



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CEP COMMITTEE MEMORANDUM

TO: *CEP Committee*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Paul Downey, Director of Administrative Services*

DATE: *January 23, 2017*

SUBJECT: *Meeting to Discuss FY 2017-18 CEP Program*

This meeting is to discuss finalizing the FY 2017-18 Community Enhancement Program (CEP) funded by the \$1.00 per ton on solid waste disposed at the Forest Grove Transfer Station. The fee is imposed by Metro who has established the rules for administering the CEP.

Attached to this memorandum is a PowerPoint that discusses:

- 1) projected funding for FY 2017-18;
- 2) changes that will be made to the application and review process based on a May 2016 committee meeting; and
- 3) outstanding items to resolve or provide clarification. See attached FY 2016-17 CEP program to review the rules and process.

Also attached for review is the draft information packet for FY 2017-18 which includes the following:

- Cover Letter
- Instructions
- Application
- UGB Map
- Evaluation Guidelines
- Contract Example

Staff will finalize the application process based on the results of tonight's meeting.

Minutes are unofficial until approved by CEPC.

1. ROLL CALL

Co-Chair Peter Truax called the meeting of the Community Enhancement Program Committee (CEPC) to order at 6:10 pm. **ROLL CALL:** Co-Chair Kathryn Harrington, Thomas Johnston, Richard Kidd, Victoria Lowe, Ronald Thompson, Malynda Wenzl and Co-Chair Peter Truax. **EXCUSED:** Elena Uhing. **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 MEETING ON MAY 9, 2016

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

4. DISCUSSION ON 2016-17 PROJECT FUNDING ALLOCATION

Downey distributed the funding worksheet compilation showing individual committee members' allocations and noted the eight projects that did not receive funding support from a majority of the members. Harrington noted an error in her allocation for Journey to College which should be \$1,225 not \$1,125. Johnston, Kidd, Thompson, Wenzl, Lowe and Harrington adjusted their funding from non-supported projects to other projects which resulted in six projects unfunded.

Lowe moved, seconded by Harrington, to approve the designation of the 2016-17 CEP grant projects with the following allocations:

PROJECT	SPONSOR	TOTAL APPROVED
WESTCO	Community Action Organization	3,611.00
Sidewalk Chalk Art Festival	Valley Art Association	3,378.00
FGRC Roofing Project @ 2722 19th Place	FG Recovery Club	5,900.00
22nd Place Public Improvements	West Tuality Habitat For Humanity	4,868.00
ADA Ramps & Stair Lighting	St. Anthony Catholic Church	2,350.00
Take a Bite w/ FG Community School Garden	FG Community School	1,305.50
Rotating Composter Workshop	FG FFA	1,927.00
Upgrading FGSCC Garden	Dairy Creek Community Food Web	1,079.00
Emergency Shelter 2016-17 Season	United Church of Christ	5,675.00

Environmental Air Controls Upgrade	Theatre in the Grove	1,589.00
Nutrition Incentives & Market Advocates	Forest Grove Farmers Market	3,978.00
Journey to College	Adelante Mujeres	7,446.00
Electric hand dryers & water saving ADA toilets	FGCSS	5,350.00
Waterline to AT Smith House	Friends of Historic FG	4,500.00
EdenAcres Environmental Education	Sustainability Education at CALC	2,678.00
Building the Future Capital Campaign	FG ReStore	6,820.00
Downtown Store Design Improvement	Economic Development Commission	8,050.00
SIGNS	Parks & Recreation Commission	8,325.00
Collaborative Sustainable Community	Sustainability Commission	6,175.00
Expanding School Nutrition Gardens	Sustainability Commission	7,175.00
HLB Renovation Grant Program	Historic Landmarks Board	5,950.00
Art In the Park Infrastructure for Brick Plaza	Public Arts Commission	4,875.00

ROLL CALL VOTE: Co-Chair Kathryn Harrington, Thomas Johnston, Richard Kidd, Victoria Lowe, Ronald Thompson, Malynda Wenzl and Co-Chair Peter Truax.

EXCUSED: Elena Uhing. Motion carried 7-0.

Downey highlighted improvements and issues to note for next year's process including adding Commissioner Disclosure of Conflicts/Relationship to Applicant as a specific agenda item; revising application so budget information has definition of "Other" and the number of Forest Grove residents that benefit; revising the eligibility criterion to include services that could be inside or outside of the FG UGB; discussing the funding pools and planning a work session in October or November.

