



**CITY OF OREGON CITY  
COMMUNITY ENHANCEMENT GRANT  
COMMITTEE ADMINISTRATION MEETING  
AGENDA**

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**Virtual Meeting  
Monday, May 15, 2023 at 7:00 PM**

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**VIRTUAL MEETING**

1. This meeting will be held online via Zoom. Please contact Ann Griffin at [agriffin@orc.org](mailto:agriffin@orc.org) for meeting details.

**CALL TO ORDER**

**APPROVAL OF MINUTES**

- [2.](#) Minutes from 3/21/18 Meeting
- [3.](#) Minutes from 2/28/19 Meeting

**NEW BUSINESS / DISCUSSION ITEMS**

- [4.](#) Presentation by Finance Director Matt Zook
- [5.](#) Discussion of Draft Grant Proposal Evaluation Tool

**ADJOURNMENT**

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**PUBLIC COMMENT GUIDELINES**

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*Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.*

*As a general practice, the City Commission does not engage in discussion with those making comments.*

*Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.*

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**ADA NOTICE**

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*The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.*

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**Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.**

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***Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at [www.orcity.org](http://www.orcity.org) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.***

**City of Oregon City**  
**Enhancement Grant Program Committee**  
**Meeting Minutes**

Wednesday, March 21, 2018

5:30 PM

Commission Chambers

**1. Call to Order – approx. 5:30 pm by Committee Chair Mayor Dan Holladay**

**Members:** Lisa Novak, William Gifford, Ray Gordon, Ramona Perault on behalf of Metro Councilor Betty Dominguez

**Staff:** Mayor Dan Holladay, Commissioner Brian Shaw, Commissioner Nancy Ide, Commissioner Renate Mengelberg, City Recorder Kattie Riggs, Economic Development Manager Eric Underwood, Economic Development Coordinator Lori Bell

**Excused:** Commissioner O'Donnell

**2. Public Comments – none**

**3. Discussion Item**

**3a. 18-137 Request to Increase the Community Enhancement Program Award Cap**

**Sponsors:** Economic Development Manager Eric Underwood

**Attachments:** Staff Report

*Mr. Underwood gave a brief summary of the proposed changes. Committee members asked clarifying questions.*

*William Gifford moved to increase the Community Enhancement Program Award Cap to \$50,000.00. The motion was seconded by Commissioner Mengelberg.*

*All in favor: Ray Gordon, William Gifford, Commissioner Shaw, Ramona Perault, Mayor Holliday, Commissioner Mengelberg, Lisa Novak, Commissioner Ide*

*All opposed: none*

*Result: Motion carries.*

**4. Adjournment – The meeting was adjourned at 5:40 pm by Committee Chair Mayor Dan Holladay.**

**City of Oregon City  
Enhancement Grant Program Committee**

Minutes

**February 28, 2019 5:30 p.m.**  
Commission Chambers-City Hall

**1. Call to Order**

- Meeting called to order at 5:30

**2. Roll Call**

- Present: Mayor Dan Holladay and Co-chair Christine Lewis. Rocky Smith Jr., Corri Ellis, Lisa Novak, Frank O'Donnell, Rachel Lyles Smith, William Gifford, Lori Bell, Tony Konkol, and Rob Nathan.

**3. History of Enhancement Grant**

- Rob Nathan explained the grant and how Metro funds the grant. Rob talked about how Oregon City has the largest amount of money from Metro and this could make a huge impact on the community.
- Rob spoke about the importance of supporting the most vulnerable communities and he mentioned Metro's commitments to diversity and inclusion.
- Rob talked about how the City has struggled to distribute all the money, and he wants to work with Lori Bell to get more applications.
- Rob spoke about his hope that the grant will show the community the value of the solid waste facility in Oregon City.
- William Gifford asked for clarification about not being able to distribute all the money. Lori explained that last year they had more applicants than money available, but the two previous years they did not have enough applicants to distribute all the money. Lori praised Kristen Brown in Communications for helping to inform the community about the grant.
- Frank O'Donnell inquired about if funds not used during year could be carried over to the next year. Rob explained that they are and can be held for three years.
- Frank asked Lori about how the grants were promoted. Lori spoke about how Kristen made a video that was put on social media and was e-mailed to local non-profits and past participants. Frank recommended advertising the grant in the newspaper, Lori agreed to do that.
- Rob explained that organizations need to prove that they are enhancing the lives of residents and workers in the enhancement boundary to get the grant.
- Frank asked if the grant could be used to help citizens, not just infrastructure. Rob said the grant could be used for many purposes, including the environment, art projects, and helping seniors.

**4. Overview of Previous Awards**

- Lori provided a document with 2016-2017 and 2017-2018 grantees. They are all non-profits and some organizations applied both years.
- Frank asked to know who the multi-year applicants and multi-year winners were. Lori agreed to put this list together.
- Mayor Dan Holladay asked if the Parks and Recreation Department could use the grant. Rob explained that 15 percent of the grant can go towards local government projects.

