



**FOREST GROVE SOLID WASTE COMMUNITY ENHANCEMENT
PROGRAM ADVISORY COMMITTEE MEETING
Thursday, April 16, 2015
Community Auditorium, 6:00 p.m.**

Kathryn Harrington
Tom Johnston
Richard Kidd
Victoria Lowe
Ron Thompson
Peter Truax
Elena Uhing
Malynda Wenzl

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 public 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, at 503-992-3235, at least 48 hours prior to the meeting.

A G E N D A

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- 6:00 1. **ROLL CALL:**
2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the form provided.* In the interest of time, please limit comments to three minutes.
3. **ADDITIONS/DELETIONS**
4. **APPROVAL OF COMMITTEE BYLAWS**
5. **ESTABLISHING PROGRAM CRITERIA:**
- Establishment of the Enhancement Area Boundary
 - Develop Process for Soliciting and Selecting CEP Projects
- 7:00 6. **ADJOURNMENT**

Forest Grove Solid Waste Community Enhancement

Program Advisory Committee

BYLAWS

ARTICLE I – NAME

Forest Grove Solid Waste Community Enhancement Program Advisory Committee. Working title shall be Community Enhancement Program Committee (CEPC).

ARTICLE II – AUTHORIZATION

Established by resolution by the Forest Grove City Council, Resolution No. 2015-27 on April 13, 2015, and by Intergovernmental Agreement with Metro, Contract No. 933295.

ARTICLE III – PURPOSE

- A. Administer the Community Enhancement Program funded by the Metro fee at the Forest Grove Transfer Station.

ARTICLE IV – RESPONSIBILITIES/OBJECTIVES

- A. Establishment of the enhancement area boundary.
- B. Creation of committee bylaws
- C. Development of a process for soliciting and selecting community enhancement projects.
- D. Compliance with the eligibility criteria set forth in Metro's Solid Waste Community Enhancement Program Section 5.06.070 and the goals set forth in Section 5.06.080 and creation of additional criteria and goals where needed.
- E. Annually review enhancement program revenue estimates provided by Metro staff and propose how these funds will be allocated for the upcoming fiscal year or funding cycle.
- F. Presentation of an annual report to the Metro and City Council on all projects approved for funding.
- G. Maintenance of complete and accurate records related to the administration of the program, submitted to Metro annually.

ARTICLE V – ORGANIZATION AND STRUCTURE

Section 1. Membership

- A.** Membership of the Forest Grove CEPC shall consist of the seven City Councilors and the Metro Councilor whose district includes the City if the Metro Councilor chooses to be a committee member. If the Metro Councilor decided not to be a member of the CEPC, the City Council will be the committee.

Section 2. Officers

- A.** The Mayor and the Metro Councilor will be co-chairs of the CEPC if the Metro Councilor chooses to serve as co-chair.
- B.** The duties and powers of the officers of the Forest Grove Community Enhancement Program Committee shall be as follows:

Chair or Co-Chairs

- Preside at all meetings of the Committee
 - Development of a written agenda in sufficient time to allow for distribution to Committee prior to any regular meeting.
 - Call special meetings of the Committee in accordance with the bylaws;
 - See that all actions of the Committee are properly taken;
- C.** The City of Forest Grove will provide all administrative support to the CEPC to include:
- Keep summary minutes of all meetings;
 - Give or serve all notices required by law or required in the CEPC Bylaws;
 - Prepare the agenda of all meetings of the CEPC;
 - Be custodian of CEPC records;

ARTICLE VI - MEETING PROCEDURES AND QUORUM

- A.** The CEPC shall hold meetings as needed to administer the program as determined by the Chair or Co-Chairs. Members will be reminded by in writing or electronic means such as email at least five (5) days prior to the scheduled meetings. The notice will include the date, time, location and agenda for the meeting. Summary minutes shall be taken for all meetings and shall be available for viewing by anyone, on request. Minutes are to be distributed to all members and others expressing an interest in receiving them.

