



FOREST GROVE CITY COUNCIL
Tuesday, April 22, 2014

6:00 PM – Special Meeting – CEP Presentations

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

Thomas L. Johnston, Council President
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

6:00	1.	ROLL CALL:	
	2.	CITIZEN COMMUNICATIONS: 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.	PRESENTATION OF COMMUNITY ENHANCEMENT PROGRAM PROJECT APPLICATIONS FOR FY 2014-15:	
		PROJECT	SPONSOR
6:05	1.	Sidewalk Chalk Art Festival	Valley Art Association
6:10	2.	HLB Renovation Grant Program	Historic Landmarks Board
6:15	3.	Shredding Day	FG Chamber of Commerce
6:20	4.	WESTCO	Community Action Organization
6:25	5.	AT Smith House Safety Update Project	Friends of Historic Forest Grove
6:30	6.	Housing Rehab, Repair & Access Modifications	Rebuilding Together * Washington County
6:35	7.	Food & Drink Local Small Business Enhancement	Economic Development Commission
6:40	8.	Equipment for Enhanced Ecological Education	Fernhill Wetlands Council

6:45	9.	Dining Room Chair Replacement	FG Senior & Community Center
6:50	10.	Sustaining/Maintaining Community Garden and Natural Resources	FG Community Gardens
6:55	11.	Holiday Tree Sustainability Enhancement	Chamber Holiday Display Team
7:00	12.	Football Equipment Update	FG Little Guy Football
7:05	13.	Building Permit Fees for Cooper's Corner House #4	West Tuality Habitat For Humanity
7:10	14.	Pitching Machine and Protective Screen	Oregon Wild Softball
7:15	15.	Downtown Solar Powered Trash Compactor	FG Sustainability Ad-hoc Committee
7:20	16.	Celebrating Food & Market Sustainability	Adelante Mujeres
7:25	17.	Early Childhood Education for Latino Immigrants	Adelante Mujeres
7:30	18.	First Wednesday Events/Historic Downtown Brochure	City Club
7:35	19.	Research/Planning for Year-round Indoor Local Market	Dairy Creek Community Food Web
7:40	20.	FGS&CC Gardens and AT Smith House Water	Dairy Creek Community Food Web
7:45	21.	Collaborative Cultural Enhancement	Public Arts Commission
8:00		ADJOURN	

CITY COUNCIL evaluation forms due Friday, April 30, 2014.

Council will discuss allocation of funds for projects at the City Council meeting on May 12, 2014.

Public Hearing to approve allocation of funds will be held at City Council meeting on May 27, 2014.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: Roylene Read Daytime Phone: 503-352-2283

Philip Thias 503-359-8137 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>24rd Annual Sidewalk Chalk Art Festival</u>	<u>\$4400.00</u>	<u>Aug. 1, 2014</u>

Proposed schedule

Project Start Date: March, 2014

Project Completion Date: September 20th, 2013

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used:

The Forest Grove Sidewalk Chalk Art Festival is a yearly art event that has grown in attendance since its beginning in 1990. The City of Forest Grove promotes itself using the Sidewalk Chalk Art Festival as a signature event, an event that attracts tourism and makes Forest Grove a more enjoyable place to live. CEP funds would help pay for chalk, entertainment, advertising, rental furnishings and supplies.

The event is open to anyone who wishes to participate. There is no judging or prizes making this event non-competitive and more comfortable for artists of all abilities. Participants buy a sidewalk square (each is numbered) and are supplied with colorful pastel chalk to draw with. They have all day to work on their squares. Parts of Main Street, College Way and 21st Ave. are closed to vehicular traffic during the event making the area much safer for participants and spectators. There is entertainment throughout the day by local musicians and performers. Valley Art Association staffs the event with volunteers from the organization and their family members, Forest Grove High School students and community members.

People continue to visit Forest Grove to view these drawings long after the event day and until Mother Nature makes the drawings disappear.

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

We estimate that from 300-450 people will draw on squares this year and even more will come to view the art work. All residents of Forest Grove benefit from this event as it brings good publicity to the city.

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

Yes.

If so, amount received: \$2452 in 2013

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.

The project from last year was completed on Sept. 21st. We had fewer participants turn out due to bad weather but there was enough art squares completed before the heavy rain hit. We had at least 300 squares

drawn on and many of those squares were drawn on by more than one person. The downtown sidewalks continued to draw attention for the next several days. The CEP grant was spent in full.

D. Project Budget

Total Estimated Costs: \$16,025 . 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.

Breakdown estimated costs by sources:

Category	CEP	Sponsor	Other #1	Other #2
Personnel Services In-Kind +Volunteers @ \$21.79/hr=\$8927				
Supplies	\$209.00	\$209.00		
Materials	\$1420 (1/2 chalk)	\$1420 (1/2 chalk)		
Other-Entertainment	\$2500	\$380 (certificates for featured artists)		
Other		\$400 (high school art student scholarships)		
Other	\$280 (advertising)	\$280.(advertising)		
Total	\$4409	\$11,616		

% 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 2014 SCAF event are:

1. Valley Art Association
2. SCAF Registration Fees
3. Sponsorships from local businesses, community members, and organizations

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

The 2014 Sidewalk Chalk Art Festival will be completed with proposed funding. We will continue to need the CEP Grant funding for Sidewalk Chalk Art festivals to take place

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 Annual Sidewalk Chalk Art Festival attracts new people to Forest Grove each year. The downtown sidewalks explode with color and creative art work that celebrates this town’s appreciation for the arts. The Chalk Art Festival also serves as a social venue bringing families and friends together for a day full of fun. Last year we invited a local grade-school mariachi band to perform that enriched our event with its cultural music.

PROJECT MANAGEMENT

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

- March-Begin planning meetings and write CEP grant. Start search for entertainment performers.
- March-September- Solicit volunteers.
- May-June- High School Students submit drawings to be judged to use as advertising poster.
- June- Contact City Light and Power to have banners hung on light poles and across Pacific Avenue. Take banner to Miracle Signs for updates. Order Chalk.
- July- Contact Waste Management to line up extra waste containers for use on day of event. Prepare letters to potential sponsors to be mailed by the 1st of August. Apply for street closure permit. Begin publicity with local newspapers. Rent tent for event day.
- August- Coordinate use of UCC lawn, chairs and power during event day. Contact city to have water turned off to hanging flower baskets during event week and to sweep the streets a few nights before the event.
- September- Confirm volunteers and performers. Hold Pre-Registration event on the Wednesday before event day. Mark squares that do not have the brass number markers the weekend before event day.

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

Valley Art has applied for and received CEP funding for several years. I have co-chaired the event for the past 10 years along with Philip Thias who has been involved with the Sidewalk Chalk Art Festival since its inception in 1990. Skip Buhler who has also been a co-chair for the last two years.

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

Our event requires coordination with the City of Forest Grove, the School District, UCC church, Waste Management, Pacific University, the Forest Grove/Cornelius Chamber of Commerce, News-Times, Maggie's Buns and other businesses on Main Street. The coordination has already begun and will continue through the day of the event.

Applications must be submitted by 5 pm, March 31, 2014, 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 # N/A
(N/A for City Board or Commission)

Contact Person: Holly Tsur (HLB Vice-Chair) Daytime Phone: 503-679-4480

Address: 2011 18th Avenue
City: Forest Grove State: OR Zip: 97116



Signature: Holly L. Tsur

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
Historic Landmarks Board Renovation Grant Program	\$ 5,000	July 1, 2014

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

Proposed schedule

Project Start Date: July 1, 2014 Project Completion Date: All funds will be used within one (1) year.

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

The Historic Landmarks Board (HLB) will use these funds to continue Forest Grove's Historic Renovation Grant Program. Those eligible to receive renovation grants include owners of properties listed on the Forest Grove Local Historic Register and owners of contributing properties in Forest Grove's three 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 past four 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 maintain the structure of their property. In particular, the HLB requires that grant recipients' restoration improvements remain consistent with the property's architectural heritage. This helps property owners afford historic renovation where they might otherwise opt for less expensive and less historically correct 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 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* on p. 5 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. The Renovation Grant Program preserves the character, integrity, and coherence of historic Forest Grove through 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

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 table below.)

SUMMARY OF SERVICES FOR 2013-2014:

	Project	Cost	Grant	Multiplier
Mary Black House	Painting	\$ 4,850	\$ 500	10
Robb-Roberts House	Porch Restoration	10,000	1,000	10
Blank House	Painting	8,420	500	17
Agnes Moore House	Chimney Repair	3,000	1,000	3
Summary:		\$26,270	\$3,000	8.76

D. PROJECT BUDGET

Total Estimated Costs: \$29,950 How were these costs estimated (quotes, catalog, previous projects, etc.)?

We request \$5,000 for the grant. Historically, property owners contribute an average of 4.99 times the amount they receive from the grant. See Historical Financial Summary Addendum on p. 5.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	0	0	n/a	n/a
Supplies	0	0	n/a	n/a
Capital	\$5,000	\$24,950	n/a	n/a
Materials	0	0	n/a	n/a
Other	0	0	n/a	n/a
Total	\$5,000	\$24,950		

% of Total Budget provided by Sponsor: 83 %

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 percent or greater.

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

Yes; the project will be completed within one year. Each year that the project is active is separately funded.

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

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 funding.
- 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 renovation 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 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 economic 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 provided by the Renovation Grant Program greatly encourages sustainability, since emphasis is always on using or repairing existing materials and structures.
- Public safety – particularly fire safety -- is improved through program funding because well maintained buildings are generally safer. Specific chimney repair projects, for example, definitely provide greater safety to the public.

COUNCIL GOALS FOR FISCAL YEAR 2014-2015:

The Renovation Grant Program aligns well with the Council's 2014-2015 goals.

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

Sustainability, livability, and safety are 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 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* the costs of maintaining Forest Grove's culturally enriching National Historic Districts. Over the past 17 years, on average, property owners who have received Renovation Grants have matched every dollar granted with five of their own.

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 is in everyone's interest that Forest Grove continue to progress as it has, while still preserving our town's rich historical heritage for those who reside here, and for those who visit from throughout the state and from around the nation.

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 each of our quarterly newsletters, the *Forest Grove News-Times*, and the *Hillsboro Argus*. We also send postcards to hundreds of historic property owners informing them about grant funding available for historic renovations. 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 grant requests on a first-come, first-served basis. For each grant request, the HLB determines its applicability, determines the amount of the grant, and if the HLB deems that the request has met the requirements, we approve the request.

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 funds are disbursed.

The grant cycle runs from July 1 through the following June 30 of the following year. As long as funds are still available, applicants can apply.

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

Since, 1997, the HLB has managed this program with increasing success. Over the past 17 years, the program has not only helped to improve the historic nature of our city, but through HLB project input and financial assistance, numerous renovation projects have been modified by property owners 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 22, 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 31, 2014, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

ADDENDUM**Historical Financial Summary:**

Fiscal Year	CEP Grant	Renovation Grants	Total Cost of Renovations	Impact Multiplier
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	\$4,050	\$27,821	6.87
2013	\$4,696	\$3,000	\$26,270	8.76
Totals	\$142,746	\$135,911	\$623,553	4.99

COMMUNITY ENHANCEMENT PROJECT APPLICATION

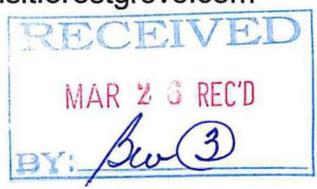
Sponsor: Forest Grove/Cornelius Chamber of Commerce Tax ID # 93-0420710
(N/A for City Board or Commission)

Contact Person: Howard Sullivan Daytime Phone: 503-357-3006

Address: 2417 Pacific Ave Email: director@visitforestgrove.com

City: Forest Grove State: OR Zip: 97116

Signature: Howard Sullivan



PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Shredding Day</u>	<u>\$1450.00</u>	<u>September 2104</u>

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

Proposed schedule

Project Start Date: July Project Completion Date: Sept/Oct. 2014

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

Why Shred?

Security, safety, ethics, legal compliance, there are many reasons companies shred their documents. One main reason to shred that cannot be overlooked is that the law requires it. Another main reason is customer privacy, identity theft, and even trade information. Customers and companies that trust your business with their confidential information have an Implied contract with you and trust you to protect their information.

In addition, employees both past and present have a legal right to have their information shredded before it is discarded. By protecting employees, customers and your own business, you are engaging in practicing good corporate ethics by not casually disregarding important and confidential information.

The Forest Grove/ Cornelius Chamber of Commerce will promote a shredding day for the citizens of Forest Grove to shred their individual private papers. The same reasons stated above along with promoting sound environmental practices are our justification for this event. By shredding you are lessening the load on our waste management services.

B. Project Description Continued:

This CEP grant will pay for a shredding truck for (4) hours on a Saturday morning in the fall for Forest Grove citizens to shred their personal papers. This day will compliment the Shredding Day that the City of Forest Grove sponsored in the spring.

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

of households-300, tons disposed-4-5. Numbers based on Spring Shred Event

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

Yes No If so, amount received \$

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

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.

The Forest Grove/Cornelius Chamber of Commerce is currently involved in 2 CEP Grants.

1) For the distribution of the Forest Grove Tourist Brochure; these brochures are in Troutdale, Salem, Lincoln City and Woodburn. This grant is currently happening in conjunction with the city of Forest Grove.

2) For signage at the Chamber office- As we are now the Forest Grove/Cornelius Chamber of Commerce; our brand needed to be changed. Currently happening.

D. PROJECT BUDGET

Total Estimated Costs: \$1450.00 How were these costs estimated (quotes, catalog, previous projects, etc.)? received quote from Shred It from last year

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		\$200		
Supplies				
Capital	\$1450			
Materials				
Other		\$50		
Total	\$1450	\$250		

% of Total Budget provided by Sponsor: 14 %

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, from the Forest Grove/Cornelius Chamber of Commerce Office

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 the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

Sustainability is one of the City of Forest Grove Goals, and this shredding event compliments this goal. In a shred event, paper is shredded and carried away by the service. This paper would never make to a landfill. Shredded paper would first be collected-our event. Next it would be sorted into appropriate categories. Certain paper need specific processes to break them down. After the paper has been sorted , or graded, it would pulped and bleached. And once paper has gone through all of these processes it can be turned into paper, office supplies, insulation for houses, paper cups and many other products. Our event would lessen the load on our local waste management service. This event, I believe would benefit our community significantly.

PROJECT MANAGEMENT

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

After securing the grant, we will select a date to hold our event. It will probably happen on a Saturday in the fall (late September/early October).

- 1) Receive funds
- 2) Set- date
- 3) Publicize
- 4) Hold event

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

As the Executive Director of the Forest Grove/Cornelius Chamber of Commerce, I have been managing two separate grants for the year 2013-14.

- 1) For the distribution of Tourism brochures for Forest Grove. and
- 2) For rebranding our offices to the Forest Grove/Cornelius Chamber of Commerce

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 city of Forest Grove for the use of their parking lot on the event day.

