



Commission on Equity Agenda

Refer to the bottom of the agenda for meeting information.

Monday, March 24, 2025

5:30 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgement

We, the City of Lacey, are on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as they have today. We recommend that community members read the Medicine Creek Treaty of 1854.

4. Approval of Agenda, Previous Meeting Minutes, and Consent Items

A. Approval of Agenda

B. Approval of February 24, 2025, meeting minutes

5. Public Comment

Refer to the bottom of the agenda for instructions on how to provide public comment.

6. Inspirational Item

A. Commissioner Annie Clay

7. Business Items

A. Equity Map Review

Shannon Kelley-Fong, Assistant City Manager

B. DEIB Summit Update

Veronica Hand, Equity and Inclusion Program Manager

C. **Community Events and Celebrations Overview**

Shannon Kelley-Fong, Assistant City Manager

8. Commissioner Reports

9. Director Report

A. **Employee Survey Update**

Shannon Kelley-Fong, Assistant City Manager

B. **Community Forum: Active Duty, Veterans, and Families Update**

Shannon Kelley-Fong, Assistant City Manager

C. **Retreat Discussion**

Shannon Kelley-Fong, Assistant City Manager

10. Adjourn

Next Meetings and Upcoming Events

- **Commission on Equity Meeting** - April 28, 2025 - 5:30 p.m. at City Hall or remote
- **Commission on Equity Meeting** - May 26, 2025 - 5:30 p.m. at City Hall or remote

Attendance and Public Comment

Attend Remote or In-Person

There are several ways to attend the Commission on Equity Meeting:

In-Person: Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503

Zoom: https://us02web.zoom.us/webinar/register/WN_Ci2OIEOFSJKrfyLZnDykMg

City Website: <https://cityoflacey.org/government/public-meetings/>

YouTube: <https://www.youtube.com/watch?v=uFR4ZbW7Ly4>

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 830 7750 6828)

Verbal Public Comment

Each speaker is limited to three minutes. Comments are welcome on matters connected to City business or specific agenda items.

Prior to starting your comments, please provide your:

- a. Name
- b. City of residence or connection to the City
- c. Topic or subject matter of your comments

The opportunity for verbal public comment is available in-person or by Zoom:

In-Person: Use the sign-up sheet located in the meeting room.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:
https://us02web.zoom.us/webinar/register/WN_Ci2OIEOFSJKrfyLZnDykMg

Instructions and access details will be provided once registration is complete.

Written Public Comment

Please email written public comments to coe@cityoflacey.org. The comment period will close two hours before the meeting time. Commissioners will receive all written public comments provided by this deadline. Comments may not be addressed during the meeting. All comments are part of the official record.



Commission on Equity Minutes

Monday, February 24, 2025

Council Chambers and Online

1. Call to Order

Chair Sauer called the meeting to order at 5:32 p.m.

2. Roll Call

COMMISSIONERS PRESENT: Kim Sauer, Chair; Thelma Jackson, Vice Chair; and Commissioner(s) Clifton Brown, Annie Clay (remote), Raul Garza, Makieda Hart, Jonathan Hegwood (present after 6:09 p.m.), and Lacey Youth Council Representative Kieran Sills-Powell

YOUTH COUNCIL PRESENT: Mayor Zury Ramirez-Plascencia; Deputy Mayor Sophia Allard; Clerk Isabella Valerio; Social Media Coordinator Joel Whipple; Aryan Kumar, Representative to the Parks, Culture, & Recreation Board; Elhadj Toure, Representative to the Human Services Work Group; Avani Kumar, Representative to the Library Board; Councilmember(s): Lily Schneider, Dior Trinh, Luka Froehlich, and Sydney Lee

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Veronica Hand, Equity and Inclusion Program Manager; Sadie Siglin, Management Analyst; and Brandy Legomina, Deputy City Clerk

3. Land Acknowledgement

Youth Council Mayor Ramirez-Plascencia presented the abbreviated Land Acknowledgment.

4. Approval of Agenda, Previous Meeting Minutes, and Consent Items

- A. Approval of Agenda
- B. Approval of January 27, 2025, meeting minutes

Commissioner Brown moved to approve the agenda, previous meeting minutes, and consent items. Vice Chair Jackson seconded. The motion carried.

5. Public Comment

Verbal Public Comment

No verbal public comment was received in person or remotely.

Written Public Comment

Six (6) written public comment(s) were received.

6. Inspirational Item

A. Thelma Jackson, Vice Chair

Vice Chair Jackson recounted the New Life Baptist Church's Black History Month Museum event, celebrating Black History Month.

7. Business Items

A. Lacey Youth Council Equity Discussion

Kim Sauer, Chair

Zurysaday Ramirez-Plascencia, Mayor of Youth Council

Sadie Siglin, Management Analyst

The Commission and Lacey Youth Council introduced themselves and shared a personal talent. Siglin introduced the 6th cohort of the Youth Council and provided an overview of the program.

The Lacey Youth Council shared what equity means to them; their individual equity experiences; and provided feedback on ways to improve equity in the community. Discussion ensued.

The Commission recessed from 6:37 p.m. until 6:39 p.m.

B. Diversity, Equity, Inclusion, and Belonging (DEIB) Summit Update

Veronica Hand, Equity and Inclusion Program Manager

Hand provided an update on the DEIB Summit. The plan is to have three events over the rest of the year. The first event is scheduled for May 10, 2025, at the South Puget Sound Community College campus in Lacey, from 9:00 a.m. to 3:00 p.m. Discussion ensued.

C. Community Events and Celebrations Overview

Shannon Kelley-Fong, Assistant City Manager

The City Council tasked the Commission to research, consider, and recommend community celebrations in their 2025 Work Plan. Kelley-Fong listed current city events and partnerships, discussed lodging tax funding, and presented city grant programs like the Lacey Neighborhood Matching Grant Program and Human Services Grant Program. Kelley-Fong presented examples of community event grant programs in other jurisdictions for the Commission to consider.

8. Commissioner Reports

A. Lacey Cultural Celebration Update

Commissioners: Clifton Brown, Annie Clay, Makieda Hart, and Jon Hegwood

Commissioners Brown, Clay, Hart, and Hegwood provided feedback on the Lacey Cultural Celebration event.

B. Black History Museum Update

Thelma Jackson, Vice Chair

Vice Chair Jackson provided feedback on the Black History Museum event.

9. Director Report

Shannon Kelley-Fong, Assistant City Manager

A. Equity Map Update

Kelley-Fong provided an update on the Equity Map project.

B. Community Survey Update

Kelley-Fong provided an update on the Community Survey project.

C. Potential Community Forum: Active-Duty Military, Veterans, and Families

Kelley-Fong presented an opportunity for the Commission to attend a potential community forum for active duty military personnel, veterans, and their families.

Kelley-Fong additionally provided an update on the Lacey Community Academy, a six-week academy where the community learns about local government.

Kelley-Fong and Vice Chair Jackson additionally provided an update on the History Kiosk ribbon-cutting event, scheduled for March 8, 2025, at 10:00 a.m., at the Regional Athletic Center (RAC).

D. Retreat Discussion

The Commission provided feedback on a potential Commission on Equity Retreat. Discussion ensued.

Commissioner Hegwood additionally provided a recap of the Black History Month Museum event.

Chair Sauer additionally provided information on the South Sound Exceptional Woman Award, where the Soroptimist International of Olympia will award Vice-Chair Jackson. This event is scheduled for May 5, 2025, at 10:00 a.m., at Indian Summer Golf and Country Club.

10. Adjourn

Chair Sauer adjourned the meeting at 8:13 p.m.



COMMISSION ON EQUITY

March 24, 2025

SUBJECT: Equity Map Review

RECOMMENDATION: Review draft Equity Map

STAFF CONTACT: Shannon Kelley-Fong, Assistant City Manager *SKF*

ORIGINATED BY: City Manager's Department

ATTACHMENTS: Attachment 1 – Draft City of Lacey Equity Index User Guide

FISCAL NOTE: Estimated one-time cost around \$40,000; Estimated bi-annual hosting and maintenance costs around \$12,000.

PRIOR REVIEW: [Commission on Equity – July 24, 2023](#)
[Commission on Equity – May 30, 2024](#)
[Commission on Equity – September 23, 2024](#)

DEIB STRAT. PLAN: Programs, Policies, and Services: City Policies, A. Integrate and reflect equity values in all policy and planning documents, e.g., the Budget, Comprehensive Plan, etc.

1. Implement and equity framework tool to help guide policy and programming decisions to enhance equity able services. Increasingly use this tool to inform policy and budgetary decisions.

WORK PLAN GOAL: Q3 – 22. Start research and review of Equity Maps.
AND STRATEGY Q4 – 31. Continue research and review of Equity Maps.

BACKGROUND: At previous meetings, the Commission on Equity has discussed Equity Tools. Equity tools are often a decision-making model used to integrate equitable considerations into new proposals, policies, processes, procedures, and practices.

These tools attempt to systematically examine how different community groups could be impacted by a proposed action or decision. Equity tools often include: 1) consideration of impacts on social identities, groups, or categorizations (e.g., race, gender, language, sexual orientation, age, etc.), 2) **an emphasis on data**; and 3) encourage community input

and involvement. Equity tools are frequently used to help inform decisions, much like environmental impact statements, fiscal impact reports, and other risk assessments.

As highlighted above (in bold), Equity Tools often rely on data to inform decisions. Equity Maps are one type of data-driven equity tool that could be used as part of a future Equity Tool or Equity Lens assessment.

Equity Maps

At the May 30, 2024 meeting, the Commission on Equity was introduced to Equity Maps, including existing maps around the state and country. Currently, there are several jurisdictions in Washington state that currently use Equity Index Maps. For example, the City of Tacoma, WA describes their [Equity Index Map](#) as:

“The Equity Index is a data-driven tool to see where your projects, policies, programs or services can have the largest impact on addressing inequity and where investment can provide the biggest improvement in factors that impact life outcomes.