- B.** CEPC Meetings shall be publicized in accordance with the Oregon public meetings law.
- C.** A majority of current membership entitled to vote shall constitute a quorum for the transaction of business.
- D.** Robert's Rules of Order shall guide the CEPC in all cases not otherwise provided for in these rules. All final determination of procedure shall be the responsibility of the Chair or Co-Chairs.
- E.** All members of the CEPC shall be voting members of the committee. In the case of a tie vote, the motion fails.
- F.** A report of the CEPC activities shall be made to City Council and Metro annually.

ARTICLE VII - AMENDING BYLAWS

Amendments to these bylaws may be recommended at a meeting of the CEPC called for that purpose, provided that written or electronic notice such as email has been sent to each member at least fourteen (14) days before the meeting. The notice shall state the amendments that are proposed to be made in the bylaws. Only a change that has been specified in the notice shall become effective upon the affirmative vote of a majority of CEPC board members and is subject to the approval by City Council.

ARTICLE VIII - APPROVALS

The above bylaws for the Forest Grove Community Enhancement Program Committee have been duly considered and reviewed, and are hereby recommended for adoption by the Forest Grove City Council this 16th day of April, 2015.

Signed: _____
Peter Truax, Co-Chair

Signed: _____
Kathryn Harrington, Co-Chair

FOREST GROVE COMMUNITY ENHANCEMENT PROGRAM COMMITTEE GOALS

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 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.

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 \$5,000 in funding 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 criteria 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 can 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.

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 April 16, 2015.

Mayor Peter Truax, Co-Chair

Metro Councilor Kathryn Harrington, Co-Chair



May 2015

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 groups, organizations, 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

2015-16
COMMUNITY ENHANCEMENT PROJECT
APPLICATION INSTRUCTIONS

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

- May Applications for project proposals will be available. (Application form is attached)
- May 29 Applications must be completed and returned to City Hall, 1924 Council Street, by 5 pm.
- June 11 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.
- June 18 CEPC's completed allocation worksheets due to staff.
- June 22 Compilation of allocations discussed at CEPC meeting.
- July 1 Contracts for awarded projects will be distributed to Sponsors. Contracts must be executed by September 30, 2015, or grant is forfeited.

General Instructions

- Applicants must be from non-profit groups, organizations or City Advisory Committees to be eligible for a grant.
- All projects must be within the City's Urban Growth Boundary to be eligible for funding. Attached is a map with the City's Urban Growth Boundary outlined in black.
- Each project must meet one of eight Metro-approved criteria listed on the CEPC's evaluation (attached).
- **A maximum limit of \$8,000 is being placed on the application for funding for an individual project.**
- 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 and Funds Needed by: Sponsor should indicate when the requested funds are required as availability of funds is contingent on City's receipt of disbursements from Metro. Sponsor should identify the date the project will begin and when the project will be completed.
- B. Project Description: This should be a short description for the proposed program or project **including for what purpose or how the CEP funds will be used.**
- C. Estimate how many 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.
- D. 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. Compute percent of total budget provided by the sponsor.
- E. 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, 2015, is not allowed.**
- F. List any on-going operations and/or maintenance costs associated with the project and indicate how these will be funded.
- G. Complete a brief description of how the project meets one or more of the eligibility criteria and 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.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: _____ Daytime Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
_____	\$ _____	_____

*Availability of funds is contingent on City's receipt of disbursements from Metro

Proposed schedule

Project Start Date: _____ Project Completion Date: _____

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

B. Project Description Continued:

C. Estimate how many residents 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.

D. 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				
Total				

% of Total Budget provided by Sponsor: _____%

E. 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?

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

G. Explain how this project meets one or more of the eligibility criteria and 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.

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.

Criteria: Projects must meet **one or more** of the following criteria to be eligible for funding. If not, the application will not be considered further.

