



Malynda Wenzl, Mayor

Timothy A. Rippe, Council President
Donna Gustafson, Councilor
Michael Marshall, Councilor

Karen Martinez, Councilor
Elena Uhing, Councilor
Mariana Valenzuela, Councilor

[TVCTV Livestream](#)
[Zoom Webinar](#) Meeting ID: 850 7572 2488 Passcode: 97116

CITY COUNCIL WORK SESSION

No public comment will be taken. The Council will take no formal action.

5:00 Community Enhancement Program Committee

Staff: Paul Downey, Assistant City Manager/Finance Director

CITY COUNCIL MEETING

A. 7:00 Call to Order

1. Roll Call
2. Land Acknowledgement
3. Pledge of Allegiance

B. Public Comment: Time provided for anyone wishing to speak to City Council on an item not on the agenda or on the agenda but not scheduled for a public hearing. Comments are limited to 2 minutes unless additional time is granted by the Presiding Officer. The public comment period shall not exceed 30 minutes unless a majority of Councilors present vote to extend the time. Zoom attendees may use the "Raise Hand" option to be called on.

1. Written Public Comment

C. Consent Agenda: Items under the Consent Agenda are considered routine and will all be adopted with a single motion, without separate discussion. Councilors who wish to remove an item from the Consent Agenda may do so prior to the motion. Any item(s) removed will be discussed and acted upon following the approval of the remaining item(s).

1. Approve Annual Liquor License Renewal
2. Approve P&R Commission Minutes of 1.17.2024

3. Approve P&R Commission Minutes of 2.21.2024
4. Approve P&R Commission Minutes of 3.20.2024
5. Approve P&R Commission Minutes of 4.17.2024
6. Tourism Event Sponsorship Awards
7. Tourism Capital Grant Program Awards

D. Additions/Deletions

1. City Manager
2. Proposed by Councilors

E. Presentations: The Council will hold questions until the end of each presentation. A two-minute reminder will be given to the presenter to conclude remarks.

1. 7:15 Emergency Operations Plan Project
Staff: Stacy Burr, Consultant

F. 7:30 Council Communications:

1. Councilor Reports
 - a. Timothy A. Rippe (EDC, RWPC, TVHSC, Chamber of Commerce)
 - b. Donna Gustafson (PAC, JWC)
 - c. Michael Marshall (CFC, P&R, CCESC)
 - d. Karen Martinez (FGRFPD, SCC, WCCCA)
 - e. Elena Uhing (CCE, FGSCC)
 - f. Mariana Valenzuela (LC, CDBGPAD)
2. City Manager's Report
3. Mayor's Report (HLB, WCCC, R1ACT, MMC, WCC&MG, WCMG, MYAC)

G. 7:55 Adjournment

CITY COUNCIL WORK SESSION

No public comment will be taken. The Council will take no formal action.

8:00 Charter Review

Staff: Ashley Driscoll, City Attorney

EXECUTIVE SESSION

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC. No formal decisions or actions will be taken. Representatives of the news media may attend, but may not disclose any information discussed. News media representatives can request a link to attend via Zoom by emailing the City Recorder's Office at: mwoods@forestgrove-or.gov

8:30 City Council will convene to hold an executive session: ORS 192.660(2)(l) to review and evaluate the employment-related performance of the City Manager.

Staff: Ashley Driscoll, City Attorney

Americans with Disabilities Act (ADA) Notice: The City of Forest Grove will make reasonable accommodations for participation in the meeting. Requests for assistance can be made by contacting the City Recorder's Office, 503-992-3235, mwoods@forestgrove-or.gov, at least 48-hours in advance of the meeting.



COMMUNITY ENHANCEMENT PROGRAM (CEP) COMMITTEE MEETING

FY 2024-25 GRANT
PRESENTATIONS AND
AWARDS

Paul Downey, ACM / Finance
Director

Tuesday, May 28, 2024

Purpose of Meeting

- Hear presentations for the Community Impact Grant (CIG) applications
- Deliberate and award one CIG
- Hear presentations for the Community Enhancement Program (CEP) applications
- Some applicants applied for both CIG and CEP for the same project. If an applicant receives the CIG, then that applicant does not qualify for the CEP grant as an applicant can only receive one grant.
- Award the CEP grant(s).

General Information

- For FY 24-25, the budget for all grants was \$80,000. It should have been \$90,000 as the grants available to be awarded were:
 - 1) one three-year \$40,000 per year CIG grant
 - 2) one one-year CEP grant of \$20,000
 - 3) two one-year CEP grants of \$10,000
 - 4) two one-year CEP grants of \$5,000
- If FY 24-25 revenue projections are accurate, the City will have about \$80,000 in unallocated CEP funding available on June 30, 2025. This amount is in addition to the \$80,000 budgeted above.
- This balance is due largely to the FY 24-25 Community Impact Fee (CIF) that is being collected at the transfer station and the anticipated return of the FY 23-24 CIG as it does not appear the grant will be spent

General Information

- There are nine applications for the CIG.
- There are nine applications for the CEP grant. All applications are for the \$20,000 CEP grant. Four of them are “back-up” applications in the event the applicant is not awarded the CIG, they would like to be considered for the \$20,000 CEP grant. The applicants are not asking for both grants.
- No applications were received for the \$10,000 or \$5,000 grants.

