

LENTS TOWN CENTER URA COMMUNITY LIVABILITY GRANT PROGRAM - SUBMITTAL CHECKLIST

Use this checklist to ensure all Submittal Requirements are included in the proposal. *Include this checklist with your proposal.*

Document*	Complete/Included
(*All items are Mandatory Submittal Requirements, unless otherwise noted)	
Cover Letter	<input type="checkbox"/>
Executive Summary of Proposal	<input type="checkbox"/>
Applicant Personal Information Sheet (PDC form)	<input type="checkbox"/>
Application (PDC form)	<input type="checkbox"/>
Project Budget (PDC format)	<input type="checkbox"/>
Detailed Proposal Narrative (maximum of five pages, each side = one page)	<input type="checkbox"/>
Lease Agreement or Property Owner Letter (as applicable)	<input type="checkbox"/>
If proposal is for open space:	
• Use Agreement with property owner (as applicable)	<input type="checkbox"/>
• Maintenance Plan	<input type="checkbox"/>
If proposal is for improving school grounds:	
• Approval from Portland Public School District (or other owner)	<input type="checkbox"/>
• Maintenance and public access plan	<input type="checkbox"/>
Letter(s) of Support	<input type="checkbox"/>
Additional budget information (optional)	<input type="checkbox"/>
Bid(s) to support budget	<input type="checkbox"/>
Project Schedule	<input type="checkbox"/>
Site Map and/or project pictures (optional, but helpful)	<input type="checkbox"/>
If Applicant is a Non-Profit Entity, the following information is required:	
• IRS Letter documenting tax-exempt status	<input type="checkbox"/>
• Articles of Incorporation	<input type="checkbox"/>
• By-Laws	<input type="checkbox"/>
• Current List of Board of Directors	<input type="checkbox"/>
• Last Annual Filing of IRS Form 990	<input type="checkbox"/>
• Business Plan and/or Mission Statement (if available)	<input type="checkbox"/>
If Applicant is a Private Property Owner or For-Profit Entity, the following additional information is MANDATORY:	
• Documentation satisfactory to PDC that the site has been leased to a nonprofit or community organization for free or at a substantially reduced rate for a minimum of one year prior to application; or	<input type="checkbox"/>
• Proposal must provide or propose to provide a significant community benefit that adds to the livability for area residents.	<input type="checkbox"/>
Five double-sided, color copies of the complete Proposal	<input type="checkbox"/>
Checklist	<input type="checkbox"/>