



**FOREST GROVE CITY COUNCIL**  
**Tuesday, April 16, 2013**

**6:00 PM – Special Meeting – CEP Presentations**

**Community Auditorium**  
**1915 Main Street**  
**Forest Grove, OR 97116**

**Thomas L. Johnston**  
**Richard G. Kidd**  
**Victoria J. Lowe**

**PETER B. TRUAX, MAYOR**

**Camille Miller**  
**Ronald C. Thompson**  
**Elena Uhing**

All public meetings are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192.

All public meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, at 503-992-3235, at least 48 hours prior to the meeting.

**A G E N D A**

<b>6:00</b>	1.	<b>ROLL CALL:</b>	
	2.	<b>CITIZEN COMMUNICATIONS:</b> Anyone wishing to speak on an item <u>not</u> on the agenda may be heard at this time. <i>Please sign-in before the meeting on the form provided.</i> In the interest of time, please limit comments to three minutes.	
	3.	<b>PRESENTATION OF COMMUNITY ENHANCEMENT PROGRAM PROJECT APPLICATIONS FOR FY 2013-14:</b>	
		<b>PROJECT</b>	<b>SPONSOR</b>
6:05	1.	Healthy Meals for Homebound Seniors	Meals on Wheels People
6:10	2.	Sidewalk Chalk Art Festival	Valley Art Association
6:15	3.	Housing Rehab, Repair & Access Modifications	Rebuilding Together * Washington County
6:20	4.	Automated Irrigation System	FG Senior & Community Center
6:25	5.	Graffiti Abatement Coalition	FG Public Safety Advisory Commission
6:30	6.	Art Education in Forest Grove	Valley Art Association
6:35	7.	AT Smith House Trail, Potty & Brochures	Friends of Historic FG
6:40	8.	Old Glory	FG Firefighters Association

6:45	9.	Valley Art Mural Project	Valley Art Association
6:50	10.	WESTCO	Community Action Organization
6:55	11.	Rear View Enhancement	Theatre in the Grove
7:00	12.	Youth Basketball Score Clocks & Jerseys	FG Youth Basketball
7:05	13.	Downtown Solar Powered Trash Compactor	FG Sustainability Ad-hoc Committee
7:10	14.	Tourism Promotion -- Guide Distribution	FG Chamber of Commerce
7:15	15.	FG Community Garden -- Sustaining/Maintaining Resources	Community Garden Committee
7:20	16.	Mobile Garden Carts -- DCCFW Community Expansion Project	Dairy Creek Community Food Web
7:25	17.	Music, Movement and Growing Market Attendance	Adelante Mujeres
7:30	18.	Early Childhood Education for Latino Immigrants	Adelante Mujeres
7:35	19.	First Wednesday Events/Historic Downtown Brochure	City Club
7:40	20.	Information Center	FG Chamber of Commerce
7:45	21.	Building Permit Fees for Low Income Housing	West Tuality Habitat For Humanity
7:50	22.	HLB Renovation Grant Program	Historic Landmarks Board
7:55	23.	Art Alive in Forest Grove	Public Arts Commission
<b>8:00</b>		<b>ADJOURN</b>	

**CITY COUNCIL evaluation forms due Friday, April 26, 2013.**

**Council will discuss allocation of funds for projects at the City Council meeting on May 13, 2013.**

**Public Hearing to approve allocation of funds will be held at City Council meeting on May 28, 2013.**



**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

**Sponsor:** Meals on Wheels People (formerly *Loaves & Fishes Centers*) **Tax ID #:** 93-0584318

**Contact Person:** Joan Smith, Executive Director

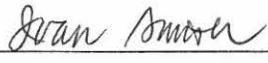
**Daytime Phone:** 503.953.8140

**Address:** 7710 SW 31<sup>st</sup> Avenue

**City:** Portland

**State:** OR

**Zip:** 97219

**Signature** 

**PROJECT INFORMATION**

<b>A. Project Title</b>	<b>Amount Requested:</b>	<b>Funds Needed by:</b>
<u>Healthy Meals for Homebound Seniors</u>	<u>\$3,000</u>	<u>Dec. 30, 2013</u>

**Proposed Schedule**

**Project Start Date:** July 1, 2013

**Project Completion Date:** June 30, 2014

**B. Project Description:**

Homebound seniors are 80% more likely to be malnourished. Poor nutrition causes symptoms which mask themselves as other diseases and can send a senior to the hospital or to a nursing or assisted living facility. Eating a hot, nutritious meal is often the most critical determining factor for a senior to remain healthy and independent. The 2011 Older Americans Act report on senior hunger found that 90% of seniors receiving Meals on Wheels reported that the program has allowed them to remain in their own homes.

The greater metropolitan area especially has a large number of "hidden hungry" – isolated, homebound seniors who either don't know about Meals on Wheels, don't know how to ask for a meal, or don't think they qualify. It has a high number of seniors from ethnic minorities, who face additional barriers that keep them from accessing services. Many of the seniors who receive meals are living below the poverty level and have no other access to healthy, fresh food. Meals on Wheels People goes beyond meeting the nutritional needs of these seniors by also providing a friendly check-in and conversation. Often, the volunteer who delivers the meal is the only person a senior will see that day.

As we identify and reach out to seniors who could benefit from receiving a nutritious meal each weekday, this grant will help pay for the fresh, local food we need to provide those meals. Our goal is to make eating healthy food as easy as possible for seniors.

To address the root problem of malnutrition in the elderly, we provide a daily, fresh meal that meets one third of the Recommended Daily Allowance for senior nutrition. This project will identify homebound seniors who are in nutritional risk and provide them with information about our Meals on Wheels service. If they qualify, we will begin delivering meals and perform an evaluation to determine if they need assistance accessing other services for which they qualify. Special effort will be made to identify seniors from ethnic minorities, because they are the most likely to be food insecure, while having the greatest barriers to accessing them. Based on our experience, these seniors will begin to experience greater muscle strength, better balance and stronger immune systems. These combine to increase the likelihood that these seniors can remain in their own homes, maintaining their self-sufficiency and independence.

**C. Estimate of how many residents will benefit if this project is funded.**

493 seniors in Forest Grove ate meals at the Forest Grove Senior Center or received Meals on Wheels during our 2011-12 fiscal year.

**Has the sponsor received a Community Enhancement Grant for this project in the past?** No

**Has the sponsor received a Community Enhancement Grant for the current year?** No

**D. PROJECT BUDGET**

**Total Estimated Costs:** \$324,244 **How were these costs estimated:** Projected 2013-14 operating budget for Meals on Wheels People Forest Grove Center

**Breakdown estimated costs by source:**

	CEP	Sponsor
Salary & Wages		\$61,627
Taxes & Benefits		\$20,713
Meals	\$3,000	\$168,129
Additional Food for enhancement		\$4,454
MoW Supplies		\$200
Food Service Supplies		\$1,800
Rent		\$13,200
Printing, Janitorial, other business expense		\$51,121
<b>Total</b>	<b>\$3,000</b>	<b>\$321,244</b>

**% of Total Budget provided by Sponsor:** 99%

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?** Meals on Wheels People receives 37% of its annual funding from government funds and the rest is provided by charitable foundations, businesses, service groups, churches and individuals. In more than 43 years of service, we have always met our budget and never had to turn away a senior in need.

**F. Will the project be completed with the proposed funding or will future funding be necessary?** Meals on Wheels People has an aggressive fundraising strategy that will provide the needed funds for this project.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?** Meals on Wheels People vision is that no senior will go hungry or experience social isolation. It costs just over \$1,000 to provide an entire year of meals to a senior; by contrast, it costs more than \$55,000 to provide a year of nursing home care. Helping to keep seniors active and living in their own homes enhances our neighborhoods and helps to provide "*Distinctive neighborhoods*" and allows "*Older residents*" to continue to contribute to our community. Older residents also allow "*Families*" opportunities for lifelong learning and development. Seniors in our community offer "*A rich heritage*" as well.

## **PROJECT MANAGEMENT**

---

- A. Provide a brief narrative outline the major tasks and projected time schedule for completing each task.** Our next fiscal year begins on July 1, 2013; however, Meals on Wheels are served every weekday, year in and year out. We have been serving meals to seniors in Forest Grove since 2006 and will continue to do so every weekday.
- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.** Meals on Wheels People is the only organization in Washington County that provides hot, nutritious meals to seniors. Since 1970 Meals on Wheels People has provided a nutritional and social lifeline to seniors in three counties at 35 neighborhood dining centers and Meals on Wheels service to homebound seniors. With the help of nearly 10,000 volunteers, the nonprofit organization serves 5,000 meals daily and 1.2 million meals annually. This is our first application for a Community Enhancement Grant.
- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.** Meals on Wheels People regularly partners with civic and community groups to help us serve and deliver meals, as well as to help fund our operation. Our organization is built on a foundation of community partnerships, many that date back to our founding in 1970.

**Applications must be submitted by 5 p.m. on March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**



March 11, 2013

Paul Downey, Administrative Services Director  
City of Forest Grove  
1924 Council Street  
Forest Grove OR 97116

Dear Paul:

Please find enclosed a request for funding from the Forest Grove Community Enhancement Project. It is my hope that you will support seniors in your service area who rely on Meals on Wheels People for a nutritious meal. Our senior population is rapidly growing, and we need your help now more than ever.

Based on census data, we know there are thousands of seniors in our service area who need nutritional assistance but are not accessing our services. Malnourished seniors have a lower quality of life than those who are well-nourished. They get more infections and diseases, have higher incidents of falls, and are at increased risk of losing their independence. Research shows that home delivered meals are often the determining factor that allows a senior to remain healthy and in their own home as they age. With this grant request, we seek to increase our outreach to homebound seniors who need Meals on Wheels.

We have seen steady increases in the number of seniors coming to us to stretch their food dollars. But there are many more "hidden hungry" who either are not aware of our service, don't think they qualify, or don't know how to ask for a meal. As we seek to find and serve these seniors, we need financial support to provide them meals. A \$3,000 grant from the City of Forest Grove will help us purchase food for an anticipated 5% increase in Meals on Wheels clients.

Thank you for your consideration, and please don't hesitate to contact me if you have questions about this project.

Warm regards,

Joan Smith  
Executive Director

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

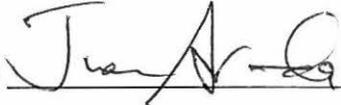
---

Sponsor: Rebuilding Together Washington County Tax ID # 93-1120908

Contact Person: Juan Aranda, Assistant Director Daytime Phone: 503-644-4544

Address: 12555 SW 4<sup>th</sup> Street

City: Beaverton State: OR Zip: 97005

Signature: 



---

**PROJECT INFORMATION**

<b>A. Project Title</b>	<b>Amount Requested:</b>	<b>Funds Needed by*:</b>
<u>Rebuilding Together Washington County</u>	<u>\$6,000.00</u>	<u>September 1, 2013</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: July 1, 2013 Project Completion Date: June 30, 2014

**B. Project Description:**

In partnership with the local community, Rebuilding Together Washington County helps to preserve affordable housing by providing free home repairs and accessibility modifications to low-income homeowners so that they may continue to live in warmth, safety and independence. A preference is given to qualified applicants who are elderly, persons with disabilities, veterans, or families with dependent children in the home.

We repair, rehabilitate and/or install accessible modifications for between 120-175 homeowners annually. We paint approximately 10-35 of these homes and always use METRO recycled paint. When we perform yard debris clean up, and dispose of old roofing, shower stalls, metal, wood, plastics, etc. we re-cycle whatever we can. When we purchase and install new windows we purchase those that are the most energy efficient. We counsel our homeowner applicants on small measures they can take in their homes to conserve energy. We are a certified lead renovation firm in Oregon and work always with protecting the environment foremost in our minds.

While we do repairs, rehabilitation and install accessibility modifications throughout the year, the cornerstone of our program is our National Rebuilding Day, which falls on the last Saturday in April each year. Between 15-35 homes historically are worked on this day by teams of volunteers from businesses such as Wells Fargo Bank, US Bank, Belfor Property Restoration, religious and civic organizations, between 100-400 volunteers go out on this one day and make a difference in the lives of their neighbors in need of a helping hand. On this day, typically, ramps are constructed, houses painted, yards cleaned-up, dry rot repaired, doorways widened for wheelchair access, roofs repaired to help these homeowners to stay in their own homes.

**C. Estimate how many residents will benefit if this project is funded.**

During our last fiscal year, ended June 30, 2012, we assisted 10 households in Forest Grove on 12 separate occasions. The value of materials, labor and services of the projects was \$21,549.37. In the fiscal year prior to that - 2010/11- we assisted 18 Forest Grove households on a total of 25 separate occasions, with the value of material, labor and services valued at \$52,148.21.

We receive applications for possible assistance from qualified homeowners all through the year and throughout Washington County. Based on the historical results of the previous 9 years, Rebuilding Together Washington County has assisted an average of 13 households in Forest Grove with 17.90 projects each year. The average dollar amount expended on these homes was \$25,070. As we continue to receive applications for assistance from homeowners in Forest Grove, we estimate a similar number of Forest Grove residents to benefit from our assistance for our upcoming fiscal year - July 1, 2013 to June 30, 2014.

Has the sponsor received a Community Enhancement grant for this project in the past? **YES**

If so, amount received:

FY 2012/2013	\$3,086.00
FY 2011/2012	Did not apply
FY 2010/2011	\$3,750.00
FY 2009/2010	\$2,750.00
FY 2008/2009	\$5,500.00
FY 2007/2008	\$4,000.00
FY 2006/2007	\$6,000.00
FY 2005/2006	\$6,000.00
FY 2004/2005	\$6,000.00
FY 2003/2004	\$6,000.00

**We have also received ongoing support each year since our first project year in 1994.**

Has the sponsor received a Community Enhancement grant for the current year? **YES**

If so, is the project completed? **The current project period is still ongoing. It started on July 1, 2012 and will be completed on June 30, 2013.**

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc. **As of March 22, 2013, we have assisted 8 Forest Grove households with 10 separate housing rehabilitation and repair projects. The value of materials, labor and services for these projects is \$16,572.88 - we have just completed repairs for a Forest Grove homeowner and are still totaling costs for the project. We also plan to work on the homes of 2 additional households in Forest Grove on our 20<sup>th</sup> annual National Rebuilding Day on April 27, 2013.**

**D. PROJECT BUDGET**

**Total Estimated Costs: \$123,960.00 (FY 2013/14)** How were these costs estimated (quotes, catalog, previous projects, etc.)?

**Our estimated costs are calculated based on our previous projects and historical budget information.**

**Breakdown estimated costs by source: Projected for FY 2013/14**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services	\$2,000.00	\$64,040.00		
Supplies		\$23,870.00		
Capital				
Materials	\$4,000.00	\$30,050.00		
Other (In-kind)		\$140,000.00		
<b>Total</b>	<b>\$6,000.00</b>	<b>\$257,960.00</b>		

% of Total Budget provided by Sponsor: **95% of total cash budget (percentage does not include In-kind)**

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Due to the funding cycles of our donors, we have just begun to apply for funding for our fiscal year 2013/2014. We have secured \$10,000.00 in FY13/14 funding from the Washington County Office of Community Development (CDBG funds) and an \$8,000.00 grant from the Collins Foundation for calendar year 2013. We have also presented to the City of Beaverton a \$5,000.00 grant application for FY13/14. They have supported us since 1993 and indicated strong support again at our grant presentation this month. The following is a list of the major funding received to date for our current year (12/13) and historical data showing previous funding commitment:

US Bancorp Foundation	\$5,000.00	18 years funding
City of Hillsboro	\$2,500.00	13 years funding
Umpqua Bank	\$2,000.00	5 years of funding
St. Bartholomew's Episcopal Church	\$1,000.00	11 years funding
Henningsen Cold Storage	\$3,000.00	12 years funding
Meyer Memorial Trust	\$15,800.00	designated funds for Mgmt Trainee to assume director's position
Special Fundraising Events	\$8,135.99	incl. 9 year annual golf tournament
OCF Joseph Weston Foundation	\$3,500.00	3 years funding
Oregon International Air Show	\$1,500.00	periodic funding
Individual donations	\$19,253.00	average \$12-\$15,000 per year
City of Tigard	\$1,500.00	pending- funded us in the past
Southminster Presbyterian Church	\$2,000.00	pending- supported us for 12+years
Wells Fargo Bank	\$4,000.00	pending- supported us for 18+years

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

Funds from the City of Forest Grove will be used for projects in FY13/14. We operate on a year-round basis addressing the repair and accessibility needs of low-income homeowners in Forest Grove and throughout Washington County. As such we continually seek out and apply for grant and funding opportunities throughout the year that will assist us to cover operational and repair activity costs on an ongoing basis so that we may assist as many individuals and households as possible. We have also expanded our fundraising events to add to our wine tasting event and our annual golf tournament and raffle.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

The early pioneers who settled Forest Grove are said to have valued respect for education, faith, enterprise, service to humanity and the bountiful resources of the Tualatin Plain. Current residents of Forest Grove certainly carry on these values. We share in your vision of respect for all residents and their needs and to continue our partnership in this area. Just as the city's residents provide a helping hand to their neighbors each year, so too does Rebuilding Together Washington County. We are unique in our ability to mobilize hundreds of volunteers each year who go out into the neighborhood and donate their time and skills for the betterment of their low-income neighbors. Our mission also perfectly addresses the City Council's goal to promote safe, livable and sustainable neighborhoods and a prosperous, dynamic green city. This is because our focus is to help rebuild neighborhoods -"one home at a time"- that are replete with a variety of accessible housing options. We utilize our time and resources on dry-rot repairs, painting houses, roof repair or replacement, plumbing and electrical repairs, yard debris removal, window and door repair or replacement, accessibility modifications and many other activities to help low-income homeowners in Forest Grove and throughout Washington County, especially the elderly, veterans, those with disabilities, and families with dependent children.

**PROJECT MANAGEMENT**

---

**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

*The timeline for our 2013 "National Rebuilding Day" is as follows:*

- July 1, 2012 –November 30, 2012: Continue to perform preliminary in-person income verifications and eligibility of applicant. Prepare needs assessment scope of work at initial visit. Application cut-off date for April 2013 project is December 21, 2012.
- December 22, 2012–January 10, 2013 -In-person income verification, house selection committee, project manager inspection of applicant homes completed. Requests for food donations begin.
- Jan. 11<sup>th</sup> 2013 - All house ownership criteria and scoring completed on candidate homes and presented to the Board of Directors for their approval. Local officials contacted to ascertain willingness to speak at Kick-Off Breakfast on NRD 2013.
- January 14<sup>th</sup>- January 31, 2013- All previous house captains contacted to ascertain availability and participation. Previous volunteer teams contacted to check their status as well.
- February 1-February 15<sup>th</sup>, 2013 – New house captains recruited if needed. Project Manager, Executive Director and Area Captain Team Leader assign house captains based on skill levels.
- Feb. 18, 2013-House Captains assigned to homes at 1<sup>st</sup> House Captain Meeting. Volunteer teams assigned if known at this time.
- Feb.19-20, 2013- Homeowners notified by phone of preliminary decision to accept NRD project.
- March 11, 2013-Volunteer Group cut-off date.
- March 18<sup>th</sup> 2013 - House Captains return their Preliminary Scope of work on the home they have been assigned. Any need for pre-work is indicated and performed by volunteers or staff (i.e.; pressure washing) etc. during the next several weeks. 2<sup>nd</sup> House Captain Meeting if needed.
- March 29, 2013- All volunteer groups and individual volunteers assigned. Homeowners notified in writing of their acceptance.
- April 1<sup>st</sup> - April 6<sup>th</sup> – House sponsorship signs are prepared and ordered.
- April 12<sup>th</sup> 2013-Final materials list turned in by house captains, may do this by mail or fax or may hold 3<sup>rd</sup> House Captain Meeting.

