUNITY LIVABILITY  
GRANT PROGRAM GUIDELINES**

**WHEREAS**, in 2007, the Prosper Portland Board of Commissioners adopted guidelines for the Community Livability Grant through Resolution No. 6442, and subsequently revised the Program through Resolution No. 6710 in 2009, followed by Resolution 6862 in 2011;

**WHEREAS**, in April 2023, Portland City Council approved Advance Portland: A Call to Action for Inclusive Economic Growth, a five-year citywide plan to address barriers to growth, inclusion, and innovation by focusing on inclusive economic growth, promoting equitable wealth creation to support small business and property owners, and fostering vital centers of employment, small business, entertainment and cultural amenities;

**WHEREAS**, the Community Livability Grant (the “Program”) continues to provide grants to community-based organizations and other entities for projects that promote healthy, complete, and resilient neighborhoods and that support community well-being and widely shared prosperity;

**WHEREAS**, Prosper Portland will offer the Program on an annual competitive process by announcing available funds in each Tax Increment Finance (TIF) District where funds are budgeted and available; and

**WHEREAS**, the Program will reimburse eligible project costs upon completion of the project work, and entities awarded grants may receive up to \$300,000 in Program funding within a five-year period.

**NOW, THEREFORE, BE IT RESOLVED**, that the Prosper Portland Board approves the revised Community Livability Grant Program Guidelines, which are attached to this Resolution as Exhibit A;

**BE IT FURTHER RESOLVED THAT** the Prosper Portland Executive Director may make changes to these Program Guidelines as necessary to enhance alignment with Advance Portland, TIF district action plans, or community action plans; and

**BE IT FURTHER RESOLVED,** that with the affirmative vote of no fewer than four commissioners for this resolution and of all of those present, this resolution will become effective immediately upon its adoption, and otherwise it will take effect thirty days after adoption.

Adopted by the Prosper Portland Commission on September 10, 2025



---

Pam Feigenbutz, Recording Secretary

## **Prosper Portland Community Livability Grant Program Guidelines**

### **Program Overview**

The Community Livability Grant (CLG) Program provides grants for projects that promote healthy, complete, and resilient neighborhoods that support community well-being and widely shared prosperity.

### **Availability of Funds**

If a project is awarded a CLG, Prosper Portland will reimburse eligible project costs upon completion of the project work. Reimbursement will be made only after submission of full proof of payment, a final invoice, and verification of project completion by Prosper Portland's grant coordinator. Eligible entities may receive up to \$300,000 in CLG funding within a five-year period. A 50% match is required for any amount awarded beyond \$200,000 of CLG funding.

### **Annual CLG Announcement**

Prosper Portland will initiate an annual competitive process by announcing available funds in each Tax Increment Finance (TIF) District where funds are budgeted and available. The Executive Director, in consultation with the General Counsel, will review the TIF District Action Plan priorities being used to evaluate CLG applications, any other selection criteria, and the evaluation process. Each announcement will set forth the approved evaluation criteria and process, and the selection process timeline and deadlines. Not all applicants may receive grant funds, or the full amount requested. The announcement will be made on Prosper Portland's CLG Program website.

### **Eligible Entities**

To be eligible, the applicant must have control of the property on which the grant project will be constructed, either through ownership or via a lease with at least three (3) years remaining in the term at the time of award, which lease allows the proposed improvements. If the applicant is not the property owner and does not have a lease, a letter of support from the property owner is required. The following are considered eligible entities:

- A. Community-based organizations, including nonprofits, neighborhood and business associations, neighborhood groups, and schools. Informal or ad-hoc groups that are not incorporated and/or tax-exempt entities must have an agreement with a tax-exempt organization under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code to serve as the applicant's fiscal sponsor.
- B. Private property owners and for-profit entities, if they meet one of the following conditions:
  - 1. They lease to a nonprofit organization with at least three years remaining on the lease at the time of application; or
  - 2. They provide a significant community benefit that enhances livability for area residents.

### **Eligible Work**

CLG grant funds may be used for both physical improvements (*hard costs*) and eligible consulting assistance (*soft costs*) to support property -related improvements on commercial, industrial, or mixed-use properties.

- *Hard Costs:* Signage, painting, lighting, storefront, or mechanical systems, tenant improvements, roofs, sidewalks, parking lots, security, landscaping, or other permanent fixtures.
- *Soft Costs:* Design, architectural and engineering services, permitting fees, and third-party project management. Grant funds for soft costs may not exceed \$25,000 and should reasonably lead to construction of improvements. Prosper Portland, at its sole discretion, may require use of a professional consultant for complex projects and where such advice is likely to improve the quality of the project.

