



Next Ord: 2048-23
Next Res: 1126-23

**CITY COUNCIL STUDY SESSION
AGENDA**

IN PERSON OR VIA ZOOM

May 3, 2023

6:00PM

Sedro-Woolley Municipal Building

Council Chambers

325 Metcalf Street

a. New Business

1. Community Development Grant Program

Next Meeting(s) City Council Meeting May 10th, 2023

Topic: Sedro-Woolley City Council Study Session
Time: 6:00 PM to 8:00 PM

Join Zoom Meeting

<https://zoom.us/j/9178585U179Powd=Vys0Y29XalZmOTRmem1BM2txVDIUQT09>

Meeting ID: 917 8685 0179

Passcode: 091845

OR One tap mobile

+12532158782,,91786850179#,,,,,0#,,091845# US (Tacoma)

+16699006833,,91786850179#,,,,,0#,,091845# US (San Jose)

OR Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

Meeting ID: 917 8685 0179

Passcode: 091845



Agenda
Item No. _____
Date: May 3, 2023
Subject: Community Development Grant
Program _____

FROM:

Charlie Bush, City Administrator

RECOMMENDED ACTION:

Staff recommends the Council provide more clear direction before sending the Community Development Grant Program back to committee or reconsidering it.

ISSUE:

Should the Council provide additional direction regarding the Community Development Grant Program?

BACKGROUND/SUMMARY INFORMATION:

At the April 26 City Council meeting, the Council sent the Community Development Grant Program back to the City Council's Planning & Business Development Committee. Staff recommends that Council provide further direction to the committee to avoid a revised proposal that still does not meet the Council's preferences. In this discussion, if the Council elects to have it, staff would pose a series of questions to the Council, asking for a vote on each, to gain clearer direction regarding the elements of the grant program a majority of the Council will support. That direction would provide clearer framework from which the Committee could reshape the grant program to match the Council's desires.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. April 26 Community Development Grant Program Materials



Agenda
Item No. _____
Date: April 26, 2023
Subject: Community Development Grant
Program - Resolution 1117-23 - 2nd
Read

FROM:

Charlie Bush, City Administrator

RECOMMENDED ACTION:

Staff recommends establishing the Community Development Grant Program.

ISSUE:

Should the City of Sedro-Woolley's use \$140,000 of ARPA funds to establish a Community Development Grant Program?

BACKGROUND/SUMMARY INFORMATION:

The City Council's Business Development Committee, and then the City Council, discussed allocating \$140,000 in American Rescue Plan Act (ARPA) funds to a community development grant program during 2022. The City Council's Planning and Business Development Committee reviewed the documents, needed to establish the program, at their February 8 meeting. Organizing documents and a resolution are attached for review, feedback, and possible action. The goal, if supported by the City Council, is to launch this program on April 20, 2023.

Staff have made updates to the Scope of Work and Application based upon Council conversation at the March 8, 2023 City Council meeting.

FISCAL IMPACT, IF APPROPRIATE:

\$140,000 in ARPA funding

ATTACHMENTS:

1. Resolution 1117-23 Establishing the Sedro-Woolley Community Development Grant Program
2. SW-CDGP Scope of Work
3. SW-CDGP Application

CITY OF SEDRO-WOOLLEY
Sedro-Woolley, Washington

**RESOLUTION 1117-23 - ESTABLISHING THE SEDRO-WOOLLEY COMMUNITY
DEVELOPMENT GRANT PROGRAM**

**A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON
CREATING THE SEDRO-WOOLLEY COMMUNITY DEVELOPMENT
GRANT PROGRAM (SW-CDGP).**

WHEREAS, the City of Sedro-Woolley seeks to get more community members involved in taking care of and enhancing the community; and

WHEREAS, when people work together to help beautify Sedro-Woolley they will develop a stronger sense of community, bond with neighbors and local businesses, become more likely to help with future projects, and invite friends and family to participate.; and

WHEREAS, the City considers community beautification and caretaking a part of economic development; and

WHEREAS, the City Council has allocated \$300,000 in federal American Rescue Plan Act (ARPA) for economic development purposes; and

WHEREAS, the Council desires to allocate \$140,000 of this \$300,000 for economic development towards the Sedro-Woolley Community Development Grant Program (SW-CDGP), which will serve these purposes; and

WHEREAS, the grant program will launch in April 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, AS FOLLOWS:

Section 1: Establishes the Sedro-Woolley Community Development Grant Program (SW-CDGP)

The program will operate according to the contract and guidance established in Exhibit A and the application included in Exhibit B.

ADOPTED by the City Council and **APPROVED** by the Mayor this ____ Day of ____ 2023.

