



CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

AGENDA

Community Enhancement Program Committee

REGULAR MEETING

Troutdale City Hall - Council Chambers
219 E. Historic Columbia River Hwy. (Lower Level, Rear Entrance)
Troutdale, OR 97060-2078

Tuesday, June 21, 2016 – 7:00pm

Mayor

Doug Daoust

City Council

David Ripma

Corey Brooks

Larry Morgan

Glenn White

Rich Allen

John Wilson

City Manager

Craig Ward

1. COMMITTEE ROLL CALL

- 2. MOTION:** A motion to approve the Community Enhancement Program FY2016-17 Budget. Erich Mueller, Finance Director

- 3. PRESENTATIONS:** Presentation of funding requests by project sponsors. Presentations should be limited to 4 minutes after which the committee may ask questions. Projects listed in order received.

| <u>Project</u> | <u>Title</u> | <u>Sponsor Organization</u> | <u>Representative</u> |
|----------------|--------------------------------------|------------------------------|-----------------------|
| A | Mayor Square Mural | Troutdale Historic Society | Rip Caswell |
| B | Mayor Square Bronze | Troutdale Historic Society | Rip Caswell |
| C | Gym Completion Project | Harvest Christian Church | Mike Halstead |
| D | Cracked Pots Upcycled Art Show | Cracked Pots Inc. | Chelsea Peil |
| E | Restoration of Union Pacific Caboose | Troutdale Historical Society | Sharon Nesbit |

- 4. DISCUSSION:** Committee review, discussion and decisions for project funding requests. CEPC Co-Chairs

5. ADJOURNMENT



Doug Daoust, Co-Chair

Dated: 6/14/2016

Further information and copies of agenda packets are available at: Troutdale City Hall, 219 E. Historic Columbia River Hwy. Monday through Friday, 8:00 a.m. - 5:00 p.m.; on our Web Page www.troutdaleoregon.gov or call Sarah Skroch, City Recorder at 503-674-7258.

The meeting location is wheelchair accessible. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to: Sarah Skroch, City Recorder 503-674-7258.



CITY OF TROUTDALE
Community Enhancement Program Committee



STAFF REPORT

SUBJECT / ISSUE: The Community Enhancement Program Committee (CEPC) shall review and comment on the annual CE Program budget.

| | |
|---|---|
| <p>MEETING TYPE: City Council Work Session</p> | <p>MEETING DATE: June 21, 2016 STAFF MEMBER: Erich Mueller DEPARTMENT: Finance</p> |
| <p>ACTION REQUIRED Motion PUBLIC HEARING No</p> | <p>ADVISORY COMMITTEE/COMMISSION RECOMMENDATION: Approval As recommended by the City of Troutdale Budget Committee</p> |
| <p>STAFF RECOMMENDATION: Approve CE Program FY 2016-17 budget as proposed.</p> | |

EXHIBITS:
 A. FY 2016-17 CE Program Budget

Subject / Issue Relates To:

- Council Goals
 Legislative
 Other:

Task required under the IGA with Metro for the Troutdale Solid Waste Community Enhancement Program Advisory Committee.

Issue / Council Decision & Discussion Points:

- ◆ Making expected resources available for CE project funding
- ◆ Fulfills requirement of Metro Administrative Procedure 5.06-5.2.3 for annual budget review by the CEPC

Reviewed and Approved by City Manager: 

BACKGROUND:

The Metro Code Chapter 5.06-Solid Waste Community Enhancement Program (CEP) resulted in the Troutdale Transfer Station located at 869 NW Eastwind Drive, will be subject to the Solid Waste Community Enhancement Fee beginning July 1, 2015.

The purpose of the CEP is to rehabilitate and enhance the area around the facility from which the fees are collected through funding eligible enhancement project grants, and to reduce the volume and toxicity of waste disposed through source reduction, reuse, recycling, and composting.

The Troutdale Solid Waste Community Enhancement Program Advisory Committee, (CEPC) was established by resolution by the Troutdale City Council, Resolution No. 2289 on June 9, 2015, and by Intergovernmental Agreement with Metro, Contract No. 933298.

ACTION NEEDED:

The CEP is subject to the Metro Administrative Procedure 5.06 which section 5.2.3 calls for: *"...Either Metro or the host local government shall prepare and publish an annual budget for the solid waste community enhancement account. Each budget shall be subject to review and comment by the solid waste community enhancement committee..."*

As part of the City of Troutdale Budget Committee meetings the CEP budget was reviewed and approved by the Budget Committee and included in the entire City budget forwarded to the City Council for adoption. The CEP budget information was published as part of the City's Budget publication in accordance with ORS 294 Local Budget Law.

To fulfill the Metro Code 5.06 budget review requirement, staff requests the following motion by the CEPC:

"I move to approve the Fiscal Year 2016-17 Community Enhancement Program Budget as submitted by the City of Troutdale Budget Committee."

SUMMARY:

The above requested motion does not spend any of CE funds, only approves the budget for the coming fiscal year. The budgeted funds may, or may not, be spent subject to the CEPC review and approval of project funding requests.

COMMUNITY ENHANCEMENT PROGRAM 22.00

FUND SUMMARY

| | ACTUAL 2013-14 | ACTUAL 2014-15 | COUNCIL ADOPTED BUDGET 2015-16 | MANAGER PROPOSED BUDGET 2016-17 | BUDGET COMMITTEE APPROVED BUDGET 2016-17 |
|-----------------------------|-------------------|-------------------|---|--|--|
| RESOURCES | | | | | |
| BEGINNING FUND BALANCE | \$ - | \$ - | \$ - | \$ 80,100 | \$ 80,100 |
| REVENUE FROM OTHER AGENCIES | - | - | 80,000 | 80,000 | 80,000 |
| INTEREST INCOME | - | - | 100 | 100 | 100 |
| TOTAL RESOURCES | \$ - | \$ - | \$ 80,100 | \$ 160,200 | \$ 160,200 |
| REQUIREMENTS | | | | | |
| MATERIALS & SERVICES | \$ - | \$ - | \$ 80,100 | \$ 160,200 | \$ 160,200 |
| TRANSFERS | - | - | - | - | - |
| CONTINGENCY | - | - | - | - | - |
| UNAPPROPRIATED | - | - | - | - | - |
| TOTAL REQUIREMENTS | \$ - | \$ - | \$ 80,100 | \$ 160,200 | \$ 160,200 |
| ENDING FUND BALANCE | - | - | - | - | - |

COMMUNITY ENHANCEMENT PROGRAM 22.00

RESOURCES

| ACCT NO | ACCOUNT DESCRIPTION | ACTUAL 2013-14 | ACTUAL 2014-15 | COUNCIL | MANAGER | BUDGET |
|------------------------------------|---------------------------------|-------------------|-------------------|------------------------------|-------------------------------|--|
| | | | | ADOPTED BUDGET 2015-16 | PROPOSED BUDGET 2016-17 | COMMITTEE APPROVED BUDGET 2016-17 |
| RESOURCES | | | | | | |
| BEGINNING FUND BALANCE | | | | | | |
| 22-00-7000 | BEGINNING FUND BALANCE | \$ - | \$ - | \$ - | \$ 80,100 | \$ 80,100 |
| REVENUE FROM OTHER AGENCIES | | | | | | |
| 22-00-7208 | METRO COMMUNITY ENHANCMENT F | - | - | 80,000 | 80,000 | 80,000 |
| | TOTAL REV OTHER AGENCIES | - | - | 80,000 | 80,000 | 80,000 |
| INTEREST INCOME | | | | | | |
| 22-00-7701 | INTEREST EARNED | - | - | 100 | 100 | 100 |
| | TOTAL INTEREST INCOME | - | - | 100 | 100 | 100 |
| | TOTAL RESOURCES | \$ - | \$ - | \$ 80,100 | \$ 160,200 | \$ 160,200 |
| 22-00-6600 | | \$ - | \$ - | - | | |

COMMUNITY ENHANCEMENT PROGRAM 22.00

REQUIREMENTS

| ACCT NO | ACCOUNT DESCRIPTION | ACTUAL 2013-14 | ACTUAL 2014-15 | BUDGET | | |
|---------------------|---------------------------------------|-------------------|-------------------|---|--|--|
| | | | | COUNCIL ADOPTED BUDGET 2015-16 | MANAGER PROPOSED BUDGET 2016-17 | COMMITTEE APPROVED BUDGET 2016-17 |
| REQUIREMENTS | | | | | | |
| 22-00-8211 | SPECIAL DEPARTMENT EXPENSE | \$ - | \$ - | \$ 80,100 | \$ 160,200 | \$ 160,200 |
| | TOTAL MATERIALS & SERVICES | - | - | 80,100 | 160,200 | 160,200 |
| OTHER | | | | | | |
| 22-00-8228 | ADMINISTRATION | - | - | - | - | - |
| 22-00-8998 | CONTINGENCY | - | - | - | - | - |
| 22-00-8999 | UNAPPROPRIATED | - | - | - | - | - |
| | TOTAL OTHER | - | - | - | - | - |
| | TOTAL REQUIREMENTS | \$ - | \$ - | \$ 80,100 | \$ 160,200 | \$ 160,200 |



CITY OF TROUTDALE
Community Enhancement Program Committee



STAFF REPORT

SUBJECT / ISSUE: Evaluate Community Enhancement Project Funding Requests.

MEETING TYPE:
City Council Work Session

MEETING DATE: June 21, 2016

STAFF MEMBER: Erich Mueller
DEPARTMENT: Finance

ACTION REQUIRED
Information/Discussion

ADVISORY COMMITTEE/COMMISSION RECOMMENDATION:
Not Applicable

PUBLIC HEARING
No

STAFF RECOMMENDATION: none.

EXHIBITS: A. – E. Project Applications
 F. CEP Guidelines
 G. CEP 2016 Application Package

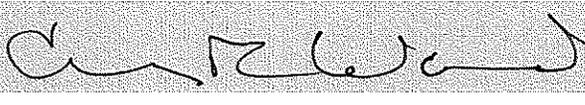
Subject / Issue Relates To:

- Council Goals Legislative Other:

Supporting eligible projects which result in improving the health, safety and welfare of the residents; protection and preservation of the local environment, reduce the volume and toxicity of solid waste, improve recreational opportunities, or enhance art and culture within the City

Issue / Council Decision & Discussion Points:

- ◆ Administration of Community Enhancement Program in accordance with the IGA
- ◆ Ensure Project Eligibility Criteria is fulfilled

Reviewed and Approved by City Manager: 

BACKGROUND:

The purpose of the CEP is to rehabilitate and enhance the area around the facility from which the fees are collected through funding eligible enhancement project grants, and to reduce the volume and toxicity of waste disposed through source reduction, reuse, recycling, and composting.

The Troutdale Solid Waste Community Enhancement Program Advisory Committee, (CEPC) was established to administer the program.

