

**EMERGENCY COVID ASSISTANCE GRANT APPLICATION**

Sponsor: Forest Grove Foundation/Winter Shelter Tax ID # 93-1140249  
 (N/A for City Board or Commission)  
 Contact Person: Celeste Goulding Daytime Phone: 541-788-8385  
 Address: 2417 Pacific Ave Email Address: celeste.goulding@gmail.com  
 City: Forest Grove State: OR Zip: 97116

Signature: 

**PROJECT INFORMATION**

**A. Project Title** **Amount Requested:**  
COVID-19 Community Response Plan \$ \$ 25,000.00

**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   | Assist with coordinating garbage, restrooms, and handwashing stations for unsheltered homeless.                     |
| <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 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 support so that people camping don't leave as much of an impact, or go as deep into our natural wilderness. |
| <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 spread of COVID-19 and suffering from the pandemic   |
| <input checked="" type="checkbox"/> | Benefit youth, seniors, low income persons and/or underserved populations.   | Allow people to shelter in place regardless of income or housing status, providing free meals and basic supplies.   |

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

The ongoing housing crisis has caused an unprecedented number of adults, families, and unaccompanied youth to be houseless in our communities of Forest Grove and Cornelius. The Winter Shelter of Forest Grove and Cornelius--shut down March 16th, two weeks early--was averaging 30 adults per night for the 68 nights we were open. We know that this virus is here, Washington County having the highest infection rate in Oregon, and that the best practice for flattening the curve is to allow for sheltering in place. For those that are houseless this is an impossible request, without immediately providing a substantial increase in services at a local level.

As the COVID19 crisis continues, we need to make sure there is local access to critical services. This project provides a sustained connection point for houseless and at-risk populations that does not currently exist. A rapid response team of staff more effectively serve vulnerable populations sheltering in place. It also allows volunteers, donations and resources to be inventoried and distributed as a coordinated effort, reducing both points of contact and confusion. This model is proven regionally and nationally, and we have experienced professionals and volunteers in our community who can be mobilized, if the financial resources are made available.

The services provided through this project are vital to the health and well being of our community and will increase infection-prevention measures. There are no other services available in Forest Grove or the surrounding area. This is an unprecedented humanitarian crisis that warrants an innovative response by elected officials.

This Project has two objectives.

1. To allow as many people in the area of Forest Grove experiencing homelessness to shelter in place, or travel as little as possible to meet their basic needs for the duration of the COVID-19 Pandemic, as judged by Federal, State, and County recommendations.
2. To allow as many people in the area of Forest Grove experiencing housing insecurity, or that are homebound due to COVID-19 restrictions are able to meet their basic needs, while adhering as strictly as possible to the "shelter in place" recommendation.

Our Methods of service delivery would be via walk-up/drive-up Service Stations and providing Outreach

Service Station (2):

Bilingual, To-Go meal, grocery service and pharmacy pickup and delivery, hygiene and other survival items as available/requested, outdoor garbage receptacles, hand washing stations and restrooms for unhoused to access 24/7, charging stations (access to outlets to charge phones and other electronics) Wi-Fi Hot-Spot -- Open Internet

Outreach:

Houseless individuals in camps or public spaces  
Delivering Meals and Supplies to camp(s)  
Distributing accurate information regarding the virus, prevention, and reporting.  
Coordinating with other local programs-- Open Door, Community Action Organization, Luke-Dorf, Hawthorne Walk-in Center, and EMO.

Homebound individuals--This is related to our secondary objective and is capacity pending

Delivering meals, groceries/food boxes and medicine drop-off.  
Distributing accurate information regarding the virus, prevention, and reporting.  
Coordinating with other local programs-- MOWP, Senior Center, etc.

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

Who will benefit if this project is funded? 22,000+

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Every single resident of Forest Grove, and every city on the 57 bus line.

## E. PROJECT BUDGET

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

Based on Shelter costs and previous projects

### Breakdown estimated costs by source:

|                         | <b>COVID</b> | <b>Sponsor</b> | <b>Other #1</b> | <b>Other #2</b> |
|-------------------------|--------------|----------------|-----------------|-----------------|
| Personnel Services      | \$ 16,000.00 |                | 20000           |                 |
| Supplies                | \$ 6,800.00  |                | 10000           |                 |
| Capital                 |              |                |                 |                 |
| Materials               | \$ 2,200.00  |                | 5000            |                 |
| Other (please explain): |              | In Kind 20000  |                 |                 |
|                         |              |                |                 |                 |
| Total                   | \$ 25,000.00 | \$ 20,000.00   | \$ 35,000.00    | \$ 0.00         |

Total Estimated Costs: \$ 80,000.00

% of Total Budget provided by Sponsor: 25.00%

## **PROJECT MANAGEMENT**

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

Please see the supplementary document "Anticipated Timeline" for details.

1. Inventory shelter supplies, discuss available inventory with Nana Cardoon, and local restaurants, Oregon Food Bank, clothing closets (Closet Green and GG's House).
2. Have event tents placed (Centro Cultural, place TBA in Forest Grove), hire in staff (utilizing laid-off nonprofit and restaurant workers), stage supplies (Centro & UCC) to begin grocery and hygiene item "shopping" based on request. Limited supplies will be available grab-and-go from the tents. But to reduce desire to congregate as much as is possible will be done on request remotely and then for pick up at the tents.

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

Winter Shelter of Forest Grove and Cornelius has been a recipient of CEP grants since 2015, under the name Temporary Emergency Shelter. We have been judiciously leveraging local resources to provide the only available seasonal shelter locally. This last year Nana Cardoon applied for a CEP grant to partner with Winter Shelter, due to that grant being awarded we were able to partner with Nana Cardoon and Centro Cultural to begin a meal service that provided kitchen training to youth and nutritious meals to our shelter. This trifecta will continue in response to COVID-19. By utilizing the fiscal sponsorship of the Forest Grove Foundation this response plan will rely on the same staff and infrastructure that Winter Shelter has successfully operated under in its current form for the last two years.

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

Sponsors of this program are already administering a Western Washington County Emergency Response Taskforce (ERT), with participation from City staff and the mayor. The City of Cornelius and local nonprofits also have participated in developing strategies. Open Door, Centro Cultural, Nana Cardoon, Forest Grove United Church of Christ, and Emanuel Lutheran Church all have voiced support with either access to meal prep/distribution space or for supplies storage. The Washington County Emergency Management Office (EMO) has already taken many steps, and is working to provide resources county-wide, as they become available.

**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.**

We already have permission to set up an event tent in the parking lot of Centro Cultural for one Service Site, as well as to use their kitchen for meal preparation. Supplies relevant to COVID-19 response distribution will be moved from Emanuel Lutheran to Centro for the duration of this project. United Church of Christ will function as the supply hub for Forest Grove, accessible space for a tent to serve as the Service Site has yet to be confirmed. Could potentially be in UCC lawn if a more ideal location can't be secured. Conversation happened with Pacific University currently for use of tent and space.

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**Applications must be submitted by 5:00 pm, April 7, 2020, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**