The City of Tacoma uses the Equity Index to identify, track, and close disparities, and prioritize investments based on where and who has access to opportunity, for example opportunity to safely walk to school, opportunity to earn a living wage job, opportunity to access healthy food and opportunity to have safe and health environmental interactions.

Simply put, a resident who has access to many transit routes has higher opportunity and accessibility than a resident who has access to limited routes and no sidewalks.

There are 32 indicators, which are used to assess community strengths and disparities and help identify how we can make investments to increase resources and interrupt inequity.”

Other examples of Equity Index Maps locally and across the United States include:

- **[Pierce County, WA](#)**: “The Pierce County Equity Index is a mapping tool that visually highlights opportunities to improve equitable access and outcomes for residents.” [Pierce County Equity Note](#)
- **[Port of Seattle, WA](#)**: “The Port of Seattle’s Equity Index is an interactive map that displays a visual representation of social and environmental disparities in King County. Using 21 indicators within four categories, the Equity Index illustrates the degree to which different communities experience pollution burdens and social inequities. Across the region, there are significant variations in pollution exposure, access to economic opportunities, and the overall standard of living.
- The index was created by the Port of Seattle’s Office of Equity, Diversity, and Inclusion as a tool for the Port to understand those variations that exist within

the region and use that information to direct resources towards the areas of greatest need. Port staff uses the Equity Index to equitably guide funding decisions and broadly inform policy decisions across the Port. Now the Equity Index is available as a resource for community members and organizations to learn more about disparities in their community.”

- [City of Lakewood, WA:](#) “The City of Lakewood will use information in future policy development. This includes the areas of land use and housing planning, housing programs and human services work.”
- [San Antonio, TX:](#) “To inform our work, guide our investments and work to achieve the citywide equity goals and strategies, the Office of Equity has created a simplified version of an Equity Atlas and Matrix, or equity ranking index and set of maps, that can be used in a variety of ways by Departments to help inform equity approached to things like projects, programs and even procedures...The Equity Atlas is an interactive tool that highlights the demographics, disparities and some infrastructure distribution within the city. Maps relating to basic demographic indicators such as race, income and language are published in a standard format that includes consistent methodologies as it relates to breaking points, census tract data, and thresholds. It is critical to address all areas of marginalization, and an institutional approach is necessary across the board. As local and regional government deepens its ability to eliminate racial inequity, it will be better equipped to transform systems and institutions impacting other marginalized groups.”
- [Portland, OR:](#) “[I]t measures race, ethnicity, and income and uses these measurements to rank census tracts based on these factors. Limited English proficiency (LEP) data is used to provide additional context, highlighting census tracts where the percentage of households with limited English proficiency is above the city median.”
- [Alexandria, VA:](#) “This tool identifies disparities in key social and economic outcomes to help staff and community partners make equitable and inclusive decisions. The map supports data-driven decision-making with an equity lens and provides data and information the city and community organizations can use to advance equity for all.”
- [Tuscon, AZ:](#) “Empowering the City of Tucson to collect, track, and analyze data for the advancement of equitable outcomes”

At the September 23, 2024 meeting, the Commission on Equity discussed potential categories and indicators for a Lacey specific Equity Map. As demonstrated with the above examples, the datasets, categories, and indicators vary between Equity Index Maps.

Draft Equity Map

The City contracted with Community Attributes Inc (CAI) to create an Equity Map for Lacey and the Lacey Urban Growth Area. The draft Equity Map is now ready for an initial round

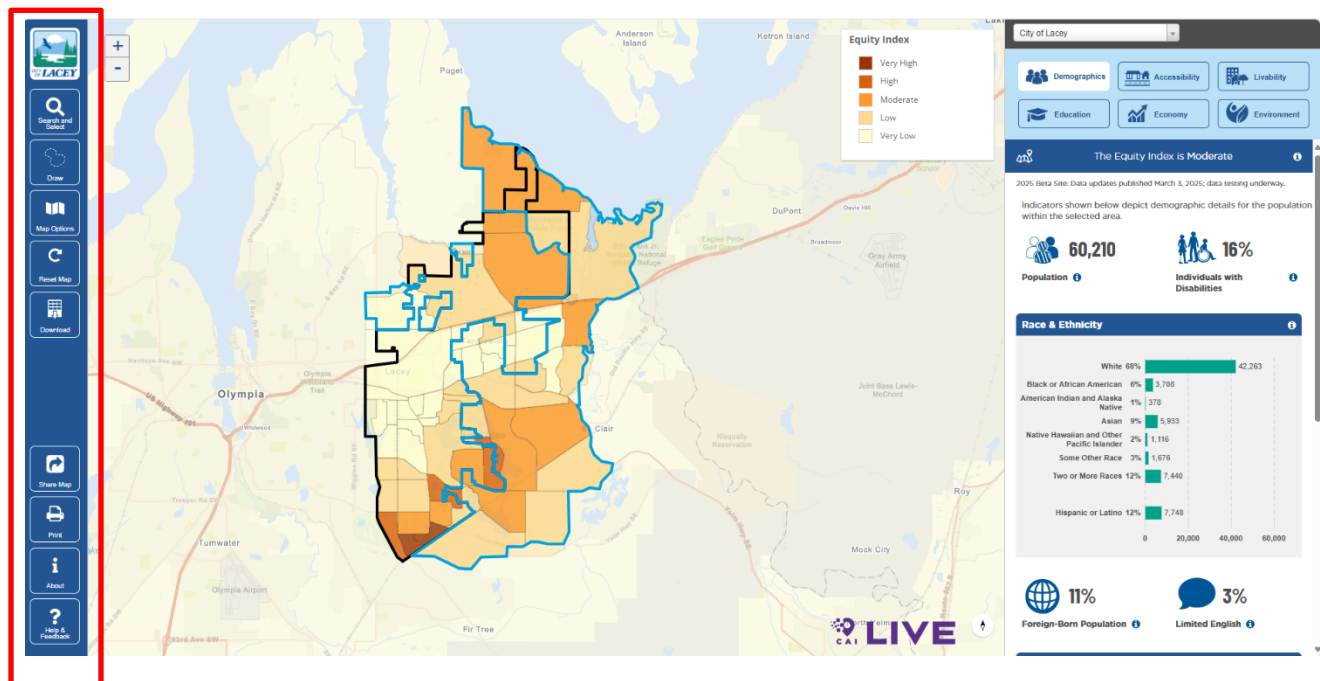
of review. Internally, the City is currently reviewing the draft Equity Map and providing feedback to CAI. The City is requesting the Commission on Equity review the draft Equity Map and provide feedback. In addition, the City plans on reviewing the draft maps with other advisory boards and a few community stakeholders.

Please review the following elements:

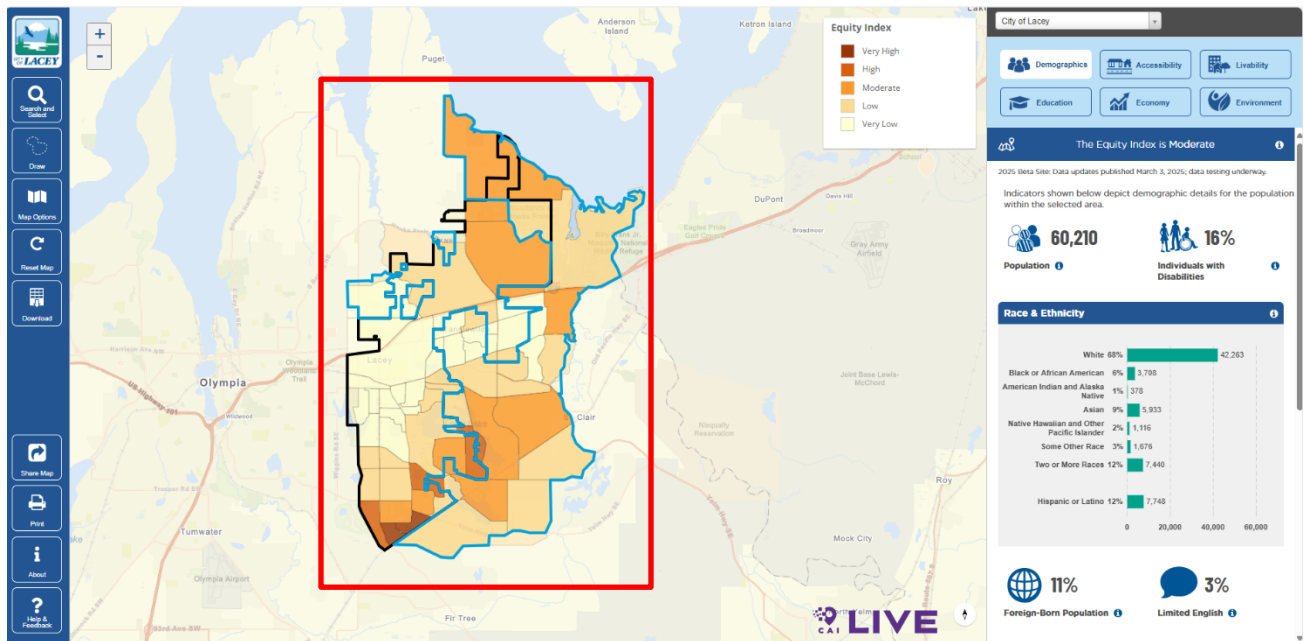
1. **Draft User Guide – Attachment 1**, this document provides an explanation of the map and data.
2. **Features** - e.g., select tools, right-hand dashboard, filters, etc.
3. **Data** – e.g., does the data seem correct, what does it tell, what surprised you?
4. **User Experience** – e.g., what was easy to use, what was confusing?

The following highlights a few key features of the draft Equity Map to explore.