General Information

- Each applicant has up to 6 minutes for their presentation, including questions from the committee.
 - The applicants have been asked to focus on the central points of their applications.
 - The four applicants that have applied for CIG and CEP grants for the same purpose are limited to one presentation for both.
 - There is funding in the budget for the committee to allow for the award of two
- 5 \$20,000 grants as there are no applications

Community Impact and Enhancement Grants Presentations

5:00 Call to Order/Staff briefing

CIG Presentations

5:10 Adelante Mujeres

5:16 Forest Grove Youth LaCrosse

5:22 Hope Community Network

5:28 City Club of Forest Grove

5:34 Lo Nuestro Folklore of Washington County

CIG/CEP Presentations

5:40 Family Justice Center of Washington County

5:46 Forest Grove/Cornelius Chamber

5:52 Forest Grove Elks Lodge #2440

5:58 WashCo Bikes

6:04 CIG Deliberations and award

CEP Presentations

6:20 Hope Community Network

6:26 Forest Grove High School

6:32 Friends of Historic Forest Grove

6:38 Forest Grove Recovery Club

6:44 Forest Grove Senior Center

6:50 CEP Deliberations and awards

Print

2024-25 Community Impact Grant Application - Submission #332

Date Submitted: 4/30/2024

Date*

4/30/2024

Organization Name*

Adelante Mujeres

Address*

2030 Main Street, Suite A

City*

Forest Grove

State

OR

Zip Code

97116

Mailing Address*

2030 Main Street, Suite A

City *

Forest Grove

State*

OR

Zip Code*

97116

Person Authorized to Sign Contract*

Bridget Cooke

Title*

Executive Director

Contact Person *

Bailey Matlock

Phone Number*

5039920078

Email Address*

bmatlock@adelantemujeres.org

Agency Mission Statement*

Adelante Mujeres' mission is to provide education and empowerment opportunities to Latine women and their families to ensure full participation and active leadership in the community.

Agency Fiscal Year End*

6/30/2024

Agency Federal Tax ID (EIN)##

03-0473181

Application Questionnaire**Project/Program Title***

Living Legacy: Adelante Mujeres' Farmers Markets for Kids

Is this a new project or an existing project? *

☒ Yes

☐ No

Describe your proposed project or program in detail and specifically indicate how it will address a priority area of community concern in Forest Grove.*

Adelante Mujeres is a community-based non-profit located in Forest Grove, Oregon, whose mission is to provide education and empowerment opportunities to Latine women and their families to ensure full participation and active leadership in the community.

With Community Impact Funds, Adelante Mujeres will build upon our 20+ year Forest Grove Farmers Market Legacy to provide targeted activities to the children of Forest Grove and their families. Specifically, Adelante Mujeres will provide the following services if awarded:

Weekly POP (Power of Produce) Kids Club Activities at the Forest Grove Farmers Market

POP Kids Club \$5 Tokens for spending at the Farmers Market

Monthly Child Nutrition Food Demonstrations (4-6 in total during Farmers Market Seasons)

Waste and Recycling Education and Activities for Kids

Adelante's Annual Kids Farmers Market (1 per farmers market seasons)

Grocery shopping is a regular errand for parents, but at Adelante Mujeres Forest Grove Farmers Market, it becomes a holistic experience for the whole family where we engage our future generations to know where their food comes from, enjoy healthy foods, and receive fun nutrition education. Additionally, through feedback from the participants in our 15 programs, we know that there is a massive gap and community need in providing services to access fresh, local foods and culturally specific nutrition education for families.

Our project's vision is to: (1) Empower children and their families to know and make healthy food choices (2) Strengthen and sustain healthy communities through cultivating connections to Farmers and Local Food (3) Make Farmers Markets into a place where children learn about their food, where it comes from, and have autonomy to make healthy food choices.

**How is your project or program integrating innovative, creative approaches to addressing this community concern?
Does it fill a gap in current services?***

Adelante Mujeres (Women Rise Up) has a rich history of successfully engaging the Latine and immigrant community by providing educational resources and acting as a forum for community advocacy. We served over 17,000 individuals in 2023 with comprehensive, life-changing services. Approximately 98% of participants are low or extremely low income, the majority identify as female, and an estimated 91% are first-generation immigrants. Programs are targeted to Latine families, yet we have families from all backgrounds, a majority being from communities of color.

The process of building Adelante's 2024-2028 Strategic Plan involved three phases – Community Listening, Plan Design, and Plan Development. This included over 100 program impact interviews and over 30 stakeholder and partner surveys. From this intentional evaluation, our Farmers Market and Health and Wellness Teams have identified the pressing need to provide our families with access to fresh, local foods and culturally specific nutrition education.

For the Latine families we serve, proper nutrition competes with other necessary expenses, such as childcare, housing, insurance, and transportation. Likewise, most of our families and children do not have access to nutrition education in a language that is accessible to them. Health disparities and their compounded effect on the Latine community have led to alarmingly high rates of chronic health issues that impede the advancement of a healthy community. Pair this with the fact that according to Salud America, there is 1 supermarket for every Latino neighborhood, compared to 3 for every non-Latino neighborhood (2016).