ACTIONS NEEDED TONIGHT:

The CEPC has received 5 project applications requesting \$125,655 of funding. All 5 Project Sponsors appear to be qualifying organizations with the projects located within the enhancement area boundary, the City. However, only 2 of the 5 meet the established funding match requirements. Some projects, if approved, will therefore require a number of conditions.

| | Title | Sponsor Organization | Total Cost | Requested \$ | match | % match | required % match | | Residents benefited |
|---|--------------------------------------|------------------------------|------------|--------------|----------|---------|------------------|-------|---------------------|
| A | Mayor Square Mural | Troutdale Historic Society | \$ 40,082 | \$ 30,000 | \$10,082 | 25% | 50% | Unmet | All |
| B | Mayor Square Bronze | Troutdale Historic Society | \$ 55,382 | \$ 40,000 | \$15,382 | 28% | 50% | Unmet | All |
| C | Gym Completion Project | Harvest Christian Church | \$ 40,500 | \$ 24,000 | \$16,500 | 41% | 40% | Met | 200 |
| D | Cracked Pots Upcycled Art Show | Cracked Pots Inc. | \$ 25,555 | \$ 4,655 | \$20,900 | 82% | 30% | Met | 6,000 |
| E | Restoration of Union Pacific Caboose | Troutdale Historical Society | \$ 35,000 | \$ 27,000 | \$ 8,000 | 23% | 40% | Unmet | 15,000 |
| | | | Total-> | \$ 125,655 | | | | | |

The CEPC will need to:

- receive the presentations from the project sponsors and review their submitted applications
- evaluate how strongly projects actually meet one or more of the required **CEP Goals**
- determine each application's compliance the **Project Eligibility Criteria** requirements
- carefully consider what precedent might be established with funding decisions
- avoid funding decisions which may be construed to violate constitutional prohibitions

CEP Goals:

Projects/programs must meet one or more of the following goals:

1. Increase the attractiveness or market value of residential, commercial or industrial areas.

2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas.
3. Preserve or increase recreational areas and programs within the City.
4. Improve safety within the City.
5. Result in significant improvement in the cleanliness of the City.
6. Increase recycling efforts or provide a reduction in solid waste.
7. Increase employment or economic opportunities for City residents.
8. Provide work or training opportunities to benefit youth, seniors and low-income residents.
9. Enhance art and culture within the City.

Project Criteria:

The project must meet all the applicable criteria (use the following as your checklist):

1. The Troutdale grant applications must fund projects/programs within the boundaries of the City of Troutdale.
2. Priority consideration will be given to projects/programs that best enhance or rehabilitate areas most severely impacted by the Troutdale Transfer facility.
3. Projects/programs may be funded in part or in full.
4. Applicants must submit a letter of support from affected parties within the geographical boundary of the grant project (e.g. neighborhood association; business association; or government entity).
5. Applicants must submit a letter of acknowledgement from each City Department that could be affected by the project.
6. Any local government applicant must submit a letter of support from a private or non-profit partnership.
7. An applicant must submit approval from an affected property owner or jurisdiction.
8. An applicant must submit project plans to applicable City Departments and submit written acknowledgment that the project meets requirements set forth by the City. Documentation should be included in the application packet.
9. Grant applicants must attend the grant review meeting to be eligible.
10. Some proposals may require liability insurance.
11. Funds will not be provided in a manner that unconstitutionally promotes or inhibits a religious establishment.
12. A person authorized to represent the organization will enter into a formal agreement on behalf of the sponsoring organization.

13. Applicants must meet due dates for any additional information requested by staff in order for the application to be deemed complete.
14. The Troutdale Enhancement Committee shall provide an open public process for project/program review and recommendation.
15. The enhancement fund shall not substitute for projects/programs funded by other sources.
16. Projects/programs shall have the following requirements for an additional funding source, either in-kind or actual dollars (matching funds), prior to making application for a Troutdale Enhancement grant. The additional funding source shall be documented within the application.

| Additional Funding % | Total Project Cost | Additional Matching Funding |
|-----------------------------|---------------------------|------------------------------------|
| • 10% | up to \$4,999 | (\$1 to \$500) |
| • 20% | from \$5,000 to \$9,999 | (\$1,000 to \$2,000) |
| • 30% | from \$10,000 to \$19,999 | (\$3,000 to \$6,000) |
| • 40% | from \$20,000 to \$39,999 | (\$8,000 to \$16,000) |
| • 50% | from \$40,000 to \$74,999 | (\$20,000 to \$37,500) |
| • 75% | from \$75,000 or more | (\$56,250 plus) |

SUMMARY:

As this is the first project evaluation and funding cycle, it is expected there will be considerable CEPC discussion of both proposed projects and program requirements. This funding cycle is expected to result in revisions to the process for the next project cycle.

TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

RECEIVED

Application for Funds
July 1, 2016 through June 30, 2017

APR 20 2016 ⁵⁸
2:45pm
CITY RECORDER'S OFFICE
CITY OF TROUTDALE

Title of Project: Mayor Square Mural - 2016

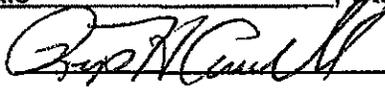
Applicant Organization: Troutdale Historic Society – Arts Council = Project "Sponsor" Is this
a Non-Profit Organization? Y/N Y Federal Tax ID Number 93-0738777

Contact Person: Rip Caswell Daytime Phone: (503) 502-7756

Email: ripcaswell@msn.com

Address Caswell Gallery, 253 E. Historic Columbia River Hwy

City Troutdale, State: OR _____ Zip: 97060

Signature: 

Name: Rip Caswell, Title: Project Manager _____

(The person authorized to represent, and contract for, the organization must sign the application)

Summary Funding Request

[First complete the budget detail on page 5]

| | | |
|--------------------------|----|-----------|
| Grant Amount Requested: | \$ | 30,000.00 |
| + Matching Funds (Cash): | \$ | |
| + In-Kind Matching Funds | \$ | 10,082.00 |
| = Total Cost of Project: | \$ | 40,082.00 |

PROPOSED SCHEDULE

Project Start Date: July 1, 2016_____Project Completion Date: June 2017 (Exit Report)

Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used): How will the community benefit by your project?

The newly formed Troutdale Arts Council proposes the creation of a public art mural to be installed on the west wall of Mayor's Square (east wall of adjacent building). The mural will depict historic scenes of Troutdale's history and honor the city mayors past, present, and future. Mayor's Square, located in Troutdale's commercial district, is a popular city park not only for Troutdale residents and business owners, but also the countless tourists passing through the Gateway to the Gorge. This mural is the first project of the Troutdale Arts Council whose mission is to provide public art in the community and to promote awareness of arts and local culture. The Arts Council will post a Request for Proposals from professional mural artists. The artist selected will work with the Council, the Troutdale Historical Society, and a select group of local high school students to construct the mural. Benefits to the community include:

- Beautification of the adjacent commercial area.
- Enhanced art and culture within Troutdale.
- Work/training opportunities for local high school.
- Increased educational awareness of Troutdale's history, culture, and art.

Estimate how many residents will benefit if this project is funded.

All residents will have free access to the Mayor Square Mural and the local history it imparts. Several high school youth will be recruited to assist the artist in the creation of the mural. The Arts Council will work with the Troutdale Historical Society to provide historical background of the mural to all school children and residents. Public informational presentations and tours of all Troutdale's public art will be free to all.

As the Gateway to the Gorge, Troutdale commercial district recognizes arts and cultural as a significant player in tourism strategy. The economic impact of tourism has a positive impact on Troutdale residents and business owners. The Mayors Square Mural will kick start a comprehensive public art program that will enhance Troutdale's tourist-industry.

What is the geographic area of the City where the project will take place?

Troutdale Downtown Business District.

PROJECT GOALS

Identify and describe how your proposal meets one or more of the goals for funding (check those below that apply and describe by item number below).

| | | | |
|---|---|---|--|
| X | 1. Increase attractiveness/market value of residential, commercial or industrial areas. | | 6. Increase recycling efforts to provide a reduction in solid waste. |
| | 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | X | 7. Increase employment or economic opportunities for City residents. |
| X | 3. Preserve or increase recreational areas and programs within the City. | | 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| | 4. Improve safety within the City. | X | 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| X | 5. Result in significant improvement in the cleanliness of the City. | X | 10. Enhance art and culture within the City. |

List by item number above and describe how the project meets the each goal.

1. Increase attractiveness/market value of residential, commercial, or industrial areas.

When driving from the truck stop to downtown Troutdale; one of the first things that is often seen is debris/litter hanging from the trees and brush. With a town impacted by severe east winds, litter control is difficult. The litter covered vegetation gives a dirty impression of Troutdale. Who would want to visit a dirty downtown? A public art project such as this can counteract the presence of the litter.

Mayor Square is a prominent attraction in Troutdale's downtown commercial district. It serves as a place of gathering point for community functions and over 16,000 residents. The square includes significant art features, gardens, benches, and gathering spaces and is the site of monthly First Friday art walks, and many other traditional town gatherings. Tourists are drawn to the square to enjoy its serenity and beauty on their way to and from the Columbia River Gorge.

The addition of "a painting on the wall of the square" is analogous to a painting in your living room. It will give the public a painting to enjoy and will provide diversity of art in Mayor Square. A painting of this magnitude will attract more visitors to the square.

3. Preserve or Increase recreational areas and programs within the City.

Although there won't be an increase in the size of the square, there will be a positive increase in the visual impact. Currently there is a blank, concrete wall defining the west boundary of the square. A historically significant mural, painted in part by local teens, will educate and inspire the numerous visitors traveling through our Gateway to the Gorge.

This mural is the first step in developing a comprehensive public art program in Troutdale. This program would include informative walking tours, potential mentorships, and public involvement in the creation of the art. In addition, this public art program will serve Troutdale Historical Society's goal to preserve the unique history and heritage of its city.

5. *Result in significant improvement in the cleanliness of the City.*

When a city shows pride in its facilities and provides public art for people to enjoy; they become more conscientious about their role and responsibility in maintaining the cleanliness of their surroundings. This addition to Mayor Square will certainly have that affect. Public art murals have proven to be an effective anti-graffiti measure in cities around the nation. The proposed wall for the mural is currently vacant and susceptible to vandalism. By involving local teens in this mural project, the city can be proactive in reducing that threat while raising community pride, eradicating and preventing graffiti, educating the public about Troutdale's history, and further increasing Troutdale's reputation as a must-see tourist destination.

7. *Increase employment or economic opportunity for City residents.*

Troutdale's commercial district, with its art galleries, public art work, museums and other attractions has already established itself as a popular tourist site. However, arts and culture can also provide direct economic benefits to the community. A report by the National Governors Association (<http://www.nga.org/>) states that the arts and cultural industries "create jobs, attract investments, generate tax revenues, and stimulate local economies through tourism and consumer purchases. These industries also provide an array of other benefits, such as infusing other industries with creative insight for their products and services and preparing workers to participate in the contemporary workforce. In addition, because they enhance quality of life, the arts and culture are an important complement to community development, enriching local amenities and attracting young professionals to an area."