- April 15<sup>th</sup> –April 19<sup>th</sup> 2013- follow-up with House Captains to obtain and review their material lists. Material Chairperson and PM fill material list orders from RT warehoused supplies and purchase paint from METRO. Drop boxes and porta-potties needs are assessed and ordered.
- April 20<sup>th</sup>, 2013- Shopping Day Saturday before Rebuilding Day- all House Captains arrive at appointed site to purchase whatever could not be obtained from RT warehoused supplies.
- April 22-26, 2013- Last minute signs prepared, volunteers-holes plugged, drop boxes logistics, porta-potties, special tools, etc. double-checked. Trash routes prepared, all plans finalized.
- April 27<sup>th</sup>, 2013-OUR 20<sup>TH</sup> ANNUAL NATIONAL REBUILDING DAY!

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

On April 27, 2013 we will be celebrating our 20<sup>th</sup> National Rebuilding Day of helping low-income homeowners in Washington County. The City of Forest Grove's support has been instrumental in helping us to continue to reach out to the low-income homeowners in the county. We have been responsible for oversight on Community Enhancement Projects for most of those years. Each year we work on many home repair and rehabilitation projects (between 100-150) throughout Washington County. Since our inception, we have repaired or rehabilitated in one manner or another, over 1,400 homes for low-income homeowners in the county. We have repaired and replaced roofs, replaced mobile home skirting, replaced sagging, leaky ceilings, built ramps, installed new windows and doors, cleaned yards, painted and repaired dry rot in bathrooms and kitchens, installed handicapped accessible showers, toilets and sinks. We've fixed plumbing problems as well as corrected dangerous electrical problems.

Our Project Manager is a journeyman carpenter and Oregon CCB licensed, with 27 years of experience in home remodeling. We have a licensed electrician, an HVAC specialist and a licensed plumber who perform repairs for us pro bono. Our Board of Directors is comprised of a general contractor, retired engineers, retired military administrators and people with various handyman backgrounds.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Our long history of cooperation with several public and private agencies has led to our being asked to partner with them in a formalized manner. We have a contract with the Washington County Disability, Aging and Veteran Services to handle their urgent repairs, and through this partnership with DAVS we have been able to help low-income elderly homeowners in Forest Grove and throughout the county. We also receive funds from the Office of Community Development of Washington County (Community Development Block Grants) that allow us to assist low-income homeowners throughout the county. Because we can utilize the skills and time of our skilled volunteers the above agencies are leveraging the funds that they spend, and the homeowner receives more help than they would otherwise because we add our own funds and additional labor to the projects as well.

---

**Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

*Helping to preserve affordable housing in Washington County since 1993*



**We Fix Homes for FREE!**  
Non-profit housing  
Repairs,  
Rehabilitations and Accessibility  
Modifications.

12555 S.W. 4<sup>th</sup> Street  
Beaverton, Or. 97005  
Phone: (503) 644-4544  
Fax: (503) 469-0219  
Email: [rtwc@aracnet.com](mailto:rtwc@aracnet.com)  
Taxpayer ID #93-1120908

Mayor Peter B. Truax  
Mr. Paul Downey  
City Council Members  
City of Forest Grove  
1924 Council Street  
Forest Grove, OR 97116

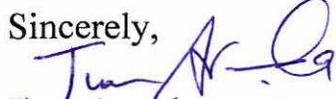
March 22, 2013

Dear Mayor Truax, Mr. Downey and City Council Members,

Thank you for giving us the opportunity to seek funding from the City of Forest Grove under the Community Enhancement Project Grants Program. Thanks in large part to the City of Forest Grove's support over the years we are able to carry on our work to help low-income homeowners live in warmth, safety and independence. We are very grateful for the priority you have given those who are most in need in our community.

With your generous support, and that of our other supporters, we've repaired dangerous dry-rotted floors, ceiling and walls, corrected potentially life-threatening electrical hazards, painted, cleaned yard debris, replaced windows and doors, built wheelchair ramps, widened doorways for wheelchairs, installed grab bars, hand-rails and smoke alarms in order to make home a safer place for 131 Washington County families on 161 separate occasions last year. In Forest Grove, we assisted 10 families with 12 separate repair and accessibility modifications projects. The value of materials, labor and services put into these repairs was \$21,549.37.

As our population continues to age in place and the economy continues to struggle, our services become more and more crucial in making home a safer place for Forest Grove and Washington County families.

Sincerely,  
  
Juan Aranda,  
Assistant Executive Director

[www.rebuildingtogetherwashingtoncounty.org](http://www.rebuildingtogetherwashingtoncounty.org)

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

Sponsor: Valley Art Association (VAA) Tax ID# 93-0623083

Contact: Person: Roylene Read, Daytime Phone: 503-352-2283  
Philip Thias, 503-35908137 ext. 282  
Skip Buhler 503-747-9087



Address: 2022 Main Street/P.O. Box 333

City: Forest Grove State: Oregon Zip: 97116

Signature: *Roylene Read*

**PROJECT INFORMATION**

A. Project Title	Amount Requested:	Funds Needed By:
<u>23rd Annual Sidewalk Chalk Art Festival</u>	<u>\$3855.00</u>	<u>Aug. 16, 2013</u>

**Proposed schedule**

Project Start Date: March, 2013 Project Completion Date: September 21<sup>st</sup>, 2013

**B. Project Description:**

The Annual Sidewalk Chalk Art festival (SCAF) is an art event open to anyone in the greater Portland Metro area. Participants buy a sidewalk square and are supplied with colorful pastel chalk to draw their masterpiece. Parts of Main Street, College Way and 21<sup>st</sup> Avenue are closed to vehicular traffic during this event that makes the area much safer for participants and spectators. The festival is enhanced with entertainment throughout the day in the form of music and live performances. Valley Art staffs this event with volunteers and is asking for funding to help pay for chalk, advertising, entertainment and supplies to continue providing our community with this much anticipated and quality event.

**C. Estimate how many residents will benefit if this project is funded.**

In 2012, 430 sidewalk squares were drawn on (a 16% increase from the previous year). This year we anticipate that nearly 650 people will participate and over 1000 people will attend to view the art work. The Chalk Art Festival is well anticipated by the Forest Grove community residents and downtown businesses. It highlights family entertainment, brings new people to the area, stimulates business and highlights Forest Grove as a city that embraces the arts. People of all ages and artistic abilities are invited to participate in the event. .

Has the sponsor received a Community Enhancement grant for this project in the past?  
If so, amount received \$3606.00

Has the sponsor received a Community Enhancement grant for the current year?  
If so, is the project complete?

We have not received a Community Enhancement Grant this year.

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc,  
Does not apply.

**D. Project Budget**

**Total Estimated Costs: \$14,165.20** How were these costs estimated (quotes, catalog, previous projects, etc.? The cost for this year is an estimate based on cost to run the project over the last several years, assumed increases in the cost for services by entertainers, supplies, advertising, etc. the value of in-kind volunteer hours. We will need to buy more chalk this year since we depleted our supply with the success of the 2012 event.

**Breakdown estimated costs by source:**

<b>Category</b>	<b>CEP</b>	<b>Sponsor</b>	<b>Other#1</b>	<b>Other#2</b>
Personnel Services*	In-Kind Volunteers-	@21.79/hr. \$8280.20		
Supplies		\$300.00		
Materials	\$895. (1/2 chalk)	\$895 (1/2 chalk)		
Other		\$350 (certificates for featured artists and poster designer)		
Other		\$400 (High School Art Student scholarships)		
Other		\$85 (refreshments for high school volunteers night before event)		
Other	\$460 (advertising)			
Other	\$2500.(entertainment)			
<b>Total</b>	<b>\$3855.</b>	<b>\$10,310.20.</b>		

% of Total Budget provided by Sponsor: 72%

**E. Is there secure funding for Sponsor's share of the total costs and what are the sources of funding?**

Yes – sources of revenue for the 2013 SCAF event are:

- 1.) Valley Art Association
- 2.) SCAF Registration fees
- 3.) Sponsorships from local businesses and organizations

**F. Will the project be completed with the proposed funding or will future year's CEP funding be necessary?**

The 2013 Sidewalk Chalk Art festival will be completed with proposed funding. We will continue to need the support of the CEP grant funding to ensure quality Chalk Art festivals in the future.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

The Chalk Art festival is a unique event in Washington County. It enhances the appearance of downtown Forest Grove when the sidewalks comes alive with the artwork created on the day of the event. With street closures on the day of the event, the participants and spectators are safe from possible vehicular harm. The event attracts visitors from all over the Portland metro region, both during the event and for several weeks following the event and brings new patrons to the downtown restaurants and shops. This event has attracted attention by other communities who would like to emulate us including Canby, Hillsboro, and Portland Oregon. This event supports the city's efforts to celebrate our culture and the arts and has been used by the city when advertising the livability of Forest Grove.

**PROJECT MANAGEMENT**

**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Apply for CEP grant, inventory and order chalk supplies in March. Volunteers need to be solicited to work before, during and after the event (March through Sept.). The performers need to be secured months in advance of the date (January through June). High school art students create posters to be used for the advertisement of the event in early Spring. Banner placement over Pacific Avenue needs to be scheduled with Light and Power in June. Posters are printed in July and distributed in August. Letters to potential sponsors are mailed out and banners are taken to Miracle Sign for date changes in early August. Coordinate use of UCC lawn, chairs and power during event day with church representative in August. Street closure and noise permits are secured in

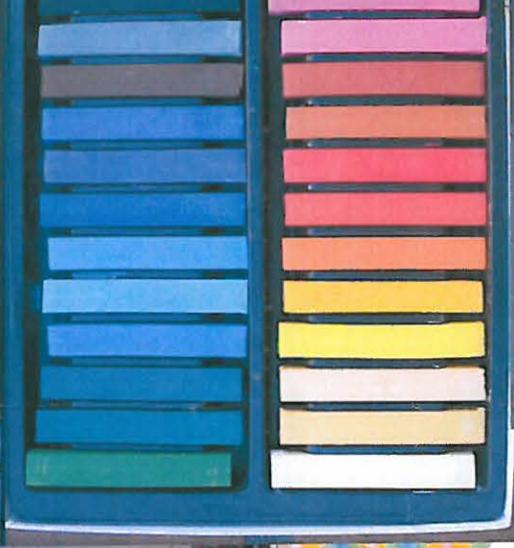
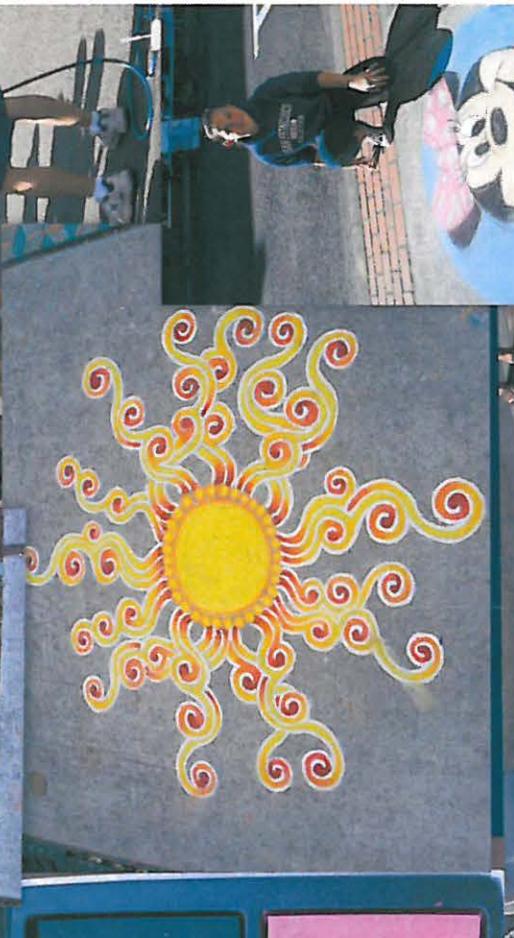
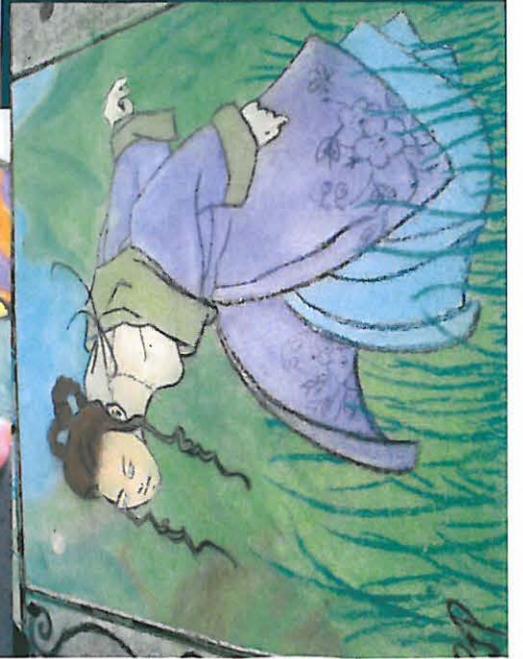
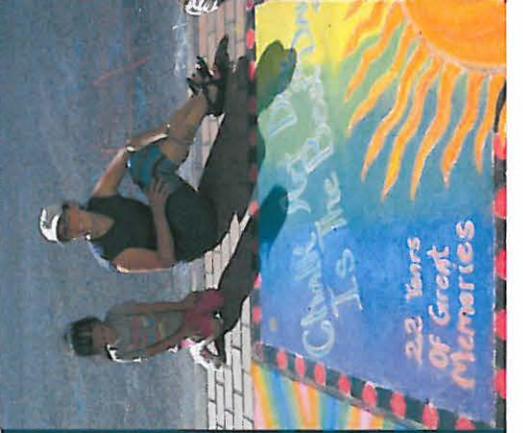
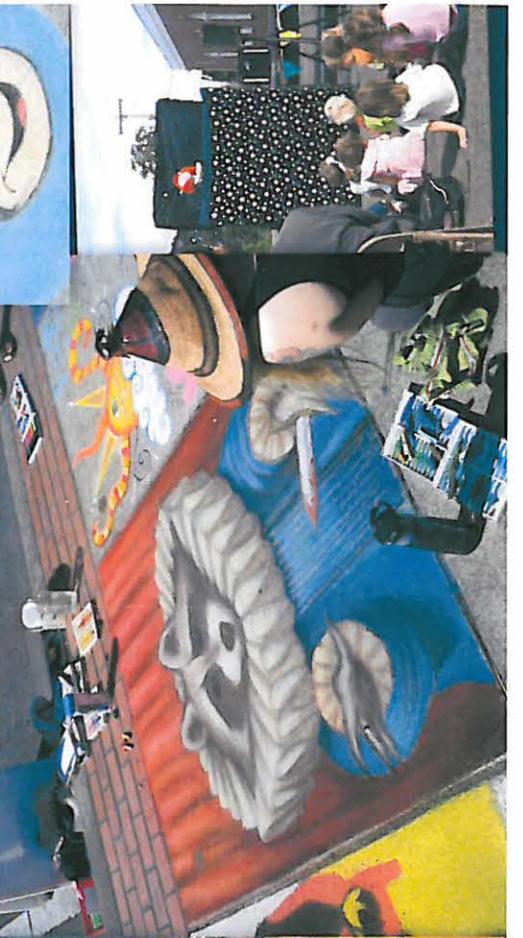
April. Publicity with magazines and newspapers starts in mid-July and runs through the end of September. In early September the sidewalk squares that were left without brass number markers need to be identified and marked with consecutive numbers in the series and notes need to be taken as to whether there is a bench, garbage can, flag pole hole, etc. on each square so people who buy the square will know what they are getting. We contact the city to shut off water to the hanging flower baskets, and sweep street before event and Waste Management to request garbage cans to be emptied before the event and to request extra trash containers. We hold one pre-registration event on Wednesday before event day at Valley Art Gallery. Set-up begins the night before and early morning of the event day.

**B. Describe prior experience managing similar projects, Include prior Community Enhancement Projects.**

The Sidewalk Chalk Art Festival is an annual event in Forest Grove. I have been the chair of this event for the past 9 years and Philip Thias has also co-chaired the event for the past several years and has been involved with the Chalk Art Festival since its inception in 1990. Skip Buhler came aboard last year as another co-chair. The participants and spectators of this event increase each year and the city has embraced it as a featured event of Forest Grove.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

This event requires the coordination with the City of Forest Grove, the School District, UCC Church, Waste Management, Pacific University, the Forest Grove Chamber of Commerce, News-Times, Maggie's Buns and other businesses on Main Street. The coordination for the 2013 event has already started and will be ongoing until the day of the event.



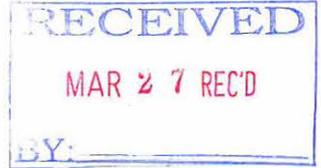
# COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Forest Grove Senior & Community Center Tax ID # 91-0874521

Contact Person: John Schallberger Daytime Phone: 503-357-2021

Address: 2037 Douglas St

City: Forest Grove State: OR Zip: 97116



Signature: [Handwritten Signature]

## PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Automated Irrigation System</u>	<u>\$ \$2500</u>	<u>July 21, 2013</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

## Proposed schedule

Project Start Date: July 22, 2013 Project Completion Date: Aug 2, 2013

## B. Project Description:

The existing lawn and landscaped areas that surround the Forest Grove Senior & Community Center are currently needing to be watered manually from April-October each year. Although several areas are served by an underground sprinkler system, the control valves and components have become inoperable due to age and need to be replaced. In order to keep the lawn green and surrounding shrubs from dying from hot weather of summer, currently areas are being watered manually which uses excess water as well as time from center management to manually water areas several times per day, including weekends during the summer.

This grant would allow us to install new control valves, drip system and automated timer which would reduce our irrigation water consumption by 60%. It would protect our existing investment in plants, shrubs and lawn for our community to enjoy for years to come.

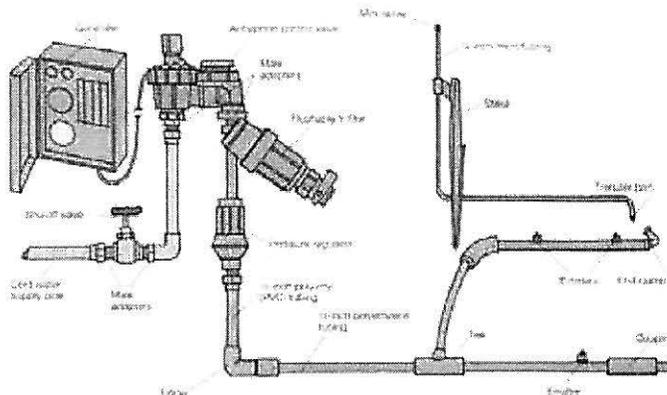
**B. Project Description Continued:**

Current system has several line cracks from tree root damage and age, which results in significant water loss through leakage.

**Unrepaired Leaks can be Costly**

Timer and Drip System provides most efficient way to properly water lawn and shrubs.

