



COUNCIL RESOLUTION No. 34-2024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, ADOPTING REVISIONS TO THE NEIGHBORHOOD GRANT PROGRAM, INCLUDING A NEW TITLE AND CRITERIA FOR APPROVAL.

WHEREAS Council passed Resolution 9-1998 on March 17, 1998, adopting the Milwaukie Neighborhood Grant Program and providing a mechanism by which the city funds neighborhood district associations (NDAs); and

WHEREAS the City Council recognizes the importance of neighborhood-based activities that improve neighborhoods by developing neighborhood leadership, supporting activities and improvements of public benefit to the neighborhood, expanding community involvement in neighborhoods, encouraging collaboration among community organizations and neighborhoods, fostering neighborhood pride, and promoting diversity, equity, and inclusion; and

WHEREAS the City Council supports the continued development of its NDAs and their efforts to enhance and improve the quality of life for everyone in the community; and

WHEREAS the City Council supports collaborative partnerships between its officially recognized neighborhoods and other community organizations through the granting of project-specific funds.

Now, Therefore, be it Resolved by the City Council of the City of Milwaukie, Oregon, to adopt the attached Milwaukie Neighborhood Enhancement Program (MNEP) criteria for implementation in the 2024-2025 fiscal year.

Introduced and adopted by the City Council on **June 18, 2024**.

This resolution is effective immediately.

Handwritten signature of Lisa M. Batey in blue ink, positioned above a horizontal line.

Lisa M. Batey, Mayor

APPROVED AS TO FORM:

Handwritten signature of Justin D. Gericke in blue ink, positioned above a horizontal line.

Justin D. Gericke, City Attorney

ATTEST:

Handwritten signature of Scott S. Stauffer in blue ink, positioned above a horizontal line.

Scott S. Stauffer, City Recorder

Milwaukie Neighborhood Enhancement Program (MNEP)

Purpose: The City of Milwaukie provides Neighborhood Enhancement Program (MNEP) funding to the Neighborhood District Associations (NDAs) operating in conformance with Resolution 34-2024. These funds are to support neighborhood-based activities that improve neighborhoods by developing neighborhood leadership, supporting activities of public benefit to the neighborhood, expanding community involvement in neighborhoods, encouraging collaboration among community organizations and neighborhoods, fostering neighborhood pride, and promoting diversity, equity, and inclusion.

Eligibility: MNEP funding may be disbursed to those NDAs that are officially recognized by the city and that are enabled by and operating in accordance with NDA bylaws. Other community organizations are encouraged to partner with NDAs for projects of mutual interest. Funds must be used for projects that provide a direct public benefit within the NDA boundaries.

Fund Availability: MNEP funds must be made equally available to each of Milwaukie's officially recognized NDAs. Currently there are seven officially recognized neighborhoods in Milwaukie including Ardenwald-Johnson Creek, Hector Campbell, Historic Milwaukie, Island Station, Lake Road, Linwood, and Lewelling. In the event that other neighborhoods become officially recognized as NDAs, funds would continue to be equitably allocated. The allocation is reviewed and approved as part of the budget adoption process.

Administration of Funding: NDAs utilizing MNEP funds must adhere to the project criteria outlined below and in accordance with the MNEP Administrative Policy. The MNEP Administrative Policy is reviewed and updated annually and contains further details about current funds allocated to each NDA, maximum NDA gross bank accounts permitted before receiving further funding, maximum amounts that can be requested of each NDA from community groups, and other details.

Distribution of Funding:

- **NDA led projects:** MNEP funding that is allocated as part of the budget adoption process is provided to each NDA annually through a lump sum payment deposited into NDA bank accounts once all of the reporting requirements have been met. Reporting requirements are outlined below and in the MNEP Administrative Policy that is updated annually.
- **Community Connection Grants:** Non-profit organizations and other community groups can apply for MNEP funding from each NDA through an application process that is reviewed and approved by each NDA. All of the requirements and guidelines for NDA led projects apply to the Community Connection Grants.
 - Non-profit organizations and community groups may apply for **small grants each fiscal year (July 1 – June 30) from each eligible NDA**. For an NDA to be eligible, applicants are asked to explain how grant requests provide a direct public benefit within the NDA's boundary.

- The application process, maximum amount that can may be requested per project, and requirements for doing so are outlined in the MNEP Administrative Policy, which is updated annually.

Eligible Categories: MNEP funding can only be used for projects that fall into one of the following categories.

