

**FY 2018-19 Intergovernmental Service Level Agreement  
General Fund Appropriation**

This Intergovernmental Service Level Agreement ("Agreement"), dated this 17 day of September 2018 ("Effective Date"), is made and entered into by and between the **City of Portland** (the "City") and **Prosper Portland** ("Prosper Portland") (collectively the "Parties").

**RECITALS**

- A.** Prosper Portland, as the duly-designated Urban Renewal agency of the City of Portland, is granted broad powers under ORS 457.170 for the planning and implementation of urban renewal projects.
- B.** A cooperative relationship between Prosper Portland and the City will be beneficial to the implementation of specific economic development activities including target industry development, entrepreneurial development and community economic development on a citywide basis.
- C.** Funding has been appropriated in the City's FY 2018-19 Adopted Budget to fund the abovementioned economic development activities.
- D.** Both parties desire to enter into an agreement that will establish terms and conditions by which one party will engage and compensate the other party for performing specific services.
- E.** The City Budget Office ("CBO"), as the City's budget liaison to Prosper Portland has been identified as the bureau responsible for managing this agreement.

**AGREEMENT**

**1. Parties**

Prosper Portland  
Main Contact: Tony Barnes  
City of Portland, City Budget Office  
Main Contact: Josh Harwood

**2. Term and Termination**

This Fiscal Year 2018-19 Agreement runs from July 1, 2018 to June 30, 2019.

- a. The full amount of funds for 2018-19 is authorized in the City's FY 2018-19 Adopted Budget.
- b. If funding is authorized for an additional program or transfer, City may add that program or transfer by written amendment to this Agreement, subject to Prosper Portland approval.
- c. Either party may terminate the entire Agreement with 30 days prior written notice to the other.

- d. If this Agreement is terminated, the City shall reimburse Prosper Portland for expenses incurred and funds contractually committed, prior to the date of termination, in the course of performing the activities described in the Scope of Services.

### **3. Roles & Responsibilities**

The City will send funds to Prosper Portland pursuant to the terms of Section 4 of this agreement.

### **4. Scope of Services**

The City will provide to Prosper Portland a total of \$6,540,664 in funding in the following amounts for the following economic development activities during FY 2018-19. Prosper Portland shall successfully implement the economic development activities described below and meet the programmatic performance measure targets as defined below:

#### **Programs:**

- 1) Entrepreneurship and Community Economic Development (ECED) - \$4,961,896- consisting of:

*Neighborhood Prosperity Network (NPN) (\$1,122,124)*

This program consists of:

Neighborhood Prosperity Network focuses on seven economically challenged business areas in North, East and outer Northeast Portland to build the capacity of community-based organizations to become active partners in neighborhood economic development. In addition to ongoing technical assistance and training provided by Prosper Portland, the districts will be eligible for a district administration and operations grant, marketing, promotions and branding grant, and a property improvement grant.

Neighborhood Commercial Corridors also includes an initial appropriation of \$299,339 for transfer of NPN tax increment shared revenue forecast to be received by the City General Fund that will be transferred to Prosper Portland in accordance with the Neighborhood Prosperity Initiative for Granted Revenues IGA approved in 2012. The amount will be reconciled in the Spring Budget Monitoring Process based on actual taxes received during FY 2018-19.

Funding for the above programming is intended to produce the following outcomes:

<b>Neighborhood Prosperity Network Performance Measures</b>	<b>Target FY 2018-19</b>
Number of volunteer hours provided by NPN	30,000
Net number of businesses	20
Net number of full-time hires	50
Operating funds raised by NPN	\$500,000

*Venture Portland (\$536,528)*

Funds provided to Venture Portland to support training, technical assistance, and small grants to Portland's neighborhood business district associations. The total includes ongoing funding of \$200,000 for the Catalytic Investment Initiative which is a follow up to the East Portland pilot.

Funding for the above programming is intended to produce the following outcomes:

<b>Venture Portland Performance Measures</b>	<b>Target FY 2018-19</b>
Amount of technical assistance and training hours to Business District Associations by Venture Portland	2,900
Number of projects funded by Venture Portland	35
Number of business district members	36
Number of volunteer hours	1,980
Percentage of General Fund budget awarded to business districts	18%

*Inclusive Business Resource Network (IBRN) (\$1,983,549)*

IBRN is a network of more than 11 organizations that serves approximately 600 businesses a year and includes both traded sector and local service sector businesses at different stages, from startup to growth. The IBRN is designed specifically for underrepresented and disadvantaged entrepreneurs with many of the organizations rooted in communities of color and all providing culturally responsive business technical assistance.

Funding for the above programming is intended to produce the following outcomes:



<b>Inclusive Business Resource Network Program Performance Measures</b>	<b>Target FY 2018-19</b>
1000 strong and stable businesses in five years	200
250 businesses grow sales or profit margins in five years	45
25 businesses invest in expansion in five years	4
Number of businesses receiving light touch technical assistance	400
Number of businesses receiving long term technical assistance	400
Percent of business owners of color served by IBRN	75%

*Adult and Youth Workforce Development (\$1,319,695)*

The goal of this program is to raise the incomes of low income Portland residents through workforce development. All participants have incomes of 50 percent or less of the Portland area median family income and often face barriers to employment such as limited English proficiency, criminal histories, homelessness, drug and alcohol addictions, and lack of educational credentials and basic skills.

