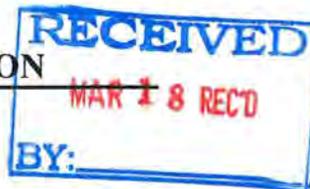


**COMMUNITY ENHANCEMENT PROJECT APPLICATION**



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

Contact Person: Joan Goldhammer Daytime Phone: 503-644-4544

Address: 12550 SW 3rd Street Email Address: rtwc@togwc.org

City: Beaverton State: OR Zip: 97005

Signature: Joan Goldhammer  
Digitally signed by Joan Goldhammer  
 Date: 2019.03.04 11:44:28 -08'00'

**PROJECT INFORMATION**

**A. Project Title** **Amount Requested:**  
Critical Repair Program \$ \$ 4,000.00

**B. Mark all of the goals below which your project meets and explain how:**

✓	Goals	How project meets this goal (be clear & specific)
<input type="checkbox"/>	Improve the appearance or environmental quality of the community	
<input type="checkbox"/>	Reduce the amount or toxicity of waste	
<input checked="" type="checkbox"/>	Increase reuse and recycling opportunities	Recycle lumber from repair projects when possible
<input type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
<input type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
<input type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	
<input checked="" type="checkbox"/>	Result in improvement in safety	Accessibility modifications provided for free to homeowners to help prevent falls and to increase mobility
<input checked="" type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	All recipients must meet HUD low-mod income standards. Majority are seniors, persons with disabilities, families with children and veterans.

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: July 1, 2019 Project Completion Date: June 30, 2020

Our Critical Repair Program addresses those hazards or impediments that pose imminent threat to the health and/or safety of the homeowner. By providing accessibility modifications without cost to qualified homeowners we are assisting them to remain as mobile and independent as possible. Funds granted are typically used to:

1. purchase lumber for wheelchair ramps, grab bars, handrails, wider stairs for homeowners utilizing a walker, ADA toilets and other materials necessary to build or install these modifications.
2. Under this program are also repairs that impact the homeowners health and safety such as: parts for repairing water heaters, new water heaters, furnace parts to restore heat to a home, new faucets, toilet repair kits, outdoor lights for safety, electrical parts, and other materials necessary to implement these types of repairs.
3. A portion to be utilized to help offset administrative costs of our staff of 1.80 fte. consisting of a 100% executive director, a 60% program manager and a 20% grant writer/community relations manager. Associated program costs include volunteer insurances, appropriate licensing and logistical support such as porta-potties for volunteers when needed.

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

7 households

Who will benefit if this project is funded?

Low-mod income homeowners in Forest Grove. Number depends on apps rec'd

Has the sponsor received a Community Enhancement grant for this project in the past? Yes  
If so, amount received \$ \$ 3,525.00

Has the sponsor received a Community Enhancement grant for the current year? No  
If so, is the project completed? No, not started

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.

Unable to mark "If so, is the project completed?" sentence above N/A due to constraints in application.

**E. PROJECT BUDGET**

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

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services	\$ 1,500.00	\$6,990.00	1,000.00	
Supplies	\$ 1,000.00	\$2,000.00	1,000.00	
Capital				
Materials	\$ 1,000.00	\$1,000.00		
Other (please explain):	\$ 500.00	\$200.00		
Purchased Labor & Volunteer Support Costs				
<b>Total</b>	<b>\$ 4,000.00</b>	<b>\$ 10,190.00</b>	<b>\$ 2,000.00</b>	<b>\$ 0.00</b>

Total Estimated Costs: \$ 16,190.00

% of Total Budget provided by Sponsor: 62.94%

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

Due to our fiscal year and funding cycle of our donors we have just begun applying for funds for fiscal year 19/20. Have applied to Reser's Family Foundation- past grantor for 5 years. The Irwin Foundation -past funder one year. For current fiscal year: \$5,712. Hillsboro ELks- typically fund projects every year. Dermody Properties Foundation-\$2,000 & cities of Bvt. and Hillsboro

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

As these are on-going projects completed as applications are received from Forest Grove residents and as skilled workers are available to do the repairs, the actual number of projects may be adjusted as funds and other resources permit.

**H. Explain 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 intended to have a broad definition under this program.**

The Forest Grove Vision Statement states a desire for the City to have distinctive neighborhoods replete with a variety of accessible housing options. While we are not the whole solution to affordable housing needs we feel we contribute to preserving affordable housing by repairing and rehabilitating homes and installing accessibility modifications for under-served homeowners in Forest Grove. All homeowner recipients (100%) who receive our free repairs and modifications must meet the Portland Primary Metropolitan Statistical Area Low & Moderate Income Standards. Last year 35% of the homeowners we assisted were seniors and 32% were persons with disabilities aligning with City Council's goals of focusing on programs that benefit seniors and under-served residents in the City of Forest Grove. Though 178 years have passed since pioneers settled the City of Forest Grove, we still adhere to the tradition of "neighbors helping neighbors." While probably no longer a barn raising as it was in 1841, our volunteers in 2019 working on one or more homes in a manufactured home park in Forest Grove installing a wheelchair ramp, repairing stairs or painting a home, still have the same motivation; helping our neighbors in time of need. Every year 200-300 volunteers donate their time and skills to accomplish repairs, rehabilitate homes and install accessibility modifications for 56-85 households annually.

## **PROJECT MANAGEMENT**

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

As many repairs are completed each year, a time schedule is not feasible. Follows is a brief description of how requests for assistance are handled:

1. Homeowner either calls our office and requests an application, or they call 211, or are referred by a social services agency, word of mouth or they find our information on-line.
2. After receiving an application back in our office either through mail or e-mail, the homeowner is notified by letter that we have received their request and will be contacting them to make an in-person visitation to assess the problem and verify their eligibility. In cases of extreme urgency such as a water heater that burst, or no heat in winter for a senior or family with children, or arcing electrical outlets, etc. the process is accelerated.
3. Our program manager, after assessing the need, will contact either one of our skilled repair volunteers, or in some cases a plumber or electrician if needed, and then coordinate the repair.

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

On April 27, 2019 we will hold our 26th National Rebuilding Day event which is part of our Community Alliance for Home Repair Program. Homes are painted, roofs repaired, yard debris hauled away, and many other repairs that qualify under our Critical Repair Program are completed on that day as well. Wheelchair ramps installed, stairs repaired or replaced, leaking pipes and faucets replaced, electrical problems corrected, windows installed for egress and ingress if necessary. While taking place in conjunction with National Rebuilding Day, these types of repairs also take place throughout the year. We have skilled volunteers who have been vetted and volunteering with us for over a decade or more and some newer volunteers who have demonstrated proficiency in their skills. Our Program Mngr has been with our organization for over 15 years and has served as a board member, and a skilled volunteer House Captain.

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

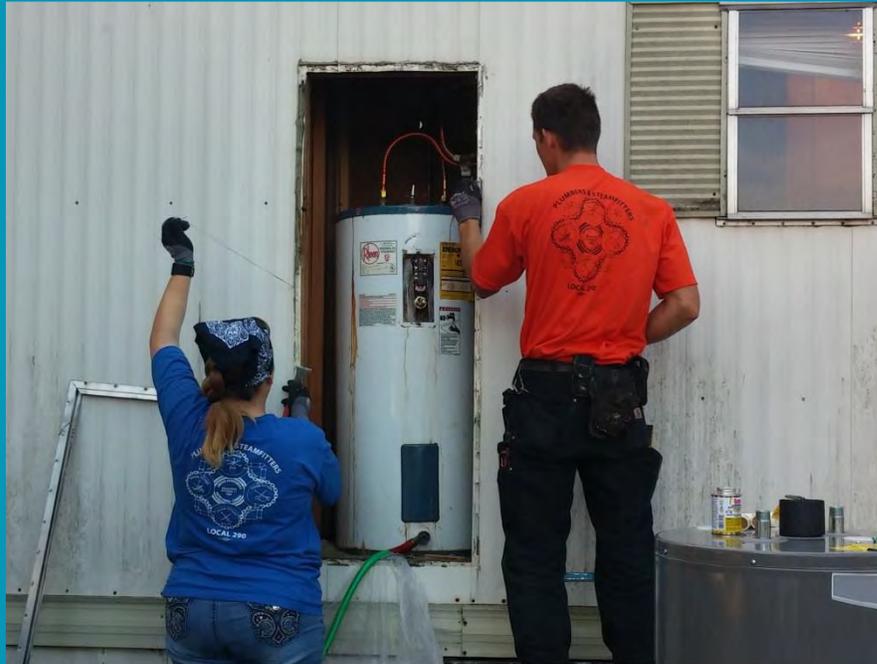
While not formally requiring coordination with other public and private organizations our history of cooperation and partnerships with other agencies such as Washington County Disability, Aging and Veterans Services, Community Actions Weatherization and Wash. Co Office of Community Development allows us to provide under-served homeowners with the maximum level of service possible. By utilizing the skills of our volunteers we can leverage funds of these agencies as well as our own funds to provide the support low-income homeowners need to remain safe and healthy in their own homes.

**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

The work that we do for homeowners is located either on their own property which they grant us permission to work on during our application process, or on their own manufactured home located in a manufactured home park. In the latter case we obtain permission to place porta-potties, drop boxes etc if needed, and approval for paint colors chosen by homeowners. The public benefit is the preservation of some affordable housing and reduction in possible hospitalization or placement in a skilled nursing facility due to falls and injuries and the inaccessibility of the home. Eviction is a possibility if their mobile home is deemed unsightly.

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**Applications must be submitted by 5:00 pm, April 5, 2019, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**



**Rebuilding Together.**  
Washington County

## Critical Repair Program

Every person deserves a safe home and a strong community.

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





## Safe at Home

As the number of seniors grows dramatically, millions of homes must be modified to allow them to age safely in place. Rising income inequality and displacement prompted by gentrification underscores the urgency to help low-income homeowners with critical home repairs that help them stay in their homes and preserve their most important asset, in addition to protecting their health and safety.

Our safe at home approach is strongly informed by the National Center for Healthy Housing's

### **Eight Principles of Healthy Homes**

1. Keep it clean.
2. Keep it dry.
3. Keep it safe.
4. Keep it ventilated.
5. Keep it pest-free.
6. Keep it well-maintained.
7. Keep it thermally-controlled.
8. Keep it contaminant-free.

## Rebuilding Together Washington County

Rebuilding Together Washington County (RTWC) has been working with homeowners and community members to prevent homelessness and keep our neighbors safe, warm, and dry for 25 years.

RTWC is a safe and healthy housing organization that believes community starts at home. Our focus is to utilize community members to provide low-income homeowners with critical repairs, accessibility modifications, and energy efficiency repairs.

We have seen how bringing volunteers and partners together to improve housing in Washington County transforms lives and builds stronger communities.

**"A little thing like a railing, a seemingly small thing, can completely change another human being's life, and it's so satisfying."**

**~ Tigard homeowner**



## Critical Repair Program

Every week, RTWC receives calls from homeowners who are doing everything they can to survive, but they need help. The reasons vary from a newly leaking water heater, to a wire that is shooting sparks, to the need for a ramp before their doctors will let them leave physical therapy. The story is the same, they are so proud of their home, and are doing their best to keep their family safe and healthy but they cannot afford the contractor and they have nowhere to turn.

RTWC's critical repair program exists to help vulnerable homeowners to complete their urgent repair needs, make necessary accessibility modifications, and, while we are in the home, reduce other home hazards to the household's health and safety.

**No person should lose their home because they cannot afford repairs.**

**"As you get older, you start to become jaded. I only became terribly wheelchair bound in the last year, and I started to notice how many people will help you. That and the fact that people are willing to actually donate their time and money to help is just flabbergasting. It actually renews my faith in people."**

**~ Beaverton Homeowner**

## Fix-It Squad [Re]Builders

Rebuilding Together Washington County was founded in 1994 on the belief that neighbors-helping-neighbors foster long-lasting, transformational change in our community. We have seen how volunteers helping neighbors-in-need builds relationship and alters how we view our neighborhood, town, and county. As the organization has grown and evolved to meet the changing needs of homeowners we have continued to expand our volunteer program.

The **Fix-It Squad** is composed of year-round volunteers who come to work on projects, grow professionally, and reinvest in the community. While talented tradesmen are combining their talents and resources to complete critical repairs, they are training younger volunteers in trades and how to make modifications to their own homes.

**[Re]Build**  
Rebuilding Together.

# Critical Repair Partnerships

Every project that we undertake is unique. Each home comes with a different history, specific needs, its own scope of work. RTWC ensures Washington County's most-vulnerable homeowners are living in safe and healthy housing. Our partners and volunteers serve a critical role in showing these homeowners they are not forgotten and are living in a caring, committed community.

## Forman level partnership

\$10,000

- Invitation to join the board of directors
- Invitation to present to our monthly Fix-It Squad
- Logo placed on fix-it squad recognition gift
- Speaking opportunity during Critical Repair Fall fundraiser
- Personal tour of projects guided by a Board Director
- Profile article in RTWC e-news
- Co-branded press release
- Name/logo on program brochures
- Prominent placement of logo on back of volunteer t-shirt
- Name/Logo on RTWC's webpage with link to your webpage
- Unique community engagement project
- Tickets for 6 guests at annual Critical Repair Fall fundraiser

## Journeymen level partnership

\$5,000

- Invitation to join the program-planning board advisory committee
- Profile article in RTWC social media pages
- Name/Logo in RTWC e-news
- Co-branded press release
- Name/logo on program brochures
- Prominent placement of logo on back of volunteer t-shirt
- Name/Logo on RTWC's webpage with link to your webpage
- Unique community engagement project
- Tickets for 6 guests at annual Critical Repair Fall fundraiser

## Tradesperson level partnership

\$3,000

- Name/Logo in RTWC e-news
- Co-branded press release
- Name/logo on program brochures
- Placement of logo on back of volunteer t-shirt
- Name/Logo on RTWC's webpage
- Unique community engagement project
- Tickets for 6 guests at annual Critical Repair Fall fundraiser

## Apprentice level partnership

\$2,000

- Placement of logo on back of volunteer t-shirt
- Name/Logo on RTWC's webpage
- Unique community engagement project
- Tickets for 6 guests at annual Critical Repair Fall fundraiser

## Pre-Apprentice level partnership

\$1,000

- Name/Logo on RTWC's webpage
- Unique community engagement project
- Tickets for 6 guests at annual Critical Repair Fall fundraiser

# Partnership Agreement

## Partner Information

Name as it should appear in printed materials \_\_\_\_\_

Primary Contact \_\_\_\_\_ Partnership Level \_\_\_\_\_

Email \_\_\_\_\_

Phone: \_\_\_\_\_

## Volunteer Information

While RTWC maintains a year-round fix-it squad to complete repairs as expediently as possible, there are opportunities for partners to complete their own projects. If your group and or organization would like to volunteer on one of RTWC projects, please complete the following information.

Group Size: \_\_\_\_\_ Preferred Day/Date \_\_\_\_\_

Number of youth: \_\_\_\_\_ Preferred Hours: \_\_\_\_\_

Please list the number of skilled and professional volunteers you anticipate recruiting for your group. This helps us accurately align house repairs with your team of volunteers.

	Carpentry	Plumbing	Drywall	Electrical	Roofing	Window Repair	Other:	Other:
# of experience volunteers								

### Light

A light house may need scraping, painting and/or cleaning. It may need some weather-stripping or light repair work. Majority of the work with by individuals with limited repair skills.

### Medium

A medium house will have a blend of painting with more technical skilled work. It have electrical, carpentry, and/or plumbing repairs to be completed. At least one skilled volunteer will be available before the project to help with the project scope of work.

### Heavy

A heavy house needs a substantial amount of work requiring several specialized volunteers. Partners will need to help with extra planning and repairs may take multiple days.

## Additional Information

The RTWC is an inclusive organization; please let us know if there are any other accommodations your volunteers need:

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## Submission Options

- Email this form to Danielle Schira at [Danielle@togwc.org](mailto:Danielle@togwc.org)
- Fax this form to (503) 469-0219
- Mail this form to Rebuilding Together Washington County, 12250 SW 3<sup>rd</sup> St, Beaverton, OR 97005



12550 SW 3<sup>rd</sup> St., Beaverton, OR 97005  
[www.TogWC.org](http://www.TogWC.org) | 503.644.4544 | [RTWC@togwc.org](mailto:RTWC@togwc.org)  
Tax ID: 93-1120908 | CCB License: 198425



COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Valley Art Association Tax ID # 93-0623083 (N/A for City Board or Commission)

Roylene Read: Philip Thias; Skip Buhler

Address: 2022 Main Street Email Address:

City: Forest Grove State: OR Zip: 97116

Signature: Roylene Read

PROJECT INFORMATION

A. Project Title

Amount Requested:

29th Annual Sidewalk Chalk Art Festival

\$ \$ 4,500.00

B. Mark all of the goals below which your project meets and explain how:

Table with 3 columns: Checkmark, Goals, How project meets this goal. Rows include goals like 'Improve the appearance or environmental quality of the community' and 'Benefit youth, seniors, low income persons and/or underserved populations'.

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: March, 2019 Project Completion Date: Sept. 30, 2019

The Sidewalk Chalk Art Festival has been taking place annually since 1991. During this event, squares of sidewalk are drawn on by people of all ages who use vibrant chalk to create their wonderful designs. People come to watch the artwork being created and to listen to the live local musicians who perform throughout the day. Artists who draw must register and "rent" a square. Their registration fee includes a box of good quality pastel chalk that they get to keep.

In addition to registration fees, event funding is derived from the City of Forest Grove CEP grant, business sponsorships and In-Kind support. Valley Art is the financial home for the event and provides the mechanism for processing registration payments and for holding donations. Volunteers for the event come from Valley Art, from Forest Grove High School students and community members. CEP funds will help pay for chalk, entertainment, advertising, equipment rentals (stage, tent) and supplies.

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

Who will benefit if this project is funded?

600+

All visitors to downtown during and after and local businesses.

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

If so, amount received \$ \$ 4,165.00

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

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.