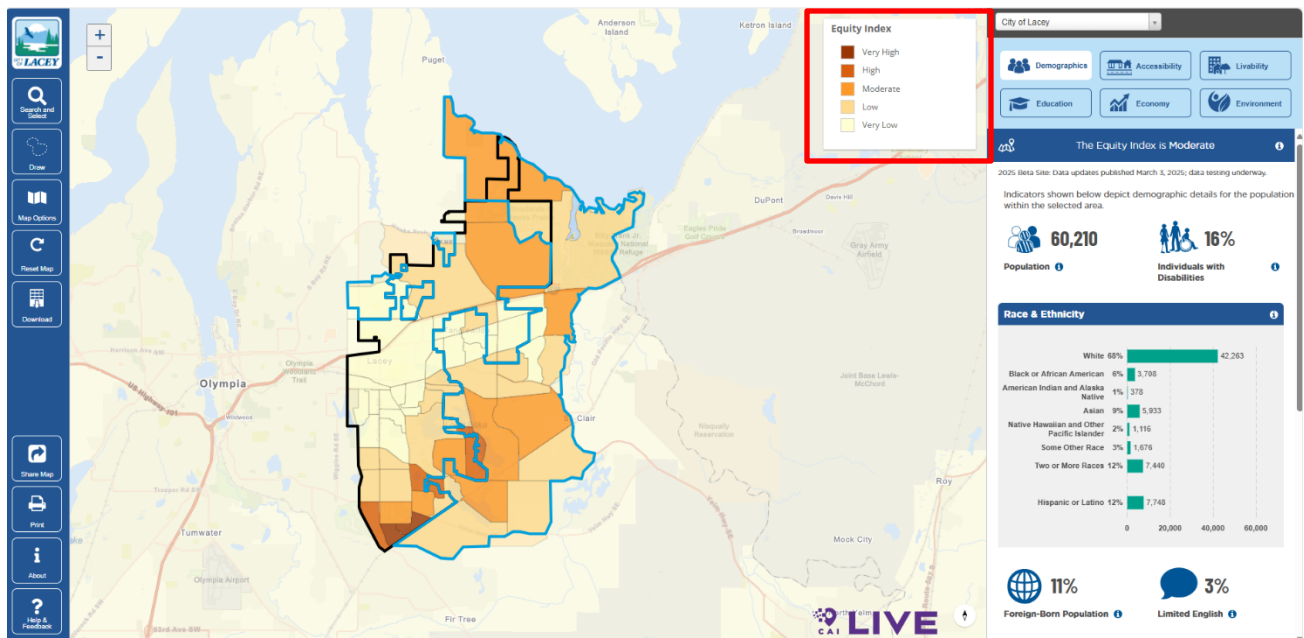
Left-side bar:



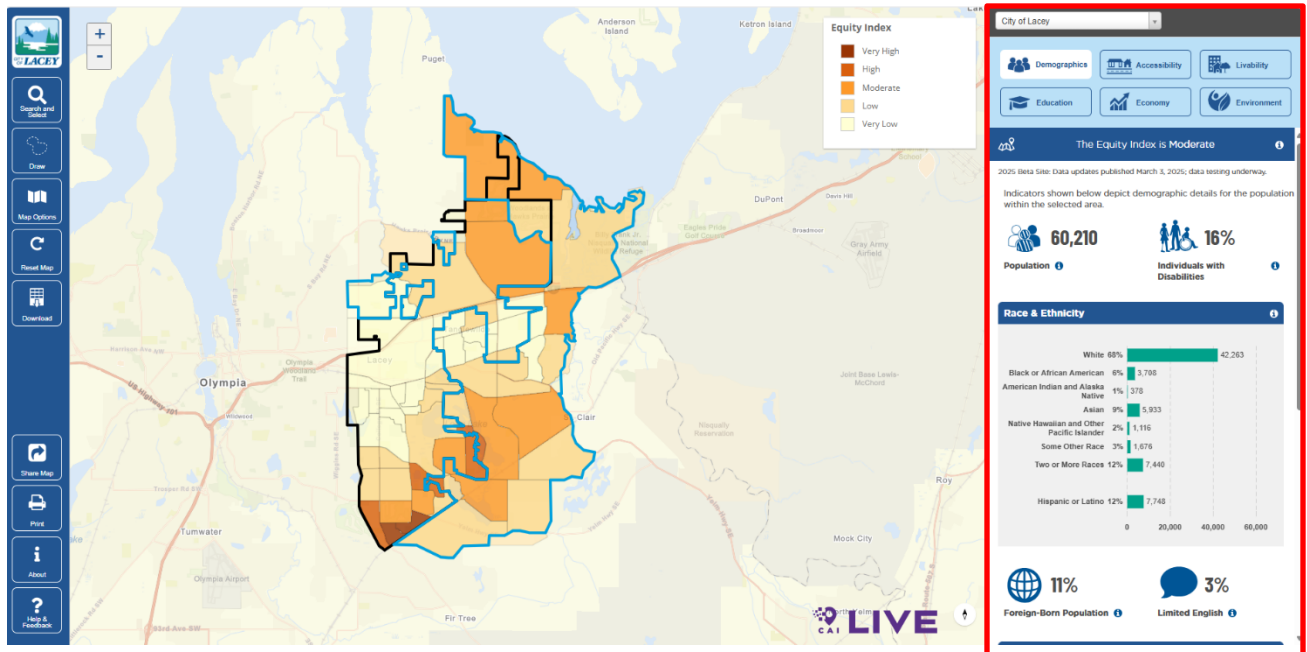
Map by Census block group:



Equity Index: Very High Equity (comparatively more equity) to Very Low Equity (comparatively less equity).



Right Hand Dashboard: With filters, categories, data



Draft Equity Map:

Next Steps: Review the draft Equity Map and provide feedback.

City of Lacey Equity Index

User Guide

UPDATED: FEBRUARY 2025



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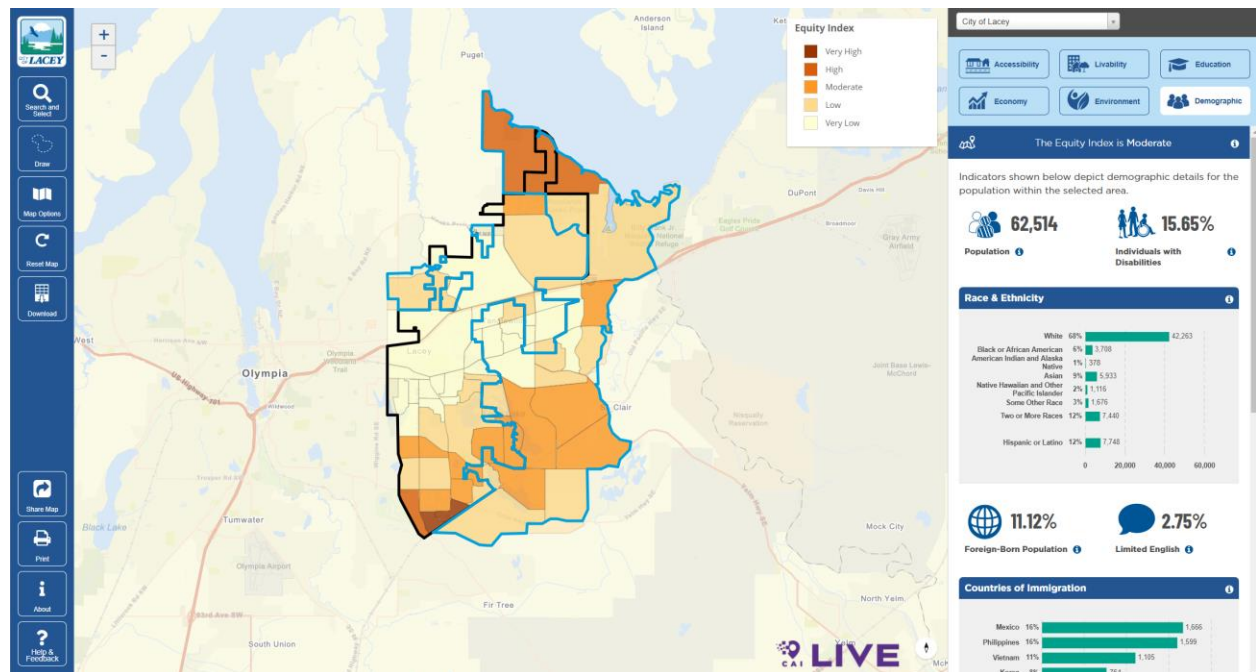
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User Guide

Overview

The City of Lacey Equity Index, developed by Community Attributes Inc. and customized for the **City of Lacey**, is an interactive mapping platform that displays a set of community indicators within the City of Lacey and the Lacey Urban Growth Area boundaries. A group of partners and advisors collaborated to select and categorize the indicators. The index calculation methodology is derived from work by the Kirwan Institute on Race and Social Justice. This resource is free to the public and designed to share information about factors that contribute to equity and access to opportunity throughout the City. The information displayed in the Equity Index does not represent an exhaustive list of community characteristics associated with equity. Instead, the map is designed as one tool of many that can be utilized to inform decision making, strategic intervention, calls to action, and partner engagement to promote greater equity and access to opportunity across the City.



The Equity Index allows you to specify a location within the City of Lacey and the Lacey Urban Growth Area boundaries by selecting a zip code, searching by address, or drawing boundaries on the map using your mouse. Once an area is selected, the map zooms to the specified area and displays community indicator data for that given area. The community indicators include information on people, access to resources, facilities, jobs and opportunity within the selected area, you can also add color-shaded layers to highlight indices such as race, livability, accessibility, and education.

The following walkthrough highlights the different aspects and functionality of the Equity Index. Frequently Asked Questions (FAQs) can be found on the City of Lacey website.



We hope you find the City of Lacey Equity Index to be a useful resource for you and your community.

