



SCAPPOOSE *Oregon*

April 20, 2021

To All Citizens of Scappoose:

The Community Enhancement Program (previously known as Community Contributions) is an exciting opportunity for citizens to receive funding to help support projects that enhance community livability.

The City appropriates \$30,000 annually to the Community Enhancement Program.

This program is open for applications from non-profit groups/organizations. We encourage you to let us know your ideas and proposals for enhancing the community.

Due to COVID-19 City Council will determine whether or not to hear through Microsoft Teams or in person, based on the County Status in June. The Council will make funding decisions at the June 7, 2021 Council meeting.

We will need the attached application completed and returned no later than 3:00 pm on May 24, 2021.

Whether you have big ideas, small ideas, or ideas somewhere in-between, you can be sure they will be considered. Fill out the attached application and we look forward to reviewing your proposal.

Please be sure to include a phone number where you can be reached in case Council has questions.

Please contact City Recorder Susan Reeves at 503-543-7146, ext. 224 if you have any questions.

Sincerely,

Alexandra Rains

Interim City Manager

**2021-2022
COMMUNITY ENHANCEMENT PROJECT
APPLICATION INSTRUCTIONS**

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

- April 20 Applications for project proposals will be available. (Application form is attached)
- May 24 Applications must be completed and returned to City Hall, 33568 East Columbia Avenue, by 3 p.m.
- June 7 Council approves project list. Contracts will be executed by September 30, 2021, or grant is forfeited.

General Instructions

- One request per organization.
- Applicants must be from a non-profit group or organization to be eligible for a grant.
- All projects must be within the City's Urban Growth Boundary to be eligible for funding. Attached is a map with the City's Urban Growth Boundary outlined in black.
- Each project must meet one of criteria listed on the City Council's evaluation form (attached).
- **A maximum limit of \$5,000 is being placed on the application for funding for an individual project.**
- Projects will be evaluated on how the project enhances the quality of life in the City while achieving the values described in the City's Vision Statement (attached).
- Each project is evaluated by City Council individually and reviewed by the City Council together to determine funding which may be fully funded, partly funded, or not funded.
- Sponsors are encouraged to limit question responses to the spaces provided on the application. Every question should have a response. If question does not apply to your proposed project, indicate this response in the appropriate space.

Application packets will be available on the website at www.ci.scappoose.or.us or at Scappoose City Hall, 33568 East Columbia Avenue, from 8:00 am to 5:00 pm Monday through Friday. Any questions regarding the application should be directed to Susan Reeves, City Recorder, at 503-543-7146, ext. 224.

Evaluation Process: Each City Council member will evaluate the projects and allocate their share of funds available by the June 1 Council meeting. Based on funding requests and money available, the City Council will determine how much funding to appropriate for each project. Funding may be full, partial, or none.

Criteria: Projects must meet **one or more** of the following criteria to be eligible for funding. If not, the application will not be considered further.

- (a) Improves the appearance of the community.
- (b) Meets an aspiration outlined in the City Vision Statement (see attachment)
- (c) Benefit youth, seniors, low income persons and/or underserved populations.
- (d) Address a Council Goal(s) (see attachment)

Applicant Information: Name of non-profit group, or organization should be listed in Sponsor Information. Contact person, phone and address should be provided for notification purposes and in case further information is required. The contact person should be the person who prepared the project proposal, or is able to answer questions about the project. The person signing the proposal should be the person authorized to submit the application.

Project Information

Project Title, Amount Requested and Funds Needed by: Sponsor should indicate when the requested funds are required as availability of funds is contingent on City's receipt of disbursements from the State. Sponsor should identify the date the project will begin and when the project will be completed.

Project Description: This should be a short description for the proposed program or project **including for what purpose it will be used and how it benefits the Scappoose community.**

Estimate how many residents within the boundary area will be served or will benefit, if the project is funded. Also complete the information indicating whether or not the project and/or sponsor have received Community Enhancement grant funds in past years.

Complete a brief description of how the project meets the values described in the City's Vision Statement and/or City Council Goals (no more than 200 words please).

Project Budget: Please submit a budget for this project. List the amounts and sources of the funding for the Sponsor's share of the project and whether the sponsor has secured funding from the other sources. **Reimbursement of project costs incurred prior to July 1, 2021, is not allowed, unless previously authorized by City Council.** List any on-going operations and/or maintenance costs associated with the project and indicate how these will be funded.

Project Management

Provide an outline of the major project tasks and completion dates for the tasks. Describe prior experience managing similar projects. Explain whether this project is part of a coordinated effort involving other individuals or organizations within the community. Describe how the project activities have been coordinated with other individuals or organizations.