**E. PROJECT BUDGET**

How were these costs estimated (quotes, catalog, previous projects, etc.)?  
Previous years expenses and compensating for inflation, bigger chalk order

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services	\$ 1,750.00	8645.00		
Supplies	\$ 450.00	450.00		
Capital		450.00		
Materials	\$ 1,770.00	1770.		
Other (please explain):	\$ 625.00	425.		
<b>Total</b>	<b>\$ 4,595.00</b>	<b>\$ 11,740.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Total Estimated Costs: \$ 16,335.00

% of Total Budget provided by Sponsor: 71.87%

**F. 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?**

This grant, registration fees and donations from local businesses provide the funding for this event. We never know what businesses may or may not be supporting us. Without the CEP grant it would be almost impossible to run this event. All labor is provided by volunteers.

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

The project will be completed this year with funding. We apply for this grant every year.

**H. Explain 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 intended to have a broad definition under this program.**

The Sidewalk Chalk Art Festival provides a wholesome venue for citizens and visitors to attend. It is the largest Chalk Art event in the Northwest. It brings notoriety to our town and inspires other towns that want to emulate our event. Restaurants and stores benefit economically from the many people who come downtown. It encourages people to try their hand at art and hones the skills of artists who participate every year reflecting a wide range of skills from simple stick figures to professional works of art.

## **PROJECT MANAGEMENT**

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

March-Write CEP Grant and begin planning meetings and search for entertainment performers.  
March through 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.  
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. Order Chalk. Apply for street closure permit. Begin publicity with local newspapers. Rent tent and stage 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.

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

This will be the 29th year that Valley Art has hosted this event. The number of attendees increases each year. Roylene Read has chaired this event for the past 16 years, is the Event Scheduling Coordinator at Pacific University assisting with large events there and was on the design team for the Ford Foundation Cohort Sundial Project. Philip Thias has extensive experience being a co-chair of the Chalk Art Festival and engaging with local school students through his long career as an art educator in the Forest Grove School District Skip Buhler has many years of participation at the Chalk Art Festival and is engaged downtown as a local business owner and active member of Friends of Historic Forest Grove.

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

Yes, we work with the city to close the streets to traffic, sweep the streets and stop watering the hanging baskets prior to the event. We contact Waste Management of OR to empty the trash cans around Main Street before the event and to provide extra trash containers during the event. Forest Grove High School art students compete to have their poster selected for advertising. High school students volunteer the night before the event to sweep the sidewalks, get supplies ready and help staff the booth the on event day. We work with the Chamber of Commerce to coordinate running the Corn Roast and Sidewalk Chalk Art Festival side-by-side without competing. Other affiliates are Pacific Univ., UCC Church and News-Times.

**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

N/A

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**Applications must be submitted by 5:00 pm, April 5, 2019, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

**RECEIVED**

MAR 26 REC'D

Sponsor: FOREST GROVE ELKS #2440

Tax ID # 93-0582827

(N/A for City Board or Commission)

BY: \_\_\_\_\_

Contact Person: ALICE CUSTODIO

Daytime Phone: [REDACTED]

Address: [REDACTED]

Email Address: [REDACTED]

City: FOREST GROVE

State: OR

Zip: 97116

Signature: *Alice Custodio*

**PROJECT INFORMATION**

**A. Project Title**

**Amount Requested:**

Community Students Weekend Backpack Program

\$ \$ 10,000.00

**B. Mark all of the goals below which your project meets and explain how:**

✓	Goals	How project meets this goal (be clear & specific)
<input type="checkbox"/>	Improve the appearance or environmental quality of the community	
<input type="checkbox"/>	Reduce the amount or toxicity of waste	
<input type="checkbox"/>	Increase reuse and recycling opportunities	
<input type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
<input type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
<input type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	
<input type="checkbox"/>	Result in improvement in safety	
<input checked="" type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	Allows students with food insecurities to be able to have food to eat on weekends during school year.

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: 8/25/2019 Project Completion Date: 6/10/2020

The project is to provide essential foods for children with food insecurities in the Forest Grove School District. These students are identified by the School District and are At Risk. The project procures food for each student for each week, packs food in backpacks and delivers backpacks to schools so that the designated children will be able to have food through the weekend.

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

Who will benefit if this project is funded?

180+

Students, families and educators all benefit.

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

If so, amount received \$ 8,547.00

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

If so, is the project completed? No, partially 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.

We are continuing to serve students from FGHS, Harvey Clarke, Tom McCall E & W, Dilley, Joseph Gale, Echo Shaw, Neil Armstrong, Cornelius and Oak Grove Academy. We are currently providing for 102 students and are using the last of the CEP funding as I am writing this application. With an initial projection of 90 students per week, we have consistently been above that figure since last November. We have worked with the schools and Title IX coordinator to continue to provide food for the program. At Christmas time we received \$2425.00 From the Forest Grove City Employees Christmas Party and have been able to sustain until now. I will be including that portion in our final report as IN KIND donations. I do not have an actual accounting of the students for this year, but concluding fiscal year 2018 ending in December we assisted 187 students of which were considered actually homeless, and packed 3143 backpacks. Given that we pay approximately \$7.00 a child for food. We spent \$22,001.00 to feed students in 2018.

**E. PROJECT BUDGET**

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

Previous projects and bargain hunting

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services				
Supplies	\$ 10,000.00	5000	10000	1500
Capital				
Materials				
Other (please explain):				
<b>Total</b>	<b>\$ 10,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 1,500.00</b>

Total Estimated Costs: \$ 26,500.00

% of Total Budget provided by Sponsor: 18.87%

**F. 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 write grant requests each year and this past year we had a shortfall. Grants are competitive and unfortunately we fell short, by not receiving an anticipated grant of \$10000.00. We have been working with churches in Forest Grove and Community Connections to get food and monetary donations. Because of that we are able to cover \$7000 to end year and start next.

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

Our goal is sustainability. We thought this issue would reduce in time, it has increased. Our goal is to network with other nonprofit organizations to feed those in need, but a plan needs to go into place that can help whole families escape poverty. Future funding may be necessary.

**H. Explain 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 intended to have a broad definition under this program.**

In order to enhance sustainability we must continue to provide food for those who need help the most, the children. By now partnering with other nonprofits in our community, we can work together with our city leaders to find a solution to the larger issue, but at the moment to make this project sustainable we need the assistance of others so that we may be able to acquire food through the Oregon Food Bank and to also make our community more aware of the situation as small towns such as Forest Grove are experiencing. In our particular area, we have members of the community that are willing to step forward to assist the children, but what we need to do is find a way of combining forces and knock out poverty. It is not an easy task and something that many do not want to acknowledge. Having a shortfall in supporting this program this year has been a blessing in disguise. The new friends and supporters have been overwhelming. Bringing our plight to light through the media has nothing but positive effects. Our community citizens want to be a part of a community that succeeds and help resolve issues such as hunger.

## **PROJECT MANAGEMENT**

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

Our Major tasks are procuring food for the backpacks, stocking food on shelves until needed, (which is once a week) and completing the task at the end of each school year in June. We will do this with the help of groups such as the FGCEP, OLD TOWN Church, Community Connections West, Oregon Food Bank and citizens of the community that have discovered a way to help the children of the community.

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

This project has been a work in progress at every turn. Constantly having to deal with price changes, quality of product and availability are the major issues we incur. Up until this year, we have had the funding to make it through each year. This year has been a real challenge due to our shortfall from the grant writing process. We started looking for help at the end of October, The FG City Employees were quite generous in December but, finally we became desperate in January. Old Town Church and Community Connections and their networking helped to set a plan into place to assist us. We are moving forward with their partnerships and other community support. Until we can project a budget that will be stable to get us through each year it will be a challenge as we do not want to see children go hungry.

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

We will be coordinating from now on with other public and private organizations. This project has grown to the proportion that we need assistance for sustainability. This will be an ongoing project until the issue of hunger subsides. Therefore, we will need the support of others.

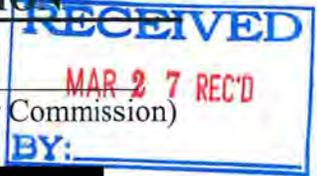
**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

Forest Grove Elks is on private land. We have the facilities to store nonperishable food and have an area to stock shelves and supply food on a weekly basis. The Elks are here to support the community as part of their mission statement. They will continue to grant this permission as it does not interfere with the standard business hours of the Lodge and it regular business activities.

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**Applications must be submitted by 5:00 pm, April 5, 2019, 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 for City Board or Commission)

Contact Person: Holly Tsur (HLB Chair) Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City: Forest Grove State: Oregon Zip: 97116

Signature: Holly L. Tsur

## PROJECT INFORMATION

**A. Project Title** **Amount Requested:**  
Historic Landmarks Board Preservation Grant Program \$10,000

**B. Mark all of the goals below which your project meets and explain how:**

✓	<b>Goals</b>	<b>How project meets this goal (be clear &amp; specific)</b>
✓	Improve the appearance or environmental quality of the community	The proud character of well-maintained and accurately restored historic buildings anchors the community's identity and provides a strong historic image for the entire community.
✓	Reduce the amount or toxicity of waste	The greenest buildings are ones that have been restored rather than torn down, adding more waste to landfills.
✓	Increase reuse and recycling opportunities	Wherever possible, the HLB encourages preservation and restoration of existing structures and construction materials rather than replacement.
✓	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	In the past, the HLB has funded Preservation Grants for the A.T. Smith House that were awarded to Friends of Historic Forest Grove. FHFG also have many renovation projects to be completed for the A.T. Smith House. It is likely we will be asked to fund additional projects for the FHFG in the future. Their 501(c)(3) number is EIN 93-1057974.
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	N/A
	Result in improvement to, or an increase in, recreational areas and programs	N/A
✓	Result in improvement in safety	Public safety – particularly fire risk from poorly maintained chimneys – is improved through Preservation Grant Program funding because well maintained buildings are generally safer and less fire prone. Preservation Grants also help fund seismic upgrades, which will reduce loss of life and property during Cascadia Subduction Zone quakes.
✓	Benefit youth, seniors, low income persons and/or underserved populations.	Preservation Grants benefit seniors and others on fixed incomes because they help offset the extra costs involved in maintaining historic properties. All citizens benefit, particularly youth, from greater cultural connection with the past.

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: July 1, 2019 Project Completion Date: Funds to be used within one year.

The Historic Landmarks Board (HLB) will use these funds to continue Forest Grove's Historic Preservation Grant Program. Those eligible to receive preservation 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 – Clark, Painter's Woods, and Walker-Naylor. Because *Historic Design Standards and Guidelines* were codified in 2016, we expect Historic District property owners to continue to face additional requirements that will increase the cost of some projects over the years ahead.

The Preservation Grant Program helps eligible property owners retain historical and architectural integrity of their properties by funding a portion of the costs to maintain and improve the exterior and foundation of their buildings. The HLB requires that grant recipients' renovations remain consistent with the structure's architectural heritage. This helps property owners afford historic renovations where they might otherwise opt for less expensive and less historically correct alternatives.

Preservation Grant Program funds pay for themselves well beyond the amount apportioned to the program. (Please see the *Historical Financial Summary Addendum* on p. 5.) What's more, it is widely recognized that historic districts improve property values and attract new residents. The Preservation Grant Program also helps to economically support the local building community because we encourage property owners to hire local contractors. In addition, the program helps economically support other local businesses by increasing tourism encouraged by historic neighborhoods.

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

The entire Forest Grove community of over 24,000 residents benefits from historic preservation because of community beautification, increased tourism, increased property values, and greater cultural connection with the past.

**Who will benefit if this project is funded?**

Historic property owners, local contractors, local businesses, and all Forest Grove residents as described above.

Has the sponsor received a Community Enhancement grant for this project in the past? Yes  
If so, amount received \$7,975

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

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.

All Forest Grove residents benefit from historic preservation. Forest Grove's historical heritage is important to our city. The Historic Preservation Grant Program preserves the character, integrity, and cohesion of historic Forest Grove through improved appearance, cleanliness, and safety of its communities; and through the longevity of its buildings.

Promoting historical preservation will have a greater long-term impact on the city and its residents than will the financial impact of any particular project. Please see table below.

As of the HLB's December meeting, we had awarded **\$7,794** in Historic Preservation Grants to property owners of the **\$7,975** awarded to us in FY2018-2019 CEP grant funding, leaving only **\$181** uncommitted. So, we are very close to running out of CEP funding much earlier than in most years. In addition, we have already awarded **eight** Historic Preservation Grants in FY2018-19 – more than in most years. ***This faster exhaustion of funding and large number of grants awarded occurred following a mailer we sent to all historic property owners early in the grant cycle, and without any further promotional efforts.*** We also believe increased interest in the Historic Preservation Grant program is due to several other factors including 1) increased grant maximums for roofing and painting projects in 2017 from \$500 to \$1,000 continue to spark interest in grant funding for these popular projects, 2) continued positive economic conditions providing applicants continued high consumer confidence, 3) our streamlined Historic Preservation Grant Application form continues to make it easier for applicants to fill out and navigate the grant application process, 4) HLB participation in Fire Department Open House and National Night Out events continue to inform the public about earthquake risk and availability of Historic Preservation Grants to help fund Seismic Upgrades and all other historic preservation projects, 5) growing citizen awareness of the new Historic Design Standards and Guidelines adopted by the City of Forest Grove in 2016, 5) growing citizen awareness of the Historic Preservation Grant program, and 6) because we exhausted funding so early in FY2018-2019, we believe we could have given away a lot more. We expect demand for Preservation Grants to continue to increase in FY2019-20 as a result these factors.

**SUMMARY OF SERVICES FOR FY2018-2019:**

House Name, Address	Project	Cost	Grant	Multiplier
Templeton House, 1619 Maple Street	Painting	\$11,526	\$1,000	11.5
Olovson House, 2318 15th Avenue	Painting	3,600	1,000	3.6
Ludwig House, 1419 Cedar Street	Porch Repair	1,588	794	2
King-Stanley House, 2303 15th Avenue	Porch Repair	2,419	1,000	2.4
American Legion Hall, 2003 21st Avenue	Re-Roofing	10,337	1,000	10.3
Thornburg House, 2038 17th Avenue	Painting	15,300	1,000	15.3
Skidmore House, 1824 23rd Avenue	Seismic Upgrade	6,900	1,000	6.9
Fredericks House, 2324 15th Avenue	Painting	4,419	1,000	4.1
<b>Summary:</b>		<b>\$56,089</b>	<b>\$7,794</b>	<b>7.01</b>

**E. PROJECT BUDGET**

**Total Estimated Costs: \$55,800** How were these costs estimated (quotes, catalog, previous projects, etc.)? We request **\$10,000** for the grant. Historically, property owners contribute an average of **5.58** times the amount they receive from the grant. Please see *Historical Financial Summary Addendum* on p. 5.

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services	0	0	N/A	N/A
Supplies		0	N/A	N/A
Capital	\$10,000	0	\$55,800	0
Materials	0	0	N/A	N/A
Other (please explain):	0	0		N/A
			N/A	
<b>Total</b>	<b>\$10,000</b>	<b>0</b>	<b>\$55,800</b>	<b>0</b>

% of Total Budget provided by Sponsor: 0%

% of Total Budget provided by Other #1 (property owners): Minimum of 50% per Preservation Grant project

**F. 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 of total project cost or greater.

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

Project will be completed within one year. The Preservation Grant Program is separately funded each year.

**H. Explain 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 intended to have a broad definition under this program.**

Historic preservation provided by the Historic Preservation Grant program greatly encourages sustainability because emphasis is always placed on using or repairing existing materials and structures. The well-known adage, "The greenest building is one that is already built," applies well here. But Forest Grove's historic buildings are especially "green" because, due to their age, many of these buildings might have been torn down and replaced with new structures numerous times if they had not been repeatedly restored throughout the decades. As a result of these restorations, not only has consumption of new construction materials been minimized, fewer demolished materials have been sent off to landfills.

The Historic Preservation Grant Program helps sustain the cultural heritage of our entire community. The Historic Landmarks Board encourages historic property owners to investigate the original architectural characteristics of their historic homes/businesses, the period in which those buildings were built, and the materials and techniques used to construct those buildings. The result is historically accurate properties from which we can all benefit.

Through tourism and the projects themselves, the Historic Preservation Grant Program also helps sustain 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 sustained through increased tourism associated with Forest Grove's historic neighborhoods.

## **PROJECT MANAGEMENT**

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

Early in each grant cycle, we send mailers to hundreds of historic property owners informing them about Historic Preservation Grant funding available for historic renovations. While Preservation Grant projects are being completed, property owners are required to post signage in their front yards advertising the Historic Preservation Grant Program. Residents also often learn about the Historic Preservation Grant Program through word-of-mouth. Later in the grant cycle, in cases where we have not awarded all funds, we again send mailers to property owners letting them know that funds are still available. Also in such cases, Friends of Historic Forest Grove send eBlasts about available Preservation Grant funding to their 100+ members and post this information on their Facebook page for us.

Before a renovation project begins, the property owner submits a Historic Preservation Grant application form 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 and grant amount. The HLB also evaluates if the grant request meets Historic Preservation Grant Program requirements, and if so, approves the request.

As part of the Historic Preservation Grant process, the HLB requests that the property owner completes their project within the timeframe specified on their application. The HLB can work with the property owner if an extension is needed. Once the project is completed, an HLB member inspects the work performed before funds are disbursed.

The grant cycle runs from July 1 through the following June 30. As long as funds are still available, applicants can apply. They can also apply for a second grant after April 1 of the same fiscal year if funds are still available and their first project is complete.

### **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 22 years, the program has not only helped to improve the historic nature of our city, but through HLB project input and financial assistance, numerous historic preservation projects have been enhanced 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 18, 2019, we will present photos showing actual examples of projects that have benefited from Historic Preservation 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 Historic Preservation Grant program does not require coordination with other public or private organizations.

### **D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

Projects are all located on private property. Public permission is not needed from property owners in connection with Historic Preservation Grants. In most cases, the effects of Historic Preservation Grants are visible to the public from public properties such as sidewalks and streets.