#### **5. Goals for Awards**

- Lori explained the spreadsheet that members will use to rank the applicants. This will be done before hearing applicants' presentations; members can make adjustments to rankings after presentations.
- Lori spoke about the ten goals members will use to rank the applicants. Each applicant must meet at least one goal.
- Lori mentioned her hope of seeing a diverse portfolio for the grants.
- Frank asked if the Parks and Recreation Advisory Committee (PRAC) could apply for the grant and be separate from the 15 percent that goes to local government. Rob explained that advisory committees are considered government, but Tony Konkol said the Parks Foundation could apply because they are non-profit.
- Rachel Lyles Smith asked if any churches had ever applied and met the standard of not promoting religion. Lori had not seen any churches apply, but Rob had seen churches in Portland apply and get grants.
- Corri Ellis asked about how to reach out to neighborhood associations to inform them about grants. Lori offered to give her contact information.
- Lori explained they can give out up to \$50,000 in a single grant award.
- Lori and the Finance Department will meet with applicants to discuss their budgets.
- Frank asked if partial grants were possible. Lori said they have seen higher success rates with giving out full grants.
- Frank inquired about administration expenses. Lori pointed out a document that will have each applicant's budget and those budgets will include administrative expenses.

#### **6. Timeline**

- Grant goes live in two weeks.
- Next Committee meeting is possibly June 21<sup>st</sup>, Lori will check to see if that date works.
- Grant applications close on May 24<sup>th</sup>.
- Members will get applications two weeks before next meeting.

#### **7. Adjournment**

- Meeting adjourned at 6:00.



## Enhancement Grant Program - Cash Flow Projection

as of 05/10/2023

### Fiscal Year 2024 (July 1, 2023 to June 30, 2024)

Projected Beginning Balance - July 1, 2023	\$ 704,112
Projected Expense (Fiscal Year 2024)	
Distribute grants awarded in FY 2022 and/or FY 2023 that requested extensions	(155,045) *
Distribute grants awarded in FY 2024	(300,000)
Program Management	<u>(40,000)</u>
Surplus funds on hand at end of FY 2024	\$ 209,067
Projected Revenue (Fiscal Year 2024)	350,000
Projected Ending Balance - June 30, 2024	<u><u>\$ 559,067</u></u>

\* Assumption is that all award grants will be expended rather than returned to City.



# CITY OF OREGON CITY

## Staff Report

625 Center Street  
Oregon City, OR 97045  
503-657-0891

**To:** Enhancement Grant Program Committee      **Agenda Date:** May 15, 2023  
**From:** Tony Konkol, City Manager

### **SUBJECT:**

Projected Program Cash Flow and Proposed Enhancement Grant Evaluation Tool

### **STAFF RECOMMENDATION:**

Review the Enhancement Grant Program 23-24 Projected Cash Flow and the Proposed Grant Evaluation Tool

### **EXECUTIVE SUMMARY:**

The Enhancement Grant Program Committee will hold its annual program administration meeting on May 15<sup>th</sup>. Staff have prepared a proposed grant proposal evaluation tool for review. The tool allows committee members to consider more of the grant application content, while continuing to show grant proposal scores in real time as the Committee makes its award decisions.

### **BACKGROUND:**

For the coming 2023-2024 fiscal year, the Enhancement Grant Program has the funds to award up to \$300,000 in grants. The Committee will recall that last year we had \$200,000 available to award. Given the fact that more grant dollars are available, staff have increased their outreach efforts to attract a greater number of proposals than we had last year. Outreach activities include phone calls and emails to Oregon City nonprofit organizations, a press release, a program information session (held on April 12), an announcement in the Trail News, and individual meetings and phone calls.

We thank Committee members who have contributed to this outreach. This year's deadline for Enhancement Grant applications is June 1<sup>st</sup> at 5 pm.

In his presentation to the Enhancement Grant Program Committee, Finance Director Matt Zook will review a cash flow projection for the Enhancement Grant program in the coming year. His cash flow projection is part of this staff report.

At the May 15 program administration meeting, we will also review a proposed grant evaluation tool. For the past two years, the Enhancement Grant Program Committee has used an evaluation tool that allows the Committee to enter scores in real time upon

hearing input from the applicant organizations. We will continue to use such a tool. Staff have revised the grant evaluation tool to more closely reflect the questions in the grant application. The revised tool continues to support this functionality, while giving the Committee a platform to consider more of the content in each grant proposal.

**OPTIONS:**

1. Review the 23-24 Enhancement Grant Program Cash Flow and the Proposed Revised Grant Evaluation Tool

**BUDGET IMPACT:**

Amount: \$300,000

FY: FY23-FY24

Funding Source: Metro Intergovernmental Agreement

# DRAFT

## Community Enhancement Grant Program Proposal Score Sheet

- 1) The applicant stated that the proposed project would meet one or more of the following Metro Enhancement Grant 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) Results 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 of 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, training opportunities or other benefits to youth, seniors, and low-income people or other under-served groups.
  - 10) Enhance arts and culture within Oregon City.

