



*A place where families and businesses thrive*

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

**CEPC Meeting**

**6:15 PM**

**Community Auditorium Conference Room**

**MONDAY, FEBRUARY 24, 2020**

**1915 Main Street**

**Forest Grove, OR 97116**

Timothy Rippe	Juan Carlos Gonzalez, Co-Chair	Mariana Valenzuela
Vacant	Peter Truax, Co-Chair	Adolph "Val" Valfre, Jr.
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**

- 6:15** 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 NOVEMBER 25, 2019**
4. **ADDITIONS/DELETIONS**
5. **APPROVE 2020-21 CEP PROGRAM CRITERIA & TIMELINE:**
- March 1 Applications for project proposals will be available.
  - April 3 Applications must be completed and returned to City Hall by 5 pm.
  - April 16 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 opportunity to ask questions.
  - April 20 CEPC's completed allocation worksheets due to staff.
  - April 27 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, 2020, or grant is forfeited.
- 7:00** 6. **ADJOURNMENT**



*A place where families and businesses thrive.*

**Monday, November 25, 2019  
6:15 PM, Community Auditorium**

**CEPC Meeting Minutes**

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**Minutes not official until approved by CEPC.**

**1. ROLL CALL**

Co-Chair Peter Truax called the meeting of the Community Enhancement Program Committee (CEPC) to order at 6:25 pm. **ROLL CALL:** Timothy Rippe, Ronald Thompson, Elena Uhing, Val Valfre, Malynda Wenzl and Co-Chairs Peter Truax and Juan Carlos Gonzalez. **ABSENT:** None. **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 13, 2019**

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

**4. ADDITIONS/DELETIONS:** None

**5. DISCUSSION ON 2020-21 CEP PROCESS**

Downey presented a PowerPoint overview of the purpose of the meeting, estimated funding and concerns and issues raised during the last program cycle as follows:

- Non-Profit Criteria: Metro criteria allows only 501(c)(3) and the Elks have received CEP funding and it is a 501(c)(8) organization
- Clarification of Eligibility: Projects specifically located within Forest Grove UGB or projects with organizations located outside Forest Grove that benefit Forest Grove residents, i.e. Family Justice Center
- Purposes of expenditures: Program versus Event; Challenge grants versus ongoing programs
- Give a discretionary amount per committee member to spend. If implemented, expenditures would have to meet the requirements of the CEP
- Temporary Shelter Code: Issue resolved

Discussion ensued as follows:

- Non-Profit Criteria: Staff will ask Metro for clarification on the 501(c)(3) status
- Clarification of Eligibility: the criteria is for “who” it serves; not “where” it is located.
- Purposes of expenditures: add language on application to identify if request is for an ongoing program or a new program which could receive higher priority; encourage new ideas by setting aside a portion of the CEP funds for new ideas; use marijuana tax revenue toward ongoing services to residents such as shelters, CAO, or Justice Center so CEP funds available to more events and innovative ideas; keep process flexible so Committee can be responsive to current community needs/issues and

allow the organizations to make their case.  
Staff will bring options back to the CEP Committee in February with recommendations as to how the system could change.

6. **ADJOURNMENT**: Meeting was adjourned at 6:55 pm.

Respectfully Submitted by  
Beverly Maughan, Executive Assistant



COMMUNITY  
ENHANCEMENT  
PROGRAM (CEP)  
FY 2020-21 PROCESS  
CEP COMMITTEE MEETING

Monday, February 24, 2020

# Purpose of Meeting

- Finalize process for the FY 2020-21 Grants
  - Funding available and allocations
  - Follow-up on Concerns/Issues
  - Staff recommendations for FY 2020-21 program
  - Committee discussion and approval to proceed

# Estimated FY 2020-21 Funding Available

- Based on preliminary estimates, there will be approximately \$122,860 in funding available for FY 2020-21 grants consisting of:
  - \$99,000 is the estimated FY 2020-21 revenue for CEP from Metro based on new tonnage limit (FY 2019-20 projected to be approximately \$121,000)
  - \$16,000 was withheld from FY 2019-20 to roll over to FY 2020-21
  - \$6,860 in grant funding available from accumulated Fund Balance per current funding rules.
  - \$95,414 in funding was awarded for FY 2019-20

# Follow-up

- **Ongoing Funding:** Based on revised Metro tonnage allocation for the FG Transfer Station, CEP revenue should be approximately \$100,000 per year. Metro Councilor Gonzales indicated that if the proposed Metro regional transfer station is located as proposed in Cornelius, Metro will work to ensure that FG does not lose CEP funding.
- **Non-Profit Criteria:** Metro noted “as long as the applicant is a nonprofit, they may be eligible to apply for funding. The applicant does not need to have a tax-exempt status. While a nonprofit applicant does not need tax-exempt status, they must still meet the “Goals for Solid Waste Community Enhancement Projects” as defined in Metro Code, chapter 5.06.080.”
- **Clarification of Eligibility:** Criteria eligibility is based on “who” it serves, not “where” it is located.