There is a critical gap for low-income Latine and Immigrant Families and youth to access fresh, local, and culturally specific foods and nutrition education that feels affirming to them. With our funding request, we aim to provide a creative and adaptive solution to fill this gap with our current services.

With funds from the City of Forest Grove, Adelante Mujeres will strengthen the collaboration between our Child Nutrition and Farmers Market Teams to provide targeted child nutrition education, POP kids club activities, waste and recycling activities, and a special kids market annually to ensure that our youth and their families benefit from our recreational activities and feel more included in the larger Forest Grove Community.

**How will the project or program include collaboration with other community partners, and/or City departments?
Please describe any financial partnerships in detail. ***

For this project, our teams will partner with various partners to support our proposed activities.

City of Forest Grove: The City of Forest Grove approached Adelante in 2005 to lead the Farmers Market. Since then, we have partnered with the City of Forest Grove to ensure that the Farmers Market is lively and functional each year!

Centro Cultural and Tualatin Riverkeepers: These organizations partner with Adelante Mujeres to pair us with two Interns during the summer for their Green Jobs Internship Program, who would support our POP Kids Club activities.

Ricardo Palazuelos, Bilingual Community Outreach Specialist with Washington County: Ricardo works with Adelante's Farmers Market Team to provide key support in our Waste and Recycling Center. Ricardo would support educational programming for children at the Waste and Recycling Center and provide local resources for families and children to access.

Pacific University: For our Adelante's Annual Kids Farmers Market, Pacific University provides us with outdoor space to host our event, outreach to children ages 0-5, games and activities, and provide even volunteers.

Describe how the organization plans to reach individuals and families the project or program intends to serve, including any diverse, underserved, or special needs communities. *

Adelante Mujeres has a grassroots outreach strategy that relies on word of mouth and communication through social media; presentations to churches, partner organizations and government agencies; cultural and civic engagement events; and active participation in regional business networking activities. As part of this grant, we request funds to support our marketing efforts by providing dedicated flyers and outreach in Spanish to inform families of our new and exciting POP Kids Club activities and Adelante's Annual Kids Farmers Market.

Additionally, through our holistic and wrap-around approach to programming, past and current program participants are aware of our current services. For example, our Child Nutrition Team serves 50 children and their families in the early childhood classroom at our headquarters in Forest Grove. These children and their families are invited to and are regular attendees at our Farmers Markets. Lastly, most of our families receive additional services through Adelante such as case management and resource navigation. Through these services, they learn that our Farmers Markets are also SNAP and WIC locations and that they can receive more funds to purchase fresh food via the Farmers Market Fund Double Up Food Bucks program.

How does the project or program meet at least one of the Metro CEP goals and how does the project or program advance the values in the City's Vision Program and the current City Council goals?*

Our proposal and work in the community meets both Metro and the City Council's goals for this project. Specifically, our proposal meets these goals in the following ways:

Metro CEP goals

Improve the appearance or environmental quality of the community: Our proposal improves the appearance and environmental quality of our community through the purchase of local food, access to healthy and culturally specific products, and access to and management of food waste and recycling services. It contributes to environmental quality through supporting vendors and farmers who practice regenerative agriculture techniques. It also builds the next-generation customer base to support local agriculture.

Increase reuse and recycling opportunities: Through our project, we will connect POP Kids Club activities with Waste and Recycling activities and education. Our future generations will have the opportunity to learn and understand the full cycle of food waste and learn how to be active participants in the reduce, reuse, and recycle system.

Result in improvement to, or an increase in, recreational areas and programs: Adelante Mujeres Forest Grove Farmers Market becomes a recreational area and program each Wednesday for families in the community. Our request will enhance the Market for children and their families through safe and fun activities and through the creation of an annual Kids Farmers Market open to the public at Pacific University.

Benefit youth, seniors, low-income persons or underserved populations: Our Farmers Markets are open to the public, and we ensure that our programming is accessible for all. We have all of our market programming available in Spanish and English and use visual signage to communicate across all languages. This project will specifically benefit all low-income and food insecure families through POP Kids Club Activities, Waste and Recycling Education, Food Demonstrations, and an annual Kids Farmers Market for Children.

City Council Goals:

Plan an Inclusive and Sustainable Community: Ensuring that everyone who lives in and visits Forest Grove feels included in our farmers market activities is a key motivator of our proposal. With funds we will provide targeted marketing efforts to outreach to underserved communities. Also, our Farmers Market acts as a safe and free community space that promotes community vibrancy by bringing together Farmers and Community members to access fresh produce and maintain agricultural careers in an ever-changing climate.

Enhance Recreation Opportunities for All: We work to make sure that our Forest Grove Farmers Market and Kids Farmers Market are fun recreation opportunities for all types of families. While we focus specifically on Latine and Immigrant Children and Families throughout our programming, all families are welcome to participate in our Farmers Market and Kids Farmers Market.