*****end of instructions*****

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: _____

Tax ID # _____

Contact Person: _____

Daytime Phone _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

PROJECT INFORMATION

Project Title

Amount Funds Requested: Needed by*:

_____ \$ _____

*Availability of funds is contingent on City's receipt of disbursements from the State

Proposed schedule

Project Start Date: _____ Project Completion Date: _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

PROJECT BUDGET

Total Estimated Costs: _____

How were these costs estimated (quotes, catalog, previous projects, etc.)?

	Breakdown	estimated
costs by source:		

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital				
Materials				
Other				
Total				

% of Total Budget provided by Sponsor: _____%

Is there secure funding for Sponsor's share of the total costs? Does the project include funding from other public or private agencies and what are the sources of funding?

[illegible]

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery. There is no handwriting or other markings on the page.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Scappoose Motto
Small Town, Big Community

COMMUNITY ENHANCEMENT PROJECT AGREEMENT ~ DRAFT

THIS AGREEMENT is made and entered into by and between the City of Scappoose ("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 \$ _____ 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 \$ _____ 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, 2021, grant is forfeited.

Signed this _____ day of _____, 2021.

City of Scappoose

By _____
City Manager

By _____
Authorized Person To Execute Contract

Scappoose

Scappoose is a small town nestled in the heart of a Pacific wonderland—surrounded by lush green forests, the majestic Columbia River, and panoramic views of the snowcapped Cascade Mountains. It is no secret why the Chinookan People made this unique place their home for centuries. Today, our community is distinguished by its balance of rural and urban living—we are proud of our independence and small-town personality, yet we value our closeness to neighboring cities and towns. Scappoose is friendly and welcoming, and we cherish the way we know, care about, and rely upon each other. We desire to preserve the harmonious qualities of our home as we anticipate change and look ahead to the future.

Smart Growth

Inspired by our responsibility to tomorrow's generations, we pursue forward-thinking and sustainable solutions to grow mindfully while keeping in step with our environment. We strive for high-quality development and infrastructure, and to provide equal and affordable housing opportunities for all to live and raise a family.

Sustainable Economy

We take pride in our locally owned businesses that add quality and character to our town, and we respect our abundant natural resources that have sustained our community for years. We can forge a path to a balanced, local economy by opening doors for entrepreneurs, clean industry, higher education and research. We seek sustainable, living-wage jobs and careers that support families and future generations.

Caring Community

Peace and good health are essential to our town's growth and well-being. We value our community spaces and parks that support active living and civic engagement, and we cherish how we care for and rely upon each other. We strive to be aware and prepared, and to empower everyone to lend a hand when challenges arise. We aspire to be a neighborly community where anyone can safely and comfortably visit businesses and schools, enjoy the outdoors, and be at peace in their homes.

Lifelong Learning

We prize our exceptional schools and teachers that pass along our knowledge to future generations, instill our community with creative adaptability, and create cultural awareness and resilience. We aim to develop educational opportunities for all ages and ability levels as we strive to be a community that never stops thinking, learning, and doing.

Connected Community

Safe and comfortable transportation is central to our quality of life. We value our local trails that offer world-class opportunities for walking and biking, and our scenic byways that connect us to greater Oregon. We will work to ensure better connectivity, safer commuting, modern transit, and equal opportunities for people to walk, bike, ride or drive. We aspire to be a pleasant and accessible town, and we encourage others to slow down, explore, and enjoy Scappoose.

Local Pride

Art and self-expression greatly enhance our cultural identity, and we value our local artists who cultivate pride in our community. We strive to preserve our unique cultural artifacts and foster education and the arts by promoting city beautification, cultural heritage projects, and public art. We treasure our heritage as a meeting place for Native Americans, and we hope to honor those who lived here in the past as we tell the story of Scappoose in the present.

Passionate Stewardship

Our wild and scenic landscape is an extension of our community, and we treasure our beautiful setting that makes Scappoose a serene place to live. We are committed to nurturing and preserving our open spaces, natural habitats, and diverse ecosystems, and we will champion new opportunities for conservation and peaceful engagement with our environment. As stewards of our land, air, and water, we seek to protect this special place for generations to come.