9. *Provides work or training opportunities to benefit youth, seniors, and low-income residents.*

This skills acquired through mural painting go far beyond arts education. The youth will learn mathematics of scale, history, science of paints, budget considerations, small business skills, in addition to the paint skills that could lead to summer work.

With cooperation from the Troutdale Historical Society, the mural artist will create an accurate rendition of Troutdale's history and mayoral contributions that will educate all school children, residents, and visitors for years to come. Following the creation of this mural, the Troutdale Arts Council plans to implement a comprehensive public arts program that includes tours, educational literature, meet the artist events, and other community engagement activities.

10. Enhance art and culture within the City

With the Mayor Square Mural project, the Arts Council, in collaboration with the Troutdale Historical Society, will provide informal educational presentations during the development of the mural as well as tours of all the public art landmarks.

Troutdale, as the Gateway to Gorge on the Historic Columbia Highway, attracts visitors from around the world who contribute to the local economy. Troutdale hosts more art galleries than any of its neighboring cities and private and public art investors are drawn to the Oregon Cultural Trust program that awards individuals and businesses with a tax credit when they make a contribution to a qualifying Oregon cultural nonprofit and a matching gift to the Trust. In addition, the rapid expansion of East Multnomah County induces residents and city planners to continue to maintain and improve the quality of life in Troutdale.

In 2017, Troutdale will be 110 years old. The Mayor Square Mural project will propel this already flourishing art community into the next decade of success while documenting significant historical contributions and contributing to livability of the city.

Explain how this project meets one or more of the Project Eligibility Criteria listed in the Instructions.

This project meets one or more of the Project Eligibility Criteria. Following is a description by item number:

1. *The Troutdale grant applications must fund projects/programs within the boundaries of the City of Troutdale.*

The project is located in the Downtown Troutdale Commercial District.

4. *Applicants must submit a letter of support from affected parties within the geographical boundary of the grant project (e.g. neighborhood association; business association; or government entity).*

See response to item (5.)

5. *Applicants must submit a letter of acknowledgement from each City Department that could be affected by the project.*

Since this mural will be installed on the west wall of Mayor Square; the Art Council has a letter by the Troutdale Parks Department stating criteria 4, 5, 7 and 8 of the grant application regarding the government entity, affected jurisdiction, and applicable City Departments is satisfied. See Exhibit A.

7. *An applicant must submit approval from an affected property owner or jurisdiction.*

The Arts Council obtained a letter from the building owner permission to install the mural. See Exhibit B.

16. Projects/programs shall have the following requirements for an additional funding source, either In-kind or actual dollars, (matching funds) and prior to making application for a Troutdale Enhancement grant. The additional funding source shall be documented within the application.

Many volunteers have contributed their skills and time in this project and the artist is going to give a discounted rate for their work. See PROJECT BUDGET for details of in-kind contributions.

PROJECT MANAGEMENT

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

1. Finalization of City requirements (e.g., easements/restricted covenants, insurance, etc.). This work will commence upon award of grant. Estimated time to complete this phase is 4-weeks (July 1 to August 1, 2016).
2. Artist's solicitation and award: The documentation, advertisement, and award of the project to a qualified artist will take about 3 months maximum. Work has already begun and will continue upon award of grant. Award of work July 15, 2016.
3. Student mentorship and selection: Student mentorship will require the Arts Council to advertise, interview, and hire 2 students from Reynolds High School to work in a short term mentorship. We anticipate this process to take 4 weeks commencing August 1 with a job offer by September 9, 2016.
4. Development of community education program: Depending on the extent of the community education program this may take anywhere from 3-6 months.
5. Painting and installation of the mural: This phase of the project will take about 4-5 weeks. It will include preparation of the wall, painting the mural on panels (off site), installation of the mural, and clean-up. Anticipate work to begin August 29 with completion September 26, 2016.
6. Exit Report: Input from the public will commence upon completion of the mural, at the Fall Festival, and throughout the next 8 months. Completion of Exit Report June of 2017.
- 7.

Describe prior experience managing similar projects.

Project Manager – Rip Caswell

I have worked closely with a variety of public and private entities, to create both individual sculptures and sanctuary-like settings that tell stories and create moods, as developed by the client. These entities among others include major developments, business parks, national parks, schools and churches.

The process I use in my commissioned project involves client input as well as collaboration with designers, architects, and landscape architects as needed. This input is gathered at meetings, interviews, and during presentations.

My most notable projects to date include:

- **Admiral Chester W. Nimitz** – a National Monument of the five star Admiral and Commander of the Pacific Fleet. Dedicated and installed on the deck of the USS Missouri in Pearl Harbor, Hawaii on September 2nd, 2013.
- **Governor Tom McCall Memorial** – commissioned by the Oregon Community Foundation and the Tom McCall Memorial Committee. This monument was installed near the Capitol building at the Riverfront walkway in Salem, Oregon, 2008.
- **Tommy Tucker Iraq War Memorial** - a victim of abduction and torture during the Iraq war, Tommy Tucker's friends and family desired to honor him with this monument. The life size figure of Tommy Tucker helping an Iraqi girl stands at Friendship Park in Madras, Oregon, 2009.

What community resources will be used as support for this project (i.e. community, city- owned property, city departments, transportation services or other civic groups)?

We may need the City Parks Department to restrict public access to the wall during the preparation of the wall and installation of the mural. We will provide a final project schedule to coordinate with the City.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

There will most likely be coordination with the City in use of the square during September when the preparation work and mural installation work is to take place. We will provide a final project schedule to coordinate with the City.

List anticipated project milestones and dates (e.g. groundbreaking, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

We are scheduling the unveiling of the mural for the West Columbia Gorge Fall Festival.

An exit report will be included as part of the agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of people served; improvements and/or beautification; number of volunteers attracted; amount of area cleaned or rehabilitated, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

To assess the response of the public to the mural will be a survey taken electronic through hash tags. A sign with instructions will be mounted at the Mayor Square and the Historical Society asking folks to take their photos of themselves with the mural and post them on Facebook. We'll also encourage people to send emails or notify us of their likes (dislikes) and what sort of projects they would like to see in the future.

PROJECT BUDGET

Total Estimated Costs: \$ 30,000.00

How were these costs estimated? (quotes catalog, previous projects, etc.)

Costs are based on estimates obtained for professionals interviewed to perform the work; catalogs, and estimates on work tasks.

Breakdown estimated costs by source:

| | CEP | Sponsor | Other #1 | Other #2 |
|--|--------------------|--------------------|----------|----------|
| Labor Cost | | | | |
| • Mentorship (\$1384.00) | | | | |
| • Artist paint/installation (\$22,466) | \$24,350.00 | \$10,082.00 | | |
| • Mayor portraits install (\$500) | | | | |
| • In-kind (Sponser) | | | | |
| Materials | | | | |
| • Mayor's portraits | \$4800.00 | | | |
| Wall preparation | \$850.00 | | | |
| | | | | |
| Total | \$30,000.00 | \$10,082.00 | | |

% of Total Budget provided by Sponsor: 33.6%

Include the totals on page 1 of this application.

List sources of support for In-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer time, use \$23.07. (This is the value of volunteer labor time as of 1/12/14, according to the Independent Sector and The Bureau of Labor Statistics).

| | | |
|--|------------------------------|--------------------|
| • Preliminary design/Grant preparation | (40 hours) | (\$923.00) |
| • Grant consultant | (3 hours) | (\$150.00) |
| • Artist Solicitation/Interview/ Award | (80 hours) | (\$1845.00) |
| • Education program development & presentation | (100 hours) | (\$2307.00) |
| • Exit Report | (40 hours) | (\$923.00) |
| • Project Management | (60 hours) | (\$1384.20) |
| | Total Volunteer Costs | (\$7532.00) |

| | |
|--|-------------|
| Wall prep - Painter quoted a discounted rate | (\$150.00) |
| Artist Discount 20% of \$50.00/sq ft 240 sf feet | (\$2400.00) |

Total In-Kind (\$10082.00)

Troutdale Historical Arts Council
A subcommittee of the Troutdale Historical Society
473 E. Historic Columbia Gorge Highway
Troutdale, OR 97060

April 6, 2016

Frank S. Card D.C
110 E Historic Columbia Gorge Highway
Troutdale, OR 97060

To Whom It May Concern:

I give the Troutdale Historical Arts Council ("the Arts Council), a sub-committee of the Troutdale Historical Society, permission to commission the painting of a mural on the east wall of my building, located at 110 E Historic Columbia Gorge Highway, Troutdale, OR; and faces Mayor's Square. I understand that:

1. The mural will be about 12 feet in height and no more than 45 feet in length. It will be painted on panels using exterior acrylic paint with a finish applied to preserve the mural. The Arts Council will commission this mural from a professional artist. The mural will show historical Troutdale features. Along the mural will be portraits of the City's mayors on etched on brass plaques. The lifetime of the mural will be about 15 years.
2. The mural, painted on panels, can be removed if its presence affects the owner's future use of the building.
3. Maintenance and insurance will not be required.
4. This mural is public art for which Arts Council is applying for City funds through the Troutdale Community Enhancement Program. If selected by the City; the City will award the funds to the Arts Council to put the mural in place. Although paid for by the City the ownership of the painting rests with the owner of the wall. In the event the City does not select this project, no painting of the mural will occur.
5. Intellectual property rights would be owned by the artist and the building owner, but should be open sourced to allow photos, etc. by the public.
6. Upon selection by the City to the Arts Council project, and prior to commencement of the application of the mural; as building owner, I agree that That the City, Metro and CEPC are held harmless and indemnified from any claims or causes of action of whatever nature that may arise out of the CE project.

 DC-ND



CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

Troutdale Historical Arts Council
A subcommittee of the Troutdale Historical Society
473 E. Historic Columbia River Hwy, Troutdale, OR 97060

April 4, 2016

City of Troutdale
Parks and Facilities
2200 SW 18th Way
Troutdale, OR 97060

To Whom It May Concern:

The Parks and Facilities Departments of the City of Troutdale have been made aware of the mural that the "Arts Council" would like to have installed on the east wall of the adjoining building to Mayor's Square. We understand:

1. The mural will be about 12 feet in height and 45 feet in length, and will be painted with exterior acrylic wall paint with a finish applied to preserve the mural. The Arts Council will commission this mural from a professional artist. The mural will show historical Troutdale features and will have an approximate lifetime of 15 years. Along with the mural will be etched on metal portraits of Troutdale's mayors.
2. This mural is public art for which Arts Council is applying for City funds through the Troutdale Community Enhancement Program. If selected by the City, the City will award the funds to the Arts Council to put the mural in place. In the event the City does not select this project, no painting of the mural will occur.

We acknowledge and agree this project as shown in the project plans meets requirements set forth by the City in the application for a grant from Community Enhancement Project. This letter satisfies criteria 4, 5, 7 and 8 of the grant application regarding the government entity, affected jurisdiction, and applicable City Departments.

Parks and Facilities
Superintendent

A handwritten signature in black ink, appearing to read "Tim Seery", is written over a horizontal line.