Applications must be submitted by 5:00 pm, March 31, 2014, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Community Action Organization Tax ID # 93-0554941
(N/A for City Board or Commission)

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

Address: 1001 SW Baseline St Email: kgalian@caowash.org

City: Hillsboro State: OR Zip: 97123



Signature: *Renee Bruce for Jenalynn Ness*

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>West County Emergency Fund (WESTCO)</u>	<u>\$ 5,0000</u>	<u>July 1, 2014</u>

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

Proposed schedule

Project Start Date: 7/1/2014 Project Completion Date: 6/30/2015

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

Washington County lacks sufficient affordable housing, particularly for households at the lowest income levels. According to the 2012 American Community Survey, 46% of all Washington County renters pay more than 30% of their income toward their housing costs. The US Census Bureau's 2008-2012 5-year estimates indicate that the percentage at slightly higher within the City of Forest Grove with 59% of all renters paying more than 30% of their income towards rent and 35% of renters paying more than half of their income for their housing costs.

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.

WESTCO acts as a safety net for these families by providing one time, emergency rent assistance payments for families are at risk of homelessness because they are temporarily

B. Project Description Continued:

unable to pay their rent.

The WESTCO fund is accessed through the "Prevention Line" a well known 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 and informs callers of eligibility criteria and funding availability. On the 8th 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. Each family is also 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.

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.
3. Fewer families facing homelessness – preventing homelessness is far less costly than rehousing families after they have become homeless and a recent study of the law enforcement, mental health and emergency service costs associated with the chronically homeless indicate that prevention is even less costly than doing nothing at all.

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

WESTCO will serve approximately 65 Forest Grove households (160 Individuals).

<p>Has the sponsor received a Community Enhancement grant for this project in the past? Yes <input checked="" type="radio"/> No <input type="radio"/> If so, amount received \$ 4,300</p> <p>Has the sponsor received a Community Enhancement grant for the <u>current year</u>? If so, is the project completed? The project will be completed 6/30/2014</p> <p>Please provide a brief summary of services for <u>current year</u> 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 2013, 24 Forest Grove households (79) individuals have received emergency rental assistance funds to prevent eviction. Each of these households has been assisted in whole or in part by the West County Emergency Fund which includes Community Enhancement funds. In the first 6 months of the project, a total of \$11,724 was spent to keep Forest Grove families in their homes.</p>
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D. PROJECT BUDGET

Total Estimated Costs: \$41,309 How were these costs estimated (quotes, catalog, previous projects, etc.)? Estimates based on previous program history

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		\$5,508		
Supplies				
Capital				
Materials				
Other	\$4,500	\$27,500		
	\$500	\$3,301		
Total	\$5,000	\$36,309		

% of Total Budget provided by Sponsor: 88 %

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 \$500,000 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 the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

WESTCO supports the social sustainability of Forest Grove, improves public safety and the viability of residential areas of the City. Helping families 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 nearly 45 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 31, 2014, 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
(N/A for City Board or Commission)

Contact Person: Melody Haveluck Daytime Phone: 503-359-5131

Address: P.O. Box 123 Email: FHFG07@gmail.com

City: Forest Grove State: OR Zip: 97116

Signature: Melody Haveluck



PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>A.T. Smith House Safety Update Project</u>	<u>\$ 4435.00</u>	<u>August 2014</u>

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

Proposed schedule

Project Start Date: July 2014 Project Completion Date: September 2014

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

The Friends of Historic Forest Grove have been working on getting the A. T. Smith House, a historic treasure in Forest Grove, into the condition where it will be more accessible to the visiting public. This project is a major step towards that ultimate goal. The project will last roughly a month and involves seven priorities or steps, carried out in part by a professional contractor, and part by our volunteer staff. The CEP funds will be used to address the following safety priorities: install handrail at front door; install handrail at stair tread 'winder'; install 3rd floor guard rail; support 2 load-bearing beams; restore basement stairs and install landing platform; restore one double hung window; and build a permanent wood shed on north side, to house lawn mower and other site-specific equipment.

B. Project Description Continued:

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

With this safety project, we move closer to opening the A.T. Smith House as a cultural and educational center/museum, being accessible to public visitation, for social events, cultural fairs and field trips. All residents of Forest Grove, Greater Washington County, and the State of Oregon will benefit from having this historic site more accessible to viewing and visitation.

Has the sponsor received a Community Enhancement grant for this project in the past?
Yes No If so, amount received \$ 1172.00

Has the sponsor received a Community Enhancement grant for the current year?
If so, is the project completed?
We received a CEP for the current year; it is yet to be completed, and grant funds remain.

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.

The CEP funds were used as intended and described; FHFG hired a contractor to plow a road/trail to wind through the property, for future wagon rides and for tree watering. Remaining funds are to be used to removed blackberries from trail area. Additional funds from CEP were used for brochure and advertising printing, and we plan to use the rest for more printed material for the organization. These steps have been beneficial to the organization, and as such, to furthering the mission towards a functioning House museum and working farm for the good of Forest Grove.

D. PROJECT BUDGET

Total Estimated Costs: \$ 5752 How were these costs estimated (quotes, catalog, previous projects, etc.)? business estimates and online catalogs.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		\$ 1317 (\$21/hr)		
Supplies	Shed: \$ 2805			
Capital				
Materials	\$ 405			
Other	\$ 1225 labor			
Total	\$ 4435	\$ 1317		

% of Total Budget provided by Sponsor: 22.8 %

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, there is secure funding.

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

This project will be completed with the proposed funding.

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

Making the A. T. Smith House more accessible to all citizens is one of the central missions of our organization, and these steps, once completed, will allow more visitors, local and those from afar, to experience this historic treasure. By providing an historical center for public enjoyment and education, as well as a recreational destination, the project will enhance the community for citizens of the city and beyond, making our unique settlement history accessible to young and old alike. Listed on the historic register, the A. T. Smith House is well known to Oregonians as one of the oldest surviving residences in Washington County, built by a Oregon pioneer and leader. After years of neglect, the Friends of Historic Forest Grove purchased the House and surrounding property in order to preserve and protect the structure from further damage and development, and much has been done over the last decade to make the building secure. This project compliments those earlier stages of preservation. The A. T. Smith House offers the rich heritage of Forest Grove, and serves as a model for environmental and social sustainability, as a centerpiece in the preservation of our history for students and visitors. Thank you for your consideration.

PROJECT MANAGEMENT

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

Tasks in the Safety Update project, in order of proposed implementation (with estimated time to complete):
include:

- 1) Install handrail at front door – 1 day
- 2) Install handrail at stair tread 'winder,' at second floor – 1 day
- 3) Install 3rd floor guard rail – 2 days
- 4) Support 2 load-bearing beams in basement – 3 days
- 5) Restore basement stairs, add landing platform and handrail – 2 days
- 6) Restore double hung window to operating condition – 1 day
- 7) Build 10 x 16 wood shed on North side of home – 3-4 days

Total time to complete = 14 days

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

Friends of Historic Forest Grove (FHFG) has completed numerous projects at the A. T. Smith House, all in a timely manner. With past CEP grants, we have replaced the windows (2005), and installed a new roof (2007); In 2012, we were awarded a CEP grant, used for the renovation/restoration of the Old Train Station, another local historic structure and public history center, which houses our collection of historical artifacts, material culture, and organizational items. Last year's CEP grant was used to build the trail around the A.T. Smith property; FHFG also completed a cleanup project at the site, part of which involved working with the Sheriff's Department, which was not part of the CEP grant.

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

For the majority of the project, we plan to hire a local contractor who is experienced in restoring historic homes. We will be onsite to allow access to the property, and will be on call for any issues that may arise. FHFG's volunteers will assemble and place the wood shed.

Applications must be submitted by 5:00 pm, March 31, 2014, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Rebuilding Together Washington County, Inc. Tax ID # 93-1120908
(N/A for City Board or Commission)

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

Address: 12555 SW 4th Street Email: rtwc@aracnet.com

City: Beaverton State: OR Zip: 97005

Signature: 



PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Rebuilding Together Washington County</u>	<u>\$ 5,000.00</u>	<u>09/01/2014</u>

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

Proposed schedule

Project Start Date: July 1, 2014 Project Completion Date: June 30, 2015

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

Rebuilding Together Washington County partners with the local community to provide free repairs, rehabilitation and accessibility modifications for low-income homeowners in Forest Grove and throughout Washington County. A preference is given to homeowners who are elderly, those with disabilities, families with dependent children in the home and veterans. All of the homeowners that we provide our free services to must own or be purchasing their homes (mobile, manufactured or stick-built) and meet the Extremely Low- to Moderate-Income Standards used by Washington County Community Development Block Grant Program. Our goal is two-fold; to provide a safe, warm and independent living environment for these homeowners as well as help to preserve affordable housing stock.

We repair, rehabilitate and/or install accessibility modifications for between 120-175 homeowners annually. We are environmentally focused. 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 recycle what ever is possible.

The typical types of services we provide year-round are: non-major plumbing and electrical repairs, grab bar installation, building of wheelchair ramps, accessible shower installation, dry rot repair, roof repair and replacement, yard debris clean up, exterior painting and more.

B. Project Description Continued:

While we work on projects throughout the year with our Project Manager and volunteers, our cornerstone event continues to be "National Rebuilding Day". This event is always held on the last Saturday in April each year. On this day hundreds of volunteers from the community come together to work on between 10-35 homes of their neighbors in Washington County. On this day, typically, wheelchair ramps are constructed, install accessible showers, correct electrical and plumbing problems, paint, remove yard debris, and repair extensive dry rot in homes. If funding allows, we also repair and/or replace roofs .

Based on historical results over the past 10 years, Rebuilding Together Washington County has assisted on average 14 households in Forest Grove with repair projects each year. As we continue to receive applications for assistance from homeowners in Forest Grove we estimate similar numbers of Forest Grove residents to benefit from our assistance for our fiscal year from July 1, 2014 to June 30, 2015.

Since we do not know the repair needs until the homeowner actually applies to our free repair program, we do not yet know the number of applicants who will apply from the City of Forest Grove, what their needs are and what our resources will be at that time. However, City of Forest Grove funds will be allocated to cover expenses incurred when doing free repairs to low-income homeowners in the City of Forest Grove.

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

Depending on types of repairs needed, we project between 12 to 15 Forest Grove households will benefit.

<p>Has the sponsor received a Community Enhancement grant for this project in the past? Yes <input checked="" type="radio"/> No <input type="radio"/> If so, amount received \$ FY13/14 \$3,857, FY12/13 \$3,086</p> <p>Has the sponsor received a Community Enhancement grant for the <u>current year</u>? If so, is the project completed?</p> <p>Please provide a brief summary of services for <u>current year</u> grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.</p> <p>The current project period is still ongoing, and will be completed on June 30, 2014. As of March 24, 2014, we have assisted 9 Forest Grove households with 10 separate projects. The value of materials, labor and services for these projects is \$8,482. Some of these projects include: heat restoration at 2 homes, deck repair, exterior painting to help avoid eviction, window and door replacement at a home, and replacement of floor and leaking water heater at another. We also plan to work on he homes of 2 additional households in Forest Grove on our 21st annual National Rebuilding Day on April 26, 2014.</p>

D. PROJECT BUDGET

Total Estimated Costs: \$139,500-14/15 How were these costs estimated (quotes, catalog, previous projects, etc.)? Based on previous projects & historical budget information

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$2,000.00	\$74,900.00		
Supplies		\$24,000.00		
Capital				
Materials	\$3,000.00	\$35,600.00		
Other			\$140,000(InKn)	
Total	\$5,000.00	\$134,500.00 (Cash)	\$140,000	

% 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?

We have just began to apply for FY14/15 funding. We've secured \$10,000 from Wash. County CDBG for FY14/15 and applied to the Cities of Beaverton (\$5,000) & Tigard (\$2,000). Our major fundraiser in Sept. 2014 is expected to raise \$7,000-\$10,000. We have supporters that have funded us for many years so we anticipate securing funding for our total costs of \$134,500.

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 FY14/15. We operate year-round to assist low-income homeowners in Forest Grove and throughout Washington County. We continually seek additional funding sources in order to help as many households as possible.

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

The cornerstone of the City of Forest Grove's vision statement is a respect for the need for education, faith, enterprise, and service to humanity for all its' citizens. Our mission and focus utilizes hundreds of volunteers each year to go into the communities and serve for the betterment of our low-income neighbors in Forest Grove. From the elderly widow struggling to keep up with her space rent in her mobile home park, to the young families trying to feed their family and pay their bills on minimum wage jobs, to our veterans that have proudly served our country, we help those who oftentimes do not qualify for any other assistance. By providing free repairs, rehabilitation and accessibility modifications for low-income homeowners, we assist in making it possible for the City of Forest Grove to provide and preserve affordable housing for its residents. These repairs and accessibility modifications allow homeowners to continue to remain living in warmth, safety and independence in their homes. This contributes directly towards achieving the City Council goal to promote safe, livable and sustainable neighborhoods and to enhance the appearance and cleanliness of Forest Grove.

PROJECT MANAGEMENT

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

June 2014- Repair projects continue. Applications distributed, home visits made, and repair projects continue throughout the year. Goal-setting board retreat planned, fiscal year budget prepared. July- Applications distributed, home visits, and repair projects continue. Budget adopted. Aug. & Sept.- Golf Tournament in Sept. Oct.- Homeowners continue to be visited and their income verified. Inspection of work to be done for NRD. Nov.- Continued home visits and repairs. Dec.- Cut off of applicants for NRD. Client inspections and verifications continue. Solicitation of funds, house captains and materials intensifies. Jan 2015.- Finish inspections, score and select potential recipients. Recruit & train House Captains & Volunteer Coordinators. Develop material lists and scopes of work. Applications distributed and repair projects continue. Feb.-Mar. –Assign House Captains to homes selected. Continue coordination of NRD projects. Applications distributed, home visits and repair projects continue. April- National Rebuilding Day, April 25, 2015. May 2015- Project follow-up, data gathering, project evaluation. Start soliciting golfers, sponsors, and gifts Golf Tournament in Sept.

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

We've been performing free repairs for low-income homeowners in Washington County since 1994, and will celebrate our 21st National Rebuilding Day on April 26, 2014. The City of Forest Grove is key in our continued effort to reach out to low-income homeowners. We've had oversight on CEPs for most of these 20 years. We work on many repair projects each year in Forest Grove and throughout Washington County. We've repaired and replaced roofs, replaced skirting, replaced sagging, leaky ceilings, built ramps, installed windows and doors, painted and repaired dry rot in bathrooms and kitchens, installed accessible showers, toilets and sinks. Our Project Manager is a journeyman carpenter and Oregon CCB licensed with decades of experience. Our Board of Directors includes a general contractor, engineers, and people with various handyman backgrounds. We have a licensed electrician, an HVAC specialist and a licensed plumber who perform repairs for us pro-bono.