For additional information or to provide feedback, please email [<need contact>](#).

Organization of this Guide

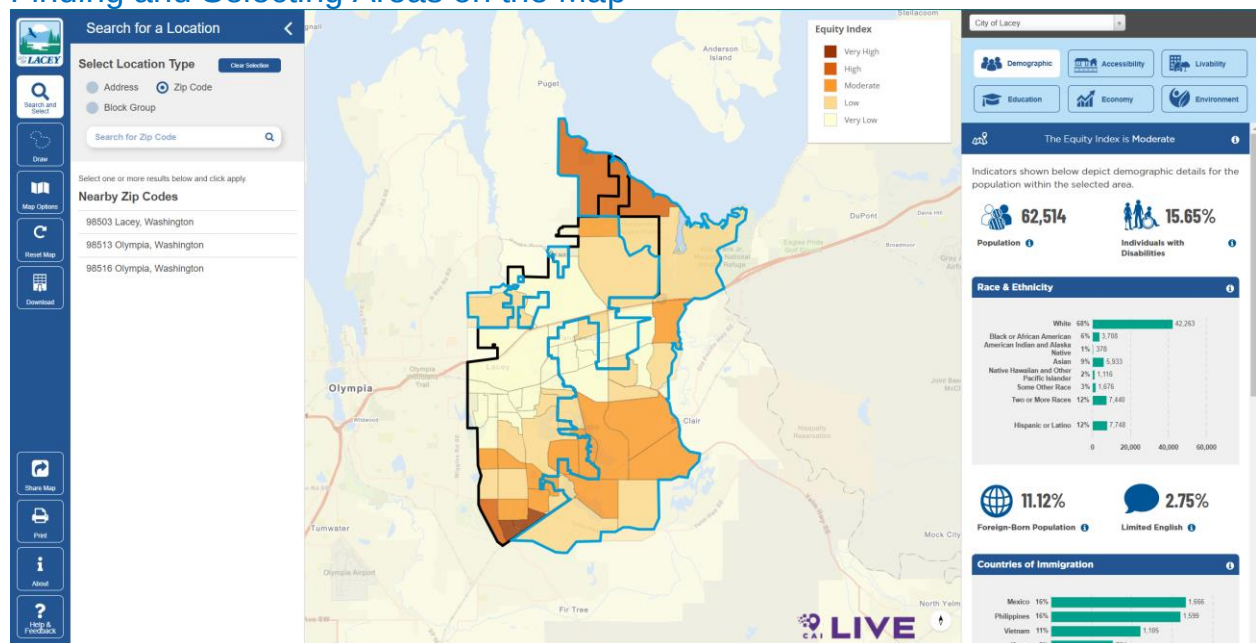
This guide is designed as a tour of the online mapping tool, starting with the top left corner, and showing the features on the left-side tool panel, which allows you to navigate, select, and reset the map, followed by the right-side data panel, which helps you understand and interpret the information on the map.

Map Basics: Zooming In/Out, Moving the Map Area, and Collapsing Menus

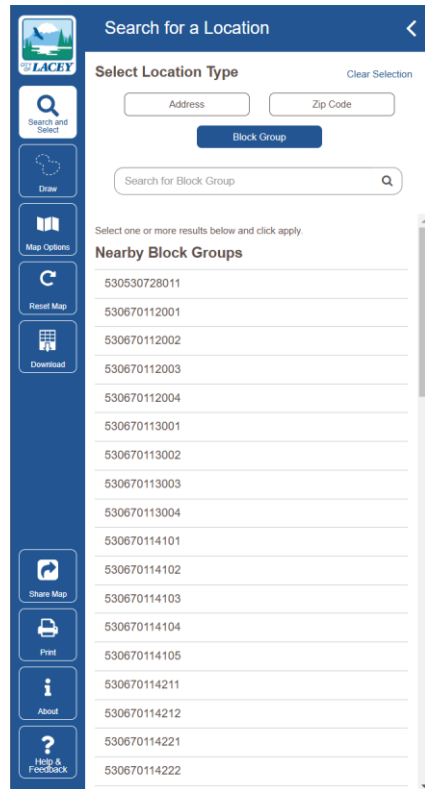
In order to zoom in and out of the map to see the entire boundary of the geography selected, to view the surrounding area, or to select a different area, you can either click the **+** or **-** buttons in the top left corner of the map area, or use the scroll wheel on your mouse while the pointer is hovering over a map area.

You can move the map area in view by hovering the pointer over any area on the map and clicking and holding the mouse button down while you drag the underlying map to a new area.

Finding and Selecting Areas on the Map



You have several options for selecting an area to investigate. You can search by street address, a defined area (e.g., ZIP Code, or Block Group), or you can draw your own boundaries. These options are described below:



Search for a Defined Area or Address

Click on the **search** icon in *Tool Panel* on the left side of the map to open the *Search Tools* menu.

You can collapse the *Search Tools* menu by using your mouse to click on < in the upper right corner of the tool menu.

Search by Address: Type a City of Lacey address directly into the Search bar. As you begin to type, the search bar will generate a list of locations that match your search criteria. (Note: Generally, four or more letters must be typed into the search bar to narrow your search to a manageable list of locations.)

When the search function yields a list of locations, you can scroll through the options until you find the geographic area that you want. Once you click on a location from the options presented, the Map will zoom to that location, showing the enclosed or adjacent *census block group(s)*, and show community indicators for that area in the panel on the right. If the area you selected does not fully appear on your screen, try zooming out a little bit using the +/- buttons in the upper

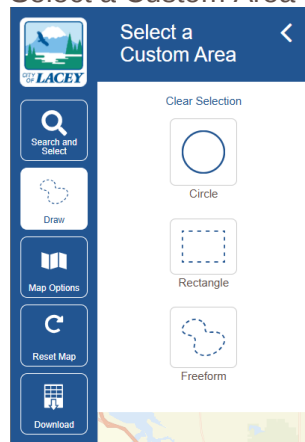
left of the map.

If you decide to look at a separate location, just re-click the **Search icon** and the search panel will reopen.

Search by defined area (ZIP Code, or Block Group): You can also select one of the defined location areas listed. The sub-options for that area will appear below on the panel, and then when you click apply selected, the map will jump to that area and list the equity characteristics of that area on the right panel.



Select a Custom Area



To select a custom area, click the **Custom Area Select icon** on the tool panel, and choose circle, rectangle, or freeform shape around any area of the map, and the Equity Index will display community indicator estimates for the area you have selected or, if you have selected a geographic area that is smaller than a census block group, the map will redraw the boundaries of the area you selected within the nearest block group. Similarly, if you freeform draw an area on the map that crosses census boundaries, the Equity Index Tool will redraw your freeform boundaries to the nearest block group boundaries.

To draw a circle, rectangle or freeform shape using your mouse, click and hold the mouse button while you draw the desired boundaries. For a circle, where you first click will represent the *center* of the circular area you specify, with the diameter expanding or contracting as you move the mouse. For a rectangle, where you click the mouse will become one *corner* of the rectangular area you specify, with the shape of the rectangle changing depending on where you drag the mouse. Note that the corner of the rectangle created by your initial mouse click will differ depending on the direction in which you move the mouse. Lastly, to draw a freeform area, you can move the mouse in any direction while you hold down the mouse button; it is simplest to draw a freeform shape (from start to finish) around your desired geographic area, though it is possible to drag your mouse over a boundary you have already created. Again, the map will adjust to areas designated by the census block group for which measures of the community indicators can be estimated.

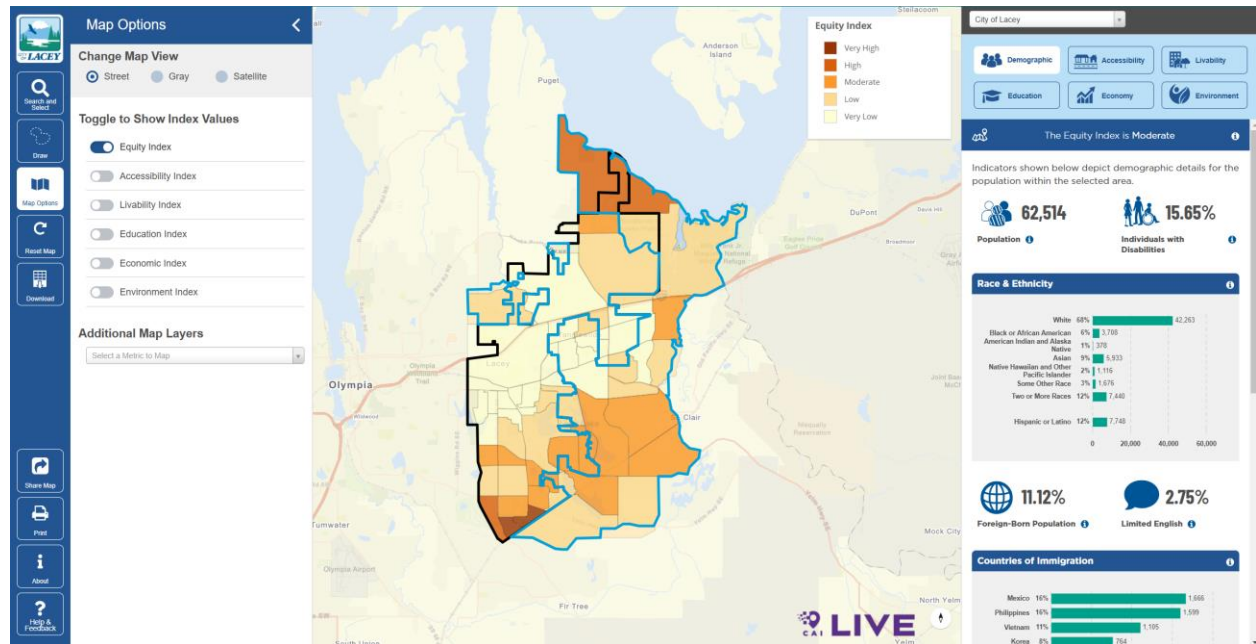
If you cannot locate an area using the search menu, or you aren't sure how a location name is spelled, you can navigate using your mouse and the zoom features to find your desired location.