Tim Seery

Visit us on the Web:
www.troutdaleoregon.gov

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2200 SW 18th Way • Troutdale, Oregon 97060-9615
Phone (503) 674-7229 • Fax (503) 667-0524

A-10

TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

RECEIVED

Application for Funds July 1, 2016 through June 30, 2017

APR 28 2016 *JS*
 10:23am
 CITY RECORDER'S OFFICE
 CITY OF TROUTDALE

Title of Project: Mayor Square Bronze - Clara Latourell Larsson
 Applicant Organization: Troutdale Historic Society - Arts Council = Project "Sponsor" Is this
 a Non-Profit Organization? Y/N Y Federal Tax ID Number 93-0738777
 Contact Person: Rip Caswell Daytime Phone: (503) 502-7756
 Email: ripcaswell@msn.com

Address Caswell Gallery, 253 E. Historic Columbia River Hwy
 City Troutdale, State: OR Zip: 97060
 Signature: *Rip Caswell*
 Name: Rip Caswell, Title: Project Manager

(The person authorized to represent, and contract for, the organization must sign the application)

Summary Funding Request

[First complete the budget detail on page 5]

| | | |
|--------------------------|----|-----------|
| Grant Amount Requested: | \$ | 40,000.00 |
| + Matching Funds (Cash): | \$ | |
| + In-Kind Matching Funds | \$ | 15,382.00 |
| = Total Cost of Project: | \$ | 55,382.00 |

PROPOSED SCHEDULE

Project Start Date: July 1, 2016 _____ Project Completion Date: June 2017 _____

Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used): How will the community benefit by your project?

The newly formed Troutdale Arts Council proposes the installation of a bronze of Troutdale's first woman mayor, Clara Latourell Larsson in Mayor Square. This bronze is a significant statement about women becoming successful leaders in their communities. We present it to all of Troutdale's citizens to commemorate the diversity and distinction of our roots. Mayor's Square, located in Troutdale's commercial district, is a popular city park not only for Troutdale residents and business owners, but also the countless tourists passing through the Gateway to the Gorge. This bronze along with the Mayor Square Mural (see Mayor Square Mural application) is the first project of the Troutdale Arts Council whose mission is to provide public art in the community and to promote awareness of arts and local culture. The Arts Council will post a Request for Proposals from professional sculptors. The artist selected will work with the Council, the Troutdale Historical Society, and a select group of local high school students to construct the bronze. Benefits to the community include:

- Beautification of the adjacent commercial area.
- Enhanced art and culture within Troutdale.
- Work/training opportunities for local high school.
- Increased educational awareness of Troutdale's history, culture, and art.

Estimate how many residents will benefit if this project is funded.

All residents will have free access to the Mayor Square Clara Latourell Larsson Bronze and the local history it imparts. Several high school youth will be recruited to assist the artist in the creation of the bronze. The Arts Council will work with the Troutdale Historical Society to provide historical background of the bronze to all school children and residents. Public informational presentations and tours of all Troutdale's public art will be free to all.

As the Gateway to the Gorge, Troutdale commercial district recognizes arts and cultural as a significant player in tourism strategy. The economic impact of tourism has a positive impact on Troutdale residents and business owners. The Clara Latourell Larsson Bronze will kick start a comprehensive public art program that will enhance Troutdale's tourist-industry.

What is the geographic area of the City where the project will take place?

Troutdale Downtown Business District.

PROJECT GOALS

Identify and describe how your proposal meets one or more of the goals for funding (check those below that apply and describe by item number below).

| | | | |
|---|---|---|--|
| X | 1. Increase attractiveness/market value of residential, commercial or industrial areas. | | 6. Increase recycling efforts to provide a reduction in solid waste. |
| | 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | X | 7. Increase employment or economic opportunities for City residents. |
| X | 3. Preserve or increase recreational areas and programs within the City. | | 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| | 4. Improve safety within the City. | X | 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| X | 5. Result in significant improvement in the cleanliness of the City. | X | 10. Enhance art and culture within the City. |

List by item number above and describe how the project meets the each goal.

1. Increase attractiveness/market value of residential, commercial, or industrial areas.

When driving from the truck stop to downtown Troutdale; one of the first things that is often seen is debris/litter hanging from the trees and brush. With a town impacted by severe east winds, litter control is difficult. The litter covered vegetation gives a dirty impression of Troutdale. Who would want to visit a dirty downtown? A public art project such as this can counteract the presence of the litter.

Mayor Square is a prominent attraction in Troutdale's downtown commercial district. It serves as a place of gathering point for community functions and over 16,000 residents. The square includes significant art features, gardens, benches, and gathering spaces and is the site of monthly First Friday art walks, and many other traditional town gatherings. Tourists are drawn to the square to enjoy its serenity and beauty on their way to and from the Columbia River Gorge.

The bronze of Troutdale's first woman mayor along with the potential mural is significant art, cultural, and historical addition to Troutdale's gathering place. The public will be able to enjoy diversity in art while learning about the city's rich cultural and historical background. This will certainly attract more visitors to the square.

3. Preserve or increase recreational areas and programs within the City.

Although there won't be an increase in the size of the square, there will be a positive increase in the visual impact and a historical focus of the city's mayors. A historically significant bronze, developed in part by local teens, will educate and inspire the numerous visitors traveling through our Gateway to the Gorge.

This bronze is the first step in developing a comprehensive public art program in Troutdale. This program would include informative walking tours, potential mentorships, and public involvement in the creation of the art. In addition, this public art program will serve Troutdale Historical Society's goal to preserve the unique history and heritage of its city.

5. *Result In significant improvement in the cleanliness of the City.*

When a city shows pride in its facilities and provides public art for people to enjoy; they become more conscientious about their role and responsibility in maintaining the cleanliness of their surroundings. This addition to Mayor Square will certainly have that affect.

7. *Increase employment or economic opportunity for City residents.*

Troutdale's commercial district, with its art galleries, public art work, museums and other attractions has already established itself as a popular tourist site. However, arts and culture can also provide direct economic benefits to the community. A report by the National Governors Association (<http://www.nga.org/>) states that the arts and cultural industries "create jobs, attract investments, generate tax revenues, and stimulate local economies through tourism and consumer purchases. These industries also provide an array of other benefits, such as infusing other industries with creative insight for their products and services and preparing workers to participate in the contemporary workforce. In addition, because they enhance quality of life, the arts and culture are an important complement to community development, enriching local amenities and attracting young professionals to an area."

9. *Provides work or training opportunities to benefit youth, seniors, and low-income residents.*

The skills acquired through creating a bronze sculpture go far beyond arts education. The youth will learn mathematics of scale, history, science of materials, budget considerations, small business skills, in addition to the work skills that could lead to summer work.

With cooperation from the Troutdale Historical Society, the sculptor will create an accurate rendition of Clara Latourell Larsson along with her place in Troutdale's history and contributions as a mayor. This will be the basis for educational program that will be available to all school children, residents, and visitors for years to come. Following the creation of this bronze, the Troutdale Arts Council plans to implement a comprehensive public arts program that includes tours, educational literature, meet the artist events, and other community engagement activities.

10. *Enhance art and culture within the City*

With the Mayor Square Mural project, the Arts Council, in collaboration with the Troutdale Historical Society, will provide informal educational presentations during the development of the bronze as well as tours of all the public art landmarks.

Troutdale, as the Gateway to Gorge on the Historic Columbia Highway, attracts visitors from around the world who contribute to the local economy. Troutdale hosts more art galleries than any of its neighboring cities and private and public art investors are drawn to the Oregon Cultural Trust program that awards individuals and businesses with a tax credit when they make a contribution to a qualifying Oregon cultural nonprofit and a matching gift to the Trust. In addition, the rapid expansion of East Multnomah County induces residents and city planners to continue to maintain and improve the quality of life in Troutdale.

In 2017, Troutdale will be 110 years old. The Mayor Square bronze project will propel this already flourishing art community into the next decade of success while documenting significant historical contributions and contributing to livability of the city.

Explain how this project meets one or more of the Project Eligibility Criteria listed in the instructions.

This project meets one or more of the Project Eligibility Criteria. Following is a description by item number:

- 1. The Troutdale grant applications must fund projects/programs within the boundaries of the City of Troutdale.***

The project is located in the Downtown Troutdale Commercial District.

- 4. Applicants must submit a letter of support from affected parties within the geographical boundary of the grant project (e.g. neighborhood association; business association; or government entity).***

See response to item (5.)

- 5. Applicants must submit a letter of acknowledgement from each City Department that could be affected by the project.***

Since this bronze will be installed in Mayor Square; the Art Council has a letter by the Troutdale Parks Department stating criteria 4, 5, 7 and 8 of the grant application regarding the government entity, affected jurisdiction, and applicable City Departments is satisfied. See Exhibit A.

- 16. Projects/programs shall have the following requirements for an additional funding source, either in-kind or actual dollars, (matching funds) and prior to making application for a Troutdale Enhancement grant. The additional funding source shall be documented within the application.***

Many volunteers have contributed their skills and time in this project and the artist is going to give a discounted rate for their work. See PROJECT BUDGET for details of in-kind contributions.

PROJECT MANAGEMENT

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

1. Finalization of City requirements (e.g., easements/restricted covenants, insurance, etc.). This work will commence upon award of grant. Estimated time to complete this phase is 4-weeks (July 1 to August 1, 2016).
2. Artist's solicitation and award: The documentation, advertisement, and award of the project to a qualified artist will take about 3 months maximum. Work has already begun and will continue upon award of grant. Award of work July 15, 2016.
3. Student mentorship and selection: Student mentorship will require the Arts Council to advertise, interview, and hire 2 students from Reynolds High School to work in a short term mentorship. We anticipate this process to take 4 weeks commencing August 1 with a job offer by September 9, 2016.
4. Development of community education program: Depending on the extent of the community education program this may take anywhere from 3-6 months.
5. Sculpting and installation of the bronze: This phase of the project will take about 10 months. Anticipate work to begin August of 2016 with completion June 2017.
6. Exit Report: Input from the public will commence upon completion of the bronze. Completion of Exit Report June of 2017.

Describe prior experience managing similar projects.

Project Manager – Rip Caswell

I have worked closely with a variety of public and private entities, to create both individual sculptures and sanctuary-like settings that tell stories and create moods, as developed by the client. These entities among others include major developments, business parks, national parks, schools and churches.

The process I use in my commissioned project involves client input as well as collaboration with designers, architects, and landscape architects as needed. This input is gathered at meetings, interviews, and during presentations.

My most notable projects to date include:

- o **Admiral Chester W. Nimitz** – a National Monument of the five star Admiral and Commander of the Pacific Fleet. Dedicated and installed on the deck of the USS Missouri in Pearl Harbor, Hawaii on September 2nd, 2013.
- o **Governor Tom McCall Memorial** – commissioned by the Oregon Community Foundation and the Tom McCall Memorial Committee. This monument was installed near the Capitol building at the Riverfront walkway in Salem, Oregon, 2008.
- o **Tommy Tucker Iraq War Memorial** - a victim of abduction and torture during the Iraq war, Tommy Tucker's friends and family desired to honor him with this monument. The life size figure of Tommy Tucker helping an Iraqi girl stands at Friendship Park in Madras, Oregon, 2009.