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

Our past history of cooperation with several other public and private agencies has led to our being asked to partner with them in a formalized manner. We have a contract with the Community Action Organization Weatherization Program to do repairs on joint repair projects and a contract with Washington County Disability, Aging and Veteran Services to handle their urgent repairs. We receive CDBG funds from Washington County that allow us to assist low-income homeowners throughout the county. Our Youth Partnership Program takes place each Fall, when we work with students at Pacific University to accomplish a major house painting or clean-up project in Forest Grove. Because we 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 oftentimes we add our own funds and labor to a project.

Applications must be submitted by 5:00 pm, March 31, 2014, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

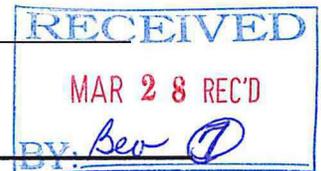
Sponsor: Forest Grove Economic Development Commission Tax ID # N/A
(N/A for City Board or Commission)

Contact Person: Tim Budelman, Chair/ Jeffrey King, Administrator Daytime Phone: 503-992-3293

Address: 1924 Council Street Email jking@forestgrove-or.gov

City: Forest Grove State: OR Zip: 97116

Signature:  Tim Budelman, Chair



PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Food & Drink Local Small Business Enhancement</u>	<u>\$ 5,000</u>	<u>July 15</u>

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

Proposed schedule

Project Start Date: July 15, 2014 Project Completion Date: June, 2015

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

This Food and Drink Local Small Business Project has three main goals:

Project Goals:

1. Support the growth of our local farms, food and beverage small businesses through increased awareness, promotion, marketing, and events to attract more tourists, visitors and residents.
2. Provide a benefit to our downtown and commercial area by strengthening the viability and prosperity of our food and drink businesses. Increases residents and local businesses purchases or sourcing locally made fresher and higher quality food and drink products and meals.
3. Sustainability of local farms and food and drink businesses. Maintaining locally producing farms that provides healthy, fresh and higher quality products; strengthening local business vs. corporate ones; recirculating the wealth in the community, creating and sustaining local job opportunities, supporting a viable Forest Grove downtown and commercial areas and increasing city tax base.

Project Description

This food and drink project will be managed and coordination through a strong local coalition. The project was also reviewed and supported by a unanimous vote of the Forest Grove Economic Development Commission. Coordinating members are City of Forest Grove, 1910 Main Bistro, local farmer, Dairy Creek Community Food Web, Urban Decanter, Grendel's Restaurant, Forest Grove Chamber of Commerce, Plum Hill Vineyard, McMenamins Grand Lodge, Adelante Mujeres and Apolloni Vineyard. More will come aboard as we develop the project.

The Project will consist of four major elements:

- **Develop a website, calendar system and social media.** This will create a single portal to promote all things farms, food and drink. It will list locations and offering of farms, restaurants, wineries, breweries, artisan food makers, hard cider and other products. As important it will keep an

updated calendar of event information that is now scattered. Items such as wine/beer/sprits and food dinners, farmers market, restaurant special dinners, wine bar tastings, farm stand openings, events at wineries and farms, FG Uncorked wine and food event, and new ideas such as Forest Grove restaurant month, chef demonstrations at Farmers Market, and FG Farm, Food and Drink Expo month. It will highlight new food products or restaurants such as new micro-breweries, distilleries and be user friendly making it easy for residents, visitors and tourists to access information. It will be linked to the new visitforestgrove Facebook page that covers all things Forest Grove tourism.

- **Develop and Print a Food and Drink Passport Guide in hard copy and web/digital version**
This product will create an attractive, professionally produced guide that will include a passport stamp program. This guide will include a section listing farms, restaurants, coffee and dessert shops, wineries, distilleries, micro-breweries, sake and hard cider, local artisan food makers such as cheese, chocolate, buffalo and authentic Mexican products and more, farmers market information, and at the end a cross-section of major non-tourism activities and events. A key element is the passport program. Each location in the Guide (or most) will have a space for a passport stamp. To get it stamped, a user needs to patronize that location. There will be discounts, promotions and other prizes for those who get enough "stamps":
- **Farm, Food and Drink Expo Day and Month.** This project element is a high profile activity to increase exposure and create new activities to introduce all that Forest Grove area has to offer. It would be held towards the fall between late August and October. The expo day would be held at a central location such as McMenamins Grand Lodge. The expo would have local wine and beverages, restaurants, food artisans and farm vendors and educational groups that support them. This would be an opportunity to meet the winemaker, cheese maker or brewer. There would be chef demonstrations and local meals or foods to purchase. It would be an opportunity to meet the farmer and demonstrations on growing, pickling or preserving. There would be farm harvest product for sale. The event could include music or movies. It would also serve as the official unveiling of the passport guide at the 2015 event (although the guide will be distributed earlier). There would also be events each week held at local businesses or farms during that month
- **Promotion, Marketing and New Activities.** All of the project elements tie in here. There would be continual year round marketing and promotion of farms, food and drink and activities. This includes the website and calendar, the guide, the expo and updates. However it also means leveraging the marketing efforts and budgets of stakeholder businesses and the Washington County Visitors Association. The effort also includes adding some new activities. This includes creating a "restaurant week", chef demonstrations at the farmers market, an autumn garden tour, encouraging more Agri-tourism, new wine and farm tours/tour companies, local farm to table and beverage dinners and special promotions tying in with Wine Month in May.

Why. Explaining the Need

The Forest Grove area has unrealized potential to help sustain and grow our local farm, food and beverage small businesses. We have a unique combination of a wealth of food and drink assets and geography. Forest Grove has a strong legacy of agriculture and food processing that continues to this day. In fact it has expanded in many respects to include wineries, restaurants, craft/artisan food makers and more. Secondly, Forest Grove sits a scant 25 miles from Portland and is part of a metro area of 2.2 million persons. Portland is also a starting point for many arriving national and international tourists. Thirdly, Forest Grove and the area is growing with many new subdivision and recent residents who are unaware of what the area offers. While Portland certainly has many more local specialty restaurants with star chefs and numerous craft food and beverage makers, visitors to Forest Grove have the chance to actually meet a winemaker, a farmer, a cheese maker. They can go to the source. They can pick fresh fruit or produce, or visit the only Sake Brewery or stay at Mcmenamins Grand Lodge who make their own beer, wine and spirits. They can enjoy giant fresh baked cinnamon buns in an electric, fun setting and there are farm to table and winemakers dinners in various locations. The setting is also unique where one can stroll the

B. Project Description Continued:

historic downtown, the college campus, a farm or a winery with a stunning view. Visitors and guests can also package food and beverage activities with a wide range of other unique experiences such as, birding at Fernhill, boating or fishing at Hagg Lake, recreating and camping in the Tillamook State Forest or Stub Stewart, ziplining, music at a wine bar or McMenamins, local art or a cultural event at Pacific University, and biking among a variety of trails or routes.

Looking at the current situation, money and opportunity are clearly being "left on the table" There is no single location or guide that identifies all of the farm, food and drink assets of the area. This is also true of the many local events. An event may be held at a winery, a farm, a restaurant, downtown, a wine bar or elsewhere but the information found is inconsistent. It may be listed on one site but not another. Then there are very small businesses that may have no marketing budget or even be aware what marketing opportunities are out there for their organization, product or event. Furthermore, when information does get out there it can get lost within regional or state agencies or product associations. And there is no one compiling this local information. Thus it has been impossible to market and promote all these local resources, products and events in the area. There is also no unifying or signature event to expose the many farm, food and drink experiences to be enjoyed in the Forest Grove area. There has been no local coordination group to oversee the process. The fragmentation extends within the sector as well. A small Forest Grove restaurant may be not aware of local product sourcing opportunities. Overall as a result, the chance to increase revenue, to add jobs to grow or even to stay in business are lost.

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

This project will have both direct and indirect benefits. **Residents benefitting is estimated at 10,550.** City beneficiaries are:

- Forest Grove small businesses and their employees in the food and drink sector as well the related lodging and hospitality business will benefit through increased shoppers and sales. There will be an increase of local job opportunities for residents. An increase of shoppers including tourists will also benefit other downtown retailers. **550 beneficiaries in this sector**
- Farmers Market vendors and residents of Forest Grove who shop and socialize at the market or purchase products from local farms or gardens offering healthy, local and fresh products. Low income residents can use vouchers to purchase healthy, fresh foods. **2,000 beneficiaries documented using the market.**
- Forest Grove residents who: dine at local restaurants, purchase local wines, beer or spirits at local shops, wine bars and tasting rooms or locally made artisan foods will benefit. Businesses will be sustained, options and choices will increase and products or meals will be fresher and higher quality. Residents will also save on gas and travel costs by not having to travel out of the City. Expanding food and drink businesses will add to the property tax base and increase the viability of the downtown. **8,000 –conservative estimate excluding those who dine at corporate chains or fast food.**

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

If so, amount received \$ N/A

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

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: \$24,000 **How** were these costs estimated (quotes, catalog, previous projects, etc.)? Previous project actual costs.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital				
Materials: Guide	4,000	9,000		
Other: Website/Expo	1,000	3,000	7,0000	
Total	\$5,000	\$12,000	\$7,000	

% of Total Budget provided by Sponsor: 79.17 %

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?

The \$7,000 in-kind match from McMenamins, Forest Grove Chamber and other stakeholders is secure. The \$12,000 cash match is an application to Travel Oregon-state tourism agency. Funding decisions will be made at end of July, 2014.

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

The key costs of creating a website with a calendar, developing a Food and Drink/Culinary Guide and holding a Food/Drink/Farm Expo event will be completed using the proposed funds. On-going upkeep and maintenance will come from stakeholder personnel and in-kind contributions. We do not expect to request future funding.

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

This Farms, Food and Drink project meets and contributes to eligibility criteria, sustainability, Forest Grove Vision Statement values and City Council goals. Specifically:

- **Eligibility Criteria:** The Project improves the viability of commercial and industrial areas within Forest Grove –it helps grow and sustain food and beverage businesses; through events drawing people to the downtown such as Farmers Market, First Wednesday, FG Uncorked, and Corn Roast; and support new food and beverage artisans producers filling space in our industrial areas.
- **Sustainability.** The project will preserve and strengthen local family farms and wineries by increasing revenue and outlets for purchase such as farmers markets, farm to table dinners and increased food procurement by restaurants and local food processors, and supports farm agri-tourism. Leads to preservation of farmland by increasing farm revenue. Supports growth of a green sector of local food and beverage artisans, small food processors and local restaurants. Increases/protects local job opportunities and business ownership for our residents; Reduces commuting and auto travel outside of city. This also results in a positive ripple effect of increased

revenue for small gift and art shops and lodging.

- **Vision Statement Values and Council Goals.** Contributes to a prosperous dynamic green city by improving the viability of the green sector of farms, food and drink. The project will strongly add to Forest Grove as a *destination* by drawing in more tourists and visitors as well as increase awareness for our local residents. All of which will support a *Community by Design* and economic development that will lead to growth of small farms, food and beverage business sector. It will support our *Rich Heritage* of agriculture, farms, food processing and craft food and beverage. The project will lead to preservation of farmland by increasing farmer revenue. Lastly this project will lead to increased *community economic vitality* by growing this business sector

PROJECT MANAGEMENT

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

The project has several major tasks:

- **Website and networked calendar system with social media.** Main information point to identify all farm, food and drink businesses, supporting activities and an event calendar. **August 2014 –January 2015;**
- **Food and Drink Passport Guide.** Design, print, create electronic version. Include place for passport stamp. Identify farms, restaurants, wineries, food artisans and related. Specials and prizes for attending each location. **August 2014 –March 2015**
- **Food & Drink Expo Day/Month.** Central 1-day event with food and drink vendors, makers of products, chef and farm demonstrations and much more, then events held in participating Forest Grove businesses and farms throughout the month. **July 2014-October 30, 2014, then annually**
- **Food & Drink Promotion & Marketing.** Continuous **July 2014-June 2015**

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

The team leading this project is very experienced in managing community, small business, tourism and similar projects. The combination of skills, backgrounds and experience of the oversight team provides us with a unique talent and qualifications to successfully manage this project while supporting tourism. These skills include grant management, project management, economic development, community/tourist event chairs and volunteers. The management team includes. Jeffrey King -Economic Development Manager. Mr. King will be the lead on administering the grant, including financial records and payments management, contracting, coordinating meetings and keeping the project on task an on time. He has successfully managed dozens of community and economic development grant projects ranging from \$10,000 to several million. He brings professional administrative skills to project and is involved in all facets of economic development from marketing to industrial development to downtown support and tourism. He has written and managed two prior WCVA tourism projects and staffs the Forest Grove Tourism Committee and Forest Grove EDC. Juanita Lint- Forest Grove Chamber/Plum Hill Vineyards. Juanita has 22 years of large-scale project management experience and currently operates a small successful winery which has included the establishment of various marketing and collateral pieces. In addition, she was the Vice President of North Willamette Vintners Association where she has assisted in the creation of marketing collateral. Rebecca Kramer-Owner, Urban Decanter, Expert at social media marketing and outreach, strong knowledge of local and area wine industry; Kathy Compton - Owner1910 Main Bistro. Extensive restaurant administration and management

and wide knowledge and contact with local food, farm and beverage producers. Extensive experience in wine, food and community events including coordinating community projects such as Main Course. Robin Lindsley-Dairy Creek Community Food Web. Has deep knowledge of area farmers, agri-tourism, and local food production and has managed multiple food and gardening community events. Zack Barrer and Hilary Olivos -McMenamins Grand Lodge management. They bring strong marketing, business management and event planning and staging. They have direct experience in these areas. They recently ran a successful wedding expo.

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

Yes, there is coordination with a coalition of Forest Grove Food and Drink stakeholders that is in place through the Forest Grove Tourism Committee. The key stakeholders in place are: Forest Grove-Cornelius Chamber of Commerce, McMenamins Grand Lodge, 1910 Main Bistro, Grendel's Restaurant, Plum Hill Vineyards, Apolloni Vineyards, Adelante Mujeres/Farmers Market & Farms, Dairy Creek Community Food Web, Urban Decanter, and Washington County Visitors Association. This coordination includes grant project development, project and task management, information gathering, in-kind funding pledges, and building awareness. This coordination will be continued through the grant implementation and then sustained beyond as a continuing initiative.