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**Applications must be submitted by 5:00 pm, April 5, 2019, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

## ADDENDUM

### Historical Financial Summary:

Fiscal Year	CEP Grant	Preservation Grants	Total Cost of Renovations	Impact Multiplier
1997-98	\$5,110	\$3,965	\$16,000 (est.)	4.04
1998-99	\$7,000	\$10,171	\$41,345	4.06
1999-00	\$7,000	\$6,782	\$38,954	5.74
2000-01	\$12,000	\$8,610	\$48,592	5.64
2001-02	\$12,000	\$16,475	\$48,791	2.96
2002-03	\$10,000	\$15,484	\$79,842	5.16
2003-04	\$10,000	\$9,002	\$52,201	5.80
2004-05	\$11,500	\$11,269	\$37,233	3.30
2005-06	\$13,500	\$13,428	\$56,223	4.19
2006-07	\$10,000	\$4,790	\$11,820	2.47
2007-08	\$8,000	\$5,636	\$21,435	3.80
2008-09	\$5,600	\$5,600	\$37,430	6.68
2009-10	\$7,000	\$7,000	\$21,578	3.08
2010-11	\$7,500	\$7,485	\$33,485	4.47
2011-12	\$7,790	\$3,164	\$24,533	7.75
2012-13	\$4,050	\$4,050	\$27,821	6.87
2013-24	\$4,696	\$3,000	\$26,270	8.76
2014-15	\$4,585	\$2,795	\$18,392	6.58
2015-16	\$7,524	\$6,308	\$58,223	9.23
2016-17	\$5,950	\$5,000	\$38,587	7.71
2017-18	\$7,675	\$7,225	\$54,411	7.53
2018-19	\$7,975	\$7,794	\$56,089	7.01
<b>Totals</b>	<b>\$176,455</b>	<b>\$165,033</b>	<b>\$849,255</b>	<b>5.58</b>



## COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Forest Grove Foundation - Community Connection Tax ID # 93-1140249  
 (N/A for City Board or Commission)

Contact Person: Jeff Shapiro Daytime Phone: [REDACTED]

Address: 2417 Pacific Avenue Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: 

### PROJECT INFORMATION

#### A. Project Title

Mobile Shower Trailer

#### Amount Requested:

\$ \$ 10,000.00

#### B. Mark all of the goals below which your project meets and explain how:

✓	Goals	How project meets this goal (be clear & specific)
<input checked="" type="checkbox"/>	Improve the appearance or environmental quality of the community	Proper hygiene improves the lives of people living in the community and increases the living standard in Western Washington County.
<input checked="" type="checkbox"/>	Reduce the amount or toxicity of waste	Having access to showers will improve human hygiene, and reduce the spread of disease and contamination of local waterways
<input checked="" type="checkbox"/>	Increase reuse and recycling opportunities	All towels will be washed locally and reused.
<input checked="" type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	Double shower capacity at Open Door Day Center. Provide much needed shower services to two sever weather shelters.
<input checked="" type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	Providing showers will reduce the time individuals spend bathing in streams and lakes. Showers will reduce the spread of gray water into the environment.
<input checked="" type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	When showers are provided locally, their is no need to seek out recreational areas to bathe.
<input checked="" type="checkbox"/>	Result in improvement in safety	Good hygiene reduces infections and other complications.
<input checked="" type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	This project directly improves lives of poor and homeless Washington County residents.

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: 3/1/2019 Project Completion Date: 10/2019

The Forest Grove Foundation is the fiscal sponsor for Community Connection. Community Connection will work with local businesses, suppliers, and trades people to fundraise, purchase, construct and deploy a mobile shower trailer in order to expand services for the poor and homeless in Western Washington County. During our research, we visited two in-use shower trailers, one local manufacturer and nearly a dozen nonprofits providing various services to the homeless. We also interviewed several homeless individuals. Our local on-site research coincided with our internet research which pointed to hygiene as the second largest need behind housing for the homeless.

CEP Funds will be used as follows:

1. A 12' x 8' deckover trailer will be constructed to transport the mobile shower.
2. One 200 gallon freshwater tank and two 100 gallon gray water tanks will be added when freshwater and sewer cleanouts are not available. This will increase the versatility of the shower trailer.
3. Two shower stalls with running water at 2.0 GPM will be installed
4. One tankless water heater will provide continuous hotwater.
5. Program costs will pay for soap, towels and hygiene products, which will be made available to clients. This is a mobile trailer and will be used at local churches and other organizations on a rotating basis. The keys to success of this project include the following:

1. Develop relationships with organizations, suppliers and the public at large which share our mutual goal of providing a mobile shower trailer for Western Washington County. By building the trailer locally, we hope to increase the awareness of the critically poor and the homeless in Western Washington County.
2. Developing ongoing resources and volunteers to coordinate moving the trailer to multiple sites on the days of operation. In addition, the shower trailer must be kept secure from theft and vandalism and ensure proper storage when not in use or in severe inclement weather.
3. Raising enough funds to construct, license, register, insure, and provide for ongoing maintenance.

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

1,700 showers/yr.

Who will benefit if this project is funded?

Homeless and low income people in Western Washington County.

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

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

**E. PROJECT BUDGET**

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

Quotes and online pricing

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services	\$ 2,000.00	10000		
Supplies				
Capital				
Materials	\$ 8,000.00	13000		
Other (please explain):				
<b>Total</b>	<b>\$ 10,000.00</b>	<b>\$ 23,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Total Estimated Costs: \$ 33,000.00

% of Total Budget provided by Sponsor: 69.70%

**F. 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 started fundraising and will be actively raising money in April and May 2019: We have received funds from Julie Grandstaff Book Signing - \$3,500 - 1/19; committed matching funds from Grandstaff/Shapiro of \$5,000; Pamplin Media Group fundraising campaign scheduled 4/1 - 5/1 - \$5,000, CEP funds 6/1 - \$10,000.

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

With current funding, fundraising in April 2019 and CEP funding at \$10,000, we will have enough funds to complete the project and operate for one year. Fundraising will be ongoing to support future operations.

**H. Explain 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 intended to have a broad definition under this program.**

The Forest Grove City Council vision statement reflects citizens who are engaged in community cooperation and welcome diversity to their city. Forest Grove is home to many homeless, young and old that require additional services. A mobile shower trailer meets the goal of service to community.

Forest Grove is working towards a community in harmony bound by commonly shared respect for it's residence and environment. A mobile shower trailer permits even it's poorest residence dignity and respects the need for human hygiene.

Goal 1: Provide for a safe and sustainable environment

Maintaining cleanliness is important for our self-confidence, physical and emotional well-being.

The main purpose of washing is to remove dirt and odours but it leaves a much long lasting increase in good mental health. Regular bathing reduces the amount of disease-causing germs, which is good for the individual but adds to the wellness of the city's environment.

Goal 2: Manage an effective program. By properly managing the shower trailer program

Community Connection will reduce the burden on Forest Grove services including police and fire.

## **PROJECT MANAGEMENT**

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

3/2019 - Ordered 12' x 8' trailer, freshwater and waste tanks  
4/2019 - Major fundraising  
4/2019 - Seek out the business community for donating and/or discounting plumbing and electrical supplies as well as plumbing and electrical services to help with construction of the shower trailer.  
5/2019 - Order all materials for construction of the new shower trailer  
6/2019 - Begin Construction  
10/2019 - Complete construction, license and registration  
11/2019 - Begin mobile shower program

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

Jeff Shapiro is the construction project manager of the shower trailer. Jeff brings over 20 years of construction project management and facility maintenance experience to Community Connection. He has managed projects from \$25,000 to \$13,000,000. His last paid position was to manage the construction of the Virginia Garcia Wellness Center in Cornelius.

Steve Parr is the construction foreman and brings over 30 years of experience in facility construction and maintenance repair. Steve worked on million dollar projects for Dairy Gold and Kaiser Permanente. Steve is a certified welder and pump expert.

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

Community Connection will coordinate with manufacturers, suppliers and contractors that will help construct the shower trailer. We will work with other nonprofits that provide services to the poor and homeless. We have firm commitments from both local seasonal shelters and Open Door Day Center to use the shower trailer. We plan to continue to build our partnership with local food pantries and community centers in Western Washington County to increase the use of the shower trailer.

**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

The project is mobile and will typically be placed on private property. We have permission from Old Town Church, Emanuel Lutheran Church, UCC Church and Open Door Counseling Day Center to use the trailer on their property. These organizations provide free services to the public with a focus on the poor and homeless. The shower trailer will be placed, temporarily, on these properties and will not violate any city ordinances.

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**Applications must be submitted by 5:00 pm, April 5, 2019, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**



Sponsor: Parks and Recreation Commission Tax ID # \_\_\_\_\_  
 (N/A for City Board or Commission)

Contact Person: Paul Waterstreet Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Paul Waterstreet

**PROJECT INFORMATION**

**A. Project Title** **Amount Requested:**  
Systematically Install Great New Signs (SIGNS IV) \$ \$ 10,000.00

**B. Mark all of the goals below which your project meets and explain how:**

✓	Goals	How project meets this goal (be clear & specific)
<input checked="" type="checkbox"/>	Improve the appearance or environmental quality of the community	Remove old Park Signs Install new park signs
<input checked="" type="checkbox"/>	Reduce the amount or toxicity of waste	Low to zero maintenance
<input type="checkbox"/>	Increase reuse and recycling opportunities	
<input type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
<input type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
<input type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	
<input type="checkbox"/>	Result in improvement in safety	
<input type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: 7-1-2019 Project Completion Date: 6-30-2020

This is year 4 of a 6 year project to replace old park signs. (See attached pictures of new signs)

Where appropriate, new signs will be installed in Parks that have no signage. to purchase

The CEP monies will be used to purchase signs for a cost of \$4,000 to \$5,000 each.

Lincoln Park will be the recipient of both signs. A sign will be located on Sunset Dr. next to the Art structure. The second sign will be located by the skate park on the North end.

The goal is replace 2-3 park signs each year

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

Who will benefit if this project is funded?

23,080

All residents and visitors to Forest Grove.

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

If so, amount received \$\$ 21,936.00

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.

The current project will be completed by 6-30-19

The new sign moved out to the street which makes it more visable than the old sign in the middle of the parking lot.

**E. PROJECT BUDGET**

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

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services				
Supplies				
Capital				
Materials	\$ 10,000.00			
Other (please explain):				
Total	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00

Total Estimated Costs: \$ 10,000.00

% of Total Budget provided by Sponsor: 0.00%

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

no

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

Future funding will be required to complete this project.

**H. Explain 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 intended to have a broad definition under this program.**

This project will remove old weathered, out dated signs

The signs used for replacements are stainless steel, concrete and weathered iron.

The investment has shown to reduced maintenance, painting, and vandalization.

## **PROJECT MANAGEMENT**

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

1. Repeat use of previous companies
2. Use same time line as 2018-19
3. Install signs by June 2020.

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

This is year 4 of 6. All previous years have been on time and under budget.

The commission has been awarded an average of \$7,312. and that will only install one sign.

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

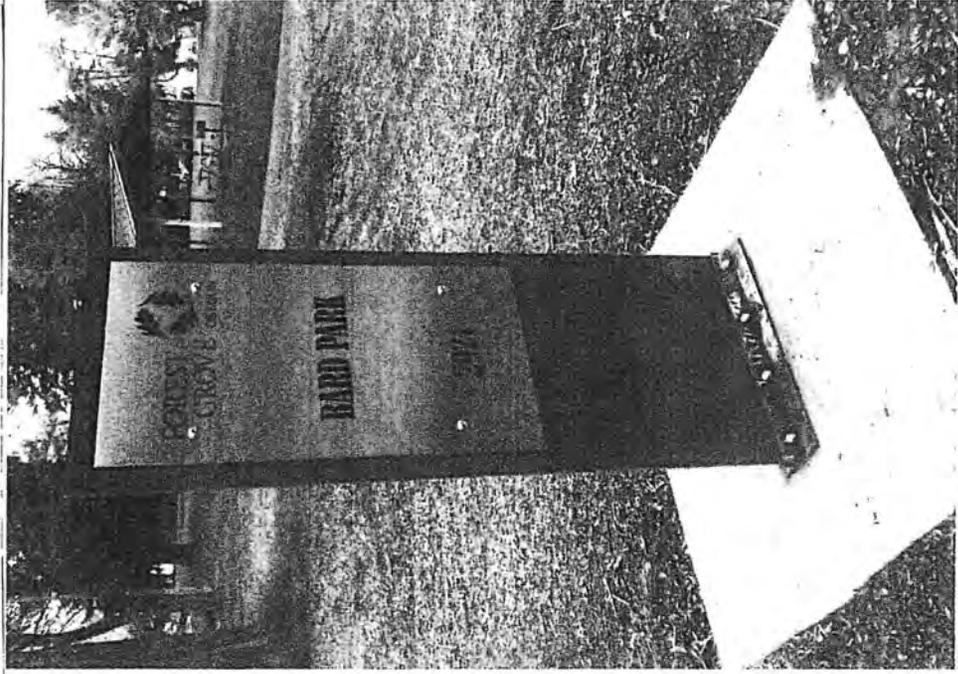
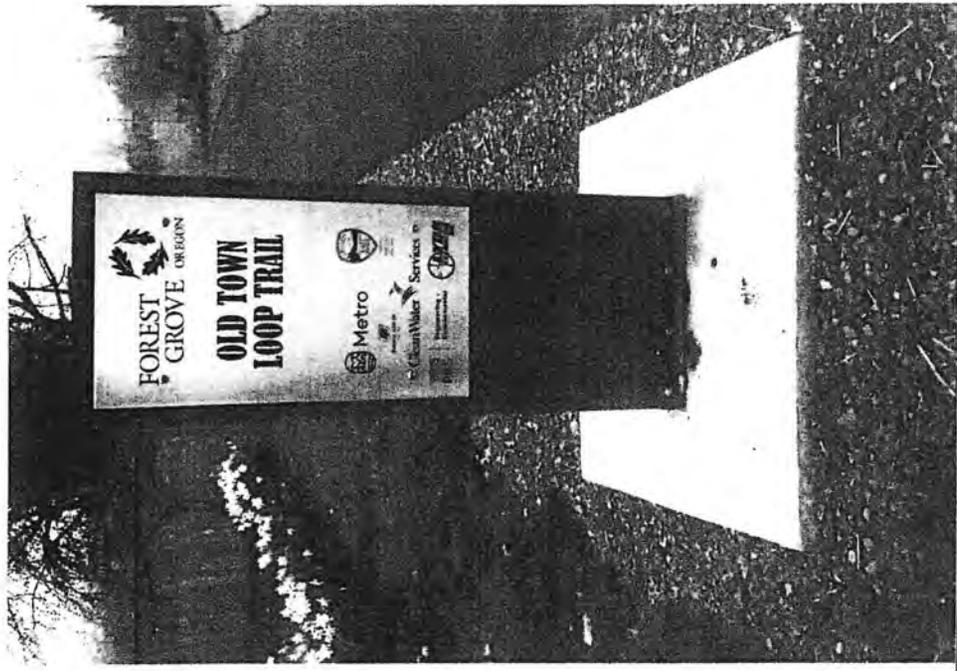
1. Yes
2. Coordination with Parks and Recreation, mother nature and Father time.

**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

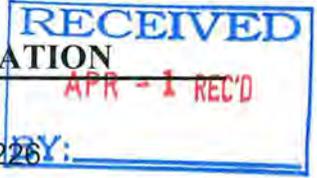
All signs are located on City owned property.

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**Applications must be submitted by 5:00 pm, April 5, 2019, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**



**COMMUNITY ENHANCEMENT PROJECT APPLICATION**



Sponsor: Foodways at Nana Cardoon Tax ID # 81 3456226  
 (N/A for City Board or Commission)

Contact Person: Charlene Murdock Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: Oregon Zip: 97116

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

**PROJECT INFORMATION**

**A. Project Title** **Amount Requested:**  
Nutrition Enhancement Classes for Three Forest Grove Student Groups \$ 7,750.00

**B. Mark all of the goals below which your project meets and explain how:**

✓	Goals	How project meets this goal (be clear & specific)
<input checked="" type="checkbox"/>	Improve the appearance or environmental quality of the community	Students will learn about and participate in sustainable farming and living practices that reduce waste and provide habitat for native polinators and other fauna.
<input checked="" type="checkbox"/>	Reduce the amount or toxicity of waste	Students will learn about vermiculture, composting, eating fresh and local, and organic gardening and farming methods that product the healthiest ingredients for preparing food.
<input checked="" type="checkbox"/>	Increase reuse and recycling opportunities	Students in this program will see examples of how to repurpose household items. Egg cartons for seed starts, newspapers and and compost for worm bins, fig leaves as serving platters, shells as spoons, etc.
<input checked="" type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	Students will participate in service learning projects during each visit that will contribute to the site's overall maintenance, including soil building, invasives removal, seed saving...
<input checked="" type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	Students will explore food forest and riparian zones to observe habitat and edibles.
<input type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	
<input type="checkbox"/>	Result in improvement in safety	
<input checked="" type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	This project will provide students with service learning experience, give them the opportunity to see and participate in sustainable living and food practices, and will allow them to make deep connections to their community and groups.

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: 9/19 Project Completion Date: 5/20

A series of five classes (one class weekly of three hours duration) will be offered to:  
CALC (Community Alternative Learning Center) FGCS (Forest Grove Community School), Tom McCall School Interest Club (Gardening, Cooking, and/or Roots & Shoots).

Suggested curriculum is Flatbreads and Breads of the World. The curriculum can be customized and refined to the needs of the individual groups.

Flatbreads and Breads of the World Series took place at CALC February/March 2019. Week 1 and 2 were at CALC, Week 3 and 4 were at UCC Kitchen where CALC students prepared healthy meusli bar snacks and handmade PB&J Sandwiches from local ingredients to be used at local homeless shelters. Week 5 was a Fiesta at Nana Cardoon.

This series has been refined and updated to offer again in Fall or Spring 2019-20 to CALC.

Personnel Service Funds: Compensation for Rotation Leaders: Teachers, Project Coordinators, Eden Acres Professional Outdoor School Educators, Adelante Mujeres Interns.

Supplies and Materials: Cost of food and ingredients as a per student cost of \$5.

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

Community

Who will benefit if this project is funded?

Participating student groups, Hispanic population, homeless shelter participants

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

Has the sponsor received a Community Enhancement grant for the current year? No  
If so, is the project completed? No, not started

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.

