



Investing in Portland's Future



Community Livability Grant Program Application

APPLICANT PERSONAL INFORMATION SHEET

Applicant _____	Federal Tax Exempt ID _____	
Applicant Address _____		
City _____	State _____	Zip _____
Contact Person _____		
Phone _____	Email _____	

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Portland Development Commission
Lents Town Center Urban Renewal Area Community Livability Grant Program
Application – FY 2010-11

Complete the following:

Grant Request: \$_____. Briefly describe what grant funds will pay for:

Applicant: _____
Applicant is: Federal Tax-Exempt Nonprofit Neighborhood Association
Business Association Other _____
Applicant Address: _____
City: _____ State: _____ Zip: _____
Contact Person _____ Phone _____ Email _____

Project Name _____
Project Address _____
Project Neighborhood _____
Property Owner (if not applicant*) _____ Phone _____
*Ownership: Individual Corporation/Partnership Public Non-Profit
*If property owner is other than applicant, you must provide a current lease agreement with a minimum remaining term of three (3) years.

Indicate all that are applicable with an X:

Is Project:
 Community facility/space Historic/cultural structure or feature
 Open Space Project
 Project is located within LTCURA boundary.
Other:
 Facility is operating as a legally permitted use under the applicable zoning code.
 Facility is operating in compliance with all local, state and/or federal requirements.
 Applicant is registered with Oregon Secretary of State with an active status. Registry#: _____

Detailed Proposal Narrative: The narrative portion of the application should clearly and concisely communicate the proposals strength in achieving the Evaluation Criteria. Use the following questions (A-H) to guide your response. The proposal does not have to meet all Evaluation Criteria to qualify for funding; however, projects will be rated on how well they address each criterion. Limit the narrative to no more than five (5) pages (one side = one page).

A. Community Need

1. Describe the community need(s) to which this project will respond and how the project will improve community livability.
2. How will long-time residents and businesses benefit from the project?
3. How will the elderly, youth, people of low income and/or people with disabilities benefit from the project? Does the proposed project offer discounted or subsidized fees?

B. Community Benefit

1. Describe how this project will benefit the broader LTC URA community; how is this facility accessible to the general public.
2. Who currently uses the facility? Will this change if the project is completed? If yes, how and why?

C. Multiple Goals of LTC URA Supported

1. Describe how the project complements or connects to other investment in the LTC URA – housing, economic development, revitalization, parks/open space, or transportation.
2. Is this project located on or near MAX light rail or on a frequent bus route?
3. How will this project utilize sustainable or green materials or otherwise contribute to improvement of the environment in the LTC URA?
4. For requests of \$50,000 or more, describe efforts in place for construction of this project to support minority-owned, women-owned and emerging small businesses.

D. Public Support

1. Does this project have demonstrated community support? Submit current letter(s) of support from neighborhood or business associations and/or other community or other evidence that indicates that the applicant has broad community support.
2. Identify other project sponsors, partners or stakeholders that have made a commitment to support this project. (Attach letter(s) of support).
3. If the proposal is for enhancements of community open space, indicate the party(ies) responsible for on-going maintenance. Include a maintenance plan or letter of responsibility.

E. Leverage

1. List all funding (public/private, loans/grants) secured or applied for with the intention of providing financial support for this project. Indicate status of applications (confirmed, declined, or pending and when notification is due).
2. Describe how this project leverages other community resources such as other community projects, volunteers, in-kind donations, or sponsorship of the proposal by multiple community partners.
3. List other major repairs or upgrades that have been completed in the last three years that were not funded with PDC or City funds. Will the major repairs or upgrades be

scheduled for completion within the next two years? What is the projected funding source?

F. Financial Need

1. What is the estimated cost of this project and what was the source for the cost estimate??
2. Briefly address why proposed work is not being funded through operations.
3. Briefly describe fund raising efforts for this project.
4. Who will manage the project construction?
5. What plans are in place for on-going maintenance of the improvements?
6. For requests of \$50,000 or more, describe the project team's capacity to complete the project (i.e. experience, skills, leadership, etc.).
7. If partial funding is awarded by this grant, will there be capacity to complete the project or an alternate plan?

G. Project Budget. Provide bids to support budget and grant request.

1. Complete the attached Project Budget. Provide detail relevant to project complexity.
2. Have all local, state and federal permits and approvals for construction of project been researched and budgeted for (i.e. design review or historic design review approvals, building permits)? Please describe permits, approvals etc. that are required for the completion of this project. PDC strongly encourages applicants to contact the Bureau of Development Services for more information on required permits as this can impact the project timeline.
3. For requests of \$50,000 or more, ensure that the budget provides sufficient detail to support the request, including multiple bids.

H. Project Schedule

1. Provide a project schedule. Include start date, estimated completion date, and include time for project development (i.e. architectural, engineering), design review, building permits, or other permits and approvals, as applicable.
2. For requests of \$50,000 or more, ensure that the project schedule provides sufficient detail to support the larger request, including project phasing, milestones, month and year of Community Livability grant expenditure, etc.

Note: For requests of \$50,000 or more, please make sure the application specifically responds to the following items:

- See C.4 above
- See F. 6 above
- See G.3 above
- See H.2 above

2) Project Budget. Show grant monies needed for project (PDC CL Grant Dollars), expenses covered by other funds available, the source, and if the funds are confirmed (Real Dollar Match, In-kind Match), and totals.

(Suggested list, not inclusive)	PDC CL Grant Dollars	Leverage*		Source	Funds Confirmed Y/N	Totals
		Real Dollar Match	Estimated In-kind Match**			
Materials	\$	\$	\$			\$
Equipment / supplies	\$	\$	\$			\$
Construction labor	\$	\$	\$			\$
Project Management**** (optional)	\$	\$	\$			\$
Professional / technical assistance (architect, eng., etc.)	\$	\$	\$			\$
Permits (incl. design review)	\$	\$	\$			\$
Additional expenses (list)	\$	\$	\$			\$
Totals	\$	\$	\$			\$

*Matching funds are not required, but are encouraged, in particular for requests of \$50,000 or more.

** In-kind match (e.g., donations of equipment, material, volunteer hours). To estimate the value of donated volunteer service, use \$18 per volunteer hour or the actual professional or technical cost if known.

Project Budget continued:

Amount requested from PDC Community Livability Grant \$ _____
Total Real dollars in matching funds \$ _____
Total In-kind match in estimated dollars \$ _____
Total Project Cost \$ _____
Leverage Percentage: Total Real Dollar Match / Total Project Cost = _____%

If requesting funds to pay for project management, describe specifically what portion(s) of the project the grant will support.

Percentage of grant funds requested for project-related management costs: _____%
***Project-related management costs may be considered as an eligible cost. Such costs shall not exceed 10% of grant request. On-going administrative costs to run an agency are not eligible project management costs.

Source(s) for cost estimates (i.e. contractor bids) _____