Applications must be submitted by 5:00 pm, March 31, 2014, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION



Sponsor: Fernhill Wetlands Council

Tax ID # 93-1164239
(N/A for City Board or Commission)

Contact Person: Eric Brattain

Daytime Phone: (503) 936-3215

Address: 1813 Redwood Court

Email: e.brattain50@gmail.com

City: Forest Grove

State: OR

Zip: 97116

Signature: *Eric L. Brattain*

PROJECT INFORMATION

A. Project Title

Amount Requested:
\$ 3155.00

Funds Needed by*:
August 2014 (or later)

Fernhill Wetlands Equipment for Enhanced Ecological Education

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

Proposed schedule

Project Start Date: August 2014 (or later)

Project Completion Date: May 2015

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

Many school groups and other organizations visit Fernhill Wetlands each year. Development of a state-of-the-art, ecologically sound, tertiary wastewater treatment system will act as an additional educational draw, complementing the soon to be greatly enhanced plant and wildlife viewing areas. Many more visitors will flock to Fernhill. This project will enhance ecological education and research for the many school groups and other organizations that come to the wetlands by providing access to equipment that will enhance wetland studies. Schools lack the funding for this kind of specialized equipment, and it makes sense for equipment to be available on site for many schools to share. For example, both the close-by Community Alternative Learning Center (CALC) and the Forest Grove Community School (public charter school) have indicated great interest in using this equipment.

The Fernhill Wetlands Council (FWC), a 501(c)(3) non-profit organization, authored this proposal, but it is a joint effort of Clean Water Services, Forest Grove schools, Pacific University, City, and FWC.

B. Project Description Continued:

The project will provide water monitoring equipment, waterproof binoculars, field guides, and a wide variety of sampling equipment, including dipnets, thermometers, critter containers, and lots more. Equipment will be housed in a large, waterproof, anchored, lockable chest whose combination will be provided to registered users.

Re: Section D., "PROJECT BUDGET/SPONSER SHARE" (below):

Because the Fernhill Wetlands Council has contributed \$82,000 in the last two years for Fernhill Wetlands public site improvements, FWC respectfully requests that it not be subject to matching beyond in-kind donation of labor for installation and monitoring of the equipment. Also, see F below for further FWC financial commitments to this project.

Recent FWC contributions include \$7,000 for the City-initiated Forest Grove/Fernhill sign, \$10,000 for rebuilding the viewing shelter that was destroyed by fire, and \$65,000 for the picnic shelter and bathroom. Also, the FWC has provided huge numbers of volunteer hours over the years on myriad wetland projects that enhance the public's experience.

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

We estimate as many as 500 school children and 200 other residents would benefit annually.

<p>Has the sponsor received a Community Enhancement grant for this project in the past? Yes <input type="radio"/> No <input checked="" type="radio"/> If so, amount received \$</p> <p>Has the sponsor received a Community Enhancement grant for the <u>current year</u>? If so, is the project completed?</p> <p>Please provide a brief summary of services for <u>current year</u> grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.</p>

D. PROJECT BUDGET

Total Estimated Costs: \$3155.00 How were these costs estimated (quotes, catalog, previous projects, etc.)? Catalog

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		In-Kind	Cleanwater Services	Friends of Fernhill
Supplies	\$1355			
Capital				
Materials	\$1800			
Other				
Total	\$3155.00	In-Kind		

% of Total Budget provided by Sponsor: (See B.) 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?

Fernhill Wetlands Council has secure funding and is supported by the in-kind hours of volunteers led by the Friends of Fernhill Wetlands (a subgroup of FWC) and Clean Water Services.

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

Fernhill Wetlands Council has secure funding and is supported by the in-kind hours of volunteers led by the Friends of Fernhill Wetlands (a subgroup of FWC) and Clean Water Services

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

Eligibility criterion: The project improves access to natural resources for public enjoyment. The project aims at environmental sustainability by educating students and others about plant, wildlife, ecosystem, and sustainable wastewater treatment values.

It addresses City Council Goal 1: There is strong evidence that a citizenry, educated through experiential learning about ecosystem values and sustainable wastewater treatment practices, would more likely support sustainable and livable neighborhoods, sustainable transportation practices, and policies that share development burdens equitably.

PROJECT MANAGEMENT

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

Tasks include the judicious purchase of supplies and of the weather and vandal-proof lock box that will house those supplies. That process will begin when funds become available.

The other major task will be siting and and securely installing the lock box. We expect the lock box will be placed near the picnic shelter/rest room. A final decision will be made at a later date, as construction at Fernhill Wetlands is ongoing.

In addition, we will develop a protocol for access to and use of the supplies and coordinate with primary users to establish guidelines for appropriate use and care of the supplies.

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

Members of the Fernhill Council and employees of Cleanwater Services have worked extensively with student groups from the Forest Grove School District and elsewhere for many years and continue to do so as *educational outreach is fundamental to the mission of both organizations. Moreover, there are four current or former educators on the Fernhill Council board, each with extensive background in ecological education and/or natural science.*

The Fernhill Wetlands Council and/or Friends of Fernhill Wetlands have successfully executed several CEP's, most recently a 2012 grant that helped fund reconstruction of the viewing shelter destroyed by fire. Previous grants assisted with the original viewing shelter and a second viewing shelter on site. The Fernhill Council/Friends also has executed grants for the construction and placement of benches and production of informational brochures. The Fernhill Council also has coordinated with prospective Eagle Scouts on a variety of projects that enhance the experience of visitors and provide Scouts with an opportunity to serve their community while earning Scouting's highest honor.

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

This project requires coordination with Cleanwater Services, which not only supports the project but is a stakeholder as well. It also requires coordination with school groups, which is reflected by the choice of supplies indicated in the final sentence of the "Project Description, Continued" (Section B, above). We also received input from and are coordinating with the Environmental Studies Department at Pacific University, as its chairman sits on the board of the Fernhill Council.

Applications must be submitted by 5:00 pm, March 31, 2014, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

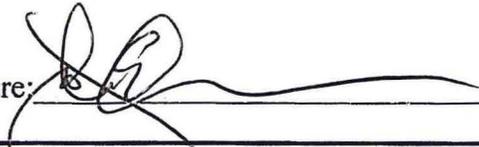
COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Forest Grove Senior & Community Center Tax ID # 91-0874521
(N/A for City Board or Commission)

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

Address: 2037 Douglas St Email: director@fgscc.org

City: Forest Grove State: OR Zip: 97116

Signature: 



PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Dining Room Chair Replacement</u>	<u>\$ 4725</u>	<u>Aug 15, 2014</u>

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

Proposed schedule

Project Start Date: Aug 1, 2014 Project Completion Date: Aug 15, 2014

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

The Forest Grove Senior & Community Center is in use by the community 7 days per week throughout the year. The dining room chairs and tables are used almost constantly. The current chairs are over 30 years old and have become deteriorated and beyond repair due to constant use and are in need of replacement. The funds from this CEP grant will be used to purchase 150 new chairs.

B. Project Description Continued:

The chairs are from a quality manufacturer who has been in business for over 30 years. The style and model of chair is very common, and is stocked by the manufacturer year round. The chairs carry a 20 year Warranty

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

The utilization rate of the Forest Grove Senior & Community Center has been climbing steadily since 2010. There were over 20,000 visits in 2013.

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

Yes No If so, amount received \$

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

If so, is the project completed? Yes. The project is complete.

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.

The current year CEP grant allowed us to make repairs to our irrigation and water sprinkler systems. The repairs were complete per schedule and the system is working perfectly. Our monthly water usage was reduced by 16% for July-Oct of 2013.

D. PROJECT BUDGET

Total Estimated Costs: \$5600 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				
Materials	\$4725	\$875		
Other				
Total				

% of Total Budget provided by Sponsor: 15 %

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. Sponsor portion will come from the sale of the old chairs combined with funding that has already been raised by the Forest Grove Senior & Community Center.

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

Yes. The Project will be completed with proposed funding.

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

Since 1974, the Forest Grove Senior & Community Center has provided seniors in Forest Grove access to essential services, including hot meals, medicare and legal assistance, educational and social opportunities that improve the quality of life.

The Center also serves as a major transportation hub for senior and disabled citizens of Forest Grove through Ride Connection and Grovelink.

As more and more residents use the center, it becomes critical that the facility be kept attractive, in good repair, and safe for use by the community.

Replacing the deteriorated dining room chairs will ...

- enhance the appearance and cleanliness of the center where many citizens congregate.
- improve public safety as many of the existing chairs have stripped screws that keep coming loose which make the chairs dangerous.

PROJECT MANAGEMENT

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

Research for appropriate seating options has already been done. Sample chairs have been obtained and we have secured firm quotes from manufacturer representatives.

We have found a style of chair that is high quality and a vendor who has agreed to extend a substantial discount since we are a non-profit organization. The vendor has agreed to hold the pricing quoted until August 15, 2014.

Once funding is secured, the order will be placed to the manufacturer.

As soon as the new chairs arrive, we are prepared to offer the existing chairs that are mechanically solid for sale on Craigslist, where we hope to recoup a portion of our expense.

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

I have personally handled purchasing furnishings for several other organizations and have become confident securing qualified vendors, creating bid sheets and setting terms. This project is quite straightforward.

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

No. This project will cause no disruption of services as it is merely replacing furnishings with like kind.

Applications must be submitted by 5:00 pm, March 31, 2014, 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

email: hastaye@pacificu.edu

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

Signature: Ellen J. Hastay



PROJECT INFORMATION

A. Project Title

**Amount
Requested:**

**Funds
Needed by*:**

Sustaining and Maintaining Community Garden and Natural Resources \$ 4,000 July, 2014

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

Proposed schedule

Project Start Date: July 1, 2014 **Project Completion Date:** June 30, 2015

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 3400 lbs) to supplement food available to low-income residents through local food pantries. 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.

In the past growing season there was a spike in water usage at the garden that could only partially be attributed to two major leaks. The only explanation steering committee members have, besides the all-time high in garden membership, is inefficient and wasteful use of water by a number of gardeners. The two serious problems caused by this excess use of water are depletion of a natural resource that causes unnecessary expenditure for the Forest Grove city budget and the imminent change in our payment for the water we use, from a flat \$600/year to 50% of actual cost. Total actual cost of water use at the garden last year was over \$3000. The Forest Grove Community Garden budget could not absorb a \$1500 expenditure for water this coming growing season. So we revised our plan for this year's CEP grant to institute an incentive program that we hope will significantly save water. This gardening season, gardeners will be able to participate in a "buy one get one free" soaker hose program. Soaker hoses are said to reduce water usage as much as 70% compared to overhead watering. However, this year's grant will be able to cover less than half the garden plots with the new watering system. We request in this proposal, funds to expand the program to include the rest of the garden the following growing season. Besides cost and natural resource saving, soaker hoses deliver water to plants much more effectively than overhead watering, resulting in much healthier and more productive plants. We believe that this will be an attractive feature to our gardeners. As gardeners come on board, steering committee members will discuss with them the problem of inefficient watering practices and the benefits of more efficient systems such as soaker hoses.

Another strain on the garden's limited budget is the monthly cost we pay for renting the storage container in which the large machinery (rototiller, weed whacker, lawn mower, etc) is kept. In this proposal, we request funds to purchase a used container for this machinery, which is necessary for soil preparation and general maintenance of the city property on which the garden is located.

Since funds from this year's grant have been diverted by the need to save water, we were unable to purchase items requested and approved in last year's proposal. Most urgent is replacement of the aging and unpredictable rototiller that often breaks down causing delays in garden planting and expense to the garden's budget for repairs. Postponed also was purchase of wheelbarrows and tools to maintain an adequate supply of implements and garden tools. And finally we request support for the on-going need for compost to amend the heavy clay soil in the garden.

B. Project Description Continued:

Specifically, the project would:

- Teach gardeners the need for water conservation and provide for incentive to do so with a program in which the actual cost of soaker hoses for their plots would be at half cost to them.
- Provide secure storage for heavy equipment used at the garden for soil preparation and general maintenance of the city property on which the garden is located.
- Replace the unpredictable and aging rototiller, used by a majority of the gardeners to prepare their garden beds.
- Purchase 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 85 gardeners and their families (approximately 320 persons) will benefit from improved garden maintenance. More fresh vegetables (over 3,400 lbs. last growing season) will be available to the thousands of families accessing food through local food pantries.

Has the sponsor received a Community Enhancement grant for this project in the past? Yes
If so, amount received \$6400 total (approx. over last 5 years).

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

If so, is the project completed? No. As explained in the project description, we were compelled to respond to the out-of-control water use in the garden and therefore refocused our funds to buy soaker hoses for the coming gardening year. Few gardeners have as yet been active at the garden due to the cold, wet conditions. We will work with them as they come on board to understand the need for better water conservation and interest them in the soaker hose program. All expenditures on this project will be complete before the June 30, 2014 deadline.

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. The focus of the current grant as well as the proposal for next year is on conservation and sustainability. Although we did not spend any of our grant funds on the project we proposed, we did spend funds as proposed from the garden budget to create the soaker hose system for the plots dedicated to growing produce for local food pantries

and also to install a compost bin to help manage the green waste in the garden. The city benefitted from these two projects in that water used in the eight food donation plots was greatly reduced, and less green waste was dumped in the recycling program. Produce in the donation plots grew better due to more efficient watering and therefore we were able to grow half again as much produce as last year. Two Pacific University student groups donated their time to spreading fabric and wood chips to maintain pathways in the garden, and we used garden funds to purchase eight 7yd loads of commercial compost to amend the heavy garden soil. Steering committee member Greg Kriebel and two other gardeners donated labor to build a movable shade structure over the picnic table that provides necessary protection from the hot summer sun. Approximately 85 gardeners and their 320 family members benefitted, as well as the thousands of low-income residents who received fresh vegetables from the garden through local food pantries.

D. PROJECT BUDGET

Total Estimated Costs: \$5500 How were these costs estimated (quotes, catalog, previous projects, etc.)? Quoted prices from BiMart, Fisher Implements, and Nature’s Needs, and estimates from container companies were used to make these calculations.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		\$1500	volunteers	
Supplies	\$600 compost			
Capital	\$1500 container			
	\$600 rototiller			
Materials	\$300 wheelbarrows/tools			
	\$1000 hoses/attachments			
Other				
Total	\$4000	\$1500		

% of Total Budget provided by Sponsor: 27 %

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 is in donated labor of the steering committee @ \$15/hr to organize and coordinate the soaker hose project and talk with each gardener participating in the program.

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 the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving 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 of the Victory garden, which is a large tract of city land. It provides environmental sustainability in conserving water and economic sustainability in conserving city fiscal resources. It also improves 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 thereby supports social sustainability. 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:

- 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 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.

Our proposal addresses sustainability of water resources used in the community garden, wise use of garden finances over time in buying a used container for machinery rather than to continue renting the one we have, maintaining and replacing garden machinery and implements, and amending heavy clay soil in the garden.

- Replace rented storage container for garden machinery – July-August, 2014
- Assess garden machinery and equipment/need for replacement – July 2014-June 2015
- Educate gardeners on water conservation and provide soaker hose system – April-June, 2015
- Amend garden soil with compost – April-June 2015

CEP grant funds will be used to:

- Purchase storage container for large garden machinery – July-August, 2014
- Purchase tools, wheelbarrows and rototiller – July–September, 2014
- Purchase materials, build, and install soaker hose system – April-June. 2015
- Purchase commercial compost – April-June 2015

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

Steering committee members for the Forest Grove Community Gardens have successfully managed five 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, building compost bins, and installing a soaker hose irrigation system for the plots dedicated to growing produce for donation.