Regardless of whether you have entered search criteria into the search bar, or if you have moved the map using your mouse and zooming in/out, you can also select nearby ZIP codes. If the area you are searching for does not appear in the list generated by your map view, try zooming out or moving the map to a different area using your mouse so that the district is within the map window. Once you select the ZIP code of interest, the map will zoom to that area and provide you with the community indicators and indices in the data panel.



Change the Map View

Click on the **Map Options** icon to change the base map views and select the base map layer indicator sets or other map layers. Like the **Search Tools** menu, you can collapse the **Map Options** menu by clicking the < at right of the text “Change Map View”.



Add an Indicator Layer and Switching Street/Satellite View

You can toggle on/off the indicator layers on the Equity Index. When the layers are turned on every census block group is color-shaded in proportion to the scale of the indicator selected. For example, when the layer *Livability Index* is turned on, every census block group in the map view is shaded at one of the five levels of “livability” shown on the legend, from “very high” to “very low”.

You also can select the base map layer as a Street Map, a Satellite Map, or a Gray base map.

Clear Selection and Reset the Map

Directly beneath the Map Options icon, is the **Clear Selected** button that clears the current selection, and the reset map button which will bring you back to the opening screen, with the entire City selected.

Access the Map Info and FAQ

The **About** button (the i with a circle around it) will bring up the latest version of the User Guide and Data Dictionary.



Provide Feedback on the Equity Map

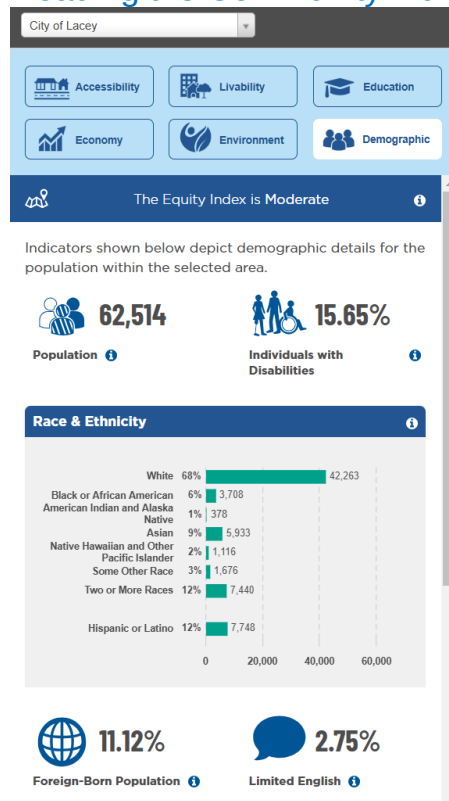
Directly beneath the **About** button, is the **Help & Feedback** button with a question mark icon. Clicking this will open a dialog box. If you select **Help** and click "Let us know!" a new message will open in your email program to email cailive@communityattribute.com.

If you select **Contact** and click "contact us here" a new message will open in your email program to email <need contact>.

Your feedback on the map is invaluable to both the City of Lacey and the creators of this map. Whether it's helping to make the map easier to use, identifying issues with the data, or you find that the indicators simply don't reflect your neighborhood, we welcome your insights.



Reading the Community Indicators Dashboard



The right side of the Equity Index Dashboard displays a dashboard with the community indicators that make up the Equity Index. At the top of the dashboard, you will see the name of the area (City, "custom area," etc.), which the data and statistics in the dashboard reflect. Within the dashboard, community indicators are organized by subdomain: Accessibility, Livability, Education, Economy, Environment and Demographics. To learn more about the community indicators and demographic measures, including how and why the indicators were selected, please contact the please email [<need contact>](#)

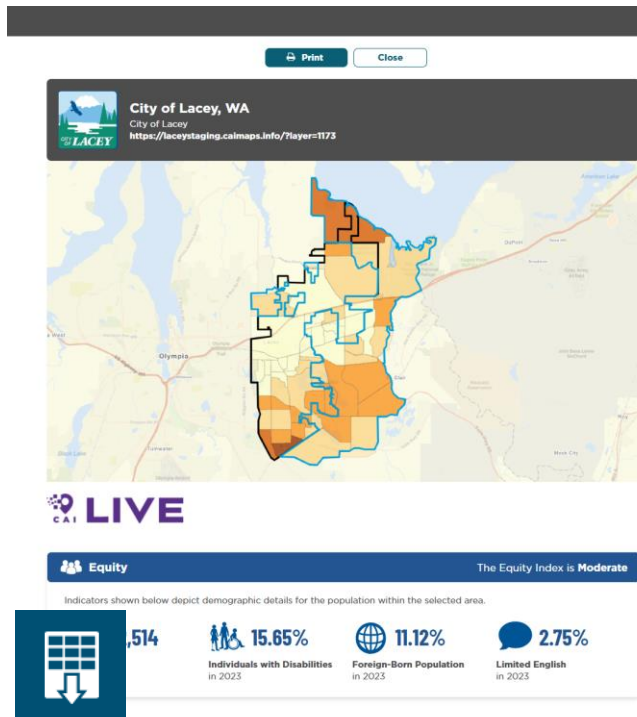
Each indicator on the dashboard has several features. An icon and the name of the indicator are shown to inform you what each estimate represents. *Note:* Not every indicator is measured the same way (e.g., percentages, counts, ratios). Pay close attention to what each indicator measures, how it is measured, what the data means in context, and how supplementary data could inform the estimates displayed on the dashboard.

Display metadata about the indicator by selecting the small (i) with the circle around it. This will open a box with information including definition of the indicator, data year, scope, why the metric is important, source, and source link.

Additionally, the histogram chart represents the distribution of indicator values across the entire study area (City of Lacey and the Lacey Urban Growth Area boundaries). The data is divided into five equal intervals, showing how many block groups fall within each range, while the histogram applies a quintile classification, where block groups are evenly distributed into five categories. This visualization provides insight into both the absolute range of indicator values and their relative distribution, helping to compare how specific areas align within the broader dataset.

Printing and Saving to PDF





Click the Printer Icon towards the bottom of the Tool Panel to format the map and data panel for printing and saving a scenario for use in reports or to compare selected areas.

Once the print view has loaded, to Print or Save as a PDF, click the Print Icon at the top of the screen and follow the instructions given by your browser.

If the map area does not print properly, click on the Print Setting button at the top of the window to optimize your printer settings.

Download Data

Click the Table icon in the middle of the Tool Panel to download the data in spreadsheet format. The downloaded file includes an introduction page

explaining the structure of each worksheet. The second sheet, *Summary*, provides an overview of each indicator for the selected area, including details such as the indicator name, value, scope, description, and source. The next sheet contains indicators with available disaggregated values, while the subsequent sheets present indicator data by geographic ID, including tract and block group levels.

Share

Click the Share icon towards the bottom of the Tool Panel to generate a link that can be shared to provide access to the Equity Index Application.



Data Dictionary

Category	Name	Definition	Source of Data	Polarity
Demographics	Population	Total population within a geographic area.	U.S. Census Bureau American Community Survey 5-Year Estimates	Neutral
Demographics	Individuals with Disabilities	Percentage of non-institutionalized population within the block group with disability.	U.S. Census Bureau American Community Survey 5-Year Estimates	Neutral
Demographics	Race	Percent of block group population that identifies as a certain race or ethnicity.	U.S. Census Bureau American Community Survey 5-Year Estimates	Neutral
Demographics	Ethnicity	Percent of block group population that identifies as Hispanic or Latino ethnicity.	U.S. Census Bureau American Community Survey 5-Year Estimates	Neutral
Demographics	Foreign-Born Population	Percent of population that is foreign born.	U.S. Census Bureau American Community Survey 5-Year Estimates	Neutral
Demographics	Limited English	Percent of population with limited English proficiency.	U.S. Census Bureau American Community Survey 5-Year Estimates	Lower is better
Demographics	Countries of Immigration	The top five countries of immigration for the foreign-born population residing in the United States.	U.S. Census Bureau American Community Survey 5-Year Estimates	Neutral



Category	Name	Definition	Source of Data	Polarity
Demographics	Male by Age	Total male population within a geographic area.	U.S. Census Bureau American Community Survey 5-Year Estimates	Neutral
Demographics	Female by Age	Total female population within a geographic area.	U.S. Census Bureau American Community Survey 5-Year Estimates	Neutral
Economy	Quality Jobs Index	The Quality Jobs Index comes directly from the Longitudinal Employer-Household Dynamics (LEHD) program, operated by the U.S. Census Bureau's Center for Economic Studies. The index counts jobs in an area and weights them based on place of work among three wage categories: 1) Less than \$15,000, 2) \$15,000 - \$40,000, and 3) More than \$40,000.	U.S. Census Bureau American Community Survey 5-Year Estimates	Higher is better
Economy	Unemployment Rate	Unemployed percentage within a block group of the total eligible workforce over 16 years of age.	U.S. Census Bureau American Community Survey 5-Year Estimates	Lower is better
Economy	Median Household Income	The income level at which half of all households in a given area earn more, and half earn less.	U.S. Census Bureau American Community Survey 5-Year Estimates	Higher is better