1. **Neighborhood Capacity Building Initiatives:** Activities, services, and materials that create, diversify, and increase participation in the NDA and support and educate leadership toward the NDA's development and continued operation.
2. **Neighborhood Cultural, Social and Recreational Initiatives:** Activities, services and materials that bring people together, build community, and promote diversity, equity and inclusion within the neighborhood.
3. **Neighborhood Physical Improvements:** Materials and services to be used toward minor physical improvements approved by the city (or other appropriate public entity) on publicly owned land.
4. **Neighborhood Sustainability, Resilience, and Safety:** Activities, materials and services that support the neighborhood's ecological health and vitality and/or ability to prevent, withstand and recover from the harmful impacts of natural hazards.

Project Criteria: All projects must adhere to the requirements in the MNEP Administrative Policy that is updated annually. Some key requirements are described below.

Projects supported by MNEP funds must meet the following criterial to be eligible to receive funding:

- Projects that are free and open to all members of the public.
- Projects within Milwaukie city limits.
- Projects that provide a direct public benefit within the NDA's boundaries.
- Projects designated to receive funding for a particular purpose (i.e. earmarked, set aside, allocated to, etc.) must be achieved in two years or less. If an earmarked project isn't completed in two years, the NDA must make that funding available for other projects within the neighborhood.
- Any equipment, materials, or services purchased shall remain the property of the NDA and shall not be converted to personal use or benefit.

In no case shall MNEP funds be used for the following groups, project ideas, or expenses:

- Projects that conflict with existing city policy;
- Capital or operating costs for private businesses or facilities;
- Projects that have fees for participation or are not open to all members of the public;
- Anything that is for personal use or benefit;
- Alcoholic beverages, marijuana, e-cigarette/vaping products, or tobacco products;

- Political donations or advocacy, election campaign activities, or any related items;
- Religious organizations, activities or services (This does not apply to the rental of space for public meetings, events, or other activities open to the general public.);
- Any type of legal fees including the costs associated with the use of professional legal services. This includes attorneys, paralegals, and other professionals involved in the legal process;
- Fines or monetary punishments;
- Debt reduction or settlement and any fees associated with debt;
- Cash withdrawals or “cash back” using debit cards;
- Purchase of land or buildings;
- Private travel expenses, lodging, or hotel expenses;
- Private transportation expenses including mileage, gas, insurance, car rentals, etc.;
- Projects that don’t have property owner permission for proposed improvements. This includes publicly owned property such as parks;
- Service or activity contrary to federal, state, or local statute, ordinance, or regulations.

Review:

- At any time, the City of Milwaukie can request, and NDAs must provide, the latest NDA account bank statement, actual receipts for any transactions, and/or online bank account access.

Reporting:

- **NDA led projects:**

- The NDA shall provide the city with an annual report on the use of MNEP funds every May and an update on NDA goals. The report will include at a minimum, as described in the MNEP Administrative Policy, all of the following:
- The completion of the most up to date Neighborhood Enhancement Fund Reporting Form.
 - Any “carryover” MNEP funds (amounts from prior fiscal year(s)) exceeding one year’s worth of MNEP funding shall be accounted for and explained in detail. As described in the criteria, projects designated to receive funding for a particular purpose (i.e. earmarked) must be achieved in two years or less.
- A copy of the NDA’s most recent bank statement.
- Each authorized signer on the NDA’s bank account must read, agree to, and sign a Bank Account Access Contract each year.
- Materials that illustrate the success of the NDA over the past year such as photos, testimonials, cards, thank you letters/emails, etc.)
- Copies of Community Connection Grant Reporting Forms as described below.

- **Community Connection Grants**

- All applicants that receive funding must complete a final report at the conclusion of each project and report back the results to the NDA using city provided Reporting Forms. The report includes an overall description of how it benefitted

the neighborhood, an itemized list of how the funding was spent, and additional materials that illustrate how it benefitted the neighborhood.

- Grant recipients are not eligible for future grants until they have closed the loop with the NDA and provided a final report to the NDA.

Improper Use of Funds:

- Any NDA, non-profit or community group that is determined by the City Manager to be in violation of the MNEP Administrative Policy will not be eligible for future funding until the city has adequately determined that the NDA, non-profit or community group has both come into compliance with this policy and has demonstrated the ability to manage the funding properly moving forward. It is the city's sole discretion whether or not an NDA, non-profit, or community group continues to receive MNEP funding after a violation has occurred.
- Any NDA, non-profit, or community group designee(s) found to be using MNEP funding in violation of the MNEP Administrative Policy will be subject to investigation and will forfeit their right to access the funds.
- The City of Milwaukie reserves its right to pursue any and all available remedies, including legal action, to secure the return of improperly used funds.