- [Current City Council Goals](#)
- [Metro CEP Goals](#)

Describe how funding for the project or program will be financially sustainable. How will the program continue with the Impact Grant ends after three years?*

Having partners that invest directly in BIPOC communities is critical for the long-term sustainability of community-based organizations (CBOs). We have built strong, long-standing partnerships with local and regional governments, agencies, foundations, and other organizations. A key to ongoing success and future sustainability is our investment in our Development and Marketing Teams, which total 9.5 FTE employees and growing. This includes a full-time Development Director; an Events and Partnerships Coordinator; a Grants Manager and two Grant Writers; a Funder Relations Officer; a Marketing Director, Marketing Manager, and Marketing Specialist; and a part-time Volunteer Coordinator. Our robust Development and Marketing teams allow us to best diversify our portfolio and to create braided funding streams from government, foundation, corporation, and individual sources that result in program sustainability.

In addition, our organization is financially healthy, and our Farmers Market activities are an organizational priority as they have been for the past 20 years. As an organization with 15+ programs, some, like the Farmers Market, generate less revenue than expenses. Still, we leverage our general operations funding to support sustaining the programming beyond the grant period to meet the essential needs of our community.

List and detail the measurable outcomes and deliverables of the project or program. Additionally, how will you track and report success over the three years of grant funding?*

The bulk of the programming during this 3-year grant will take place during the months of our Forest Grove Farmers Market Season. This is from May – October of each year. Except in Year 1, as an award in July would support four months of Farmers Market programming. We will provide the following activities and measurable outcomes:

Activities:

Weekly POP Kids Club Activities

The POP Kids Club is next to the popular Information Booth. Families checking in or participating in our Food Access Programs can easily bring their kids to the POP Kids Club booth each week.

Topics and activities include writing thank you notes to local farmers, scavenger hunts, veggie tasting, tote bag decorating, making pickles, and more. Activities change each week but are based on learning about local food.

We expect to complete 26 activities at the Forest Grove Farmers Market annually, with an attendance of 30-50 kids ages 5-12 weekly.

POP Kids Club \$5 Tokens for spending at the Farmers Market

Kids receive \$5 worth of POP Club Currency to spend in the farmers market when they visit the POP Kids Club Booth. The currency can be used to purchase fresh fruits, vegetables, and herbs. This gives them the experience of managing their own money, empowering them to make good food choices within a budget, and autonomy to pick an item they may not otherwise receive.

Monthly Child Nutrition Food Demonstrations (4-6 in total during Farmers Market Season).

Our Child Nutrition Coordinator, a professional Chef, will use fresh produce from the Farmers Market to create exciting, nutritious recipes that are designed to appeal to kids. Not only does this teach our future generations new recipes, it also inspires kids to eat healthy.

Waste and Recycling Education and Activities

Educational Activities, coloring books, and more provided at our Waste and Recycling Center. Providing topics such as Food Waste Prevention, Reduce, Reuse, Recycle, etc.

Adelante Mujeres Kids Farmers Market

A 1-time market that takes place in September at Pacific University's campus. This Special Children's Farmers Market allows kids to go from booth to booth using "money" to purchase items from Farmers. This is a dedicated activity outside our regular weekly Farmers Market that is targeted at the public.

Outcomes (Per Year):

3,000 weekly Forest Grove Farmers Market Attendees

200 unique children served throughout the Farmers Market Season

4-6 Food Demonstrations catered to Kids.

25 POP Kids Club and Waste and Recycling Center Educational Activities

\$5,000+ spent in POP Market Kids Club Tokens at the Farmers Market

Increased Sales for Farmers Market Farmers and Vendors

100 unique children served at our Annual Kids Farmers Market

Adelante Mujeres tracks grant data through Salesforce, our centralized database. In addition, each team uses supplementary platforms designed for their work and integrated with Salesforce as needed. The Farmers Market uses Manage My Market, which is designed for farmers markets. Our Grants, Finance, and Program teams work together to track, report, and evaluate the impact of our programming.

As our programming and proposal were developed in response to community need and feedback, so too is our evaluation process. Adelante Mujeres utilizes a Popular Education pedagogy, developed by Paolo Freire in Brazil, with the intent to assure that education is empowering and leads to an engaged citizenry. By using this educational pedagogy, we assure that participant voices are heard and valued as we guide participants in the contextualization of their lived experiences and build leadership capacity through a hands-on assessment of community needs and opportunities. As participants emerge as leaders, we serve as a liaison to other culturally specific and community-driven organizations and government entities throughout Washington

County to connect participants with additional resources and opportunities.

Provide a brief summary of key personnel and partners, including their experience and skills, previous work in
 through community feedback, tracking of grant metrics, and data evaluation. We are happy to report on the success of our
 programming through written annual reports and presentations.

Our team is well positioned to provide the services outlined in our request. Our team has numerous years of experience and is trained to be culturally responsive. Most recently, our team was awarded the Best Sustenance Provider Award by the Forest Grove and Cornelius Chamber of Commerce, recognizing the success of our Farmers Market. Below are the key team members who will support project activities.

Please note that, given the relative size of these funds and of overall Farmers Market programming, not all team members nor all time dedicated is reflected in the budget. These team members are supported by other funds. Lastly, please note that FTE is estimated per project which spans 4-6 months out of a 12-month period.

Carla Fisanich, Health and Wellness Manager. Carla oversees the Produce Rx, Child Nutrition, and Promotores de Salud (Community Health Workers) programs at Adelante. Originally from the east coast, she has quickly built relationships within the community through projects focused on improved health and overall wellness of Latines and their families. She has a master's degree in international development with a focus on non-profit management. She began her career in retail operations then moved to Spain to experience life outside the USA by teaching English as a second language to children K-12. She is passionate about protecting our environment and strives for a minimalist and plant-based lifestyle. (5% FTE dedicated to project.)

