Community Based Development Organization Requirements

- The agency must be organized under State or local law to engage in community development activities (e.g. housing, economic development).

- The agency by-laws must identify its primary service area and this area must be located within an identified geographic area within the City of Portland.

- The primary purpose of the agency, as stated in its by-laws, must be the improvement of the physical, economic or social environment of its geographic area of operation and must give particular attention to the needs of low and moderate income persons.

- The agency must either be a non-profit organization or a for-profit organization where monetary profits to shareholders or members are incidental to its operation.

- The agency must maintain at least 51% of its governing body’s membership for low and moderate income residents of its identified service area, owners or senior officers of businesses or institutions located in and serving its service area, or representatives of low and moderate income neighborhood organizations located within its service area.

- The agency may not be an instrumentality of the City of Portland and may not permit more than one-third of its governing body to be appointed by or consist of elected or other public officials or employees or officials of any ineligible agency.

- Members to the agency’s governing body must be nominated and approved by the agency’s general membership or by its permanent governing body.

- They agency may not be subject to requirements under which its assets will revert to the City of Portland upon dissolution of the organization.

- The agency must be free to contract for goods and services from vendors of its own choosing.