- (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 2015-16:

- GOAL 1 PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS
 AND A PROSPEROUS DYNAMIC GREEN CITY

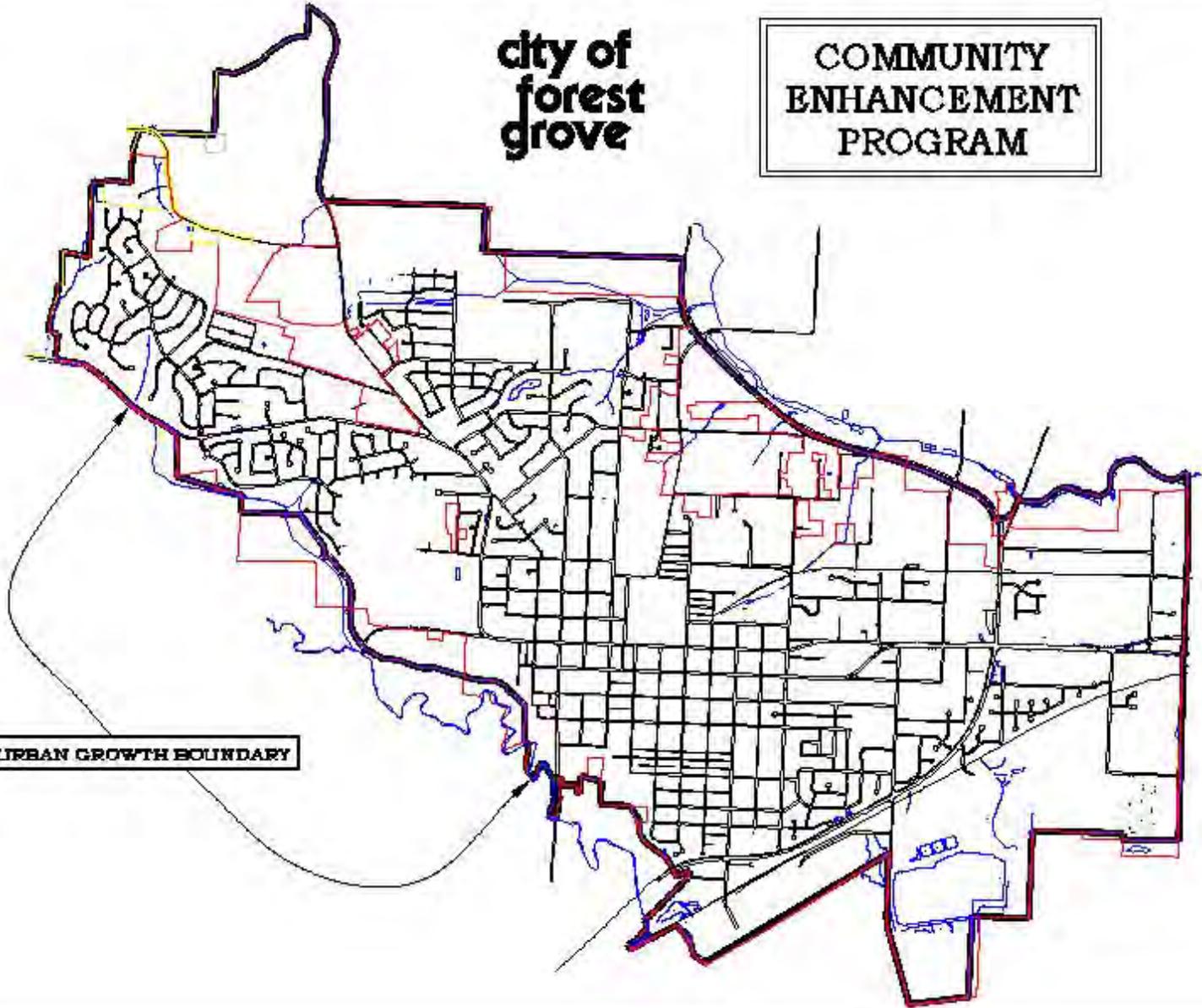
- GOAL 2 PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN
 EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY

- GOAL 3 PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN
 LOCAL, STATE, AND NATIONAL AFFAIRS

NOTES:

**city of
forest
grove**

**COMMUNITY
ENHANCEMENT
PROGRAM**



URBAN GROWTH BOUNDARY

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 \$«AMT_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 \$«AMT_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 \$«AMT_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, 2015, grant is forfeited.

Signed this ____ day of _____, 2015.

City of Forest Grove

«SPONSOR»

By _____
City Manager

By _____
Authorized Person To Execute Contract