## E. PROJECT BUDGET

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

Based on Previous Project with CALC

### Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$ 5,550.00		2250.00	
Supplies	\$ 2,250.00			
Capital				
Materials				
Other (please explain):		3750.00		
Site Fee and Insurance				
<b>Total</b>	<b>\$ 7,800.00</b>	<b>\$ 3,750.00</b>	<b>\$ 2,250.00</b>	<b>\$ 0.00</b>

Total Estimated Costs: \$ 13,800.00

% of Total Budget provided by Sponsor: 27.17%

### F. 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?

Foodways at Nana Cardoon is a 501 C3 involved in fundraising activities. Professional rates of \$25 and \$20 were used in calculating curriculum development, class leadership and teaching site support. Yes the sponsors share of in-kind costs are secure. There are no other public or private agencies involved.

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

All three proposed to be completed within this budget.

### H. Explain 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 intended to have a broad definition under this program.

These three projects will involve nutrition and lifestyle learning to a broad spectrum of students. Tom McCall is approximately 50% Hispanic. The first CALC class series was 15 Hispanic Students and 1 Caucasian. Additional benefits of these classes is that the students discover that working together in hand-on activities involved in better nutrition choices helps them work together more productively in all classes. These classes involve making health snack alternatives for the homeless shelters. As volunteers are available, selected students from these classes will be invited to accompany an adult to actually serve the snacks at the shelter.

## PROJECT MANAGEMENT

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

Each class of the five week session will involve 4 hours of an Eden Acres Educator, 4 hours of a bilingual Adelante Mujeres Intern, 5 hours of project management, and 5 hours of site management. Accompanied with leadership of the class (teacher and/or out and about coordinator). This allows for healthier student/teacher ration, and more engagement with the students. All food projects are staged to understand the beginning, middle, and end of the process (bread baked, started, tended).

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

Foodways at Nana Cardoon has been involved in the Out and About Program of Forest Grove Community School for 10 years, Roots & Shoots Interest Group at Tom McCall for 3 years, Swallowtail Waldorf School 2 years, Adelante Mujeres Agricultura and Chicas Programs for 10 years and Nana Cardoon was a site used by Eden Acres for 3 years. We have received two CEP grants for Tuality Plains Great Grains.

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

The 5-week course on Breads and Flatbreads of the World was completed at CALC February/March 2019. Curriculum has been reviewed and revised for next proposed series at CALC.

FGCS and Tom McCall Interest Groups will be offered the same course for 9/2019, with the understanding that the curriculum and site locations can be adjusted to teachers needs.

**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

Foodways at Nana Cardoon is located at Nana Cardoon, the on-farm agricultural learning center that is also the home of two of the officers of Foodways at Nana Cardoon. All necessary permissions, permits, and insurances are in place.

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Applications must be submitted by 5:00 pm, April 5, 2019, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

# COMMUNITY ENHANCEMENT PROJECT APPLICATION



Sponsor: Foodways at Nana Cardoon Tax ID # 81-345-6226  
 (N/A for City Board or Commission)

Contact Person: Charlene Murdock Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

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

## PROJECT INFORMATION

### A. Project Title

**Amount Requested:**

Tuality Plains Great Grains

\$ \$ 10,000.00

### B. Mark all of the goals below which your project meets and explain how:

✓	Goals	How project meets this goal (be clear & specific)
<input checked="" type="checkbox"/>	Improve the appearance or environmental quality of the community	Lessening the levels of chemical additive residues by current commercial farming methods by engaging the community in soil building
<input checked="" type="checkbox"/>	Reduce the amount or toxicity of waste	We will minimize the use of chemicals in the farm area.
<input checked="" type="checkbox"/>	Increase reuse and recycling opportunities	Reuse and harvest straw residue for mulch and animal bedding and reuse of cloth bags for flour and grain.
<input checked="" type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	No real property will be upgraded. In lieu of purchasing a large mill, we are milling with 4 small mills. A large mill may be used as needed.
<input checked="" type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	There is a growing list of educational opportunities from the Tuality Plains Great Grains (TPGG) project that include tours of the riparian zone and an understanding of soil tilth. Grain trials at Nana Cardoon create a site for hands-on educational curriculum for the Forest Grove Community School, Adelante Mujeres and Pacific University.
<input checked="" type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	There are several TPGG events and marketing dinners being planned for the Forest Grove area community.
<input checked="" type="checkbox"/>	Result in improvement in safety	Chemicals in the farm area will be minimized.
<input checked="" type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	The project will provide the option of sustainably-produced, local grains and value-added products (bread, flour and malted grains). These products may also be used in preparing food for the homeless shelters.

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: 7/1/19 Project Completion Date: 6/30/20

Grant support will enable TPGG to continue the sustainable resurrection of the local grain economy bringing with it a greater level of food security for the community. And, as we proceed, we will be using sound farming practices and soil maintenance to sustain a healthy environment in our Forest Grove area.

We will continue to develop other retail and food service business: Aramark, Bon Appetit Management, Pacific Coast Fruit, Grand Central Baking, Umi Organics and a number of bakeries, distilleries and breweries.

We will harvest wheat and barley in fall 2019 and plant wheat and barley for harvest in fall 2020.

We will hold the 3rd annual "Celebrate Grains Event" in September 2019.

Use of funds:

Personnel Services: CEP - Milling and bagging, parttime help for classes and events; Sponsor - milling/bagging, part-time help; Other #1- Irrigate, harvest, clean, store, 2020 soil prep; Other #2 - malting

Supplies/materials: CEP - Cloth bags; Sponsor - Baking Ingredients, cloth bags, paper packaging; Other#1 - seed & fertilizer

Marketing: CEP - Advertising, print materials; Sponsor - web maintenance, print materials

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

Who will benefit if this project is funded? 5000

Potentially all residents. Those who support local businesses.

Has the sponsor received a Community Enhancement grant for this project in the past? Yes  
If so, amount received \$ 5,950.00

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

During current year planted Red Fife, Northern Rye and Barley. The 2018 crop was harvested, cleaned and stored in fall 2018. Substantial marketing effort is underway.

Second annual "Celebrate Great Grains" (500 attendees) was held 9/22 again at Spiesschaert Farms. Local bakery, brewpub and distillery began using our grains, flour and malt. tri-fold, color brochure completed.

Purchased 4 small mills for milling; hired a part-time miller.

Community members enjoyed locally baked bread, beer and whiskey and the expanded opportunity to learn how important soil enhancement is to our quality of life.

## E. PROJECT BUDGET

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

We used \$20/hr for industry professionals and \$15/hr for volunteers.

### Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$ 4,250.00	2750.00	6700.00	1000.00
Supplies	\$ 4,750.00	8050.00	3000	
Capital				
Materials				
Other (please explain):	\$ 1,000.00	5500.00		
marketing/publicity				
Total	\$ 10,000.00	\$ 16,300.00	\$ 9,700.00	\$ 1,000.00

Total Estimated Costs: \$ 37,000.00

% of Total Budget provided by Sponsor: 44.05%

### F. 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's share and farmer's shares of in-kind costs are secure. There are no other public or private agencies involved.

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

We foresee the need for expanded infrastructure, including a full-scale grain mill, permanent housing for the mill, harvested grains and straw residue and expanded use of part time personnel services.

### H. Explain 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 intended to have a broad definition under this program.

We will provide a renewable grain resource with negligible carbon foot print. The entire community will benefit as a result of the availability of whole grain products: baked goods, flour, and whole berries. The project will pave the way for new jobs due to the expanded grain economy in our farmscape.

## **PROJECT MANAGEMENT**

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

Continue efforts to market grains and flours. Harvest, clean and store Aug to Sept 2019. Initiate 2019 2020 Farmers Market. Hold 3rd annual "Celebrate Great Grains" in Sept 2019. Plant Wheat in fall 2019 and barley in spring 2020. During the entire project period, we will continue classes and community outreach in an effort to educate the public regarding the benefits of locally grown grains, as well as other food crops.

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

We have managed a CEP Mini Grant, a Forest Grove Sustainability Commission Grant (2017-2018) and are currently managing our 2018-2019 FGSC Grant. We also rely upon 30 plus years experience food marketing. Our Seattle-based firm, Murdock & White, marketed and brokered specialty foods throughout the Pacific Northwest.

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

We are collaborating with Spiesschaert Farms on an ongoing basis. We rely on professional expertise from Washington State University Extension and the School of Agriculture at Oregon State University. Foodways at Nana Cardoon maintains memberships in Bread Bakers Guild of America, Portland Slow Food, Friends of Family Farmers and the Bio Dynamic Association of America.

**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

Grains are being grown on Lyle Spiesschaert's farm, with the advantage of his expertise to grow grains efficiently on large, multi-acre plots, and a understanding of the importance of proper soil maintenance.

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**Applications must be submitted by 5:00 pm, April 5, 2019, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**



**Sponsor:** Forest Grove School District

**Tax ID:** 93 05 66 292

**Contact Person:** John O'Neill

**Daytime Phone:** (503)359-2430

**Address** 1728 Main Street

**Email Address:** joneill@fgsd.k12.or.us

**City:** Forest Grove

**State:** OR

**Zip:** 97116

**PROJECT INFORMATION**

**A. Project Title**

**Amount Requested**

Learning Garden Classrooms for All

\$10,000

**B. Mark all of the goals below which your project meets and explain how:**

	Goals	How project meets this goal (be clear & specific)
x	Improve the appearance or environmental quality of the community	School garden classrooms improve & encourage environmental stewardship among participants and promote sustainable practices, such as composting and growing your own food
	Reduce the amount or toxicity of waste	
x	Increase reuse and recycling opportunities	Each garden classroom will be equipped with compost and vermiculture systems. These systems will be coupled with curriculum that will teach children how to reduce food and yard waste at school and at home.
x	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the IRS code	Garden classrooms help to preserve and enhance native pollinator habitat, such as the endangered Western Bumble Bee, as well as provide important habitat for birds and other native fauna. Garden Classrooms will also have signs that inform community visitors, parents, and students of the systems, plants, and methods used. The School Garden Coordinator (SGC) will provide programming that will provide opportunities for the school and local communities to engage with the garden.
	Result in improvement to, or an increase in, recreational areas and programs	
	Result in improvement in safety	
x	Benefit youth, seniors, low income persons and/or underserved populations.	Garden classrooms strengthen local resilience and food security by developing basic knowledge, skills, and experience in growing healthy food and incorporating nutrition education. In addition, garden classrooms present ongoing opportunities for hands-on learning in all curricular STEAM and NGSS areas. School gardens provide essential health and learning benefits to students in the Forest Grove School District, of which approximately 52% are on free or reduced lunch.

## C. Brief Project Description and Explanation of how the CEP funds will be used

### Proposed schedule:

Project Start Date: July 1, 2019

Project Completion Date: On-going

We are requesting support for an ongoing project of installing a learning garden classroom at every school in the Forest Grove School District (FGSD) and to develop and deliver associated hands-on, garden-based programming. The School Garden Coordinator has been essential to the success of these garden classrooms and for the teachers and students that use them. As currently structured, the position covers baseline garden maintenance, organizes professional development opportunities for teachers, and coordinates volunteers. Expanding the position would allow hands-on lessons, projects, and field trips for every 1st, 3rd, and 5th grader in the Forest Grove School District.

The garden classroom provides opportunities for both personal growth and academic achievement. In the garden, participants learn first-hand about nurturing and caring, patience and discovery, stewardship and respect, beauty and life. They also learn practical skills such as mathematics, science, health and nutrition. Both research and anecdotal evidence tell us that, when connections with our natural world are established and nurtured, the learner's mind becomes centered, focused, and eager to take on other areas of academia. Garden-based learning improves academic achievement, produces positive attitudes about health and nutrition, and enhances environmental literacy.

While well-designed garden classrooms are important, research shows that the institutional infrastructures that support their use are even more so. One such study, conducted by LifeLab in 2011, showed that an essential element of successful garden-based learning programs was the school garden coordinator.

The school garden coordinator helps develop and deliver curriculum; provides opportunities for professional development; seeks out and secures donations for supplies and materials; and organizes work parties and community meetings where teachers can share and collaborate. Recognizing the importance of this position to student learning, FGSD is contracting with EdenAcres Environmental Education, a local nonprofit organization specializing in environmental education, to provide and manage a knowledgeable and experienced SGC.

By increasing the SGC's hours to 30hrs/week for 44 weeks, we will provide the following:

### **Direct instruction** (approximately 17 hrs/week)

Work with instructors to plan and deliver outdoor classroom experiences that address academic standards. Includes collaboration with classroom teachers for pre and post lessons, projects, and field trips. The proposed level of funding will not cover all grades so we propose a schedule that emphasizes first grade to provide a strong foundation of outdoor experience that will be reinforced and built on in subsequent years.

- Every 1st grader (19 classrooms?) 4 outdoor visits/year (2 fall, 2 spring)
- Every 3rd grader (17 classrooms?) 2 outdoor visits/year (1 fall, 1 spring)
- Every 5th grader (12 classrooms?) 2 outdoor visits/year (1 fall, 1 spring)
- CALC students enrolled in community-based experiential courses

### **Professional development for Teachers** (approximately 5 hrs/week)

Work with instructors so they become comfortable with bringing students outdoors and are more likely to do so on their own, thus increasing the chances that any given student will have multiple outdoor experiences in addition to the the direct instruction provided by the SGC for 1st, 3rd, and 5th grade students.

- Provide 9 monthly Garden Educator Meetings to build networks and community
- Organize opportunities for professional development through workshops, speakers, etc.

**Garden installation and maintenance** (approximately 7 hrs/week)

Help to ensure that outdoor classrooms are safe and ready for all teachers and students to use at any time

- Maintain 11 existing gardens at 11 schools in the Forest Grove School District
- Install a school garden at Fernhill Elementary School (dependant on school interest)
- Coordinate student, teacher, parent, community, and Pacific volunteers to help with garden maintenance and installation

**Data collection** (1 hrs/week)

- Collect and manage quantitative and qualitative data that can be used to demonstrate the efficacy of the garden program in order to increase support for place-based, experiential, and outdoor learning

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

5,920+ students in the Forest Grove School District

**Who will benefit if this project is funded?**

Directly, all 1st, 3rd, and 5th grade students and their teachers will benefit. This is approximately 1,327 students and 50 teachers. Indirectly, all students and teachers will have access to the garden classrooms, totalling over 6,000 individuals. Student's families will also benefit by having access to these spaces and opportunities to be involved with the program and their child's academic life.

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

**If so, amount received:**

No. The district has not received funding for Learning Garden Classrooms nor for funds to support the School Garden Coordinator to the best of our collective knowledge.

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

No, sponsor has not received CEP funding for the project in the current 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.**

NA

## E. Project Budget

### Total Estimated Costs:

\$46,860

### Breakdown Estimated Costs by Source

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$5,160	\$10,000	\$10,360	\$5,000
Supplies				\$5,000
Capital				
Materials				\$3,000
Professional Development	\$4,840			
Insurance, admin, printing				\$3,500
Total	\$10,000	\$10,000	\$10,360	\$16,500

% of Total Budget provided by Sponsor: **21.34%**

### F. 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?

Sponsor - Secured.

Other 1 - Unsecured. Funding for this section may be funded by the Sponsor. If not, then Sponsor and Other 2 will seek grant funding from other sources.

Other 2 - Secured. Personnel services and insurance/administrative costs will be covered by EdenAcres and have been secured. Materials and supplies costs will be covered via grant writing and fundraising by EdenAcres. The administrative costs in the budget help cover the costs of grant writing and fundraising, as well as insurance and other associated costs.

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

The nature of the project is ongoing with the goal to make the SGC position a permanent position in the FGSD. FGSD and EdenAcres will continue to collaborate on a path towards developing a sustainable funding model.

### H. Explain 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 intended to have a broad definition under this program.

In Forest Grove, across the nation, and throughout the world, communities are focusing on resilience as the effects of climate change are becoming more and more present. As our children become decision-making adults they will need 21st century skills in order to ensure a safe, sustainable, and vibrant community. These skills include systems thinking, collaboration, critical thinking, and being able to produce creative solutions to complex problems. The garden classroom provides an integrating context for learning about the world we live in. These spaces provide a living laboratory in which to learn about cycles, interdependence, energy and resources, scale and limits, diversity, succession, and sustainability.

As well, the garden classroom provides opportunities for both personal growth and academic achievement. In the

garden, participants learn first-hand about nurturing and caring, patience and discovery, stewardship and respect, beauty and life. They also learn practical skills such as mathematics, science, health and nutrition. Both research and anecdotal evidence tell us that, when connections with our natural world are established and nurtured, the learner's mind becomes centered, focused, and eager to take on other areas of academia. Experiential and garden-based learning improves academic achievement, produces positive attitudes about health and nutrition, and enhances environmental literacy.

A sustainable, resilient, and vibrant future begins in our schools with our children. It is our responsibility to prepare our students for tomorrow's world. Although we do not yet know what that world looks like, we can help students ask relevant questions, develop problem-solving skills and processes for thinking and searching for answers, and how to live, work, and communicate cooperatively. By giving ALL of our students the opportunity to become ecoliterate, we become a healthier, more resilient, and sustainable community while increasing educational equity for our community.

