



COMMUNITY ENHANCEMENT PROGRAM COMMITTEE MEETING

Monday, July 14, 2025

Community Auditorium, 1915 Main Street

Juan Carlos Gonzalez, Co-Chair

Mariana Valenzuela, Council President
Angel Falconer, Councilor
Donna Gustafson, Councilor
Michael Marshall, Councilor

Malynda Wenzl, Co-Chair

Karen Martinez, Councilor
Leslie Nunez, Committee Member
Marissa Salgado, Committee Member
Brian Schimmel, Councilor

[TVCTV Livestream](#)

[Zoom Webinar](#) Meeting ID: 850 7572 2488 Passcode: 97116

CITY COUNCIL MEETING

- A. 5:30 Call to Order; Roll Call**
- B. Public Comment:** Time provided for anyone wishing to speak to the Committee on an item not on the agenda or on the agenda but not scheduled for a public hearing. Comments are limited to 2 minutes unless additional time is granted by the Presiding Officer. Zoom attendees may use the “Raise Hand” option to be called on.
- C. Consent Agenda**
- D. Additions/Deletions**
- E. Discussion Item**
 - 1. Discuss and Approve 2025-26 CEP Grant Program**
Staff: Paul Downey, Assistant City Manager/Finance Director;
Stephanie Fleischer, Communications and Programs Manager
- F. 6:15 Adjournment**

Americans with Disabilities Act (ADA) Notice: The City is committed to providing equal access to public meetings. Requests for accommodation can be submitted to the City Recorder at least 48 hours before the meeting at: mwoods@forestgrove-or.gov or 503-992-3235

Community Enhancement Program Committee Meeting

Fiscal Year 2025-26 Process

Monday, July 14, 2025

PURPOSE

1. Provide information about the CEP program and its process.
2. Discuss the process for the fiscal year (FY) 2025-2026 CEP Grants, including:
 - Available funding
 - Funding options
3. Discussion and approval to proceed

HOW IS CEP FUNDED?

- CEP is funded by a \$1.00 per ton fee charged by Metro on waste disposed at the Forest Grove Transfer Station.
- In addition to the \$1.00 per ton fee, a facility may choose to collect an additional Solid Waste Community Investment Fee (CIF) of:
 1. \$0.50 per ton of all putrescible solid waste received by the facility;

OR

 2. A fee of \$1.00 per ton on all waste types received that are not subject to any Solid Waste Community Enhancement Fees.
- Waste Management is currently assessing the \$0.50 per ton fee.

HOW IS CEP FUNDED?

- The \$1.00 per ton Metro fee generates about \$65,000 per year for grants to non-profits.
- The CIF fee of \$0.50 generates about \$32,500 per year in revenue.
- For FY 2025-26, Metro has determined CIF funds can be included in the CEP grant process.

METRO PROJECT CRITERIA ELIGIBILITY

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

1

The project must be located within the boundaries of the Solid Waste Community Enhancement Area, as defined by the committee.

OR

2

The project must benefit individuals or programs located inside the solid waste community enhancement area boundary.

For Forest Grove, the Solid Waste Community Enhancement Area is the City's Urban Growth Boundary.

METRO PROJECT CRITERIA ELIGIBILITY

The project applicant must be one of the following:



A non-profit organization, including, without limitation, a neighborhood association or charitable organization with 501(c)(3) status under the IRS. Metro also allows 501(c)(6) even though it's not specified in the criteria.



A school or institution of higher learning



A local government, local government advisory committee, department, or special district, provided they include documented support from the local government executive officer.

METRO PROJECT CRITERIA ELIGIBILITY

The project must:

- **not** be used to replace any other readily available source of federal, state, local, or regional funds.
- **not** promote or inhibit religion.
- **not** discriminate based on race, ethnicity, age, gender, or sexual orientation.
- If the project is located on private land, the project application **must** establish a clear public benefit and must document landowner permission as part of the application.

METRO GOALS FOR PROJECTS

Projects shall meet one or more of the following goals:

1. Improve the appearance or environmental quality of the community.
2. Reduce the amount or toxicity of waste.
3. Increase reuse and recycling opportunities.
4. Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status.
5. 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.
6. Result in improvement to, or an increase in, recreational areas and programs.
7. Result in improvement in safety.
8. Benefit youth, seniors, low-income persons, or underserved populations.

ADDITIONAL GOAL AND INFORMATION

- The Community Enhancement Committee may apply more restrictive eligibility criteria.
- The City has added a goal that “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 2040 Plan.”
- The committee shall give priority to projects that best meet the Metro program criteria and may adopt additional funding goals.
- The Community Impact Grant (CIG) is awarded every three years and is not awarded again until 2027-2028 FY.
- The Community Enhancement Grants (CEP) are awarded annually.

PAST AWARDS

On May 28, 2024, the City awarded \$90,000 in Metro funds.

- **Forest Grove/Cornelius Chamber of Commerce**
\$40,000 annually for 3 years
Awarded the Community Impact Grant (CIG) for a Centro De Desarrollo Empresarial (Business Development Center).
- **Forest Grove Recovery Club | \$20,000 for 1 year**
Received a CEP grant for the Revitalization Project.
- **Forest Grove Elks Lodge 2240 | \$20,000 for 1 year**
Awarded a CEP grant for the Weekend Program for FGSD Underserved Students.
- **Forest Grove High School | \$10,000 for 1 year**
Received a CEP grant for the Theatre Revitalization project.

2024-2025 PROGRAM REVIEW

City Fiscal Year (FY) 24-25 CEP Program Review:

- There were 9 applications for the Community Impact Grant (CIG).
- There were 9 applications for the Community Enhancement Program (CEP) grant, and all applicants applied for \$20,000.
- Four CIG applicants applied for a CEP grant.
 - Applications were considered “back-up” in the event the organization was not awarded the CIG. The applicants did not ask for both grants.
- The City didn’t receive any applications for the \$10,000 or \$5,000 grants.

Award Amount, Considerations, and Recommendations

AWARD AMOUNT

City Fiscal Year (FY) 25-26 CEP Program Award:

\$120,000

Total Balance

\$40,000

Forest Grove/Cornelius Chamber of
Commerce 3-year CIG award

\$80,000

Total Award Amount

CONSIDERATIONS

- Even though the City is on a biennial budget, the Committee will meet this year to award the 25-26 grants, and next year to award the 26-27 grants.
- With the creation of the Tourism Grant Program, does the Committee wish to fund tourism-type events?
 - In previous grant cycles, the tourism events were awarded grant funds, but now tourism events qualify for the Tourism Grant.

CONSIDERATIONS (cont.)

How many grants and what amounts?

- Does the Committee wish to offer varying ranges of grant awards to address the various sizes of non-profits in Forest Grove, or does the Committee wish to offer only larger grants?
- For example, does the Committee want to offer:
 - four \$20,000 grants, or
 - two \$20,000 grants, three \$10,000 grants, and two \$5,000 grants?
 - The number and dollar amounts granted is ultimately at the discretion of the Committee.

RECOMMENDATIONS

Staff recommends:

- Awarding all CEP grants for a 1-year period.
- Written 6-month update from all grant recipients and a final written report upon completion of the grant.

Staff recommends the following timeline:

- August 4 - September 17: Application period
- October 13: CEPC meeting; including applicant presentations and approval of grant allocation.