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

Replacement of the storage container will require assistance by the business from which we purchase it and that will be included in the purchase price.

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 31, 2014, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Chamber Holiday Display Team

Tax ID # 93-0420710

(N/A for City Board or Commission)

Contact Person: Tim Holycross

Daytime Phone: 503 367-7474

Address: 2417 Pacific Avenue

Email: Tim.Holycross@SolarWorld-USA.com

City: Forest Grove

State: OR

Zip: 97116

Signature: _____



PROJECT INFORMATION

A. Project Title

Amount

Funds

Requested:

Needed by*:

Holiday Tree Sustainability Enhancement

\$4,482.00

July 15, 2014

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

Proposed schedule

Project Start Date: July 1, 2014

Project Completion Date: Nov. 15, 2014

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

Forest Grove has a long tradition of celebrating the holiday season with lights and events. The Holiday Tree has long been a signature emblem for Forest Grove. In 2007 a significant element of that tradition ended. What was intended to be a temporary removal of the old light strands from the tree in front of the Chamber of Commerce turned out to be a long term disruption to start of the Holiday in the Grove festivities. The damage to strands and old incandescent bulbs was too serious. Efforts were made each year to make the tree festive but the illumination of just the star was less than exciting.

However, the tree Star Lighting event continued the day after Thanksgiving each year. In 2013 the Holiday Display Team and other interested community groups gathered and developed a plan for installing rope lighted ornaments to the tree. The effort was well received with several hundred people attending the Tree Lighting on Friday, November 29, 2013. The effort was appreciated but more is needed to enhance this wonderful tradition of a lighted holiday tree in Forest Grove.

With this grant the committee will purchase 9-150 foot strands of 14 gage wire with sockets for C-9 LED lights at 18 inch spacing. 1,000 multi colored LED bulbs will be inserted. The light strands will be hung from an existing cable anchor ring below the star and drop to another cable ring near the lower tree branches. This support of the strands will protect the strands from wind damage. The repurposing of the existing anchor rings will save expense by utilizing the vertical cone light arrangement.

B. Project Description Continued:

In the long tradition of this committee volunteer work parties will be held to prepare strands for installation as previously described. With assistance from the Forest Grove Fire Fighters Association the strands will be installed and tested while allowing a time frame to make any adjustments for completion in time for the November 28, 2014 Tree Lighting event.

The goal is to promote green practices with use of LED lights resulting in an 80% improvement of efficiency and to reduce future maintenance cost by use of high quality components. Maximize the holiday experience of FG residents and visitors.

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

ODOT & the FG Transportation Plan Update estimate 10,000 - 13,000 vehicles/ day will pass.

<p>Has the sponsor received a Community Enhancement grant for this project in the past? Yes <input type="radio"/> No <input checked="" type="radio"/> If so, amount received \$</p> <p>Has the sponsor received a Community Enhancement grant for the <u>current year</u>? If so, is the project completed?</p> <p>Please provide a brief summary of services for <u>current year</u> grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.</p>

D. PROJECT BUDGET

Total Estimated Costs: \$9,815. How were these costs estimated (quotes, catalog, previous projects, etc.)? Bid from Dijulio Display Inc. of Brice, WA

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		\$ 1,440.	\$ 1,359.	\$ 1,752.
Supplies	\$ 300.	\$ 250.		
Capital	\$ 4,582.	\$ 32.		
Materials				
Other		\$ 100.		
Total	\$ 4,882.	\$ 1,822.	\$1,359.	\$ 1,752.

% of Total Budget provided by Sponsor: 18.5 %

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?

Reserve account from donations and fund raising.

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

The funding will be adequate to illuminate the tree to a higher standard than previous lighting.

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

The project will enhance the festive appearance of FG throughout the Holiday Season.

This project enhances the cultural resources for public enjoyment within the City boundaries during the holiday season.

The Holiday in the Grove festivities between Thanksgiving and New Years improve the economic and commercial activities within the City.

PROJECT MANAGEMENT

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

Upon grant

Order of light strands and LED bulbs from DuJulius Displays Inc in July 2014

Volunteers assemble strands and bulbs in August 2014

Work with FG FFA and FG Light & Power to mount and test light strands in October 2014

Final installation of strands into tree will take place in mid-November 2014 to allow time for final installation adjustments prior to Tree Lighting event on November 28, 2014 at 6:00 pm followed by reception at the FG Senior & Community Center.

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

The Holiday Display Team has a record of successful project management of providing holiday lighting and festive decorations for a traditional celebration of the Holiday Season for residents and visitors of all cultural traditions for longer than the Commencement Enhancement Grants have been a funding source. The transition to more energy efficient and sustainable decorations support a long tradition in Forest Grove.

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

Chamber Holiday Display Team
Forest Grove Light & Power
Forest Grove Fire Fighter's Association
City Club of Forest Grove
Forest Grove Senior/Community Center
and Community Volunteers

Applications must be submitted by 5:00 pm, March 31, 2014, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Forest Grove Little Guy Football Tax ID # 931197320
(N/A for City Board or Commission)

Contact Person: Jimmy Doyle Daytime Phone: 810-5852

Address: 1145 33rd Place Email: jimmydd1@comcast.net

City: Forest Grove State: OR Zip: 97114

Signature: Jimmy Doyle



PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Football Equipment Update</u>	<u>\$ 5,000</u>	<u>ASAP</u>

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

Proposed schedule July 1st

Project Start Date: ~~May 1st~~ Project Completion Date: ~~June 1st~~

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

pad price \$ 6,033.05

Replace expired pads for shoulders tackle football

Tackle sleds price \$ 4,276.00

Number of Importance

Teach proper blocking technique to prevent injury to players.

Field maintenance cost \$ 35.000
Paint fields for games

B. Project Description Continued:

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

250 children directly in the program plus their friends and family usually around 500 at games and practices

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

Has the sponsor received a Community Enhancement grant for the current year?
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: 10,639 How were these costs estimated (quotes, catalog, previous projects, etc.)? QUOTES, and Catalog, research of websites
 Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	0	0	0	0
Supplies				
Capital				
Materials				
Other	training equipment and safety gear			
Total				

Paint/fiek

% 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?

None, currently - request have been sent out

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

project would be completed depending on the funding. If grant the project would be completed if not it will take several years to complete.

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

prevent injury to players
safety

PROJECT MANAGEMENT

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

once the League receives the fund they will be used to replenish the money spent on the shoulder pads and field paint, but the blocking sleds can not be purchased without your help

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

As president of the league I am a retired police, and military. Have been coaching youth sports for 15 yrs through the military. I've ran drivers training for over 25,000 soldiers.

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

Does rely on local donations to help with the cost of insurance cost of belonging to practice youth league, football and soon and so on.

Applications must be submitted by 5:00 pm, March 31, 2014, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

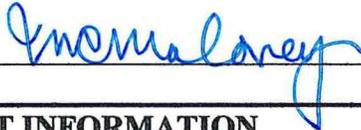
COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: West Tuality Habitat for Humanity Tax ID # 93-1025835
(N/A for City Board or Commission)

Contact Person: Mike Maloney Daytime Phone: 503-805-7188

Address: 3236 Forest Gale Drive Email: zmikemaloney@gmail.com

City: Forest Grove State: OR Zip: 97116

Signature: 



PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Cooper's Corner House # 4, 3419 19th St</u>	<u>\$ 5,000</u>	<u>06-30-2015</u>

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

Proposed schedule

Project Start Date: 01-07-2014 Project Completion Date: 06-30-2015

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

This grant will help pay building permit and development fees for the project which is home number 4 of West Tuality Habitat for Humanity's Cooper's Corner development. Cooper's Corner is a five single-family home project for low income families. The total development fees for each home will be approximately \$26,000. This grant proposal will help off-set those fees allowing the total price for the home to be less than \$120,000. As development fees are over 20% of the cost of the home, they represent a significant barrier to entry for many low income families. This grant contribution to lowering the cost of the home will allow many more families to qualify.

Soon, a low income family will be able to purchase this home and contribute to the City Tax Base while enjoying all of the pride and economic benefits that home ownership offers. The entire City of Forest Grove benefits when we are able to offer home ownership to more socio-economically diverse members of our community and provide quality low cost housing for another hard working low income family.

B. Project Description Continued:

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

All 22,000 residents of Forest Grove benefit from quality low cost housing availability.

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

Yes No If so, amount received \$ **4,904**

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.

Last December a family of five moved into their new home just before Christmas. That home was completed, in part, due to the CEP Grant from last year that amounted to nearly 5% of the total cost of that home. That 5% made a difference for this family being able to qualify for their mortgage. The benefit extends well beyond this deserving family. Our entire community benefits from the availability of quality low income housing in our city.

D. PROJECT BUDGET

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

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		35000		
Supplies				
Capital				
Materials		80000		
Other	5000			
Total		120000		

% 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. Sponsor has cash available and budgeted to complete project.

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

Currently budgeted funding (including Grant proposal) will complete project.

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

This project improves public safety by providing high quality low cost housing to the community and inserting proud new home owners into the neighborhood where adjoining properties are unoccupied and in disrepair. These are now more closely watched by having new residents who can report improper activities.

This project is one block from public transportation, within walking distance of shopping, schools and services and promotes the use of multiple modes of transportation.

This project improves the vitality of a residential area with some declining properties by bringing new high quality housing and energetic young families to the neighborhood.

The project improves sustainability by promoting multi-modal transportation, by including a number of energy efficiency features that exceed building code requirements. The project supports greater social justice by making available high quality low cost housing to hard working low income families who would be otherwise unable to qualify for home ownership.

PROJECT MANAGEMENT

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

Foundation is complete and framing is about to get underway. Additional permits will be paid after July 1st, 2014 in order to complete this home for occupancy by June 30, 2015.

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

West Tuality Habitat for Humanity (WTHfH) has managed multiple similar projects in the community and has successfully completed Community Enhancement Program Grants projects since at least 2007. WTHfH has never failed to successfully complete a CEP Project. Multiple WTHfH Board Members and volunteers have contributed to successful implementation of CEP Grants. WTHfH has the managerial experience and commitment to successfully completed this grant proposal.

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

Yes. This project required coordination with City Development staff, with private contractors, volunteers and with Habitat for Humanity International who provides, through corporate partners, some of the building materials and appliances for the homes. This coordination is complete and these relationships are strong.

Applications must be submitted by 5:00 pm, March 31, 2014, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Oregon Wild Softball Tax ID # 32-038046
(N/A for City Board or Commission)

Contact Person: Paul Doherty Daytime Phone: 503 899 7203

Address: 938 36th Ave Email: paul@pulpid.com

City: Forest Grove State: OR Zip: 97116

Signature: 



PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Pitching machine and protective screen</u>	<u>1795.00</u>	<u>ASAP</u>

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

Proposed schedule

Project Start Date: 11/1/13 4/1/14 Project Completion Date: On going

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

The Oregon Wild program is comprised of a wonderful group of third, fourth and fifth grade girls who are hard working and dedicated to the sport of softball. These young ladies have played softball in Forest Grove area for the past several years. Beginning in the spring of 2014 the Oregon Wild began competing in the more competitive ASA Softball League. Softball has become a year round sport for all of these girls, as they attend open gyms and clinics during the winter months so they can continue to improve their skills.

This year, the Oregon Wild is excited to announce that they will represent Forest Grove and the surrounding area as they compete in ASA tournaments during the spring and fall season. As an organization we are looking to increase the opportunities for all girls looking to play softball. We are looking to provide a place for girls to have the chance to meet new friends, be part of a team and work to become better all around athletes and community members.

We are looking to add a pitching machine/safety net to help protect young maturing arms from over pitching and at the same time allow the opportunity for girls to continue to improve their skills. The machine can be used at all age and skill levels for hitting and fielding practice. Speed and accuracy of balls are better controlled and create a safer playing environment for players in the program.

B. Project Description Continued:

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

This is a local community based program. We currently have 10 players playing on our U10 team. We are a parent group of 20 and siblings that take part with the team of 10 more

<p>Has the sponsor received a Community Enhancement grant for this project in the past? Yes <input type="radio"/> No <input checked="" type="radio"/> If so, amount received \$</p> <p>Has the sponsor received a Community Enhancement grant for the <u>current year</u>? If so, is the project completed?</p> <p>Please provide a brief summary of services for <u>current year</u> grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.</p>

D. PROJECT BUDGET

Total Estimated Costs: \$1795.00 How were these costs estimated (quotes, catalog, previous projects, etc.)? Website

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital				
Materials				
Other	\$1795.00			
Total				

% of Total Budget provided by Sponsor: _____%

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?

Extra money needed would come from parent group with the club.

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

This project will be complete once machine is purchased. We will then start the use and implementation into our program for this and future years.

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

This is a youth program that offers a chance to play and grow in an athletic environment. We are looking to be part of the Forest Grove community and partner with local business. We plan to host teams/programs from outside the local area with the expectation that they will use local restaurants and businesses. We plan to grow our program to offer different levels of play and more opportunity for local youth to participate.

PROJECT MANAGEMENT

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

We started this program in the fall of 2013. Since that time we have began to practice and play in games. We have been working with 10 female athletes to create our U10 team. We will play a spring/summer schedule and then move to "fall ball". Our goal as a program is to provide/grow our program to include an U12 team that will compete in next year's ball schedule. We will have girls from the current team move up in age and we will look to add more players into our program for both age levels. With summer months coming and a little less rain in the forecast we are looking to add a pitching machine for outside/field work with our program.

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

Members of our board have worked with various groups in our community and other local groups. From the Portland Jr. Hawks, Forest Grove Youth Football, Pacific University... we have a group that is very hands on and eager to help provide opportunity to local athletes. We see this as an opportunity to help develop strong life skills, while having fun playing a sport. A pitching machine allows us to work on particular skills within the game.

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

No it does not.

Applications must be submitted by 5:00 pm, March 31, 2014, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

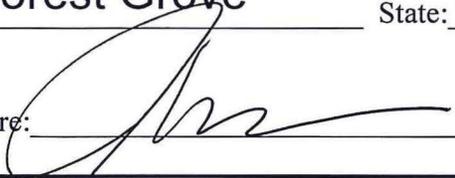
COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Sustainability Commission Tax ID # _____
(N/A for City Board or Commission)

Contact Person: John Hayes Daytime Phone: _____

Address: PO Box 326 Email: jhayes@pacificu.edu

City: Forest Grove State: OR Zip: 97116

Signature: 



PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Downtown Solar Powered Trash Compactor Barrel</u>	<u>\$ 2,200</u>	<u>July 2014</u>

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

Proposed schedule

Project Start Date: July 2014 Project Completion Date: August 2014

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

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 21st 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:

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.

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

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.

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

Downtown events = Over 10,000 attendance/year plus 300 downtown owners/employees.