What community resources will be used as support for this project (i.e. community, city- owned property, city departments, transportation services or other civic groups)?

We may need the City Parks Department to restrict public access to the area where the bronze will be installed. We will provide a final project schedule to coordinate with the City.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

There will most likely be coordination with the City in use of the square during the installation of the bronze. We will provide a final project schedule to coordinate with the City.

List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

We are scheduling the unveiling of the bronze in June of 2017.

An exit report will be included as part of the agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of people served; improvements and/or beautification; number of volunteers attracted; amount of area cleaned or rehabilitated, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

To assess the response of the public to the bronze will be a survey taken electronic through hash tags. A sign with instructions will be mounted at the Mayor Square and the Historical Society asking folks to take their photos of themselves with the bronze and post them on Facebook. We'll also encourage people to send emails or notify us of their likes (dislikes) and what sort of projects they would like to see in the future.

PROJECT BUDGET

Total Estimated Costs: \$ 55382.00

How were these costs estimated? (quotes catalog, previous projects, etc.)

Costs are based on estimates obtained for professionals interviewed to perform the work; catalogs, and estimates from previous projects.

Breakdown estimated costs by source:

| | CEP | Sponsor | Other #1 | Other #2 |
|--|------------|------------|----------|----------|
| Labor Cost | | | | |
| • Mentorship (\$2000.00) | | | | |
| • Sculpture work/installation (\$38000.00) | \$40000.00 | \$15382.00 | | |
| • In-kind (Sponser) | | | | |
| • | | | | |
| | | | | |
| | | | | |
| Total | \$40000.00 | \$15382.00 | | |

% of Total Budget provided by Sponsor: 27.7%

Include the totals on page 1 of this application.

List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer time, use \$23.07. (This is the value of volunteer labor time as of 1/12/14, according to the Independent Sector and The Bureau of Labor Statistics).

| | | |
|--|------------------------------|---------------------|
| • Preliminary design/Grant preparation | (20 hours) | (\$923.00) |
| • Artist Solicitation/Interview/ Award | (20 hours) | (\$1845.00) |
| • Education program development & presentation | (40 hours) | (\$2307.00) |
| • Exit Report | (40 hours) | (\$923.00) |
| • Project Management | (60 hours) | (\$1384.20) |
| | Total Volunteer Costs | (\$7382.00) |
| Artist Discount | | (\$8000.00) |
| | Total In-Kind | (\$15382.00) |

Troutdale Historical Arts Council
A subcommittee of the Troutdale Historical Society
473 E. Historic Columbia Gorge Highway
Troutdale, OR 97060

April 22, 2016

City of Troutdale, Parks and Facilities
342 SW 4th Street
Troutdale, OR 97060

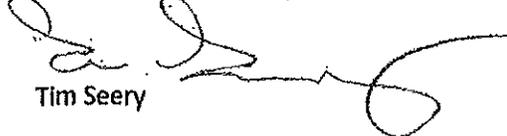
To Whom It May Concern:

The Parks and Facilities Departments of the City of Troutdale have been made aware of an application by the Troutdale Historical Society - Arts Council for a Community Enhancement Grant (CEP) to commission a bronze titled "Clara Latourell Larsson - Troutdale's First Woman Mayor. The bronze is to be installed in Mayor Square in downtown Troutdale. . We understand:

1. The bronze will be a life size representation of Clara Latourell Larsson and will be installed in Mayor Square. The Arts Council will commission this bronze from a professional artist.
2. This bronze is public art for which Arts Council is applying for City funds through the Troutdale Community Enhancement Program. If selected by the City, the City will award the funds to the Arts Council to commission the bronze.

We acknowledge and agree this project as shown in the project plans meets requirements set forth by the City in the application for a grant from Community Enhancement Project. This letter satisfies criteria 4, 5, 7 and 8 of the grant application regarding the government entity, affected jurisdiction, and applicable City Departments.

Parks and Facilities Superintendent



Tim Seery

TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

RECEIVED

Application for Funds
July 1, 2016 through June 30, 2017

APR 28 2016 ²⁸
2:12pm
CITY RECORDER'S OFFICE
CITY OF TROUTDALE

Title of Project: Gym Completion Project
Applicant Organization: Harvest Christian Church = Project "Sponsor"
Is this a Non-Profit Organization? Y/N Y Federal Tax ID Number 931168536
Contact Person: Mike Halstead Daytime Phone: 503-319-1312
Email: mikeh@harvestworld.com
Address 624 SW Halsey St
City Troutdale, State: OR Zip: 97060
Signature: 
Name: Michael Halstead, Title: Project Manager / pastor

(The person authorized to represent, and contract for, the organization must sign the application)

Summary Funding Request

[First complete the budget detail on page 5]

| | | |
|--------------------------|----|--------------|
| Grant Amount Requested: | \$ | 24,000 |
| + Matching Funds (Cash): | \$ | 8,000 (cash) |
| + In-Kind Matching Funds | \$ | 8,500 |
| = Total Cost of Project: | \$ | 40,500 |

PROPOSED SCHEDULE

Project Start Date: July 15, 2016 Project Completion Date: August 15, 2016

Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used): How will the community benefit by your project?

We have completed our Gym, Locker Room, and Workout area at Harvest Christian Church. Our goal is to expand our current programming with new equipment for basketball, volleyball, boxing, exercise equipment, children's programming along with lockers and benches for the locker rooms. We will also add a roll-up door to keep children safely out of the workout/weight room.

Estimate how many residents will benefit if this project is funded. 200

What is the geographic area of the City where the project will take place?

Between Halsey and 257th (enter on Halsey). Within one quarter mile of 400 apartment units.

PROJECT GOALS

Identify and describe how your proposal meets one or more of the goals for funding (check those below that apply and describe by item number below).

| | | | |
|-------------------------------------|---|--------------------------|--|
| <input type="checkbox"/> | 1. Increase attractiveness/market value of residential, commercial or industrial areas. | <input type="checkbox"/> | 6. Increase recycling efforts to provide a reduction in solid waste. |
| <input type="checkbox"/> | 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | <input type="checkbox"/> | 7. Increase employment or economic opportunities for City residents. |
| <input checked="" type="checkbox"/> | 3. Preserve or increase recreational areas and programs within the City. | <input type="checkbox"/> | 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| <input type="checkbox"/> | 4. Improve safety within the City. | <input type="checkbox"/> | 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| <input type="checkbox"/> | 5. Result in significant improvement in the cleanliness of the City. | <input type="checkbox"/> | 10. Enhance art and culture within the City. |

List by item number above and describe how the project meets the each goal.

3. Preserve or increase recreational areas and programs within the city.

Providing added equipment will increase recreational programs within Troutdale.

Explain how this project meets one or more of the *Project Eligibility Criteria* listed in the instructions.

Programming provided by this CEPC funding will be open to all in the community and not require specific religious beliefs.

PROJECT MANAGEMENT

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

Purchase and installation of various sports equipment, locker room furniture and roll-up door will be completed within one month.

Describe prior experience managing similar projects.

I have spent the last 30 years organizing and staffing different events within the church. I was the project manager for our current 47,000 square foot facility and am a licensed commercial contractor.

What community resources will be used as support for this project (i.e. community, city- owned property, city departments, transportation services or other civic groups)?

None

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

No

List anticipated project milestones and dates (e.g. groundbreaking, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

Significant facility improvements will take one month.

An exit report will be included as part of the agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of people served; improvements and/or beautification; number of volunteers attracted; amount of area cleaned or rehabilitated, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

Currently, we have approximately 100 people per week participating in the following activities: family gym night, over 21 men's basketball night, Monday evening basketball for the foreign students taking lessons at the airport, Tuesday and Thursday women's exercise class, Wednesday morning "Seedlings" caregiver and kids activity time. Our goal is to average 200-250 participants per week with the new activities made possible with the added equipment.

PROJECT BUDGET

Total Estimated Costs: \$40,500

How were these costs estimated? (quotes catalog, previous projects, etc.)

Catalog quotes

Breakdown estimated costs by source:

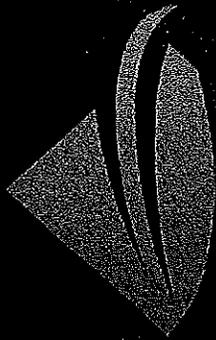
| | CEP | Sponsor | Other #1 | Other #2 |
|------------|----------|---------|--------------|----------|
| Labor Cost | | | | \$1,500 |
| Supplies | \$24,000 | | | |
| Capital | | | \$8,000 cash | |
| Materials | | | | \$7,000 |
| Other | | | | |
| Total | \$24,000 | | \$8,000 | \$8,500 |

% of Total Budget provided by Sponsor: 0.00% %

Include the totals on page 1 of this application.

List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer time, use \$23.07. (This is the value of volunteer labor time as of 1/12/14, according to the Independent Sector and The Bureau of Labor Statistics).

- 65 hours volunteer installation time = value \$1,500
- One Universal Weight Gym = value \$3,000
- One elliptical trainer = value \$2,000
- One stair-stepper = value \$2,000



Harvest

Christian Church

April 28, 2016

To Whom It May Concern:

Harvest Christian Church has received \$8,000.00 in designated gifts towards gym equipment.

\$2,800.00 from a local realtor
\$5,200.00 from a member of our church

This money has been set aside for the use of gym equipment, and is maintained in our Building Fund.

Sincerely,

Jacquelyn Valdez
Accountant/Office Administrator

RECEIVED

APR 29 2016

1:59 PM

CITY RECORDER'S OFFICE
CITY OF TROUTDALE

TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

Exhibit D
Item # 3
06-21-2016 - CEPC Meeting

Application for Funds July 1, 2016 through June 30, 2017

Title of Project: CRACKED POTS Upcycled Art Show

Applicant Organization: CRACKED POTS INC. = Project "Sponsor"

Is this a Non-Profit Organization? Y/N yes Federal Tax ID Number 93-0419143

Contact Person: Chelsea Peil Daytime Phone: 503 260 9232

Email: info@crackedpots.org

Address 1 N. Killingsworth St.

