

**PORTLAND DEVELOPMENT COMMISSION**

Portland, Oregon

**RESOLUTION NO. 6975**

**ADOPTING GUIDELINES FOR MICRO AND SMALL BUSINESS  
DEVELOPMENT PROGRAMS AND RESCINDING PRIOR ECONOMIC  
OPPORTUNITY INITIATIVE MICROENTERPRISE PROGRAM GUIDELINES  
ADOPTED THROUGH RESOLUTION NO. 6919**

**WHEREAS**, the Portland City Council adopted the 2009 Economic Development Strategy wherein one of the objectives is building the sustainable economy through neighborhood business vitality;

**WHEREAS**, the Portland Development Commission (“PDC”) Board of Commissioners (the “Board”) in 2010 adopted the Neighborhood Economic Development Strategy (“NED Strategy”) which has as goals for fostering economic opportunity and neighborhood prosperity throughout Portland, and for driving neighborhood business growth;

**WHEREAS**, the Economic Opportunity Initiative Microenterprise Program (“EOI-Micro”) and the Small Business Development Program (“SBDP”) support wealth and job creation among low- to moderate-income business owners, many of whom are people of color, live in areas that are historically underserved and/or have limited English proficiency;

**WHEREAS**, PDC has operated the EOI-Micro since 2009 with funding from the Portland Housing Bureau (PHB) and the SBDP since 2011 with funding from the City of Portland (“City”) General Fund;

**WHEREAS**, microenterprise and small businesses contribute to Portland’s economy, making up more than 75 percent of businesses in the city;

**WHEREAS**, the EOI-Micro currently operates under Program Guidelines adopted by the Board on February 8, 2012 (Resolution No. 6919) and program guidelines do not currently exist for SBDP because it has been operating in its pilot year; and

**WHEREAS**, because of the similarities of the EOI-Micro and the SBDP, both programs can be operated more effectively and efficiently under one set of unified program guidelines.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board adopts the guidelines for EOI-Micro and SBDP, substantially in the form attached hereto as Exhibit A (the “Guidelines”), and authorizes the Executive Director to implement the EOI-Micro and the SBDP consistent with the Guidelines;

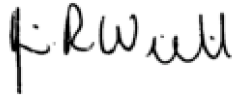
**BE IT FURTHER RESOLVED**, that the original EOI Microenterprise Program Guidelines adopted through Resolution No. 6919 are no longer applicable and are hereby rescinded;

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

**BE IT FURTHER RESOLVED**, that the Executive Director shall report to the Board periodically on the implementation and impact of the EOI-Micro and the SBDP; and

**BE IT FURTHER RESOLVED**, that this resolution shall become effective immediately upon its adoption.

**Adopted by Portland Development Commission on October 10, 2012**



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Gina Wiedrick, Recording Secretary

## Exhibit A

### GUIDELINES FOR MICRO AND SMALL BUSINESS DEVELOPMENT PROGRAMS

#### **Program Purpose:**

The **Small Business Development Program** (SBDP) and the **Economic Opportunity Initiative Microenterprise Program** (EOI-Micro) (the “Programs”) are initiatives of the Portland Development Commission and the City of Portland. The Programs provide grants to non-profit organizations for projects and programs that will support the growth and development of micro and small businesses in the City of Portland. The goal of the Programs is to create, grow and strengthen micro and small businesses through technical assistance and training among low- and moderate-income business owners, especially in communities of color and within priority neighborhoods through business development.

#### **AVAILABILITY OF FUNDS**

PDC will periodically issue a competitive Request for Proposals (“RFP”) to identify Grantees for the Programs. The RFPs will specify the Program’s focus, response requirements, evaluation criteria, and timeline for implementation. A grant is limited to \$500,000 per year. Typical grants do not exceed \$200,000. Grants may be renewed annually for up to four years subject to budget availability, Grantee performance, and the terms of the prior RFP.

#### **ELIGIBILITY**

**Eligible Grantee:** Community-based entities that are organized under the Oregon non-profit statutes and experienced in creating, strengthening and growing businesses through technical assistance, trainings, or other business equity-building strategies are eligible for grants through the Programs. Organizations must have a demonstrated knowledge in the subject matter and experienced key personnel who will implement the work. Previous Grantees may apply again. Grantees will be chosen through a competitive solicitation process.

**Eligible Use of Funds:** Funds must be used by a Grantee to provide one-on-one business development assistance to eligible businesses (defined below). High quality, comprehensive projects and programs tailored to the needs of specific low- to moderate-income target populations are required. Long term assistance at varying levels over the course of three years and a minimum of client outcome tracking for three years is required. Specific eligible expenses of the grantee will be outlined in the grant agreement.

**Eligible Businesses:** The EOI Microenterprise Program is intended to benefit businesses with five or fewer employees whose owners are at 80 percent or less of area median family income compared to the City of Portland. Businesses served may include: existing and new businesses and home-based and commercial businesses located in the City of Portland.

The Small Business Development Program is intended to benefit existing businesses with 50 or fewer employees whose owners are at 120 percent or less of area median family income compared to the City of Portland. Businesses served may include: existing businesses and home-based and commercial businesses located in the City of Portland.

#### **AWARD OF GRANT**

PDC will implement the grants through a Grant Contract executed by PDC and the Grantee. The Grant Contract will describe the project, 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, quality of work, and the amount of funds committed.

#### **APPROVAL OF WORK**

PDC has the sole authority to determine eligibility of proposed work by a Grantee and confirmation of completed work. Certain work may be required or precluded as a condition of funding. To assess whether the initiative is successful, PDC will be closely evaluating outcomes and will report on the changes of income/assets of project participants over multiple years. Organizations receiving funding shall track the progress of project participants for a minimum of three years. Future funding may depend on participant outcomes and compliance with tracking requirements.

#### **DISBURSEMENT OF FUNDS**

Grant funds shall be used to reimburse Grantee for eligible costs and work only after submission of an invoice detailing the eligible costs incurred by Grantee, accompanied by evidence of such costs as required by PDC. PDC is not obligated to disburse the entire Grant if the actual cost of the Grantee's Project/Program does not meet or exceed the grant amount.

#### **GENERAL CONDITIONS**

The following general conditions will apply to all grants:

- Providers will focus outreach on businesses outlined in the Neighborhood Economic Development Strategy.
- Grantee must be in compliance with City of Portland business License requirements.
- Grantee must comply with reporting requirements set forth in the grant agreement.
- All work must comply with city, state and federal laws.

**RESOLUTION NO. 6975**

**RESOLUTION TITLE:**

ADOPTING GUIDELINES FOR MICRO AND SMALL BUSINESS DEVELOPMENT PROGRAMS AND RESCINDING PRIOR ECONOMIC OPPORTUNITY INITIATIVE MICROENTERPRISE PROGRAM GUIDELINES ADOPTED THROUGH RESOLUTION NO. 6919


Adopted by the Portland Development Commission on October 10, 2012

| 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 as duly recorded in the official minutes of the meeting.*

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|---|---|
|  | <p><b>Date:</b></p> <p>October 10, 2012</p> |
| <p><b>Gina Wiedrick, Recording Secretary</b></p>                                    |   |