



Milwaukie Neighborhood Enhancement Program (MNEP) Administrative Policy - 2024-2025

Purpose: The City of Milwaukie provides Neighborhood Enhancement Program (MNEP) funding to the city's 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 through an application process. 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. As funds are currently allocated, there is a total of \$28,000 and each neighborhood association has access to \$4,000 per fiscal year. 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.

- NDAs with gross bank account balances exceeding \$15,000 at the end of the fiscal year (July 1) will not be eligible to receive the next allotment of funding until the gross balance falls below \$15,000 as demonstrated to the city's satisfaction on a bank statement.

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. General reporting requirements are outlined below and are 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 grants as well.

- Non-profit organizations and community groups may apply for **up to \$500 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 along with other information.
- The application process and guidelines for doing so are outlined in this **MNEP Administrative Policy** and on the **MNEP Community Connection Grant Application**, which are both updated annually as needed. Here are some reminders and guidelines about the application process:
 - Before completing the MNEP Community Connection Grant Application, applicants are asked to closely review this MNEP Administrative Policy. If applicants determine that their project proposal satisfies the policy requirements, they fill out the application and proceed. If applicants aren't sure if their proposal meets the policy requirements, they are asked to reach out to the City Manager's Office at engage@milwaukieoregon.gov or call 503-786-7568 so that the project idea can be discussed to determine if it meets the policy.
 - NDAs cannot provide payment to individuals by check or other payment methods. Direct payment must be provided to the sponsoring non-profit or community organization. **When there isn't a non-profit or community organization involved, the applicant must identify a vendor that the NDA can provide direct payment to.** For example, a request to support an event could have an NDA support the event by helping to pay for a good or service that is needed such as portable toilets, entertainment, rental of tents, etc. Direct payment, either by check or other payment methods, would then be provided directly to the vendor providing the good or service.
 - **Here are the steps outlined in the MNEP Community Connection Grant Application that applicants and NDAs will follow once the application has been completed.**
 1. Applicant submits the completed application to the NDA that the applicant is seeking funding from. Contact information for each NDA is available at www.milwaukieoregon.gov/citymanager/all-neighborhood-association-meetings-contact-information.
 2. The NDA that funding is being requested from will schedule the applicant to attend an upcoming regular NDA meeting for the applicant to discuss their proposal.
 3. The applicant will attend the agreed to NDA meeting and present the proposed idea at the meeting. Attending the meeting in person is preferred,

but online options may be available if the NDA is able to accommodate it. NDA officers and visitors to the NDA meeting may ask any clarifying questions of the applicant at that time.

4. The NDA **discusses the proposal at the next regular NDA meeting and takes a formal vote** to approve, approve with conditions, or deny the proposal. The NDA may choose to fund the proposal in its entirety, reduce the amount requested, or increase the amount requested.
 5. The NDA contacts the applicant to let them know what the result of the discussion and vote was. At that time arrangements can be made for the NDA to get the funding to the applicant if the grant request was approved.
 6. Non-profits and community groups receiving funding are asked to help cross promote the NDA providing the funding and encourage participation in the NDA. This includes adding NDA logos to promotional material, statements where possible explaining that the NDA helped to fund the project, and other opportunities as they are identified.
 7. **All applicants that receive funding must provide a final report to the NDA** that granted the funding using the **MNEP Community Connection Grant Reporting Form**. The report includes an overall description of how it benefitted the neighborhood, an itemized list of how the funding was spent, and additional information that illustrates how it benefitted the neighborhood.
 - **NOTE: 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.**
- **Examples of non-profit organizations and community groups who have received small grants in the past include:** Clackamas Service Center (Resources for Adults and children who are houseless or at risk of becoming houseless), Friends of the Ledding Library, First Friday art walk downtown, LoveOne (Laundry services for those in need in Milwaukie along with other resources.), Milwaukie Arts Committee (Porchfest events and others), Milwaukie Community Center Meals on Wheels program, Milwaukie Parks and Recreation Board Sustainability Tour, Milwaukie Parks Foundation, Milwaukie Public Safety Foundation's Milwaukie Police Officer of the Year Dinner and 9K for K9 event, Milwaukie Historical Society and Museum, Milwaukie CERT, Milwaukie Junior Baseball, North Clackamas Education Foundation's After School Programs, North Clackamas School District (High School Grad Party, Rowe Middle School Food for Success Program, and others), Parent Teacher Associations (PTAs) for North Clackamas School District schools, Annie Ross House, Wichita Center, the Milwaukie Environmental Stewards Group, and others.

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

When in doubt please contact the City Manager's Office!

Should there be any doubt that a project idea or expenditure fits within these categories and is a proper use of MNEP funds, before discussing the expenditure at an NDA meeting or expending any funds, please contact the City Manager's Office at 503-786-7568 or at engage@milwaukieoregon.gov and ask if the idea or proposal is an appropriate use of the funds.

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.
 - **Allowable expenses:** Administrative expenses (Paper, writing instruments, printing, copying, etc.), equipment or services to hold in-person meetings with a virtual option (laptop computers, speakers, microphones, cameras, etc.), marketing and outreach costs (Mailers, fliers, posters, NDA maintained websites, etc.), food and refreshments for meetings to encourage participation, and facility use fees for meetings. Other expenses are allowed in this category, but NDAs should check-in with the City Manager's Office prior to making purchases or approving grants to other community groups.
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.
 - **Examples of past projects:** Concerts in parks, movies in parks, neighborhood picnics, intersection paintings as approved by the city, little free libraries, litter cleanup volunteer events, and others.
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.
 - **Examples of past projects:** Neighborhood entrance/welcome signs, playground improvements, outdoor benches, community garden improvements, and similar projects.
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.

- **Examples of past projects:** Cleanup and beautification events, tree planting events and projects, community garden improvements, seed sharing initiatives to encourage people to grow their own food, support of Milwaukie Community Emergency Response Team (CERT) events and activities, and others.

Project Criteria: In addition to all projects having to fall into one of the aforementioned categories, all projects must adhere to the following criteria as well.

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

- Projects that are free and open to all members of the public.
- Project must be within Milwaukie city limits.
- Project must 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;
- Project that has fees for participation or is 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, including 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, 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 achievable 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.

Please take note about the improper use of MNEP Funds:

- Any NDA, non-profit or community group that is determined by the City Manager to be in violation of this 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 this 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.