Water Loss in Gallons		
Leak (Pin Size)	Loss per Day	Loss per Month
•	120	3,600
•	360	10,800
•	663	20,790
•	1,200	36,000
•	1,820	57,600
•	3,008	97,800
•	4,794	138,800
•	6,640	199,200
•	8,984	269,430
•	11,524	359,720
•	14,982	448,560



**C. Estimate how many residents will benefit if this project is funded.**

The yards and surrounding ornamental shrubs are enjoyed by guests who attend the Center as well as neighbors in our community on a year round basis. The lawns also provide a valuable recreation area for annual events that are enjoyed by the community. In 2012, over 2500 people visited the Forest Grove Senior and Community Center.

Has the sponsor received a Community Enhancement grant for this project in the past?  
 No, not for this project If so, amount received \$ \_\_\_\_\_

Has the sponsor received a Community Enhancement grant for the current year? Yes  
 If so, is the project completed? Yes

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

In 2012, we were able to purchase new Kitchen equipment powered by Natural Gas which has resulted in much more efficient cooking for our daily lunch and breakfast programs by our organization as well as Meals on Wheels which provides hot lunches to low income seniors in the Forest Grove area. In addition to enhanced cooking efficiency, we have also seen a reduction of our utility bill by \$180-\$220 per month by converting these appliances to Natural Gas.

**D. PROJECT BUDGET**

**Total Estimated Costs:** \$2800 How were these costs estimated (quotes, catalog, previous projects, etc.)? Vendor bids for Equip, Repairs and Installation

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services	\$2500.	\$200		
Supplies		\$100.		
Capital		0		
Materials		0		
Other		0		
<b>Total</b>	<b>\$2500.</b>	<b>\$300.</b>		

% of Total Budget provided by Sponsor: 12 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes. We have budgeted funding allocated for equipment repairs.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

No future funding will be needed for this project.

**G. Explain how this project helps achieve the values described in the Forest Grove Vision Statement?**

This project is a PERFECT fit for the intended goals envisioned for the CEP grant. Specifically, this project will

- Enhance the appearance and cleanliness of the Forest Grove Senior & Community Center by providing lush green lawns and healthy colorful flowering shrubs from spring through fall each year.
- It will preserve the natural recreation areas surrounding the Center for public enjoyment. It will be able to do this in an environmentally friendly way by conserving water, where presently water is being wasted due to lack of a suitable automated and metered system.

## **PROJECT MANAGEMENT**

---

**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Date	Phase
June 1	Contractor is selected from 3 bids
July 22-28	Contractor begins repair work and modifications required, installs landscape irrigation system.

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

I have over 10 years experience in Facilities management and have supervised landscape irrigation projects - both large and small scale. I have been able to complete succesful projects similar to the scope of this one. I hold a degree in mechanical engineering and am experienced in working with utility companies, local authorities (Fire, Health, Building and Safety, etc.) to coordinate successful project execution.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

No. The scope of work to be done will be contained within the property surrounding the Center and will not affect any other organizations.

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

Sponsor: FOREST GROVE PSAC Tax ID # \_\_\_\_\_

Contact Person: MIKE BERNHARDT Daytime Phone: 503-804-1714

Address: 1251 GOFF RD

City: FOREST GROVE State: OR Zip: 97116

Signature: 

**PROJECT INFORMATION**

A. Project Title	Amount Requested:	Funds Needed by*:
<u>GRAFFITI ABATEMENT COALITION</u>	<u>\$ 5,000.00</u>	<u>ASAP</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: IMMEDIATE Project Completion Date: UNKNOWN

B. Project Description: (SEE ATTACHED)



Project Title: Graffiti Abatement Coalition

Sponsor: Forest Grove PSAC

March 2013

B: Project Description:

Graffiti, if not addressed in a timely fashion, will continue to spread and become an expensive burden for the Forest Grove community. Graffiti can lower property values while generating repair costs, in many cases, for citizens who can't afford it. Graffiti frustrates and angers citizens, gives bragging rights to gangs, and can incite additional criminal activity.

According to many of the graffiti abatement websites, there are four types of graffiti - tagging, satanic/hate, gang, and generic (nonthreatening messages like "Bobby loves Suzy"). Tagging graffiti is more ornate while gang graffiti includes the use of symbols.

There are four primary motivating factors for graffiti vandalism:

- Fame
- Rebellion
- self-expression
- power

It is widely agreed that immediate removal - within 24 - 48 hours - is the key to successful graffiti prevention.

The FGPD has proposed to organize a team of volunteers and PSAC is submitting this application to request funding for providing those volunteers, The Forest Grove Graffiti Abatement Coalition, with the necessary supplies for a pro-active graffiti abatement program. The volunteers will assist in graffiti cleaning in common areas, as well as offering assistance to citizen victims who might not be able to deal with the graffiti on their own.

The volunteers will need a certain amount of supplies such as paint brushes, rollers, buckets, cleaning materials, paint, etc. Kits can be made up in advance and can be 'checked out' to teams of volunteers as needed.

Our plan is to also motivate and recognize these volunteers and to help them show their community pride by providing them with not only the cleaning and painting supplies,, but also coalition t-shirts (or hats – or both) to wear. We believe this can also serve as a recruiting tool – to encourage others to demonstrate their community pride by joining the coalition on a year-round basis for projects that go beyond the graffiti abatement.

**B. Project Description Continued:**

**C. Estimate how many residents will benefit if this project is funded.**

*THE ENTIRE COMMUNITY WILL BENEFIT.*

Has the sponsor received a Community Enhancement grant for this project in the past? *NO*  
If so, amount received \$ \_\_\_\_\_

Has the sponsor received a Community Enhancement grant for the current year? *NO*  
If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

**D. PROJECT BUDGET**

**Total Estimated Costs:** \$5,000 How were these costs estimated (quotes, catalog, previous projects, etc.)? ONLINE AND STORE RESEARCH

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies	\$ 4,400.00			
Capital				
Materials				
Other (T-shirts/hats)	\$ 600.00			
Total	\$ 5,000.00			

% of Total Budget provided by Sponsor: 0%

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

*No. PSAC has no vehicle for raising funds.*

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

*UNKNOWN. This Funding will go A Long way in helping us make progress with city-wide graffiti abatement.*

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

- will enhance the appearance of the community (dwellings, fences, vacant buildings, etc)*
- will help maintain property values*
- will help deter crime*
- will make the area a more desirable place to live.*
- improve viability of commercial and residential areas*

## PROJECT MANAGEMENT

---

- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

-ONGOING-

- observe, report, document graffiti
- Assign TASK Force members as Available
- Address graffiti within 24-48 hours
- clean, paint, etc.

- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.

The FGPD has experience with graffiti abatement and they will assume the role of ownership and supervision.

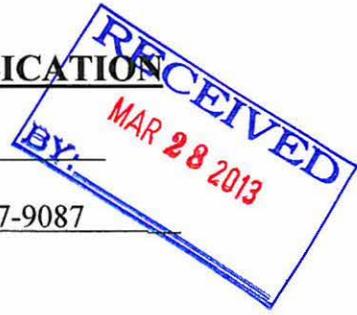
- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

Yes - in each case, coordination will be determined with city departments, private citizens, government agencies, etc.

---

Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**



Sponsor: Valley Art Association Tax ID # 93-0623083  
Contact Person: Skip Buhler Daytime Phone: 503-747-9087  
Address: P. O. Box 333  
City: Forest Grove State: OR Zip: 97116  
Signature: *Skip Buhler*

**PROJECT INFORMATION**

A. Project Title Amount Funds  
Requested: Needed by\*:  
Art Education at Valley Art \$ 3,000 August 2013

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: August 2013 Project Completion Date: June 2014

**B. Project Description:**

The purpose of this grant is threefold.

- 1) To provide scholarships for Valley Art patrons, both children and adults, to attend classes. The class schedule at Valley Art will be providing art education for all residents of Forest Grove. At this time there are few opportunities for any community based art education. We realize that parents with more than one child may find it too great of an expense to pay for art education for their family. Valley Art Association would like to sponsor affordable camp workshops and classes accessible to all residents of Forest Grove.
- 2) To purchase supplies and materials to equip our teaching facility. With an attention to keep the cost of classes at a minimum, we want to provide our instructors with a basic art materials set-up so they not need to include this cost in the price of their classes.
- 3) To provide seed money for instructors to keep their classes open with low enrollment: One of the issues facing art education is cancelled classes when the enrollment is too low. Most teachers require at least 5 students to keep their class open. Unfortunately when that number is not reached the class is cancelled and those students loose the opportunity to take that class. Another issue that this causes is the idea that students start thinking that future classes will be cancelled because of the same reason, and then don't sign up for future classes. By providing

## **B. Project Description Continued:**

seed money for teachers to keep classes open with low enrollment, we can provide the public with trust that the class will be held regardless of low enrollment and more interest can be obtained through student experience. Seed money would only be available to classes with at least two students.

## **C. Estimate how many residents will benefit if this project is funded.**

Valley Art offers a variety of classes each week and this project could benefit all of our community, but specifically our underprivileged citizens, who might lack the resources to spend on art education.

Has the sponsor received a Community Enhancement grant for this project in the past? Yes

If so, amount received \$ 1850

Has the sponsor received a Community Enhancement grant for the current year?

If so, is the project completed?

Valley Art received a \$3,606 grant for the Chalk Art event, which was completed. In addition, we received the CEP grant for \$1850 for this project last year. It is near completion.

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

Both the Chalk Art event in September, and the continuing program of Art Education at Valley Art, are important factors in providing our citizens with inexpensive cultural happenings. Both bring the wider community together, and celebrate our unique City. The Art Education aspect of Valley Art is critical to our mission of reaching out to all groups of Forest Grovers and providing them a much needed creative outlet.

**D. PROJECT BUDGET**

**Total Estimated Costs:**  \$3000  How were these costs estimated (quotes, catalog, previous projects, etc.)?  Online catalogs, quotes from teachers

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services				
Supplies	<b>\$500</b>			
Capital	<b>\$500</b>			
Materials	<b>\$500</b>			
Other: volunteer hours		<b>\$1500</b>		
<b>Total</b>	<b>\$1500</b>	<b>\$1500</b>		

% of Total Budget provided by Sponsor:  50  %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

We anticipate secure funding and anticipate funds from instructors for a minimum class participation fee (20% of the gross fee is in the contract with each instructor).

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

The project will be completed without further funding for this fiscal cycle.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

This multi-tiered project helps Forest Grove achieve the City's mission statement, to "support a community that nurtures our youth, educates all residents, and welcomes visitors." It allows access to an art education for all residents of all ages, and attracts visitors from surrounding communities who may not have the same access to art education. It also brings further cultural awareness to the community, and inspires residents to create art and beautify the city. This program helps residents and visitors realize and achieve their full creative potential.

Part of our mission is to offer affordable learning opportunities to the greater Forest Grove community, and this will be achieved in large part through the generous help of grants such as the CEP.

## PROJECT MANAGEMENT

---

A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

Scholarships will be advertised in our newsletter, website, newspaper and all communications dealing with our art education. Newsletters are currently sent out 5-6 times a year and applications are available at our front desk. Supplies for the classroom will be purchased upon receiving funding. With the variety of classes the gallery offers, it will be necessary to supply basic materials for teachers. In addition, a wider selection of media will allow the implementation of new art classes for children, including watercolor, drawing, pastel, conté crayon, charcoal, etc., with little or no fee charged the student for materials.

B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.

The 2012-13 CEP grant provided us an opportunity to purchase supplies for ongoing classes and to provide scholarships that otherwise would not have been available. Two class waivers were awarded at the March 2013 Resource Fair at Fern Hill Elementary, reaching out to students who would not otherwise be able to afford art classes. Past CEP grants have funded the Elf Workshop that was held during the "Holiday in the Grove" event; At the event this year, over 50 children took part, and many art projects were completed during the event, including card making, ornaments, photo albums, calendars, trinket boxes, photo frames, puzzles and more.

C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

Yes, coordination is a key component of our non-profit organization. Part of our mission is to provide affordable art education to the community, to also encourage artists by providing a space for them to present and sell their art, and to allow teachers to educate in an aesthetically stimulating environment. We also regularly work in conjunction with and through the Public Arts Commission.

---

Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**



Sponsor: Friends of Historic Forest Grove Tax ID # 93-1057974

Contact Person: Mary Jo Morelli Daytime Phone: 503-992-1280

Address: P. O. Box 123

City: Forest Grove State: OR Zip: 97116

Signature: *Mary Jo Morelli*

**PROJECT INFORMATION**

<b>A. Project Title</b>	<b>Amount Requested:</b>	<b>Funds Needed by*:</b>
<u>A.T. Smith House Trail, Potty &amp; Brochures</u>	<u>\$ 2,500</u>	<u>August 2013</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: August 2013 Project Completion Date: June 2014

**B. Project Description:**

2012 was an exciting and challenging year for Friends of Historic Forest Grove. We purchased the new parcel of land to protect the A. T. Smith House and its surroundings from industrial development and establish direct access to Elm Street with the ultimate aim of preserving Forest Grove's unique history for generations. While we have made huge steps toward the goal of opening the A.T. Smith House as an interpretive museum and living farm to the public. Several pressing issues face the preservation of the property at this point are:

- 1) Purchase and install a 'port-a-potty' for use by contractors, volunteers and visitors until water is permanently available on the site.
- 2) Prepare the grounds for foot and vehicle traffic, part of which will involve a wagon trail/road that will circle the property. Upon completion, we will periodically offer wagon rides for visitors at special events, but the trail system will also be an aid for maintaining the property, and for making the property accessible to various other vehicles as need arises.
- 3) Print 500 of each our revised brochures, one on the Old Train Station and what we've accomplished there, with the city's help, over the last year; and one on the A. T. Smith House,

## **B. Project Description Continued:**

explaining the history of the house, the project and what remains to be done. These will also be available on our website.

## **C. Estimate how many residents will benefit if this project is funded.**

Ultimately, this project will benefit the entire community; Citizens, students both young and old, including architectural historians and tourists, will have access to one of the oldest homes in Washington County (built in 1854). It will benefit the entire region, both economically and culturally.

Has the sponsor received a Community Enhancement grant for this project in the past? No  
If so, amount received \$ \_\_\_\_

Has the sponsor received a Community Enhancement grant for the current year?  
If so, is the project completed?

Last year (2012-2013) we received the CEP grant for \$2346 that was devoted to the Old Train Station's exterior restoration. The project will be completed on time before June 2013.

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

Thanks to the City and the CEP grant, we were able to fix up the exterior of the Old Train Station, put up new signs, paint the concrete base, install a railing, plant shrubs and flowers, and install new porch lights. The public response to the renovated exterior has been phenomenal. We have seen an upsurge in visitors to the OTS. Three final steps will be carried out when the ground is drier, including put a small picket fence between the community garden and ours, laying stepping stones from the eastside sidewalk to the parking area, and moss removal from the roof.

**D. PROJECT BUDGET**

**Total Estimated Costs:**   \$2500   How were these costs estimated (quotes, catalog, previous projects, etc.)?   Online catalogs, bids  

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies	<b>\$500</b>			
Capital	<b>\$500</b>			
Materials	<b>\$500</b>			
Other: volunteer hours		<b>\$1000</b>		
<b>Total</b>	<b>\$1500</b>	<b>\$1000</b>		

% of Total Budget provided by Sponsor:   40   %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Funding is secured through our fundraising events, donations, and member support.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

The project will be completed without further funding for this fiscal cycle.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

This project supports Forest Grove's mission of becoming a destination by preserving our precious landmarks, and thereby enhancing the greater community. Our concern for our unique place in Oregon's history, and our concern for maintaining and preserving our historical treasures -- the A. T. Smith House being the one of the most striking examples -- is appreciated by many, offering residents and visitors to our city a rich history and celebrating a culturally-rich heritage. The Museum/Farm, once open and functioning, will add greatly to the cultural activities celebrated in our town, and will remind visitors of the important roles that teaching and agriculture played, and continues to play, in the settlement and development of our City. In addition, it will be a resting point on the Emerald Necklace, the trail system currently in development. The A. T. Smith House and Farm will stand as a symbol of the city, providing a recreation resource, and reflecting our community's passion for preserving and celebrating our history.

It also brings further cultural awareness to the community and the greater Portland area; it helps to beautify the city, and allow the public access to one of the oldest surviving homes in Washington County. This program ultimately helps residents and visitors get in touch with their pioneer past, a vital factor in a healthy, productive present and future.

## PROJECT MANAGEMENT

---

A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

- Purchase and place 'port-a-potty' on the site as soon as funding is available.
- Pathway for the trail will be mowed and marked for grading in July.
- Compacting of trail/road bed in August, September. Bids have been sought.
- July - August: Print brochures at local business.

B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.

FHFG has received a number of City, State and National grants over the past 10 years, and carried out numerous projects in a timely manner. The 2012-13 CEP grant allowed FHFG to renovate the exterior of the OTS and other CEP grants as listed above.

C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

Yes. Coordination is a key component of our non-profit organization. While no other organizations will be involved in this part of the project, volunteer help is vital to achieving our long term goals, and we will call upon our volunteer base for help with this project. Professionals have been consulted, and the trail construction will also be carried out by a local professional. Other needs will be carried out by FHFG volunteers.

---

Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

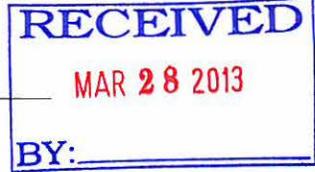
**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

Sponsor: Forest Grove Firefighters Association Tax ID # 93-0756481

Contact Person: Sharon Cox Daytime Phone: 503-992-3240

Address: 1919 Ash Street

City: Forest Grove State: OR Zip: 97116



Signature: Sharon Cox

**PROJECT INFORMATION**

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Old Glory</u>	<u>\$ 2,800<sup>00</sup></u>	<u>Sept. 2013</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: July 1, 2013 Project Completion Date: ongoing

**B. Project Description:**

This project is a continuation from the last 3 years. This year we will need to replace 2 flags - 1 large 30' x 60' flag and 1 smaller 20' x 38' flag. The cost for both replacement flags is approximately \$2,400<sup>00</sup>. I have included additional funds for repairs which average about \$75<sup>00</sup> each and \$150<sup>00</sup> for adding mesh to the fly end of the flag. The average life of these flags is 6 months to 1 year. By repairing the fly ends & adding mesh we are able to increase the life by about 6 months.

**B. Project Description Continued:**

This project enhances the appearance of the entrance into the downtown area of town. We must keep the flags looking fresh and clean. As they fade they need to be replaced.

**C. Estimate how many residents will benefit if this project is funded.**

The entire City of Forest Grove will benefit from the funding of this project. It will support the maintenance & ongoing replacement of flags.

Has the sponsor received a Community Enhancement grant for this project in the past? Yes  
If so, amount received \$ 5,653<sup>00</sup>

Has the sponsor received a Community Enhancement grant for the current year? Yes  
If so, is the project completed? Yes

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

We purchased 1 large flag in FY 2012-13.  
I believe the community is proud to have this big flag project in our City. I receive comments all the time about how great it looks & how grateful people are that we take care of it.  
All the funds have been spent.

**D. PROJECT BUDGET**

**Total Estimated Costs:** 2800<sup>00</sup> How were these costs estimated (quotes, catalog, previous projects, etc.)? catalog pricing + previous expenses  
**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies - Flag	2400 <sup>00</sup>			
Capital				
Materials				
Other - repairs	400 <sup>00</sup>			
Total	2800 <sup>00</sup>			

% of Total Budget provided by Sponsor: 0 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

N/A

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

This project will require future funding.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

The United States Flag has been used to rally and inspire our nation in times of crisis. It symbolizes the values and freedom our nation fights for and inspires patriotism, unity, pride and respect among our residents.