Francia N. Year Reynoso, Child Nutrition Coordinator. Francia leads the healthy meals plan for our in-house certified Early Childhood Education classrooms. Her responsibilities include the following: coordinate all aspects of the Child Nutrition Food Service Program; assess and plan menus and other kitchen needs in collaboration with the lead cook; coordinate program evaluation; and supervise kitchen staff. Now, this role has expanded to providing nutritional education and workshops for ECE classrooms and caregivers, and to other Adelante programs. (50% FTE dedicated to project.)

Sage Fairman, Market Access Program Manager. Sage is originally from Santa Cruz, California, and graduated with a BA in Food Sovereignty in the Americas from Western Washington University. She has spent time working and studying in Argentina, Chile, and Peru. Sage first joined Adelante Mujeres as an AmeriCorps member in March 2021 and joined the team full-time as the Farmers Market Coordinator in 2022. She has experience in sustainable farm operations, interdisciplinary education, and farmworker justice advocacy. She is passionate about all things food and how food connects to community, health, and environmental justice. (15% FTE dedicated to project.)

Sasha Jacobo, Farmers Market Coordinator. Sasha was born in Argentina and raised in Miami Florida. In all, she has worked for farmers markets since she was 15, doing tasks ranging from DUFB Double Up Food Bucks programming support to translation work. She has a BA in Sustainable Agriculture with a minor in Business. Throughout her career she has worked for several farms and hopes to one day own and operate her own small-scale diverse vegetable farm. Before joining the Adelante Mujeres Team, she was the Market Manager for the Woodlawn Farmers Market in NE Portland. (30% FTE dedicated to project.)

Delicia Arellano, Farmers Market Assistant. Delicia joined Adelante Mujeres in 2023 and supports the team in all day-to-day Farmers Market operation activities, particularly promotion and communications. Delicia is pursuing a BA in Art History with Latino Studies emphasis. She brings varied experience in managing events, especially those focused on the Latine community. (60% FTE dedicated to project.)

Kailani Pinon, Waste Center Specialist. Kailani joined Adelante Mujeres in 2024 and supports the day-to-day activities of the Waste Center. Kailani will be responsible for coordinating with key partners like Washington County and providing educational activities for POP Kids Market (75% FTE dedicated to project).

Provide a basic overview of grant implementation activities tied to the project/program budget. *

All numbers are provided as totals over the three-year grant period. Further breakdown is provided in the attached budget document.

Salary, Benefits, and Taxes: \$81,680

Francia Yera, Child Nutrition Coordinator, will oversee and lead all food demonstrations at the Farmers Market. All food demonstrations will be targeted at youth. Francia will also lead outreach efforts to ECE families and Children in Adelante's classrooms. Francia is also responsible for the Special Children's Farmers Market.

Delicia Arellano, Farmers Market Assistant, will support all POP Market Kids Club Activities and support the Green Jobs Interns from Centro Cultural and Tualatin Riverkeepers to run the Kids Club activities. Delicia also oversees all token accounting and would oversee the POP Kids Club Token programming.

Kailani Piñon, Waste Center Crew Member, will lead all Waste Center activities and duties. Waste Center Crew Member will connect with key waste partners like Ricardo Palazuelos and community member Cecelia Warner.

Supplies: \$4,810

Food and Supplies for Kids Club Sampling at the Farmers Market: The purchase of food and key supplies to provide children and their families with new fruits and vegetables they may have never tried before.

Farmers Markets Food Demonstration: The purchase of food and key supplies to provide cooking demonstrations on how to enjoy foods found at the market and to teach children how to make their own healthy snacks at home.

Purchase of Food for Annual Kids Farmers Market: To support the cost of purchasing fruits and vegetables from farmers to "sell" at our Kids Farmers Market.

Participant Expenses: \$16,810

Incentives: To provide POP Kids Club Currency. We would provide a \$5 coupon per child that can be used to purchase fresh fruits and vegetables at the regular Farmers Market.

Printing: To print tokens for POP Kids Club and "money" during our Kids Farmers Market.

Marketing and Promotion: \$1,700

New Banner: To provide updated Marketing information about the POP Kids Club.

Marketing Materials: to provide outreach materials such as Flyers in Spanish and English.

Other Materials: \$3,000

Farmers Market Materials: To support the needs of sustaining activities at the market. For example, these costs include tent, tables, tote bags, kids' cutting boards, etc.

Project Budget

Show proposed three year budget, by year. Include breakdown between personnel services, materials and supplies, and other costs.

Also report any other funds that will be used for this project (i.e. applicants funds or other grants).

Included organization's previous financial report.

Budget Reporting*

Adelante Mujeres Revenue and Expenses Budget.pdf

Upload proposed project budget for three year period.

Previous Year Fiscal Report*

2023 Financial Statements.pdf

Upload prior fiscal year budget report.

File Upload

Adelante Mujeres Program Annual Reports.pdf

Upload any additional documentation, i.e. ORG Chart, etc.

