

**COMMUNITY LIVABILITY GRANT**

# **HANDBOOK**

**[PROSPERPORTLAND.US/CLG](https://prosperportland.us/clg)**



**PROSPER  
PORTLAND**  
Building an Equitable Economy

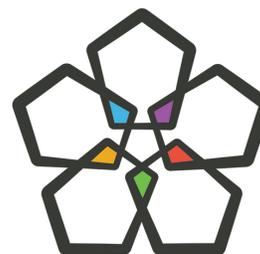
# TABLE OF CONTENTS

1. OVERVIEW .....	3
2. PROGRAM PRIORITIES .....	3
3. ELIGIBILITY REQUIREMENTS .....	4
4. APPLICATION INSTRUCTIONS .....	5
5. SELECTION PROCESS .....	6
6. GRANT ADMINISTRATION .....	7
7. OTHER INFORMATION.....	8

**CONTACT:**

Community Livability Grant Program  
Prosper Portland  
220 NW 2nd Avenue, Suite 200  
Portland, OR 97209

[clg@prosperportland.us](mailto:clg@prosperportland.us)



**PROSPER  
PORTLAND**

Building an Equitable Economy

# 1. OVERVIEW

The Community Livability Grant (CLG) program provides grants to community-based organizations for projects that promote healthy, complete, and resilient neighborhoods and respond to and respect the diversity of its residents. Eligible applicants include nonprofit organizations, neighborhood and business associations, and neighborhood groups. Property owners may also be eligible. See Eligibility Requirements (Section 3) for more specifics about who may apply.

Project sites must be located within an eligible Tax Increment Finance (TIF) District. Funds awarded through the program are for permanent, real property improvements. In general, funds may be used for parks, open space, traffic calming, community facilities, historic preservation, and urban design projects. The grant is not intended for routine maintenance. (*Routine maintenance is defined as maintenance activities that should be carried out regularly including inspections and repairs e.g., exterior, plumbing, mechanical, electrical fixtures.*)

Past projects include a green renovation of an old gas station into new community space, a new, accessible playground for all abilities, and ADA upgrades for the historically and culturally significant Chinese Garden. Grants are awarded through a competitive process. Projects may be funded in full, in part, or not at all. Grant awards typically range from \$10,000 to \$50,000. The total maximum grant award is \$300,000. Organizations previously awarded a total of \$300,000, either singular or cumulative, have reached the maximum total grant and are no longer eligible.

## Grant Application Schedule

Milestones	When?
CLG Applications Open	In Spring
One-on-one Assistance	To request an appointment, please contact: <a href="mailto:clg@prosperportland.us">clg@prosperportland.us</a>
Project Proposal Evaluations	June
Awards Announcement	July

# 2. PROGRAM PRIORITIES

The CLG program prioritizes projects that benefit historically underserved communities and promote widely shared prosperity. For example, such projects would:

- Improve access to jobs and workforce development services.
- Support wealth creation opportunities for small business owners.
- Honor and enhance the neighborhood's cultural diversity and history.
- Deliver a community asset tailored to the community's expressed priorities and opportunities.
- Each TIF District has sub-priorities to further the goals of the Districts' Action Plan.

## Prosper Portland Commitment and Policies

Prosper Portland is committed to supporting a healthy climate and a diverse contracting industry through its own projects and programs. Based on funding levels, some grant projects will be required to comply with Prosper Portland's [Green Building Policy](#), [Business Equity Policy](#) and [Workforce Training & Hiring Policy](#)

All projects will be required to have a minimum of 20% of the budgeted project costs allocated to contracts with Minority, Women, and Disadvantaged Business Enterprise (MWDDBE) firms, either state-certified or self-identified. Prosper Portland and partners will work with organizations to connect them with resources to fulfill this commitment. The following are a few sources for identifying and working with MWDDBE firms:

- [COBID - State of Oregon Certification Office for Business Inclusion and Diversity](#)
- Oregon Association of Minority Entrepreneurs (OAME) <http://www.oame.org>
- National Association of Minority Contractors (NAMC) [namcnational.org](http://namcnational.org)
- Latino Built Oregon [LatinoBuilt.org](http://LatinoBuilt.org)
- Contact Nixie Stark [starkn@prosperportland.us](mailto:starkn@prosperportland.us) to learn more about resources available to assist you in identifying potential contractors, sub-contractors or consultants.