## PROJECT MANAGEMENT

---

- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

We will purchase 1 30'x60' and 1 20'x38' flag. Flags will be taken in for repairs as they become tattered. At the time when they are deemed irreparable they will be taken out of service.

The manufacturer's expected life span is 6 to 12 months.

- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

The Forest Grove Firefighters Association has managed the CEP Smoke Alarm project in the past.

In 2010, the Association began managing the Old Glory Project.

- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

No

---

Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**



Sponsor: Valley Art Association Tax ID # 93-0623083

Contact Person: Lynne Magner Daytime Phone: 503-319-3139

Address: PO Box 333 City: Forest Grove State: OR Zip: 97116

Signature: Lynne Magner  
vice president, Valley Art Board of Directors



**PROJECT INFORMATION**

<b>A. Project Title</b>	<b>Amount Requested:</b>	<b>Funds Needed by*:</b>
<u>Valley Art Mural Project</u>	<u>\$5,500</u>	<u>October 2013</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: October 2013 Project Completion Date: June 21, 2014

**B. Project Description:**

Valley Art is dedicated to bringing art to the community through supporting local artists, providing art classes, and hosting such events as the Sidewalk Chalk Art Festival. Valley Art is also committed to supporting other local businesses and enriching the community.

In that same spirit we wish to hire a mural artist or team of artists, inspired by those same ideas to create an original mural on the exterior of our Gallery that will commemorate life, past, present or future, here in Forest Grove. This installation will be a permanent part of the building.

The mural will be located on the west side of the Gallery building adjacent to the public parking lot. Total dimensions are 33.5 x 11.25 feet. There is a doorway in the approximate middle of the wall.

When the project is completed we will be having an event to unveil the mural to the community. The event will be free to the public and include food, beverages and entertainment.

## B. Project Description Continued:

### C. Estimate how many residents will benefit if this project is funded.

All members of the community will benefit from this project. The mural will be in a Public Parking lot, so it will be enjoyed by all residents, businesses and the clients to those businesses who use the parking lot or walk through it.

**Has the sponsor received a Community Enhancement grant for this project in the past?**

No

If so, amount received \$\_\_\_\_\_

**Has the sponsor received a Community Enhancement grant for the current year? If so, is the project completed?**

Yes, we received \$3,606 for the Chalk Art Festival- yes the project was completed. VA also received \$1850 for Education- this project is ongoing, but is planned to be completed by the end of the cycle.

**Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.** Chalk Art makes an impact of all of the community members. The festival is a wonderful community event, bringing people together for entertainment, creative outlet and enjoying our downtown area. All residents benefit from the festival, over 400 people participate and the whole community enjoys the products of the event.

The Education Grant will benefit children and adults of the community. We estimate around 250 people benefitting from this project. Not only through classes but through special events held at Valley Art. These free events allow people to enjoy a particular area, for example we recently had a "Yarn Tasting" event.

**Total Estimated Costs:** \$11,358 How were these costs estimated (quotes, catalog, previous projects, etc.)?

Our costs were estimated by quotes on services, pricing supplies, similar projects.

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$4,000	\$1,000		
Supplies				
Capital				
Materials	\$1,400			
Other (ads, printing)	\$100		\$500	
Est. Volunteer Hours (planning, traveling for supplies, ect.)		(200 hours) \$4,358		
Total	\$5,500	\$5,358	500	

% of Total Budget provided by Sponsor: 52%

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes the funding for the sponsor's share is secure. We are also planning to apply for another grant for the remaining \$500 (other #1).

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

Yes the project will be completed with the proposed funding and no future funding will be required.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

This project meets the criteria by enhancing the appearance of the building and the public parking lot. The mural will depict Forest Grove in some way, giving tribute to the town we live in. This will also encourage guests and residents of Forest Grove into the gallery, a cultural resource. Our hope is to spark some interest in other business owners who share the parking lot to engage in similar projects.

## **PROJECT MANAGEMENT**

### **A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

The artist selection process will begin in July 2013. The Committee and the Board will be choosing an artist or group of artists in October of 2013. The site will be prepped, some minor repairs and primed in May of 2014. The Mural will be painted by the artists in June of 2014. The wall will be painted with an Anti-Graffiti sealant. Valley Art will host the Mural Unveiling Event in June of 2014.

### **B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

Valley Art Association is an all-volunteer organization. To keep the doors open we rely on our volunteers to manage and coordinate projects throughout the year. Our Annual Artist Event and Sidewalk Chalk Art Festival are our biggest events. We also organized a Silent Auction in 2011 that was very successful. We coordinate with over 100 artists who show their works in the gallery on a regular basis. Also the coordinator/ founder of the Chalk Festival is on our committee.

### **C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

This project will require coordination with a local contractor to make the minor repairs to the wall; VA volunteers will prime the wall. The coordination with the contractor has been completed. The only other coordination will be with the artist(s). We will be choosing an artist(s) in October of 2013, but we have already been in contact with potential artists. Coordinate with the city to cordon off a part of the parking lot while the project is under way.

---

Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

# COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Community Action Tax ID # 93-0554941

Contact Person: Katherine Galian Daytime Phone: 503-693-3294

Address: 1001 SW Baseline St

City: Hillsboro State: OR Zip: 97123

Signature: Rennie Bruce for Jenalynn Nass



## PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>West County Emergency Fund (WESTCO)</u>	<u>\$7,000</u>	<u>July 1, 2013</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

## Proposed schedule

Project Start Date: July 1 2013 Project Completion Date: June 30, 2014

## B. Project Description:

Washington County lacks sufficient affordable housing, particularly for households at the lowest income levels. According to the 2011 American Community Survey, 47% of all Washington County renters pay more than 30% of their income toward their housing costs. The US Census Bureau's 2006-2010 5-year estimates indicate that the percentage is slightly higher within the City of Forest Grove with 53% of all renters paying more than 30% of their income towards rent. The 2010 – 2015 Washington County Office of Community Development's Consolidated Plan states that "seven out of ten extremely low-income renter households (incomes at or below 30% Median Family Income (MFI) or \$21,000 per year for a family of four in 2009) are likely to pay half or more of their income for housing costs in 2010." (Introduction and Executive Summary Pg. V) The lack of affordable housing for families at 0-30% of Median Family Income (MFI) means that the most affordable housing available to them is meant to be affordable for families at 50-80% MFI. An estimated 18,521 households in Washington County are housing cost burdened. (2010-2015 Consolidated Plan Pg. 49, Table 3-23) Further, evictions are costly for landlords. Every eviction affects the landlord's bottom line.

Generally speaking, housing cost burdened families are adept at stretching their financial resources either by strict budgeting, seeking additional budget supports or finding ways to increase their income. Even though paying rent each month leaves very little for other living expenses, most families manage to maintain their housing month to month. However, despite the often remarkable efforts of these families to meet their monthly financial obligations, there are times when the math simply does not work. For families getting by on paper thin budgets, one ordinary unexpected expense or reduction in income can be the difference between their ability to pay rent or not. Once a family begins to fall behind, they can incur additional fees and penalties which make it even more difficult to catch up - setting into motion a downward spiral that can lead to homelessness. A family who is evicted incurs court costs, property debt and a negative rental history all of which make finding a new place to live more difficult.

## B. Project Description Continued:

In addition to the direct benefit to the families who receive emergency assistance funds, the community as a whole benefits from this project in the following ways:

1. Increased community stability – keeping people in their homes increases community stability thereby supporting schools and public safety and increasing community engagement.
2. Reduced evictions – the eviction process is costly for landlords. This cost is often passed on to residents in the form of higher rents and larger security deposits and can also inspire more restrictive screening criteria making it more difficult for low-income households to be accepted by landlords. Reducing the number of evictions helps to keep housing costs from rising unnecessarily.
3. Fewer families facing homelessness – the current family shelter system is overburdened and not able to meet the need in our community. There is an average of 84 families on the waitlist for shelter each month vying for 17 family slots. There is currently no year-round overnight shelter for single adults in the County. Therefore, keeping people in their homes prevents additional strain on an already overburdened system.

Preventing homelessness has an impact far beyond the direct recipients of the assistance.

The issuance of a 72 hour eviction notice for non-payment of rent, is the very first indicator of a housing crisis and earliest possible intervention point. By intervening at this point, homelessness can be prevented. Prevention is the most cost effective and humane response to homelessness.

The Westco Fund, as part of the Emergency Rent Assistance program has proven extremely successful in preventing homelessness as evidenced by the strong correlation between the level of assistance available and the numbers of evictions filed. Over the course of the past 3 years, the number of eviction cases filed in a given month has risen or fallen with the level of emergency assistance available. When there is more assistance, there are fewer evictions. In an analysis of Emergency Rent Assistance recipients from 2010, only 5% returned for another type of assistance in the following 18 months and only 2% later entered a shelter or transitional housing program. For the vast majority of households, a single Emergency Assistance payment is sufficient to end their housing crisis and allow them to maintain self sufficiency.

The Westco fund is accessed through the “Prevention Line” a phone line that residents can call 24 hours a day, 7 days a week. Callers hear a message that changes throughout the month to explain the process for accessing emergency financial assistance, inform callers of eligibility criteria and funding availability and allows callers to leave a message if they would like to speak with a Housing Specialist. On the 8<sup>th</sup> of each month, appointments are scheduled with families until all available funds are committed. Clients are assessed for a one-time emergency assistance payment of no more than \$500. Community Action negotiates with landlords on the client’s behalf for reduction/forgiveness of fees or back rent which may have accrued. Clients will also be screened for and referred to other services which can help them maintain their housing - including long term rental assistance, energy assistance, energy conservation workshops and tenant education classes. The project acts as a safety net to ensure that families in crisis do not lose the level of self-sufficiency they have struggled to maintain.

## C. Estimate how many residents will benefit if this project is funded.

Based on an average payment of \$450, it is estimated that rental assistance will be provided to 65 Forest Grove households (160 individuals). With increased support from the City of Forest Grove, more families will receive assistance.

Has the sponsor received a Community Enhancement grant for this project in the past?

If so, amount received \$4, 203

Has the sponsor received a Community Enhancement grant for the current year?

If so, is the project completed? The project will be complete June 30, 2014

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

From July 1 to December 31 2012, 32 Forest Grove households (57) individuals have received emergency rental assistance funds to prevent eviction. Twenty of these households have been assisted in whole or in part by the West County Emergency Fund which includes Community Enhancement funds. A total of \$15,335 has been spent to keep Forest Grove families in their homes. Please see the attached chart for a detailed breakdown of rental assistance funds expended on behalf of Forest Grove households. Also attached are the 11-12 program statistics for all Community Action Programs serving Forest Grove residents.

**D. PROJECT BUDGET**

**Total Estimated Costs: \$45,032** How were these costs estimated (quotes, catalog, previous projects, etc.)? Cost estimates based on previous program costs

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services		\$5,348		
Supplies				
Capital				
Materials				
Other – Rent Payments	\$6,300	\$29,250		
Administration	\$700	\$3,434		
<b>Total</b>	<b>\$7,000</b>	<b>\$38,032</b>		

% of Total Budget provided by Sponsor: 84 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

The West County Emergency Fund (WESTCO) has provided secure funding for this program. Since the inception of the program, over \$400,000 in service funds have been provided to residents in western Washington County. WESTCO funds are raised through the grass-roots efforts of the local faith community. These funds are then used to leverage additional Federal, State and County funds that have been designated for providing emergency rental assistance. WESTCO has been successful in matching private funds with Forest Grove Community Enhancement funds in the past.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

The need for emergency rental assistance to prevent homelessness is ongoing. While the proposed number of Forest Grove households will be served within the program year, Community Action anticipates that the need for Community Enhancement Funds to ensure that residents of Forest Grove can remain in their homes will continue.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

Westco supports the City of Forest Gove’s vision of a community that considers the needs of all community members to ensure their quality of life and prosperity. Supporting families to maintain their housing ensures that community members have the most basic building block for achieving full potential – a home. Providing a safety-net for residents facing an economic crisis improves the viability of the City’s rental housing stock and supports the development of strong and healthy communities.

## **PROJECT MANAGEMENT**

---

**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

This will be a continuation of existing services. Community Action has efficient and effective systems in place to deliver the funds to Forest Grove families in need.

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

Community Action will administer Community Enhancement funds. Community Action has been providing assistance to low-income people and families for more than 40 years. In addition to successfully administering WESTCO funds (including Forest Grove Community Enhancement funds) in the past, Community Action administers the Neighborshare Emergency Fund in the South County area, and the Hillsboro Emergency Fund, modeled after the WESTCO program.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

WESTCO is a collaboration between faith-based organizations in western Washington County and Community Action. Participants include Forest Grove United Church of Christ, Cornelius Emanuel Lutheran Church, Mt. Olive Lutheran Church, St. Anthony's Church, Forest Grove United Methodist Church, Visitation Altar Society and United Methodist Women. These partnerships have been successfully providing assistance to at-risk families in Forest Grove for over ten years.

---

**Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

**City of Forest Grove**  
**Emergency Rental Assistance**  
**7/1/2012 to 12/31/2012**

<b>Households</b>	<b>Individuals</b>	<b>Fund</b>	<b>Amount</b>
5	18	Community Service Block Grant	\$2,500
4	10	Emergency Food & Shelter Program	\$1,800
1	3	Housing Stabilization Program	\$200
3	3	Community Relief Fund - United Way	\$1,450
20	52	WESTCO	\$9,385
		<b>TOTAL</b>	<b>\$21,000</b>

**Community Action  
Service Statistics  
July 1, 2011 - June 30, 2012**

**Forest Grove**

PROGRAMS	NUMBER SERVED	VALUE
<b>Child Care Resource &amp; Referral: Connecting families with child care and enhancing the quality of care</b>		
Training for Child Care Providers and Teachers	Participants	56
	Training Hours	448
		\$21,804
Intel Family Child Care Network	Providers	1
	Direct	\$2,029
		\$6,501
Child Care Referrals	Referral Calls	43
	Households Assisted	38
		\$4,302
<b>Energy &amp; Emergency Rent Assistance: Helping families stay warm and housed</b>		
Energy Assistance	Individuals	3,259
	Households	1,034
	Direct	\$493,076
		\$635,587
Emergency Rent Assistance	Individuals	223
	Households	66
	Direct	\$32,095
		\$35,396
<b>Head Start: Comprehensive early childhood programs preparing children for educational success</b>		
Head Start	Children	4
	Households	4
		\$34,240
<b>Housing &amp; Homeless Services: Promoting housing stability and sheltering families in times of crisis</b>		
Support Services	Individuals	8
	Households	2
		\$100
Housing Placement & Short Term Rent Assistance	Individuals	9
	Households	3
	Direct	\$9,160
		\$14,778
Rent Well Education	Individuals	10
		\$18,725
Homeless Children's Services	Children	5
		\$612
Emergency Shelter	Individuals	9
	Households	3
	Bednights	236
		\$26,173
Food Assistance	Food boxes	8
		\$96
<b>Information &amp; Referral</b>		
Calls to 211 Info	Individuals	834
		\$4,215
<b>Opening Doors: Helping women to have healthy babies and strengthening parenting skills</b>		
Referrals and Linkages	Individuals	6
		\$1,222
Comprehensive Prenatal Support	Individuals	1
		\$3,774
Comprehensive Parenting Support	Households	6
		\$17,294
<b>Weatherization: Keeping families safe and warm, and reducing energy costs</b>		
Electricity Conservation	Housing Units	23
	Individuals	74
	Households	23
	Direct	\$4,576
		\$36,720
Comprehensive Weatherization	Housing Units	16
	Individuals	49
	Households	16
	Direct	\$89,536
		\$146,006
Energy Education Workshops	Individuals	54
	Households	14
		\$3,789
<b>Community Involvement</b>		
Volunteerism	Individuals	44
	Hours	342
		\$7,452

<b>Individuals served (Duplicated)</b>	<b>3,774</b>
<b>Service Requests</b>	<b>1,209</b>
<b>Referral Only</b>	<b>877</b>
<b>Total value</b>	<b>\$1,018,788</b>

# COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Theatre in the Grove Tax ID # 93-0587688

Contact Person: Jeanna Van Dyke Daytime Phone: 503-359-1927

Address: PO Box 263, 2028 Pacific Avenue

City: Forest Grove State: Oregon Zip: 97116

Signature: 



## PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Theatre in the Grove, Rear View Enhancement</u>	<u>\$ 2028</u>	<u>When Available</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

## Proposed schedule

Project Start Date: When funded Project Completion Date: Two months after funding

## B. Project Description:

To enhance and upgrade the western and southern views of Theatre in the Grove by creating an attractive and enclosed lumber storage area, rebuilding the access ramp to the rear of the theatre, and painting and refurbishing the western exterior wall and window to provide a more visitor and resident friendly view of the theatre from Council Street and 19th Avenue.

**B. Project Description Continued:**

**C. Estimate how many residents will benefit if this project is funded.** All residents will benefit by the more attractive view of the theatre from city hall, the city parking lot, and beyond.

Has the sponsor received a Community Enhancement grant for this project in the past?  No  
If so, amount received \$ \_\_\_\_\_

Has the sponsor received a Community Enhancement grant for the current year?  
If so, is the project completed? The Ticket Booth Renovation is currently in the final stages of completion.

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

As the Ticket Booth Renovation gets completed, more and more people will benefit from the grant. Currently, every person that travels Pacific Avenue and Council Street has the opportunity to appreciate that there is an active, live theatre in the community. All funds have been used to update the ticket booth.

**D. PROJECT BUDGET**

**Total Estimated Costs:**  \$4298  How were these costs estimated (quotes, catalog, previous projects, etc.)?  Quotes and previous projects

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services		2240		
Supplies	2028	30		
Capital				
Materials				
Other				
Total	2028	2270		

% of Total Budget provided by Sponsor:  52  %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

The necessary funds for this project have been designated by Theatre in the Grove.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

The proposed funding is all that is needed to complete this project.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

Theatre in the Grove has long been a valuable cultural resource in Forest Grove. This project will enhance the appearance of not only the theatre, but the neighboring businesses and city property. In addition, it will make the entire area more viable and dynamic and promote the interests and needs of Forest Grove citizens as it enhances the livability of our downtown.

## **PROJECT MANAGEMENT**

---

**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Order custom decals and circulating fans for Council Street display window.  
Remove existing, deteriorated ramps at south door. Remove existing wood storage.  
Paint and decorate window interior, have decals applied.  
Paint exterior Council Street wall.  
Rebuild ramps and access to rear door.  
Assemble and install lumber storage units.  
Update Council Street window with visitor information.

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

Theatre in the Grove has successfully completed numerous projects including a Meyer Memorial Trust Grant and a Washington County Block Grant as well as eight other Community Enhancement Projects

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

No other organizations will be involved in this project.

---

**Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

Sponsor: Forest Grove Youth Basketball Tax ID # 13-4360291

Contact Person: Kimberly Jensen Daytime Phone: 503-812-8982

Address: 1401 Nichols Lane

City: Forest Grove State: OR Zip: 97116

Signature: Kim H. Jensen



**PROJECT INFORMATION**

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Forest Grove Youth Basketball</u> <u>Score clocks &amp; Jerseys</u>	<u>\$ 2000.00</u>	<u>Aug. 2013</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: July 2013 Project Completion Date: Sept. 2013

**B. Project Description:**

The Forest Grove Youth Basketball program requests \$2,000 to help cover the costs of scoreclocks and new jerseys. The jerseys cost more than the traditional T-shirts, but they are reversible and can be re-used from one year to the next, saving the program money in the long run.