## PROJECT MANAGEMENT

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

Month/Year	Task	Notes
July 2019	summer garden maintenance plan development	SGC collaborates with schools, parent groups, summer programs, EdenAcres summer interns
August 2019	Weekly Free Harvest Table  SGC meets with all 1st, 3rd, & 5th grade teachers to plan fall curriculum  Fall Maintenance & Enhancement Planning	SGC & EdenAcres summer interns host a weekly free garden harvest table in easy accessible place downtown Forest Grove to ensure produce is not wasted and to promote community engagement  SGC collaborates with FGSD teachers and Pacific University Faculty to develop maintenance and design enhancement implementation plans
September 2019	1st visits for all 1st, 3rd, & 5th graders  GEM (Garden Educator Meeting)	1st GEM of the academic year
October 2019	GEM Fall Harvest Parties Fall Volunteer Days Field trips for all 1st & 3rd graders	2nd GEM, professional development workshop SGC supports harvest parties and volunteer days at schools
November 2019	GEM 2nd visits for all 1st & 3rd graders Meetings with all 1st, 3rd, & 5th	3rd GEM SGC & teachers meet to plan spring curriculum
December 2019	Preparing garden classrooms for winter break	
January 2020	GEM Spring Maintenance & Enhancement Planning	4th GEM, professional development workshop SGC collaborates with FGSD teachers and Pacific University Faculty to revisit maintenance and design enhancement implementation plans
February 2020	GEM Spring Maintenance & Enhancement Planning Spring Volunteer Days	5th GEM SGC coordinates volunteer days to prepare garden classrooms for spring use
March 2020	GEM 3rd visits for all 1st & 3rd graders	6th GEM, professional development workshop
April 2020	GEM 2nd visits for all 5th graders Field trips for all 1st & 3rd graders	7th GEM, summer programming planning
May 2020	GEM	8th GEM, professional development workshop

	4th visits for all 1st & 3rd graders Field trips for all 5th graders	
June 2020	GEM	9th GEM, end of year celebration

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

The Forest Grove School District has implemented K-6 STEM Units of instruction for all elementary schools of the district. These units provide place-based learning opportunities through field trips to local sites that illustrate how science curriculum translates to real-world issues and challenges. The district has also provided space at all schools of the district for school gardens to be established and utilized, further providing enrichment and relevant learning opportunities for students. This support of this grant

EdenAcres works every day to foster growth and learning through place-based, experiential education. They have partnered with local organizations and schools to bring hundreds of learners outdoors year-round through a variety of programs. These programs include:

- Started and operated a summer day camp for children and youth
- Enrichment activities for after school clubs such as Roots & Shoots at Tom McCall Upper Elementary and the garden club at NAMS
- Forest School nature immersion program for the homeschool community
- Credit-bearing courses embedded in high school curricula at the Community Alternative Learning Center, CEP grants 2016/17, 2017/18, & 2018/19
- Teacher development activities and expanding school garden classrooms in FG schools, CEP grants 2016/17, 2017/18, & 2018/19

EdenAcres partners include: Pacific University, Forest Grove School District, Foodways at Nana Cardoon, Adelante Mujeres, Dairy Creek Community Food Web, Forest Grove Community School, Community Alternative Learning Center, Roots & Shoots, Swallowtail Waldorf School, and Clean Water Services.

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

FGSD will contract with EdenAcres to provide and manage the SGC. A working MOU has been developed and is in the process of being finalized.

**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

NA

Applications must be submitted by 5:00 pm, March 31, 2019, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**



Sponsor: Old Town Forest Grove Church Tax ID # 82-2220667  
 (N/A for City Board or Commission)

Contact Person: Brian Schimmel Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Brian Schimmel Digitally signed by Brian Schimmel  
Date: 2019.04.01 11:05:45 -07'00'

**PROJECT INFORMATION**

**A. Project Title** **Amount Requested:**  
Temporary Emergency Shelter (TES) \$ \$ 10,000.00

**B. Mark all of the goals below which your project meets and explain how:**

✓	Goals	How project meets this goal (be clear & specific)
<input checked="" type="checkbox"/>	Improve the appearance or environmental quality of the community	Providing proper receptacles and disposal of human and food waste, as well as indoor overnight shelter, reduces waste in public spaces and facilities.
<input checked="" type="checkbox"/>	Reduce the amount or toxicity of waste	Proper receptacles and the disposal of human waste reduces the presence of bio-hazards in the waste stream and public lands.
<input checked="" type="checkbox"/>	Increase reuse and recycling opportunities	100% reuse of linens and personal items donated by residents.
<input checked="" type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	Option: Providing the capital for commercial laundry equipment upgrades the services available to guests and reduces long-term operating costs. (in lieu of commercial laundry services)
<input checked="" type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	Providing regular overnight shelter for 4-5 months decreases the time individuals may have to spend camping on public lands, thereby preserving areas of wildlife, wetlands, forestlands and marine areas for a significant portion of the winter months.
<input checked="" type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	Shelter also reduces the time individuals spend camping on public lands improves access and appeal of recreational areas (i.e., B St. Trail, Gales Creek).
<input checked="" type="checkbox"/>	Result in improvement in safety	A safe place to sleep reduces the risk to personal health.
<input checked="" type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	Providing shelter and support to all homeless, notably families, seniors, and those with a disability.

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: 10/1/19 Project Completion Date: 4/15/20

The TES project, in cooperation with other local shelters, ensure that for the months of November through March, there will be adequate emergency shelter coverage in western Washington County serving individuals and families experiencing homelessness—coordinated as part of the Washington County Severe Weather Shelter system. This network of shelters foster a safe and compassionate place to sleep and routinely provides: two hot meals, a safe and welcoming shelter, a sleeping mat with linens, social service referral support, exchange of clothing and basic necessities, bus tickets and more.

Washington County's Severe Weather Shelter (SWS) Response System, aimed to:

- Save lives during the winter through the basic needs of shelter and meals;
- Be a point-of-contact for referral to the homeless system – Community Connect; and
- Strengthen local community response to sheltering in the event of an emergency incident.

The CEP funds will be used as follows:

1. Meal and Site Coordinator(s): responsible for coordination of food supply and meals; training and supervision of shelter volunteers and paid student staff at 1-2 local shelters = \$9000. What this supports: 20 weeks of shelter, mid-November through the end of March
2. Administrative support for shelter operations as a portion of grant funding = \$1000. What this supports: administrative services, utilities, supplies, repairs, and incidental operating costs.

Old Town provides time from paid staff members to oversee and coordinate these efforts. While this reduces the total overhead that would be required if run by a separate organization, additional paid-help is required to recruit and train about 140 volunteers that join throughout the season.

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

300

Who will benefit if this project is funded?

Approximately 150 people experiencing homelessness and 140 local volunteers

Has the sponsor received a Community Enhancement grant for this project in the past? Yes  
If so, amount received \$ 7,800.00

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.

The grant for the current year ensured adequate emergency shelter coverage for individuals and families experiencing homelessness. The program provided life-safety for vulnerable people during the winter months, keeping people off the street and from sleeping outside of businesses and public spaces. Moving to a more suitable location in Cornelius eliminated a tolerable imposition on businesses surrounding the former location. Even with the change in address, the program benefits citizens within the Forest Grove UGB, caring for approximately 150 individuals (~30% local), served by 140 local volunteers, overwhelmingly from Forest Grove. The program inspires participation by local businesses through donations and fundraising that help to offset operational costs.

Current funds are spent as of April 5, 2019.

**E. PROJECT BUDGET**

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

Previous project – 2019-20 season

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services	\$ 9,000.00	20000 (staff)	20000 (EHA)	80000 (volunteers)
Supplies	\$ 1,000.00	4000		
Capital				
Materials				
Other (please explain):			8000 (Run)	3000 (Trimet)
<b>Total</b>	<b>\$ 10,000.00</b>	<b>\$ 24,000.00</b>	<b>\$ 28,000.00</b>	<b>\$ 83,000.00</b>

Total Estimated Costs: \$ 145,000.00

% of Total Budget provided by Sponsor: 16.55%

**F. 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?**

Sponsor's share of personnel services is secured, including volunteers. "Other" funding for Pacific work study will be secured by the 2019-20 shelter season (includes donations and other financial sources). A Trimet grant will be requested for bus fare. This project is dependent on State EHA appropriation and UCC TES receiving a comparable CEP allocation.

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

The shelter project will be completed with the proposed funding. Additional funding will be necessary for future seasons in order to provide shelter for those experiencing homelessness.

**H. Explain 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 intended to have a broad definition under this program.**

As the Forest Grove vision statement reflects, this is a friendly, twenty-first century, small, full service city and as such we have the compassion and fortitude to recognize that we are in need of services for those experiencing homelessness. Forest Grove is home to individuals, young people, families, and elder residents whom have been placed in positions of extreme poverty due to economic factors out of their control (housing cost and a livable wage). These community members are in need of emergency shelter while they receive basic support and advocacy to regain their independence. We provide services that meet the needs of all community members, ensuring that each resident, regardless of housing status, feels supported and cared for

**GOAL 1: PROVIDE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS**

Assisting all community members is essential to a thriving, sustainable economy. Shelter is a transitional service that provides for basic needs to those experiencing homelessness, conditions necessary for guests to work toward housing and employment (i.e., opportunity for social and economic mobility). They also reduce the environmental impact of homeless people camping without adequate facilities on surrounding forest lands and outdoor space.

**GOAL 2: MANAGE AN EFFECTIVE FINANCIAL PLAN TO PROVIDE QUALITY SERVICE LEVELS.**

Local churches lead this effort so the City does not have to compromise city services.

## **PROJECT MANAGEMENT**

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

May: apply for Trimet fare relief program grant

August-September: interview and hire staff and work-study participants from Pacific University

October: initiate food acquisition, meal planning and volunteer training

November: execute operational tasks to open shelter

April: shelter decommission - best practices learned

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

An experienced staff managed the two local shelters through the 2018-19 winter season; many of the same volunteers supported the 2017-18 season. We partner with UCC, who has been running a winter Severe Weather Shelter in Forest Grove since 2008. Both shelters prove adept at recruiting volunteers and donations. Both shelters came together to raise funds, increase the level of services provided, and recruit exceptional volunteer support.

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

For several years, the shelter has coordinated with the Washington County's SWS Response System, Community Action, numerous departments at Pacific University, Oregon Food Bank, and other civic and non-profits groups. All organizations are committed to continue coordination to ensure temporary, low-barrier, emergency shelter continues into future seasons.

To note: Pacific University assigns a social work graduate student to serve in a case management role, assisting shelter guests with access to housing and social services.

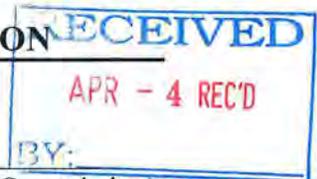
**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

The project has permission by the property owner to resume the program next season, but we may explore alternative space options to host future shelter seasons.

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**Applications must be submitted by 5:00 pm, April 5, 2019, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**



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

Contact Person: Amy Tracewell Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

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

**PROJECT INFORMATION**

**A. Project Title** **Amount Requested:**  
Community Arts \$ \$ 10,000.00

**B. Mark all of the goals below which your project meets and explain how:**

✓	Goals	How project meets this goal (be clear & specific)
<input checked="" type="checkbox"/>	Improve the appearance or environmental quality of the community	Mini-grants and sponsorships help fund many arts programming in the community, which improves the appearance and quality of our community.
<input type="checkbox"/>	Reduce the amount or toxicity of waste	
<input type="checkbox"/>	Increase reuse and recycling opportunities	
<input type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
<input type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
<input checked="" type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	Mini-grants help fund theater events for children, Chalk Art Festival.
<input type="checkbox"/>	Result in improvement in safety	
<input checked="" type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	A requirement of a mini-grant is that the activity or product of the activity is available to all citizens at no cost. This is particularly beneficial to low income and under served populations

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: July 2019 Project Completion Date: June 30, 2020

The Public Arts Commission recently approved a three year strategic plan which includes among other things the continuation of our mini grants process, implementing a new sponsorship funding category and also increasing our promotion and awareness of public art in Forest Grove.

We are requesting a total of \$10,000.

Five thousand will award up to ten (10) mini grants at \$500 each. The mini-grant process is well established and has been used as a means for a number of non-profit organizations in the city to bring art activities and programs to the population. Valley Art, Adelante Mujeres, FGSD, Theatre in the Grove, Community School (to name a few) are all organizations that have been able to enhance their performing, literary and visual arts efforts because of mini-grants.

Three thousand dollars will be used to publicize the availability of the mini-grants and to showcase the arts in Forest Grove, including PAC fund-raisers and events.

Two thousand dollars will be utilized for sponsoring local events and projects which bring accessible art to the community. This category differs from our mini-grant process in that it is intended to support more events and repeat organizations, freeing up the mini grants for new and emerging projects.

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

Who will benefit if this project is funded? 500+

The organizations and community members who participate in the programming.

Has the sponsor received a Community Enhancement grant for this project in the past? Yes  
If so, amount received \$ \$ 5,925.00

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

We still have \$114 dollars left to utilize in the mini-grant category. We are anticipating awarding three more grant in May closing out this category.

For the advertising dollars, we have \$1,420 left. We are planning to do a mini-campaign to highlight Arts Commission programs and projects.

**E. PROJECT BUDGET**

How were these costs estimated (quotes, catalog, previous projects, etc.)?  
Previous projects and our standard mini-grant award amount

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services		in-kind volunteer		
Supplies				
Capital				
Materials				
Other (please explain):	\$ 10,000.00	2500		
mini grants, advertising, sponsorships				
<b>Total</b>	<b>\$ 10,000.00</b>	<b>\$ 2,500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Total Estimated Costs: \$ 12,500.00

% of Total Budget provided by Sponsor: 20.00%

**F. 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 discretionary funds to contribute to our efforts. We are also continuing to fundraise for projects through our ongoing programming.

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

We will continue to award mini-grants as well as sponsorships and will seek to fundraise to support these efforts.

**H. Explain 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 intended to have a broad definition under this program.**

The Forest Grove community will be enhanced by any public arts project. When we are able to showcase art within the community, we are increasing children's awareness of creativity and helping to develop these channels during a key development phase. Art helps to enhance the quality of people's lives, young and old. We truly believe, and have changed our mission to state this, that "Art Belongs Everywhere and to Everyone." By helping to establish Forest Grove as a learning community, a vital community and one in which art thrives, we are helping to establish the town as a place people want to live, work and create.

## **PROJECT MANAGEMENT**

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

Promotion of the mini grants would begin immediately through the City web site, social media, and mainstream advertising using the local paper. The mini grants are received monthly - all year long - by PAC and are evaluated and funded immediately. The funds are made available after the event and the submission of documentation that monies were spent in the manner outlined in the grant application. Again, the primary caveat of mini grants is that the activity be available at no cost to participants. This process would begin immediately and would be completed by the end of the CEP funding cycle. We are hoping to implement the sponsorship process in 2020 and throughout the year.

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

The Public Arts Commission has a proven track record of successful mini grant projects over the last eleven years. The two major art acquisition projects have given the community four distinct pieces of art - three benches within the downtown and Tres Novum in Lincoln Park. Additionally, PAC collaborated with the Library Foundation to complete the fundraising necessary to construct Molly's Garden on display in the main foyer of the library. The management of these projects - and future projects - is set forth in our bylaws for continuation at a consistent level by new commissioners as they join PAC.

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

Mini grants are all collaboration with other organizations. Which organizations those will be will be determined by the grants awarded. We are also going to work with community organizations to help sponsor key events and activities. This process will mirror the mini-grant process and has already been started.

**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

Does not apply.

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**Applications must be submitted by 5:00 pm, April 5, 2019, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

COMMUNITY ENHANCEMENT PROJECT APPLICATION

APR - 4 REC'D

Sponsor: Virginia Garcia Memorial Health Center Tax ID # 93-0717997  
 (N/A for City Board or Commission)

Contact Person: Deb Healy, Public Grants Manager Daytime Phone: (503) 352-8637

Address: PO Box 6149 Email Address: dhealy@vgmhc.org

City: Aloha State: OR Zip: 97007

Signature: 

PROJECT INFORMATION

A. Project Title Amount Requested:  
Refurbish Forest Grove School-Based Health Center \$ 10,000.00

B. Mark all of the goals below which your project meets and explain how:

✓	Goals	How project meets this goal (be clear & specific)
<input checked="" type="checkbox"/>	Improve the appearance or environmental quality of the community	We propose to update aging furniture and fixtures and cosmetically brighten the clinic space at Forest Grove High School by making youth-friendly improvements
<input type="checkbox"/>	Reduce the amount or toxicity of waste	
<input type="checkbox"/>	Increase reuse and recycling opportunities	
<input checked="" type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	We propose to remodel the clinic at Forest Grove High School (operated by a non-profit medical sponsor) to bring the site up to industry standards, better engineering the space to improve efficiency and sustainability, and making material improvements that will support clinical environment, hygiene and safety.
<input type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
<input type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	
<input checked="" type="checkbox"/>	Result in improvement in safety	See above.
<input checked="" type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	We propose to reconfigure the clinic layout to add a dedicated consult room for mental health visits adding capacity to serve more Forest Grove youth (predominately low-income and medically underserved).

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: 6/1/2019 Project Completion Date: 9/1/2020

Established in 1975, Virginia Garcia Memorial Health Center is a nonprofit migrant/community health center that provides high-quality, culturally competent care across Washington County. In partnership with Forest Grove School District, Virginia Garcia opened a school-based health center (SBHC) at Forest Grove High School in 2009, serving a largely rural, agricultural, Latino community.

The proposed minor alteration/renovation project will allow Virginia Garcia to reconfigure this clinic to meet increasing demand for affordable primary medical, dental and mental health care among the young, medically underserved population in Forest Grove. Since opening, the SBHC has served about 2,900 predominately low-income patients. About half of these patients were best served in a language other than English. Three in five of our patients reported an identity other than white/non-Latino. Compared to the SBHC's first year of operation, the number of patients served each year has increased by forty percent.

Almost a decade later, the clinic still serves a deep community need, but exhibits wear-and-tear accumulated over years of heavy use. We propose to remodel the SBHC to bring the site up to industry standards, better engineer the space to improve efficiency and sustainability, and make material improvements that will support clinical hygiene and safety. We will update aging equipment and fixtures and cosmetically brighten the space. Most importantly, we will reconfigure the clinic layout to add a dedicated consult room for mental health encounters. We expect this change to our facility will enable us to increase the number of provider hours offered and access to mental health services.

Recognizing the deep need for accessible, culturally and linguistically appropriate primary care in the community, Virginia Garcia requests an investment by the City of Forest Grove of \$10,000 to help restore and refurbish the SBHC at Forest Grove High School. Matching funds up to \$100,000 have already been committed by the federal Health Resources & Services Administration. Project costs include refurbishment supplies and equipment, such as paint, laminate flooring, LED lighting, furniture, and medical, dental and IT equipment. Project funds would also be used to support professional services where appropriate to install fixtures, and improve the physical layout. City funds would specifically be considered for community-facing finishes such as youth-friendly and culturally appropriate artwork.