CITY OF SEDRO-WOOLLEY

By _____
Julia Johnson, Mayor

ATTEST:

By _____
Kelly Kohnken, City Clerk

SCOPE OF WORK FOR SEDRO-WOOLLEY COMMUNITY DEVELOPMENT GRANT PROGRAM

General Intent

The purpose of this grant program would be to get more citizens involved in taking care of our community. When people work together to help beautify Sedro-Woolley they will develop a stronger sense of community, bond with neighbors and local businesses, become more likely to help with future projects, and invite friends and family to participate.

Program Description

The Sedro-Woolley City Council has made \$140,000 in funding available for reimbursement grants of up to \$5,000 for individuals, nonprofits, and governments and \$10,000 for businesses. Grant funds must be expended within the corporate City limits of Sedro-Woolley, Washington.

Commented [CB1]: This change appeared to have the support of a majority of the City Council.

Grant funds are provided for project materials, except in circumstances where specialty labor not locally available is needed to complete the project. If completed by an individual, nonprofit, or government, the project must involve a public-facing area. If completed by the business, funds may be used for internal or external improvements.

Commented [CB2]: The Council appeared split on this change so it is inserted here for the Council to discuss further.

Grant Eligibility Requirements

Eligible applicants:

- Individuals
- Non-National Franchise Businesses
- Non-profit organizations
- Government agencies

Example projects include:

- New Murals and Mural Refurbishment (see Sedro-Woolley Municipal Code section 17.51)
- Clean-up costs (ex. stains on sidewalks)
- More bike and pedestrian friendly elements (ex. bike racks, benches)
- Landscaping
- Exterior paint
- Awning replacement/maintenance
- Upgrades to signs or new neighborhood signs
- Broken sidewalks that could be repaired
- Loggerrodeo and other art installations
- Street trees (from restricted list to limit later issues)

- Lighting
- Pop-up parks (with owner permission + additional requirements)
- Neighborhood or business cleanup of publicly visible areas
- Historical markers
- Advertising for city tourism (No more than twice per year)
- Street carnival, live music, movies in the park, and other family-friendly events.

Grant Evaluation and Selection Considerations

Five people, including three members of the City Council's Planning and Business Development Committee and two other community members, to be appointed by the Mayor and confirmed by the Council will serve on the SW-CDGP Selection Committee. City staff from the Executive Department, Finance Department, and other departments, as needed, will provide staff support. Staff will review applications for completeness and submit materials to the committee for the evaluation. The committee will meet to review the project. Arts specific proposals will go before the City's Arts Commission, when formed. Projects involving public art and other elements will be reviewed both by the SW-CDGP Selection Committee and the Arts Commission. Staff will keep summary notes of the review of each application and keep applicants informed of their status.

Grant Process

The application period will open on- _____ April 20, 2023 and remain open until funding is exhausted. Once a grant is awarded by the Selection Committee, the City's Finance Department staff will work with the recipient(s) to execute a contract. Requested for grant reimbursement will also be processed through the Finance Department. Funds must be expended within one year of grant award or by October 31, 2026, whichever comes first.

Sedro-Woolley Community Development Grant Program *Draft Application*

Date of Application: _____

Full Name (Organization or Individual): _____

Applicant Mailing Address: _____

Project Physical Address: _____

Phone Number: _____

Primary Contact: _____

Website (if applicable): _____

Grant Amount Requested (maximum of \$5,000 per individual, nonprofit, or government and \$10,000 per business): _____

Optional Matching Funds ~~(not required, but will increase grant scoring)~~: _____

Grant Eligibility Requirements:

- Individuals, businesses, non-profit organizations, and government agencies are eligible to apply for funds
- Applications must be approved prior to the project start date
- Maximum funding limit is \$5,000 per individual, nonprofit, or government and \$10,000 per business applicant
- National franchises are not eligible
- If an individual, nonprofit, or government, improvements must be made to a public-facing area. If a business, improvements can be made externally or internally.
- Applicants will be accepted and reviewed on a rolling basis until the funds are gone

Proposal - provide an explanation of the project including who/what/where/when/why, attach at least three photos of the area/areas needing improvement

Budget – provide a line-item budget, including information and amounts of any outside funding sources

Background – provide any additional background information you feel is relevant

Authorization

I, (print name) _____ the (print title, if applicable) _____ of (print organization name, if applicable) _____ have approved the submission of this proposal.

Commented [CB1]: There was some discussion about making this change at the last meeting but no clear Council direction.

Commented [CB2]: There was discussion at the last meeting on this topic but no clear Council direction.

If I/we receive a grant, I/we agree to enter into a contract with the City of Sedro-Woolley promising to:

- 1) Execute the project, as planned;
- 2) If a religious organization, not proselytize as any part of the project to be completed;
- 3) Provide all documentation necessary (included in the contract) to verify receive reimbursement for the project.

Name and Title of Authorizing Member _____

Signature _____

Date _____

Proposals can be mailed to: Charlie Bush, City Administrator
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284

OR submitted via email to: cbush@sedro-woolley.gov

Please include a completed and signed application and proposal with "Sedro-Woolley Community Development Grant Program" on the subject line.