The project enhances the community by offering more than 300 Forest Grove Youth a high quality learning environment and outlet for physical exercise.

The program estimates each participant attends 6 hours of practice per week and at

**B. Project Description Continued:**

least one game per week (during basketball season).  
Participants learn respect for others, responsibility  
for themselves, teamwork and good sportsmanship.

**C. Estimate how many residents will benefit if this project is funded.**

Over 300 boys and girls ages 6-14 participate in FGyB  
each year. The program also employs high school students and  
adults as referees and instructors at clinics.

Has the sponsor received a Community Enhancement grant for this project in the past? no  
If so, amount received \$ \_\_\_\_\_

Has the sponsor received a Community Enhancement grant for the current year? no  
If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the  
community, how many people benefited from the project, have the total funds been spent, etc.

2011-12  
recd \$2945  
BB uniforms + gear

**D. PROJECT BUDGET**

Total Estimated Costs: \$2,400 How were these costs estimated (quotes, catalog, previous projects, etc.)? Previous Projects / Catalogs  
 Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies		\$400		
Capital	\$2,000			
Materials				
Other				
Total	\$2,000	\$400		

% of Total Budget provided by Sponsor: 17 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

There is sufficient money in the FG4B account to cover its share of the project cost.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

Yes. The FG4B program will be able to purchase the requested items. These items are estimated to benefit the program for the next 5-10 years.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

The Forest Grove Youth Basketball Program offers:

- Young people a safe and nurturing environment where they learn and develop lifelong skills.
- Families the opportunity for community involvement in a social and physical environment.
- Coaches who value each child and their abilities. Coaches teach respect, commitment, and teamwork.

## PROJECT MANAGEMENT

- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

1.) Purchase of 4 new score clocks for the FG4B program - Sept. 2013

2.) Purchase of jerseys for the FG4B program - Sept. 2013

- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.

Forest Grove Youth Basketball has been running the Community youth basketball program for several years now.

- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

No, it will all be handled by the project ~~coordinator~~ coordinator with oversight and approval of the FG4B Board.

---

Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

# COMMUNITY ENHANCEMENT PROJECT APPLICATION

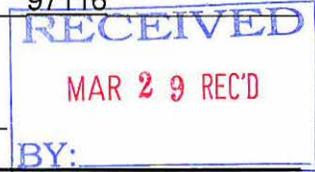
Sponsor: Forest Grove Ad-hoc Sustainability Committee Tax ID # 93-6002164

Contact Person: Elaine Cole Daytime Phone: 503-476-5039

Address: 1924 Council Street

City: Forest Grove State: OR Zip: 97116

Signature: *Elaine Cole* Elaine Cole



## PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Downtown Solar Powered Trash Compactor Barrel</u>	<u>\$ 4,000.</u>	<u>July, 2013</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

## Proposed schedule

Project Start Date: July 15, 2013 Project Completion Date: August 15, 2013

## B. Project Description:

The project is to order one Solar Powered Trash Compactor to be placed on Main Street in the downtown. The trash compactor is needed to provide increased trash barrel capacity on the west side of Main Street near the corner of Main and 21<sup>st</sup> Street. Too often the current barrel is overfilled with trash spilling onto the sidewalk. This is particularly a problem whenever there is a sizable event such as Farmers Market, First Wednesday, Chalk Art Festival, Holiday Light Parade and others. The trash compactor model can hold five times as much trash than the current barrel. In addition it is sustainable. The barrel is made from recycled material and is solar powered. It is also easy to maintain. It will also reduce greenhouse gas emissions by reducing the number of pickup trips

This new trash compactor barrel will reduce trash on the sidewalk and help maintain the attractiveness of the downtown. This is also important to downtown merchants who need a clean, inviting downtown that helps support their business. With added capacity, downtown customers are less frustrated and have a place to deposit their trash –often when they need it most during events.

**B. Project Description Continued:**

**C. Estimate how many residents will benefit if this project is funded.**

During peak times of the Farmers Market & First Wednesday events in the summer over 2,600 people will use Main Street and will benefit from having a safe, clean receptacle as well as having a clean sidewalk.

Over the 8 months of events in the downtown 4,000 different individuals will benefit plus 300 downtown owners/employees. Total attendance is estimated at over 10,000.

The project will provide direct and indirect benefits over the 8 months of events each year. Direct beneficiaries are: 1) residents and visitors who visit the First Wednesday, Chalk Art, Farmers Market, Holiday Light Parade and other events or come for the downtown to shop for goods, services and food and secondly downtown merchants and their employees

Has the sponsor received a Community Enhancement grant for this project in the past?

If so, amount received \$ No

Has the sponsor received a Community Enhancement grant for the current year? No

If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

**D. PROJECT BUDGET**

**Total Estimated Costs:** \$4,000 How were these costs estimated (quotes, catalog, previous projects, etc.)? Quote from Waste Management

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services				
Supplies				
Capital	4,000			
Materials				
Other				
<b>Total</b>	<b>\$4,000</b>	<b>0</b>	<b>0</b>	

% of Total Budget provided by Sponsor: 0 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

While the Committee has no funds for a match the City will contract with Waste Management for regular trash pickup and maintenance

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

This project will be completed with this project by solving the overflow trash problem in that area.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

**Goal 1** –The project will support a safe, livable community by keeping the community clean and green. It will also support a prosperous green city by enhancing the downtown commercial district and will use a green, sustainable product

**Vision as a Destination** –this project will help Forest Grove conserve and protect is natural assess

**Vision as a Design**-supports economic development and the help ensure the vitality of the community.

## **PROJECT MANAGEMENT**

---

**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Purchase of the Trash compactor barrel	July 15-30, 2013
Deliver, Install and make barrel operational	August 1-14, 2013

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

The ad-hoc Sustainability has completed other green project and will help oversee the project. The City Administrative Services and Community development Department who will directly manage the product have extensive experience with successful procurement and management of community projects.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Coordination is only needed with the City to purchase the trash compactor barrel and to make sure Waste Management provides on-going trash pick-up

---

Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

# COMMUNITY ENHANCEMENT PROJECT APPLICATION

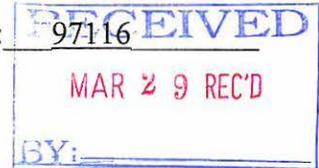
Sponsor: Forest Grove Chamber of Commerce Tax ID # 93-0427010

Contact Person: Ray Giansante Daytime Phone: 503-357-3006

Address: 2407 Pacific Ave

City: Forest Grove State: OR Zip: 97116

Signature: *Ray Giansante* Ray Giansante



## PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Tourism Promotion –Guide Distribution</u>	<u>\$ 2,000.00</u>	<u>July 2013</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

## Proposed schedule

Project Start Date: July 2013 Project Completion Date: September 2013

## B. Project Description:

The project is to distribute a Forest Grove Tourism Guide throughout the state of Oregon and the Portland metro area. Increased awareness of the many tourism amenities and attractions in the area will lead to more visitors and money spent in Forest Grove.

The Forest Grove Chamber of Commerce, in conjunction with other partners produced a multi-page glossy tourism guide covering Forest Grove and western Washington County. The goal of Guide is to attract visitors and tourists into the Forest Grove area and to help increase revenues in local tourist related businesses.

In the summer of 2012, 20,000 brochures were printed. However once the brochures were printed, there were not enough funds needed to distribute beyond the local area. Due to the Chambers' current situation of financial rebuilding, there are no funds to get the brochures out to visitor associations and welcome centers around the state and the Metro area. This project will enable the chamber to distribute over 10,000 guides throughout the state at busy welcome centers and in key hospitality businesses throughout the Portland metro area. Guides will be placed in 11 information kiosks located in Ontario, Boardman, Lincoln City, Multnomah Falls, Baldock North and South (near Wilsonville) Santiam, Oak Grove, Gettings Creek (south of Eugene), Manzanita (near Grants Pass), Klamath Falls, and Brookings. Many of these centers are located on heavily travelled I-5 or I-84 or a key entry gateway at the state border. Additional guides will penetrate more widespread locations in the Portland Metro area including wine shops, hotels, coffee shops, libraries and businesses. Chamber staff, board

**B. Project Description Continued:**

members and volunteers will provide in-kind match by re-stocking greater Forest Grove and Washington County chambers, hotels, libraries, wineries , tourist attractions and businesses. Distributing the guides will also help fulfill obligations of the Chamber to provide tourist and visitor tasks and continue to qualify for funds under County hotel-motel tax program.

**C. Estimate how many residents will benefit if this project is funded.**

3,500 Forest Grove workers and their families who work in businesses that cater to visitors and tourists will benefit directly. The indirect benefit will be larger as more dollars will be circulating in the community while new visitors introduced to the City may plan return trips or relate a pleasant experience to other friends or relatives.

Has the sponsor received a Community Enhancement grant for this project in the past? **NO**  
If so, amount received \$ 0

Has the sponsor received a Community Enhancement grant for the current year? **NO**  
If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

N/A

**D. PROJECT BUDGET**

**Total Estimated Costs:** \$2,500 How were these costs estimated (quotes, catalog, previous projects, etc.)? Direct quotes from vendors

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital				
Materials				
Other-Brochure Distribution	2,000	500		
Total	<b>\$2,000</b>	<b>\$500</b>		

% of Total Budget provided by Sponsor: 20 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes. In-kind support from Chamber staff, volunteers, and board members. In-kind match expenses include mailing, gas, and a minimum of 40 hrs of labor. They will stock, and re-stock the Guides by delivering them throughout Washington County, part of Yamhill County and to other chambers that have reciprocal agreements.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

Yes, most of the brochures will be distributed. Some will be held back for area re-stocking. Funds for future printings and distribution will be raised privately.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

Vision Statement

- Supports Arts & Cultural amenities that rely in part on tourist expenditures
  - Centrally located Gateway- provides tourist amenities and attractions that enhance Forest Grove's position as a central gateway.
  - Economic Development. Supports local and sustainable business and local jobs
  - Forest Grove is Home. -Supports diverse amenities and attractions that are also attractive to local residents, relatives and friends.
- Supports community preservation of natural assets.

Goals

Supports Goal 1 a prosperous green city by strengthening existing businesses –a number who involve nature and passive outdoor recreation  
 Help retain businesses and local jobs and improve the viability of these businesses.

## PROJECT MANAGEMENT

---

- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

**July 2013: Contracts signed with Guide distributor vendors**

**July- August 2013: Guides mailed or picked up by distributor vendors**

**August 2013: Guides distributed at locations throughout Portland Metro and statewide.**

**July-September 2013: Chamber staff restocks guides in area**

- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.

The Chamber staff and board have managed a range of marketing projects, CEP projects and community events. Board members oversaw the successful development and printing of the Guide. Other projects have included Forest Grove maps, CEP-funded website upgrade, and brochures. Events managed over the years include the Corn Roast the Main Course, and fundraisers. The Chamber will also be assisted by City economic development staff.

- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

Yes, Other public and private organizations are willing to stock and display the Guides. The Guides will be distributed to other chambers of Commerce, Welcome Centers and other kiosks around the state. Regionally, including the Portland metro area they will be displayed at Washington County Visitors Association, wineries, hotels, restaurants, and tourist attractions

Yes, this coordination with other organizations to take and display the Guides has been established in advance.

---

Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

# COMMUNITY ENHANCEMENT PROJECT APPLICATION

**Sponsor:** Forest Grove Community Gardens

**Tax ID #** 030473181 (Adelante Mujeres sponsorship)

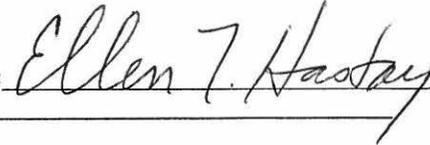
**Contact Person:** Ellen Hastay

Daytime Phone: 503-357-8428

**Address:** 1631 Juniper St

**City:** Forest Grove **State:** OR **Zip:** 97116

**Signature:**



## PROJECT INFORMATION

### A. Project Title

**Amount  
Requested:**

**Funds  
Needed by\*:**

Sustaining and Maintaining Community Garden Resources

\$ 1750

July, 2013

\*Availability of funds is contingent on City's receipt of disbursements from Metro

### Proposed schedule

**Project Start Date:** April 1, 2013

**Project Completion Date:** March 31, 2014



### B. Project Description:

Forest Grove Community Gardens was established in 2009 when city land became available, providing space for local residents to grow food to supplement their budgets during times of economic hardship. This parcel of land, located at the north end of Maple Street next to the BPA power substation, is divided into two large garden areas: the one to the east operated by Adelante Mujeres for its members and the one to the west by a committee of volunteers as the Forest Grove Victory Garden. The latter is divided into 147 plots, available for yearly rental to local gardeners for \$30/plot, which includes water and soil amendments. A reduced rate is available for residents who can prove eligibility for SNAP. From the beginning, space was also set aside to grow fresh vegetables (amounting last growing season to over 2800 lbs) to supplement food available to low-income residents at the Forest Grove Family Resource Center and St Vincent DePaul Emergency Food Box. For elderly and disabled gardeners there are seven 4'x6' raised beds built with materials supplied by Natural Yards Raised Beds and an accessible path paid for by past CEP funds and accomplished by volunteer labor.

For the past four years gardeners have discarded the green waste from their plots onto an ever-increasing pile of debris along the north fence of the garden. The debris has broken down somewhat, but this haphazard cold-composting does not break down heavy stalks from corn, broccoli, etc., nor does it kill weed seeds and fungal disease spores.

The proposed project for this year's grant would build on past accomplishments and address the city-wide initiative for sustainability. The plan is to clear the garden debris pile, build compost bins, and buy a chipper/shredder to reduce garden waste to particles that could be hot-composted. This would eliminate the above-mentioned problems and make fresh compost usable as an amendment on garden plots. Also in keeping with sustainability, the project would install a drip irrigation system for the plots dedicated to growing food for donation as mentioned above, maintain an adequate supply of equipment and garden tools, and provide sufficient commercial compost to amend the heavy garden soil.

**B. Project Description Continued:**

Specifically, the project would:

- Clear garden debris pile from the north fence area, spreading it to further break down, through the work of volunteers.
- Install two three-section composting bins to hot-compost garden waste, one on the cleared space and the other at the northwest corner of the parcel.
- Purchase a chipper/shredder to break down tough stems and large clumps of vegetable matter for more efficient composting.
- Install a drip irrigation system for plots dedicated to growing fresh vegetables for donation, to more efficiently use city water and to improve delivery of water to plants.
- Purchase a rototiller, garden tools and wheelbarrows to replace those lost or broken and to meet the needs of the increasing number of gardeners.
- Purchase quantities of commercial compost to adequately amend the heavy garden soil.

**C. Estimate how many residents will benefit if this project is funded.**

Approximately 80 gardeners and their families (approximately 300 persons) will benefit from improved garden maintenance. More fresh vegetables (over 2,800 lbs. last growing season) will be available to the 1200 families of the Forest Grove Family Resource Center and 2540 families at St Vincent de Paul.

**Has the sponsor received a Community Enhancement grant for this project in the past? Yes**

**If so, amount received \$5000 total (approx. over last 4 years).**

**Has the sponsor received a Community Enhancement grant for the current year? Yes**

**If so, is the project completed? Yes.**

**Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.** Funds from the current year's grant have been totally spent and a report submitted. Projects funded by the current year grant were to create a path for wheelbarrow access for gardeners to piles of donated amendments in front of the garden fence, repair and replace raised garden beds for elderly and disabled gardeners, maintain pathways in the garden, and provide commercial compost to amend the heavy garden soil. Approximately 300 gardeners and their families benefitted, as well as the thousands of low-income residents who received donated fresh vegetables from the garden.

## D. PROJECT BUDGET

**Total Estimated Costs: \$3400** How were these costs estimated (quotes, catalog, previous projects, etc.)? Quoted prices from Home Depot, Fisher Implements, and Nature's Needs were used to make these calculations.

### Breakdown estimated costs by source:

	CEP	Sponsor	Other #1 volunteers	Other #2
Personnel Services				
Supplies	600	450		
Capital	850	1200		
Materials	300			
Other				
Total	1750	1650		

**% of Total Budget provided by Sponsor: 49 %**

### E. Is there secure funding for Sponsor's share of the total costs including funding from public or private agencies and what are the sources of funding?

Yes. Sponsor's share of the total costs will be provided by revenue from garden plot rentals.

### F. Will the project be completed with the proposed funding or will future funding be necessary?

The project as described will be completed with the proposed funding.

### G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals.

This project meets the eligibility criteria in that it will enhance the appearance and cleanliness of the Victory garden, which is a large tract of city land. It also improves the natural, cultural, and recreational resources in that the garden is a place where residents of different ages, cultures, and ethnicities come together to work cooperatively and enjoy the outdoor environment. It improves the economic viability of Forest Grove in that garden participants grow fresh nutritious food for their families, thus saving on expenses in these challenging economic times.

The objectives of this project also support the Forest Grove city goals:

- 1. Promote safe, livable, and sustainable neighborhoods and a prosperous dynamic green city.** This project proposes to improve the community garden through which thousands of residents either grow their own fresh food or receive donations. The garden supports community in that it is a place where people of diverse backgrounds, ages, and perspectives work together and share ideas. The improved compost and irrigation systems promote sustainability.
- 2. Promote a prudent financial plan to maintain effective service levels of a full-service city.** The community garden is a wise and cost effective investment for city funds in that it provides residents with the opportunity to supplement their incomes and improve their health by growing their own food.
- 3. Promote the interests and needs of Forest Grove in local, state, and national affairs.** Community gardens are a major component of the local food movement that is manifest through initiatives in our local institutions, state-wide, nationally, and internationally.

## PROJECT MANAGEMENT

### **A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Some major tasks for the project must be completed this spring and these will be paid for through community garden funds:

- Purchase chipper/shredder – April, 2013
- Purchase materials, build, and install one 3-section compost bin – April, 2013
- Install drip irrigation system for plots growing food for donation – May-June, 2013

CEP grant funds will be used to:

- Purchase additional wheelbarrows and garden tools – July-August, 2013
- Purchase materials, build, and install second 3-section compost bin – July-August, 2013
- Purchase rototiller to replace aging one in current use – July–September, 2013
- Purchase commercial compost – July 2013-March, 2014

### **B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

Steering committee members for the Forest Grove Community Gardens have successfully managed four previous Community Enhancement Projects, fiscally and through personal involvement and direction. Tasks were completed utilizing the work of volunteers, engaging dozens of community members. Major accomplishments of past grants include building raised beds for disabled and elderly gardeners, building an accessible path to the raised beds, installing a half gate at the main entrance to discourage unauthorized vehicle access to the garden, building paths throughout the garden, installing the water system in the garden, building the second tool shed, and building an access path for wheelbarrows to garden amendments.

### **C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe. Yes.**

Garden waste removal is the one task that would require coordination with community organizations to secure volunteers, and several have already indicated interest in the project.

The Forest Grove Community Gardens has an understanding with Adelante Mujeres that they will act as the 501(c)3 non-profit sponsoring organization. This provides FGCG with liability insurance through WSC Insurance.

Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

# COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Dairy Creek Community Food Web Tax ID # \_45-254-3810

Contact Person: Robin Lindsley Daytime Phone: 503 313 6104

Address: 5499 NW Thatcher Rd (home)

City: Forest Grove State: OR Zip: 97116  
(DCCFW: PO Box 37, Forest Grove OR 97116)

Signature: Robin B Lindsley



## PROJECT INFORMATION

**A. Project Title:** DCCFW Community Expansion Project

**Amount Requested:** \$8600.00 **Funds Needed by\*:** 8/1/13

\*Availability of funds is contingent on City's receipt of disbursements from Metro

### Proposed schedule

Project Start Date: 8/1/13 Project Completion Date: 8/1/14

### B. Project Description:

Dairy Creek Community Food Web, a grassroots citizen organization, is requesting CEP funding to support Forest Grove's future as an inclusive and sustainable city/area with a strong economic base expanded to include a focus on food, farming and gardening. Our request here includes language translation equipment, books and DVDs, and materials to expand a new food initiative: Mobile Garden Carts.

In our two-plus years as our local area food web, we have worked to increase community awareness about issues of health achieved through growing, harvesting, processing, sharing and celebrating nutritious food. We have sponsored monthly Community Soup/Salad Suppers, monthly Food Film Festival offerings as well as food-related events such as Fill Your Pantry Market, Earth Day Celebrations, gardening, cooking and food preservation classes and workshops, farmer-related activities, food service program upgrades and solving citizen-identified concerns such as feeding hungry people, supporting new farmers, developing school gardens and nutrition education programs, upgrading land-use policies, expanding to a year-round farmers market and creating community/chef kitchens for micro-enterprise start-ups and cooking classes.

As we have worked to make connections between and among local organizations, we have noticed an increasing interest and call for more resources to achieve a network of people and information to help all of us. One such need appears to be the use of language translation equipment for public meetings so that a larger percentage of our population can understand each other in either Spanish or English. We would like to provide this equipment using grant funds, making it available through the City of Forest Grove to speakers and listeners in either language.

Also, by providing a solid collection of current books and films available through our local library, directly concerning food, farming, and gardening issues, we can increase the opportunities for all citizens to both get enough to eat and to eat well.

Our newest effort to help both young and older citizens grow their own food is called Mobile Garden Carts. With plants contained in donated, used grocery carts lined with garden weed barrier fabric and filled with rich soil, people will be able to learn how to grow, care for and harvest from their own small moveable garden. They will be able to take it inside and/or upstairs to decks and patios where they can observe and care for the plants. Following a successful similar project started by the North Coast Food Web, we are providing the people, materials and coaching to start these moveable gardens during Earth Week, this year on April 22. For the next calendar year, we can use CEP grant funds to expand the effort to offer this opportunity to more people.

### **C. Estimate how many residents will benefit if this project is funded.**

Over time, we hope to reach all residents by increasing access to healthy local food and by supporting the local economy.

Has the sponsor received a Community Enhancement grant for this project in the past?

Yes, it's listed under the Forest Grove Senior & Community Center.

If so, amount received: \$1955.00 (2011 - 2012)

Has the sponsor received a Community Enhancement grant for the current year? No.

If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

**D. PROJECT BUDGET**

**Total Estimated Costs:** \$8600.00 How were these costs estimated (quotes, catalog, previous projects, etc.)? Quotes, catalogs, previous projects, professional estimates.

**Breakdown estimated costs by source**

	CEP	Sponsor	Other #1
Personnel Services	ϕ	300 <sup>-</sup>	100 <sup>-</sup> (professional time)
Supplies		100 <sup>-</sup>	
Capital (Transl. equip)	4000 <sup>-</sup>		
Materials (Books/DVDs)	2220 <sup>-</sup>		
Other (Carts project - fabric/plant starts)	800 <sup>-</sup>	600 <sup>-</sup>	200 <sup>-</sup> (plant starts) 300 <sup>-</sup> (soil, compost)
Total	7020 <sup>-</sup>	1000 <sup>-</sup>	600 <sup>-</sup> (donated)

% of Total Budget provided by Sponsor: 12%

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

In-kind contributions of expertise, time and labor; financial donations from DCCFW participants and the public. Future grant applications are pending.

**F. Will the project be completed with the proposed funding or will future funding be necessary?** Yes, it will be completed with this budgeted funding, and no, future funding will not be needed for these particular aspects of the DCCFW Community Expansion project.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

Our request for this year's CEP grant meets the eligibility criteria concerning cultural and economic resources and will, as DCCFW continues its work in the Forest Grove area, provide resources to support new business start-ups, increase communication between citizens of varying languages, build self-reliance of citizens through gardening, farming and

food-preparing and weave closer connections between a broad range of organizations and neighbors.

Specific to 2013-14 Council goals, our requests 1., promote the interests and needs of local residents in encouraging awareness of health-promoting nutrition, buying local foods, supporting local businesses, farmers and gardeners, and reaching out to young people as well as their elders, 2., adds immeasurable opportunities for living better in our prosperous, dynamic, green city. Also, in purchasing books and language translation equipment for the library and the city, we help demonstrate Forest Grove's awareness of sustainable systems for food security and for supporting mutual cultural respect.

Regarding Forest Grove as a "community by design", DCCFW certainly promotes economic development that is innovative, diverse and ecologically sound, as well as encouraging participation by an engaged public and a responsive government in our efforts to raise up public awareness of many multi-faceted food issues.

## **P ROJECT MANAGEMENT**

**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.** Major tasks will be: a.) completing an edited version of the books and DVDs and ordering and tracking receipt of same from the appropriate vendors, b.) consulting with city officials and local businesses regarding which language translation equipment to purchase, and c.) reporting to the public on the Mobile Garden Carts event of April 22, 2013, then planning for the expansion of the MGC event to occur in April, 2014.

Each of these tasks can be completed by December 15, 2013.

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.** Our DCCFW board (core group) has had the last year to learn from our previous CEP grant, developed with assistance from Forest Grove Senior & Community Center as our fiscal agent. Also, we have had a variety of experiences managing similar projects as we each are/have been involved in organizations and businesses promoting "building community," networking activities related to food issues, and leading community efforts to develop strong ties to local economic efforts. (Please see our final report for the 2011-12 CEP grant, listed under FGS&C Center.)

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.** *DCCFW has worked diligently to develop co-sponsorship relationships with a wide variety of like-minded organizations. For this particular project, we will be coordinating efforts with Forest Grove Library, City of Forest Grove, Gales Meadow Organic Farm, FG Senior & Community Center and Pacific University student groups. In addition, currently, we have partnered with many other food-related organizations to achieve a stronger food web for our local citizens: Oregon Food Bank, OSU Extension, Adelante Mujeres programs, Forest Grove Grange, Community Matters, Forest Grove Community Gardens, United Church of Christ, Forest Grove Community School, New Seasons Orenco, Pacific University, North Plains Farmers Market, Nana Cardoon Learning Center, and Kaiser Permanente's NW Health Foundation (Community Health Priorities).*

**Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

# COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Adelante Mujeres Tax ID # 03-0473181

Contact Person: Kaely Summers Daytime Phone: 503.992.2041

Address: 2420 19<sup>th</sup> Avenue

City: Forest Grove State: OR Zip: 97116

Signature: 



## PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Music, Movement, and Growing Market Attendance</u>	<u>\$ 8,000</u>	<u>June 20, 2013</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

## Proposed schedule

Project Start Date: May 15, 2013 Project Completion Date: October 30, 2013

## B. Project Description:

### NEED:

Every community needs a place to gather in order to create city pride and identity. The Forest Grove Farmers Market provides that place to socialize, play and eat among neighbors and visitors alike. The Farmers Market has achieved great success during the past seven years of operation, under Adelante Mujeres' management, in creating an atmosphere where everyone is welcome to the table. Yet we need to increase our advertising capabilities to encourage a habit of shopping regularly in the downtown core. We still have room to fulfill our potential and further increase the economic vitality of Forest Grove.

During the 2012 season, we saw a significant rise in market attendance with a 48% increase as compared to the 2011 season. Now that we have brought more people into the center of our city, we need to focus on retaining those customers, inviting new vendors, and growing the weekly event to be a reliable source of local goods. We also need to find ways to sustain our SNAP Match incentive program so that low-income customers can access nutritious foods on a weekly basis.

Building on successes from past years and hearing feedback from the community, we are extending our season three additional weeks from May through the end of October. And over the next five years, we hope to build our market into a year-round community offering. We plan to expand our marketing strategies, continue our kid's activities, and organize a Veggie Fun-Run that will support our SNAP Match incentive programs. These basic steps to increase and retain our customer and vendor base will allow us to build the length of our season and contribute to a green city.

**Kids Club:** we will continue to provide the Market Sprouts Kids Club for kids to engage with local farmers, get to know where their food comes from, and be encouraged to make healthy choices. Club activities will run through the summer months and each child will receive a club passport, bag, and fruit & veggie tokens. Last season the program was a huge success, serving 425+ children and attracting more families to the downtown area.

**Music:** we will provide more musical entertainment throughout the season. We have purchased licensing for musicians to play copy-write music, but because our music budget is so minimal, we have had a difficult time attracting many musicians to come play. A larger stipend will raise the caliber of musicians we can invite to the Farmers Market.

**Fun-Run:** we would like to organize a Veggie-Fun-Run event as a fundraiser and community activity. The run will attract local residents as well as visitors to Forest Grove. The registration fee will help us to continue increasing access to locally grown food for underserved populations through our SNAP Match incentive program. This program provides matching fruit and veggie tokens to low-income customers who use their federal nutrition assistance benefits at the market.

**Marketing:** we will continue to come up with creative outreach and marketing efforts in order to draw more customers and continue the basics of what we do best – provide access to fresh, local and artisan food products sold directly from the farmers and producers to customers.

With this project we seek to increase:

- FGFM attendance by 500+ people a week.
- The number and diversity of FGFM Vendors.
- Sales of Downtown businesses and help retain customers.
- Participation of families in the Market Sprouts Kids Club to 500+ kids.
- Funds for a sustainable SNAP Match incentive program.

Marketing Plan:

- Hang door fliers at identified neighborhoods who have low to no attendance at the Farmers Market. Fliers will also have information on 1<sup>st</sup> Wednesday events.
- Display market poster at local stores, offices, and organizations.
- Target Adelante Mujeres students that live in surrounding areas and give them fliers and information to spread word of mouth marketing.
- Utilize all print advertising outlets including the Forest Grove News-Times, the Leader and utilities bill newsletter.
- Outreach to senior living facilities.
- Increase social media outreach.
- Construct a bike advertising cart for day-of event reminders.

All of these activities are free and open to the general public and will not only enhance the caliber of the Farmers Market, but also enhance the reputation of Forest Grove. We hope that with your help, we can increase marketing efforts, provide more kids club activities, organize a Fun-Run and in turn attract more people to historic downtown. We see support from the City Community Enhancement Project as a great opportunity to engage the core of our city and improve the livability for all.

**C. Estimate how many residents will benefit if this project is funded.**

All community members, totaling 21,488<sup>1</sup>, will benefit from this project in many important ways. First, the Farmers Market is a free public event and serves as the hub for the community, by providing a place to gather, to spend an evening enjoying quality entertainment, and fresh, local food in a family-friendly environment. Second, local business owners benefit with increased visibility and traffic to the downtown area. Finally, by providing an outlet for farm direct products, the Forest Grove Farmers Market helps to preserve farmland and encourages eco-friendly habits. The Forest Grove community, as well as the region, benefits from the health and conservation of our local land and watershed.

Has the sponsor received a Community Enhancement grant for this project in the past? Yes.  
If so, amount received: \$5,264 (2012)

Has the sponsor received a Community Enhancement grant for the current year? Yes.  
If so, is the project completed? Yes, we completed our grant activities and expended all funds.

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.  
Using 2012 CEP funds, the Forest Grove Farmers Market accomplished the following:

- 425+ children participated in the first annual Market Sprouts kids club over 12 weeks during the summer.
- \$1,500 in fruit and veggie tokens were redeemed by children in the Market Sprouts Kids Club, contributing to healthy eating habits.
- 4 cooking demonstrations were provided throughout the season to teach market visitors how to prepare budget saving meals with local produce.
- Washington Co. OSU Extension Master food preservers and Master gardeners were present at the market to provide advice to market visitors.
- Market Musicians were given a small stipend to compensate them for their participation at the market.
- We experienced a 48% increase from 2011 in market attendance.
- 578 new SNAP and WIC shoppers participated in the match incentive program.
- \$21,000+ was spent by shoppers using federal benefits at the market.
- The Market improved relations with downtown business owners and observed a greater effort to capitalize on the extra energy the market provides each Wednesday.
- Market vendors reported increased sales of between 13%-200% from their 2011 sales.

**D. PROJECT BUDGET**

**Total Estimated Costs: \$ 78,000**

How were these costs estimated (quotes, catalog, previous projects, etc.)?

This is the total estimated cost of the entire 2013 market season. Costs are based on current personnel salaries, current grant projects, quotes from suppliers, and online bids.

<sup>1</sup> Source: US Census Bureau July 2011 <http://quickfacts.census.gov/qfd/states/41/4126200.html>

**Breakdown estimated costs by source:**

<b>Category</b>	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services*	\$3,000 (Market Manager & Outreach Assistant) \$600 (Musician stipends)	\$20,000 (Adelante Mujeres)	\$10,000 (grants, sponsorships, & booth fees)	\$8,000 (Volunteer in-kind)
Supplies	\$1,500 (Market Sprouts Kids Club incentive tokens) \$2,500 (Fun-Run supplies, equipment, consulting services, and timing services)	\$1,000	\$4,500	
Capital		\$1,500	\$1,500	
Materials	\$200 - bike advertising equipment \$200 - additional marketing & outreach materials (including printing costs)	\$1,000	\$2,000	\$500
Other		\$10,500	\$8,500	\$1,000
<b>Total: \$78,000</b>	<b>\$8,000</b>	<b>\$34,000</b>	<b>\$26,500</b>	<b>\$9,500</b>

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes. The funding will come from Wholesome Wave (\$15,000), New Seasons Market (\$4,000), AmeriCorps Member services, individual contributions, in-kind donations, local sponsors, volunteer involvement, as well as from vendor booth fees.

**F. Will the project be completed with the proposed funding or will future year's CEP funding be necessary?**

The project activities will be completed within the 2013 Market Season (May15-Oct. 30<sup>th</sup>). We will need additional funds as available in the future for operational costs, however not necessarily for the specific activities we are purposing for this year. City support helps us provide quality programs and events for the Forest Grove community and helps make the FGFM a successful entity. It is our goal that the FGFM will continue to grow and become a self sustaining market in the near future.

**G. Explain how this project helps achieve the values described in the Forest Grove Vision Statement?**

The Forest Grove Farmers Market puts the Forest Grove's Vision Statement into action as a place that values education, sustainability in our economy and our environment and the bountiful resources of the Tualatin Plain. The Market serves as a small business incubator, creating jobs, increasing income for local residents, and promoting greater diversity of economic activity.

**PROJECT MANAGEMENT**

---

**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

This project will begin with the Market Season. Off-season fundraising and season sponsors allow sufficient funds to offer music and kid's activities through the end of June. These project funds will be implemented in July of 2013 so we can continue

programming through the end of the Market season. Supplies will be purchased throughout the season as needed until the Market's close on October 30, 2013.

Our management timeline:

- Collaborate with First Wednesday for joint marketing efforts (ongoing)
- Plan, construct, and utilize mobile bike advertising for FGFM (construct in April and use throughout the season)
- Conduct crowd counts to assess marketing impact (every week and during the Veggie Fun-Run)
- Create survey of Market Sprouts children & families to evaluate program (once in July and August)
- Conduct Vendor survey to gauge economic impact (Oct.)
- Veggie Fun-Run (scheduled for October)
- Music (ongoing throughout the season)

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

In years past the Forest Grove Farmers Market was able to use CEP funds to successfully teach market shoppers how to shop on a budget and how to cook with locally grown food; increase the number of vendors and visitor counts to reflect over 2,000 visitors each week and to purchase necessary items to enhance the Farmers Market such as tables, signs, music system and banners, which are still being used by the Market today. The Market has been awarded several federal grants from the United States Department of Agriculture as well as grants from New Seasons Market and Wholesome Wave. All have been managed successfully and have lead to continued funding opportunities.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

This project will require several partnerships with downtown businesses and local social services groups. We will once again work with the City Club to enhance our marketing efforts. We have also partnered with a network of Washington County Farmers Markets, the Dairy Creek Community Food Web, Wholesome Wave and the Oregon Farmers Market Association to offer Market Sprouts Kids Club, joint marketing, and technical assistance. We have had great success in collaboration with First Wednesdays and we look forward to working with more businesses and organizations in the future.

---

**Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**



EDUCATION - EMPOWERMENT - ENTERPRISE



March 29, 2013

Forest Grove City Council  
P.O. Box 326  
Forest Grove, OR 97116

Dear Members of the Forest Grove City Council:

The Forest Grove Farmers Market respectfully submits the attached request for funding to the City Council for \$8,000 as part of the Community Enhancement Program. The Forest Grove Farmers Market is entering its 8<sup>th</sup> season and is managed by Adelante Mujeres, a non-profit community organization.

Our Project title is "Music, Movement, and Growing Market Attendance." This project will provide the necessary funds to promote economic activity and tourism in the downtown area. All citizens of Forest Grove will benefit from an added excitement of musical performances and activities such as a fun-run and free kid's activities in our downtown core. In particular, funding from the City would allow for marketing costs, musician stipends, activity materials, and personnel time, which will help to sustain the Market and provide a vital resource for our community.

We look forward to making a presentation to the City Council and to hearing from you after your decision has been made. We believe the Farmers Market helps local residents support local farmers and small businesses, adding to the vibrancy of our community. By providing an educational gathering space for the whole community, we continue to be a strong partner in the City's efforts to make Forest Grove a great place to live, learn, work, and play. The Market will also attract new and diverse businesses and help to grow our local economy.

Sincerely,

Kaelly Summers  
Manager, Forest Grove Farmers Market

# COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Adelante Mujeres Tax ID # 03-0473181

Contact Person: Bridget Cooke, Executive Director Daytime Phone: 503.992.0078 ex209

Address: 2420 19th Ave

City: Forest Grove State: OR Zip: 97116

Signature: Bridget Cooke



## PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Early Childhood Education for Latino immigrants</u>	<u>\$ 5,750</u>	<u>September 30, 2013</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

## Proposed schedule

Project Start Date: July 1, 2013 Project Completion Date: September 30, 2013

## B. Project Description:

We are seeking support for Early Childhood Education for Latino immigrant children in our community. The emphasis in ECE is on literacy and early language development in both English and Spanish. Our goal is to assure every child enters kindergarten ready to learn. Our weekly parenting class uses research based curricula to provide support for early childhood social, emotional and cognitive development, and offer strategies for increasing support in the home. Mothers and fathers receive regular Home Visits from parenting staff.

Children start the day with a nutritional breakfast provided at no-cost. They engage in art projects, read stories with the teachers, play interactive games and with toys that foster learning and imagination, and learn about the environment and the world around them by exploring the outdoors. Children take home weekly bags of books that include four bilingual stories to read with their parents. Three times a week, mothers and children participate in interactive literacy activities.

To better prepare families and children for school, we have launched a new kindergarten readiness program. We will offer additional training to our ECE and Parenting Educators to increase their ability to help children (and their parents) prepare academically and socially for kindergarten. ECE children will have a chance to visit a kindergarten classroom. When each child transitions to kindergarten, their new teacher will receive a letter outlining the curricula used in our ECE classroom, the progress the child has made, and other information that may help the teacher better understand the child's style of learning and background. We have also introduced curriculum that encourages a pro-college culture to families beginning at a young age.

