



CITY OF OREGON CITY ENHANCEMENT GRANT PROGRAM COMMITTEE AGENDA

City Hall Mt. Hood Room, 625 Center St., Oregon City, OR 97045
Monday, February 23, 2026 at 6:30 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
- Attend the livestream of the meeting on the City's YouTube Channel:

<https://www.youtube.com/user/CityofOregonCity>

- Register to provide electronic testimony (email agriffin@orc.org or call 503-974-5517 by 3:00 PM on the day of the meeting to register)
 - Email agriffin@orc.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)
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1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENTS

Please see the public comment guidelines below.

3. PRESENTATIONS

- a. Program Financial Update

4. DISCUSSION ITEMS

- a. Revised Program Guidelines and Program-Related Dates
- b. Program Scoring Tool

5. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

ADA NOTICE

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.

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

Video Streaming & Broadcasts: The meeting is streamed live on the [Oregon City's website](https://www.oregoncity.gov) 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.



Community Enhancement Grant

July 1, 2026 through June 30, 2027

Program Guidelines

The Community Enhancement Grant Program (CEGP) supports projects in Oregon City that improve the community's overall quality of life by investing in people and places. The CEGP receives funding from Metro, which operates the Metro South Transfer Station on Washington Street in Oregon City ("the City").

Through an Intergovernmental Agreement, Metro 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 the City. The Enhancement Grant Program Committee may allocate up to \$400,000 to eligible grant projects for the 2026-2027 period.

Summary of 2026-27 Grant Program Changes

The Oregon City Enhancement Grant Program Committee (EGPC) oversees the Community Enhancement Grant. In October 2025, the EGPC met and recommended important changes to improve the grant program and make it easier to administer. These improvements were approved by the City Commission on December 3, 2025.

Due to several major program changes to improve and to simplify this initiative, applicants are strongly encouraged to review these guidelines thoroughly. Please see the "Mandatory Information Sessions" section cited later in this document.

I. PROJECT GOALS

Projects that receive support through this program must meet at least one of the 8 program goals listed below.

- a. Improvement to the appearance or environmental quality of the neighborhood.
- b. Reduction in toxicity or increased reuse and recycling opportunities.
- c. Upgrade real or personal property owned or operated by a nonprofit having 501 (c)(3) status under the internal revenue code.
- d. Preservation or enhancement of wildlife, riparian zones, wetlands, forest lands or marine areas.

- e. Improvement to or increase in recreational areas and programs.
- f. Improve safety in the City
- g. Benefit youth, seniors, low-income persons or other underserved group.
- h. Enhance Art and Culture with the City.

Two previous goals have been removed:

- a. *Increase the attractiveness or market value of residential commercial or industrial areas.*
- b. *Increase employment or economic opportunities for city residents.*

II. PROJECT ELIGIBILITY

- a. Projects must be situated within the legal boundaries of Oregon City, Oregon. Please be aware that many locations in unincorporated Clackamas County have the name “Oregon City” in their address. You may confirm if a given location is within the legal boundaries of Oregon City on the City’s website: <https://www.orcity.org/394/Am-I-Within-Oregon-City-Limits>

- b. Preference for projects with tangible and/or measurable outcomes. The applicant is encouraged to submit an application for a project that results in a positive, demonstrative or measurable impact on Oregon City residents.

Example: Project that cleans a stream that is contaminated with trash and debris. The tangible outcome is a cleaner stream, evidenced by many pounds of debris removed.

Example: An organization that seeks to do a mural on a blank wall. The tangible outcome would be the existence of a mural where none existed before.

Projects that are primarily focused on intangible and unmeasurable outcomes will receive a lower project score.

- c. Projects on Private Property. The program will not fund projects on private properties without a public benefit. Projects on private property must guarantee long term public access and public benefit.
- d. Environmental-Based Projects. Applications that focus on remediating or enhancing environmental conditions within the community will be considered favorably.
- e. Project contractors versus staff. The Community Enhancement Grant Program will not fund ongoing staff functions of the applicant organization but will provide funding to contractors hired specifically for the proposed project.

- f. Administrative/Indirect Costs. Costs that are related to rent, mailings, printing, insurance, utilities, administrative personnel etc. are limited to 10% of the grant request. Applicant must identify what indirect costs are being funded.
- g. **Return Applicants:** Applicants may apply for continued funding if they have previously received an Enhancement Grant award. However, applicants must continue to build their organizational capacity. Organizations who have received funding two years in a row and are returning for a third year are asked to document other fundraising efforts. Reoccurring projects are subject to a reduction in funding.

