

TROUTDALE COMMUNITY ENHANCEMENT PROGRAM

PROJECT GRANT APPLICATION INSTRUCTIONS

2020-2021 Funding Cycle Timeline:

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

2020

April 27 – May 29 Application window for project proposals

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

June 16 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, 2020, 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.

Matching Funding %	Total Project Cost	Matching Funding \$'s
• 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.

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, 2019, grant is forfeited.

Signed this day of _____, 2019.

City of Troutdale

«SPONSOR»

By _____

By _____

City Manager, or Designee

Authorized Person To Execute Contract