



# CITY OF TROUTDALE

*"Gateway to the Columbia River Gorge"*

## TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

### **Mayor**

*Casey Ryan*

### **City Council**

*David Ripma*

*Randy Lauer*

*Larry Morgan*

*Glenn White*

*Rich Allen*

*Zach Hudson*

### **City Manager**

*Ray Young*

### **City Recorder**

*Sarah Skroch*

April 12, 2017

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 April 17, 2017 through May 31, 2017.

To be considered for this funding cycle, complete project application packages are due before 5:00pm May 31, 2017, 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

### 2017-2018 Funding Cycle Timeline:

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

#### 2017

April 17– May31          Application window for project proposals

May 31                  Applications must be completed and returned to City Hall, by 5 pm.

June 20                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, 2017, 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 require the applicant to provide matching funds. The matching funding can be either in-kind or actual dollars, and is required prior to making application for a Troutdale Enhancement grant. The matching funding source shall be documented within the application.

<b>Matching Funding %</b>	<b>Total Project Cost</b>	<b>Matching Funding \$'s</b>
• 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 accounting of the project expenditures.
- 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. 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.
- Any applicant who has failed to comply with the Project Sponsor Agreement for a previous CE Project, or failed to timely file the Project Exit Report, shall be ineligible for subsequent CE Project grants.

- SAMPLE -

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, 2017, grant is forfeited.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

City of Troutdale

«SPONSOR»

By \_\_\_\_\_  
City Manager, or Designee

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

# TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

## Application for Funds July 1, 2017 through June 30, 2018

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 ]

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

### 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).

	<b>1.</b> Increase attractiveness/market value of residential, commercial or industrial areas.		<b>6.</b> Increase recycling efforts to provide a reduction in solid waste.
	<b>2.</b> Enhance new or existing wildlife, riparian, wetlands, forests or river areas.		<b>7.</b> Increase employment or economic opportunities for City residents.
	<b>3.</b> Preserve or increase recreational areas and programs within the City.		<b>8.</b> Rehabilitate or upgrade the market value of housing or commercial property.
	<b>4.</b> Improve safety within the City.		<b>9.</b> Provides work or training opportunities to benefit youth, seniors and low-income residents.
	<b>5.</b> Result in significant improvement in the cleanliness of the City.		<b>10.</b> 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 Grant \$'s	Sponsor	Other #1	Other #2
Labor Cost				
Supplies				
Capital				
Materials				
Other				
Total				

% of Total Budget provided by Sponsor: \_\_\_\_\_%

*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).