5. ADJOURNMENT: Meeting was adjourned at 6:39 pm

Respectfully Submitted by

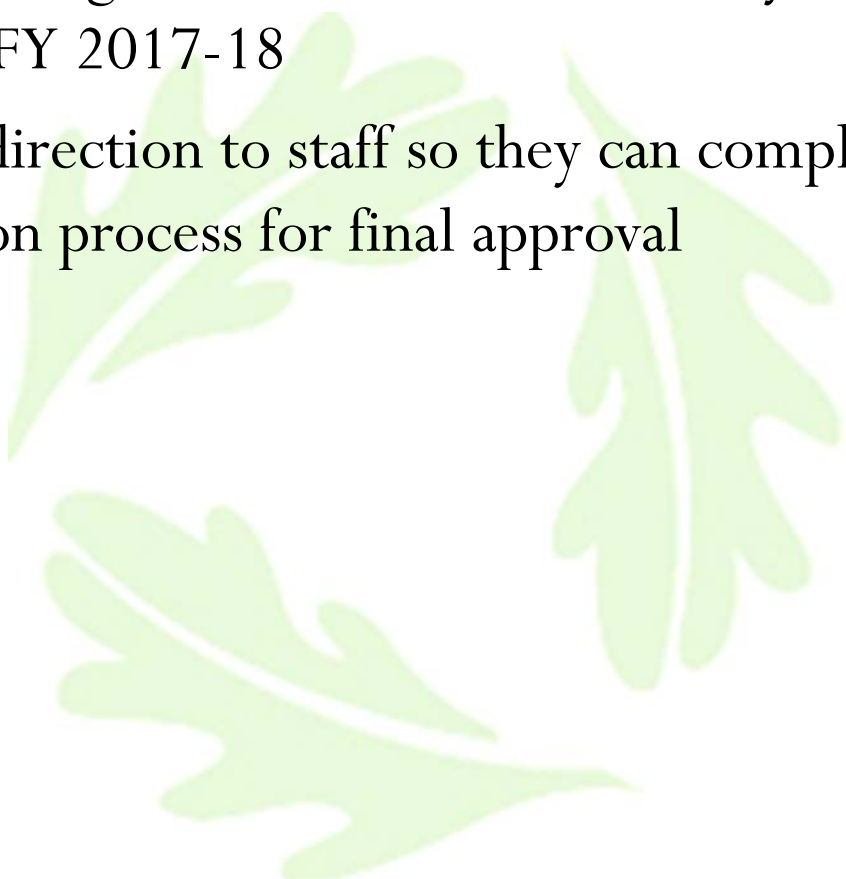
Beverly Maughan, Executive Assistant



CEP PROCESS FY 2017-18

CEP Committee Meeting
Monday, January 23, 2017

Purpose of Meeting

- Discuss changes that the Committee may wish to make to the CEP for FY 2017-18
 - Provide direction to staff so they can complete the application process for final approval
- 

Estimated Funding Available

- Based on preliminary estimates, there will be approximately \$125,500 in funding available based on estimated net receipts of \$117,500 (assumes \$6,500 in costs retained by the City for administration) and one-fourth of the estimated beginning fund balance at July 1, 2017, of \$32,000 (25% would \$8,000)
- In FY 2016-17, \$102,008 in projects were funded

2017-18 Draft Timeline

- Jan 23: CEPC approve the 2017-18 process
- March 1: Applications made available
- April 7: Applications due by 5 pm
- April 18: CEPC meeting to hear presentations of proposed projects
- TBD: CEPC meeting to discuss projects if desired
- May 5: Funding worksheets submitted to Administrative Services Director
- May 22: CEPC meeting to finalize 2017-18 CEP projects with allocations

Changes Based on Last Meeting

- Agenda Item for Commissioner Disclosure of Conflicts/Relationship to Applicant will be added
- Applicants will be asked to detail “Other” on the expense section of the grant application
- Applicants will be asked to describe how many Forest Grove residents benefit from the proposed project

Items to Discuss

- Outstanding item from last meeting
 - Projects in one pool or two pools
- Clarification from last meeting
 - Eligibility criterion: Location of services provided – inside or outside of the FG UGB – Committee appeared comfortable with services being provided outside the UGB as long as FG residents benefit. Clarification requested: Do FG residents need to be the majority of people benefitting? And if so, to what extent?
- Any other items to consider
 - Examples might be dollar funding limit per application or number of applications a non-profit or board/commission can submit

FY 2016-17 FOREST GROVE COMMUNITY ENHANCEMENT PROGRAM

Projects shall meet one or more of the following goals and the Community Enhancement Program Committee (CEPC) shall give priority to projects that best meet these goals. The project will:

- (a) Improve the appearance or environmental quality of the community.
- (b) Reduce the amount or toxicity of waste.
- (c) Increase reuse and recycling opportunities.
- (d) 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.
- (e) 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.
- (f) Result in improvement to, or an increase in, recreational areas and programs.
- (g) Result in improvement in safety.
- (h) Benefit youth, seniors, low income persons and/or underserved populations.

