



Oregon City-Metro Enhancement Grant Application Information for July 1, 2013 through June 30, 2014

The Oregon City-Metro South Enhancement Committee (OC-MEC) is soliciting proposals for projects that will make community improvements in Oregon City neighborhoods. There is \$70,000 available, with \$25,000 being the maximum award, for projects to be done between July 1, 2013 and June 30, 2014. Please contact Michele Beneville at 503-496-1542 or mbbeneville@orcity.org for questions or clarifications on this information.

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

Purpose

The South Metro grant program compensates the community affected by the Metro South Transfer Station located in Oregon City at the corner of Highway 213 and Washington Street. The fund is generated by a 50-cent per ton surcharge collected on garbage disposed of at the station and funds must directly benefit projects within the funding area.

South Metro Funding Area

Projects submitted for funding must directly benefit the South Metro enhancement grant funding area and/or residents living within the boundary. This boundary encompasses the city limits of Oregon City.

Eligibility

Project proposals are accepted from non-profit organizations such as a neighborhood association or charitable organization with a 501(C) (3) status under the Internal Revenue Code. Proposals will not be accepted from individuals or for profit businesses. Priority is given to projects or programs that best meet the funding goals and benefit the area most directly impacted by the South Metro Station. Funds will not be provided in a manner that unconstitutionally promotes or inhibits a religious establishment.

Application Deadline and Specifics

Applications for the 2013-14 grant cycle must be received no later than Wednesday, May 1, 2013 at 5:00 p.m. Applications can be submitted via electronic submission, or a hard copy can be hand-delivered or mailed, but must meet the deadline set to be eligible. Projects will be reimbursed for expenses incurred only between July 1, 2013 and June 30, 2014.

An electronic copy of the application can be downloaded from the City of Oregon City website (www.orcity.org). Please limit your typed responses to the space provided on the application. Submit a cover letter, along with your application to mbbeneville@orc.org, or hand-deliver or mail a hard-copy to: The Oregon City Civic Improvement Trust Tourism Grant, c/o Michele Beneville, 625 Center Street, Oregon City, OR 97045. Send an email request for hard-copy of the application.

The OC-Metro Enhancement Committee will meet to review applications on Wednesday, May 29, 2013 at 5:30 at the City Hall in the Commission Chambers, 625 Center Street. Applicants must attend this meeting to be able to answer any questions, provide project clarification or additional information the committee may have of the proposal.

Criteria and Goals for Funding

Projects submitted for funding must directly benefit the South Metro funding area and must be used to create real changes in Oregon City and its neighborhoods.

Criteria

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

1. The OC-MEC grant applications must fund projects/programs within the boundaries of the City of Oregon City.
2. Priority consideration will be given to projects/programs that best enhance or rehabilitate areas most severely impacted by the Metro South 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. Prior applicants and/or projects can apply for funding each fiscal year. Reoccurring projects are subject to a reduction in funding upon review by the Metro Enhancement Committee. Prior applicants that submit applications for new projects will not be considered reoccurring.

10. Grant applicants must attend the grant review meeting to be eligible.
11. Some proposals may require liability insurance.
12. Funds will not be provided in a manner that unconstitutionally promotes or inhibits a religious establishment.
13. A person authorized to represent the organization will enter into a formal agreement on behalf of the sponsoring organization.
14. Applicants must meet due dates for any additional information requested by staff in order for the application to be deemed complete.
15. The OC-MEC shall provide an open public process for project/program review and recommendation.
16. The enhancement fund shall not substitute for projects/programs funded by other sources.
17. Projects/programs shall have the following requirements for an additional funding source, either in-kind or actual dollars, and prior to making application for an OC-Metro Enhancement grant. The additional funding source shall be documented within the application.

• Additional Funding %	Total Project Cost	Additional 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)

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.

Exit Report

In order to receive final payment for the awarded grant, and be considered for future OC-Metro 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 OC-Metro 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 OC-Metro Enhancement committee 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 OC-MEC committee's final action.
- Funds for projects/programs will only be available from July 1, 2013 to June 30, 2014. A request for extension must be submitted by April 12, 2013.
- Successful applicants will be required to enter into an Enhancement Agreement which outlines the responsibilities of both parties. Applicants should note that liability insurance may be required.
- The applicant agrees to hold OC-MEC harmless from the applicant's actions.
- Neither Metro nor the City of Oregon City is responsible for any costs incurred in preparing an application/proposal.