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

Who will benefit if this project is funded?

2,900

Forest Grove school-based health center is open to any student enrolled in Forest Grove, Banks, and Gaston School Districts and their family members up to age 21.

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

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

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

## E. PROJECT BUDGET

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

Previous projects

### Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies	\$ 10,000.00	\$ 21,041.00		
Capital		\$ 63,820.00		
Materials				
Other (please explain):				
Admin, legal, fees, and contingencies		\$ 15,139.00		
Total	\$ 10,000.00	\$ 100,000.00		

Total Estimated Costs: \$ 110,000.00

% of Total Budget provided by Sponsor: 90.90%

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

Yes, funding up to \$100,000 has been secured. The federal Health Services & Resources Administration recently awarded a School-Based Health Centers Capital Program grant to allow Virginia Garcia to undertake this project in Forest Grove.

## G. 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.

## H. Explain 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 intended to have a broad definition under this program.

First of all, this project will provide a clinical facility and programs to local youth that are attractive, well maintained and easily accessible. Indeed, accessibility is central to the mandate of any SBHC model. Young people face unique transportation and cultural barriers when accessing health care. Siting a youth-friendly clinic where youth spend much of their time (i.e., at school) has been shown to improve access to care.

By ensuring good access to preventive health care, this project also contributes to ensuring that local young people are nurtured and encouraged to achieve their full potential.

Finally, the project enhances economic and social sustainability. By providing care for a younger population, our project stands "upstream" to support population health over the long term. When patients receive interventions early in life for conditions such as obesity, depression, anxiety, or PTSD, certain longer term and chronic conditions such as diabetes, tobacco use, opioid misuse, or cancers may be prevented later.

## **PROJECT MANAGEMENT**

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

Major and minor improvements are listed: Build wall to divide current conference room; Install new vinyl wood flooring; Install new doors and moldings; Retro fit LED lighting throughout; Perform basic reconfiguration of staff room; Apply interior paint; Upgrade front desk to include privacy paneling; Upgrade cabinet facings; Upgrade counters; Upgrade/replace furnishings and equipment; Add additional storage space; Add phone line and internet ports; Install permanently affixed equipment/plumbing (i.e., move an existing sink to a new location); Work outside the building apply fresh paint and trim; Add community artwork. The time schedule will begin when school gets out for the summer, and will be completed before classes resume. The hard deadline provided by our federal funder is 9/2020, but we anticipate wrapping the project up quickly.

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

Virginia Garcia has a successful history of expanding facilities to meet the increasing demand for services in our community. Within the past five years, we completed multiple construction, renovation and expansion projects. Most recently we completed a \$9.3 million improvement project of a 36,000 square-foot Beaverton Wellness Center. These projects involved planning, bidding and procurement, construction management and timely completion. As manager of this project, K. Marie Tyler brings 30 years of experience in law enforcement. As Chief Deputy at the Washington County Sheriff's Office, Tyler managed 200 staff and a budget of \$35 million. She oversaw a number of large projects from development to implementation, including two years on the transition team that planned the buildings for the current Sheriff's office and jail. In her tenure with us, Tyler served as program manager to oversee the build and transition into two of our SBHCs.

**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 requires coordination with the Forest Grove School District, Lifeworks Northwest (a key partner delivering mental health services at our clinics), and the federal funder. Both local partners have contributed a detailed, signed letter of support. The school district also signed a landlord letter of consent for the proposed work. Finally, the project manager partners with the public grants manager at Virginia Garcia to administer federal and other public grant funding.

**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

n/a

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Applications must be submitted by 5:00 pm, April 5, 2019, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

**COMMUNITY ENHANCEMENT PROJECT APPLICATION** **RECEIVED**

APR - 4 REC'D

Sponsor: Forest Grove ReStore Tax ID # 93-1078791  
 (N/A for City Board or Commission) BY: \_\_\_\_\_

Contact Person: Virginia Ohler Daytime Phone: 503-359-8459

Address: 3731 Pacific Avenue Email Address: executivedirector@westtualityhabitat.org

City: Forest Grove State: OR Zip: 97116

Signature: *Virginia Ohler*

**PROJECT INFORMATION**

**A. Project Title** **Amount Requested:**  
Forest Grove ReStore Covered Donation Intake Area \$ 10,000.00

**B. Mark all of the goals below which your project meets and explain how:**

✓	Goals	How project meets this goal (be clear & specific)
<input type="checkbox"/>	Improve the appearance or environmental quality of the community	
<input checked="" type="checkbox"/>	Reduce the amount or toxicity of waste	Increase rate of recycling by improving conditions at donation drop-off area.
<input checked="" type="checkbox"/>	Increase reuse and recycling opportunities	Increase # of days that goods can be safely and conveniently dropped off at donation intake area.
<input checked="" type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	Substantially improve the functionality, use and appearance of ReStore facility, operated by West Tuality Habitat for Humanity, a 501-c-3 charitable organization.
<input type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
<input type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	
<input checked="" type="checkbox"/>	Result in improvement in safety	Reduce incidences of slip-and-fall, reduce instances of cold-and hot-weather exposure for staff, shoppers.
<input checked="" type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	ReStore provides work and job-training for disabled persons, and makes items such as appliances available affordably to low-income households. Proceeds help fund affordable housing and home repairs for low-income, elderly and disabled.

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: 8-1-2019 Project Completion Date: 4-30-2020

- August - October: Request for design proposals and bids for construction.
- Nov-December: Review designs and bids.
- January: Selection of winning designs and proposals.
- February: Construction begins, weather dependent. 60 days to completion.

Funds will be used towards the design and construction of a covered donation drop off area, which will ensure the safety and well-being of staff, donors, and volunteers.

\*\*\*\*\*

A photo of ReStore crew taking a donation on a rainy day.

Please note their exposure to the elements. The puddle below would be a sheet of ice on a cold day. Customers don't enjoy being in the rain either, so this open situation causes steep declines in the numbers of donations brought in on cold, wet, or alternatively -- exceedingly hot -- days: approx. 25% of days open. Providing a covered donation drop-off area would result in dramatically larger amounts of goods being recycled.



**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

31,000

Who will benefit if this project is funded?

This directly affects approx. 31,000 donors who donate to ReStore ea year.

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

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

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

In 2017-18, \$5750 in CEP funds were awarded towards the purchase of the site. The purchase was completed, along with a series of immediate repairs required at the time of purchase, including new roof, new parking lot, and new HVAC system.

In the fiscal year just ended, ReStore served more than 30,000 shoppers, employed 14 staff persons, several hundred volunteers, and dozens of persons receiving disabled worker-training. There were ten vendors involved, employing dozens of employees and generating local work projects equaling more than \$198,000 in value. A tremendous ROI for the community!

## E. PROJECT BUDGET

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

Quotes from vendors plus previous experience.

### Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		6600.00*		
Supplies				
Capital	\$ 10,000.00	10000.00	10000.00	30000.00
Materials				
Other (please explain):				
* direct personnel costs only				
Total	\$ 10,000.00	\$ 16,600.00	\$ 10,000.00	\$ 30,000.00

Total Estimated Costs: \$ 66,600.00

% of Total Budget provided by Sponsor: 24.92%

### F. 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?

Additional grant requests are being submitted, according to various funders schedules; donations of inkind donations of labor and materials are being sought, ReStore operating surplus is being designated to the project. The RFP for proposals will additionally seek to reduce total costs through smart design.

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

This is a one-year request. The project is anticipated to be completed in one years' time.

### H. Explain 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 intended to have a broad definition under this program.

**Recycling:** ReStore is one of the major recycling centers in the community. Adding a covered donation intake area will increase the numbers of days, numbers of persons, and sizes of donations which can be processed. This should add about 20-25 tons of recycled material each year.

**Safety:** The current, open area makes for very harsh working conditions, including exposure to the elements, and working on wet or icy surfaces. Some volunteers refuse to work in the area. Creating a covered donation drop off area is absolutely crucial for ensuring the safety and well-being of staff, donors and volunteers.

**Upgrade Property:** Adding a covered donation drop-off area enhances the functionality, safety and beauty of the facility, which is located on a heavily-trafficked section of Pacific Avenue at the eastern entrance to the City, and is operated by a 501-c-3 charitable organization.

Proceeds from ReStore support the mission and activities of West Tuality Habitat for Humanity; primarily affordable housing and home repair for low-income, elderly, disabled and veterans.

## **PROJECT MANAGEMENT**

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

August - October: Request for design proposals and bids for construction.

Nov-December: Review designs and bids.

January: Selection of winning designs and proposals.

February: Construction begins, weather dependent. 60 days to completion.

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

The sponsor has more than 30 years' experience managing construction projects, grants, and restricted funds, including City CEP Grants.

The project budget above includes only direct costs for the project. There are no allowances made for general overhead, accounting, and other indirect costs, all of which are routinely covered by ordinary operating surplus.

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

Applications will be submitted to other funding organizations according to their individual application time-frames and deadlines. At least 25% of the project – more, if additional grant monies are not received – will be provided by operating surplus from the ReStore operation. Permits and etc. will be obtained as appropriate. All coordination and collaboration will be completed as needed to ensure timely completion of the project.

**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

The land is fully owned and operated by the Sponsor.

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**Applications must be submitted by 5:00 pm, April 5, 2019, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

**RECEIVED**  
APR - 4 REC'D

Sponsor: West Tuality Habitat for Humanity Tax ID # 93-1078791  
(N/A for City Board or Commission)

Contact Person: Virginia Ohler Daytime Phone: 503-359-8459

Address: PO Box 806 Email Address: executivedirector@westtualityhabitat.org

City: Forest Grove State: OR Zip: 97116

Signature: *Virginia Ohler*

**PROJECT INFORMATION**

**A. Project Title** **Amount Requested:**  
Home Preservation Program for Low-Income, Elderly, Disabled, Vets \$ 10,000.00

**B. Mark all of the goals below which your project meets and explain how:**

✓	Goals	How project meets this goal (be clear & specific)
<input checked="" type="checkbox"/>	Improve the appearance or environmental quality of the community	Fixing up homes improves their appearance, reducing the number of neighborhood eyesores.
<input type="checkbox"/>	Reduce the amount or toxicity of waste	
<input checked="" type="checkbox"/>	Increase reuse and recycling opportunities	Many projects include yard cleanup. Green fill is recycled. Actual waste matter is disposed appropriately.
<input type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
<input type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
<input type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	
<input checked="" type="checkbox"/>	Result in improvement in safety	
<input checked="" type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	The program serves low-income (80% or less of AMI, most are at or below 35% AMI), elderly, disabled and vets with much-needed repairs for safety, security and access.

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: 7-1-2019 Project Completion Date: 6-30-2020

The project will begin July 1, 2019 and go until it runs out of funds. The prime season for doing repairs is through October, but fall rains always trigger additional requests. Calls for wheelchair ramps and safety rails are year-round.

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

Who will benefit if this project is funded?

~50

This is for low-income, elderly, disabled and veteran homeowners under 80%ami

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

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

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

CEP graciously provided \$4775 towards infrastructure costs for the Kidd Court affordable homeownership project. The infrastructure was completed 9/4/2018 and turned out beautifully, including new paved streets, sidewalks, a storm-water catchment, and will produce 7 new homes. One home is complete and is generating property tax revenues. Three additional units will hit the tax rolls by end of 2019 or early 2020, with the remaining three units in close order soon after. Several staff persons, hundreds of volunteers, and a dozen vendors' employees were involved in the project, which will ultimately benefit seven families. All families housed via the Kidd Court affordable homeownership project are at or below 60% AMI. (Area Median Income as determined by HUD).

## E. PROJECT BUDGET

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

Based on previous projects.

### Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		19700.00		
Supplies				
Capital				
Materials	\$ 10,000.00			5000.00
Other (please explain):			5000.00	
Training Grant, InKind Materials				
<b>Total</b>	<b>\$ 10,000.00</b>	<b>\$ 19,700.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>

Total Estimated Costs: \$ 39,700.00

% of Total Budget provided by Sponsor: 49.62%

### F. 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?

Nearly all labor for the projects is provided by volunteers. Sponsor pays one staff person to run the program (intake, evaluation, project scope, quotes, permits, media, etc). Sponsor solicits inkind contributions of skilled labor and materials to the greatest extent possible. Each dollar you provide creates nearly \$4 in benefits: i.e. major and minor repairs.

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

The project will provide as many repairs in the next 12 months as can be funded. By matching your contribution with others and with inkind donations of material and skilled labor, each dollar of funding is stretched to provide \$4 or more in service deliveries.

### H. Explain 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 intended to have a broad definition under this program.

Forest Grove is primarily a residential community. People live here because it's a great place to live, raise a family, work, and retire. This program provides much-needed major and minor interior and exterior repairs for homeowners most in need of help. Although repair program guidelines allow for service to persons up to 80 % of AMI, 90% of those served are at or below 35% AMI: the neediest of the needy. They are elderly persons aging in place, low-income families, disabled persons, and vets. Keeping homes safe and free from neglect raises home values for all the homes in the neighborhood, as well as provides for additional safety and security of the persons living in the homes being served. Examples of prior repair projects include:

- \* A complete kitchen re-do which included replacing subflooring and flooring, all new appliances and countertops, new paint, new toilets, and yard cleanup.
- \* A new wheelchair ramp for a quadriplegic father of 5 who was unable to leave his home because his prior ramp had rotted away. We replaced his windows and painted the whole house too.
- \* New security fencing and exterior paint for a moderately mentally disabled homeowner.
- \* Numerous wheelchair ramps and grab bars.

This is sustainability at its core: sustainability of the households that comprise our city.

## **PROJECT MANAGEMENT**

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

There is a constant queue of jobs on any given day. When your funds are received, they will be matched up with any other funding received, stretched by use of in-kind donations of materials and skilled labor, and utilized by teams comprised almost wholly of volunteers. Services will be provided until funds run out. Actual out-of-pocket costs per job vary widely, from less than \$50 to \$5000 or more. City funds will be utilized to provide the greatest possible number of individual services to homeowners in Forest Grove. We anticipate an average cost per unit of approximately \$200. Since this is a Forest Grove City grant, no monies will be used for any jobs other than those for residents of the City of Forest Grove.

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

West Tuality Habitat for Humanity has more than 30 years' experience managing construction projects and grant funding.

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

Some projects require permits, for which we coordinate with the appropriate City departments. Most projects require coordination with volunteer groups, and some require coordinating various vendors of skilled services such as electrical or plumbing. West Tuality Habitat has 30 years' experience managing these collaborations and is highly adept at marshalling needed resources and coordinating timelines.

**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

Each owner is provided with a Scope of Work. Once the Scope of Work is agreed upon, work commences. West Tuality Habitat uses a sliding fee scale, based on each individual owner's ability to pay. Most homeowners who are at or below 35% of AMI pay nothing. Homeowners above 35% AMI pay for a portion of the service they receive. Fees received, if any, are recycled back into the program fund.

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**Applications must be submitted by 5:00 pm, April 5, 2019, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**



Sponsor: Forest Grove United Church of Christ Tax ID # 93-0419356  
 (N/A for City Board or Commission)  
 Contact Person: David Zaworski - Interim Pastor  
Michael Terhorst - Site Coordinator Daytime Phone: 503-357-9121  
 Address: P.O. Box 265 Email Address: ddzinterim@gmail.com  
MikeTESFGUCC@gmail.c  
 City: Forest Grove State: OR Zip: 97116

Signature: *Oliver Taylor* 4-4-2019

**PROJECT INFORMATION**

**A. Project Title** **Amount Requested:**  
Temporary Emergency Shelter (TES) Forest Grove UCC \$ 10,000.00

**B. Mark all of the goals below which your project meets and explain how:**

✓	Goals	How project meets this goal (be clear & specific)
<input checked="" type="checkbox"/>	Improve the appearance or environmental quality of the community	Providing proper receptacles and disposal of human and food waste, as well as indoor overnight shelter, reduces waste in public spaces and facilities supported by local government agencies.
<input checked="" type="checkbox"/>	Reduce the amount or toxicity of waste	Proper receptacles and the disposal of human waste reduces the presence of bio-hazards in the waste stream and public lands.
<input checked="" type="checkbox"/>	Increase reuse and recycling opportunities	100% reuse of linens and personal items donated by residents.
<input checked="" type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	Option: Providing the capital for commercial kitchen equipment upgrades the services available to guests and improves the safety of food provided. In lieu of using outdated commercial food services equipment)
<input checked="" type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	Providing regular overnight shelter for 4-5 months decreases the time individuals may have to spend camping on public lands, thereby preserving areas of wildlife, wetlands, forestlands and marine areas for a significant portion of the winter months.
<input checked="" type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	Shelter also reduces the time individuals spend camping on public lands improves access and appeal of recreational areas (i.e., B St. Trail, Gales Creek).
<input checked="" type="checkbox"/>	Result in improvement in safety	A safe place to sleep reduces the risk to personal health.
<input checked="" type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	Providing shelter and support to all people experiencing homelessness, notably families, seniors, and those experiencing a disability.

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: 7/1/19 Project Completion Date: 6/30/20

This project, in cooperation with other local shelters, ensure that for the months of November through March, there will be adequate emergency shelter coverage in western Washington County serving individuals and families experiencing homelessness—coordinated as part of the Washington County Severe Weather Shelter system. This network of shelters foster a safe and compassionate place to sleep and routinely provides: two hot meals, a safe and welcoming shelter, a sleeping mat with linens, social service referral support, exchange of clothing and basic necessities, bus tickets and more.

Washington County's Severe Weather Shelter (SWS) Response System, aimed to:

- Save lives during the winter through the basic needs of shelter and meals;
- Be a point-of-contact for referral to the homeless system – Community Connect; and
- Strengthen local community response to sheltering in the event of an emergency incident.

The CEP funds will be used as follows:

1. Part funding of Operations, Social Services, Scheduling, and Training Coordinator(s): responsible for planning, guest housing placement, recruitment, training, and supervision of over 130 registered volunteers and paid student staff at 1-2 local shelters = \$9000 . What this supports: 20 weeks of shelter, mid-November through the end of March and continuation of housing placement and planning when shelter is not in session.
2. Administrative support of shelter operations as a portion of grant funding = \$1000. What this supports: administrative services, supplies, repairs, and incidental operating costs.