ELIGIBILITY CRITERIA FOR COMMUNITY ENHANCEMENT PROGRAM PROJECTS

A community enhancement project must meet the following criteria to be eligible for funding:

- (a) The project must be located within the Forest Grove Urban Growth Boundary or the project must benefit individuals or programs located inside the Forest Grove Urban Growth Boundary.
- (b) The project applicant must be:
 - (1) A non-profit organization, including without limitation a neighborhood association or charitable organization with 501(c)(3) status under the Internal Revenue Service; or
 - (2) A school or institution of higher learning, or
 - (3) A local government, local government advisory committee, department or special district provided that they include documented support from the local government executive officer.
- (c) The project must not be used to replace any other readily available source of federal, state, local or regional funds.
- (d) The project must not promote or inhibit religion.

- (e) The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.
- (f) If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission at the time of application.
- (g) All applicants must go through the official application, review and approval process established by the CEPC.

Staff will conduct a preliminary review of all grants to determine if the criteria is met and let the Committee know if a project appears to meet all of the criteria. The Committee will have the final decision if a project does or does not meet all criteria.

APPLICATION, REVIEW, AND APPROVAL PROCESS

Committee will meet to discuss the coming fiscal year grant process and determine if any changes will be made to the program. If changes are approved by the committee, staff will finalize the applications based on the results of the discussion. Applications will include the review criteria and timeline of the process.

The Committee will also determine the estimated amount of grant funding to be awarded in the coming grant cycle. One-quarter of the projected Fund Balance at July 1 of the coming fiscal year will be added to the projected funding from Metro to determine the amount of funding available to be awarded in the coming fiscal year.

A project cannot apply for more than \$10,000 in funding in any grant cycle. A local government advisory committee (City board or commission) cannot submit more than two grant applications in any grant cycle.

Staff will make applications available to the public in printed format at City Hall and electronically on the City's website. The application period shall be open for approximately thirty days. Applications must be received by 5:00 p.m. on the closing date to be considered. Applications submitted outside of the grant process will not be accepted.

The committee will hold a work session to hear sponsor presentation of the proposed project. Presentation of the project at this meeting is not required but is highly encouraged.

When evaluating the projects, the committee members will use the goals and guidelines of the Community Enhancement Program to evaluate a proposed project, and will also include the following additional factors:

- The amount of matching funds.
- The number of benefiting residents.
- Future costs associated with the project.
- The amount of public support.
- The correlation between the project and the Vision Statement and the City Council's Goals.

Committee members will complete the allocation worksheets that list the amount of funding each committee member is proposing to award to each project. Funds will be allocated by the following process:

The amount of funding estimated to be available will be split equally into two pools. The first pool of funding will be for projects submitted by City boards and commissions; and the second pool of funding will be for projects submitted by all other organizations. Projects submitted by City boards and commissions cannot be for projects that would normally be funded from the City's regular operating budget.

If the proposed projects in one pool does not use the funding available to that pool, then the funds will be reallocated to the other pool.

Committee members will each be given one-eighth of the available funds in each pool to allocate to proposed projects. Each committee member will propose funding allocations with their funds to projects. No committee member can allocate more than one-eighth of any individual project's requested total funding. A project must ultimately receive funding from at least five committee members to be funded. If a project is not funded, a committee member can re-allocate funds to another project within that pool.

The funding allocations will be compiled, discussed and approved at a publicly noticed CEPC meeting.

Staff will inform the applicants of the funding awarded, if any, to its project. If full funding is not awarded, staff will ask the applicant if they want the partial award and what effect, if any, the partial award will have on the proposed project. The contract to award the grant funding will include the scope of the project based on the amount of funding awarded. The City Manager will execute all contracts on behalf of the CEPC.

Approved by the CEPC on February 22, 2016.

Mayor Peter Truax, Co-Chair

Metro Councilor Kathryn Harrington, Co-Chair



A place where families and businesses thrive.