Prepared by the Scappoose Community Vision Committee

Kirk Pierce, Meris Brown, Veronica Reeves, Zachary Hilleson
Brandon Lesowske, Derrick Vargason, Holly Beaulac, Natalie Sanders, Nicole Ferreira, Paulette Lichatowich, Tom Morse
Michael Sykes, Nicholas Sund

Adopted August 1, 2016 by the Scappoose City Council

Scott Burge, Jeff Erickson, Barb Hayden, Jason Meshell, Joel Haugen, Mark Reed, Rich Riffle

CITY OF SCAPPOOSE 2021-2022 COUNCIL GOALS

GOAL 1: Develop a Vibrant and Diverse Local Economy

Objectives:

- 1A. Continue to support OMIC's expansion (2017/18)
- 1B. Design Downtown Revitalization Program (2021/22)
- 1D. Support and monitor development of the Columbia Commerce Center (2019/20)
- 1E. Revise Resolution 16-19 (Betterment Fund) (2020/21)
- 1F. Update City's Land Use code for EC and C zones to allow brewpubs, microbreweries, micro distilleries, and micro-wineries outright (2019/20)
- 1G. Work with partners to develop a robust economic development marketing (2019/20)
- 1H. Rename OMID – Scappoose Innovation District/Park (2020/21)
- 1I. Implement GAAP basis of accounting (2021/22)

GOAL 2: Enhance community livability

Objectives:

- 2A. Update Public Works Design Standards (2015/16)
- 2B. Update Rail Corridor Study (2018/19)
- 2C. Promote community events – Scappoose 100 Year Celebration & Signature event (2018/19)
- 2D. Develop a Long-Term Comprehensive Community Vision (50-year plan) (2020/21)
- 2F. Sidewalk Plan (2021/22)
- 2G. Annual One-on-One Meetings with Neighboring Local Leaders – School District, County, Fire, Port, OMIC, Senior Center, 911 District (2021/22)

GOAL 3: Keep Scappoose one of the safest communities in Oregon

Objective:

- 3A. Complete Operational Needs Analysis (2021/22)

GOAL 4: Develop a Park/Rec System within a 10-minute walk from all neighborhoods

Objectives:

- 4C. Peace Candle – protect and restore, update Welcome to Scappoose sign (2015/16)
- 4D. Develop the Grabhorn property Conceptual Plan (2021/22)
- 4E. Support Trail to Tillamook Project (2021/22)
- 4F. Community Pool – determine construction and operation and maintenance costs (2021/22)
- 4G. Identify Park Property on the East/South Side of the City (2021/22)

GOAL 5: Address Aging Infrastructure

Objectives:

- 5A. Capacity upgrade – Wastewater treatment and collections, Phase 1 (DEQ Loan) (2019/20)
- 5B. Update Stormwater Master Plan (2019/20)
- 5C. Update Water, Wastewater, and Transportation SDCs/Fees (2015/16)
- 5D. IT upgrades (2021/22)

GOAL 6: Ongoing (programs intended to continue indefinitely)

Develop a Vibrant and Diverse Local Economy:

- 6A. Coordination/One Stop Meetings (2017/18)
- 6B. Promote and support small local businesses (2018/19)
- 6C. Promote and support county-wide and local tourism (2018/19)

Enhance Community Livability:

- 6D. Continue communication outreach – focus on additional transparency and use of social media (2021/22)
- 6E. Support Senior Center (2018/19)

Keep Scappoose one of the safest communities in Oregon:

- 6F. Continue community outreach by Police Department (2017/18)
- 6G. Maintain emergency response preparedness and update Emergency Operation Plan (2017/18)
- 6H. Provide School Resource Officer (dependent on Scappoose School District funding) (2017/18)
- 6I. Traffic enforcement plan (2017/18)
- 6J. Maintain sufficient staffing levels (2017/18)
- 6K. Continue Citizens Academy (2017/18)

Develop a Park/Rec System within a 10-minute walk from all neighborhoods:

- 6L. Continue Friends of Scappoose Parks (2018/19)
- 6M. Support public art (2015/16)

GOAL 7: Long Term (projects identified for future years)

Develop a Vibrant and Diverse Local Economy:

- 7A. Create a marketing/branding program (2018/19)
- 7B. Coordinate with County to explore alternate route to east side of airport (2017/18)

Enhance Community Livability:

- 7C. Explore possibility of community center (2017/18)

Develop a Park/Rec System within a 10-minute walk from all neighborhoods:

- 7D. Develop funding strategy for Parks (2018/19)
- 7E. Explore development of 14-acre park east of airport (2018/19)
- 7F. Veterans Park/Chief Concomly Park Bridge Feasibility Study (2019/20)
- 7G. Develop Vista Property (2017/18)
- 7H. Begin development of Chapman Landing (2015/16)

Address Aging Infrastructure:

- 7J. Develop City Facility Master Plan (2017/18)