**B. Project Description Continued:**

The primary goals of ECE are to prepare low-income Latino children for school and engage their parents in interactive family literacy that will strengthen learning beyond the classroom. Children will enter kindergarten with the appropriate early reading, cognitive and social skills for success. Parents will recognize their role as their child's first teacher and take an active part in their child's education.

Outcomes include:

- Meet and surpass benchmarks for Peabody Picture Vocabulary Test (PPVT) and PALS-Pre-K
- Increase exposure of the English language while maintaining and valuing first language
- Increase the child to adult ratio in the ECE classrooms through the use of regular volunteers
- Provide a structured kindergarten transition process to children, parents and the receiving kindergarten teachers
- Provide quarterly home visits to all families with weekly home visits to families in crisis to reinforce parenting class learning and support parents in their efforts to provide a language rich environment

**C. Estimate how many residents will benefit if this project is funded.**

120

Has the sponsor received a Community Enhancement grant for this project in the past? **Yes**  
If so, amount received \$ 1,350, 2,850,  
1,875

Has the sponsor received a Community Enhancement grant for the current year?  
If so, is the project completed? **Yes**

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.  
We received support for Adelante Chicas Summer Camps in 2012. We expended the total \$1,350. 150 Latina girls in grades 3-12 participated in three summer capstone camps and a soccer academy. The camps included workshops and group discussions around the topics of Science, Technology, Engineering and Mathematics; Art dance and culture; and healthy lifestyles, nutrition and exercise. Field trips took place at different museums and parks.  
Last summer, girls went on a two-day camping trip to the Oregon coast and visited Tillamook Forest Center.

**D. PROJECT BUDGET**

**Total Estimated Costs:** 157,479 How were these costs estimated (quotes, catalog, previous projects, etc.)? Based on prior year's budget

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services	5,000	96,027		
Supplies	750	0		
Capital		0		
Materials		0		
Other		55,702		
<b>Total</b>	<b>5,750</b>	<b>151,729</b>		

% of Total Budget provided by Sponsor: 96 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes, we have 88,000 in committed support from a number of government, private foundations and corporate funders, that include: Wintz Foundation, City of Hillsboro, Collins Foundation, ConAgra, Hoover Foundat Juan Young Trust, Jubitz Foundation, Northwest Health Foundation, Social Venture Partners of Portland, Wholesome Wave and the Templeton Foundation.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

This is an ongoing educational project and will continue to need funds. However we are constantly seeking funding from other sources.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

This project achieves the value of Forest Grove as a "Home." Children in ECE are nurtured by caring staff volunteers and their families. We help them reach their full potential by preparing them for early school success, building literacy skills, and working with their families.

## **PROJECT MANAGEMENT**

---

**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

The project tasks will begin in August 2013 and continue through the end of May 2014.

- Recruitment of participants, staff training and purchase of supplies - 8/2013
- Implement Early Childhood Education Classes September, 2013 - May 2014

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

Adelante Mujeres has successfully managed the Early Childhood Education program since the organization's founding in 2002. Adelante Mujeres coordinates four major programs with an annual budget of over \$1 million. We also run the Forest Grove Farmer's Market. We have previous success implementing other CEP grants for Early Childhood Education.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Several community partnerships complement Adelante Mujeres' internal strengths. Our key partners include: Forest Grove School District, Pacific University, Portland Community College, WA County Commission on Children and Families, OSU Extension Service, PSU and NW Education Service District.

---

Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.



EDUCATION - EMPOWERMENT - ENTERPRISE

March 29, 2013

Forest Grove City Council  
P.O. Box 326  
Forest Grove, OR 97116

Dear Members of the Forest Grove City Council:

Adelante Mujeres respectfully submits the attached request for funding to the City Council for \$5,000 as part of the Community Enhancement Program. Adelante Mujeres, a non-profit community organization is celebrating its 10<sup>th</sup> Anniversary. We are seeking support for Early Childhood Education (ECE) for Latino children in our community.

Our Project title is "Early Childhood Education for Latino immigrants." The emphasis in ECE is on literacy and early language development in both English and Spanish. Our goal is to assure every child enters kindergarten ready to learn. Our weekly parenting class uses research based curricula to provide support for early childhood social, emotional and cognitive development, and offer strategies for increasing support in the home. Mothers and fathers receive regular Home Visits from parenting staff.

We look forward to making a presentation to the City Council and to hearing from you after your decision has been made. We believe Adelante Mujeres has been a vibrant part of our community and continues to help local residents through education and enterprise.

Sincerely,

Bridget Cooke  
Executive Director

Attachment

# COMMUNITY ENHANCEMENT PROJECT APPLICATION

RECEIVED  
MAR 29 REC'D

Sponsor: City Club of Forest Grove

Tax ID # 93-1249239

Contact Person: E. J. Baeza

Daytime Phone: (503) 357-5413

Address: City Club of Forest Grove c/o Moore & Ballard, 2002 Pacific Ave. or P. O. Box 482

City: Forest Grove

State: Oregon Zip: 97116

Signature:  3.29.13 E. J. Baeza, President

## PROJECT INFORMATION

### A. Project Title

Amount

Funds

Requested:

Needed by\*:

2013- 2014 City Club First Wednesday Events:

\$5,500.00

July 1, 2013

\*Availability of funds is contingent on City's receipt of disbursements from Metro

### Proposed schedule

Project Start Date: July 3, 2013

Project Completion Date: June 30, 2014

### B. Project Description:

This project is a critical part of City Club's efforts to fulfill its mission to promote a more vital and prosperous downtown business district. It consists of two (2) complimentary components:

- 1) The update and reprint the "Historic Downtown Brochure" is the first component. We have successfully designed, printed and distributed 10,000 of the first edition of the 2012 brochure and have scheduled a reprint and distribution of an 7,500 updated brochures for the Spring of 2013. These efforts were made possible by past CEP grants and City Club matching funds and volunteer work. This request will help fund a design and content update, printing and distribution costs for the 2013 – 2014 edition of the brochure. The amount of the request over last year reflects a more ambitious distribution plan throughout the Portland metro area. This includes local and area-wide hotels, businesses and coffee shops all through the region, Washington County Visitors Association, Forest Grove businesses, area wineries, local businesses and organizations, wayfinder kiosks, and on web sites. **CEP Request: \$1,950**
- 2) To enable the City Club to stage, market and advertise the popular First Wednesday. These events include: "Sweet Words" our local writes and chocolate festival in May, "Stay-cation Forest Grove" our promotional event of Forest Grove's vacation attractions in June, "Hooray USA" our patriotic event in July, "August Nights" our summer celebration, "Celebrate Forest Grove" our festival of all things Forest Grove, "Giving Thanks" our annual festival of appreciation in November, "Small Business Saturday" our annual promotion of our small businesses, "Holiday in the Grove" our promotion of our Downtown retailers for holiday shopping and the "Holiday Light Parade" our annual holiday parade for the whole family. City Club depends primarily on sponsorships, donations and grants to fund these events that so benefit our downtown business district.

**CEP Request: \$3,550**

The funds requested are absolutely critical to the success of these projects on a scale that can continue to have a significant, beneficial impact on the growth and prosperity of our downtown business district's economy.

## **B. Project Description Continued:**

These two elements are complementary to and support each other.

The all volunteer City Club has worked hard to support the downtown. Both the downtown brochure and the First Wednesday events help to build activity, vibrancy and pride in the Forest Grove downtown. Unlike larger cities the City Club cannot afford staff or raise a large budget. But through in-kind donations, membership, volunteers and small sponsorships a little goes a long-way. City Club has established a proven track record of promoting the downtown business district through the successful operation of community events like the First Wednesday.

Because, of the lingering impacts of the recession and the difficult fund raising environment, the partnership between the City of Forest Grove and City Club has never been more critical. As the economy recovers, this partnership, along with our downtown merchants, will be uniquely positioned to take advantage of the new opportunities that will present themselves as a result of our current efforts.

The for each First Wednesday event we design and publish a guide that lists downtown businesses and civic/public organizations as well as their contact information. It also has an event calendar and promotes the Farmers Market and First Wednesday. The guide also uses themes, colors and logo based on the Forest Grove Branding Project. The guide is very important to the downtown as it is the lead piece used to attract new shoppers, visitors and event attendees.

The First Wednesday event is also an important strategy to revitalize the downtown. The First Wednesday events are held eight months of the year, from May through December. Each event is coordinated with the Farmers Market and helps boost their attendance. The events consist of live music, wine tasting, arts and crafts vendors, interactive artist demonstrations, downtown retailer and restaurant specials, contests and other themed events like "Sweet Words" and "Holiday in the Grove".

The First Wednesday events have become highly anticipated social event as residents and visitors see them as a natural extension of the downtown experience and offer the opportunity to socialize with friends and family. These events also provide an opportunity for people, including those with lower income to come and enjoy free entertainment or participate activities for free. We always hear of long-time residents and new visitors discovering shops and an attractive, historic downtown environment that they never new existed. Attracting visitors and shoppers though First Wednesday events and the marketing brochures are designed to be a part of the city's overall economic development strategy. This strategy includes streetscape and infrastructure improvements, redevelopment projects, new business attraction, business and building renovation, tourism, seminars and training.

We are seeing more businesses and organizations coordinate their own events on First Wednesdays to both add to the events and leverage them to keep and attract customers. On a larger scale First Wednesday, the Farmers Market, the Sidewalk Chalk Art Festival, Forest Grove Uncorked and the Main Course, Holiday Light Parade all work as enjoyable experiences to attract people downtown.

## **C. Estimate how many residents will benefit if this project is funded.**

The project will provide direct and indirect benefits over the 8 months of operation each year. Direct beneficiaries are: 1) residents and visitors who visit the First Wednesday for local goods, food, art and entertainment and learn more about the downtown;

2) Residents and visitors both inside and outside Forest Grove who pick up a downtown brochure and learn more about businesses and events 3) downtown merchants who increase sales and/or gain future customers; 4) local organizations that have a public outlet for information and; 4) local and area artisans, crafters and others such as area wineries, and food makers 5) local vendors. Much of the program funds

### C. Continued

are re-invested back into in the community by patronizing local businesses and organizations. Examples of local organizations include Pacific University Print Services, Forest Grove Senior and Community Center, Miracle Sign, local artists and musicians, Rambling Bear Distribution, freelance graphic designers, and local news publications.

For the 8 months, 4,000 different individuals will benefit plus 300 downtown owners/employees. Total attendance is estimated at over 10,000. In the summer months we anticipate 2,600-3,000 people attending each event. As the economy recovers we expect to regain growth each year.

Indirect beneficiaries include all City residents or 21,500 as:

- Residents and visitors will have the opportunity to purchase items on special in downtown stores or purchase unique items made by Forest Grove area residents/businesses.
- First Wednesday Events contribute to strategies that continue to revitalize the downtown.

Has the sponsor received a Community Enhancement grant for this project in the past? **Yes**

If so, amount received: \$3,340 for FY 2011 - 2012

Has the sponsor received a Community Enhancement grant for the current year? **Yes**

If so, is the project completed? The City Club received a grant for \$2,525. Project is on schedule and will be completed in June, 2013

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc. Still on-going. Services have included advertising for First Wednesday, producing event brochures, purchasing A frames and sign boards, interactive art and other festivities. The impact on the community has been positive both in terms of visitors to First Wednesday and an increase in sales for downtown businesses. First Wednesday events are averaging nearly 2,500 visitors in the summer months and winter months.

### D. PROJECT BUDGET

**Total Estimated Costs: \$10,600** How were these costs estimated (quotes, catalog, previous projects, etc.)? actual quotes and recent experience/projects

**Breakdown estimated costs by source:**

	CEP	City Club	PAC Mini-Grant	PAC Mini-Grant
Personnel Services		\$750		
Supplies/ <i>Downtown Brochures Reprint</i>	\$1,950	\$1,400		
Capital				
Materials: <i>Marketing</i>	\$3,550	\$1,950		
Other: <i>Music, art vendors interactive art, contests</i>			\$500	\$500
<b>Total</b>	<b>\$5,500</b>	<b>\$4,100</b>	<b>\$500</b>	<b>\$500</b>

% of Total Budget provided by Sponsor: 48.11%

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes, funding will be in place for 2013-14 First Wednesday's and brochure reprint when it is needed. Sponsor match comes from the following: 1.) First Wednesday fees from vendors, 2.) City Club membership dues, 3.) Other grant applications yet to be applied for such as two \$500 mini-grants from the Public Arts Commission for interactive art demos and for musical performances. The match funding of \$3,350.00 from the City Club is secure.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

Yes, the reprinting of the downtown brochure and the 2013-2014 First Wednesday Events will be able to be completed with CEP funding and City Club match funds.

**G. Explain how this project helps achieve the values described in the Forest Grove Vision Statement?**

The project helps achieve the Forest Grove Vision Statement in several ways:

- **Economic Development:** promotes and provides opportunity for downtown businesses and provides an outlet for area small & micro businesses such as musicians, artists, wineries, local craft makers. The events contribute to the development of tourism and the tourism Brand.
- **Arts and Culture:** provides and encourages a public showcase for local arts and culture
- **A Rich Heritage:** Highlights our heritage including history and historical buildings, Pacific University, produce and agriculture, heritage organizations, success and achievement.
- **Home:** First Wednesday provides business and social opportunities and enjoyment for all ages, young and old, individuals and families. All walks of people are brought together and with respect for all.

## **PROJECT MANAGEMENT**

---

**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

First Wednesday is a year-round on-going event that operates every month except January. The Holiday in the Grove is a series of events Wednesday through Saturday the first week in December.

**Major tasks**

- |   |                                   |
|---|-----------------------------------|
| ▪ Updating any business changes in brochure master:                         | <b>July, 2013 thru June, 2014</b> |
| ▪ Advertising First Wednesday event events:                                 | <b>July, 2013 thru June, 2014</b> |
| ▪ Reprint downtown brochure as needed (quantities to be determined):        | <b>July, 2013 thru June, 2014</b> |
| ▪ Event Brochures –listing monthly activities and participating businesses: | <b>July, 2013 thru June, 2014</b> |
| ▪ Music, Wineries, Artists, contests and special activities:                | <b>July, 2013 thru June, 2014</b> |
| ▪ Distribution of brochures:  | <b>July, 2013 thru June, 2014</b> |

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

The First Wednesday Committee/City Club is composed of business and civic leaders with extensive experience managing projects and special events. The City Club has successfully planned downtown events for many years.

These have included Holiday in the Grove, the on-going First Wednesday, Forest Grove Uncorked and the Holiday Light Parade. All of these have not only required skills in project management but also fundraising, sponsorships and grant awards including, CEP and other agencies. All past and current CEP grant projects have been managed successfully, completed on time and on budget.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Yes. City Club has established and maintained numerous collaboration relationships vital to the planning, operation and success of the City Club sponsored, community events. This network of community organizations is in place and constantly improving.

This is particularly true regarding The Farmer's Market/Adelante Mujeres, downtown businesses and the Police Department regarding street closure. Overall, the First Wednesday Committee/City Club works collaboratively with the Chamber of Commerce, the City of Forest Grove, Main Course, Pacific University, Forest Grove Library, Forest Grove Public Arts Commission, Washington County Wineries, Valley Art and downtown businesses.

In-Kind support and participation from these organizations, including CEP funds are what have allowed First Wednesday operate. The organizations also share goals in making Forest Grove businesses and the downtown successful and to increase exposure and understanding of area art, culture and history.

# COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Forest Grove Chamber of Commerce \_\_\_\_\_  
Tax ID # 93-0420710 \_\_\_\_\_

Contact Person: Ray Giansante \_\_\_\_\_ Daytime Phone: 503-357-3006

Address: 2417 Pacific Ave. \_\_\_\_\_

City: Forest Grove \_\_\_\_\_ State: OR \_\_\_\_\_  
Zip: 97116 \_\_\_\_\_

Signature: Ray Giansante



## PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
------------------	-------------------	-------------------

Forest Grove Chamber Information Center		
\$ 500	July 15, 2013	

\*Availability of funds is contingent on City's receipt of disbursements from Metro

## Proposed schedule

Project Start Date: July 1, 2013 \_\_\_\_\_ Project Completion Date: July 15, 2013

## B. Project Description:

The visitors information sign that formerly hung on the outside of the Chamber building needs to be replaced. We are designing a new sign with our new logo (Where Pinot was Born) and the sign board will include boxes that feature information about our city and our businesses. Volunteer help will install the sign and the boxes. The Chamber has already purchased the boxes.

**B. Project Description Continued:**

**C. Estimate how many residents will benefit if this project is funded.**

All residents of Forest Grove, friends and family of residents and people relocating to our city will be able to access needed information from this information board.

Has the sponsor received a Community Enhancement grant for this project in the past? No  
If so, amount received \$ \_\_\_\_\_

Has the sponsor received a Community Enhancement grant for the current year? No  
If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the

**D. PROJECT BUDGET**

**Total Estimated Costs:** \_\_\_\_\_ How were these costs estimated (quotes, catalog, previous projects, etc.)? \_\_\_\_\_

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital	\$500			
Materials				
Other				
Total				

% of Total Budget provided by Sponsor:   0  %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

N/A

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

The project will be completed with the proposed funding.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

1. The project offers visitors and residents alike the ability to share our rich heritage through the information placed on the sign board.
2. The sign will give us the ability to share the arts and culture available in our city even when the chamber is closed.
3. This is compatible with Council goal # 3 – To promote the interests and needs of Forest Grove.

## **PROJECT MANAGEMENT**

---

- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Task #1 Design and order the sign.

Task 32 Hang the sign and informational boxes.

The entire project will be completed by July 15, 2013

- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

The project does not require coordination

---

**Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

RECEIVED  
MARCH 2013  
BY: BC

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: West Tuality Habitat for Humanity Tax ID # 93-1025835  
Contact Person: Mike Maloney Daytime Phone: 503 805 7188  
Address: 3731 Pacific Ave.  
City: Forest Grove State: OR Zip: 97116

Signature: mmaloney

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Habitat For Humanity Coopers Corner Development House #3</u>	<u>\$ 15,000</u>	<u>123113</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

Proposed schedule

Project Start Date: 7-1-13 Project Completion Date: 6-30-14

B. Project Description:

This grant proposal is to help with payment of building and development fees for the project which is home number three of five in the development we call Cooper's Corner, five units of single family homes for low income families under development by West Tuality Habitat for Humanity. Estimated building permit fees for this unit are approximately \$26,000. This Community Enhancement Grant proposal seeks \$15,000 or Council granted increment toward payment of those fees. The total project cost for this unit (home # 3,) is projected at \$120,000 including permit fees. The costs incurred are for permits, materials and contracted services, West Tuality Habitat for Humanity provides project management and coordinates volunteer labor for the project at not direct cost to the project.

This home will soon be occupied by a qualifying low income family who will benefit from home ownership and participate in contributing to the City Tax Base because of the property improvements made to the area by the Cooper's Corner Development. The low income family of 6 will directly benefit from this project. All residents of the City benefit as well by providing a diversity of housing types available across all economic income levels.

B. Project Description Continued:

This home will soon be occupied by a qualifying low income family who will benefit from home ownership and participate in contributing to the City Tax Base because of the property improvements made to the area by the Cooper's Corner Development. The low income family of 6 will directly benefit from this project. All residents of the City benefit as well by providing a diversity of housing types available across all economic income levels.