# Items to Discuss for FY 2020-21

- CEPC discussed below items and directed staff to come back with recommendations:
  - Setting aside a portion of funding for new ideas
  - Keep process flexible so funds are available to be more responsive to current community needs/issues and allow organizations to make their case
  - Use marijuana tax revenue for services such as homeless, CAO, or Justice Center
  - Give each committee member a discretionary amount to spend which would have to meet requirements of CEP program

# Staff Considerations

- Staff's recommendations which follow on the next page are based on the following considerations:
  - Recommending a system which does not greatly increase administrative burden on staff and/or increase the number of meetings for the committee
  - Based on staff research most communities do the awards process through a single process once a year and do not have multiple awards cycle. Most community issues do not evolve so quickly that needs cannot be addressed through an annual process
  - Marijuana tax revenue is used in the General Fund to help fund increasing public safety costs

# Staff Recommendation

- In response to CEPC's items, staff recommends to split the available funding into two programs: 1) Community Impact Grant; 2) Regular CEP process with modifications.
- 1) Community Impact Grant
  - Funds awarded for a three-year period to allow for a comprehensive program to be developed. Would have to meet CEP funding requirements.
  - For example, funding could be \$25,000-\$50,000/year for the three years to address homelessness. Recommend consistent annual amount to allow program development.
  - Award criteria and process would need to be developed. Would probably be outside of regular CEP process due to timing.

# Staff Recommendation

- 1): Community Impact Grant (continued)
  - Hillsboro has a similar program that addresses homelessness and examples of issues for which funding could be awarded in Hillsboro are:
    - Bathing and laundry services
    - Shelter, clothing, and other basic needs
    - Assistance obtaining identification & social security/disability benefits
    - Mental health services
    - Addiction services

# Staff Recommendation

- 2): Community Enhancement Grants
  - Funding follows CEP program requirements established for FY 2020-21 with the following modifications:
    - Funding is remaining funding available after amount set aside for Community Impact Grant
    - Requests eligible for Community Impact Grant funding would not be allowed to apply under this program

# Staff Recommendation

- 2): Community Enhancement Grants (continued)
  - To allow for more discretion per committee member in funding, after initial funding allocations are made, the individual limit of funding 1 / 8<sup>th</sup> of grant will be removed. An individual can provide more funding to an individual grant but has to take funding from the individual's other initial grant funding allocations. No grant may receive more funding than it originally requested. Also, the movement of funds cannot cause another grant to become unfunded.
    - Example – an applicant requests \$10,000 in funding but after initial funding allocations are made, only \$9,000 in funding is allocated. Councilor A wants the grant to be fully funded. Under this revision, Councilor A could move \$1,000 of Councilor A's other grant allocations to this grant.

# Funding Examples

- If \$122,860 in FY 2020-21 funding available:
  - \$40,000 set-aside for Community Impact Grant
  - \$82,860 would remain for normal CEP funding process
  - Assuming 8 committee members, each member would have \$10,360 to allocate to grant applications
- FY 2021-22 – Estimated \$104,000 to be available:
  - \$40,000 set-aside for Community Impact Grant
  - \$64,000 would remain for normal CEP funding process
  - Assuming 8 committee members, each member would have \$8,000 to allocate to grant applications

# Other Items or Questions?

# Table of Contents

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Cover letter	2
INSTRUCTIONS	3
Evaluation Goals - Guidelines	5
CONTRACT	6
CEP Application fillable 2020	7



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March 2020

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

**2020-21**  
**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 3 Applications must be completed and returned to City Hall, 1924 Council St., by 5 pm.
- April 16 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 opportunity to ask questions.
- April 20 CEPC's completed allocation worksheets due to staff.
- April 27 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, 2020, 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.
- Each application may request a maximum limit of \$10,000.
- Each organization or group 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.
- Responses are limited 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 9:00 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

Page 2

### 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. Also, choose which category best describes your project – new one-time event/program or ongoing event/program.
- 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, 2020, 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 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 2019-20:**

- |        |   |
|--------|---|
| GOAL 1 | PROVIDE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS                                  |
| GOAL 2 | MANAGE AN EFFECTIVE FINANCIAL PLAN TO PROVIDE QUALITY SERVICE LEVELS                  |
| GOAL 3 | ADVANCE 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: Is project one-time event or an ongoing program.
- 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, 2020, grant is forfeited.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2020.

City of Forest Grove

«SPONSOR»

By \_\_\_\_\_  
City Manager

By \_\_\_\_\_  
Authorized Person To Execute Contract

# 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 goals below which your project meets and explain how:**

✓	Goals	How project meets this goal (be clear & specific)
<input type="checkbox"/>	Improve the appearance or environmental quality of the community	
<input type="checkbox"/>	Reduce the amount or toxicity of waste	
<input type="checkbox"/>	Increase reuse and recycling opportunities	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	
<input type="checkbox"/>	Result in improvement in safety	
<input type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	

Choose which category best describes your project:

**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? \_\_\_\_\_

<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**

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 (please explain):				
Total				

Total Estimated Costs: \_\_\_\_\_

% 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.**

