



## **Enhancement Grant Program Application Information for July 1, 2017 through June 30, 2018**

The City of Oregon City is soliciting proposals for Enhancement projects that will make improvements throughout Oregon City. The City has \$300,000 available, with maximum grant awards of \$25,000, for projects to be done between July 1, 2017 and June 30, 2018. Please contact Leigh Anne Hogue at 503-974-5517 or [lhogue@orcity.org](mailto:lhogue@orcity.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.***

### **Background**

The Enhancement Grant Program (EGP) 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.

## Grant Criteria

The purpose of the Enhancement Grant Program is to support enhancement projects throughout Oregon City. To receive funding, projects must meet the criteria below. 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.

### 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 must not promote or inhibit religion.
- C. The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.
- D. The project must not be used to replace any other available source of federal, state, local or regional funds.
- E. If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission for access.

### Goals

Projects/programs must meet one or more of the following goals:

- 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 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 underserved population.
- 10. Enhance art and culture within the City.

## Funding

Projects/programs have the following requirements for an additional funding source, either in-kind or actual dollars. Additional funding sources must be found prior to submitting an application for an EGP grant. The additional funding source shall be documented within the application.

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

<b>Total Project Cost</b>	<b>Additional Funding Requirement</b>
\$0 to \$4,999	10% of total project cost
\$5,000 to \$9,999	20% of total project cost
\$10,000 to \$19,999	30% of total project cost
\$20,000 to \$39,999	40% of total project cost
\$40,000 to \$74,999	50% of total project cost
\$75,000 or more	75% of total project cost

Volunteer Rate for In-kind Matching Support: In order to estimate the value of donated volunteer labor time (page 7, question #15) use \$23.56, which is the value as of 2/10/17 according to the Independent Sector and the Bureau of Labor Statistics.

## Exit Report

In order to receive final payment for the awarded grant, and be considered for future EGP 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 Oregon City 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 boundary, which is defined as 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 can apply for funding each fiscal year. Reoccurring projects are subject to a reduction in funding upon review by the EGP Committee. Prior applicants that submit applications for new projects will not be considered reoccurring.

Projects will be reimbursed for expenses incurred only between July 1, 2017 and June 30, 2018.

Neither Metro nor the City of Oregon City are responsible for any costs incurred in preparing an application/proposal.

### Deadline

Applications for the 2017-18 grant cycle must be received no later than **Wednesday, May 24, 2017 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. Applicants must meet due dates for any additional information requested by staff in order for the application to be deemed complete.

### Submission

An electronic copy of the application can be downloaded from the City of Oregon City website ([www.orcity.org](http://www.orcity.org)). Please limit your typed responses to the space provided on the application. Submit a cover letter, along with your application to [lhogue@orc.org](mailto:lhogue@orc.org), or hand-deliver or mail a hard-copy to: Enhancement Grant Program, c/o Leigh Anne Hogue, 625 Center Street, Oregon City, OR 97045. Send an email request for a hard copy of the application.

### Application Content

The application must include all of the content below (use the following as your checklist):

- 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.

## **Review, Evaluation, and Selection**

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

### **Review**

Staff will review all applications. Those that 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 Enhancement Grant Program (EGP) Committee will meet to review applications on **Thursday, June 29, 2017 at 5:30 p.m.** at 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. Grant applicants must attend the grant review meeting to be eligible.

### **Evaluation**

The Enhancement Grant Program 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.

### **Selection**

Committee recommendations will be made and the slate of awards will be announced at the **grant-funding meeting on Thursday, June 29, 2017 at 5:30 p.m.**

All applicants will be notified of the EGP committee's final action.

## **Contracting Information**

Successful applicants will be required to enter into an Enhancement Agreement that outlines the responsibilities of both parties. Applicants should note that liability insurance might be required.

Funds for projects/programs will only be available from July 1, 2017 to June 30, 2018. A request for extension must be submitted by May 28, 2018.

The applicant agrees to hold the City and EGP Committee harmless from the applicant's actions.

A person authorized to represent the organization will enter into a formal agreement on behalf of the sponsoring organization.