Public safety is improved by economic revitalization of a low income neighborhood, improvements to streets and sidewalks, addition of street lights and introduction of new families to the area. Transportation is improved by the project providing 600' feet of built to city standard street and sidewalk, improving neighborhood connectivity and providing a safe route to school from adjacent neighborhoods that previously did not exist on this formerly unimproved dead end street.

Commercial, industrial and residential viability is improved by provision of five units of new low income housing to a previously under developed area and the introduction of five new families who will work and shop in the area. The project supports Goal 1 because it promotes safe livable and sustainable neighborhoods and a prosperous dynamic green city through energy efficient design of the units, location in an area that promotes the use of transit and alternate forms of transportation, walkable to schools, shopping, services, recreation and entertainment.

C. Estimate how many residents will benefit if this project is funded.

This home will soon be occupied by a qualifying low income family who will benefit from home ownership and participate in contributing to the City Tax Base because of the property improvements made to the area by the Cooper's Corner Development. The low income family of 6 will directly benefit from this project. All residents of the City benefit as well by providing a diversity of housing types available across all economic income levels.

Has the sponsor received a Community Enhancement grant for this project in the past? Yes  
If so, amount received \$           

Has the sponsor received a Community Enhancement grant for the current year? Yes  
If so, is the project completed? Yes

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

Same as # C.

D. PROJECT BUDGET

Total Estimated Costs: 120,000 How were these costs estimated (quotes, catalog, previous projects, etc.)? Previous Experience

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital		105,000		
Materials				
Other	15,000			
Total				

% of Total Budget provided by Sponsor: 87.5 %

E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

yes

F. Will the project be completed with the proposed funding or will future funding be necessary? Completed

G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?

The project supports Goal 1 because it promotes safe livable and sustainable neighborhoods and a prosperous dynamic green city through energy efficient design of the units, location in an area that promotes the use of transit and alternate forms of transportation, walkable to schools, shopping, services, recreation and entertainment.

The project contributes to Goal 2 by adding five units of affordable housing and improving an underdeveloped property and adding to the City's Tax Base.

The project contributes to Goal 3 by demonstrating Forest Grove's leadership regional affairs by showing how private and public action can combine to contribute to smart, sustainable growth with livable, high density development that makes best use of available resources.

## PROJECT MANAGEMENT

---

- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

**Development of the other units underway at Cooper's Corner will allow Unit #3 to commence shortly after the first of July, 2013. Building permits for that unit can be submitted early summer and construction completed before the summer of 2014.**

- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.

**In addition to the three other units currently underway, West Tuality Habitat for Humanity has completed 7 other projects in Forest Grove and Cornelius. Community Enhancement Grants have been awarded to support portions of these earlier efforts and other Habitat projects like the Forest Grove ReStore.**

- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

**The project coordinates thousands of hours of volunteer labor contributed by Habitat for Humanity Volunteers and in cooperation with others including Pacific University, Forest Grove High School, Forest Grove Rotary, private donations by Lowes Home improvement, by multiple local contractors and building materials suppliers.**

---

Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

# COMMUNITY ENHANCEMENT PROJECT APPLICATION

---

Sponsor: Historic Landmarks Board

Tax ID # \_\_\_\_\_

Contact Person: Neil Poulsen, (HLB Chair)

Daytime Phone: 503-481-8881

Address: 3212 Valley Crest Way

City: Forest Grove

State: Oregon

Zip: 97116

Signature: \_\_\_\_\_

*Neil Poulsen* 03/29/2013



---

## PROJECT INFORMATION

### A. Project Title

Amount

Funds

Requested:

Historic Landmarks Board Grant Program

\$7,500

July 1, 2013

\*Availability of funds is contingent on City's receipt of disbursements from Metro

### Proposed schedule

Project Start Date: July 1, 2013

Project Completion Date: All funds will be used within one year.

### B. Project Description:

The Historic Landmarks Board (HLB) will use these funds to continue our Historic Renovation Grant Program. Those eligible to receive renovation grants include owners of properties listed on the Forest Grove Local Historic Register and contributing properties in three Forest Grove historic districts including the Clark, Painter's Woods, and Walker-Naylor. The number of contributing historic properties supported by the Renovation Grant Program has tripled over the last three years with the addition of Painter's Woods National Historic District in 2009 and the Walker-Naylor National Historic District in 2011.

The Renovation Grant Program helps eligible property owners retain the historical and architectural integrity of their properties by funding a portion of the costs to improve the exterior and of their property. In particular, the HLB requires that grant recipients' restoration improvements be consistent with the property's architectural heritage. This helps property owners afford historic renovation, where they might otherwise opt for less expensive and less appealing alternatives. As the program has become better established, we have seen increases in the quality of projects, the size of projects, and the number of applicants requesting funding. As a result, both the demand for and the impact of renovation grants have become greater since the program began.

**B. Project Description Continued:**

Funds targeted for the Renovation Grant Program pay for themselves well beyond the actual amount apportioned to the program. (Please see the Addendum entitled *Historical Financial Summary* at the end of this application.) What’s more, it is widely recognized that historic districts improve property values and attract new residents. The Renovation Grant Program also helps to economically support a beleaguered local building community because we encourage property owners to hire local contractors to make the needed restorations. In addition, the program economically contributes to other local businesses due to increased tourism encouraged by improved historic neighborhoods.

**C. Estimate how many residents will benefit if this project is funded.**

All of Forest Grove residents benefit from historic preservation. Forest Grove’s historical heritage is important to our city. This program preserves the character, integrity, and coherence of historic Forest Grove through the improved appearance, cleanliness, and safety of its communities and through the longevity of its buildings.

Promoting historical renovation will have a greater long-term impact on the city and its residents than will the financial impact of any particular project.

Has the sponsor received a Community Enhancement grant for this project in the past? **Yes**  
 If so, amount received \$ 4,050

Has the sponsor received a Community Enhancement grant for the current year? **Yes**  
 If so, is the project completed? In progress

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

**(Please see the table below.)**

**SUMMARY OF SERVICES FOR 2012-2013:**

	<b>Project</b>	<b>Cost</b>	<b>Grant</b>	<b>Multiplier</b>
Fortner House	Painting	6,100	500	12
Loynes House	Painting	2,000	200	10
Barber House	Window Repair	960	480	2
Alpha Zeta House	Door/Landing Repair	1,700	850	2
Crowther House	Painting	7,750	500	15.5
M. Peterson House	Gutters	2,700	520	5.2
Contributing Residence	Porch Restoration	6,611	1,000	6.6
<b>Summary:</b>		<b>\$27,821</b>	<b>\$4050</b>	<b>6.87</b>

**D. PROJECT BUDGET**

**Total Estimated Costs:** \$40,125

**How were these costs estimated (quotes, catalog, previous projects, etc.)?**

We request \$10,000 for the grant. Historically, property owners contribute an average of four and six tenths (4.35) times the amount that they receive from the grant.

**Breakdown estimated costs by source:**

	<b>CEP #2</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other</b>
Personnel Services	0	0	n/a	n/a
Supplies	0	0	n/a	n/a
Capital	\$7,500	\$32,625	n/a	n/a
Materials	0	0	n/a	n/a
Other	0	0	n/a	n/a
<b>Total</b>	<b>\$7,500</b>	<b>\$32,625</b>		

% of Total Budget provided by Sponsor: 81%

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes - Property owners only apply for grants when they have the financial means to cover the remaining 50% or greater.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

As indicated in the Project Schedule, the project will be completed within one year. Each year that the project is active is separately funded.

**G. Explain how this project helps achieve the values described in the Forest Grove Vision Statement?**

Preserving Forest Grove's historical and architectural heritage is central to Forest Grove's vision and future. Our historical and architectural heritage is an important part of Forest Grove's cultural identity and community pride. We better understand our culture and environment when we understand our past.

The HLB's Renovation Grant Program contributes to Forest Grove's vision and future in the following ways:

- Well maintained and accurately restored historic buildings enhance the appearance and cleanliness of our entire community. By helping property owners to accurately restore and beautify their homes and businesses through funding and education, the Renovation Grant Program helps instill a sense of community pride and quality of life for all Forest Grove residents. Because renovation grant funding is offered *only to projects affecting the exteriors of qualifying properties*, funding awarded goes toward appearance and cleanliness of our community. Past projects include painting, porch and railing improvements, signage improvements, roof replacement, brick repair, and many others. Many property owners have told us that, without Renovation Grant Program funding, they would have not been able to afford to make historically accurate renovations. For example, the beautiful Art-Deco upgrade to the Theater in The Grove's marquee that is highly visible on Pacific Avenue would not have occurred had not the owners received Renovation Grant Program funds.
- The Renovation Grant Program helps preserve the cultural heritage of the entire community. The Historic Landmarks Board encourages historic property owners to investigate the original architectural characteristics of their homes/businesses, the period in which those buildings were built, and the materials and techniques used to construct those buildings. In addition, many of the homes/businesses that receive grants have been included in the Friends of Historic Forest Grove walking tours that educate both tourists and local residents about Forest Grove's rich cultural heritage.
- Through tourism and through the projects themselves, the Renovation Grant Program helps improve the economic viability of local businesses in the Forest Grove community. The HLB encourages property owners to select local contractors and materials suppliers when making historic restorations. The viability of other commercial interests, such as restaurants and stores, is also enhanced through increased tourism associated with Forest Grove's historic neighborhoods.
- Historic preservation and the Renovation Grant Program is the essence of sustainability, since the emphasis is always on using or repairing existing materials and structures.
- Public safety is improved through program funding and education provided by the Renovation Grant Program because poorly maintained and unsafe buildings can be restored, and therefore, made safer.

## **COUNCIL GOALS FOR FISCAL YEAR 2013-2014:**

The Renovation Grant Program aligns well with the Council's 2013-2014 goals.

### **GOAL 1: Promote Safe, Livable, and Sustainable Neighborhoods and Prosperous, Dynamic Green City.**

This is the essence of the Renovation Grant Program. Properties and buildings that are well-maintained, are kept safer and more livable. The Renovation Grant Program sustains neighborhoods by encouraging and assisting owners in preserving the architectural heritage of their properties. There is no greener building than the one that is already built!

### **GOAL 2: Promote a Prudent Financial Plan to maintain Effective Service Levels of a Full-Service City.**

As a Full Service City, the Renovation Grant Program provides Forest Grove with a prudent financial strategy that *shares with property owners* costs of maintaining Forest Grove's culturally enriching National Historic Districts.

### **GOAL 3: Promote the Interests and Needs of Forest Grove in Local, State, and National Affairs.**

Of Washington County's four National Historic Districts, three are located in Forest Grove. The Renovation Grant Program helps to maintain these districts that *promote* Forest Grove at the *local, county, state, and national* levels.

It's in everyone's interest that Forest Grove continues to progress as it has, yet while preserving the best of what we have.

## PROJECT MANAGEMENT

---

**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

The HLB advertises the grant program in the HLB quarterly newsletter, the *Forest Grove News-Times*, and the *Hillsboro Argus*. Residents also learn about the program through word-of-mouth. Before a renovation project begins, the property owner submits a grant request along with multiple bids to the HLB. The HLB reviews applications on a first-come, first-served basis. For each grant request, the HLB determines the applicability of the request, approves the work to be done, and determines the amount of the grant.

As part of the Renovation Grant process, the HLB requests that the property owner complete improvements within the timeframe specified on their application. The HLB can work with the property owner if an extension is needed. An HLB member inspects the completed work before the funds are disbursed.

As with last year, we will continue to inform property owners through HLB quarterly newsletters and other means about the availability of funding resources so that we can best obtain the advantages of the Renovation Grant Program.

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

The HLB has managed this program since 1997 with increasing success. Over the past fourteen years, the program has not only helped to improve the historic nature of our city, but through HLB project input and financial assistance, numerous projects have been adjusted to improve the historical accuracy of the work. We receive many appreciative comments from the beneficiaries of these grants.

During the Historic Landmarks Board's presentation before the Forest Grove City Council on April 17, we will present photos showing actual examples of projects that have benefited from Renovation Grant funds in the past.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

No, the Renovation Grant Program does not require coordination with other public and private organizations.

---

**Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

---

## ADDENDUM

### Historical Financial Summary:

<b>Fiscal Year</b>	<b>CEP Grant</b>	<b>Renovation Grants</b>	<b>Total Cost of Renovations</b>	<b>Impact Multiplier</b>
1997	\$5,110	\$3,965	\$16,000 (est)	4.0
1998	\$7,000	\$10,171	\$41,345	4.1
1999	\$7,000	\$6,782	\$38,954	5.7
2000	\$12,000	\$8,610	\$48,592	5.6
2001	\$12,000	\$16,475	\$48,791	3.0
2002	\$10,000	\$15,484	\$79,842	5.2
2003	\$10,000	\$9,002	\$52,201	5.8
2004	\$11,500	\$11,269	\$37,233	3.3
2005	\$13,500	\$13,428	\$56,223	4.2
2006	\$10,000	\$4,790	\$11,820	2.5
2007	\$8,000	\$5,636	\$21,435	3.8
2008	\$5,600	\$5,600	\$37,430	6.6
2009	\$7,000	\$7,000	\$21,578	3.1
2010	\$7,500	\$7,485	\$33,485	4.47
2011	\$7,790	\$3,164	\$24,533	7.75
2012	\$4,050	\$27,821	\$31,871	6.87
<b>Totals</b>	<b>\$138,050</b>	<b>\$156,682</b>	<b>\$601,333</b>	<b>4.35</b>

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

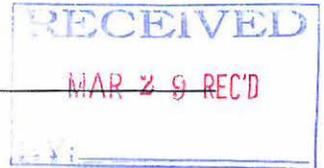
Sponsor: Public Arts Commission Tax ID # \_\_\_\_\_

Contact Person: Kathleen Leatham Daytime Phone: 503-809-1836

Address: 2122 Hawthorne Street

City: Forest Grove State: OR Zip: 97116

Signature: \_\_\_\_\_



**PROJECT INFORMATION**

A. Project Title:	Amount Requested:	Funds Needed by*:
Collaboration, Education and Growth	\$9,300	July 1, 2013

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: July 1, 2013

Project Completion Date: June 30, 2014

**B. Project Description:**

Collaboration with the Library Foundation to bring to fruition the installation of artist Ed Carpenter's glass sculpture in the library with artistic elements provided by Eric Canon and Greg Kriebel. The benefits to not only the citizens of Forest Grove, but also to those who make Forest Grove a destination for arts, entertainment and recreational experience, are invaluable.

The acquisition of the White Oaks wood cuts by local artist Sandra Roark will add to the city collection another historical view of early Forest Grove. Mini-grants enhance educational experiences for all community youth, and make available to all citizens a wide variety of art experiences in all forms of art expression.

Mini-grants, not to exceed \$500, are awarded to a diversity of groups and enhance the art experience for an equally diverse population. Most importantly, any project funded by a mini-grant is available to all citizens at no cost, particularly underrepresented portions of our community including elders, children and Latinos. These activities historically include music, dance, fine arts, crafts, drama, literature and film. In the current economic climate the presence of public art in a community will decline without the supportive efforts of programs like the mini-grant project.

Preservation of all works, including new acquisitions is an ongoing effort of the Public Arts Commission. Continuing to catalogue current city art and all acquisitions remains a primary effort of PAC.

**C. Estimate how many residents will benefit if this project is funded.**

The goals presented in Project Description have the capability of benefiting all citizens of Forest Grove and any visitors due to the wide spread availability of library services and the accessibility of arts activities held due to mini-grants.

**Has the sponsor received a Community Enhancement grant for this project in the past?**

YES, for a portion of the currently requested project. Total received since beginning of the Public Arts Commission is \$27,035.

**Has the sponsor received a Community Enhancement grant for the current year? Yes**

**If so, is the project completed?** The project as funded is continuing completion to June 30, 2013.

**Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.**

Framing/preservation of two pieces donated from the Chalk Art Festival is completed and are hanging in the library and in city hall. Mini grants have been dispersed to Valley Art, Chalk Art Festival, and CGE Poetry Slam. It is anticipated that pending mini-grants will be funded with remaining dollars from the grant.

**D. PROJECT BUDGET**

**Total Estimated Costs: \_\$17,100\_** How were these costs estimated (quotes, catalog, previous projects, etc.)? **\_Quotes and previous experience.**

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>
Personnel Services		<b>500</b>	<b>500 in-kind labor</b>
Collaborative Acquisition	<b>3,000 (Library Foundation)</b>	<b>3,000 (incl. leadership gifts)</b>	
Capital	<b>800 (wood Cut prints)</b>		<b>800 – artist</b>
Materials	<b>2,500</b>		
Other (mini grants)	<b>3,000</b>	<b>3,000 including in-kind contributions of grantee recipients</b>	
<b>Total</b>	<b>9,300</b>	<b>6,500</b>	<b>1,300</b>

**% of Total Budget provided by Sponsor:   46  %**

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes. Sources include Leadership Gifts, "Meet the Artist" Dinners, private donations, collaborative fund raising efforts and substantial in-kind contributions of organizations receiving PAC mini-grants during the course of the grant cycle will secure funding for the portion assigned by sponsor.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

The project done in collaboration with the Library Foundation will be funded with the proposed funding. The wood cut prints are a one time purchase with a significant leadership gift from the artist. Mini grants – which are a primary focus of the Public Arts Foundation – are funded to the extent the commission is able to raise funds. The acquisition and preservation of art is an ongoing commitment by the Commission.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

The Public Arts Commission is foremost dedicated to the offering of arts events and experiences at no cost to every citizen of Forest Grove. In that light, we support arts education and exposure for children, the enhancement of like efforts to acquire art by other organizations in the community, the building of arts awareness in all forms of art through mini-grants to those organizations wishing to further the arts in Forest Grove. A collaborative role for PAC is as a partner in the enhancement of tourism for the area with the Economic Development Commission and City Club. Of particular effort in the coming year is the realization through collaboration with the Library Foundation of the installation of a glass sculpture by artist Ed Carpenter. This is particularly exciting for the city as it brings together artists Carpenter, Eric Canon and Greg Kriebel. The enhancement to the library and to the artistic enjoyment and growth of Forest Grove citizens is immeasurable.

**PROJECT MANAGEMENT**

---

**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Collaboration with Library Foundation: Completion by June, 2014  
Mini-grant funding: ongoing to end of fiscal year  
Preservation: ongoing to end of fiscal year  
Acquisition of wood prints: By September, 2013

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

The first major art acquisition of the three benches was completed with a donation with installation and celebration and publication of event covered by CEP grant for the year 2011. Mini grants funded by all CEP funds received have been completed and have covered a variety of artistic offerings to the community with an increasingly positive response and an increasing awareness of what is available through the efforts of those organizations who avail themselves of the monies available because of CEP grants funding mini-grants. There is an extensive, sophisticated data base that catalogues all city art. Acquired art pieces are well displayed and preserved, as are pieces which have been in the city's possession for a number of years. Restoration of some pieces that had been set aside is also a product of the efforts made possible by CEP monies.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Yes. Coordination with the Library Foundation has begun and will remain ongoing to completion of project. Coordination with those city buildings and properties on/in which there are displayed pieces of City art remains an ongoing effort to see to preservation, appropriate display, and cataloging. Outreach to all community arts organization is a major effort of the Commission in order to see that mini-grant possibilities increase over the coming year to allow for an even greater exposure to all arts for all citizens.

---

Applications must be submitted by 5:00 pm, March 29, 2013, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.