



A place where families and businesses thrive

**Forest Grove Solid Waste
Community Enhancement Program Committee**

**CEPC Meeting
5:30 PM**

**MONDAY, FEBRUARY 8, 2021
ZOOM Community Auditorium**

Zoom Webinar ID: 927 4762 7381 | Passcode: 756711

Please click the link below to join the Zoom Webinar:

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For help with Zoom: <https://support.zoom.us/hc/en-us/articles/115004954946>.

During the pandemic, all public meetings are held in a “hybrid” format allowing the public to attend meetings both virtual and in-person. The Community Auditorium is open and has limited availability and social distancing measures. Members of the public can observe the meetings **LIVE on Zoom Webinar**, or on Tualatin Valley Community Television (TVCTV) Government Access Programming Channel 30, or on TVCTV’s website: <http://208.71.205.11/CablecastPublicSite/?channel=15>. Written comments may be submitted by 3:00 p.m. the day of the meeting to the City Recorder at: aruggles@forestgrove-or.gov.

**Malynda Wenzl, Council President
Donna Gustafson, Councilor
Kristy Kottkey, Councilor**

**Juan Carlos Gonzalez, Co-Chair
Peter Truax, Co-Chair**

**Timothy Rippe, Councilor
Elena Uhing, Councilor
Mariana Valenzuela, Councilor**

All public meetings are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. All meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, 503-992-3235, at least 48 hours prior to the meeting.

A G E N D A

- 5:30**
1. **CALL TO ORDER:**
 2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak on an item not on the agenda may be heard at this time.
 3. **APPROVAL OF MEETING MINUTES of APRIL 27, 2020**
 4. **ADDITIONS/DELETIONS**
 5. **APPROVE 2021-22 CEP PROGRAM CRITERIA & TIMELINE:**
 - March 1 Applications for project proposals will be available.
 - April 2 Applications must be completed and returned to City Hall by 5 pm.
 - April 13 CEPC will hold meeting to hear sponsor presentation of proposed project. Meeting will be held virtually on Zoom. Presentations should be limited to 4 minutes after which the Council will have opportunity to ask questions.
 - April 20 CEPC’s completed allocation worksheets due to staff.
 - April 26 Allocations of Grant funds approved at CEPC meeting.
 - July 1 Contracts for awarded projects will be distributed to Sponsors. Contracts must be executed by September 30, 2021, or grant is forfeited.
- 6:00**
6. **ADJOURNMENT**



A place where families and businesses thrive.

CEPC Meeting Minutes

Thursday, April 27, 2020
6:30 PM, Webex Virtual

Minutes not official until approved by CEPC.

1. **ROLL CALL**

Co-Chair Peter Truax called the meeting of the Community Enhancement Program Committee (CEPC) to order at 6:30 pm. **ROLL CALL:** Kristy Kottkey, Timothy Rippe, Elena Uhing, Mariana Valenzuela, Val Valfre, Malynda Wenzl and Co-Chairs Juan Carlos Gonzalez and Peter Truax. **ABSENT:** None. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

2. **CITIZEN COMMUNICATIONS:** None.

3. **APPROVE MINUTES FROM MEETINGS ON FEBRUARY 24, 2020, MARCH 26, 2020, APRIL 13, 2020, and APRIL 16, 2020:**

Uhing moved, seconded by Rippe, to approve the minutes as presented. With all those present voting in favor, motion passed unanimously.

4. **DISCLOSURE OF POTENTIAL CONFLICTS and/or RELATIONSHIPS WITH**

APPLICANTS: Co-Chair Truax asked for any disclosures of conflicts of interests or relationships by the Committee members prior to the designation of projects. Relationships noted were: Gonzalez with Central Cultural, Rippe with Senior Center, and Valenzuela with Central Cultural. All Committee members did not foresee having a conflict of interest when considering their allocations for funds.

5. **DISCUSSION OF ALLOCATIONS AND DESIGNATION OF 2020-21 PROJECTS:**

Truax reviewed the allocation worksheet and opened the floor for discussion. Committee members reallocated individual funding from projects not receiving a majority vote resulting in 14 projects receiving support from a majority of at least five (5) committee members. Staff amended the funding allocation worksheet accordingly. Rippe moved, seconded by Gonzalez, to approve the allocations as amended. With all those present voting in favor, motion passed unanimously. The following projects were granted funds as noted and designated as 2020-21 CEP Projects:

DESIGNATED 2020-21 CEP PROJECTS

2020-21 CEP PROJECTS	SPONSOR	FUNDING APPROVED
Forest Grove Farmers Market	Adelante Mujeres	\$6,514
Juniper Gardens	Adelante Mujeres	\$4,825
Preservation Grant Program	Historic Landmarks Board	\$2,150
Critical Repair Program	Rebuilding Together Wash Co	\$3,338
Annual Sidewalk Chalk Art Festival	Valley Art Association	\$3,177
Home Preservation Program for Low-Income, Elderly, Disabled, Vets	West Tuality Habitat for Humanity	\$7,800
Lifting up Our Community Mini-Grants	Public Arts Commission	\$2,950
Youth Services Initiative	Old Town Forest Grove	\$5,962
Collaborative Sustainable Community	Sustainability Commission	\$3,200
New 60" Round Tables	FG Senior & Community Center	\$3,750
Emergency Rent Assistance	Community Action Organization	\$8,987
Liaison for Houselessness Services	Centro Cultural	\$8,337
Tualatin Plains Great Grains	Foodways at Nana Cardoon	\$2,563
Weekend Food Pack Program	FG Elks #2440	\$4,325

6. **ADJOURNMENT:** Meeting was adjourned at 6:55 pm.

Respectfully Submitted by

Beverly Maughan, Executive Assistant



COMMUNITY
ENHANCEMENT
PROGRAM (CEP)
FY 2021-22 PROCESS
CEP COMMITTEE MEETING

Monday, February 8, 2021

Purpose of Meeting

- Finalize process for the FY 2021-22 Grants
 - Funding available and allocations
 - Staff recommendations for FY 2021-22 program
 - Committee discussion and approval to proceed

Estimated FY 2021-22 Funding Available

- Based on preliminary estimates, there will be approximately \$56,734 in funding available for FY 2021-22 regular grants.
- For revenue:
 - \$100,000 is the estimated FY 2021-22 revenue from the CEP Fee.
 - \$4,734 is from accumulated Fund Balance per current funding rules which allow up to 25% of accumulated Fund Balance to be spent on grants in the coming year.
- For expenses:
 - \$8,000 is for City staff time to administer the program.
 - \$40,000 to fund the second year of the Community Impact Grant (CIG)
 - Leaves \$56,734 for regular grants

Program Considerations

- Given the reduction in overall funding over the last two years due to reduction in allowable tonnage and the allocation of \$40,000 per year to the CIG, does the Committee want to make any changes in order to prioritize remaining funds in areas the Committee might place a higher priority on funding such as:
 - The entities and or types of programs that are eligible to receive funding? For example, should the City continue to fund City Boards and Commission programs from CEP funds? Currently receiving CEP funding are Historic Landmarks Board small renovation grants and mini-grant programs for the Sustainability and Public Arts Commissions.
 - The \$10,000 per grant limit and allowing an entity to apply for two grants.

FY 2021-22 Process

- Based on discussion during last year's process, staff has revised the application form to be able to collect DEI information. See highlighted questions on attached application form and instructions.
- Staff proposes the following timeline for FY 2021-22 CEP program:
 - March 1 – April 2: Applications available and accepted
 - April 13: CEPC meeting to hear sponsor presentations
 - April 20: Allocation worksheets due to staff
 - April 26: CEPC Meeting to approve allocation of grant funds and designate 2021-22 CEP projects.
 - July 1: Contracts for designated projects distributed.

Next Steps

- Discussion on Program Considerations
- Comments on Process or Application for FY 2021-22
- Other Questions or Comments
- Last Step – Approval of FY 2021-22 CEP Application and Process after any changes made by the Committee

2021-22
COMMUNITY ENHANCEMENT PROJECT
APPLICATION INSTRUCTIONS

The following is the process schedule for the Community Enhancement Projects Grant Program:

- March 1 Applications for project proposals will be available. (Application form is attached)
- April 2 Applications must be completed and returned to City Hall, 1924 Council St., by 5 pm.
- April 13 CEPC will hold meeting to hear sponsor presentation of proposed project. Meeting will be held via ZOOM. Presentations should be limited to 4 minutes after which the Council will have opportunity to ask questions.
- April 20 CEPC's completed allocation worksheets due to staff.
- April 26 Allocations of Grant funds approved at CEPC meeting.
- July 1 Contracts for awarded projects will be distributed to Sponsors. Contracts must be executed by September 30, 2021, or grant is forfeited.

General Instructions

- All projects must be within the City's Urban Growth Boundary (UGB) or benefit citizens within the UGB to be eligible for funding. Attached is a map with the City's Urban Growth Boundary outlined in black.
- Applicants must be from non-profit organizations, schools or City Advisory Committees to be eligible for a grant.
- Projects must not promote or inhibit religion or discriminate based on race, ethnicity, age, gender or sexual orientation.
- Each project must meet one of eight Metro-approved goals listed on the application. Priority will be given to projects that best meet these goals.
- Each application may request a maximum limit of \$10,000.
- Each organization or group is limited to two (2) applications.
- Projects will be evaluated on how the project enhances the values described in the City's Vision Statement and City Council Goals (attached).
- Each project is evaluated by CEPC members individually and reviewed by the CEPC together to determine funding which may be as fully funded, partly funded, or not funded.
- Responses are limited to the spaces provided on the application. Additional information may be provided during the presentation of the proposed project. Every question should have a response. If question does not apply to your proposed project, indicate this response in the appropriate space.