Category	Name	Definition	Source of Data	Polarity
Economy	Homeownership Rate	Percent of owner-occupied housing units.	U.S. Census Bureau American Community Survey 5-Year Estimates	Higher is better
Economy	Non-Auto Commuters	The percentage of workers 16 years and over who commute to work by public transportation (bus, subways, light rail, streetcar, trolley, long-distance train or commuter rail or ferryboat), walking, taxicab, motorcycle, bicycle, or other means.	U.S. Census Bureau American Community Survey 5-Year Estimates	Higher is better
Economy	Poverty Rate	Percent of the population within the block group earning less than the U.S. Census Bureau's poverty threshold, which varies based on family size and composition.	U.S. Census Bureau American Community Survey 5-Year Estimates	Lower is better
Education	Educational Attainment	Weighted average index of educational attainment in population 25+ with: 1* (associates degree) + 1.2* (bachelor's degree) + 1.5* (master's + PhD degree).	U.S. Census Bureau American Community Survey 5-Year Estimates	Higher is better
Education	Four-Year High School Graduation Rate	The 4-year adjusted cohort graduation rate for those starting together in 9th grade and adjusting for those students that may have moved in or out of the area during the measurement	State of Washington Access Washington, National Center for Education Statistics Education Demographic and Geographic Estimates	Higher is better



Category	Name	Definition	Source of Data	Polarity
		period. Data are for the 2023-24 school year.		
Education	Average Student Test Rate	Combined average of 3rd grade reading and 7th grade math scores. Data are for 2023-24 school year.	National Center for Education Statistics Education Demographic and Geographic Estimates, State of Washington Access Washington	Higher is better
Education	Average Student Mobility Rate	The percentage of students who enrolled at the beginning of the school year but did not stay enrolled at the same school throughout that school year (continuity rate). Data is for 2023-24 school year.	National Center for Education Statistics Education Demographic and Geographic Estimates, State of Washington Access Washington	Lower is better
Education	Kindergarten Readiness	Percent of students entering Kindergarten that achieve at least 5 out of 6 readiness measures. Data are for the 2024-25 school year.	State of Washington Access Washington, National Center for Education Statistics Education Demographic and Geographic Estimates	Higher is better
Livability	Median Home Value	Median home value in a block group of all owner occupied housing units.	U.S. Census Bureau American Community Survey 5-Year Estimates	Higher is better
Livability	Cost-Burdened Households	The total percentage of all owners and renters in a block group	U.S. Census Bureau American Community Survey 5-Year Estimates	Lower is better



Category	Name	Definition	Source of Data	Polarity
		spending 30% or more of their income on housing costs.		
Livability	Self-Rated Health	Percent of block group CDC survey participants who responded that their health is "fair" or "poor".	Centers for Disease Control & Prevention PLACES: Local Data for Better Health	Lower is better
Livability	Health Uninsured Rate	Out of the total population, the percentage who do not have health insurance coverage.	U.S. Census Bureau American Community Survey 5-Year Estimates	Lower is better
Livability	Fatal/Serious Injury Crashes	Count of serious or fatal crashes in the past year involving bicyclists or pedestrians.	Washington Department of Transportation Crash Data Portal	Lower is better
Livability	Percent Low Life Expectancy	Percent of individuals expected to have a lower than average life expectancy.	Environmental Protection Agency EJScreen	Lower is better



Category	Name	Definition	Source of Data	Polarity
Livability	Walkability Index	The EPA's Walkability Index is a tool used to assess the walkability of neighborhoods and communities. It considers factors such as the availability of pedestrian infrastructure (sidewalks, crosswalks), proximity to amenities (parks, schools, shops), and street connectivity (ease of walking between destinations). The index quantifies these factors to provide a score that indicates how conducive an area is to walking as a mode of transportation. 1 - 5.75: Least walkable 5.76 - 10.5: Below average walkable 10.51 - 15.25: Above average walkable 15.26 - 20: Most walkable	Environmental Protection Agency Smart Location Database	Higher is better
Accessibility	Transit Accessibility	Percentage of a block group's area within 1/4 mile of rail and bus service stops and within 3 miles of park and ride locations from Intercity Transit service divided by total block group area. Overlapping transit service areas yield higher totals, meaning greater transit options coverage per block group.	Intercity Transit Intercity Transit Data Hub	Higher is better



Category	Name	Definition	Source of Data	Polarity
Accessibility	Internet Access at Home	The percentage of households with access to home internet.	U.S. Census Bureau American Community Survey 5-Year Estimates	Higher is better
Accessibility	Access to Household Vehicle	Percentage of block group's households with access to a household vehicle.	U.S. Census Bureau American Community Survey 5-Year Estimates	Higher is better
Accessibility	Average Road Quality	Aggregates the average quality of roads in a block group. Lower scores indicate poorer road quality resulting in higher costs of repair to the local municipality.	City of Lacey GIS City of Lacey Street Conditions	Higher is better
Accessibility	Retail Service Jobs	Total number of employees by place of work within a block group in retail service categories.	ESRI ESRI Business Analyst	Higher is better
Accessibility	Four Year Average Voter Participation Rate	The percentage of voters who voted in the general election divided by the number of eligible voters in the block group averaged over four years. This evaluates voter participation and can be used to determine access to civic processes.	Washington Secretary of State Election Results and Voters' Pamphlets, U.S. Census Bureau American Community Survey 5-Year Estimates	Higher is better
Accessibility	Library Access	Percent of a block group's area within 1/2 mile of a library in urban	Washington Geoservices Washington Geospatial Open Data Portal	Higher is better



Category	Name	Definition	Source of Data	Polarity
		areas and 10 miles of a library in rural areas.		
Accessibility	Food Access	The CDC's mRFEI (modified Retail Food Environment Index) percentage assesses the proportion of healthy food outlets within an area, with a percentage of zero indicating a food desert lacking access to affordable nutritious options. In areas with mREI percentages above zero, lower percentage signify food swamps, characterized by an abundance of energy-dense snacks overwhelming healthier food choices.	ESRI ESRI Business Analyst	Higher is better
Accessibility	Pedestrian and Bike Trails	Measures the density of off-street existing sidewalks and bikeways, excluding trails, within each block group. It quantifies the total length of sidewalks and bikeways (in miles) per square mile of the block group area, with higher values indicating greater infrastructure coverage.	City of Lacey GIS City of Lacey Sidewalks, City of Lacey GIS City of Lacey UGA Bike Routes	Higher is better



Category	Name	Definition	Source of Data	Polarity
Accessibility	Parks Access	The percentage of the population residing within a half-mile walking distance from a park.	U.S. Census Bureau American Community Survey 5-Year Estimates, City of Lacey GIS City of Lacey Parks	Higher is better
Environment	Heavy Traffic Roadways	The distance-weighted average annual daily traffic (AADT) index for each block group is determined by calculating traffic volume on major roadways from the block group's centroid, assigning greater weight to closer traffic using inverse distance weighting.	Environmental Protection Agency EJScreen	Lower is better
Environment	Urban Tree Canopy	The percentage of a block group that is covered by urban tree canopy.	Multi-Resolution Land Characteristics (MRLC) Consortium NLCD Tree Canopy Cover (CONUS)	Higher is better
Environment	Nox-Diesel Emissions	Annual diesel and Nitric Oxide emissions average for the area (tons/km ²), estimated by EPA modeling. These emissions primarily originate from diesel-powered vehicles, industrial operations, construction equipment, and other combustion sources.	Environmental Protection Agency EJScreen	Lower is better
Environment	PM2.5 Concentration	Annual average concentration of fine particulate matter estimated based on air quality monitors and	Environmental Protection Agency EJScreen	Lower is better



Category	Name	Definition	Source of Data	Polarity
		atmospheric circulation and dispersion models from the US EPA. Measured in micrograms per cubic meter.		
Environment	Toxic Releases from Facilities	The toxicity-weighted concentrations, in micrograms per cubic meter ($\mu\text{g}/\text{m}^3$), of chemical releases to air from facility emissions and off-site incineration. Air releases from Risk Screening Environmental Indicators (RSEI) are modeled by the Toxics Release Inventory (TRI) program.	Environmental Protection Agency EJScreen	Lower is better
Environment	Ozone Concentration	Annual averaged ground level ozone concentration (parts per billion), as estimated by EPA.	Environmental Protection Agency EJScreen	Lower is better





COMMISSION ON EQUITY

March 24, 2025

SUBJECT: Community Events and Celebrations Overview

RECOMMENDATION: Review and discussion only.

STAFF CONTACT: Shannon Kelley-Fong, Assistant City Manager *SKF*

ORIGINATED BY: City Manager's Department

ATTACHMENTS: **Attachment 1** – City of Bend, Policy No 2024-6, Award and Use of City Funds for Community Partner Sponsorship/Grant Policy

Attachment 2 – City of Bend, Policy No CP007, Council Policy on Discretionary Funding/Sponsorship of Community Programs, Services and Events

Attachment 3 – City of Bend, Community Sponsorship and Grant Program Request Form, website copy

FISCAL NOTE: There is no budget for this project.

PRIOR REVIEW: Commission on Equity – February 24, 2024

DEIB STRAT. PLAN: Programs, Policies, and Services: City Policies:

B. Provide services that are responsive, transparent, accountable, equitable, and welcoming with an emphasis on providing a safe, trusted environment for underserved community members.

G. Recognized and support diversity and inclusiveness through acknowledgement statements, public art, events, programs, and use of City platforms to amplify community voices.

Community Access and Engagement:

C. Enhance relationships and opportunities in the community for continued dialogue and knowledge sharing among the City, partner entities, and community members through events, programs, forums, art, etc.

WORK PLAN GOAL:	Q3 – Research and consider community celebrations, including LGBTQIA+, Latino events
AND STRATEGY	Q4 – Make a recommendation on community celebrations, including LGBTQIA+, Latino events

BACKGROUND: As part of the 2025 Work Plan, the City Council requested that the Commission on Equity consider how the City may be able to amplify and celebrate additional community events and cultural celebrations, including LGBTQIA+ and Latino/ae events, in the future.

At the February 24, 2024, Commission on Equity meeting, the concept of a City grant program to support community events and cultural celebrations was discussed. This discussion included an overview of limited resources, finding community sustainability and support, and providing a transparent and equitable approach to create systems that are open and support procedural and outcome fairness.

