



FOREST GROVE COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE (ZOOM WEBINAR)

Monday, February 28, 2022
Community Auditorium, 1915 Main Street and
Zoom Meeting (See Instructions Below)

JUAN CARLOS GONZÁLEZ, METRO COUNCILOR DISTRICT 4, CO-CHAIR
PETER B. TRUAX, MAYOR, CO-CHAIR

Malynda H. Wenzl, Council President
Donna Gustafson, Councilor
Kristy L. Kottkey, Councilor

Timothy A. Rippe, Councilor
Elena Uhing, Councilor
Marianna Valenzuela, Councilor

Zoom Webinar Link:

<https://us06web.zoom.us/j/81734537842?pwd=ZCtXNjJQRi9mRExxeUhhL1R1WGpXZz09>

Zoom Meeting ID: 817 3453 7842 and Passcode: 022422

COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE MEETING 5:30 P.M.

- A. 5:30 [5 mins] Call to Order**
- B. 5:35 [5 mins] Public Comment:** Anyone wishing to speak to the Forest Grove Community Enhancement Program Advisory Committee (CEPC) on an item not on the agenda or on the agenda and not scheduled for a public hearing may be heard. Please limit comments to two (2) minutes. All testimony is electronically recorded. Written comments may be submitted by 3:00 p.m. on the day of the meeting to CityCouncilors@forestgrove-or.gov. **Zoom Attendees:** Please use the "Raise Hand" option. Please introduce yourself and ask your question or provide your comments.
- C. Consent Agenda:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. CEPC members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).
 - 1. Approve CEPC Meeting Minutes of February 14, 2022.

D. Additions/Deletions

E. 5:40 [15 mins] **APPROVE 2022-23 PROGRAM CRITERIA AND TIMELINE:**

If approved, the following is the grant process schedule for the Community Enhancement Program:

- March 1 Applications are available at City Hall, 1924 Council Street, 2nd Floor, and online at <https://www.forestgrove-or.gov/citycouncil/page/community-enhancement-program>.
- April 1 Applications must be completed and returned to City Hall by 5 pm. Applications may be scanned and emailed to randrade@forestgrove-or.gov.
- April 21 CEPC Meeting to hear sponsor presentations of proposed projects. Meeting will be held via Zoom and/or in-person in the Community Auditorium, 1915 Main Street. Presentations should be limited to 4 minutes after which the CEPC will have opportunity to ask questions.
- April 29 CEPC Allocation worksheets due to staff by 5 pm. Worksheets may be scanned and emailed to randrade@forestgrove-or.gov.
- May 9 CEPC Meeting to Approve Allocations of Grant Funds and Designate 2022-23 CEP Projects.
- July Contracts for designated project distributed to Sponsors. Contracts must be executed by September 30, 2022, or grant is forfeited.

F. 5:55 Adjournment

*The public can observe the meetings **LIVE** on **Zoom** Webinar or on Tualatin Valley Community Television (TVCTC) Government Access Programming or **LIVE Channel 30** on their website: <http://201.71.205.11/CablecastPublicSite/?channel=15>.*

ADA Notice: *In accordance with the Americans with Disabilities Act (ADA), the City of Forest Grove will make reasonable accommodations for participation in the meeting. Requests for assistance can be made by contacting the City Recorder's Office, aruggles@forestgrove-or.gov, 503-992-3235, at least 48-hours in advance of the meeting.*



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CEPC Meeting Minutes

Monday, February 14, 2022
6:00 PM, Zoom Virtual

Minutes are unofficial until approved by CEPC

1. **CALL TO ORDER**

Co-Chair Peter Truax called the meeting of the Community Enhancement Program Committee (CEPC) to order at 6:02 pm.

ROLL CALL: Malynda Wenzl, Donna Gustafson, Kristy Kottkey, Timothy Rippe, Mariana Valenzuela, and Co-Chairs Juan Carlos Gonzalez and Peter Truax.

ABSENT: Elena Uhing

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Assistant City Manager/Finance Director; and Anna Ruggles, City Recorder

2. **PUBLIC COMMENT:** None.

3. **APPROVE MINUTES FROM MEETING ON MAY 10, 2021:**

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

4. **ADDITIONS/DELETIONS:** None.

5. **BYLAWS AMEDNMENT:**

Assistant City Manager Downey presented an outline of estimated CEP funding and the required change to be made to the committee by adding two citizen members.

Councilor Gonzalez provided some context for the change in tonnage. One factor, COVID has disrupted traditional routes. Second factor, at the Metro level a hybrid two step allocation model has been implemented.

Due to low amount of funds, discussion topics presented for council to consider continued funding for boards & commission, limiting entities to one grant instead of two, and possibly a model of 5 grants for \$5,000 each. This model can be mix, not necessarily 5 grants for \$5,000 each, but 4 grants for \$5,000 each + 2 grants for \$3,000 each, or 3 grants for \$6,000 each + 3 grants for \$3,000, etc.

Councilor Kottkey proposed to the council to consider allocating the CEP funds to a Parks & Recreation Scholarship Program. This Scholarship Program would speak to two bullet points in Metro's requirements. This would be seed money to get it started the first year. If the city decided to contribute funds towards the scholarship program in the future, the CEP funds will not be qualified to go to the program. Schedule will be revised to have another CEPC meeting to discuss allocation.

Rippe moved, seconded by Valenzuela, to approve the bylaws as drafted in Exhibit A.

ROLL CALL VOTE: AYES: Malynda Wenzl, Timothy Rippe, Mariana Valenzuela, Kristy Kottkey, Donna Gustafson, and Co-Chairs Peter Truax and Juan Carlos Gonzalez.
ABSENT: Elena Uhing. NOES: None. Motion passed 7-0

6. **ADJOURNMENT**: Meeting was adjourned at 6:59 pm.

Respectfully Submitted by
Rebeka Andrade, Program Coordinator

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. Please provide the address of the project/program or the nearest intersection where the project/program will be focused.

D. Brief project description and explanation of how the CEP funds will be used:

Proposed schedule:

Project Start Date: _____

Project Completion Date: _____

- E. *Describe your project outcomes and data collection methods. What do you hope to accomplish?***

- F. Estimate how many Forest Grove residents will benefit if this project is funded. _____**

- G. How did you identify this community need?**

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.)

H. 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: _____

- I. 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?**

- J. Will the project be completed with the proposed funding or will future funding be necessary?**

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

- L. 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.**