In the 2018/2019 winter season, a CEP grant and other resources enabled the program to install a previously CEP funded washer and dryer and begin to reduce the cost of outsourcing laundry services and providing additional guest services. In addition CEP funds are being used to extend the services of our Operations Coordinator outside the traditional shelter season to provide otherwise unfunded support to guests seeking affordable housing and to organize and integrate combined services.

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

Who will benefit if this project is funded?

300

Approximately 150 people experiencing homelessness and 140 area volunteers

Has the sponsor received a Community Enhancement grant for this project in the past? Yes  
If so, amount received \$ 7800

Has the sponsor received a Community Enhancement grant for the current year? Yes  
If so, is the project completed? No, partially 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 CEP grant for the current year ensured adequate emergency shelter for individuals and families experiencing homelessness. The program provided life-safety for vulnerable people during the winter months, keeping people off the street and from sleeping outside of businesses and public spaces. The program benefits citizens within the Forest Grove UGB, caring for approximately 150 individuals (~30% local), served by 140 local volunteers (overwhelmingly from Forest Grove). The program inspires participation by local businesses through donations and fundraising that help to offset operational costs.

Current CEP funds that have not already been spent by shelter season debriefing are expected to be spent April through June, 2019, in staffing support of finding affordable housing for 18-19 season guests and in support of preparation for the coming season.

## E. PROJECT BUDGET

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

Previous project – 2017-18 season

### Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$ 9,000.00	20000 (staff)	(EHA)	80000
Supplies	\$ 1,000.00	3000		3500
Capital				
Materials		4000		5000
Other (please explain):			5000 (Run)	3000 (Trimet)
<b>Total</b>	<b>\$ 10,000.00</b>	<b>\$ 27,000.00</b>	<b>5,000</b>	<b>\$ 91,500.00</b>

Total Estimated Costs: \$ 133,500

% of Total Budget provided by Sponsor: 20.2 %

## F. 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?

Sponsor's share of personnel services is secured, including volunteers. "Other" funding for Pacific work study and supplies will be secured ahead of the 2019-20 shelter season (includes donations, fundraising, and other financial sources). A Trimet grant will be requested for bus passes. This project is dependent on the UCC TES securing a CEP grant.

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

The shelter project will be completed with the proposed funding. Additional funding will be necessary for future seasons in order to provide shelter for those experiencing homelessness.

## H. Explain 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 intended to have a broad definition under this program.

As the Forest Grove vision statement reflects, this is a friendly, twenty-first century, small, full service city and as such we have the compassion and fortitude to recognize that we are in need of services for those experiencing homelessness. Forest Grove is home to individuals, young people, families, and elder residents whom have been placed in positions of extreme poverty due to economic factors out of their control (housing costs and a livable wage). These community members are in need of emergency shelter while they receive basic support and advocacy to regain their independence. We provide services that meet the needs of all community members, ensuring that each resident, regardless of housing status, feels supported and cared for.

### GOAL 1: PROVIDE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS

Assisting all community members is essential to a thriving, sustainable economy. Shelter is a transitional service that provides for basic needs to those experiencing homelessness, conditions necessary for guests to work toward housing and employment (i.e., opportunity for social and economic mobility). They also reduce the environmental impact of homeless people camping without adequate facilities on surrounding forest lands and outdoor space.

### GOAL 2: MANAGE AN EFFECTIVE FINANCIAL PLAN TO PROVIDE QUALITY SERVICE LEVELS.

Local churches lead this effort so the City does not have to compromise city services.

## **PROJECT MANAGEMENT**

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

May: apply for Trimet fare relief program grant and Community Work Study Grant program  
August-September: interview and hire staff and work-study participants from Pacific University  
October: initiate food acquisition, meal planning and volunteer training  
November: execute operational tasks to open shelter  
April: shelter season debrief - best practices learned  
June: complete season's affordable housing placements

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

An experienced staff managed the two local shelters through the 2018-19 winter season; many of the same volunteers supported the 2017-18 season. We've partnered with Sunrise Forest Grove, now Old Town Forest Grove, who has been operating a similar shelter since 2016, and have operated the SWS, now the TES, shelter program since 2008. Both shelters have proven adept at recruiting volunteers and donations. Both shelters came together to raise funds, increase the level of services provided, and recruit exceptional volunteer support.

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

For several years, the shelter has coordinated with the Washington County's SWS Response System, Community Action, numerous departments at Pacific University, Oregon Food Bank, and other civic and non-profits groups. All organizations are committed to continue coordination to ensure temporary, low-barrier, emergency shelter continues into future seasons.

To note: Pacific University has in the last two seasons identified a social work student to serve in a case management role, assisting shelter guests with access to housing and social services.

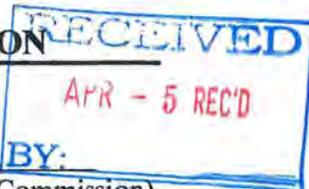
**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

The project has permission by the property owner to resume the program next season. We continue in the process of exploring alternative space options to host future shelter seasons.

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**Applications must be submitted by 5:00 pm, April 6, 2018, 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  
 (N/A for City Board or Commission)

Contact Person: Andrea Chunga-Celis Daytime Phone: [REDACTED]

Address: 2030 Main Street, Suite A Email Address: achungacelis@adelantemujeres.org

City: Forest Grove State: OR Zip: 97116

Signature: Andrea M. Chunga-Celis

**PROJECT INFORMATION**

**A. Project Title** **Amount Requested:**  
Adelante Mujeres' Cultural Service Center: Early Head Start Classrooms \$ 10,000.00

**B. Mark all of the goals below which your project meets and explain how:**

✓	Goals	How project meets this goal (be clear & specific)
<input checked="" type="checkbox"/>	Improve the appearance or environmental quality of the community	Staff exercise green workplace practices: energy conservation, water use, buying local foods for events, and recycling.
<input type="checkbox"/>	Reduce the amount or toxicity of waste	
<input checked="" type="checkbox"/>	Increase reuse and recycling opportunities	Staff are trained on workplace recycling of paper, glass, metals, packaging and other materials, the conservation of water at events, efforts to use non-toxic, natural materials, and energy conservation.
<input checked="" type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	We purchased our new building in April 2017. We are in the current phase to begin seismic upgrades that will build out our Early Childhood Education (ECE) and Adult Education classrooms, an outdoor playground, and a commercial kitchen. After our building is complete, the value of our building is estimated to be at \$1.5 million.
<input type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
<input checked="" type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	The Center will house the only state-certified Early Head Start classrooms for 68 children with an outdoor playground.
<input type="checkbox"/>	Result in improvement in safety	
<input checked="" type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	Adelante Mujeres successfully engages the low-income Latino and immigrant community by providing educational resources and serving as a forum for community advocacy.

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: 7/1/2019 Project Completion Date: 6/30/2020

Adelante Mujeres (Women Rise Up), purchased a new building to renovate, remodel, and create a center of empowerment and leadership for the Latino community in Forest Grove, Oregon. This unique combination of educational and microenterprise programming under one roof, to create a holistic wrap-around community center, will further our mission and organization by enabling us to offer high-quality direct services to Latina women and their families. At this moment in Forest Grove there is no certified Early Head Start (EHS) classrooms. In the state of Oregon, there are 26 Early Head Start programs. There is a lack of culturally-inclusive early childhood programs, and Adelante Mujeres is responding to this need. When children in poverty are 2.3 times more likely to suffer from three or more Adverse Childhood Experiences (ACEs), this hinders a community's overall growth and health. We are requesting an investment of \$10,000 to help us implement the first year of Adelante's Early Head Start programming with 3 classrooms to support 68 at-risk children and their families for a total of 176 unique Forest Grove residents. The full building will support over 3,000 participants through all Adelante's programming that is based in Forest Grove. When the City invests in its children it directly enhances its long-term sustainability.

Adelante's Early Childhood (ECE) Program, with its EHD classrooms, is eliminating the opportunity gap in kindergarten readiness and school success in Washington County, particularly with the Latino community who face higher socioeconomic and educational disparities. Adelante's EHS programming provides bilingual, culturally-responsive, center-based services in early learning, care, and enrichment experiences to children in an early care and education setting. Home-based services are provided through home visits to each enrolled child and family.

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

3,000

Who will benefit if this project is funded?

All Forest Grove residents with a focus on low-income Latino families.

Has the sponsor received a Community Enhancement grant for this project in the past? Yes  
If so, amount received \$ 13,675

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.

The amount of \$13,675 includes both our funding requests received for our Forest Grove Farmers Market (\$7,400) and Adelante's Cultural Center(\$6,275). For the Forest Grove Farmers Market, we finished a successful 2018 market season with an average of 3,142 weekly visitors. It was our longest outdoor season. Weekly visitors increased by 87 from last season. The Farmers Market continues to provide SNAP matching funds and incentives to our underserved community for fruits and vegetables. With our recent building purchase, we were able to provide public bathrooms for visitors in our new building during the market season and have sufficient space for all equipment and materials needed for each market day. Finally, the Cultural Service Center with the support from CEP, leveraged additional funding into the overall project goal and began seismic changes (the final construction costs) for Adelante's new facility. We have received \$2.47 million out of our \$3.25 million budget. CEP funds supported the timely construction goal of starting in summer 2018. Currently, Adelante's facility is set to be open by fall 2019.

## E. PROJECT BUDGET

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

Construction & Architecture team from Mike Purcell, E&M Constructors and SEA.

### Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital	10,000	2,475,177	764,823	
Materials				
Other (please explain):				
Total	10,000	2,475,177	764,823	\$ 0.00

Total Estimated Costs: \$3,250,000

% of Total Budget provided by Sponsor: 76%

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

In April 2017, Adelante Mujeres acquired a 17,000 square-foot building. As of March 29, 2018, we have secured \$2.47 million out of our \$3.25 million project budget. Primary sources of funding are the OCF, HEDCO Foundation, Meyer Memorial Trust, Murdock Charitable Trust, and the Ford Family Foundation, First Tech Credit Union, Comcast, Nike, and PGE.

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

The CEP funding opportunity will directly support the efforts to fulfill our goal to open Adelante's facility by the fall 2019 and implement Adelante's Early Head Start classrooms. Yet, our full Cultural Service Center will be completed by December 31, 2020, and this includes finishing all of our building payments.

### H. Explain 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 intended to have a broad definition under this program.

This project will directly enhance the sustainability of Forest Grove by 1) Providing a culturally-specific venue for our certified ECE classrooms; and 2) Supporting business and jobs for low-income Latino business owners that improve the livelihood of their families and the community.

**ECE Classrooms:** Our cultural center will provide a venue for Forest Grove's first certified Early Head Start classrooms and ensure low-income and migrant children, pre-natal through pre-kinder, have access to an equitable and bilingual learning model that prepares them for kindergarten.

**Career Readiness and Local Employment:** The career readiness components in Adelante's programming supports low-income families to seek enhanced employment opportunities. We take great pride in watching our participants become employees. Throughout the years, we have hired 17 of our past participants. The development of a fully-licensed, affordable, commercial kitchen will serve the labor and needs of local food-based businesses.

**Future Leaders, Parent Leaders:** Adelante's service center will provide a secure, vibrant place for education and civic engagement, rendering a new wave of leaders that accurately represent the community we live in. These leaders will promote and advocate for the needs of Forest Grove.

## **PROJECT MANAGEMENT**

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

We developed a two-phase plan to fund our Cultural Service Center: 1)Phase 1, which was successfully completed in April 2017, allowed us to make the down payment and pay for all inspections, fees, office moving expenses, and office upgrades; and 2) Phase 2 will provide funds to create ECE and Adult Education classrooms, outdoor playground, and a commercial kitchen. Funding from the CEP grant, will directly go into finalizing the Early Head Start classrooms and to opens its door to the community. The following timeline is scheduled:

1. Activity: Open for community members to register for stable, state-certified ECE and Adult education classrooms. Start Date: 8/1/2019. Completed by: 9/30/2019.

2. Activity: Implement first academic year for Adelante's Early Head Start Classrooms. Start Date: 9/30/19. Completed by: 6/30/20.

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

Adelante Mujeres has developed a solid reputation for delivering innovative, effective services to high-risk families, and for leading impactful systemic change efforts. In 2002, we began our organization in the living room of one of our co-founder's home with the first cohort of adult learners. Fifteen years later, we are successfully operating a total of seven programs and two collaborative initiatives with a staff of 62 (89% Latino) employees. We are grateful for the past funding received by CEP for our Forest Grove Farmers Market, Empresas Small Business, and the Chicas Youth Development Programs. Past projects greatly impacted Forest Grove participants and ensured their access to education and nutritional services. The completion of the Cultural Service Center is our next step to ensure ongoing and incoming participants a stable center for their socioeconomic and cultural needs.

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

This project is overseen by our Executive Director, Board of Directors and Project Steering Committee, which includes our construction and architecture team from Mike Purcell, E & M Constructors and Scott-Edwards Architecture (SEA).

**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

N/A.

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**Applications must be submitted by 5:00 pm, April 6, 2018, 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  
 (N/A for City Board or Commission)

Contact Person: Andrea Chunga-Celis Daytime Phone: 503-992-0078 x208

Address: 2030 Main St. Suite A Email Address: achungacelis@adelantemujeres.org

City: Forest Grove State: OR Zip: 97116

Signature: Andrea M. Chunga-Celis

**PROJECT INFORMATION**

**A. Project Title** **Amount Requested:**

Forest Grove Farmers Market \$ \$ 10,000.00

**B. Mark all of the goals below which your project meets and explain how:**

✓	Goals	How project meets this goal (be clear & specific)
<input checked="" type="checkbox"/>	Improve the appearance or environmental quality of the community	This weekly event draws people to the City of Forest Grove and provides a place of entertainment for residents and non-residents to enjoy, including music, food, and activities.
<input checked="" type="checkbox"/>	Reduce the amount or toxicity of waste	We have been successful in encouraging our vendors to minimize or offer no packaging when selling their goods.
<input checked="" type="checkbox"/>	Increase reuse and recycling opportunities	We offer recycling and compost stations at our Market Waste Center with directions on which items can be recycled. We provide outreach and information
<input type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
<input type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
<input checked="" type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	The market takes place on a public street & offers family-friendly activities and entertainment to the community, including music, children's activities, and events like Salsa Fest.
<input type="checkbox"/>	Result in improvement in safety	Provide an audience for public safety departments to connect with the community
<input type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	The market provides direct market access for low-income small business owners; access to healthy, locally-grown produce for the Forest Grove community; and matching incentives to low-income people

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: July 1, 2019 Project Completion Date: January 31, 2020

Adelante Mujeres launched the Forest Grove Farmers Market (FGFM) in 2005, in the heart of downtown Forest Grove. The mission of the FGFM is to strengthen our local food system, economic vitality, and community identity. We do this by providing access to fresh, local and artisan food products sold directly from the farmers and producers themselves. The FGFM also serves as a small business incubator and cultivates a space for sharing and celebrating cultural and community traditions. As one of the most diverse events in the area, the outdoor Farmers Market serves approximately 65 small businesses and attracts a weekly average of more than 3,000 visitors of all ages and demographics to share good food and engage with their community.

While the market serves all members of our community, it is especially a wonderful resource for our low-income neighbors. As the market has nearly doubled in the number of visitors in the past couple seasons, it is important that we continue to provide incentives and vouchers for our low-income residents to maintain a welcoming environment and ensure their health and wellness.

We are gratefully requesting \$10,000 to support the continued growth and quality appearance of the FGFM as it directly reflects on the appearance of Forest Grove. Support from the Forest Grove CEP will also help to ensure that our low-income neighbors have the support they need to maintain a healthy lifestyle. This ask includes incentives to be provided to our low-income residents for healthy food purchases at the Forest Grove Farmers Market. Specifically, the incentives would be used to match SNAP (Supplemental Nutrition Assistance Program), WIC (Women, Infants, and Children), and Senior Farm Direct Nutrition Program dollars spent at the market on healthy produce. It will also include replacement signage for the market, funding to support the healthy cooking demos, funding for the Market Sprouts kids club, funding for essential market supplies, musician stipends and funding for special event supplies such as the Salsa Fest, and the Farmers Market Birthday celebration.

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

Who will benefit if this project is funded?

4,000+

500 low-income families, 67 small business vendors, 4,000+ residents & visitors

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

If so, amount received \$ \$7,400.00

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.

The awarded \$7,400 was fully expended to provide SNAP and WIC matching dollars, successfully increasing access to fresh fruits and vegetables for approximately 200 low-income families totaling \$29,037 through the following nutrition initiatives:

- \$4,412 was spent at the Market using WIC vouchers,
- \$7,635 was spent at the market using SNAP
- \$6,296 was matched with Oregon Double Up Food Bucks
- \$992 was spent at the Market using Senior Farm Direct Nutrition Program
- \$5,404 was matched by Adelante Mujeres in vouchers for SNAP, WIC, Senior Farm Direct Nutrition Program, Market Sprouts Kids Club and to participants in Adult Education and Chicas Youth Development Programs
- \$4,298 was provided as vouchers to Produce Rx participants

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

Costs are based on past participation and projections on market improvement

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services	\$ 2,650.00	10000		35000
Supplies	\$ 2,000.00	5000		3000
Capital		8000		
Materials	\$ 2,350.00	553		200
Other (please explain):	\$ 3,000.00	6800	5000	11800
Music stipends and nutrition incentives				
<b>Total</b>	<b>\$ 10,000.00</b>	<b>\$ 30,353.00</b>	<b>\$ 5,000.00</b>	<b>\$ 50,000.00</b>

Total Estimated Costs: \$ 95,353.00

% of Total Budget provided by Sponsor: 31.83%

**F. 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 Farmers Market as Sponsor has secured funding from vendor booth fees (earned income) and foundation and government partners. We have confirmed funding for this project through the Tualatin Soil & Water Conservation District and Providence and we have a pending request to the Sweet Fund. These funds are to support personnel, supplies, materials, and incentives.

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

Each year we continue to expand our partnerships through foundation funding, individual and in-kind donations, and merchandise sells to support the increased demand for nutrition incentives and the ever-growing Farmers Market.