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature*

Date*

Bridget Cooke

4/30/2024

Community Impact Grant	
Grant Period: 36 months	July 1, 2024 - June 30, 2027
Total Requested:	\$120,000 (\$40,000 x 3 years)

included a 5% increase *included a 5% increase*

PERSONNEL (WAGES/SALARIES)	% Time	FTE Salary	Year 1	Year 2	Year 3	TOTAL
Francia Yera, Child Nutrition Coordinator	50% of time for 4 months in year 1; 35% of time for 6 months in years 2 + 3	56,680	9,352	10,415	10,911	30,678
Delicia Arellano, Farmers Market Assistant	60% of time for 4 months in year 1; 35% of time for 6 months in years 2 + 3	49,296	9,761	9,058	9,489	28,308
Kailani Piñon, Waste Center Crew Member	75% of time for 4 months in Year 1, 25% of time for 6 months in years 2, 0% of time in Year 3.	10,150	2,512	1,332		3,844
Total Personnel			21,625	20,805	20,400	62,831
<i>Fringe and payroll taxes, calculated at 30%</i>						
Total Fringe and Payroll Taxes			6,487	6,242	6,120	18,849
Total Personnel & Fringe & Payroll Taxes			28,112	27,047	26,520	81,680
OTHER DIRECT COSTS			Year 1	Year 2	Year 3	TOTAL
Supplies						
Food purchase - sampling at FM	\$60 per day; 1x a month for 4 months in year 1; 1x a month for 6 months in years 2 + 3		240	360	360	960
Farmers Market Food Demonstrations	\$100-150 per; 1x a month for 4 months in year 1; 1x a month for 6 months in years 2 + 3		400	750	900	2,050
Purchase of Food for Special Children's Farmers Market	\$500-\$700 1x annually		500	600	700	1,800
Participant Expenses						
Incentives	Tokens \$5 per kid		5,000	5,250	5,460	15,710
Printing	Printing play money for kids to use		350	350	400	1,100
Marketing & Promotion						

New Banner		200	-	-	200
Marketing Materials	ie new flyers	500	500	500	1,500
Other Materials					-
FM Materials	Tent, tables, tote bags, kids' cutting boards	1,000	1,000	1,000	3,000
			-		
Total Other.		8,190	8,810	9,320	26,320
		Year 1	Year 2	Year 3	TOTAL
Total Direct Costs		36,302	35,857	35,840	108,000
Total Indirect Costs at 10%		3,630	3,586	3,584	10,800
Total Requested		39,933	39,443	39,425	120,000

Adelante Mujeres Farmers Markets Revenue + Budget		Year 1 (FY25)	Year 2 (FY26)	Year 3 (FY27)
Forest Grove Community Impact Grant		39,933	39,443	39,425
Government Grants		71,600	89,500	111,875
Foundation/Corporate Support		-	10,000	15,000
Earned Income		44,050	46,253	48,565
Unrestricted Revenue			-	
Total Revenue		155,583	185,196	214,865
Total Expenses		276,013	289,813	304,304
NET		(120,430)	(104,618)	(89,439)
Payroll Expenses		180,737	189,774	199,263
	Supplies	11,300	11,865	12,458
	Tech & Communication	2,760	2,898	3,043
	Travel	1,000	1,050	1,103
	Participant Expenses	47,380	49,749	52,236
	Contract Services	6,900	7,245	7,607
	Meetings/ Conferences	-	-	-
	Marketing and Promotion	5,250	5,513	5,788
	Events	-	-	-
	Fees	2,600	2,730	2,867
	HR Expenses	3,350	3,518	3,693
	Other Direct Expenses	4,000	4,200	4,410
Direct Expenses		84,540	88,767	93,205
Indirect Expenses		-	-	-
	Occupancy (shared)	2,713	2,849	2,991
	Services (shared)	2,005	2,106	2,211
	Supplies (shared)	488	512	538
	Other Allocated Expenses	5,529	5,806	6,096
Allocated Expenses		10,735	11,272	11,836

ADELANTE MUJERES

Audited Financial Statements
And Reports Required by
Government Auditing Standards
and the Uniform Guidance

For the Year Ended June 30, 2023



MCDONALD JACOBS

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Adelante Mujeres

Opinion

We have audited the accompanying financial statements of Adelante Mujeres (a nonprofit corporation), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Adelante Mujeres as of June 30, 2023, and changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of Adelante Mujeres and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Adelante Mujeres' ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Adelante Mujeres' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Adelante Mujeres' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited Adelante Mujeres' 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 9, 2023. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 15, 2024 on our consideration of the Adelante Mujeres' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Adelante Mujeres' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Adelante Mujeres' internal control over financial reporting and compliance.

McDonald Jacobo, P.C.