City Portland, State: OR Zip: 97217

Signature: Chelsea Peil

Name: Chelsea Peil, Title: Program Administrator

(The person authorized to represent, and contract for, the organization must sign the application)

Summary Funding Request

[First complete the budget detail on page 5]

| | | |
|--------------------------|----|--------|
| Grant Amount Requested: | \$ | 4,655 |
| + Matching Funds (Cash): | \$ | 20,250 |
| + In-Kind Matching Funds | \$ | 650.00 |
| = Total Cost of Project: | \$ | 25,555 |

PROPOSED SCHEDULE

Project Start Date: July 1, 2016 Project Completion Date: July 20, 2017

Troutdale Community Enhancement Grant

Title of Project: Cracked Pots Upcycled Art Show

Applicant Organization: Cracked Pots, Inc.= Project "Sponsor"

Is this a Non-Profit Organization? Y/N Yes

Federal Tax ID Number 93-0419143

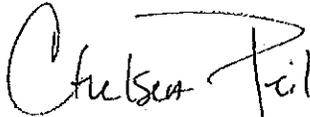
Contact Person: Chelsea Peil

Daytime Phone: 503.269.9232

Email: info@crackedpots.org

Address: 1 N. Killingsworth St. Portland, OR 97217

Signature:



Name: Chelsea Peil Title: Program Administrator, or Chris Carlson, crackedpots Board President

(The person authorized to represent, and contract for, the organization must sign the application)

Cracked pots, Inc., a not for profit 501(c)3 organization, is passionate about resource conservation. We are deeply committed to reducing waste and shrinking landfills. Our mission is to use art to encourage our community to creatively look at trash. Reuse is at the heart of all we do.

We sponsor an annual two-day Art Show, which has been held each July at Edgefield in Troutdale since 1998, showcasing the recycled art of nearly 100 artists. But we didn't stop there!

We've worked with kids in schools encouraging them to see waste in new ways; brought artists together with businesses to create art from business detritus; sponsored neighborhood curbside "giveaways"; developed a public/private/non-profit collaboration that invites artists to create their art from materials gleaned from the "dump"; and most recently, opened a store. ReClaim It!, in North Portland where we sell material we glean from the Metro/Recology transfer station in NW Portland.

Summary Funding Request

Grant Amount Requested: \$4,655 + Matching Funds (Cash): \$ 20, 250. + In-Kind Matching Funds \$ 650.00 = Total Cost of Project: \$ 25,555.

PROPOSED SCHEDULE

Project Start Date: July 1, 2016

Project Completion Date: July 20, 2017

Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used): How will the community benefit by your project?

This year is crackedpots 17th annual recycled art show on Edgefield's grounds. On July 19th and 20th 100 artists will display their work— art reimagined from materials otherwise destined for the landfill. Our goal with this proposed project is to use the show as a special invitation to the Troutdale community to be inspired by how materials can be creatively reused in their yards, gardens and homes. The benefit to Troutdale will be citizens with a greater understanding of the benefits of recycling and reuse.

The Edgefield show, which attracts as many as 6,000 attendees, is the vehicle we use to get our message about recycling and reuse across. In addition to the usable art, we employ signage and infographics throughout the Edgefield grounds that illustrate the impacts waste materials have on our environment.

With your support, over the next two years we propose to enhance marketing the show to the Troutdale community. We would like to promote the event via local media outlets and by inviting and showcasing local Troutdale artists. Specifically, we imagine using articles in local papers and online media platforms, and if budget allows, employ advertising that features information about local recycling and reuse resources, and stories about local up-cycling artists.

Given the Community Enhancement Program grant timeline, and the fact that the Edgefield show is held in July, we plan to begin the outreach activities in 2016 and increase the actual engagement of Troutdale leaders and artists in the show in 2017.

In year one - 2016 - grant funds will be used for outreach to the Troutdale community - to make the community aware of the Edgefield show and to help educate them about how they can reuse materials in creative ways. We will inform

residents about how they can help reduce waste and minimize the environmental impacts waste materials make on the environment and the community.

In year two - 2017 - we would like Troutdale artists and the reuse community to have a larger presence at the crackedpots art show. We would work with leaders from the city of Troutdale and the arts community to join us at Edgefield. They could use the venue to promote their creative reuse, recycling, and waste reduction programs.

In 2017, we would love to work with Troutdale artists and encourage them to make pieces from materials rescued or perhaps donated by Recology. One such Troutdale artist, Chris Tymoshuk, has been in the Edgefield show for many years.

The Troutdale community will benefit from this grant through increased awareness of reuse and recycling opportunities. Additionally, this effort will promote the Edgefield show as a one of the arts and culture events readily available to Troutdale residents. This partnership could serve as a future platform not only to showcase local artistic talent, but to develop more programming dedicated to creative reuse in partnership with the Waste Management transfer station.

Estimate how many residents will benefit if this project is funded.

If we are effective in our outreach to the Troutdale community, we anticipate that as many as 500 residents could attend the show. In addition, the marketing and publicity for the show will contain messages about the benefits of recycling, reuse and waste reduction that will reach a wider audience of Troutdale residents. Local artists who participate in the show will also benefit.

What is the geographic area of the City where the project will take place?

The show takes place in Troutdale, throughout the grounds of McMenamain's Edgefield. The show is free and open to the public.

PROJECT GOALS

Identify and describe how your proposal meets one or more of the goals for funding (check those below that apply and describe by item number below).

Goal 6 - Increase recycling efforts to provide a reduction in solid waste.

Goal 9 - Enhance art and culture within the City.

We will have the most impact on the two goals mentioned above. For the Goal 6, our marketing efforts will promote recycling and reuse through marketing materials, extensive

signage and infographics throughout the show, and the inspiration provided by the art itself.

For Goal 9, we will be amplifying our show within the City of Troutdale, as well as enhancing the experience of local artists who could directly participate in the show. Additionally, we want to invite Troutdale's arts and culture leadership to survey locals attending the show about what they would like to see happen in Troutdale in terms of art and culture.

Provide a brief narrative outlining the major tasks and protected time schedule for completing of each task.

We would begin employing our outreach strategy to Troutdale residents as soon as our proposal is accepted. We will have invitations to the Edgefield show and other promotional and educational materials ready by July 1st, and in Phase 1 of our outreach, we would post them at online sites and distribute them to networks of Troutdale artists and others. If an advertising budget is provided, we will also run ads in local outlets.

In planning for the Edgefield show in July 2017, we will reach out to local Troutdale artists, as well as to the Troutdale Transfer Station, to explore the possibility of their sponsoring a challenge to artists to use materials from the transfer station to create works to be displayed at Edgefield 2017. In any case, we will highlight Troutdale artists and offer the City of Troutdale access to show attendees to highlight their program activities involving art, creative reuse, recycling, and waste reduction. We will also market the Edgefield 2017 show and provide reuse/recycling content in our marketing materials and ads.

Describe prior experience managing similar projects.

The board of crackedpots has years of experience planning and promoting shows that feature art from repurposed and reclaimed materials. We have marketing professionals on our board as well as an events manager who has worked in marketing and show management for over 5 years. We have experience with advertising and managing promotion campaigns for this show around the Portland Metro region.

What community resources will be used as support for this project (i.e. community, city- owned property, city departments, transportation services or other civic groups)?

We would like to work with the Troutdale Enhancement Committee and the Solid Waste and Recycling Department so that the show can serve as a venue for them to highlight their program activities. If there are community information boards physically, or online,

we would like to access them to reach out to the community and civic groups about the show.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

We have coordinated with the Gresham Outlook and the Portland Tribune regarding advertisements and story coverage. This coordination has resulted in quotes that have informed our budget estimations, but no contracts have been signed yet. Our research shows the ad strategy would reach thousands of people with our message about reuse and recycling.

- The Portland Tribune covers the Gresham, Troutdale area and the Portland Metro, this paper reaches 179,000 households a week.

- The Gresham Outlook has been contacted regarding our interest in a 3 week ad. Their print circulation is 10,000 a week with 61,000 readers a week online. Outreach in both forms would be preferable.

List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

Phase 1 - July 2016 - Place notices, ads, and invitations for Edgefield 2016 at online sites and various media outlets.

Phase 2 - January 2017 - Meet with Troutdale Transfer Station management to explore possibility of their sponsorship of an artists challenge.

February 2017 - Reach out to Troutdale artists to invite them to participate in Edgefield 2017 artists challenge

March 2017 - Meet with Troutdale Solid Waste and Recycling office to plan activities for Edgefield 2017

May 2017 - Announcement of Edgefield 2017 to local outlets online

June 2017 - Invitation to City of Troutdale residents via letters, emails, local information boards

July 2017 - Media push via newspaper articles, promotions, advertising. Art show will provide creative reuse examples, and access to local artists spotlight area.

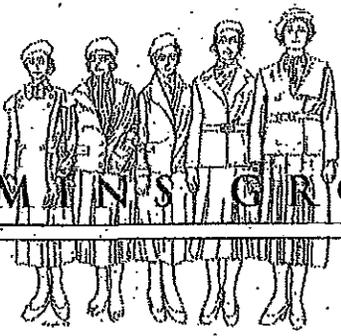
An exit report will be included as part of the agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of people served; improvements and/or beautification; number of volunteers attracted; amount of area cleaned or rehabilitated, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

Our project goals are to engage and inspire creative reuse in the City of Troutdale community while also providing art and culture experiences with educational or "edutainment" built into the programming. Since we are using media, promotions, advertisements and the Edgefield art show to do so, we will track attendance, numbers of materials distributed, etc. Additionally, the city could use the show to survey residents interest levels for additional creative reuse programming for the City of Troutdale.

| | CEP | Sponsor - Cracked pots | McMenamins - Edgefield | Other # 2 |
|----------------|-----------------|---|------------------------|-----------|
| Labor Costs | 1,680 | 14,890 | | |
| Supplies | 525 | 1075 | 650. (In kind) | |
| Capital | | 0 | | |
| Materials | 300 | 1,310 | | |
| Other | Marketing 2,150 | 2975 | | |
| Volunteer Time | | (In kind) \$20,763 (18 hours, covered by 50 volunteers at 23.07) | | |
| Total | 4655 | \$41,013 | 650. (In kind) | |

List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer time, use \$23.07. (This is the value of volunteer labor time as of 1/12/14, according to the Independent Sector and The Bureau of Labor Statistics).

We have 50 volunteers working during the course of the two day show. In addition, McMenamin's provides \$650 in in-kind service.



M C M E N A M I N S G R O U P S A L E S

Friday, April 29, 2016

City of Troutdale
Community Enhancement Program
219 E. Historic Columbia River Highway

Troutdale, OR 97060-2078

Re: Community Enhancement Grant Application for Cracked Pots

To Whom It May Concern:

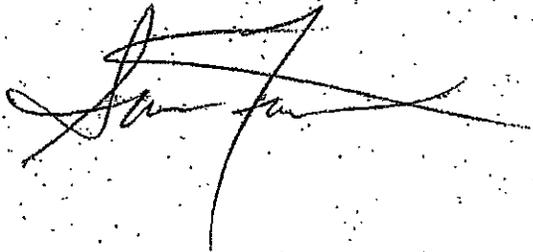
It is my pleasure to write a letter in support of the proposal being submitted to the City of Troutdale Community Enhancement Program by the non-profit organization, Cracked Pots to enhance their outreach to the Troutdale community and to inform citizens about their annual show of art made from reclaimed and reused materials.

Our McMenamins' Edgefield facility has been the site for the Cracked Pots art show for the past 16 years. We are pleased to support Cracked Pots in their efforts to reach out to the Troutdale community – both artists and citizens – to invite them to participate in this show.