## 3. ELIGIBILITY REQUIREMENTS

The proposal must meet the following eligibility requirements to be considered for funding:

- 1. Project Location:** Projects must be located within the boundaries of one of the TIF Districts where CLG funding is available.
- 2. Type of Project:** Projects must involve real property improvements to a community facility, open space, traffic calming, or a structure or feature of historic or cultural significance. (Housing and transportation projects are not eligible for this program.)
- 3. Eligible Use of Funds:** Funding for the Grant Program is through tax increment financing (TIF) and, therefore, is tied to permanent, physical improvements (including tenant improvements) of real property. Temporary installations, ongoing administration, routine maintenance costs (such as regular inspections and routine repairs), equipment, working capital, or work that was completed previous to the grant agreement execution are not eligible.
- 4. Eligible Applicants:**
  - Nonprofit organizations, neighborhood and business associations, and neighborhood groups. Groups formed solely for performing a project in a neighborhood should have a 501(c)3 or 501(c)6 nonprofit organization to serve as their fiscal agent.
  - Private property owner or for-profit entity may be eligible if the applicant does the following:
    - leases or provides space for no fee or at a substantially reduced rate to meet the needs of a nonprofit organization or community group (it is strongly encouraged to apply in partnership with the non-profit organization); and
    - provides or proposes to provide a significant community benefit that adds to the livability for area residents. If awarded, applicant must produce documentation that

grant funds will be used only for improvements to space occupied by a nonprofit or directly related to providing a community benefit, and benefits will be ongoing for a minimum of three years.

- Schools if:
  - The project provides a broad community benefit, is accessible to the public, and has been approved by the school district or other owner with a three-year maintenance and public access plan.
  - The proposed project *does not* support a core educational function (e.g., building or improving pre-K-12 classrooms).
- 5. **Eligible community open-space projects:** Community gardens, small community parks, plazas, trails or wildlife habitat. Applicant must provide property owner approval for the project and a maintenance plan of three (3) years or longer, a written use agreement with the property owner, and any necessary permits at time of commitment of funds.
- 6. **Site control:** Applicant must have site control through property ownership or a lease at the time of award. Applicants who do not own the property must provide a current commercial lease agreement with the property owner's approval of the project with a minimum remaining term of three (3) years and be permitted under the lease to carry out the proposed improvements. If a lease agreement is not applicable, a letter from the owner acknowledging support for the project is required.
- 7. **Ongoing commitments:** Community benefits outlined in the grant application are expected to be provided for a minimum of three (3) years after project completion. Prosper Portland may require the grant to be repaid if the community benefit intended is terminated before that time.

## 4. APPLICATION INSTRUCTIONS

The application can be accessed on Prosper Portland's website at <http://www.prosperportland.us/clg>. Follow the steps below to apply for the grant:

**Step 1:** Click on the ELIGIBILITY link to see if your organization is eligible. The link will lead to an eligibility quiz page and the results will let you know if your organization meets the requirements.

If eligible, a link to the full application will be provided.

**Step 2:** Fill out all fields in the application and click submit.

**Step 3:** You will receive a confirmation email after completing Step 2.

If you have any questions about the process, please contact:

Community Livability Grant Program Coordinator  
Prosper Portland  
220 NW 2nd Avenue, 2<sup>nd</sup> Floor  
Portland, OR 97209  
[clg@prosperportland.us](mailto:clg@prosperportland.us)

## 5. SELECTION PROCESS

The Selection Committee evaluates proposals and makes award recommendations to Prosper Portland. Prosper Portland makes the final decision of funding allocations. The Selection Committee is composed of Prosper Portland staff and representatives from the community who bring a variety of perspectives to the evaluation including lived or work experience in the district where project will take place; know and understand district priorities; a commitment to equity; and experience with real estate development and/or design and construction.

- The Selection Committee will use the Evaluation Criteria (please see below) to review and make funding recommendations to Prosper Portland. Prosper Portland's Executive Director will then make the final decision on the allocation of funds.
- Applicants will be notified by e-mail or phone call of final decisions. Awards will also be announced through a media release and posted on the Prosper Portland website.
- Successful applicants will be required to attend an orientation meeting detailing the grant process and enter into a Grant Agreement with Prosper Portland that outlines the responsibilities of both parties before work begins.

### Evaluation Criteria

Priority will be given to proposals that best meet the evaluation criteria below. The order of the list does not imply ranking.

#### 1. Program Priorities

- Project fosters vibrant and healthy neighborhoods and improves the prosperity of area residents and businesses; and
- Project will benefit historically underserved communities and promote widely shared prosperity.

#### 2. Community Benefit (Project will result in one or more of the following community benefits.)

- Assists historically underserved populations.;
- Improves access to jobs and workforce development services;
- Supports wealth creation opportunities for residents and small business owners;
- Honors and enhances the neighborhood's cultural diversity and history; and/or
- Delivers a community asset tailored to the community's expressed priorities and opportunities.

#### 3. Community Support & Partnerships

- Forms innovative partnerships and/or builds community capacity to address community needs.
- Community members are knowledgeable and supportive of project.
- Leverages other resources – volunteer labor, donated material, donated professional services, cash\*, or other grant funding sources.