Portland, Oregon
February 15, 2024

ADELANTE MUJERES
STATEMENT OF FINANCIAL POSITION
June 30, 2023
(With comparative totals for 2022)

	<u>2023</u>	<u>2022</u>
ASSETS		
Cash and cash equivalents	\$ 1,215,198	\$ 881,483
Investments	2,693,897	2,400,168
Grants and accounts receivable	2,007,715	1,157,603
Prepaid expenses and deposits	131,808	146,493
Property and equipment, net	<u>3,113,314</u>	<u>3,202,048</u>
 TOTAL ASSETS	 <u>\$ 9,161,932</u>	 <u>\$ 7,787,795</u>
LIABILITIES AND NET ASSETS		
Liabilities:		
Accounts payable and other liabilities	\$ 202,382	\$ 92,391
Accrued personnel expenses	847,513	687,980
Deferred revenue	<u>260,192</u>	<u>209,480</u>
Total liabilities	<u>1,310,087</u>	<u>989,851</u>
Net assets:		
Without donor restrictions:		
Undesignated	2,213,561	1,448,595
Board designated	1,571,970	1,266,446
Net property and equipment	<u>3,113,314</u>	<u>3,202,048</u>
Total without donor restrictions	6,898,845	5,917,089
With donor restrictions	<u>953,000</u>	<u>880,855</u>
Total net assets	<u>7,851,845</u>	<u>6,797,944</u>
 TOTAL LIABILITIES AND NET ASSETS	 <u>\$ 9,161,932</u>	 <u>\$ 7,787,795</u>

See notes to financial statements.

ADELANTE MUJERES
STATEMENT OF ACTIVITIES
For the year ended June 30, 2023
(With comparative totals for 2022)

	2023			2022
	Without Donor Restrictions	With Donor Restrictions	Total	Total
Support and revenue:				
Contributions	\$ 1,387,437	\$ 855,000	\$ 2,242,437	\$ 2,653,879
Government grants	6,003,053	-	6,003,053	3,786,691
Program service revenue	876,859	-	876,859	220,933
Special event revenue, net	189,421	-	189,421	71,809
Investment and other income	20,650	-	20,650	257
Net assets released from restrictions:				
Satisfaction of purpose restrictions	647,855	(647,855)	-	-
Satisfaction of time restrictions	135,000	(135,000)	-	-
Total support and revenue	<u>9,260,275</u>	<u>72,145</u>	<u>9,332,420</u>	<u>6,733,569</u>
Expenses:				
Program services	6,999,150	-	6,999,150	5,189,261
Management and general	754,325	-	754,325	563,876
Fundraising	525,044	-	525,044	574,070
Total expenses	<u>8,278,519</u>	<u>-</u>	<u>8,278,519</u>	<u>6,327,207</u>
Change in net assets	981,756	72,145	1,053,901	406,362
Net assets:				
Beginning of year	<u>5,917,089</u>	<u>880,855</u>	<u>6,797,944</u>	<u>6,391,582</u>
End of year	<u>\$ 6,898,845</u>	<u>\$ 953,000</u>	<u>\$ 7,851,845</u>	<u>\$ 6,797,944</u>

See notes to financial statements.

ADELANTE MUJERES
STATEMENT OF FUNCTIONAL EXPENSES
For the year ended June 30, 2023
(With comparative totals for 2022)

	Program Services							2023	2022
	Micro- enterprise	Education	Leadership & Advocacy	Health Equity	Total Program	Management and General	Fundraising	Total	Total
Salaries and related costs	\$ 723,090	\$ 3,827,321	\$ 521,962	\$ 520,459	\$ 5,592,832	\$ 631,348	\$ 434,932	\$ 6,659,112	\$ 5,032,010
Professional fees	47,949	119,491	127,141	52,869	347,450	44,530	10,150	402,130	369,336
Supplies and equipment	164,000	240,480	39,697	74,116	518,293	1,333	1,658	521,284	395,418
Rent and utilities	34,176	93,995	11,568	17,638	157,377	19,607	33,130	210,114	154,529
Conferences and Meetings	8,921	71,456	5,580	16,707	102,664	10,308	4,102	117,074	52,939
Repairs and maintenance	9,257	35,814	4,977	19,805	69,853	8,675	4,443	82,971	23,879
Event costs	-	-	-	-	-	-	141,082	141,082	41,284
Travel	4,070	26,547	4,553	7,050	42,220	4,176	1,100	47,496	4,998
Advertising	2,046	1,392	417	1,172	5,027	54	16,791	21,872	18,778
Insurance	6,309	27,943	3,109	3,178	40,539	4,095	2,416	47,050	43,746
Other operating costs	4,214	3,729	211	164	8,318	22,120	9,720	40,158	103,803
Depreciation	16,979	82,046	8,003	7,549	114,577	8,079	6,602	129,258	127,771
	1,021,011	4,530,214	727,218	720,707	6,999,150	754,325	666,126	8,419,601	6,368,491
Less expenses netted with revenue:									
Direct benefit costs of special event	-	-	-	-	-	-	(141,082)	(141,082)	(41,284)
Total expenses	<u>\$ 1,021,011</u>	<u>\$ 4,530,214</u>	<u>\$ 727,218</u>	<u>\$ 720,707</u>	<u>\$ 6,999,150</u>	<u>\$ 754,325</u>	<u>\$ 525,044</u>	<u>\$ 8,278,519</u>	<u>\$ 6,327,207</u>

See notes to financial statements.

