

Portland Development Commission

INTERSTATE CORRIDOR

URBAN RENEWAL AREA

COMMUNITY LIVABILITY GRANT PROGRAM

FY 2010-2011 ANNOUNCEMENT

Contact Information

Susan Kuhn

Sr. Program Manager

Portland Development Commission

222 NW Fifth Avenue

Portland, OR 97209

503-823-3406

Email: kuhns@pdc.us

www.pdc.us/interstate

OVERVIEW

The Portland Development Commission (“PDC”) is seeking proposals that will support and enhance the livability of communities within the Interstate Corridor Urban Renewal Area (“ICURA”). Grants are available through the PDC Community Livability Grant Program (the “Grant Program”) for real property improvements at new or existing community facilities, in open spaces, or to preserve historic or cultural community assets.

These grants are intended to encourage projects that preserve community assets and to improve or expand space that benefits the broader community. Examples are:

- community health services;
- childcare;
- arts promotion;
- multi-cultural and intergenerational activity;
- support job and/or housing resources or language interpretation;
- recreational opportunities, especially for youth; or
- other projects which add to the overall livability for area residents.

PREVIOUS GRANT PROGRAM AWARDS

PDC has awarded more than \$950,000 in ICURA Community Livability Grants since 2006.

Projects that have received awards include:

- a wheelchair ramp for a community medical center;
- installation of a reclaimed wood floor and commercial kitchen infrastructure to enhance community meeting space;
- storefront improvements for a music center;
- heating, electrical upgrades, and new doors to create artist and gallery space;
- a new furnace and energy saving improvements for a childcare center;
- expansion of a youth learning center using recycled materials;
- new shade trees and benches at Humboldt School; and
- construction of garden sheds to serve two community gardens.

Historic/cultural preservation projects funded include:

- renovation of the Paul Bunyan statue in Kenton;
- repair of monuments and general improvements at the Historic Columbian Cemetery; and
- efficiency improvements at two historic buildings used as community space and performing arts space, including acoustic upgrades, a solar heating project, and storm water management.

Grant amounts have ranged from \$5,000 to more than \$100,000.

Up to \$400,000 is available for projects in fiscal year 2010-11.

Proposals are due at PDC Tuesday May 4, 2010 by 5:00 p.m.

APPLICATION INSTRUCTIONS

- Application is available for [download as a fillable PDF](#).
- Application may be hand-written, but must be legible. If typed, font should be at least 10- point type.
- The narrative portion of the application must be limited to maximum of five (5) pages.
- Submit one original of Submittal Requirements, plus an additional eleven (11) double-sided copies of the same pages.
- Complete proposals should be hand-delivered or sent to Portland Development Commission c/o Susan Kuhn, 222 NW Fifth Avenue, Portland, OR 97209 by 5:00 p.m. Tuesday May 4, 2010.
- **No electronic submissions will be accepted.**
- Be green! Please do not use ring binders, section dividers, plastic spines, or any other materials that cannot be easily recycled.

SUBMITTAL REQUIREMENTS

- **Cover Letter:** limit to one page. To include brief history of applicant, short biography of project manager and/or applicant staff, a brief description of the community benefit proposal will provide, and if project is a historic/cultural building or asset, describe how status was determined.
- **Executive Summary:** limit to a few sentences or no more than one page.
- **Application Form** (available for [download as a fillable PDF](#)).
- **Proposal Narrative:** respond in detail to Evaluation Criteria A-H in Application; limit to a maximum of five (5) pages (one side equals one page).
- **Project Budget** (use budget format included in Application): Provide budget with at least one supporting construction bid.
- **Project Schedule.**
- **Supporting Documents:**
 - Letter(s) of support.
 - Site map and/or project pictures.
 - Applicant's business plan and/or mission statement.
 - Commercial Lease Agreement or letter from property owner, as may be applicable.

- For non-profit applicants: an IRS letter documenting tax exempt status.
- For non-profit applicants: adopted Articles of Incorporation and By-Laws.
- For private property owners or for-profit businesses: submit documentation of the community benefit(s) provided.
- If proposal involves open space: use agreement with property owner and a maintenance plan for the proposed improvements.
- If proposal is to improve school grounds: approval from Portland Public School District or other owner and a maintenance and public access plan for the proposed improvements.
- **Submittal Checklist** (available for [download as a PDF](#)).
- Attend one of mandatory **Information Workshop** meetings held March 30 and April 7 (see page 5).

