



*A place where families and businesses thrive*

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

**CEPC Meeting**

**5:30 PM**

**Community Auditorium**

**MONDAY, FEBRUARY 22, 2016**

**1915 Main Street**

**Forest Grove, OR 97116**

Tom Johnston

Richard Kidd

Victoria Lowe

Katherine Harrington, Co-Chair

Peter Truax, Co-Chair

Ron Thompson

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 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 JUNE 22, 2015**
4. **ADDITIONS/DELETIONS**
5. **APPROVAL OF 2016-17 CEP PROCESS**
- 6:00** 6. **ADJOURNMENT**

**Next Meeting: April 13, 2016, 6 pm, Community Auditorium  
Presentations by applicants**

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3.

**FOREST GROVE COMMUNITY ENHANCEMENT  
PROGRAM COMMITTEE MEETING  
JUNE 22, 2015 – 6:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes not official until approved by the Committee.*

**1. ROLL CALL:**

Co-Chair Peter Truax called the Community Enhancement Program Committee (CEPC) meeting to order at 6:01 p.m. **ROLL CALL:** Co-Chair Kathryn Harrington, Thomas Johnston, Richard Kidd, Victoria Lowe, Ronald Thompson, Elena Uhing, Malynda Wenzl and Co-Chair Peter Truax. **STAFF PRESENT:** Tom Gamble, City Manager Pro-Tem; Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

**2. CITIZEN COMMUNICATIONS:** None.

**3. APPROVE MINUTES FROM MEETING ON JUNE 11, 2015**

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

**4. DISCUSSION ON ALLOCATION OF FUNDS:**

Downey explained the next step in the process was the Committee recommending funding for individual projects and designating the CEP projects for FY 2015-16. He referred to the worksheet that compiled all the committee members' allocations by project and noted there were still funds available to allocate and that individual committee members could change initial allocations for any project at this time. Wenzl amended her allocations to Downtown Economic Sustainability Through Events/ Training, Youth Football Safety Equipment Update, Collaborative Sustainable Community, and Art Goes to the Park projects. Uhing amended her allocations to the Fire Station Mural, Downtown Economic Sustainability Through Events/Training, and Reusable Bags Initiative projects.

Harrington noted it was her understanding that unallocated funds from the B&C projects could be added to the funding available to the non-profit projects if the projects met the criteria better and she requested clarification of the process. Downey noted in previous cycles the CEP funds available for distribution were split between the two sections and if the projects requested did not require the whole allocation for that section, the committee decided with a motion to move any excess funds to the other section thereby increasing the amount per commissioner available to distribute to those projects. Harrington summarized her decision-making choices and noted that one commission had four individual requests totaling \$30,025 and seemed to take away from other non-profit projects that met the criteria.

It was moved by Kidd, seconded by Lowe, that leftover funds be rolled into next year's fund balance and to approve the amended funding allocation summary as the designated projects for FY 2015-16. **DISCUSSION:** Wenzl noted that she did not support the motion due to the confusion with the process. Johnston recommended, with concurrence from the committee, that a subcommittee be formed to review the process to clear up questions prior to next year's cycle.

**FOREST GROVE COMMUNITY ENHANCEMENT  
PROGRAM COMMITTEE MEETING  
JUNE 22, 2015 – 6:00 P.M.  
COMMUNITY AUDITORIUM  
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**ROLL CALL VOTE: AYES: Johnston, Thompson, Truax, Harrington, Kidd, Uhing, and Lowe. NOES: Wenzl. Motion passed 7 to 1.**

**5. DESIGNATION OF 2015-16 COMMUNITY ENHANCEMENT PROJECTS:**

The following were designated to be 2015-16 CEP projects:

<b>PROJECT</b>	<b>SPONSOR</b>	<b>AMOUNT FUNDED</b>
Sidewalk Chalk Art Festival	Valley Art Association	\$ 3,800
Quality of Life Enrichment for Seniors	Adventures Without Limits	\$ 1,458
Local Tourism Small Business Support & Promotion	FG Chamber of Commerce	\$ 3,625
Fire Station Mural	Western Wash Co Firefighters Assoc	\$ 2,061
Improving Community Garden Infrastructure	FG Community Gardens	\$ 5,069
Farmers Market Support	Forest Grove Farmers Market	\$ 5,250
STEM, College & Career Readiness Initiative	Adelante Mujeres	\$ 3,275
Archival Storage for Old Train Station Collection	Friends of Historic Forest Grove	\$ 1,822
Forest Grove Gleaning Project Pilot	Dairy Creek Community Food Web	\$ 2,171
Landscaping Update for Chamber of Commerce	FG Chamber of Commerce	\$ 656
Commercial Dishwasher Replacement	FG Senior & Community Center	\$ 7,000
Downtown Economic Sustainability Through Events/Training	City Club	\$ 2,200
Building Permits/fees for House #3	West Tuality Habitat For Humanity	\$ 3,400
ReStore Maintenance	West Tuality Habitat For Humanity	\$ 4,175
Youth Football Safety Equipment Update	FG Little Guy Football	\$ 3,328
Promote the Urban Forest	Community Forestry Commission	\$ 3,368
Recreation & Park Brochures	Parks & Recreation Commission	\$ 1,700
Collaborative Sustainable Community	Sustainability Commission	\$ 4,924
Sustainability in Schools	Sustainability Commission	\$ 6,524
Don't Waste Food, Dude!	Sustainability Commission	\$ 3,959
Reusable Bags Initiative	Sustainability Commission	\$ 4,800
HLB Renovation Grant Program	Historic Landmarks Board	\$ 7,524
Arts for a Community	Public Arts Commission	\$ 3,850
Art Goes to the Park	Public Arts Commission	\$ 5,600

Harrington noted that Oregon City's CEP Committee distributes certificates to designated projects and suggested this as something Forest Grove could do as well.