**Based on the applicant's description of their project, does the project respond to the selected Enhancement Grant goal(s)? (Select a score 1-5)**

- 2) Describe why this project was selected and the community need(s) to which it will respond.

**Does the applicant adequately explain why the project was selected and the community need? (Select a score 1-5)**

- 3) How will the community benefit by your project? What is the estimated number of people affected and anticipated outcome(s)?

**Does the proposed project positively impact the community based upon the applicant's description? (Select a score 1-5)**

- 4) Briefly describe prior experience managing similar projects, including your organizations and any past enhancement projects.

**Has the applicant sufficiently described the team's ability to successfully manage the proposed project? (Select a score 1-5)**

- 5) Describe the measurements you will use to assess the program/project effectiveness? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

**Do the proposed measures effectively gauge the project's impact? (Select a score 1-5)**

- 6) Proposed Budget

**Does the applicant have sufficient resources to successfully implement the project within the required timeframe? (Select a score 1-5)**

**SCORE**

**COMMENTS - Add any comments below that you would like to share with the rest of the Enhancement Grant Program Committee.**

[Redacted comment area]



## Metro Enhancement Grant Program 2023-24 Application

Thank you for your interest in the Metro Enhancement Grant Program. Before filling out the application, please read the Enhancement Grant 2023-24 Program Information for complete instructions and to be sure that your proposal qualifies for funding. Applications received after the deadline of June 1 will not be accepted. Liability insurance coverage may be required. Please limit your answers to the space provided.

If you have questions, please contact Ann Griffin at [agriffin@orc.org](mailto:agriffin@orc.org) or 503-974-5517.

Title of Project \_\_\_\_\_

Applicant Organization \_\_\_\_\_

Is this a Non-Profit Organization? Yes  No

Non-Profit Federal tax-exempt ID Number \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Project Manager responsible for the Enhancement Grant project

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Chairperson of Governing Board (If Applicable) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

*(The person authorized to represent the organization must sign the application with a digital signature or actual signature on a hard copy.)*

**Proposal Information**

1. Is this your first grant application to the Enhancement Grant Committee?

Yes  No

2. Have you received an Enhancement Grant in the last 3 years?

Yes  No

If yes, please describe the projects/programs for which you received funding.

3. Briefly describe the project for which you are requesting funds.

4. Describe why this project was selected and the community need(s) to which it will respond.

5. The proposed project must meet one or more of the following 10 goals. Please indicate which of the following outcomes your project will achieve by marking an "X" or a check mark.

- 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. Results 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, training opportunities, or other benefit to youth, seniors, and low income people or other under-served groups.
- 10. Enhance art and culture within Oregon City.

5b. Describe how the project meets the selected goal(s).

6. Project Period: \_\_\_\_\_  
(Number of months in duration)

Beginning Date:

Ending Date:

7. How will the community benefit by your project? What is the estimated number of people affected and anticipated outcome(s)?

8. Briefly describe prior experience managing similar projects, including your organizations and any past enhancement projects.

9. Describe the measurements you will use to assess the program/project effectiveness? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

**Proposed Budget**

Suggested List (not inclusive)	(A) Grant Dollars Requested	(B) Matching Funds (Cash)	(C) In-Kind Matching Support	(D) Total
Personnel Services (salaries, administration)				0
Project Administration costs (clerical, advertising, graphics, printing, postage)				0
Materials				0
Equipment/Supplies				0
Construction Costs				0
Event Costs				0
Transportation Costs				0
Insurance Costs (if needed)				0
Additional Costs (List)				0
Consultants/trainers				0
				0
				0
				0
				0
				0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

10. Proposed Budget. On the following page, please list the project's proposed budget. Modify the cost line items as needed to reflect proposed expenses. Please note that matching resources ARE REQUIRED. The total match amount required depends upon the total project cost. Please refer to the table below:

<b>Total Project Cost</b>	<b>Additional Funding Requirement</b>
\$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

Please fill in the Proposed Budget. After you have filled in the Proposed Budget above, the budget summary below will automatically auto-populate:

<b>Grant Amount Requested:</b>	0
<b>+ Matching Funds (Cash):</b>	0
<b>+ In-Kind Matching Funds</b>	0
<b>= Total Cost of Project:</b>	0

11. List sources of support for the project’s in-kind match (e.g., volunteer hours and donations). As described in the Enhancement Grant Program Information document, volunteer labor may be valued at an estimated rate of \$27.20 per hour.

Item	Source of Support	Estimated Value (\$)

12. List all grants applied for in support of this project and commitments confirmed to date.

13. Administrative costs are allowed as part of the project. What percent of Enhancement Grants funds will be used for personnel services or administrative costs? \_\_\_\_\_