<p>Has the sponsor received a Community Enhancement grant for this project in the past? Yes <input checked="" type="radio"/> No <input type="radio"/> If so, amount received \$ 1,871.00</p> <p>Has the sponsor received a Community Enhancement grant for the <u>current year</u>? If so, is the project completed?</p> <p>Please provide a brief summary of services for <u>current year</u> grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc. The current year grant funded only half the amount needed for a compactor. Funds will be carried over and combined with this year's grant amount to purchase the compactor.</p>
--

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:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital	\$2,200		\$1,871	
Materials				
Other				
Total	\$2,200		\$1,871	

% 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 Commission 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?

The project will be completed in combination with last year's grant.

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

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.

This project will help Forest Grove present a favorable impression as a destination and supports economic development and will 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, 2014
Deliver, install and make barrel operational	August 1-14, 2014

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

The City Administrative Services and Community Development Departments who will directly manage the project 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 needed with the City to purchase the trash compactor and to make sure Waste Management provides ongoing trash pickup.

Applications must be submitted by 5:00 pm, March 31, 2014, 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: 503.992.0078

Address: 2036 A Main Street Email: ksummers@adelantemujeres.org

City: Forest Grove State: OR Zip: 97116

Signature: _____



PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>"Celebrating Food & Market Sustainability"</u>	<u>\$ 5,000</u>	<u>June 20, 2014</u>

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

Proposed schedule

Project Start Date: May 7, 2014 Project Completion Date: December 21, 2014

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

The Forest Grove Farmers Market, a program of Adelante Mujeres, has achieved great success during the past eight years of operation in creating an event where the community can celebrate and support sustainable living. Visitors have the peace of mind that they can enjoy fresh, locally produced foods that do not require tons of fossil fuels to reach their plate; they can see their dollar contributing directly to the success of small family businesses; and that the delicious tamale can be consumed on a plate that will be reused. Yet there are still areas for improvement and supplies we need to continue operating a successful farmers market.

The primary goals of "Celebrating Food & Market Sustainability" are:

- Increase sustainable practices at the Forest Grove Farmers Market to decrease waste created and educate the community on reuse, recycling, and green practices.
- Provide educational opportunities for the Forest Grove community to learn about buying local, fresh, and seasonal products and how to prepare healthy, delicious meals.
- Promote and support efforts to attract more agri-tourism activity in the Forest Grove area.
- Assist low-income families in supporting and participating in the local economy by continuing our SNAP Match program.

Building on successes from past years and hearing feedback from the community, we will continue our efforts to further the City Forest Grove's sustainability goals.

In order to reach these goals, with the “Celebrating Food & Market Sustainability” project, we propose to complete the following activities:

Enhance the Market Waste Center: For the past three seasons, a group of highly committed Master Recycler volunteers have worked tirelessly to create a recycling system that has reduced the market waste to no more than a bag and a half of trash per market. This is an incredible feat considering that on peak market days we see around 2,000 visitors. As the demand for more sustainable options continues to rise and our commitment to decreasing waste, we would like replenish our supply of durable plates, flatware, and cloth napkins. Over a few seasons, some of these materials walk off or break and we need to keep up with the demand to offer this service. We also plan to pilot a reusable to-go container program. This would decrease off-site waste created by to-go containers that customers take off site. The to-go containers that we have researched to purchase are dishwasher and microwave safe and can be reused indefinitely.

Offer Cooking Demonstrations: In order to continue the agri-tourism efforts of the city and other local businesses, we would like to cross-market the FGFM with local restaurants and chefs in the area. We find that shoppers want new ideas for how to cook the fresh produce available at the market. We already have some equipment to host a demonstration at the market, but we would need support to purchase local ingredients, a propane burner, and reusable sampling plates and flatware that can be used over and over again. Because we want to continue these cooking demonstrations beyond the 2014 season, the supplies purchased will be selected with quality and durability in mind.

Organize Additional Winter Market Events: Over the past few years we have heard many customer and vendor requests to keep the market running into the winter months. Many vendors still have products and goods that are available throughout the year, but there are less market outlets during the winter months. In order to meet the demand, but grow our season intentionally and sustainably we will start slowly by planning special market events. Working closely with the Dairy Creek Community Food Web and the Forest Grove Grange we are planning to organize three additional winter markets. One will be the third annual “Fill Your Pantry” event which encourages shoppers to stock up on shelf-stable local foods such as winter squash, potatoes, onions, and honey.

The other two events will be held on the Sunday before Thanksgiving and the Sunday before Christmas in order to give the Forest Grove community an opportunity to prepare their holiday meals from local ingredients. We plan to invite a chef to come demonstrate holiday dishes that can be prepared from the ingredients available at these events. We will need financial support to advertise these events, secure an internet connect at the Grange building so that credit, debit, and SNAP cards may be processed successfully.

Continue the Market Token Program: We are in need of purchasing more tokens so that shoppers can continue to purchase local items, even if they forget to bring cash. We also want to sustain funding for our SNAP Match program to serve low-income families in Forest Grove. With recent cuts to federal nutrition benefits, seniors, families, and individuals will be struggling to secure sufficient food. The Matching program will help these families double their purchasing power and allow for healthy choices.

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 as a destination for agri-tourist activity and sustainable living. We hope that with your help, offer quality chef demonstrations, purchase reusable supplies, offer additional markets, sustain our SNAP Match program 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 have the opportunity to benefit from this project. 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: \$2,414 (2013)

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 2013 CEP funds, the Forest Grove Farmers Market accomplished the following:

- 255+ children participated in the Market Sprouts kids club over 12 weeks during the summer.
- Over \$1,000 in fruit and veggie tokens were redeemed by children in the Market Sprouts Kids Club, contributing to healthy eating habits.
- Over half the Market Sprouts kids polled tried a new fruit or veggie at the market during the 2013 season, 72% agreed that they were now eating more fruits and veggies because of the Market Sprouts activities, and 88% agreed that the activities made them want to come to the market every week or more often.
- The Market diversified their advertising efforts and as a result experienced more consistent market attendance as compared to past seasons. We also welcomed many new shoppers.
- 9 new small businesses were supported and participated in the market.
- \$20,000+ was spent by shoppers using federal benefits at the market.

D. PROJECT BUDGET

Total Estimated Costs: \$ 70,000

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

This is the total estimated cost of the entire 2014 market season. Costs are based on current personnel salaries, current grant projects, quotes from suppliers, and online bids.

Breakdown estimated costs by source:

Category	CEP	Sponsor	Other #1	Other #2
Personnel Services*	\$2,000 (Market Manager & Outreach Assistant)	\$25,000 (Adelante Mujeres)	\$10,000 (grants, sponsorships, & booth fees)	\$8,000 (Volunteer in-kind)
Supplies	\$585 (Waste Center supplies: ceramic plates, flatware, napkins, etc.) \$850 (Chef Demo supplies: local ingredients, reusable sampling plates, propane stove, etc.)	\$1,000	\$4,000	
Capital		\$2,500		
Materials	\$100 – (Tent weights) \$190 – (Signboards and advertising materials)	\$1,000	\$1,000	\$500
Other	\$75 (Tent repairs) \$1,200 (SNAP matching funds and replacement tokens)	\$1,500	\$9,500	\$1,000
Total: \$78,000	\$5,000	\$31,000	\$24,500	\$9,500

% of Total Budget provided by Sponsor: 92.8 %

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 sponsor portion of funding will come from vendor booth fees, local sponsorships, and grants from New Seasons Market and Wholesome Wave. Additional funds and in-kind services will come from AmeriCorps Member services, community donations and volunteer time.

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

The project materials and supplies will be purchased within the 2014 CEP grant term and activities will take place throughout the 2014 Farmers Market Season (May 7-October 29, 2014). 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.

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

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 chef demos and SNAP Matching funds through mid July. We can also manage with the current supplies at the Waste Center until CEP funds are made available to replenish the plates, flatware, and cloth napkins. CEP project funds will be implemented upon receiving so we can continue programming through the end of the Market season.

Management timeline:

- Collaborate with First Wednesday for joint marketing efforts (ongoing)
- Plan, organize, and advertise Winter Market events in collaboration with partners (July – December 2014)
- Conduct crowd counts and shopper surveys to assess success of chef demonstration and Waste Center services (every week throughout the 2014 season)
- Working with Waste Center volunteers to replenish reusable supplies (August 2014)
- Pilot reusable to-go box program (May-Oct. 2014)
- Conduct Chef Demos once a month on the second Wednesday of the month (May-Oct. 2014)

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, volunteers, and food center organizations. We will once again work with the City Club and Economic Development Commission of Forest Grove to enhance our marketing efforts and agri-tourism efforts. We have partnered with a network of Washington County Farmers Markets, Wholesome Wave and the Oregon Farmers Market Association to offer SNAP Matching program, joint marketing, and technical assistance. We will also be working with the Dairy Creek Community Food Web and the Forest Grove Grange to organize the winter market events.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Adelante Mujeres Tax ID # 03-0473181
(N/A for City Board or Commission)

Contact Person: Anne Morse, Grants Manager Daytime Phone: (503) 992-0078

Address: 2036 Main St. Suite A Email: amorse@adelantemujeres.org

City: Forest Grove State: OR Zip: 97116

Signature: _____

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BY: *aw* (17)

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
Early Childhood Education for Latino immigr	\$ 5,000	9-30-14

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

Proposed schedule

Project Start Date: July 1, 2014 Project Completion Date: 9-30-14

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

When we began our Adult Education and Training Program for Latina women in 2002, we provided free daycare for the young children of our students to encourage high attendance and participation. We quickly realized that we were missing an opportunity to improve the lives of Latino immigrants through educating the next generation, and we soon launched our Early Childhood Education (ECE) program.

Our ECE program occurs in conjunction with our adult education program. While mothers attend classes for 25 hours a week, their young children attend ECE programming. We begin each day with a bilingual activity recognizing the day of the week, date, weather and number of children in class. Our teachers read books during story time in both English and Spanish. This effort is supported by the many English-speaking adult volunteers we have in the classroom. These volunteers also support English language development by leading other activities in English and encourage the children's use of English while eating, washing up and during free play.

Twice a week, mothers and children participate in interactive literacy activities including a Music Together class which incorporates one English song a week. All families receive at least one home visit per quarter. Home visits support parents in a number of key ways: helping resolve discipline problems; troubleshooting ways to create time for nightly reading their children; and assessing how "literacy-friendly" a household is in terms of access to literacy materials and dedicated activities. This arrangement doesn't just help close the achievement gap of Latino children; it also enhances the confidence and skill level of our adult students, and impacts the overall well-being of the family.

B. Project Description Continued:

In addition, we now offer a kindergarten readiness transition plan for families with a child entering kindergarten the following year. Parents receive updates throughout the year on their child's process and details on their strengths and challenges, and how they learn. A report is then sent with an accompanying letter to all the kindergarten teachers of our preschool graduates. We also provide visits to kindergarten classrooms, summer learning packets for graduating preschoolers, and a support session for parents on how to complete the kindergarten application.

Governor Kitzhaber has called attention to the failure of many early childhood programs to adequately prepare children for kindergarten. Two key indicators of kindergarten readiness are vocabulary acquisition and alphabet recognition. We are pleased to affirm that our ECE program continues to obtain excellent outcomes on these indicators. In 2013, a full 100% of children met the PALS Pre-K benchmark (alphabet recognition) and 100% made gains of 4 or more standard points on the PPVT-III (vocabulary acquisition).

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

Adelante Educación serves 40 families in Forest Grove. We have a waiting list of 90 families.

<p>Has the sponsor received a Community Enhancement grant for this project in the past? Yes <input checked="" type="radio"/> No <input type="radio"/> If so, amount received \$ 1,350; \$2,850; \$1,875, 3557</p> <p>Has the sponsor received a Community Enhancement grant for the <u>current year</u>? If so, is the project completed?</p> <p>Please provide a brief summary of services for <u>current year</u> 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</p>

D. PROJECT BUDGET

Total Estimated Costs: _____ How were these costs estimated (quotes, catalog, previous projects, etc.)? From last year's budget.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$5,000	122,484		
Supplies		2,713		
Capital				
Materials				
Other		59,775		
Total	\$5,000	\$184,972		

% of Total Budget provided by Sponsor: 97 %

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 \$115,340 in committed grants from private foundations and government sources including the City of Hillsboro, Forest Grove and Washington County Commission for Children and Families.

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

ECE is an organizational priority and will continue past the grant period. We earn income through Farmers Market revenue, program fees from our enterprise program, and through our partnership with the Forest Grove School District, as well as from other government sources, foundations and individuals.

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

This project improves Forest Grove's sustainability in many ways. Ecological sustainability is inherent in our work: the final part of our mission statement is "to love and respect the Earth," and we strive to advocate for ecological awareness and action for a sustainable economy and healthy communities. We teach the children in our ECE classes about recycling, and we partner with Tualatin Valley Riverkeepers on restoration projects and teaching the children about the importance of protecting our natural habitat. Our work also promotes the sustainability of the community through nurturing and building tomorrow's leaders. We make sure that today's preschoolers are getting the solid foundation they need for a successful education, and we are promoting a pro-college attitude among their parents. Our work ensures that the Forest Grove of the near future will be economically, environmentally, and culturally sustainable.

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 2014 and continue through the end of May 2015.

- Recruitment of participants, staff training, and purchase of supplies - August 2014
- Implement Early Childhood Education classes - September 2014 - May 2015

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. We coordinate a total of four major programs with a combined annual budget of nearly \$1 million, as well as running the Forest Grove's farmer's market. We have previous success implementing four Forest Grove CEP grants for Early Childhood Education (2010, 2011, 2012, 2013).

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

We partner with several public and private organizations. Key partners include: Forest Grove School District, Pacific University, Portland Community College, Washington County Commission on Children and Families, OSU Extension Service, Portland State University, and NW Education Service District. Since our program is ongoing, the necessary coordination has already been completed.

Applications must be submitted by 5:00 pm, March 31, 2014, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

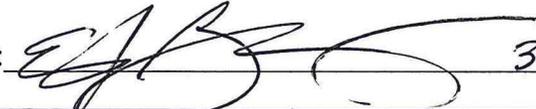
COMMUNITY ENHANCEMENT PROJECT APPLICATION

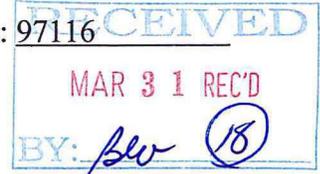
Sponsor: City Club of Forest Grove Tax ID # 93-124239
(N/A for City Board or Commission)

Contact Person: E. J. Baeza Daytime Phone: (503) 357-5413

Address: P.O. BOX 482

City: Forest Grove State: Oregon Zip: 97116

Signature:  3.31.14



PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
Downtown Economic Sustainability Through City Club Events & Downtown Brochure	<u>\$4,993.50</u>	<u>July 1, 2014</u>

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

Proposed schedule

Project Start Date: July 2, 2014 Project Completion Date: June 30, 2015

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

This project is an indispensable part of City Club's efforts to fulfill its mission to promote a more vital and economically sustainable downtown business district. It consists of two complimentary components as follows:

1) The publishing of an updated "Historic Downtown Brochure" is the first component. City Club has redesigned the brochure to reflect all of the downtown businesses currently in operation. We have contracted with Forest Grove Business Solutions to update and print up to 7,500 new brochures for distribution throughout downtown, Washington County and the Greater Portland area. These locals include hospitality and retail businesses, the Chamber of Commerce and our downtown way finding kiosks. Tourism locals such as the recreational businesses and area wineries as well as the Washington County Visitor Association will be key distribution outlets. This is all made possible by a CEP grant awarded in 2014 in combination with City Club matching funds and volunteer work.