March 2017

To All Citizens of Forest Grove:

The Community Enhancement Program is an exciting opportunity for citizens to participate in making Forest Grove a place where families and businesses thrive.

The program is open to non-profit organizations, schools or City advisory committees. We encourage you to let us know your ideas and plans for enhancing the community.

Whether you have big ideas, small ideas, or ideas somewhere in-between, you can be sure they will be considered. Fill out the attached application and we look forward to reviewing your proposal.

Sincerely,

*The Forest Grove Community
Enhancement Program Committee*

pd

2017-18
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 7 Applications must be completed and returned to City Hall, 1924 Council St., by 5 pm.
- April 18 CEPC will hold meeting to hear sponsor presentation of proposed project. Meeting will be held in the Community Auditorium, 1915 Main Street. Presentations should be limited to 4 minutes after which the Council will have up to 5 minutes to ask questions.
- May 5 CEPC's completed allocation worksheets due to staff.
- May 22 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, 2017, 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.
- **A maximum limit of \$10,000 is being placed on the application for funding for an individual project. A City board or commission is limited to two (2) applications.**
- Projects will be evaluated on how the project enhances sustainability in the City while achieving the values described in the City's Vision Statement and City Council Goals (attached). Sustainability is intended to have a broad definition under this program.
- 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.
- Sponsors are encouraged to limit question responses 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 8:00 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.
- 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, and specify who will benefit if the project is funded. 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, 2017, 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 sustainability in the City while achieving the values described in the City's Vision Statement and City Council Goals. Sustainability is intended to have a broad definition under this program.

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.	

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 will benefit if this project is funded? _____

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: _____%

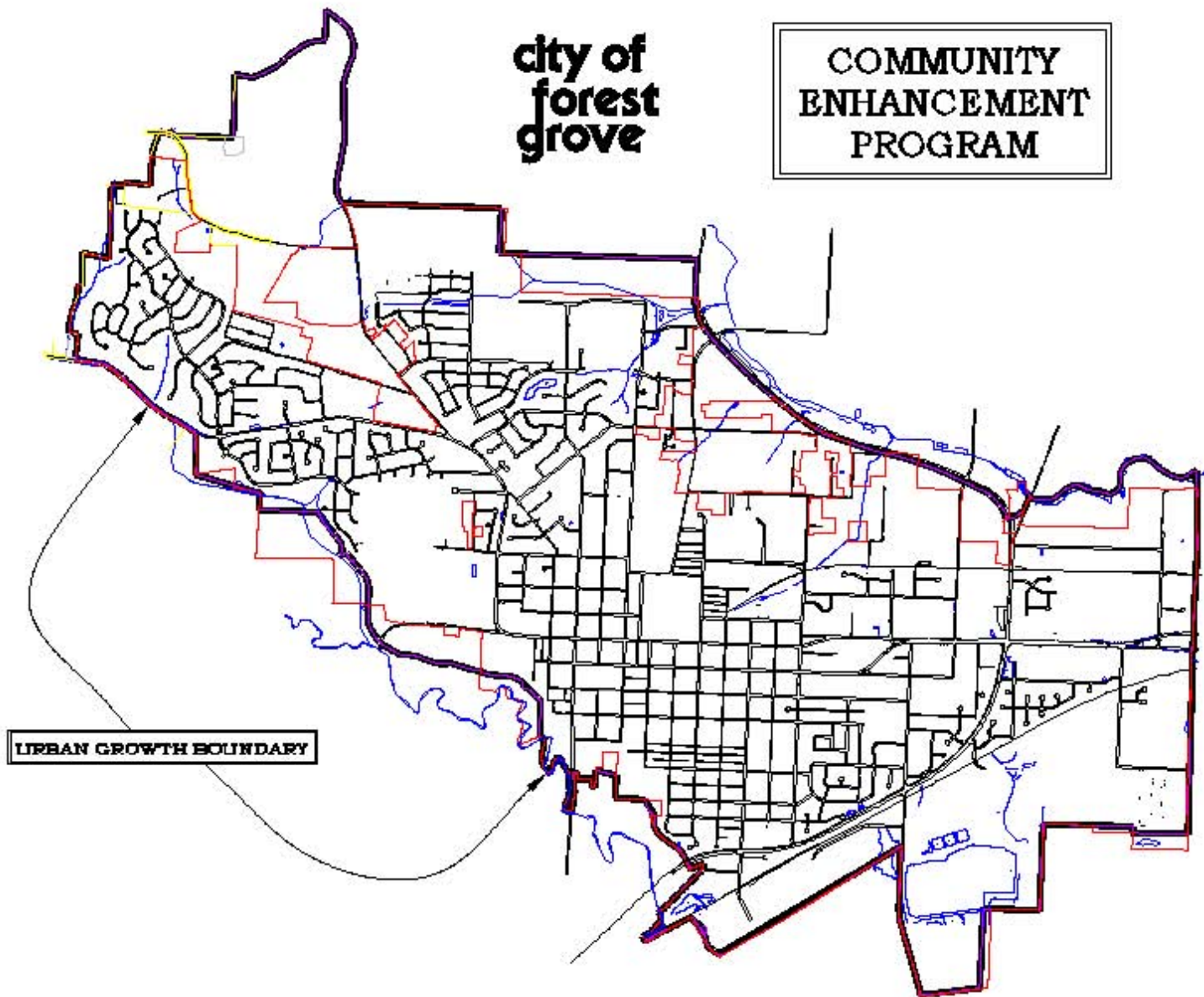
- F. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**
- G. Will the project be completed with the proposed funding or will future funding be necessary?**
- H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.**