Complete proposals must include the Submittal Requirements and meet Threshold Requirements stated in this announcement. Incomplete proposals will not be considered.

GRANT ANNOUNCEMENT SCHEDULE*

Date (week of)	Milestone
March 9, 2010	Announcement of Funds
March 30 and April 7, 2010	Mandatory Applicant Information Workshops
May 4, 2010	Proposals Due
May 11 to June 17, 2010	Evaluation Process / Recommendation to PDC
June 30, 2010	Notification of Awards
July 1, 2010	Funds Available

* This schedule is subject to modification by PDC as warranted.

AVAILABLE FUNDS AND GRANT AMOUNTS

Up to \$400,000 is available for projects in FY 2010-2011. Small and large real property improvement projects will be considered. The intent in selecting proposals is to award those that best meet the Evaluation Criteria.

Please note that projects may be funded in-full, in-part, or not at all. Past grants have ranged from \$5,000 to more than \$100,000.

APPLICANT INFORMATION WORKSHOPS

Attendance at an Information Workshop is mandatory for those applying for FY 2010-11 funds. Individual meetings with PDC staff may be substituted for the workshop, as staff

time allows. PDC staff and Evaluation Committee members will be available at the following workshops:

1. Tuesday March 30, 2010: 11:00 a.m. – 1:00 p.m. AND 5:00 p.m. – 7:00 p.m. at Legacy Emanuel Hospital, Lorenzen Center, 2801 N. Gantenbein, Portland, OR 97227 (enter through hospital main entrance or from N. Graham Street).

2. Wednesday April 7, 2010: 11:00 a.m. – 1:00 p.m. AND 5:00 p.m. – 7:00 p.m. at Kaiser Permanente's Town Hall, Rooms C&D on the main floor, 3704 N. Interstate Avenue, Portland, OR 97227.

Questions may be directed to the Program Manager by phone, e-mail or as available by appointment: Susan Kuhn, PDC

503-823-3406

kuhns@pdc.us

THRESHOLD REQUIREMENTS

It is important to note that there are both policy and legal limitations on how urban renewal dollars can be allocated. The proposal must meet the following threshold requirements to be considered for funding through the Grant Program:

- The project must be located within the urban renewal area boundary. View a map of the ICURA boundaries ([in PDF format](#)), or call Susan Kuhn at (503) 823-3406.
- The proposed project must involve real property improvements to a community facility, open space or a structure or feature of historic or cultural significance. Note: Housing and transportation projects are not eligible for funding through the Grant Program.
- Eligible community open space includes community gardens, small community parks, plazas, trails or wildlife habitat. The open space cannot already be planned for future improvements by Portland Parks and Recreation and/or PDC. To be eligible, proposals must include a maintenance plan for a minimum of five (5) years and a written use agreement with property owner.
- The applicant must have site control – ownership or lease. Property that is not owned by the applicant must have a current commercial lease agreement with the property owner 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.

- Funding for the Grant Program is through tax increment financing (TIF) and, therefore, is tied to the physical improvements (including tenant improvements) of real estate projects within the URA. Funds shall not be used for ongoing administration, maintenance costs, or working capital.
- The Grant Program application package must be complete. Incomplete applications or applications that do not comply with application specifications will be rejected.
- It is expected that the community benefit that is the purpose of awarding grant funds will be ongoing. PDC may require the grant to be repaid if the community benefit intended is terminated within two (2) years of project completion.
- **Eligible applicants** include neighborhood associations, business associations, and tax-exempt nonprofit entities.
- **All schools are ineligible to apply**; however, a joint proposal from a PTA and neighborhood association for improvements to school grounds that benefit the broader community is eligible. To be eligible, proposals must address public access and include approval from Portland Public School District or other owner, as applicable, and a maintenance plan for the project.
- **Private property owners or for-profit entities** may be considered an eligible applicant if one of the following conditions is met and applicant commits to continuously provide the community benefit or subsidized rent for a minimum of five (5) years after project completion:
 - Such an applicant leases or provides space for no fee or at a substantially reduced rate to meet the needs of a nonprofit organization or community group and, in the case of an existing building, such space has been leased to a nonprofit or community group on similar terms for a minimum of one year prior to application; or
 - Such an applicant provides or proposes to provide a significant community benefit that adds to the livability for area residents.
 - PDC will require the grant to be repaid if the community benefit intended is terminated within five (5) years of project completion.