In conclusion, on behalf of McMenamins, we fully support the efforts of Cracked Pots as they seek funding to enhance their marketing and outreach and to promote their educational message about the importance of reuse, recycling and waste reduction.

Sincerely,

Sam Fortner
Edgefield Catering Manager





CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

April 28, 2016

PUBLIC WORKS DEPARTMENT

Department Management

Engineering

Environmental Services

Equipment Maintenance

Mapping Services

Parks Division

Streets Division

Wastewater Services

Water Division

Sarah Skroch
City Recorder
219 E Historic Columbia River Hwy
Troutdale, OR 97060

Re: Community Enhancement Program: Cracked Pots Upcycled Art Show Application

Dear Ms. Skroch:

This letter is to acknowledge that the Solid Waste and Recycling Program has reviewed the Cracked Pots Upcycled Art Show Community Enhancement Program application and finds the application to be consistent with program goals to encourage reuse and recycling of materials. The primary goal of the Cracked Pots Upcycled Art Show is to promote art made from materials that otherwise would have gone to the landfill or a recycling processor.

Should you have any questions about this letter of acknowledgement, please do not hesitate to contact me at (503) 674-7241 or at amy.pepper@troutdaleoregon.gov.

Sincerely,
CITY OF TROUTDALE



Amy Pepper, PE
Civil Engineer

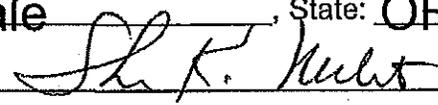
TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

RECEIVED

Application for Funds
July 1, 2016 through June 30, 2017

APR 29 2016 ⁵⁸
3:24pm
CITY RECORDER'S OFFICE
CITY OF TROUTDALE

Title of Project: Restoration of Union Pacific Caboose
Applicant Organization: Troutdale Historical Society = Project "Sponsor"
Is this a Non-Profit Organization? Y/N Y Federal Tax ID Number 93-0738777
Contact Person: Sharon Nesbit Daytime Phone: 503-665-0423
Email: snesbit@aol.com

Address 623 Buxton
City Troutdale, State: OR Zip: 97060
Signature:  4/29/16
Name: Sharon Nesbit, Title: President

(The person authorized to represent, and contract for, the organization must sign the application)

Summary Funding Request

[First complete the budget detail on page 5]

| | | |
|--------------------------|----|--------|
| Grant Amount Requested: | \$ | 27,000 |
| + Matching Funds (Cash): | \$ | 3,155 |
| + In-Kind Matching Funds | \$ | 4,845 |
| = Total Cost of Project: | \$ | 35,000 |

PROPOSED SCHEDULE

Project Start Date: TBD Project Completion Date: June 30, 2017

Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used): How will the community benefit by your project?

A museum quality restoration, including rust removal and repainting, of the Depot Park's iconic Union Pacific caboose, a landmark at the curve of the Historic Columbia River Highway.

Estimate how many residents will benefit if this project is funded. 15,000

What is the geographic area of the City where the project will take place?
At the southeast corner of Depot Park.

PROJECT GOALS

Identify and describe how your proposal meets one or more of the goals for funding (check those below that apply and describe by item number below).

| | | | |
|-------------------------------------|---|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 1. Increase attractiveness/market value of residential, commercial or industrial areas. | <input type="checkbox"/> | 6. Increase recycling efforts to provide a reduction in solid waste. |
| <input type="checkbox"/> | 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | <input type="checkbox"/> | 7. Increase employment or economic opportunities for City residents. |
| <input checked="" type="checkbox"/> | 3. Preserve or increase recreational areas and programs within the City. | <input type="checkbox"/> | 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| <input checked="" type="checkbox"/> | 4. Improve safety within the City. | <input type="checkbox"/> | 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| <input type="checkbox"/> | 5. Result in significant improvement in the cleanliness of the City. | <input checked="" type="checkbox"/> | 10. Enhance art and culture within the City. |

List by item number above and describe how the project meets the each goal.

1. The caboose is a historic focal point of Depot Park at the east end of Troutdale's downtown district, and is a major visitor attraction. It is often used as a photo site.
3. A restored and brightly painted caboose can only enhance the value of Depot Park.
4. Restoration and repainting will also include lead abatement.
5. The caboose demonstrates Troutdale's role as an early railroad town.

Explain how this project meets one or more of the *Project Eligibility Criteria* listed in the instructions.

The project restores a city landmark that is also an artifact of the non-profit Troutdale Historical Society. It will enhance a Troutdale City Park. The caboose is suffering rust problems and needs restoration.

Tim Seery, Troutdale City Parks, has given verbal approval by phone on April 29, 2016 for the project. Written approval to follow.

PROJECT MANAGEMENT

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

At a time to be determined by the contractor, likely during the summer, Southern Pride Equipment Painting of Newnan, Ga., will erect a tent over the caboose and restore it to museum quality. The firm recently did two locomotives in Portland and comes well recommended. In addition to exterior paint on the cabin and undercarriage, the society plans a thorough cleaning of the interior, likely with volunteers, and some minor restoration requiring some upholstery and work on caboose stove. The time will be dependent on the contractor.

Describe prior experience managing similar projects.

The Troutdale Historical Society is responsible for maintenance of the Harlow House, the Barn Exhibit Hall and the most recent Historic Highway exhibit and cares for the contents of the Depot museum. While we have no experience in restoring train cars, we have contacted one of the few businesses in the country that does this work on a regular basis.

What community resources will be used as support for this project (i.e. community, city- owned property, city departments, transportation services or other civic groups)?

We intend to reach out to volunteer groups for help with interior work on the caboose, as well as building a new stairway to the access point.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

The project will likely call for some barricades and blocked parking spaces during the period of the restoration work in cooperation with the city parks department.

List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

Once the work is complete, we plan a rededication and caboose party, likely on a First Friday.

An exit report will be included as part of the agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of people served; improvements and/or beautification; number of volunteers attracted; amount of area cleaned or rehabilitated, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

A restored and obviously cared-for caboose should speak for itself in terms of effectiveness. When a city presents an appearance of being well-cared for, i.e. our street flowers and Mayors Square, it draws more people to the community. The caboose restoration, paired with the ultimate remodeling of the depot as a visitor center and bike hub is a good fit. As an historical society, the caboose project is one of our top goals for the next five years and will indicate that we take good care of our artifacts now and into the future.

PROJECT BUDGET

Total Estimated Costs: \$ 35,000

How were these costs estimated? (quotes catalog, previous projects, etc.)

The contractor has supplied a total bid of \$27,000 for caboose restoration. The man hours for Troutdale Historical Society and staff and volunteers were estimated, as were supplies and materials

Breakdown estimated costs by source:

| | CEP | Sponsor | Other #1 | Other #2 |
|------------|-----------------|---------|----------|----------|
| Labor Cost | \$10,800 (est.) | \$208 | \$4845 | |
| Supplies | | \$1685 | | |
| Capital | | | | |
| Materials | \$16,200 (est.) | \$1262 | | |
| Other | | | | |
| | | | | |
| Total | \$27,000 | \$3155 | \$4845 | |

% of Total Budget provided by Sponsor: 9.0 %

Include the totals on page 1 of this application.

List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer time, use \$23.07. (This is the value of volunteer labor time as of 1/12/14, according to the Independent Sector and The Bureau of Labor Statistics).

Inkind volunteer contribution:

Rail historian Stan Clarke, advice, sources, research. Estimated hours to date: 10 hours.
Estimated hours in the project: 100 hours.

Interior restoration: Cleaning for a crew of about five. Estimated hours: 80 hours.

Interior upholstery: Estimated hours: 10 hours.

Interpretive work: 10 hours

Paid staff hours: 15 hours

-----Original Message-----

From: Devin Frazier <mobilelocomotivepainting@gmail.com>

To: snesbit <snesbit@aol.com>

Sent: Thu, Apr 28, 2016 11:44 am

Subject: Re: Fw: UP 25748 Caboose

Sharon I recieved the pictures the price do the caboose back to museum quality would be 20000 plus a booth set up fee of 7000
Let me know if you have any more questions

Thanks
Devin Frazier
Southern Pride equipment
678 850 6462

TROUTDALE COMMUNITY ENHANCEMENT PROGRAM GUIDELINES

The Troutdale Solid Waste Community Enhancement Program Advisory Committee, (CEPC) was established by resolution by the Troutdale City Council, Resolution No. 2289 on June 9, 2015, and by Intergovernmental Agreement with Metro, Contract No. 933298.

A. Committee Responsibilities

The Committee shall:

1. Establish an enhancement area boundary.
2. Create bylaws.
3. Develop a process for soliciting and selecting solid waste community enhancement projects.
4. Comply with the eligibility criteria and goals set forth in the Metro Code and create additional criteria and goals where needed.
5. Review enhancement program revenue estimates annually and propose how funds will be allocated for the upcoming fiscal year or funding cycle.
6. Present an annual report to the Metro Council on all projects approved for funding.
7. Maintain complete and accurate records related to the administration of the program and submit records to Metro annually.

B. Project Eligibility Criteria

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

1. The project must be located in the solid waste community enhancement area boundary as specified by the solid waste community enhancement committee or the project must benefit individuals or programs located inside the solid waste community enhancement area boundary.
2. The project applicant must be:
 - a. A neighborhood association, or other non-profit organization, including but not limited to charitable and community organizations with 501(c)(3) through (7) and (10) statuses under the Internal Revenue Service; or

- b. A school or institution of higher learning; or
 - c. A local government, local government advisory committee, department or special district provided that they include documented support from the local government executive officer.
3. The project must not be used to replace any other readily available source of federal, state, local or regional funds.
 4. The project must not promote or inhibit religion.
 5. The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.
 6. If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission.

C. Project Goals

Projects shall meet one 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) status under the Internal Revenue Code.
5. Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands, open spaces, 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.
9. Enhance art and culture within the City.

D. Requests for Reconsideration

An applicant that did not receive funding may request reconsideration as follows:

1. Applicant shall send request for reconsideration to the committee Chair within 15 days of receiving the notice of denial of application.
2. The committee Chair will distribute the reconsideration request to committee members within 10 days of receipt of reconsideration request.
3. The committee Chair will convene a special meeting under Article VII of the Bylaws to consider the request.
4. The committee may grant the request for reconsideration only if a majority of the full committee agrees to reconsideration.
5. The committee shall inform the applicant of its decision within 10 days of the meeting referenced in paragraph 3.

E. Administrative Obligations

The City on behalf of the CEPC shall undertake the significant administrative reporting and compliance burdens required under the IGA. Including the following:

1. The City shall create a separate program accounting for receipt of the funds collected under Section 3. The City shall ensure that funds are expended only for projects chosen by the committee, and for program expenses.
2. Development and operation and revisions of the annual process for soliciting and selecting community enhancement projects.
3. Review for completeness and qualification requirement of grant application packets.
4. Ongoing grant recipient spending and completion monitoring and reporting.
5. Public Meeting Law requirements for the CEPC including meeting notices, minutes, and packet materials.
6. 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.