Currently, the City has limited staff resources to support additional community or cultural events. Given this constraint, considering a grant program is recommended. The program could be modelled similar to the Neighborhood Match Grant Program (HOA), the Human Services Grant Program, and the Lodging Tax program. The City does not directly provide these services but does provide funding to support these programs. Importantly, while a grant program would reduce necessary staffing resources comparative to organizing an event, it would not completely eliminate staffing resources, as staff would still be needed to advertise and process applications, including potential reviews by advisory boards, and ensure all policies, administrative and financial, are met.

Staff performed additional research on similar grant programs provided by other government jurisdictions. The following highlights some considerations for discussion:

1. Establishing a purpose
2. Establishing a process
3. Differentiating from City Events
4. Eligibility
5. Use of funds
6. Reporting
7. Violations
8. Funding considerations

For discussion, attached are the Community Sponsorships and Grant Program policies from the City of Bend, Oregon, see **Attachment 1** and **Attachment 2**. **Attachment 3** provides an example Community Sponsorship and Grant Program Request Form from the City of Bend. For more information on the City of Bend program, see <https://www.bendoregon.gov/services/community-sponsorship-grant-program>

Next Steps: Review the example policies from the City of Bend for discussion, including the elements highlighted above.

City of Bend
City Manager Administrative Policy



CITY OF BEND

**AWARD AND USE OF CITY FUNDS FOR COMMUNITY
PARTNER SPONSORSHIP/GRANT POLICY**

Policy No. 2024-6

Bend Code Chapter 1.30.005 provides for 'City Manager Authority to Adopt Administrative Regulations, Policies and Guidelines.' All regulations, policies and guidelines adopted by the City Manager shall be consistent with the City of Bend Charter, the Bend Code, and Council ordinances.

The following policy conforms to the above stated standards.

Authorized by City Manager:

DocuSigned by:
A blue ink signature of Eric King, written in a cursive style, enclosed within a blue rectangular border.
409FE33FB4E64D3

Eric King, City Manager

Dated: 11/19/2024

Reviewed by Legal Counsel:

Signed by:
A blue ink signature of Mary Winters, written in a cursive style, enclosed within a blue rectangular border.
0B0252FA00B44F1...

Mary Winters, City Attorney

Dated: 11/19/2024

Policy No. 2024-6
Adopted: 11/19/2024
Revised:
Revision No.:

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I. PURPOSE

This Policy outlines acceptable methods to award and subsequently utilize City of Bend funds by City staff and recipients of funding, in compliance with the City of Bend and Bend Urban Renewal Agency Fiscal Policies related to funds identified in the biennial budget to support and sponsor community partners in achieving Council Goals and to promote collaboration in amplifying City services through events and programming. This Policy is intended to implement the Council Policy on Discretionary Funding/Sponsorships of Community Programs, Services and Events (CP007).

II. AWARDING SPONSORSHIP AND GRANT FUNDS

City Council adopted the [Council Policy on Discretionary Funding/Sponsorship of Community Programs, Services and Events](#) (CP007) in part to provide clarity and direction regarding the award of Sponsorship funds to community partners. Additionally, City Departments may allocate Sponsorship dollars within their department funds to meet specific regulatory requirements or program goals. Departments must clearly identify Sponsorship funds in their department budget via a Sponsorship object code. Sponsorship budgeted funds are defined as funds reserved to promote or support an event or program hosted by a community partner or other agency, not affiliated with the City, and are separate from Community Outreach funds that are specific to expenses incurred by the City related to providing information to the community regarding a City program or initiative. Regardless of which Department fund the sponsorship award will be allocated from, all requests related to the award of City Sponsorship funds to a third party must be submitted via the Sponsorship & Grant Program application process as managed by the City Manager's Office. Departments do not have authority to award any Sponsorship funds outside of this process. The budget(s) for the Sponsorship funds will be established by the City Council during the biennial budget process, or as amended during the biennium.

Requests will be reviewed on a bi-annual basis, in the Fall and Spring of each fiscal year, by a Sponsorship Review Committee made up of City staff, as determined by the City Manager's Office, for consistency with Policy CP007, and evaluated for a clear connection to Council Goals and City initiatives and priorities, providing capacity building events and programs benefitting the local community. The committee will provide recommendations to the City Manager for final determination of awards, as further set forth in the Committee Charter. Recipients may be awarded funds by either a Sponsorship Agreement (for events) or a Grant Agreement (for programs and projects).

III. USE OF FUNDS: SPONSORSHIPS AND GRANTS

Recipients of Sponsorship and Grant funds, including official City events, agree to utilize City funds as described in the corresponding award notice. This Policy is meant to further define acceptable uses of the funds within the pre-determined parameters of the

City of Bend
City Manager Administrative Policy



award agreement. All funds must be spent consistent with the award agreement and Council Policy 007.

IV. EXPECTATIONS

Recipients of City funds for Sponsorships and Grants are expected to contact City staff if any intended use of the funds is not explicitly addressed in this Policy to seek confirmation of acceptable use of the funds. Additionally, recipients are expected to engage in lawful business practices and adhere to all permit and land-use regulations, if applicable.

V. ACCEPTABLE USE

- Event and program coordination, including, but not limited to, reasonable expenses for staff time, advertising, venue costs, catering costs (excluding alcohol), and permitting fees.
- Purchase of raffle or auction prizes or giveaways, including gift cards, if to support the specified event or program the City is sponsoring.
- Subsidize participation fees or create scholarship opportunities to increase event or program accessibility for low-income attendees/participants.
- Expenses associated with hosting a social event by a Neighborhood District.

VI. UNACCEPTABLE USE

- Purchase of alcohol or alcoholic beverages.
- Purchase of marijuana or consumables infused with ingredients derived from marijuana.
- Purchase of products or services from any religious, church, creed, or sectarian organization or individual to promote religious purposes.
- Promotion of political activity (either a sitting, campaigning, or newly elected candidate), political organizations and/or individual campaigns. As defined by the IRS, political organizations are parties, committees, associations, funds or other organizations organized and operated primarily for the purpose of directly or indirectly accepting contributions or making expenditures in order to influence or attempt to influence the selection, nomination, election or appointment of an individual to a federal, state or local public office or office in a political organization.
- Purchase of products or services from known entities that discriminate on the basis of age (if the individual is 18 years of age or older), race, sex, sexual

Policy No.: 2024-6

Adopted: 11/19/2024

Revised:

Revision No.:

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orientation, gender identity, marital status, disability, national origin, or any other protected class described in applicable federal, state, or local law.

- Operational expenses for a Neighborhood District. These expenses are covered by the Community Engagement Grant Fund, issued on a reimbursement model, funded separately by the City.

VII. ENFORCEMENT

General recipients of \$5,000 or more of City funds, hosts of all official City events, and Neighborhood Districts in receipt of Sponsorship funds are required to complete a post event/program form. The post event/program form will include an accounting of how City funds were applied to the event/program and a brief summary of the perceived impact on our local community, including how many people participated and the benefits experienced by participants. Any unspent funds must be returned to the City and accounted for in a post event/program report. Neighborhood Districts will also be required to provide proof of receipts, in alignment with the Community Engagement Grant Fund requirements, to ensure Sponsorship funds are not applied to duplicate charges. City staff will utilize the post event/program form to ensure funds were applied appropriately and to inform future funding award decisions.

If City staff receive reports from community members witnessing unacceptable use of funds or noncompliance with associated permitting or other City municipal codes, an appropriate investigation will follow.

Violation of this Policy will result in the immediate recall of dispersed City of Bend funds.



CITY OF BEND

**COUNCIL POLICY ON DISCRETIONARY
FUNDING/SPONSORSHIP OF COMMUNITY PROGRAMS,
SERVICES AND EVENTS**

Policy No. CP007

Adopted by City Council on
November 1, 2023:

DocuSigned by:

Melanie Kebler

29B92C34DE84443...

Melanie Kebler, Mayor

Dated: 1/23/2024

Reviewed by Legal Counsel:

DocuSigned by:

Mary Winters

8B6252FA6CD44F1...

Mary Alice Winters, City Attorney

Dated: 1/23/2024



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**PURPOSE:**

The City Council values and recognizes the importance of community programs, projects, and events that:

1. Advance Council-adopted goals, City-wide policies, and the City's strategic planning;
2. Promote the City of Bend;
3. Support non-profit organizations or individuals serving the community;
4. Are held for the general economic benefit of Bend's diverse business and cultural communities;
5. Support the City's community and/or planning and neighborhood objectives; and
6. Create and maintain an environment free of discrimination.

Council desires to provide clear direction to the City Manager and City Departments so that the City exercises fair and equitable treatment of parties seeking grants, sponsorship, or other financial support from the City, and memorializes any organizations or individuals funded in an appropriate agreement.

This Policy will provide the basis for the use of discretionary funds within the current budget to fund such programs, services and events. Council adopts the following measures to improve transparency and accountability in the use of discretionary funding, and directs the City Manager to:

- Establish a vetting process to review each organization or individual considered for these discretionary funds to assess the integrity, compliance and track record of providing the services for which they may be selected to provide;
- Align support with the City strategic plans, mission, core values and priorities; and
- Publish a complete list of organizations or individuals receiving discretionary funds, including the amount and a brief description of how those funds will be used.

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1. Policy Application.

Discretionary funds may be allocated to non-profit 501 (c) organizations as defined by the IRS and/or registered with the State of Oregon, community-based organizations, or individuals, provided they meet the criteria and purpose of this Policy.

This Policy does not apply to organizations, such as the League of Oregon Cities, or Central Oregon Intergovernmental Council, which are governmental organizations or have a general governmental purpose. The City may provide discretionary monies to these organizations (such as membership dues) in keeping with its general municipal purpose and the benefits these organizations provide. This Policy does not apply to funds paid for the services of organizations that lobby for federal or state legislation on behalf of cities.