- 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.**

2017 CEP Application Page 4

**city of
forest
grove**

**COMMUNITY
ENHANCEMENT
PROGRAM**



Community Enhancement Project Evaluation

Evaluation Process: Following presentation of the proposals, each CEPC member will evaluate the project and allocate their share of funds available. Based on funding requests and money available, the CEPC will determine which projects receive funding. Funding may be full, partial, or none.

Goals: Projects must meet **one or more** of the following goals to be eligible for funding. If not, the application will not be considered further. Priority will be given to projects that best meet these goals.

- (a) Improve the appearance or environmental quality of the community.
- (b) Reduce the amount or toxicity of waste.
- (c) Increase reuse and recycling opportunities.
- (d) 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.
- (e) 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.
- (f) Result in improvement to, or an increase in, recreational areas and programs.
- (g) Result in improvement in safety.
- (h) Benefit youth, seniors, low income persons and/or underserved populations.

Guidelines: Project enhances sustainability in the City, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals. Sustainability is intended to have a broad definition under this program.

COUNCIL GOALS FOR FISCAL YEAR 2016-17:

- GOAL 1 PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS
AND A PROSPEROUS DYNAMIC GREEN CITY
- GOAL 2 PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN
EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY
- GOAL 3 PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN
LOCAL, STATE, AND NATIONAL AFFAIRS

When evaluating the projects, the committee members will use the goals and guidelines of the Community Enhancement Program to evaluate a proposed project, and will also include the following additional factors:

- The amount of matching funds.
- The number of benefiting residents.
- Future costs associated with the project.
- The amount of public support.
- The correlation between the project and the Vision Statement and the City Council's Goals.

COMMUNITY ENHANCEMENT PROJECT AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Forest Grove ("City") and «SPONSOR» ("Sponsor"). The City has designated «PROJECT» as a "Community Enhancement Project". The project will be completed as proposed in your application. **If the Project did not receive total funds requested, necessary revisions to the proposed project are described in B1 below.**

Upon execution of this agreement, the parties agree as follows:

- A. The City agrees to grant the Sponsor \$«Funding_Approved» to assist in completing the Community Enhancement Project.
- B. The Sponsor agrees to:
 - 1. Complete all improvements and activities within the specified time as described in Sponsor's application with the following revisions, if any, due to partial funding:
 - 2. Provide all necessary administrative support to manage the project.
 - 3. Provide upon request by the City any receipts, documents, or contracts showing use of the \$«Funding_Approved» in grant money.
 - 4. Provide the City with a report upon completion of the project. The report should include activities completed and indicate how the grant money has been spent. Any unspent grant money shall be remitted back to the City.
 - 5. Hold the City harmless and indemnify City from any claims or causes of action of whatever nature that may arise out of Sponsor's administration of the Community Enhancement proposal.
- C. If the sponsor fails to comply with all the provisions in this agreement within the designated time, the Sponsor shall remit back to the City the full \$«Funding_Approved» of grant money. The deadline for completing the Community Enhancement Project may be extended upon mutual agreement by the City and the Sponsor. Such extension shall be approved in writing.
- D. If Sponsor fails to execute and return contract to City by September 30, 2017, grant is forfeited.

Signed this ____ day of _____, 2017.

City of Forest Grove

«SPONSOR»

By _____
City Manager

By _____
Authorized Person To Execute Contract