7. Presentation of an annual report to the Metro and City Council on all projects approved for funding.
8. Maintenance of complete and accurate records related to the administration of the program, submitted to Metro annually.

F. Specific Project Application, Evaluation and Timeline Procedures

The CEPC shall establish, subject to annual revision, specific grant application procedures, evaluation process and annual process timeline.

- Grant application procedures shall include application forms, instructions, required grant agreement, exit/project completion reporting and preliminary qualification requirements.
- Evaluation process shall include scoring forms for CEPC members, and funding limitations including matching funds requirements.
- The annual timeline shall include key dates including application deadline, preliminary qualification period, CEPC evaluation and award meetings, funding distribution.

G. Funding Allocation and Administration

- The CEPC intends to allocate 50% of the annual grant funding available to project applications for works of art.
- Unused funding allocation categories may carry over for use in subsequent years.
- Projects shall be funded up front upon award of the grant with expense documentation required from the project sponsor upon project completion.



Exhibit G
Item # 3
06-21-2016 - CEPC Meeting

CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

Mayor

Doug Daoust

City Council

*David Ripma
Eric Anderson
Larry Morgan
Glenn White
Rich Allen
John Wilson*

City Manager

Craig Ward

City Recorder

Sarah Skroch

March 1, 2016

To All Citizens of Troutdale:

The Community Enhancement Program is an exciting opportunity for citizens to participate in projects that improve quality of life for our Troutdale community.

The program is open to non-profit groups, organizations, or City advisory committees. The Troutdale Community Enhancement Program Committee (CEPC) encourages you to apply for project funding and help us enhance our community.

Community Enhancement Projects Grant Program application window is March 1, 2016 through April 29, 2016.

To be considered for this funding cycle, complete project application packages are due before 5:00pm April 29, 2016, to Sarah Skroch, City Recorder, 219 E. Historic Columbia River Hwy, Troutdale, OR 97060-2078.

Fill out the attached application and we look forward to reviewing your proposal.

Sincerely,

*The Troutdale Community
Enhancement Program Committee*

TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

PROJECT GRANT APPLICATION INSTRUCTIONS

2016-2017 Funding Cycle Timeline:

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

2016

March 1 – April 29 Application window for project proposals

April 29 Applications must be completed and returned to City Hall, by 5 pm.

June 21 CEPC will hold meeting to hear sponsor presentation of proposed project. Meeting will be held in the Council Chambers. Presentations should be limited to 4 minutes after which the committee will ask questions.

July 1 Contracts for awarded projects will be distributed to Sponsors. Contracts must be executed by September 30, 2016, or grant is forfeited.

Who can apply for funding?

Project proposals are accepted from non-profit organizations, neighborhood associations, schools, local government, and local government advisory committees. Qualifying non-profits can include a wide range of organizations including but not limited to service clubs, chambers of commerce, charitable and other community organizations.

What kinds of projects can be funded?

Projects submitted for funding must be located in the City of Troutdale and must be used to directly benefit Troutdale and its neighborhoods, and meet one or more of the Community Enhancement Program (CEP) goals.

CEP Goals:

Projects/programs must meet one or more of the following goals:

1. Increase the attractiveness or market value of residential, commercial or industrial areas.
2. Enhance new or existing wildlife, riparian, wetlands, open spaces, forests or river areas.
3. Preserve or increase recreational areas and programs within the City.

4. Improve safety within the City.
5. Result in significant improvement in the cleanliness of the City.
6. Increase recycling efforts or provide a reduction in solid waste.
7. Increase employment or economic opportunities for City residents.
8. Provide work or training opportunities to benefit youth, seniors and low-income residents.
9. Enhance art and culture within the City.

Project Eligibility Criteria:

The project must meet all the applicable criteria (use the following as your checklist):

1. The Troutdale grant applications must fund projects/programs within the boundaries of the City of Troutdale.
2. Priority consideration will be given to projects/programs that best enhance or rehabilitate areas most severely impacted by the Troutdale Transfer facility.
3. Projects/programs may be funded in part or in full.
4. Applicants must submit a letter of support from affected parties within the geographical boundary of the grant project (e.g. neighborhood association; business association; or government entity).
5. Applicants must submit a letter of acknowledgement from each City Department that could be affected by the project.
6. Any local government applicant must submit a letter of support from a private or non-profit partnership.
7. An applicant must submit approval from an affected property owner or jurisdiction.
8. An applicant must submit project plans to applicable City Departments and submit written acknowledgment that the project meets requirements set forth by the City. Documentation should be included in the application packet.
9. Grant applicants must attend the grant review meeting to be eligible.
10. Some proposals may require liability insurance.
11. Funds will not be provided in a manner that unconstitutionally promotes or inhibits a religious establishment.
12. A person authorized to represent the organization will enter into a formal agreement on behalf of the sponsoring organization.
13. Applicants must meet due dates for any additional information requested by staff in order for the application to be deemed complete.
14. The Troutdale Enhancement Committee shall provide an open public process for project/program review and recommendation.
15. The enhancement fund shall not substitute for projects/programs funded by other sources.

16. Projects/programs shall have the following requirements for an additional funding source, either in-kind or actual dollars,, (matching funds) and prior to making application for a Troutdale Enhancement grant. The additional funding source shall be documented within the application.

| Additional Funding % | Total Project Cost | Additional Matching Funding |
|-----------------------------|---------------------------|------------------------------------|
| • 10% | up to \$4,999 | (\$1 to \$500) |
| • 20% | from \$5,000 to \$9,999 | (\$1,000 to \$2,000) |
| • 30% | from \$10,000 to \$19,999 | (\$3,000 to \$6,000) |
| • 40% | from \$20,000 to \$39,999 | (\$8,000 to \$16,000) |
| • 50% | from \$40,000 to \$74,999 | (\$20,000 to \$37,500) |
| • 75% | from \$75,000 or more | (\$56,250 plus) |

Completion/Exit Report:

In order to receive final payment for the awarded grant, and be considered for future Community Enhancement grants, the project coordinator must submit a two-page Exit Report within thirty (30) days of completing the grant project. The exit report must include:

- A brief description of the project/program.
- A description of the accomplishments.
- A final budget.
- Measures of performance (i.e. number of people served, effect of the project/program on the City).
- Narrative stating how the funds were spent.
- Listing of additional sponsors of the project/program.
- Before and after photos of the project.
- Any promotional material samples (advertisements, flyers, posters, etc.). Please mention the Community Enhancement Grant as a project/program sponsor on all promotional materials.

Selection Process and Basic Contracting Information:

- Staff will review all applications. Those which do not meet the guidelines and/or goals will be eliminated. Proposals deemed incomplete will be given a due date to provide missing items. If the due date is not met, the proposal will be rejected.
- The CEPC will rank the eligible applications against the funding goals.
- Selection of projects/programs to fund will be based on the ranking of applications against the goals for funding and applicants' demonstrated ability to successfully implement the proposed project/program.

- Committee recommendations will be made and the slate of awards will be announced at the grant funding meeting.
- All applicants will be notified of the CEPC final action.
- Funds for projects/programs will only be available from July 1 to June 30 of that fiscal year. A request for extension must be submitted by February of that fiscal year.
- Successful applicants will be required to enter into a Project Sponsor Agreement which outlines the responsibilities of both parties. See the example on the following page.
- Applicants should note that liability insurance may be required.
- The applicant agrees to hold the City of Troutdale, Metro and the CEPC harmless from the applicant's actions.
- Neither Metro nor the City of Troutdale is responsible for any costs incurred in preparing an application/proposal.
- Funds will not be provided in a manner that unconstitutionally promotes or inhibits a religious establishment.
- Projects will be reimbursed for expenses incurred only between July 1 and June 30 of each fiscal year.
- Prior to applying an applicant is responsible for verifying where City fees and/or permits may be required for a project. City permit fees may have a major impact on the project budget. It is up to the applicant to determine what fees or permits are required prior to grant submission. Most importantly, if the project results in any changes or improvement to a property or building, contact planning the department to determine if a Planning or Building Permit is required for the project.

COMMUNITY ENHANCEMENT PROJECT SPONSOR AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Troutdale ("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, 2016, grant is forfeited.

Signed this day of _____, 2016.

City of Troutdale

«SPONSOR»

By _____

By _____

City Manager, or Designee

Authorized Person To Execute Contract

TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

Application for Funds July 1, 2016 through June 30, 2017

Title of Project: _____

Applicant Organization: _____ = *Project "Sponsor"*

Is this a Non-Profit Organization? Y/N _____ Federal Tax ID Number _____

Contact Person: _____ Daytime Phone: _____

Email: _____

Address _____

City _____, State: _____ Zip: _____

Signature: _____

Name: _____, Title: _____

(The person authorized to represent, and contract for, the organization must sign the application)

Summary Funding Request

[First complete the budget detail on page 5]

| | | |
|--------------------------|----|--|
| Grant Amount Requested: | \$ | |
| + Matching Funds (Cash): | \$ | |
| + In-Kind Matching Funds | \$ | |
| = Total Cost of Project: | \$ | |

PROPOSED SCHEDULE

Project Start Date: _____ Project Completion Date: _____

Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used): How will the community benefit by your project?

Estimate how many residents will benefit if this project is funded. _____

What is the geographic area of the City where the project will take place?

PROJECT GOALS

Identify and describe how your proposal meets one or more of the goals for funding (check those below that apply and describe by item number below).

| | | | |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | 1. Increase attractiveness/market value of residential, commercial or industrial areas. | <input type="checkbox"/> | 6. Increase recycling efforts to provide a reduction in solid waste. |
| <input type="checkbox"/> | 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | <input type="checkbox"/> | 7. Increase employment or economic opportunities for City residents. |
| <input type="checkbox"/> | 3. Preserve or increase recreational areas and programs within the City. | <input type="checkbox"/> | 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| <input type="checkbox"/> | 4. Improve safety within the City. | <input type="checkbox"/> | 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| <input type="checkbox"/> | 5. Result in significant improvement in the cleanliness of the City. | <input type="checkbox"/> | 10. Enhance art and culture within the City. |

List by item number above and describe how the project meets the each goal.

Explain how this project meets one or more of the *Project Eligibility Criteria* listed in the instructions.

PROJECT MANAGEMENT

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

Describe prior experience managing similar projects.

What community resources will be used as support for this project (i.e. community, city- owned property, city departments, transportation services or other civic groups)?

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

An exit report will be included as part of the agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of people served; improvements and/or beautification; number of volunteers attracted; amount of area cleaned or rehabilitated, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

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 |
|------------|-----|---------|----------|----------|
| Labor Cost | | | | |
| Supplies | | | | |
| Capital | | | | |
| Materials | | | | |
| Other | | | | |
| | | | | |
| Total | | | | |

% of Total Budget provided by Sponsor: 0.00% %

Include the totals on page 1 of this application.

List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer time, use \$23.07. (This is the value of volunteer labor time as of 1/12/14, according to the Independent Sector and The Bureau of Labor Statistics).