



## EMPOWERED NEIGHBORHOODS PROGRAM

## INTAKE FORM

Fill out online: [www.portland.gov/bds/empowered-communities-programs/neighborhoods](http://www.portland.gov/bds/empowered-communities-programs/neighborhoods)

The Empowered Neighborhoods Program is designed to serve clients who are Black, Indigenous, people of color, or clients with disabilities defined by the ADA who own property and have received a letter from the City's Enforcement Program requesting that issues on the property be fixed to avoid fees.

Applicant Name:

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Phone Number:

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Email Address:

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Referred by:

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The program is designed to assist any homeowner or business owner who received an enforcement letter and identifies as one the following:

- ☐ Black, Indigenous person, or person of color
- ☐ A person with a disability defined by the American Disability Act (ADA)

What is the case number listed on page 1 of the letter from the City's Enforcement Program?

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Referring to your enforcement letter, which of the following did the City state that you need to obtain?:

- ☐ "Permit required for structural work done without obtaining required permits or inspections"
- ☐ "Zoning Permit required"
- ☐ None of the above

*questions  
continued  
on back*



Bureau of  
Development  
Services FROM CONCEPT  
TO CONSTRUCTION

## EMPOWERED NEIGHBORHOODS PROGRAM



Bureau of Development Services  
1900 SW 4th Ave  
Portland, Oregon 97201  
[www.portland.gov/BDS](http://www.portland.gov/BDS)

**Supporting  
clients of color  
and those with  
ADA disabilities as  
they solve code  
violations on residential  
or commercial properties.**

# Why We Serve with an Equity Lens

“Equity is not only a matter of social justice or morality: It is an economic necessity. By building the capabilities of those who are furthest behind, America not only begins to solve its most serious challenges, but also creates the conditions that allow all to flourish.”

(Policylink)



## How We Serve

Striving to maintain a clear focus on each client’s goals, we help bridge the gap between each client’s resources and the building/zoning code requirements.

- **We visit the site** to understand the issues
- **We help clients brainstorm** options that meet building and zoning codes
- **We gather an ideal team** to serve each client
- **We walk clients** through the work to be completed including planning, permitting, and construction
- **We inform clients** of potential assistance from the City and the community
- **We advocate** for clients

## Your Team

The program relies on the knowledge, skills, and abilities of several team members and community volunteers to meet your unique needs.

### Your Team Members:

- **Project Coordinator**
- **Planning and Zoning Staff**
- **Life Safety Building Code Staff**
- **Structural Code and Site Staff**
- **Building & Housing Inspectors**
- **Inter Agency Partnerships**
- **Volunteer Professional Services** for low income clients
- **Community Partnerships** for low income clients

## VOLUNTARY INFORMATION

The Voluntary Information section below helps our team to continually aim for more balanced and diverse involvement in our process and programs. We will monitor these statistics to determine whether we are hearing from a diverse representation of Portlanders, and to make adjustments in our outreach, engagement, and program development as needed. Our team deeply values the needs of the community and we strongly encourage you to complete the form.

What is your race or ethnicity of the business/property owner?

- ☐ Hispanic or Latinx   ☐ Native Hawaiian or Pacific Islander  
☐ American Indian or Alaska Native   ☐ Asian   ☐ Slavic  
☐ African American or Black   ☐ White

What gender do you identify with?

- ☐ Female   ☐ Male   ☐ Transfeminine   ☐ Transmasculine  
☐ Gender expansive\*   ☐ Two Spirit  
\*(e.g., non-binary, agender, gender fluid)

What is your geographic area of occupancy?

- ☐ Southeast   ☐ North   ☐ Southwest  
☐ Northwest   ☐ Northeast   ☐ South

Which best describes your current property?

- ☐ House   ☐ Condo   ☐ Floating Home   ☐ Commercial Space  
☐ Manufactured Home   ☐ Owner occupied duplex

Low income fee waivers are available to clients at or below 80% of the HUD limits defined at:  
[www.portlandoregon.gov/phb/article/684577](http://www.portlandoregon.gov/phb/article/684577)

Please return intake form to:  
**Empowered Neighborhoods Program**  
**1900 SW 4th Ave, Suite 5000 Portland, OR 97201**

or send a scanned copy to:

**[empowered@portlandoregon.gov](mailto:empowered@portlandoregon.gov)**