This Policy only applies to sponsorships or grants using budgeted Council or Department discretionary funds. This Policy does not apply to other sponsorship or grant programs at the City (e.g., CDBG).

2. Definitions.

A. *Sponsorship.* Funds provided to a non-profit organization or individual to support a specific event.

B. *Grant.* Funds provided to a non-profit organization or individual for a specific project or program.

3. Eligibility for Funding/Sponsorship.

The City intends to fund programs, projects, and events that align with Council goals. The intent is that the general public will receive some intrinsic civic, cultural, educational, entertainment, community or economic value from the program, project, or event.

4. Public Purpose.

All funds, however awarded, must be used for a public purpose. In general, a public purpose is defined as an activity or service that is open to all members of the public, regardless of race, color, national origin, age (if the individual is 18 years of age or older), religion, creed, sex (including pregnancy), gender identity, sexual orientation, marital status, religious affiliation, veteran status, or genetic information., and which does not promote a particular religion. In addition, sponsorship funds may not be used to discriminate against individuals with disabilities, and sponsors must make all programs accessible to individuals with disabilities, as set forth in the ADA.

This program does not allow support for individual gain, and is not intended to provide City support for a specific business purpose or general commercial enterprise.



5. Process for Sponsorship of Programs/Events.

A. The budget(s) for discretionary community funding pursuant to this Policy will be established by the City Council during the biennial budget process. The City Manager's Office (or department assigned) will be responsible for accounting for the community funding program, and will provide a complete list of funded organizations or individuals on the City's website. The list will include the funding amount and a brief description of how those funds will be used.

B. Sponsorship or grant applications will be regularly accepted and reviewed by the City Manager's Office based on this Policy. Approval of a sponsorship or grant is determined on a case-by-case basis related to the eligibility requirements and consistent with the factors described in subsection (f), below, the purpose and goals of each program, service or event, and available funding.

C. Requests that meet the definition of a Sponsorship will be awarded by letter agreement on a template approved by the City Manager and City Attorney's Offices. Sponsorships may be awarded without City Attorney review.

D. Requests that meet the definition of a Grant will be awarded by grant agreement on a template approved by the City Manager and the City Attorney's Office. All grant agreements must be reviewed by the City Attorney's Office. The City will require proof of insurance and indemnification in accordance with City policy. The grant agreement will also describe the roles and responsibilities of the grantee, the duration of the agreement, and specifically articulating the goals and objectives of the relationship.

E. The authority of the City Manager to award grants or sponsorships is limited to \$10,000 to any individual or organization. Council approval is required for any individual grant or sponsorship exceeding \$10,000. The City Manager may not award more funds than are budgeted and adopted by Council. Additional amounts may be authorized by the City Council within the biennium consistent with Oregon local budget law.

F. Factors that may be considered include, but are not limited to the following:

- i. Measurable outcomes in alignment with City Council goals and strategic plans.
- ii. Cost versus benefits.
- iii. Compatibility of the program, service or event with this Policy.
- iv. Program or event planning and proposed organization's past history with the City's grant and/or sponsorship programs.
- v. Level of community partner's contribution to the project and organizational capacity.

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vi. Demonstrated public support for the service or program.

vii. Impact to City staff, operations or facilities, and risk to the City.

G. City requirements for events must be followed according to City policies and the Bend Municipal Code. Failure to comply with City permitting requirements may result in the organization being ineligible for future funding or the return of funds granted under this Policy.

H. All grant and sponsorship recipients must comply with applicable federal, state, and local law.

I. Sponsorship or grant approval in one year does not imply or guarantee approval in subsequent years.

J. The City Manager means the City Manager or their designee. The City Manager may adopt implementing rules or procedures as necessary to implement the purpose and intent of this Policy.

6. Official City Events.

Council has determined that certain events are “official” City sponsored events, and as such, the City will include them for funding in the biennial budget process. The budgeted amounts for these events do not require additional approval under this Policy. Official City-sponsored events are events of community-wide interest, history, and value, and include the Holiday Parade, Juneteenth, Central Oregon Pride, the 4th of July Parade, Welcoming Week, and the Veteran's Day Parade. Funding may include event permitting, staff costs, traffic control plans, and other costs related to the event as approved by the City Manager. Separate events (such as Earth Day) may also be funded by City Departments for City outreach and other functions, separate from this Policy.

Other events may seek sponsorship under this Policy from the Council community discretionary budget appropriation.

7. Not Eligible.

The following organizations are not eligible for grant or sponsorship funding under this Policy:

A. Any religious, church, creed or sectarian organization or individual to promote religious purposes. Religious organizations are not excluded from receiving grants or sponsorships; however, the purpose of the program or service must be as set forth in the purpose section of this Policy.

B. Political organizations and/or individual campaigns.

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C. Organizations or individuals that discriminate on the basis of age (if the individual is 18 years of age or older), race, sex, sexual orientation, gender identity, marital status, disability, national origin, or any other protected class described in Section 4, above, or in applicable federal, state, or local law.

D. For-profit organizations that do not serve a public purpose.

Community Sponsorship & Grant Program Request Form

Every two years, the City of Bend allocates a budget to assist local community organizations. These funds are dedicated to supporting events and programs that enhance community capacity, boost outreach efforts, and educate residents about City initiatives and Council Goals.

Submit a City of Bend Sponsorship Request using the form below. If you have any questions regarding this form, please reach out to sponsorships@bendoregon.gov.

Please note the application review deadlines: September 30 for the Fall Review, and March 31 for the Spring Review.

City of Bend Discretionary Community Funds are available for the following request types:

- **Community Event Sponsorship:** Use of funds to support hosting a single community event or a series of community events. Community events are open to the public.
- **Program Grant:** Use of funds to support a community project or program occurring over a period of time (proof of insurance may be required).
- **Official City Event:** Reserved funds to cover City of Bend permitting fees and other expenses associated with hosting Juneteenth, Central Oregon Pride, 4th of July Pet Parade, Welcoming Week, Veterans Parade, and the Holiday Parade.

- Please use the Welcoming Week Event Proposal and Funding Request designation available below for all Welcoming Week applications.

***Please select the type of request you are submitting:**

- ☐ Community Event Sponsorship Request
- ☐ Program Grant Request
- ☐ Official City Event Request (Juneteenth, Central Oregon Pride, 4th of July Pet Parade, Veterans Parade, and the Holiday Parade)
- ☐ Welcoming Week Event Proposal and Funding Request

If event will be held outdoors or in a City right of way, it may require a Special Event or Noise permit. Please refer to the City of Bend Special Event and Noise Variance [permitting guidelines](#) to determine whether your event requires a City of Bend permit.

***Does this event require a City permit according to the permitting guidelines linked above? If so, please include the cost of the permit(s) in your proposal.**

- ☐ Special Event Permit (approximately \$1,055 - \$2000, depending on complexity of event)
- ☐ Noise Variance Permit (\$250)
- ☐ Other
- ☐ None

***Please identify at least one Council Goal with which this event or program aligns.**

- ☐ Accessible & Effective City Government (This includes community engagement, advancing equity, and process improvements & efficiencies)
- ☐ Affordable Housing & Sustainable Development
- ☐ Environment & Climate
- ☐ Transportation & Infrastructure
- ☐ Public Safety

As outlined in [Council Policy](#), the following organizations are **not** eligible for grant or sponsorship funding:

- Any religious, church, creed or sectarian organization or individual to promote religious purposes. Religious organizations are not excluded from receiving grants or sponsorships; however, the purpose of the program or service must align with the public purpose as described in the Council Policy on discretionary Funding/Sponsorship of Community Programs, Services and Events.
- Political organizations and/or individual campaigns.
- Organizations or individuals that discriminate on the basis of age (if the individual is 18 years of age or older), race, sex, sexual orientation, gender identity, marital status, disability, national origin, or any other protected class described in Section 4, above, or in applicable federal, state, or local law.
- For-profit organizations that do not serve a public purpose.

*Is your organization eligible to apply for City discretionary sponsorship funds (please refer to above list of in-eligible organizations)?

Sponsorship recipients may either be an organization registered with the Secretary of State or an individual. Please note, individuals awarded a sponsorship will be issued a 1099 and the award may be taxable income under Federal IRS tax law.

*Are you applying on behalf of an organization or as an individual?

*Organization Name

 200 characters

*In order to be eligible for payment from the City, organizations must have an EIN and be registered with the Secretary of State. Does your organization have an EIN and Secretary of State registration?

*Individual's Legal Name

 200 characters

*Event / Program Name

 200 characters

*Date of Event / Date Range of Program

200 characters

***Requested Sponsorship Amount:**

***Target Audience of Event or Program**

200 characters

***Brief summary of what the sponsorship is for and how the funds will be used:**

1000 characters

***Contact Name:**

First Name Last Name

***Contact Email:**

***Contact Phone:**

Phone

***Authorized Signer Name and Title**

Title First Name Last Name

***Authorized Signer Email**

***Please provide an outline of the entire event or program budget, including other funding sources and expected expenses.**

***Please upload a detailed outline of how City funds will be applied to the event or program budget.**

Attach any other supporting documentation available describing the event or program.

***Please upload a copy of the requesting organization's W-9 Tax Form.**

By submitting this application, I certify that all of the information provided is true and accurate to the best of my knowledge as of the date of this application. I also certify that, if the applicant is an organization or entity, I am authorized to submit this application on the organization's behalf. I understand that if the information submitted is not true and accurate, the applicant may be deemed ineligible to receive sponsorship funds from the City and/or may be

required to return any monies awarded under the City's sponsorship program. The City reserves the right not to award sponsorship funds for any reason.

1. To receive a copy of your submission, please fill out your email address below and submit.
2. Email Address