EVALUATION CRITERIA

Proposals that meet the Threshold Requirements will be evaluated on their strength in achieving the goals and principles of the [Interstate Corridor Urban Renewal Area Plan \(2000\)](#) and of the [Community Livability Implementation Strategy \(2002\)](#). Priority will be given to proposals that best meet one or more of the Evaluation Criteria below. (The order of the list does not imply ranking or weighting).

1. Accomplish one or more of the following:
 - a. Maintain, enhance and/or increase useable space of an existing community facility; or add new community space.

- b. Preservation of a structure or feature of historic or cultural significance or that otherwise recognizes and honors the diverse cultural and social heritage of the ICURA.
 - c. Enhance existing community open space.
- 2. Meet identified need(s) in the community, particularly improving community livability and emphasizing the needs of the elderly, youth, people of low income and/or people with disabilities.
- 3. Benefit the broader ICURA community and demonstrate accessibility to the general public.
- 4. Complement investments in housing, economic development, parks/open space or transportation that are supportive of the goals of the ICURA.
- 5. Demonstrate public support.
- 6. Leverage other resources – public or private cash, in-kind donations or volunteers. Match funding is not a requirement, but is encouraged.
- 7. Demonstrate financial need for PDC funds.
- 8. Project budget is realistic, complete and feasible; and supported by a minimum of one bid.

Please note that preference will be given to:

- Construction projects over predevelopment and project planning requests.
- Projects demonstrated to be construction-ready and able to be completed by no later than June 30, 2011.
- Proposals from neighborhood associations, business associations and nonprofit entities.
- Projects with ongoing community benefit(s).

SELECTION AND AWARD PROCESS

The ICURA Community Livability Evaluation Committee (the “Evaluation Committee”) evaluates proposals and makes award recommendations to PDC. PDC makes the final decision on funding allocations, consistent with the URA plan and the plan’s implementation strategies. The Evaluation Committee is comprised of PDC staff and representatives from the community.

- The Evaluation Committee will review all complete proposals that meet Threshold Requirements. Applications that are incomplete or that do not meet the Threshold Requirements will be rejected.
- The Evaluation Committee will rate qualifying applications against the Evaluation Criteria and make funding recommendations to the PDC North/Northeast Neighborhood Manager. The North/Northeast Neighborhood Manager and PDC Urban Development Director will then make the final decision on the allocation of funds. Allocations will be consistent with the urban renewal plan and the plan’s implementation strategies.

- Applicants will be notified of final decisions. Awards will be announced through a press release, posted on the PDC website and e-mailed to members of the Interstate Corridor Urban Renewal Advisory Committee (ICURAC).
- Successful applicants will be required to enter into a Grant Agreement with PDC that outlines the responsibilities of both parties, before work begins.
- Neither PDC, ICURAC nor the Evaluation Committee are responsible for any costs the applicant may incur in preparing an application or proposal.

DISBURSEMENTS

Grant award will be disbursed on an expense reimbursement basis. The grantee is responsible for paying vendor and subcontractor invoices in full, submitting a copy of the invoice(s) to PDC, along with proof of payment for reimbursement by PDC. Cash contributions from other sources will be required to be spent before the grant is disbursed; 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 will be reduced proportionately.

In certain circumstances, PDC may make exceptions to the disbursement reimbursement practice, if the Grantee can demonstrate that awaiting the 2-3 week period for reimbursement by PDC for expenses incurred will result in a cash flow problem or other hardship for Grantee. PDC may be willing to pay invoices directly that are related to the funded project or identify some other payment arrangement that is mutually acceptable to PDC and the Grantee.

OTHER INFORMATION

- Applicants may be asked for additional information, to clarify parts of the proposal or be asked to interview with the Evaluation Committee.
- Administration of Grant Program: PDC reserves the right, in its sole discretion, to determine which proposal best serves the public good and to:
 - i) revise the solicitation, evaluation or selection process including extending the deadline or canceling without selecting a proposal;
 - ii) waive minor informalities and irregularities in a proposal received in response to this Grant Program;
 - iii) disqualify without recourse or appeal any of the proposals; and
 - iv) verify and investigate any of the information provided in the proposal.
- Confidentiality: Proposals received by PDC shall become a matter of public record, subject to public inspection. To the extent that a proposer would like to obtain confidential treatment of written materials, the proposer should enclose such materials

in an envelope sealed and marked "confidential" and deliver it to the PDC Office of the General Counsel. PDC does not guarantee confidentiality.

QUESTIONS?

For more information or to be added to the mailing list, call Susan Kuhn, Portland Development Commission, at 503-823-3406 or email kuhns@pdc.us.