Funding for the above programming is intended to produce the following outcomes:

<b>Workforce Development Program Performance Measures</b>	<b>Target FY 2018-19</b>
Percentage of youth participants people of color in workforce development	70%
Percentage of adult participants people of color in workforce development	50%
Number of youth participants in workforce development	500
Number of adult participants in workforce development	825
Percent of youth participants placed in employment or post-secondary training	75% employed & 65% in training
Percent of adult participants in workforce development who advanced in employment as demonstrated by gain in earnings, wage or benefits	60%

2) Traded Sector Job Creation & Retention - \$ 1,428,766 consisting of:

*Cluster Development (\$1,428,766)*

The City's Economic Development Strategy seeks to raise the national and international competitive profile of four target industry clusters (clean technology;

athletic & outdoor; metals and machinery; and software and digital media) through the retention and expansion of local companies and the strategic recruitment of firms to the city. Cluster efforts support creation of middle wage jobs and broadening the talent pipeline to generate inclusive growth in these targeted industries.

The Cluster Initiatives and Business Development Program include:

- Business development to support quality job growth through business and industry expansion;
- Business development to alleviate barriers to growth;
- Business recruitment in partnership with Greater Portland Inc.; and
- International business development and export promotion.

The Cluster Development program includes \$142,240 in one-time General Fund resources to support the Film & Video Office for one year. By FY 2019-20, this office is expected to be at least partially self-sustaining.

Funding for the above programming is intended to produce the following outcomes:

<b>Traded Sector Economic Development Performance Measures</b>	<b>Target FY 2018-19</b>
Number of companies introduced to capital partners	40
Number of Traded Sector business retention/expansion visits	350
Number of Traded Sector direct assistance, referral activities	400
Number of Portland Traded Sector firms receiving export assistance	40
Number of companies participating in a Public Benefit Agreement or public pledge that aligns with Prosper Portland strategic plan	55
Number of Traded Sector business relocations (within Portland) and expansions	10
Cluster growth year over year	2%
Jobs resulting from traded sector business relocations and expansions within Portland	1,000
Jobs created by leading cluster firms supported by Prosper Portland	4%
% increase of female or under represented people of color hires at TechTown pledge companies	10% female/15% underrepresented

## 5. Deliverables & Payment Schedule

**Deliverables from Prosper Portland will be as follows**

- a. Prosper Portland will provide periodic activity billings. The current year appropriations will be broken out into the following categories: Personnel Services, Materials &

Supplies, Financial Assistance, and Overhead and include actuals and balances. Any major contracts (more than \$5,000) included in billings in either Neighborhood Economic Development or Traded Sector programming will be listed with a brief explanation of service provided.

- b. Prosper Portland will provide CBO with finalized FY 2017-18 program performance data (i.e. outcomes) and key performance measure data during the first quarter of FY 2018-19, consistent with City bureau reporting expectations. Prosper Portland will also provide CBO with updated FY 2018-19 program performance data, key performance measure data, and project-specific metrics upon request throughout the fiscal year.

### **Payment Schedule**

Prosper Portland will bill CBO on a periodic basis based on expenditures incurred, unless and to the extent the Parties agree in writing to alternate disbursement or payment arrangements. The total General Fund Special Appropriations is \$6,540,664.

### **6. Changes to Funding Allocations**

The Prosper Portland Contract Signatory and the CBO Contract Signatory are authorized to adjust funding levels by program or adjust funding between sub-program categories, through a duly executed amendment to this Agreement, so long as sufficient funds have been appropriated in the City budget to cover the maximum amounts payable for economic development activities by the City under this Agreement, and sufficient funds have been appropriated for these economic development activities in Prosper Portland's Budget.

- a. The current year appropriations include up to \$299,339 in General Fund revenue sharing related to the Neighborhood Prosperity Network (NPN). Billings for NPN are contingent upon actual taxes collected.

### **7. Administration & Dispute Resolution**

#### **Administration**

The Parties will determine the frequency and scope of any necessary City/Prosper Portland meetings. The Parties may amend any provision of this Agreement in a writing signed by both parties hereto.

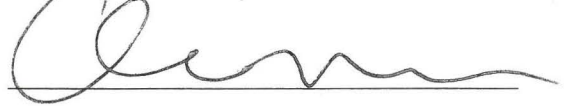
#### **Dispute Resolution**

If a dispute arises regarding the terms and conditions of this Agreement, all parties agree to exercise good faith in expeditiously resolving said conflict in the following manner:

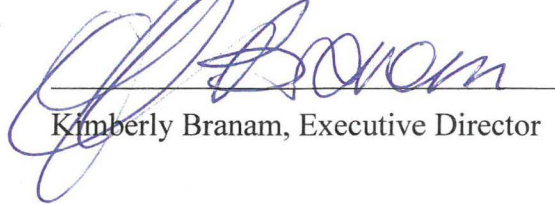
- a. All conflicts should first be discussed and resolved, if at all possible, at the staff level.
- b. If the conflict cannot be resolved at the staff level, then the conflict should be elevated to the Main Contacts specified in Section 1 for discussion and resolution.
- c. Any conflicts not resolved by the Main Contracts shall be elevated to the signatories of this Agreement for discussion and resolution.

**Approvals**

The City of Portland, through the City Budget Office, and Prosper Portland have executed this Agreement as of the date on Page 1.

**CITY OF PORTLAND**

Claudio Campuzano, Interim Budget  
Director

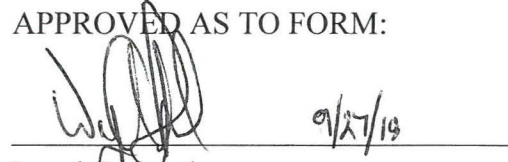
**PROSPER PORTLAND**

Kimberly Branam, Executive Director

APPROVED AS TO FORM:  
APPROVED AS TO FORM

  
City Attorney **CITY ATTORNEY** 10/3/18

APPROVED AS TO FORM:

  
Legal Counsel 9/27/18