**H. Explain 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 intended to have a broad definition under this program.**

The Forest Grove Farmers Market aligns perfectly with City Council's first goal: to promote safe, livable, and sustainable neighborhoods and a prosperous, dynamic green city. The following activities demonstrate this alignment:

- We promote the health and well-being of families and children by providing access to fresh, healthy foods and fruit and vegetable vouchers for low-income community members.
- Provide nutrition education activities to children to promote long-term change in healthy lifestyle habits for the whole family.
- The Farmers Market is creating a strong and sustainable local food network, supporting 67 small businesses and increasing the economic vitality of the city.
- Last market season, our Waste Center offered reusable eatery to divert the following from the landfill: 3,599 plates, 2,768 napkins, and 742 forks.
- Offer a family-friendly event in the heart of downtown Forest Grove that provides entertainment, activities, and a space for cross-cultural exchange among the diverse members of our community.

## PROJECT MANAGEMENT

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

We anticipate distributing incentives at the start of the market season (May 1, 2019). Existing funding will cover these and other costs until CEP funds are announced and awarded. The timeline for project tasks include:

- April - Contact and outreach with WIC staff, Senior and Community Center Staff, and other Senior organizations, to promote programs.
- May – Match program begins with SNAP customers.
- June – Additional nutrition incentive programs begin for WIC & Senior FDNP customers. Special events and activities are provided.
- September – Necessary budgeted supplies and materials are purchased after CEP award notification.
- December – SNAP Match & other nutrition incentive programs conclude. January- Evaluation

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

Adelante Mujeres created and has been managing the Forest Grove Farmers Market since 2005. We have been fortunate to have received and managed CEP grants and associated projects since 2006. We have been distributing and tracking nutrition incentives and vouchers since 2009. Our Farmers Market Manager, Kaely Summers, has been coordinating market activities since 2011 and has provided all data and project outcomes tracking for the CEP Farmers Market grants since that time. She currently serves as the Chair for the Oregon Veggie Rx Coalition and serves on the Oregon Farmers Market Association Board of Directors.

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

We will continue to work with Washington County's Services offices such as DHS, WIC, FG Senior and Community Center, Ride Connection and the office of Aging and Veteran Services in order to promote and outreach services for the market to disadvantaged populations. Virginia Garcia Memorial Health Center continues as a collaborative partner to help identify and recommend low-income community members with nutrition-related illnesses to participate in our Produce Rx Program that promotes healthy lifestyles. Additional partnership and collaboration for the upcoming market season has already begun.

**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

N/A

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**Applications must be submitted by 5:00 pm, April 5, 2019, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**



Sponsor: FG Holiday Display Team/FG/C Chamber of Commerce

Tax ID # 93-0420710  
(N/A for City Board or Commission)

Contact Person: Mary Jo Morelli  
C/O FG/C Chamber of Commerce

Daytime Phone: [REDACTED]

Address: 2417 Pacific Ave

Email Address: om

City: Forest Grove State: OR Zip: 97116

Signature: *Mary Jo Morelli*

**PROJECT INFORMATION**

**A. Project Title**

**Amount Requested:**

Winter Holiday Lighting Expansion

\$ 10,000

**B. Mark all of the goals below which your project meets and explain how:**

<input checked="" type="checkbox"/>	<b>Goals</b>	<b>How project meets this goal (be clear &amp; specific)</b>
<input checked="" type="checkbox"/>	Improve the appearance or environmental quality of the community	The snow flake pole lights add brightness to the downtown during dark winter months & brightening winter street scapes.
<input type="checkbox"/>	Reduce the amount or toxicity of waste	
<input checked="" type="checkbox"/>	Increase reuse and recycling opportunities	All lights are LED assuring longevity and minimizing electrical costs.
<input type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
<input type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
<input type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	
<input type="checkbox"/>	Result in improvement in safety	
<input checked="" type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	Community appreciation is enhanced with lighting and draws people to the downtown.

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: August 2019 Project Completion Date: November 25

A multi year plan has been implemented to gradually change out and revitalize the downtown decorations. The LED snow flake pole lights are a festive feature during the holiday season and into the darkest months of winter. With expansion in the downtown business area, the additional feature of snowflake lights honors all traditions and can stay up longer than the previous scroll and bell pole lights. The traditional scroll & bell lights will continue to enhance an expanded area of the 19th & Pacific Avenue corridor.

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

Entire community

Who will benefit if this project is funded?

Has the sponsor received a Community Enhancement grant for this project in the past? Yes  
If so, amount received \$ 4,416

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.  
The current year grant funds contributed to a festive holiday season and stayed lighted into the darkest months of winter. The impact was noted and appreciation expressed throughout the community. The lights went up as scheduled and the total funds received were used.

20 snow-flake pole lights decorations were purchased for the downtown core and a new 4 ft. 3 dimensional star for a community tree was purchased. Existing light strand repairs and bulb replacement was done for community tree lights.

**E. PROJECT BUDGET**

How were these costs estimated (quotes, catalog, previous projects, etc.)?  
 Quotes for lift rentals and cost estimates are based on previous year costs.

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services		\$ 800		
Supplies		\$ 200		
Capital	\$10,000		\$2,700	
Materials				\$ 800
Other (please explain):				
<b>Total</b>	<b>\$10,000</b>	<b>\$1,000</b>	<b>\$2,700</b>	<b>\$ 800</b>

Total Estimated Costs: \$14,500

% of Total Budget provided by Sponsor: 24%

**F. 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. Collaboration with the Chamber of Commerce, the FG Senior and Community Center and FG Light & Power are ongoing.

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

This is a progressive plan that will require updating as the community changes and some light replacement is always needed to keep decorations looking fresh. As a full service city, we to expand community appeal throughout the year.

**H. Explain 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 intended to have a broad definition under this program.**

The LED lights have been a big success for resource conservation. Whenever possible local businesses are utilized to accomplish our committee projects.

## **PROJECT MANAGEMENT**

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

Order additional snowflake pole lights in July - August to optimize the timing for lighting to go up the week after Thanksgiving.

Schedule time to evaluate tree lighting and components for smooth operation.

Plan event for lighting of tree at the FGSCC and coordinate all participants for the lighting on Friday, Nov. 29.

Schedule for Installation and removal of all pole decorations with removal of snowflake pole lights near the end of February. We coordinate with City Light & Power when lights come down each year to know what maintenance is required on current decorations.

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

This committee has been together for at least 20 years and has the ability to perform the required tasks. Members have high standards and can depend upon one another to accomplish the work to be done.

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

Yes, meetings are held throughout the year for coordination of all facets of the project.

FG Light & Power

Decorators

FG Senior & Community Center

Volunteers

**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

City property involved are the light poles. The tree is on City property at the FG/SCC.

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**Applications must be submitted by 5:00 pm, April 5, 2019, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

**RECEIVED**  
APR - 5 REC'D  
BY: \_\_\_\_\_

Sponsor: Forest Grove Elks #2440 Tax ID # 93- 0582827  
(N/A for City Board or Commission)

Contact Person: Alice Custodio Daytime Phone: [REDACTED]

Address: PO Box 624 Email Address: [REDACTED]

City: Forest Grove State: Or Zip: 97116

Signature: *Alice M. Custodio 4/5/19*

**PROJECT INFORMATION**

**A. Project Title** **Amount Requested:**  
Veteran's Independence Project \$ 7,500.00

**B. Mark all of the goals below which your project meets and explain how:**

✓	Goals	How project meets this goal (be clear & specific)
<input type="checkbox"/>	Improve the appearance or environmental quality of the community	
<input type="checkbox"/>	Reduce the amount or toxicity of waste	
<input type="checkbox"/>	Increase reuse and recycling opportunities	
<input type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
<input type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
<input type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	
<input type="checkbox"/>	Result in improvement in safety	
<input checked="" type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	Makes opportunities available to sustain support in home repairs, food needs and health provisions. Through home repairs, supplying food if necessary or providing accessibility due to health change.

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: August 20, 20 Project Completion Date: June 8, 2020

There are several Veterans in Forest Grove who are on fixed incomes and even though they own their own home or are renting, issues arise that need repairs. A washing machine may break, a furnace may fail, a veteran may just be moving into housing when he was originally homeless and may need some supplies to cook with, sit on or sleep on. We would like to help provide that assistance. We started this project last year and have found that veteran's are very proud people and it takes some convincing that if they cannot afford a repair or replacement, that there is help out there. We have also found that the assistance that is needed is more in the \$500. to \$1000.00 range, thereby costing more money and helping fewer people.

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

Who will benefit if this project is funded?

10

This is a project for Veterans in Forest Grove

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

If so, amount received \$ 6,050.00

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

If so, is the project completed? No, partially 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.

It has taken a while for us to reach the veteran's in need. So far we have completed a project for a veteran's Electric Bill, we have helped purchase a new washing machine for a Veteran who is filing disability and just recently lost his wife. We have helped with the repairs of a Furnace of a Veteran in his eighties who's heating quit in the midst of winter. We have 3 more that we are actively working to help complete. So at the moment we will complete at least 6 projects. We hope to end at about 8 veterans. The average repair/replace is about \$800.00 per veteran. Some higher, some lower.

## E. PROJECT BUDGET

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

We received price quotes for repairs/ searched for best prices for replacement.

### **Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services	\$ 3,000.00			
Supplies	\$ 2,000.00	500.00		
Capital	\$ 1,000.00	250.00		
Materials	\$ 1,500.00	250.00		
Other (please explain):				
<b>Total</b>	<b>\$ 7,500.00</b>	<b>\$ 1,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Total Estimated Costs: \$ 8,500.00

% of Total Budget provided by Sponsor: 11.76%

### **F. 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 a Freedom Grant from the Elks National Foundation that has \$500.00 written in and a \$200.00 grant portion from the Beacon Grant also from the Elks National Foundation. The remaining is donations to our Veteran's restricted fund and can only be used for Veteran's Projects. We also feed veteran's 5 days a week, which is not included in this grant request.

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

We would like to make this project a sustainable project. At this point we do not know if we will need future funding. We are getting more responses from our community. There are other organizations who do some similar assistance. We hope to partner with them to increase visibility

### **H. Explain 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 intended to have a broad definition under this program.**

Veteran's have served their country and now that they are home, some have gotten older and due to past service related injuries have a fixed income through disability or retirement. We need to protect the people who protected our freedom. Forest Grove is a Purple Heart City. We need to fight for our veteran's with our hearts and donations the way they fought to keep us free. I think the City Council feels the same way or they would have not become a Purple heart city.

## **PROJECT MANAGEMENT**

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

Once we have identified the individuals that need assistance, we need to find among our members who is qualified to help in certain fields. Get estimates on the needed repairs. See if permits are needed, get approval from the proper sources and inspectors. We hope to do 1 project every 5-6 weeks.

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

This year we had high hopes of helping more veterans, but several who needed help were resistant to asking for help. It generally can to us via a friend or relative that was concerned. Our number 1 goal is to make sure that the veteran has the necessities to live. Rent, Utilities, Food have all gone up much faster that cost of living allowances. We are another organization who feel we need to help in this area.

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

We are hoping to work with Restore in Forest Grove and also Old Town Church to maximize the assistance that we can give. We have supported efforts by Restore and Old Town church and they are open to assisting when possible. We have not completed the coordination as of yet.

**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

The public benefit would be knowing that we helped a veteran. That veteran would be the landowner who gave us permission to do the project. I believe the Community would be proud that we helped veterans who are part of our community.

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**Applications must be submitted by 5:00 pm, April 5, 2019, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

## COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: Ken Cobleigh Daytime Phone: [REDACTED]

Address: City Hall Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Kenneth A Cobleigh  
Digitally signed by Kenneth A Cobleigh  
 Date: 2018.12.21 15:21:24 -08'00'

### PROJECT INFORMATION

**A. Project Title** **Amount Requested:**

Collaborative Sustainable Community (Mini-Grant Program 2019-2020) \$ \$ 10,000.00

**B. Mark all of the goals below which your project meets and explain how:**

✓	Goals	How project meets this goal (be clear & specific)
<input checked="" type="checkbox"/>	Improve the appearance or environmental quality of the community	Inspire and facilitate community efforts toward environmental innovation & advocacy
<input checked="" type="checkbox"/>	Reduce the amount or toxicity of waste	Support efforts to reduce materials in our waste stream
<input checked="" type="checkbox"/>	Increase reuse and recycling opportunities	Support efforts to increase recyclable materials and reuse
<input checked="" type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	Support efforts to enhance and upgrade real property, e.g. bike cover at Pac U.
<input checked="" type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	Provide for "hands on" experiences and developing an understanding of environmental conservation and sustainable practices - (e.g. wetland protection, local food systems).
<input checked="" type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	Cultivate deeper connections to community assets - (e.g., Nana Cardoons Farm, Fern Hill Wetlands)
<input checked="" type="checkbox"/>	Result in improvement in safety	Provide safe transportation to project locations
<input checked="" type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	Promote civic engagement, accessibility for the disabled, and educational projects for youth.

**C. Brief Project Description and Explanation of how the CEP funds will be used:**

**Proposed schedule:** Project Start Date: July 2019 Project Completion Date: June 2020

The Mini-Grant Program, sponsored by the Sustainability Commission, provides seed money to local organizations offering sustainability projects addressing equity, economic, and/or environmental issues in Forest Grove at no charge to the community. The program is a year-round application process that improves the access and reach of CEP dollars to groups who would not otherwise participate, and adheres to the same eligibility criteria (goals) established by the CEPC for its annual process. These funds prove to be an exponent to buoy sustainability oriented projects that need equipment, resources, transportation and access.

Preference is given to groups:

- o Benefiting under-served populations, including children, seniors, and low-income persons.
- o Providing a substantial in-kind contribution; volunteer support and/or donation of goods and services.
- o Demonstrating reuse, re-purpose, recycled or local materials
- o Activities consistent with the Sustainability Commission's Action Plan

The program is administered by the commission with staff oversight, and ensures projects are planned, funded and fulfilled within the fiscal year cycle. The goal is to achieve a >50% match from sponsors + others. The process includes the following audit trail: 1) a mini-grant application; 2) approval - copy of the meeting minutes - when the mini-grant was approved or an award letter from the staff liaison; 3) the award noted in the Commission's finance report; 4) a completed Report Summary from applicant when project is finished; 5) a copy of sponsor's request for reimbursement of funds; and 6) transaction noted in Commission's and Finance Department's finance report as Paid.

**D. Estimate how many Forest Grove residents will benefit if this project is funded.**

10,000+

Who will benefit if this project is funded?

The entire community has opportunity; students & under-represented persons

Has the sponsor received a Community Enhancement grant for this project in the past? Yes  
If so, amount received \$ 20,682.00

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

2018-19 project is on track to complete by end of June - ALL FUNDS ALLOCATED AS OF 3/28/19. (8 - \$500 grants issued (7 FOR \$500 each and the last for \$476).

Projects have benefited thousands of Forest Grove's residents, including students attending FGSD, FGCS, ALCEA and Roots & Shoots, the Farmer's Market and participating residents. 8 organizations and non-profits were directly involved and authored the projects - returned an in-kind value well in excess of our 50% target, 81.4% to be exact.

Historical CEP grants received: \$3976 (FY 2018-2019); \$5607 (FY 2017-18); \$6175 (FY 2016-17); \$4924 (FY 2015-16)

**E. PROJECT BUDGET**

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

Based on the 2018-2019 program, an 81.4% ROI was achieved. ran out of \$ early

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services		2813		
Supplies				
Capital				
Materials	\$ 3,976.00	8982		
Other (please explain):		5600		
<small>Other=rent insurance, in kind contributions , transportation</small>				
<b>Total</b>	<b>\$ 3,976.00</b>	<b>\$ 17,395.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Total Estimated Costs: \$ 21,371.00

% of Total Budget provided by Sponsor: 81.40%

**F. 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. Organizations apply for grants when they have the financial means to cover the remaining 50% or greater. Sponsors secure funding, to include other public agencies and in-kind donations, committed through the mini-grant application process.

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

Yes. Projects awarded with mini-grants will be completed during the next fiscal year. Future funding may be requested to expand current projects and/or initiate new projects.

**H. Explain 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 intended to have a broad definition under this program.**

Prospective projects will support the city's vision of "supporting a community that nurtures our youth, educates all residents", and will buoy the city's first goal: "Promote safe, livable and sustainable neighborhoods and a prosperous dynamic green city." Projects cultivate a safe, livable, and sustainable community, with the opportunity for long term social, economic and environmental benefits.

The community has opportunities to develop an understanding of plant growth, harvest, processing, preservation, and preparation, developing deeper connections to our community and its assets. Example: local non-profits and students learn from natural processes to design sustainable systems - e.g., hands-on learning around natural water treatment and science investigation, and sustainable agriculture practices.

## **PROJECT MANAGEMENT**

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

The Commission advertises the grant program in local newspapers and utility bill insert, and through direct engagement with local non-profits and schools informing them about grant funding available. Individual mini-grant applications include tasks and a project timeline. The Commission assists organizations through the application process and participates in the projects (where possible). The grant cycle runs from July 1 through the following June 30, as long as funds are available. The Commission will obtain proposals and award mini-grants based on CEPC criteria. Each sponsor will complete an individual project report, and a final report will be provided to the CEPC.

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

The Sustainability Commission was awarded two CEP grants for FY 2017-18 and FY 2016-17, and four for FY2015-16: administered 28 projects over two years as part of a mini-grant program, a bicycle use program, community gardens project (School Gardens), five school teacher sponsored projects in a second grant (Sustainable Schools), a multi-faceted project to enhance the Farmer's Market (Don't Waste Food Dude), and a grant for the purchase of reusable bags to compliment a proposed plastic bag ban ordinance.

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

In 2017/2018 over 10 non-profits and schools authored the majority of the projects & coordinated with other local organizations. Specific organizations and individuals that have committed involvement to ensure the Commission's success include the Committee for Community Involvement, Dairy Creek Community Food Web, Eden Acres, Pacific University, Adelante Mujeres, Forest Grove School District and others.

**D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.**

N/A

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**Applications must be submitted by 5:00 pm, April 6, 2018, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**