



September 18, 2018

Kevin Cartwright
Mountain Park Home Owners Association
2 Mt. Jefferson Terrace
Lake Oswego, OR 97035

Dear Kevin:

We would like to officially congratulate the Mountain Park Home Owners Association (HOA) on its grant award for the Preakness Park Enhancement Project as part of the 2018-2019 Neighborhood Enhancement Program grant cycle.

Please note that the rain garden has been removed from approved expenditures, as recommended by the Engineering Department. The City has a stormwater improvement project for this area identified in the 5-year Capital Improvement Plan. While it is currently unfunded, once funding is available, a collaborative approach between the City and the Mountain Park HOA would be the best approach to a successful rain garden project.

This letter outlines the expenditures approved for the grant, along with the reimbursement process and grant timeline.

Approved Expenditures:

Item & Quantity	Cost	Vendor	Reimbursement
<ul style="list-style-type: none">Children's Natural PlayscapeArea ImprovementsCommunity Event	\$2,992 \$3,757 \$300	N/A	Home Owners Association
TOTAL approved:	\$7,049		

Before You Start Your Project:

- Submit a landscape plan which avoids conflicts with utilities, including the existing storm drainage pipe and sewer on the site; please coordinate with Rob Amsberry, Engineering Technician, 503-635-0268, or ramsberry@lakeoswego.city.

Conditions:

- The approval is based on the submitted Neighborhood Enhancement Program application and budget outline, excluding the rain garden. See approved expenditures in above chart.
- Grant funds cannot be used for the purchase of alcoholic beverages
- Additional charges will not be paid/reimbursed unless approved in writing by the City in advance.

- Projects must be completed and expenses incurred through June 30, 2019. If you have concerns about completing your project within this timeframe, please let us know as soon as possible. Grants are extended only when approved and budgeted by the City in advance. Reapplying for a grant for the next award cycle (2019-2020) may also be an option; the award cycle typically opens in March with applications due the beginning of May.
- Please remember to submit your Project Closeout Report along with photos of your event and after work gathering by August 30, 2019. A copy is attached.

Reimbursement Process:

The City will make payments as a reimbursement to Mountain Park HOA following the chart above. For payment, please submit the following information to:

Iris McCaleb
City of Lake Oswego
380 A Avenue / PO BOX 369
Lake Oswego OR 97034
neighborhoods@lakeoswego.city

For reimbursement to the neighborhood:

- Itemized, legible receipts noting the total requested reimbursement; and
- Completed reimbursement request form (see attached).

Other Reimbursement Information:

- Please allow up to two weeks for the City to process your request and provide payment. If you want to receive payment via electronic fund transfer, or pick up your check at the Finance Department, please let us know when you submit your payment request.
- Please contact Iris McCaleb at neighborhoods@lakeoswego.city or (503) 697-6591 to submit your reimbursement request or vendor invoice, or to let her know if you will be mailing or hand-delivering hard copies of the reimbursement request.
- Projects must be completed and expenses incurred through June 30, 2019. All invoices and requests for reimbursement must be submitted by July 12, 2019.

If you have any questions, please contact me at (503) 699-7474 or by e-mail at ssiegel@lakeoswego.city.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scot Siegel', with a stylized, cursive script.

Scot Siegel
Director of Planning and Building Services

Attachments:

1. Reimbursement Request Form
2. Project Closeout Report

Copy: Rob Amsberry, Engineering Technician



**Neighborhood Enhancement Program
Reimbursement Request Form**

Neighborhood:

Project Name:

Contact for Questions:

Name

Phone

E-mail

Receipts Submitted:

Vendor	Amount of Receipt
TOTAL Reimbursement Request:	\$

Payment Request # _____

Check here if this is your final payment request

Make reimbursement payment to (name and mailing address):

I'd prefer to pick up my check. Please contact me when it's ready.

Please deposit the payment directly to my/vendor's bank account. The Finance Department will call to arrange, or submit a voided check with your request.



2018-2019 Neighborhood Enhancement Program PROJECT CLOSEOUT REPORT

Please provide a brief, 1-2 page recap of your completed project:

1. Neighborhood Name:
2. Briefly describe your project, and how it provided a benefit to your neighborhood/the community.
3. How many volunteers were involved in the implementation of this project/program? If your project was an event, how many people attended?
4. Did any City departments and/or other partner groups participate?
5. If applicable, how will your neighborhood maintain the project on an ongoing basis?
6. If another neighborhood wanted to complete a similar project, what advice would you give them?
7. Please attach photos (or video) from the project/program that was funded! If your project received any media coverage, please attach or include a link.
8. Anything else you'd like to share?