We plan to repeat this effort for the 2014-2015 fiscal year and including the addition of an interactive version of this brochure to reduce printing costs and paper resources. The digital brochure will link to each business's online marketing presence and is to be featured in our redesigned website scheduled to go live in July of 2014. **CEP Request: \$1,829.50**

2) The staging, marketing and advertising of the First Wednesday, Forest Grove Uncorked, Holliday in the Grove and Holiday Light Parade events. These events have proven to draw attendees from Forest Grove and the surrounding counties. They also draw tourists from the greater Portland area, Oregon and from out of State as well. This year we have updated our First

Wednesday event themes to insure that they remain relevant to the community needs and to attract new downtown businesses and to retain and sustain our existing merchants and service establishments. These themes include:

"Spring into Action" May 2nd

This event invites our area-wide non-profits to participate in our street market to recruit volunteers, raise their visibility within the community and to raise funds.

"Staycation Forest Grove" June 4th

This event encourages internal and external tourism featuring our hospitality, recreational and historic tourism sectors.

"Hooray USA" July 2nd

This event celebrates our city's legacy of patriotism and historic importance.

"Happy Days in the Grove" August 6th

This event invites residents and tourists to patronize our downtown businesses just like we did in the 50's and 60's before the advent of suburban sprawl.

"Sweet Words" September 3rd

This event invites our attendees into our downtown businesses to meet our local, nationally renowned authors and to savor chocolate confections paired with wine, pros and verse.

"Oktoberfest" October 1st

This event allows our local microbrewers and home brewers to introduce our attendees to their finely crafted beers and hard ciders with sampling inside the downtown businesses.

"Eat Drink and be Merry" November 5th

This event marks the debut of our new theme which will feature our downtown restaurants and wine tasting rooms.

"The 6th Annual Forest Grove Uncorked: August 16th from 4 to 9 PM

This event has proven to be a successful promotion of our local wine industry paired with local microbreweries and distillers. It is as relevant as ever as our downtown Forest Grove emerges as a major player in these popular and growing business sectors.

"Small Business Saturday" November 29th

City Club has been the leader in promoting and encouraging our residents to shop local on this day after "Black Friday".

"Holiday in the Grove" and "Holiday Light Parade" December 6th

Our downtown restaurants, galleries, gift shops and wine bars thrive during this season.

City Club depends primarily on grants, donations, sponsorships and dues from our members and downtown businesses to fund these events. This is striking evidence of the deep support from our community for what we've been able to accomplish successfully, year after year. We are most grateful for the support of the City of Forest Grove. **CEP Request \$3,164.00**

B. Project Description Continued:

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

Our partnership with the Forest Grove/Cornelius Chamber of Commerce, and our community non-profits represents a golden opportunity for our organizations to leverage each other's strengths and to work together to accomplish our shared goals as well as our specialized missions. This combination can only make for a more vital, prosperous and sustainable business environment.

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

The event season for the current project is completed. The First Wednesday, Holiday in the Grove and Holiday Light Parade were successful experiencing robust attendance and positive impact on our downtown businesses. CEP funds were spent on advertising, graphic design services, event brochures and hiring of local services and musicians. The balance of the CEP funds will spent to produce our latest downtown brochure reprinting and distribution. It will be completed this spring with the brochures distributed before June 30, 2014.

The introduction and success of our new and existing downtown businesses is most evident as they continue to grow and benefit from the increased and sustained traffic caused by the operation of our events and business initiatives. The impact on the community has been positive both in terms of visitors to downtown and increased sales. First Wednesday events again averaged an estimated 2,500 visitors per First Wednesday event during summer months, and by extension, more than 10,000 during the 2013-2014 event season. Forest Grove Uncorked welcomed just under 1,000 attendees and was profitable for the vendors and the downtown businesses. Holiday in the Grove and the Holiday Light Parade average estimated 3,000 to 4,000 visitors to the downtown year after year.

Has the sponsor received a Community Enhancement grant for this project in the past?
Yes If so, amount received \$2,525.00 for FY 2012-2013

Has the sponsor received a Community Enhancement grant for the current year? **Yes**
If so, is the project completed?
City Club received a CEP grant to the amount of \$3,645.00 for the FY 2013-2014. The project is on schedule and will be completed on time.

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.

Continued next page.

The event season for the current project is completed. The First Wednesday, Holiday in the Grove and Holiday Light Parade were successful experiencing robust attendance and positive impact on our downtown businesses. CEP funds were spent on advertising, graphic design services, event brochures and hiring of local services, professionals and musicians. The balance of the CEP funds will spent to produce our latest downtown brochure reprinting and distribution. It will be completed this spring with the brochures distributed before June 30, 2014. The introduction and success of our new and existing downtown businesses is most evident as they continue to grow and benefit from the increased and sustained traffic caused by the operation of our events and business initiatives. The impact on the community has been positive both in terms of visitors to downtown and increased sales. First Wednesday events again averaged and estimated 2,500 visitors during summer months, and by extension, more than 10,000 during the 2013-2014 event season.

D. PROJECT BUDGET

Total Estimated Costs: \$10,790.50 How were these costs estimated?:

The costs were estimated through a combination of vendor quotes, estimated costs based upon actual historical expenditures and estimates for project enhancement.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Prof. & Bus. Services	\$430.00	\$840.00		
Supplies: Office & Event		\$750.00		
Capital Expenditures	\$3,303.50	\$634.00		
Print Ads	\$1,260.00	\$1,260.00		
Event & Admin. Exp.		\$750.00	\$500.00	\$500.00
New Website		\$1,313.00		
Total	\$4,993.50	\$5,547.00	\$500.00	\$500.00

% of Total Budget provided by Sponsor: 45.7%

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. Partial funding is in place for the 2014-2015 even season and downtown brochure printing. The balance of the funds will be raised through the following:

1. Event vendor and parade entrance fees
2. Annual membership dues collected from our current and new member businesses
3. Public Arts Commission and private business mini-grants
4. Current event seed funds.

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 necessary. The edit, printing and distribution of the downtown brochure will be completed prior to the June 30, 2015 project end date. The events scheduled for the 2014 season will be entirely funded by CEP grant funds and the City Club matching funds.

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

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

Economically: Promotes and provides opportunities for downtown businesses and provides an outlet for area small & micro businesses such as musicians, artists, wineries and local artisans. These events contribute to the development of tourism and the tourism Brand.

Socially: Provides and encourages a public showcase for local arts and culture. They also highlight our heritage including our history, historical buildings and Pacific University. Our family-friendly events promote our produce and agriculture business, our heritage organizations and celebrate their successes and achievements. First Wednesday events provide business and social opportunities as well as enjoyment for individuals of all ages. All walks of people are brought together and with respect for all.

Environmentally: City Club practices and encourages our member businesses to operate in an environmentally responsible manner, promoting and leveraging recycling and resource conservation. We operate our community events with the objective to minimize waste and to never employ materials and practices that harm the environment.

Sustainability: City Club's mission and efforts directly promote the attraction and retention of our downtown small businesses and works towards sustainable growth of these businesses and our events.

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

Advertising First Wednesday event events:	July, 2014 thru June, 2015
Reprint downtown brochure as needed:	July, 2014 thru June, 2015
1st Wed. Value Paks listing monthly business promotions:	July, 2014 thru June, 2015
Music, Wineries, Artists, contests and special activities:	July, 2014 thru June, 2015
Distribution of brochures:	July, 2014 thru June, 2015

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 could not operate its community events and brochure reprinting without the help and support of the City of Forest Grove, The Forest Grove Police and Fire and Rescue, The Forest Grove/Cornelius Chamber of Commerce, The Valley Art Association, Adelante Mujeres, member businesses and local wineries. Our collaborative and coordination agreements with the above and others are well established and only get richer with as we continue to work together to achieve our shared goals.

Applications must be submitted by 5:00 pm, March 31, 2014, 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. Email: lindsley3@frontier.com

City: Forest Grove State: OR Zip: 97116

Signature: *Robin B. Lindsley*



PROJECT INFORMATION

A. Project Title

**Amount
Requested:**

**Funds
Needed by*:**

Research & Planning for a Year-round Indoor Local Market \$ 5,000 July 18, 2014

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

Proposed schedule

Project Start Date: Present Project Completion Date: September 30, 2015

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

A group of Forest Grove community members, small business owners, farmers, and community organizations have come together to discuss the possibility of opening a year-round local food market in Forest Grove. The structure, policies, and place of business have not yet been formalized, but what everyone would like to see is a year-round commercial space that could be used to market and sell locally grown, harvested, and crafted produce and foods to the Forest Grove community throughout the year.

Although we see the current Forest Grove Farmers Market as a vital asset to our community during the summer and fall months, we all agree that there is a lack of centrally located local products in the winter. Consumer demand has not had a chance to be demonstrated in Forest Grove but in areas where winter markets have occurred, local consumers are active purchasers. In this area of Oregon it is possible to extend growing seasons, providing fresh produce year-round. Harvests can be preserved by freezing, drying and producing value-added products for consumption during the part of the year that fresh produce is limited. As consumer demand increases for meats that are raised in healthy ways, year-round sale of proteins will be well supported. Consumers also appreciate local dairy, eggs, honey, and other farm raised products where quality and growing methods can be identified and shared. In order to guarantee a successful market, we propose to spend several months researching and creating the idea so that it fits the needs of consumers and local producers, so that the city sees this as a viable opportunity for economic development and so that it lasts more than just one season.

We have currently been meeting in an ad-hoc community group under the direction of a consultant who up until this point has volunteered her expertise to the group. We hope to pay for her services to ensure the sustainability and quality of researching this venture. Beth Rankin dba Creative Planning Services has proposed a timeline and cost of services.

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

All community members, totaling 21,488¹, will benefit from this project in multiple ways. First of all, availability of a fresh local market will provide another purchasing location for food. As they become aware of the market, residents of bordering towns will also make this their spot for buying locally because of the availability of fresh local food all year and some foods that are not classically available in their more local seasonal market. As demonstrated in many towns where a significant market has developed, the market will provide a high potential to become a strong tourism magnet in the area. When they hear about and visit the market, they will also spend their consumer dollars in other areas of Forest Grove.

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 <u>current year</u> ? No If so, is the project completed?
Please provide a brief summary of services for <u>current year</u> 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: \$12,800.⁰⁰

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

This is the total estimated cost of the planning processes. Costs are based on consultant bid, current rates of printing, City of Forest Grove participation and building rental fee rates.

Breakdown estimated costs by source:

Category	CEP	Sponsor	Other #1	Other #2
Personnel Services*	\$3,000 (Beth Rankin dba Creative Planning Services)	\$1,000 (Dairy Creek Community Food Web: staff time to organize planning efforts and logistics)	\$800 (Adelante Mujeres: staff time for surveying and planning) \$500 (Architect drawings)	\$4,000 (Volunteer and partnering organizations in-kind)
Supplies	\$250 (surveying materials) \$400 (Farmer mixer meeting supplies)			
Capital				
Materials	\$250 (printing costs for planning documents)	\$500 (DCCFW printing services)		

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

Other	\$500 (building rental costs for meetings) \$600 (media services, website, Facebook Design & email marketing)		\$1,000 (FG Grange for building/utilities)	
Total: \$12,800	\$5,000	\$1,500	\$2,300	\$4,000

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 Forest Grove Grange has agreed to provide planning meeting space (building space and utilities), the Dairy Creek Community Food Web has committed to printing materials, staff time, and in-kind fiscal sponsorship, Nana Cardoon Agricultural Learning Center has committed to in-kind staff time, Beth Rankin has agreed to give a portion of her time and services at a discounted rate, Adelante Mujeres has agreed to assist with project research and surveying of vendors, market rules and regulations, and other individuals are committing their time to researching and planning.

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

The project will require future funding, but with the current funds requested, it will be possible to complete the research and planning portion of the project. This will give the group a solid foundation to move forward and inform decisions for the success of the project.

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and city council Goals?

The year-round market place would provide significant additional income to small-land farmers and producers, thereby protecting farmland areas by keeping our farms in economically feasible use of the available land. The market will also promote tourism in areas of sustainable growth through various educational programs. Additionally, it would provide a retail outlet for home-based businesses that produce value-added foods that would enhance the market's inventory while providing an increased income potential for the business person. It would give an opportunity for community members to invest in local economic growth and small business development. As consumers get into the habit of finding locally grown food for most of their meal preparation, they will also begin to thrive with the higher nutrition of freshly harvested, ripe produce and proteins that are raised without chemicals. This will increase purchases locally and the overall environmental impact of transporting food to the town be reduced.

PROJECT MANAGEMENT

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

This project participants have already begun to meet and collect ideas for the creation of a year-round farm market. We currently have in-kind contributions for time spent on planning, but will put the CEP funds into action to cover the remaining planning costs in mid July. By the end of the planning/research process, we may decide that opening

in 2015 might not be realistic and revise plans to open in a more opportunistic timeline and know how to sustain the growth of the idea, etc. Although we still do not have a fixed date of completion, our planning timeline is as follows:

May 2014 – Meetings with interested community partners and vendors.

June 2014 – Continue interest meetings, initial research, and public outreach.

July–Sept. 2014 – Begin concrete planning process with consultant, farmer & vendor mixer events, and media communications to gauge public interest.

Nov.-Feb. 2015 – Evaluation of planning process and next steps.

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

Beth Rankin has had experience participating in the management of a similar project, The Wild Ramp Market in Huntington, West Virginia. Dairy Creek Community Food Web and Adelante Mujeres have both received CEP funding in the past and are familiar with the reporting requirements and project management to lead successful programs.

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 collaboration from many public and private organizations. These organizations are cooperating currently during weekly meetings to brainstorm possibilities. Discussion with several city government representatives indicate strong support for this market project.

Applications must be submitted by 5:00 pm, March 31, 2014, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.



Nana Cardoon

Love Your Food

March 31, 2014

Nana Cardoon would like to support the City Enhancement Grant Proposal submitted by the Dairy Creek Community Food Web, "Research and Planning for a Year-Round Indoor Market." We feel that establishing a year-round market is consistent with one of the objectives defined at the Oregon Food Bank's first F.E.A.S.T. (Food. Education. Agriculture. Solutions. Together.) in 2011 and, more recently, the F.E.A.S.T. held on March 8, 2014. The proposal also compliments the goals of the Food Action Goals in the Forest Grove Sustainability Plan.