III. GRANT FUNDING

- a. Maximum grant amount. Applicants may apply for up to **\$40,000** in program funding. This amount reflects a change from the previous \$50,000 program funding limit and was selected to support “neighborhood scale” investments.
- b. Match Requirement. Applicants are required to provide a match that is equal to 50% the grant request. Match can be in-kind and/or cash. Applicants must demonstrate that they have secured other resources to complete the proposed project. **Please note that cash resources must be secured prior to applying.**
- c. Include documentation of all funding sources in the application. For example, if the applicant has received an additional grant to be used for the project, then an award letter or other confirmation documentation from the grant provider should be included with the grant application.
- d. “In-kind Support.” This is defined as a new project-related resource that is **donated** to the applicant to use. Examples of in-kind support include volunteer time, new materials and supplies. Please note that items must be purchased or donated specifically for the project. The use of pre-existing materials or tools does not constitute an in-kind contribution. **In-kind support documentation that substantiates the utilization of a donation must be submitted at the end or near the end of the project and prior to the final grant payment or the enhancement grant funding will be adjusted downward to reflect the absence of support. (see Exit Report)**
- e. Volunteer Rate for In-Kind Matching Support. To estimate the value of donated volunteer labor time, use the suggested hourly rate of \$36.49 for Oregon. This rate was established in April 2025 by the Independent Sector, a national organization that fosters public policies to strengthen nonprofit organizations (www.independentsector.org).
- f. *Change: Previous program guidelines required different levels of match contributions based on the total project cost.*

- g. “Self-Dealing.” This is a specific kind of conflict of interest and will not be permitted. For example, if the grant applicant is an owner of an existing asset that will be used in the project and grant funding will be used to pay the owner of the asset, this is self-dealing and the use of program funding will not be permitted.
- h. Funding Cap for City Departments. The program will limit its total annual available program funding to City Departments at 20%.
- i. Grant applications may be funded in part or in full. Neither Metro nor the City of Oregon City are responsible for any costs incurred in preparing a project proposal. **Projects will be reimbursed for expenses incurred only between July 1, 2026, and June 30, 2027. Any costs incurred prior to contract period will be deemed ineligible for reimbursement.**

b) LETTERS

- a. Letters of Support. Letters of support for a project are no longer required and are optional. Applicants may include such letters to demonstrate general support for the project, but the lack of such letters will no longer disqualify a project from consideration.
- b. Letters of Permission. Applicants are required to obtain letters of permission or Partnership when the participation of a public or private partner organization is critical to the success of the proposed project. If the project is located on private land, the applicant must obtain the property owner’s written permission and document how the property owner will ensure continued public access and public benefit.

For example, if a project takes place in the public right-of-way, the Public Works Dept. should provide a letter of permission or of partnership, acknowledging that they are aware of and supportive of the proposed project.

IV. CITY FEES, PERMITS AND OTHER COSTS

Prior to applying for an Enhancement Grant, applicants are responsible for verifying if a City permit is required for their project. If the proposed project will make any changes or improvement to a property or building, contact the Community Development Department at 503-722-3789 and/or visit their website at <https://www.orcity.org/1336/Community-Development> to determine if a Planning or Building Permit is required. 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. The Enhancement Grant may be used to pay applicable permit fees and related expenses.

V. APPLICATION REVIEW AND SELECTION

- a. Review of Applications. All applications must be signed by an individual(s) authorized to submit an application on behalf of their organization and enter into an agreement with the City of Oregon City. Incomplete applications and proposed projects that do not meet the guidelines and/or goals of the Enhancement Grant program will not be considered. The Enhancement Grant Program Committee will meet in June of 2026 to review applications and make final grant award decisions.

VI. PRE-SUBMISSION AND APPLICATION DEADLINE

The Community Enhancement Grant application will be available online and at City Hall beginning Monday, March 16th at noon. Applications for the 2026-2027 grant cycle must be received before 5:00 p.m. on Friday, May 22, 2026.

Applicants are encouraged to submit their proposals the week before the May 22nd deadline. This gives staff the opportunity to identify any missing information and request any further materials needed from the applicant. This review prior to the deadline is provided as a courtesy. Missing information will not be accepted after May 22nd.

Online applications are encouraged. 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.

If you need to submit a hard copy of the project proposal, please notify Ann Griffin at agriffin@orcity.org. 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.

VII. MANDATORY INFORMATION SESSIONS

Applicants may choose to attend one of two mandatory information sessions. The first session will be held on March 25th at 6:00 pm at City Hall and the all-potential applicants are required to attend these meetings. Applicants can choose which session they would like to attend.