Application packets will be available on the website at www.forestgrove-or.gov or at City Hall, 1924 Council Street, from 9:00 am to 5:00 pm Monday through Friday. Any questions regarding the application should be directed to Paul Downey, Administrative Services Director, at 503-992-3200.

CEP - INSTRUCTION SHEET

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Applicant Information

Name of non-profit group, organization, or committee should be listed in Sponsor Information. Contact person, phone and address should be provided for notification purposes and in case further information is required. The contact person should be the person who prepared the project proposal, or is able to answer questions about the project. The person signing the proposal should be the person authorized to submit the application.

Project Information

- A. Project Title, Amount Requested. Sponsor should identify the date the project will begin and when the project will be completed.
- B. Goals: Checkmark all goals the project meets and explain how. Priority given to projects that best meet these goals. Please be clear and specific. Also, choose which category best describes your project – new one-time event/program or ongoing event/program.
- C. Project Description: This should be a short description for the proposed program or project **including how the CEP funds will be used.**
- D. Estimate how many FG residents within the boundary area will benefit if funded, and **specify who will benefit, including demographic information about participants like age, race, ethnicity and social-economic status.** Also complete the information indicating whether or not the project and/or sponsor have received Community Enhancement grant money in past years.
- E. Project Budget: Provide total estimated costs and how these costs were estimated. Breakdown the estimated costs by source. Personnel Services should include employee salaries, salary estimates for in-kind volunteer labor and/or contractual costs. Supplies and services would include any consumable materials and supplies used to complete project or program. Examples include postage and paper products. Capital would include major expenditures greater than \$500. This would include major tools, equipment or furnishings. Please define any costs listed under "Other". Compute percent of total budget provided by the sponsor.
- F. List the amounts and sources of the funding for the Sponsor's share of the project and whether the sponsor has secured funding from the other sources. **Reimbursement of project costs incurred prior to July 1, 2021, is not allowed.**
- G. List any on-going operations and/or maintenance costs associated with the project and indicate how these will be funded.
- H. Explain how the project enhances the values described in the City's Vision Statement and City Council Goals.
- I. **Explain how the outcomes of the project advances racial equity, diversity, and inclusion of the most vulnerable.**

Project Management

- A. Provide an outline of the major project tasks and completion dates for the tasks.
- B. Describe prior experience managing similar projects: Provide a description of project, the dollar amount of project and the date the project was completed. Include any prior Community Enhancement Projects.
- C. Explain whether this project is part of a coordinated effort involving other individuals or organizations within the community. Describe how the project activities have been coordinated with other individuals or organizations.
- D. If project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.

**COMMUNITY ENHANCEMENT
PROJECT APPLICATION**

Sponsor: _____ Tax ID # _____
(N/A for City Board or Commission)

Contact Person: _____ Daytime Phone: _____

Address: _____ Email Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

PROJECT INFORMATION

A. Project Title _____ **Amount Requested:**
\$ _____

B. Mark all of the goals below which your project meets and explain how:

✓	Goals	How project meets this goal (be clear & specific)
	Improve the appearance or environmental quality of the community	
	Reduce the amount or toxicity of waste	
	Increase reuse and recycling opportunities	
	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
	Result in improvement to, or an increase in, recreational areas and programs	
	Result in improvement in safety	
	Benefit youth, seniors, low income persons and/or underserved populations.	

Choose which category best describes your project: New, one-time event or program _____
Ongoing event or program _____

C. Brief Project Description and Explanation of how the CEP funds will be used:

Proposed schedule: Project Start Date:_____ Project Completion Date:_____

D. Estimate how many Forest Grove residents will benefit if this project is funded.

Who is your target audience? (Include demographic information about participants like age, race, ethnicity and social-economic status.)

Has the sponsor received a Community Enhancement grant for this project in the past?

If so, amount received \$_____

Has the sponsor received a Community Enhancement grant for the current year?

If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

E. PROJECT BUDGET

Total Estimated Costs: _____ How were these costs estimated (quotes, catalog, previous projects, etc.)? _____

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital				
Materials				
Other (please explain):				
Total				

% of Total Budget provided by Sponsor: _____%

F. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

G. Will the project be completed with the proposed funding or will future funding be necessary?

H. Explain how the project would enhance the values described in the Forest Grove Vision Statement and City Council Goals?

I. How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?

PROJECT MANAGEMENT

- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**
- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**
- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**
- D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

Applications must be submitted by 5:00 pm, April 2, 2021, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.