**Eligible Property** means property that meets all the following criteria:

- Located in a TIF District within the city of Portland;
- Zoned for commercial/mixed use, employment, industrial or multi-dwelling; and
- All financial obligations related to the property are paid current, including taxes and debt payments.

### **Selection Process**

Prosper Portland will convene a Selection Committee to evaluate proposals and make award recommendations to the Executive Director. The Selection Committee may be composed of Prosper Portland staff and representatives from the community who will bring a variety of perspectives to the evaluation, including lived or work experience in the TIF District where project will take place; knowledge and understanding of the TIF District priorities; a commitment to equity; and experience with real estate development and/or design and construction. The Selection Committee will review all proposals that have met the minimum eligibility requirements and established criteria in the announcement of available funds. The evaluation criteria will be in part based on the proposed project's ability to demonstrate the following, as well as any additional ranking criterion that may vary by announcement:

- Alignment with the TIF District Action Plan priorities;
- Community support (through letters, emails, or other documentation indicating volunteer labor, donated material and professional services, and/or financial contributions);
- Financial feasibility and a budget for the proposed project that includes sources and uses and indicates the funding gap the CLG will be expected to fill. The budget should be based on contractor estimates; and
- A project schedule that demonstrates the proposed project can be completed with one (1) year after any grant award.

The Executive Director will make CLG award decisions. Applicants will be notified by e-mail or phone call if their project has been selected by the Executive Director. In addition, awards may be announced

through a media release and posted on the Prosper Portland website. Before any work begins, selected CLG applicants will be required to attend an orientation meeting detailing the CLG process and to execute a Grant Agreement. Awards are not final until selected recipients and Prosper Portland have entered into a Grant Agreement, which will detail the responsibilities of both parties. Prosper Portland will review and approve proposed work and ensure all other conditions are met prior to circulating a Grant Agreement for execution and allocating funds to the project, including ensuring that the project is fully funded.

### **Commitment of Funds**

CLG funds will be disbursed only for work completed after a Grant Agreement is executed by both the selected grantee and Prosper Portland. The Grant Agreement will 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.

### **Reimbursement of Funds**

Prior to reimbursement of funds, all completed work will be reviewed by Prosper Portland staff as to compliance with the Grant Agreement.

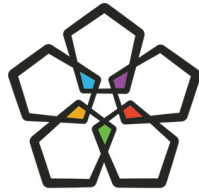
### **General Conditions**

- Improvements funded by the grant will be maintained in good order; graffiti and vandalism will be dutifully repaired.
- Compliance with the City of Portland Business License and State of Oregon Registry is required.
- The Grantee must complete, sign, and submit a W-9 for disbursement of funds.
- Grantees will be required to retain records for potential auditing purposes.
- Grantees will be required to repay grant funds if the terms of the Grant Agreement are materially breached.
- Grantees are required to continuously provide the community benefit funded by the CLG for a minimum of two (2) years after project completion.
- Grant awards will 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 Prosper Portland along with a proof of payment for reimbursement by Prosper Portland, up to the maximum Grant amount awarded to such Grantee.
- At Prosper Portland's discretion, the contractors or consultants may be paid directly if reimbursement is deemed a financial hardship for the grant recipient.

**Revised Grant Guidelines**

The Executive Director may make changes to these Program Guidelines as necessary to enhance alignment with Board-adopted strategic plans, TIF District Action Plans, or community action plans. Any changes will be memorialized in re-issued Program Guidelines.

Guideline Adoption/Revision	
Board Action	Resolution No. 6442; 2007
Board Action	Resolution No. 6710; 2009
Board Action	Resolution No. 6862; April 13, 2011
Board Action	



# PROSPER PORTLAND

Building an Equitable Economy

## RESOLUTION NO. 7622

**RESOLUTION TITLE:**

ADOPTING REVISED COMMUNITY LIVABILITY GRANT PROGRAM GUIDELINES


Adopted by the Prosper Portland Commission on September 10, 2025

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 Marcelino J. Alvarez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Felisa Hagins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Michi Slick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	VACANT	<input 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.*

	<b>Date:</b>  September 19, 2025
<b>Pam Feigenbutz, Recording Secretary</b>	