Alternatively, applicants can watch a recording of an information session. With this option, applicants must verify that they have watched the video. Instructions on how to verify that you have watched the Information Session recording will be included in the Grant Application. If there are questions about the information sessions, contact Ann Griffin, agriffin@orcity.org.

The second session will be held on March 26th at 6:00 p.m.

VIII. APPLICATION REVIEW AND SELECTION

- a. Review of Applications. Incomplete applications and proposed projects that do not meet the guidelines and/or goals of the Enhancement Grant program will not be considered. The Enhancement Grant Program Committee will meet on **June 15, 2026 (CONFIRM DATE)**, to review applications and make final grant award decisions.
- b. Public Meeting. All Community Enhancement Grant Program Committee meetings are public; however, unlike past meetings, applicants will not be required to provide a presentation but may be asked to answer questions from the review committee. Applicants will not be required to attend the grant decision-making committee meeting. Furthermore, applicants will not have the opportunity to provide additional information related to their proposal at this meeting.

IX. EVALUTION AND SELECTION

The Community Enhancement Grant Program committee will score eligible applications based upon the goals of the program. Selection of projects to be funded will be based on the EGPC's ranking of each application. The grant winners will be chosen at the **June 15, 2026** meeting.

X. GRANT AGREEMENTS

Successful applicants will be required to enter into an Enhancement Grant Agreement with the City of Oregon City. Applicants should note that liability insurance will be required. General Commercial Liability Insurance costs are allowed as an eligible grant expenditure. A person authorized to represent the applicant organization will be asked to sign the contract. The City or Oregon City should be named as an additional insured on the insurance certificate. Insurance coverage must be current and cover the full length of the grant agreement period.

XI. EXIT REPORT

To receive final payment for the awarded grant, and be considered for future CEGP grants, the grant recipient must submit an Exit Report within thirty (30) days of completing the grant project. The exit report must include:

1. A brief description of the project/program.
2. A description of the project's overall accomplishments.
3. A description of how the project impacted Oregon City residents.
4. A description of the tangible outcomes and/or measurable outcomes.
5. A narrative stating how the funds were spent.
6. A final budget that documents the use of matching sources of support.
7. Before and after photos of the project.

8. 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.

*The grant recipient will not receive their final payment without an exit report.

DRAFT



CITY OF OREGON CITY

Staff Report

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

To: Enhancement Grant Program Committee **Agenda Date:** February 23, 2026

From: James Graham, Economic Development Manager

SUBJECT: New Program Guidelines, Scoring Questions, and Scoring

STAFF RECOMMENDATION:

Review for clarity the new draft program guidelines of the Community Enhancement Grant Program as well as new project scoring questions and scoring methodology

EXECUTIVE SUMMARY:

On October 20, 2025, the Enhancement Grant Program Committee held a special program meeting to craft new program policies to mitigate the challenges associated with the existing program. The committee was successful with crafting new program policies.

On December 3, 2025, staff presented the newly revised program policies crafted by the Enhancement Grant Program Committee. The City Commission via the consent agenda approved all proposed program policies.

During this Administrative Meeting of the Enhancement Grant Program Committee, staff are asking the committee to review staff's proposed guidelines to ensure that they are clear. Staff are also presenting new scoring questions that will be used to aid in evaluating the project as well as new weighted scoring.

BACKGROUND:

On June 16, 2025, the Enhancement Grant Program Committee held its annual meeting to decide grant funding on various project applications. It was a challenging meeting for a variety of reasons, but one thing became exceedingly clear; the overall program had drifted away from its initial purpose.

As a result of the challenges associated with the program, members of the committee agreed to hold a special meeting to specifically work on revisions to the program's policies with the aim of ensuring that it will run more smoothly.

Broad challenges associated with the existing program include the following:

- Program is not aligned with its initial intent, allowing for a very broad spectrum of applicants.
- Program is not asset-based, making it difficult to measure its impact.
- Program provides too much funding for employees of applicant organizations.
- Program's policies and guidelines are too ambiguous or unclear.

On October 20, 2025, the Enhancement Grant Program Committee held a special program meeting to craft new program policies to mitigate the challenges associated with the existing program. The committee was successful with crafting new program policies.

In addition, the Enhancement Grant Program Committee discussed changing project scoring questions and the scoring methodology. The scoring tool and revisions of project scoring questions will be discussed during the Committee's Administrative Committee Meeting usually held in February.

On December 3, 2025, staff presented the revised program policies crafted by the Enhancement Grant Program Committee. The City Commission via the consent agenda approved all the newly proposed program policies.