This market will expand the season for providing locally grown fruit and produce and increase the offering of other essential parts of our diet: meat, poultry, eggs, dairy. It will also include several "anchor" businesses that would offer daily availability of their goods. It would enable the community to move toward sustainable diet as well as increase the ability of farmers to work toward establishing sustainable businesses.

The year-round market will require innovative farming practices, including use of "grow tunnels" and "hoop houses." These structures allow growing in winter months by protecting the plants from cooler temperatures. To this end Nana Cardoon, as part of our Garden Learning Center, is offering workshops on the use of grow tunnels and hoop houses. We will also offer classes covering fruit and vegetable preservation and the development of "value-added" products (jams, jellies, syrups, vinegars, etc.).

We will contribute directly to the year-round market through our farm-sharing program, which offers land to a local farmer, who currently participates in the summer farmers market.

In summary, establishing a year-round market will bring the community together to celebrate the bounty of our region and enhance our quality of life.

Thank you.

Charlene Murdock and Richard White

Nana Cardoon



City Council of Forest Grove

March 31, 2014

Dear City Council Members,

On behalf of Adelante Mujeres and the Forest Grove Farmers Market, we would like to express our support for the City Enhancement Grant Proposal submitted by the Dairy Creek Community Food Web, "Research and planning for a year-round indoor market."

Adelante Mujeres and the Forest Grove Farmers Market sees this planning and research period as an opportunity to increase support for both small farmers and local family businesses. Although we already offer an outdoor seasonal farmers' market we recognize this planning process as a value to the Forest Grove Community in the following ways:

First, participants in our Adelante Mujeres' small business and sustainable agriculture program will greatly benefit from having another place and times to sell their produce and artisan foods. We have found that finding sufficient market outlets is one of the greatest barriers for producers. We also believe that with greater advertising and public awareness of buying local it will support all economic activity.

Second, having a location to purchase local goods more than one day per week would help the Forest Grove Community access more nutritious foods and encourage health lifestyle choices. With the rates of obesity continually rising, the potential to have a market where fruits and vegetables are highlighted will have a great impact on community health.

Finally, we have seen firsthand the power of providing a gathering space to families and community members to socialize and connect. The Forest Grove Farmers Market is regularly used as a meeting place for people to network, share stories and celebrate the wonderful community of Forest Grove. Unfortunately, there are limits to our outdoor market space, especially during the winter months when visitors need an indoor space to convene. The year-round indoor market would help fill this need.

We support the research and planning process, knowing that a solid foundation is invaluable. If the City of Forest Grove approves funding this project, we feel they will see great results that will continue to contribute to the goals of sustainability and community well-being.

Thank you,

Kaely Summers

Forest Grove Farmers Market

Adelante Mujeres

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 Email: lindsley3@frontier.com

City: Forest Grove State: OR Zip: 97116

Signature: *Robin B Lindsley*



PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
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<u>Sr&Comm Center Gardens and ATSmith House Water</u>	<u>\$ 2300.00</u>	<u>July 18, 2014</u>
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*Availability of funds is contingent on City's receipt of disbursements from Metro

Proposed schedule

Project Start Date: Present

Project Completion Date: June 30, 2015

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

As a continuation of the work Dairy Creek Community Food Web (DCCFW) has been achieving over the last several years - to increase the availability of nutritious, safe, plentiful food for all area citizens while protecting the land we share - DCCFW asks for additional funds to both upgrade the current raised-bed gardens behind the Forest Grove Senior & Community Center (FGSCC) and support the formation of a period-appropriate demonstration kitchen garden at the AT Smith House, owned by the Friends of Historic Forest Grove (FHFG).

a.) Center gardens: The planks originally used to construct the FGSCC gardens consist of potentially unsafe treated wood and are warping beyond capacity to hold adequate composted soil. Those boards need to be replaced with untreated cedar or juniper wood and be built with corner posts and smaller vertical dimension boards that will withstand watering,

weather and continued, year-round use.

b.) Smith House: A historically-correct kitchen garden at the AT Smith House will be an addition to the effort to create the mid-19th-century restored homestead as a study and learning destination for local school children and their families, local citizens, and tourists to our area. In order to create such a garden, installation of a storage unit for water - none of which is presently available at the Smith House - will be purchased and filled for use over the growing season. In the future, a well may be drilled, but currently, 30-gallon barrels of water are being brought to the house to keep only the new orchard trees growing.

A late September, 2014 event: "Celebrating Rural Roots: Our Harvest Fair" is being planned in co-sponsorship by a number of local organizations, with the Smith House as its location. The water availability for the kitchen garden and for the Fair event will be a critical element for the occasion to do well as a celebration of many aspects of rural homesteading both current and historic. Rainwater and delivered water will keep the system functioning until funds can be raised in the future to drill a well for the House and grounds.

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

Estimate residents' benefit: Potentially, all FG residents will have the opportunity to benefit both from the work to revamp the FCSCC's demonstration gardens as they visit and take workshops there, and both residents and visitors alike will learn from the AT Smith House kitchen garden as well as other aspects of the House as it is developed. Tours of both gardens can be arranged at several times during the planting, growing and harvesting seasons, and classes focused on the diverse aspects of food production can be offered. Ride Connection busses are possible for transporting people to both locations, as well.

Has the sponsor received a Community Enhancement grant for this project in the past?	Yes
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Yes. A \$500.00 amount for the FGSCC Gardens was contributed to the Center in 2012 for working toward a demonstration garden for area residents and patrons at the Center. The garden has raised beds that serve both as personal gardens for raising edible plants as well as for raising herbs for the Meals on Wheels lunches and for supplementary fresh food

for the Center "give-away [veggies] table." The project will be ongoing as the garden beds are also used for "how-to" gardening demonstrations and to show diverse ways to raise food in small space.

Has the sponsor received a Community Enhancement grant for the current year? Yes, 2013 award. If so, is the project completed? No, funds were not released to DCCFW until February 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. We have reimbursed DCCFW for purchase of a Bose speaker for the monthly Food Film Festival screenings. We have spent \$200.00 to date on library books & DVDs. We will be meeting with Librarian Shannon Romtvedt in early April to finish purchasing more books/DVDs on gardening/farming/cooking topics. We will complete the Mobile Garden Project by end of May, 2014.

D. PROJECT BUDGET

Total Estimated Costs: \$4200.00

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

Cost estimates for wood planks and hardware, plus the water tank and installation, and initial water delivery are included in the budget. Estimates provided by Parr Lumber for juniper wood and hardware, and by Wilco Agronomy Center for water tank and fittings. Water delivery estimate is by Water Truck Services, Sherwood.

Breakdown estimated costs by source:

Category	CEP	Sponsor	Other #1	Other #2
Personnel Services*		\$1,000 Dairy Creek Community Food Web staff (in-kind planning, logistics and labor)	\$500 Friends of Historic FG) (in-kind planning and logistics)	\$400 FGS&C Center (in-kind labor)
Supplies	\$900 Wood planks/hardware, and initial water (delivered)			
Capital	\$1000 Water tank and fittings plus initial water delivery for \$400.			
Materials				
Other				
Total: \$4200.00	\$2300.00	\$1000.00	\$500.00	\$400.00

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 for DCCFW , FGSCC, and FHFG costs is contained within the In-kind contributions for planning, logistics and labor.

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

Yes. The two aspects of this local development as described in this application will be completed.

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and city council Goals?

Economic development is an underlying possibility as Forest Grove holds up its opportunities as an educational and enriching visitor and citizen destination. Concepts of "Sustainable Design" will be available in both aspects of the project described above. Opportunities for individual resilience will be increased for our area's inhabitants in two areas: 1., citizens will be given continuing opportunities to meet personal food needs by developing their home gardening skills. and 2., as students, families and visitors to the AT Smith House learn how former area inhabitants were able to live off their family homestead's production of year-round food in the mid-1800's, it will be demonstrated that these skills are still effective currently. The critical understanding and practices of self-reliance, neighborhood collaboration, and celebration of community effort make up our area's renewed interest in working together to build community and "grow and eat local."

PROJECT MANAGEMENT

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

Major tasks include meeting with members of both the FGSCC and FHFG, working to finalize plans for constructing the raised garden beds and to purchase and arrange for delivery and filling of the water tank for the kitchen garden. Coordination will be crucial for quickly achieving the goals of these projects.

April 2014 – Meet with FGSCC personnel and volunteers to plan for construction of new garden beds while maintaining current, newly planted beds.

Meet with members of FHFG to plan details of tank location, purchase and delivery. Complete research about which plants to use this first year. Locate appropriate seeds/starts. Prepare soil for planting. Make arrangements to fill the tank, when purchased.

May 2014 – Decide on progression of steps for upgrading FGSCC beds already in use with growing plants and proceed with plans using volunteer assistance. At the Smith house, proceed with planting kitchen garden, install drip lines as possible and use water from smaller barrels until tank is installed and filled.

June/July 2014 – Regularly care for the garden beds in both locations. Adjust water usage as needed.

Late July – install and fill new tank, re-attaching to new gravity-fed drip system at Smith House.

Aug/Sep 2014 – Evaluate upgrades during highest-heat times, adjust water availability as possible.

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

Dairy Creek Community Food Web has received CEP funding in the past and is familiar with the reporting requirements and project management to lead successful programs. We have collaborated during the last several years with FG Senior & Community Center, Oregon Food Bank, OSU Extension Services, Meals on Wheels People, Gales Meadow Organic Farm, City of FG, Adelante Mujeres, Community Matters, and others.

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

DCCFW is strong in collaborative skills with many local organizations. For this project, we will be increasing our collaboration with Friends of Historic Forest Grove. We are extending our continuing work with the FGSCC with this project. We have spent several hours discussing both aspects of the project at this point with leaders of the two involved organizations.

Applications must be submitted by 5:00 pm, March 31, 2014, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

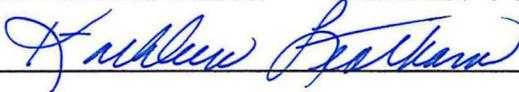
COMMUNITY ENHANCEMENT PROJECT APPLICATION

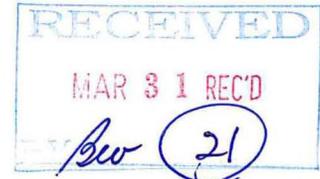
Sponsor: Forest Grove Public Arts Commission Tax ID # (N/A for City Board or Commission)

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

Address: 1056 36th Ave

City: Forest Grove State: OR Zip: 97116

Signature: 



PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Collaborative Cultural Enhancement</u>	<u>\$5,000</u>	<u>7/1/2014</u>

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

Proposed schedule

Project Start Date: 7/1/13(Part 1)7/1/14(Parts2&3) Project Completion Date: 6/30/15

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

1. Completion of a continuing collaboration with the Forest Grove City Library Foundation, initially started with a 2013 CEP grant, to bring the installation of "Molly's Garden" - a glass sculpture by Ed Carpenter, with wood and metal elements by local artists Eric Canon and Greg Kriebel - to the City Library. This installation will enhance the continuing emergence of Forest Grove as a destination for those interested in excellent public art.
2. Expand presence at First Wednesday from three events to five. This experience is in collaboration with City Club and the FG Library to provide hands on music and art experience for children through the use of instruments from many countries and different paint and drawing mediums. This was very well attended last summer and many requests from parents were made that we have a greater presence. Booth manned by PAC members.

B. Project Description Continued:

3. Development of an "Art Walk Forest Grove" brochure and map. Designed to be made available at a number of local venues, this pictorial map guides visitors through downtown Forest Grove indicating the Public Art throughout the area, both inside and outside. This brochure can serve as a "partner" to the Downtown Historic Forest Grove brochure already in circulation. We propose to have an application download on the map appropriate for smart phones.

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

Every resident of Forest Grove will have the opportunity to enjoy benefit from "Molly's Garden", First Wednesday Hands-On Art, and the Art Walk Brochure on any day the library is open, on any First Wednesday, and throughout the year both by using the Art Walk Brochure as a guide to their community and by enjoying the benefits derived from the economic development and tourism it will encourage.

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

Yes X No _____

If so, amount received \$3,000

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

If so, is the project completed?

Yes, a total of \$4,850 was received. \$1,850 was used for mini-grants, which is has been expended for this effort and \$3,000 was dedicated to the Ed Carpenter Project collaboration with the Forest Grove Library Foundation.

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.

-The mini-grants have been dispersed to Theater in the Grove, Cocina Latina Art/Cooking, Valley Art AAE and FGHS Beautification projects.

-Each mini-grant mini-grant awarded helped these organizations provide free art programming to the community.

D. PROJECT BUDGET

Total Estimated Costs: \$10,196 How were these costs estimated (quotes, catalog, previous projects, etc.)? Quotes from artist, and research.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$3,200	\$1,000 (in kind labor)		
Supplies				
Capital	\$800			\$800 (artist)
Materials				
Other	\$1,000		\$1,396	
		\$2,000		
Total	\$5,000	\$2,000	\$1,396	\$800

% of Total Budget provided by Sponsor: 51%

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 sources are funds from the Stars in the Grove, leadership gifts, other collaborative fundraisers.

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

The Ed Carpenter Project is a collaborative with the Library Foundation and our portion of the project will not require future funding. The First Wednesday presence for Hands-on Art will be completed at the end of the market season. The Art Walk Brochure will be completed in this funding year and the PAC will raise monies for the re-prints as necessary.

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

The Public Art Commission goals stated within the CEP Grant application enhance Forest Grove by drawing people to Forest Grove, enriching the lives of those who live here, gathering people together for artistic purpose that becomes socialization which in turn increases economic gain, and generally improving the culture that can be built by the Forest Grove Vision Statement and City Council Goals when applied consistently and appropriately by those who serve on Commissions and Boards.

PROJECT MANAGEMENT

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

The Ed Carpenter Project is projected to be installed over the Labor Day Weekend of 2014. The First Wednesdays will occur in the summer/fall of 2014. The Art Walk Brochure will be completed in this CEP funding cycle.

The management and execution of these tasks is the responsibility of members of the PAC.

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

The acquisition the three artistic benches, the funding of more than 20 mini-grants, the preservation of Public Art currently owned by the City, and the development of a data base that is organic and contains an inventory of all Public Art in the City are all products of CEP Grants and have been successful.

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

The Ed Carpenter Project is in collaboration with the Forest Grove City Library Foundation. The PAC has had a representative – Kathy Broom – to the Foundation and Linda Saari, of the Foundation, has reported to the PAC on a monthly basis. This is the first collaboration between PAC and another public organization and has been extremely successful from the stand point of excellent communication and movement toward the goal. Of course, the culmination will be the installation of the project at the Library, but the process itself has been very successful.