\*Leverage is not a requirement for first-time applicants but is strongly encouraged. Projects which previously received CLG funding exceeding \$75,000 must contribute a minimum of 50% cash leverage. Projects which have previously received total CLG funding exceeding \$100,000 must contribute a minimum of 75% cash leverage.

#### 4. Project Feasibility, Schedule, & Budget

- Concept plan, budget, and schedule are complete and feasible;
- Adequate financial resources are available to do the project, in addition to CLG grant funds;
- Explains organizational capacity to complete the project and support ongoing community benefit;
- Demonstrates ability for project to be completed within a year of the award. Project bids must be submitted to Prosper Portland within three months of grant award and project completed within one year.

## 6. GRANT ADMINISTRATION

### Required Documentation

If a grant is awarded, additional documentation will be requested prior to entering into a grant agreement, and before funds can be disbursed for the project. All licenses, registrations, and other obligations to do business in the City of Portland must be current or demonstrate ability to become current. Grantees must supply the following:

1. **City of Portland Business License** (or proof of exemption)
2. **Registration with Oregon Secretary of State with Active status**
3. **Property Taxes**
4. **W-9** (completed)
5. **Lease and Authorization to improve the property:** If the grantee does not own the property, they will submit a complete signed copy of the lease with a minimum remaining term of three years and provide evidence they are authorized to make improvements to the property (e.g., written permission by the property owner, copy of the current lease providing permissions to modify property, Purchase and Sale Agreement, or Option to Purchase).
6. **Evidence of Authority to Sign for Applicant:** If the applicant is someone other than a board member for the organization, the applicant must provide Prosper Portland with evidence of authority to sign the grant agreement (e.g., approval by board of directors or other approvals as specified by applicant organization's bylaws).
7. **Final Project Budget**
8. **Contractor Bids:** All final contractor and materials bids must be provided within 6 months of grant award. All contractors must be licensed by the State of Oregon. All construction contracts will be between the applicant and contractor.
9. **Regulatory approvals, where applicable:** Projects must follow the city's design and permitting processes such as Design Review and/or approval from the State Historic Preservation Office when required. Projects may be awarded before this approval has been obtained; however, *funds will not be disbursed until proof is provided to Prosper Portland.*
10. **Open Space Maintenance Agreement:** Fully executed maintenance agreement for three years or longer for any open space project.

### Grant Agreement & Disbursement Process

**Grant Agreement:** Prosper Portland will review and approve proposed work and ensure all conditions are met, including copies of any applicable permits, prior to issuing a Grant Agreement and allocating funds to the project. The Grant Agreement will outline additional terms and conditions of the matching 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 for the project.

**Disbursement Process:** Grant funds will be disbursed on an expense reimbursement basis. The grantee is responsible for paying the vendor and subcontractor invoices in full and submitting a copy of the invoice(s) to Prosper Portland, along with proof of payment, to receive the reimbursement. Cash contributions from other sources must be spent before grant funds are disbursed. Final reimbursement will be held until all applicable permits have been closed and submitted to Prosper Portland. If the final project cost is less than estimated in the application and/or the project scope is reduced, then any required cash contribution and the grant amount will be reduced proportionately.

Prosper Portland may make exceptions to the disbursement reimbursement practice if this process will result in a financial hardship for Grantee. At Prosper Portland's discretion, contractors or consultants may be paid directly, or both Prosper Portland and grantee may agree to another payment arrangement that is mutually acceptable. In cases of direct payment to contractors, contractors must supply a current City of Portland business license, state business registration, and W-9. Exceptions must be confirmed with expressed authorization and written consent from Prosper Portland before any grant funds have been disbursed.

**Project Close Out:** Grantee will submit pictures of completed project. Any unspent funds remaining in the grant will be released back to Prosper Portland TIF District's budget for future CLG projects.

## 7. OTHER INFORMATION

**Grant Program Administration:** Prosper Portland reserves the right, in its sole discretion, to determine which proposals best serve the public good and to:

- Revise the solicitation, evaluation, or selection process including extending the deadline or canceling without selecting a proposal;
- Waive minor informalities and irregularities in a proposal received in response to this Grant Program;
- Disqualify any of the proposals without recourse or appeal; or
- Verify and investigate any of the information provided in the proposal.

**Confidentiality:** Proposals received by Prosper Portland shall become a matter of public record, subject to public inspection. To the extent that applicant would like to obtain confidential treatment of written materials, the applicant should enclose such materials in an envelope sealed and marked "confidential" and deliver it to the Prosper Portland Office of the General Counsel. Prosper Portland does not guarantee confidentiality.

**Non-discrimination:** Prosper Portland operates the CLG program in accordance with the City of Portland's [Non-Discrimination Clause](#). In addition, all grant recipients must comply with legal requirements including [Portland City Code 23.01 \(Civil Rights\)](#).