They include the following:

1. PROGRAM GOALS

Elimination of two Goals. Two goals will be eliminated from the program:

- a. Increase the attractiveness or market value of residential, commercial or industrial areas, and
- b. Increase employment or economic opportunities for City residents.
- c. REMAINING GOAL: Enhance art and culture within the community.

2. PROJECT FUNDING

- a. Maximum Grant Amount. Applicants may apply for up to \$40,000. This amount reflects a change from the previous \$50,000 and was selected to support "neighborhood scale" investments.
- b. Match Requirement. Applicants are required to provide a 50% match of the grant request on all proposed projects, whether cash and/or in-kind.
- c. Funding Cap for City Departments. The program will limit its total annual available program funding to City Departments at 20%.
- d. Indirect Costs. Costs that are related to mailings, printing, insurance, utilities, administrative personnel etc. are limited to 10% of the grant request. Applicant must identify what indirect costs are being funded.

3. ELIGIBLE PROJECT FUNDING

- a. Tangible Asset-based. Applicants that propose to spend enhancement grant funding on projects that result in the development or enhancement of tangible assets are strongly preferred although intangible-based project activities will not be excluded from consideration.
- b. Projects on Private Property. The program will not fund projects on private properties without a public benefit. Projects
- c. Environmental-based activities. Applications that focus on remediating or enhancing environmental conditions within the community would be considered favorably.
- d. Personnel Funding. Program will not fund ongoing staff functions of the applicant organization but will provide funding to contractors that are hired specifically for the proposed project.

4. PRE-APPLICATION MEETING and PRESENTATIONS

- a. Pre-app Meeting. Applicants will be strongly encouraged to attend a pre-app meeting held by program staff or watch a program video produced by program staff.
- b. Applicant Presentations. Applicants for the program will not be required to make public presentations before the Community Enhancement Grant Program Committee. Applicants will not be required to attend the grant decision-making committee.

5. EVALUATIVE CRITERIA

- a. Community Impact. How will the project impact Oregon City residents.
- b. Letters of Support from Organizations. Letters of support are optional and not mandatory.
- c. Letters of Permission. Applicants are required to obtain letters of permission from City Departments impacted by the proposed project. If City Departments are partners in the proposed project, City Departments must attest to the feasibility of the proposed project that they are involved with. In addition, if the City Department is involved with an infrastructure-related project, the City Departments not only have to attest to the project's feasibility but to the department's ability to maintain the infrastructure installed over the long term.

Staff has taken the newly approved program policies and translated them into new program guidelines. During this Administrative Meeting of the Enhancement Grant Program Committee, staff are asking the committee to review staff's proposed guidelines to ensure that the guidelines are clear. Staff are also presenting new scoring questions that will be used to aid in evaluating the projects as well as new weighted scoring.

2026-2027 Community Enhancement Grant Proposal Score Sheet

EGPC Member: _____

Applicant: _____

Project: _____

1) 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) – Multiple your score by 4 for a maximum of 20 points

2) How will the Oregon City community benefit by the project? What will be the anticipated outcome(s)?

Does the proposed project positively impact the Oregon City community based upon the applicant's description? (Select a score 1-5) – Multiple your score by 4 for a maximum of 20 points

3) The applicant stated that the proposed project would meet one or more of the following Metro Enhancement Grant goals:

- 1) Improvement to the appearance or environmental quality of the neighborhood.
- 2) Reduction in toxicity or increased reuse and recycling opportunities.
- 3) Upgrade real or personal property owned or operated by a nonprofit.
- 4) Preservation or enhancement of wildlife, riparian zones, wetlands, forest lands or marine areas.
- 5) Improvement to or increase in recreational areas and programs.
- 6) Improve safety within the City.
- 7) Benefit youth, seniors, low-income persons or other underserved group.
- 8) Enhance arts and culture within the 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) – Multiple your score by 4 for a maximum of 20 points

4) Describe the measurements that will be used 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) – Multiple your score by 2 for a maximum of 10 points

5) Describe the impact that the proposed project will continue to have in Oregon City after the end of the grant period (June 30, 2027).

Is it likely that the project's impact will continue beyond the end of the grant period? (Select a score 1-5) – Multiple your score by 2 for a maximum of 10 points

6) Briefly describe prior experience managing similar projects, including any past Enhancement Grant projects.

**Has the applicant described the team's ability to successfully manage the proposed project?
(Select a score 1-5) – Multiple your score by 2 for a maximum of 10 points**

7) Proposed Budget

**Has the applicant provided a realistic budget in terms of what may be accomplished in the given time
frame? (Select a score 1-5) – Multiple your score by 2 for a maximum of 10 points**

TOTAL SCORE