**6. ADJOURNMENT:**

Mayor Truax adjourned the CEPC at 6:49 p.m.

Respectfully submitted,

\_\_\_\_\_  
Beverly Maughan, Executive Assistant to City Manager



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>5.</u>
FINAL ACTION:	_____

**CEPC STAFF REPORT**

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**TO:** *Community Enhancement Program Committee*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *February 22, 2016*

**PROJECT TEAM:** *Paul Downey, Director of Administrative Services  
Bev Maughan, Executive Assistant to the City Manager*

**SUBJECT TITLE:** *FY 2016-17 CEP Grant Process*

<b>ACTION REQUESTED:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Order	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Informational
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*X all that apply*

**ISSUE STATEMENT:** The FY 2016-17 CEP Grant process is scheduled to begin March 1, 2016, when grant applications are scheduled to be released. The Community Enhancement Program Committee (Committee) needs to approve the program including any proposed changes for the coming year.

**BACKGROUND:** The grant process for last year was the first year using the revised program that had been established by Metro. Most of the process worked well but the Committee felt the need to look at the program to discuss possible changes before the FY 2016-17 process started.

A subcommittee met in January 2016 to discuss last year and to see if any changes should be proposed to the entire Committee for consideration prior to the commencement of the grant process. The subcommittee's recommendations to the entire Committee are: 1) there be more time for the Committee to discuss their funding allocations to the grant requests; and 2) that a City board or commission be limited to two grant requests. For the first item, staff will schedule the meetings so there is more time for Committee discussion. The second item will require a change to the grant program.

If the Committee approves the change limiting a City board or commission to two grant applications, there is a good chance that the total dollar request for those grants will be less than the half of the total funding available. The current program rules say 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. The committee may want to consider changing the word "can" to "will". This will allow staff to move the funding between pools at the beginning of the process so committee members know at the beginning of the allocation process what funds are available to each pool.

Staff will be preparing a budget update so the Committee knows how much funding is available at the meeting at which the applicants present their grants. Staff is going to ask the committee to

approve some of the available CEP funds be used to pay for staff time in FY 2016-17. Metro rules allow up to twenty percent (20%) of funds to be to pay for costs directly associated with administering a solid waste community enhancement program. Based on FY 2015-16 budgeted funding, the City could have kept \$20,948 for administrative costs. Staff does not plan on asking for that much funding for administrative costs.

**FISCAL IMPACT:** The program is self-funded by fees collected at the transfer station. There will be some benefit to the General Fund if funding for administrative costs are retained by the City.

**STAFF RECOMMENDATION:** Staff recommends the FY 2016-17 grant application program be approved with the following modifications from the FY 2015-16 program: 1) that City boards and commissions be limited to the two grant applications; and 2) 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.

**ATTACHMENT(s):**

FY 2016-17 Forest Grove Community Enhancement Program  
FY 2016-17 Community Enhancement Project Application

## **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.

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### **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 \$8,000 in funding in any grant cycle. A local government advisory committee (City board or commission) cannot submit more than two grant applications.

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~~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.

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~~February 22, 2015~~2016~~.

A handwritten signature in blue ink, appearing to read "Peter Truax". The signature is written in a cursive style with a vertical line to its left.

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Mayor Peter Truax, Co-Chair

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Metro Councilor Kathryn Harrington, Co-Chair

**2016-17**  
**COMMUNITY ENHANCEMENT PROJECT**  
**APPLICATION INSTRUCTIONS**

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

- March Applications for project proposals will be available. (Application form is attached)
- March 31 Applications must be completed and returned to City Hall, 1924 Council Street, by 5 pm.
- April 13 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.
- April 22 CEPC's completed allocation worksheets due to staff.
- May 9 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, 2016, 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. 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](http://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. Eligibility Criteria: Checkmark all criteria the project meets and explain how.
- 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 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. 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, 2016, 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

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

Contact Person: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

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### PROJECT INFORMATION

A. Project Title \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

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

✓	Eligibility Criteria	How project meets this criteria
	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 residents will benefit if this project is funded. \_\_\_\_\_  
Who will benefit if this project is funded?**

<p>Has the sponsor received a Community Enhancement grant for this project in the past? If so, amount received \$ _____</p> <p>Has the sponsor received a Community Enhancement grant for the <u>current year</u>? If so, is the project completed?</p> <p>Please provide a brief summary of services for <u>current year</u> grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.</p>
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**E. PROJECT BUDGET**

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

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services				
Supplies				
Capital				
Materials				
Other				
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.**

