

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.