



**OREGON
CITY**



Metro

**Community Enhancement Program
July 1, 2023 through June 30, 2024
Program Guidelines**

The Community Enhancement Grant Program (CEGP) supports projects in Oregon City that improve our community's overall quality of life by investing in people and places. The CEGP receives funding from Metro, which operates the South Transfer Station located in Oregon City at the corner of Highway 213 and Washington Street. Metro, through an Intergovernmental Agreement with the City of Oregon City, compensates the City by distributing a \$1.00 per ton surcharge for all solid waste collected at the station to be used for enhancement projects throughout Oregon City.

Projects that receive support through this program must meet at least one of the 10 goals listed below.

1. Result in significant improvement in the cleanliness of the City.
2. Increase reuse and recycling efforts or provide a reduction in solid waste.
3. Increase the attractiveness or market value of residential, commercial or industrial areas.
4. Result in the rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.
5. Enhance new or existing wildlife, riparian zones, wetlands, forest lands or marine areas, and/or improve the public awareness and the opportunities to enjoy them.
6. Preserve or increase recreational areas and programs within the City.
7. Improve safety within the City.
8. Increase employment or economic opportunities for City residents.
9. Provide work or training opportunities to benefit youth, seniors and low-income persons or other underserved population.
10. Enhance art and culture within the City.

Eligibility

Projects must meet the following eligibility requirements:

- A. Project applicant must be:
 - 1) A non-profit organization, including without limitation a neighborhood association or charitable organization with 501(c)(3) status under the Internal Revenue Service; or
 - 2) A school or institution of higher learning; or
 - 3) A local government advisory committee, department or special district.

- B. The project may not fund major capital improvement projects that do not directly support the goals of the Community Enhancement program.
- C. The project must not promote or inhibit religion.
- D. The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.
- E. The project must not be used to replace any other available source of federal, state, local or regional funds.
- F. If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission for access.
- G. Applicants may not seek CEGP funds for more than two years in a row.

Match Requirement

Proposed projects need to demonstrate that they have secured additional resources, either in-kind support or actual dollars. Additional funding sources must be secured prior to applying. Please include documentation of all funding sources in your application.

Additional funding requirements are based on the amount of the project. See the table below to calculate additional funding requirements.

Total Project Cost	Required Funding Match
\$0 to \$9,999	10% of total project cost
\$10,000 to \$19,999	20% of total project cost
\$20,000 to \$39,999	30% of total project cost
\$40,000 to \$74,999	40% of total project cost
\$75,000 or more	50% of total project cost

Volunteer Rate for In-kind Matching Support: To estimate the value of donated volunteer labor time use the suggested hourly rate of \$27.20. This rate was established by the Independent Sector (7/20/2020), a national membership organization that brings together nonprofits, foundations, and corporate giving programs to strengthen civil society.

Letter(s) of Support

The applicant must include one or more letters of support for the proposed project. More specifically, if the project will impact private property or city-owned property, than a letter of support should be included from the property owner. Applicants should also include a letter of support from a relevant neighborhood association, if there is an active neighborhood association where the proposed project will take place. Additional information about support letters is included below in the Application Content section.

Application Period

The City will accept project proposals between Monday, March 27 and Thursday, June 1, 2023. The City will distribute a total of \$300,000 in awards, with a maximum up to \$50,000 per grant

award. Projects must be completed between July 1, 2023 and June 30, 2024. Please contact Ann Griffin at 503-974-5517 or agriffin@orc.org for questions or clarifications on this information.

Prior to applying for an Enhancement Grant, 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 the Community Development Division at 503-722-3789 to determine if a Planning or Building Permit is required for the project.

Exit Report

To receive final payment for the awarded grant, and be considered for future CEGP grants, the project coordinator must submit an 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 Oregon City Community Enhancement Grant Program as a project/program sponsor on all promotional materials.

Application Information

Projects submitted for funding must directly benefit Oregon City residents living within the city limits of Oregon City. Projects submitted for funding must be used to create real changes in Oregon City and its neighborhoods.

Grant applications may be funded in part or in full. Prior applicants and/or projects may apply for funding, however funding will not be awarded for more than two consecutive years. Reoccurring projects are subject to a reduction in funding upon review by the CEGP Committee. Prior applicants that submit applications for new projects will not be considered reoccurring.

Neither Metro nor the City of Oregon City are responsible for any costs incurred in preparing an application/proposal. Projects will be reimbursed for expenses incurred only between July 1, 2023 and June 30, 2024.

Deadline

Applications for the 2023-2024 grant cycle must be received no later than Thursday, June 1st at **5:00 p.m.**

A virtual conference call for all potential applicants will be held via Zoom **on April 12, 2023 at 6:00 pm.** Questions about the program will be addressed during the conference call. All potential applicants **are encouraged to attend the Zoom call.** To receive the Zoom link for the virtual meeting on April 12th, please email Ann Griffin, Economic Development Coordinator at agriffin@orcify.org. Additional times may be scheduled upon request.

Submission

The grant application is available on the City of Oregon City website at <https://www.orcity.org/community/community-grant-programs>. For best results, download a copy of the application and complete it offline.

Applications may be submitted electronically, or a hard copy may be hand-delivered or mailed to Community Enhancement Grant Program, City of Oregon City, 625 Center Street, Oregon City, OR 97045.

Application Content

The application must include the following:

- A letter of support from affected parties within the geographical boundary of the grant project (e.g., neighborhood association; business association; or government entity).
- A letter of acknowledgement from each City Department that could be affected by the project.
- Any local government applicant must submit a letter of support from a private or non-profit partnership.
- Written acknowledgment from applicable City Departments that the project meets requirements set forth by the City. Documentation should be included in the application packet.
- Some proposals may require liability insurance.

Application Review and Selection

The Community Enhancement Grant Program Committee shall provide an open public process for project/program review and recommendations.

Review

Staff will review all applications. Those that do not meet the guidelines and/or goals will be eliminated. If the due date is not met, the proposal will be rejected.

The Community Enhancement Grant Program (CEGP) Committee will meet to review applications in June 2023. All applicants will be contacted directly with the meeting information.

Applicants must attend the June meeting to provide a brief presentation of their organization and project. Presentations will be limited to 3 to 5 minutes. It is important to be prepared to answer questions or provide additional information.

Evaluation and Selection

The Community Enhancement Grant Program committee will score eligible applications based upon the goals of the program. Selection of projects/programs to be funded will be based on the Enhancement Committee's ranking of each application. The grant winners will be selected at the June 2023 meeting.

Contracting Information

Successful applicants will be required to enter into an Enhancement Grant Agreement that outlines the responsibilities of both parties. A person authorized to represent the organization will enter into a formal agreement on behalf of the sponsoring organization.

Funds for projects/programs will only be available from July 1, 2023 to June 30, 2024. **Quarterly check-in meetings with grant awardees will be held to address any challenges with project implementation and to mitigate the need for extensions.** However, if an extension is unavoidable, grant recipients should submit an extension request as soon as possible.

Applicants should note that liability insurance might be required depending upon the proposed project. The applicant agrees to hold the City and CEGP Committee harmless from the applicant's actions.