ADELANTE MUJERES
STATEMENT OF CASH FLOWS
For the year ended June 30, 2023
(With comparative totals for 2022)

	<u>2023</u>	<u>2022</u>
Cash flows from operating activities:		
Change in net assets	\$ 1,053,901	\$ 406,362
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	129,258	127,771
Net realized/unrealized gain on investments	(15,517)	-
Loss on asset disposal	25,684	-
(Increase) decrease in:		
Grants and accounts receivable	(850,112)	189,993
Prepaid expenses and deposits	14,685	(111,657)
Increase (decrease) in:		
Accounts payable and other liabilities	109,991	(908)
Accrued personnel expenses	159,533	178,735
Deferred revenue	50,712	209,480
Net cash flows from operating activities	<u>678,135</u>	<u>999,776</u>
Cash flows from investing activities:		
Purchase of property and equipment	(66,208)	(27,293)
Purchase of investments	(2,696,003)	(2,400,168)
Proceeds from sale of investments	<u>2,417,791</u>	<u>-</u>
Net cash flows from investing activities	<u>(344,420)</u>	<u>(2,427,461)</u>
Net change in cash and cash equivalents	333,715	(1,427,685)
Cash and cash equivalents - beginning of year	<u>881,483</u>	<u>2,309,168</u>
Cash and cash equivalents - end of year	<u>\$ 1,215,198</u>	<u>\$ 881,483</u>

See notes to financial statements.

ADELANTE MUJERES
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

1. DESCRIPTION OF ORGANIZATION

Adelante Mujeres (the Organization) is an Oregon 501(c)(3) not-for-profit corporation. Adelante Mujeres means "women rise up" in Spanish. Founded in 2002, Adelante Mujeres is among the leading nonprofit organizations working to educate and empower low-income Latina women and families in Washington County and beyond. From infants to adults, the Organization serves more than 15,000 families through holistic programs annually and works to ensure Latina women and families are empowered to fully participate and take on leadership roles in the community.

Programs encompass four major areas, education, microenterprise, leadership and advocacy, and health equity. Within those three areas, initiatives focus on the following:

Microenterprise

Empresas Small Business Development - Beginning with a 10-week small business course followed by individualized one on one coaching, this program offers a wide range of support for individuals starting or looking to grow a small business. For entrepreneurs interested in food-based businesses the Empresas program provides an additional 10-week course covering topics needed for catering and restaurant success.

Farmers Market - The Forest Grove Farmers Market operates every Wednesday afternoon, from May through October, with an average crowd count of 3,500 customers and a vendor directory of 65 vendors. The City of Cornelius Farmers Market operates every Friday, from July through September, with 12 vendors in the farm, food, and arts and craft industries. The markets are a sales outlet for Adelante Mujeres' microentrepreneurs and a way to bring the diversity of the Forest Grove community together. The Markets includes live music, children's activities, cultural celebrations, and nutrition match incentive programs for community members using WIC, SNAP, and other access to food programs.

Regenerative Agriculture - Farmers learn sustainable farming methods through a 10-week hands-on course. This is supplemented with farm business specialty workshops to further their business acumen to successfully market products through the Farmers Markets and other wholesale or retail outlets.

ADELANTE MUJERES
NOTES TO FINANCIAL STATEMENTS, CONTINUED
June 30, 2023

1. DESCRIPTION OF ORGANIZATION, Continued

Leadership and Advocacy

Immigrant Solidarity Project - The Immigrant Solidarity Project (El Proyecto de Solidaridad Inmigrante) responds to the fear and trauma experienced by Latino immigrants in Washington County, Oregon. It is a collaborative project brought together by Adelante Mujeres and various other organizations serving the Latino community in Washington County. The Immigrant Solidarity Project works to provide Latino immigrants with continually updated resources, educational workshops and opportunities to engage in advocacy efforts that help advance immigrant rights in the state.

Washington County Civic Leaders - In collaboration with Washington County, Adelante Mujeres manages a 30-hour civic leaders program. Participants are from communities of color and other underrepresented communities and complete a hands-on leadership training, equipping them to actively participate in the civic life of the county and engage in county decision making.

Environmental Justice Civic Leaders - In collaboration with Metro, Adelante Mujeres manages a 15-hour environmental civic leader programs. Participants are from communities of colors and other underrepresented communities and complete an annual training on environmental justice, sustainability, civic engagement, and advocacy.

Legal services – In collaboration with Innovative Law Lab, Adelante Mujeres provides immigration legal services to the Spanish speaking community.

Education

Chicas Youth Development Program - Over 700 youth ranging from 3rd to 12th grade and post-secondary schooling participate in weekly afterschool sessions in 27 sites and 10 universities, college field trips, volunteer service and summer camps that develop their leadership potential, build strong cultural and genderidentity, foster healthy lifestyles and academic success. 100% of the high school seniors in the program graduate high school and go on to college.

Adult and Early Childhood Education Programs - Mothers and children learn together in integrative adult, preschool, toddler and infant classrooms. Mothers work on English language, GED, leadership, personal growth and parenting skills in a supportive learning environment. Children love discovering who they are, gaining early literacy, social and emotional and physical skills as they prepare for lifelong success. There are currently two Adult Education and 11 Early Childhood classrooms in Forest Grove, Hillsboro and Beaverton.

ADELANTE MUJERES
NOTES TO FINANCIAL STATEMENTS, CONTINUED
June 30, 2023

1. DESCRIPTION OF ORGANIZATION, Continued

Education, Continued

Family Engagement – The Family Engagement program supports families' learning and well-being, and provides a safe place to connect to school, caring adults, and additional services.

Health Equity

Beyond Trauma Classes – The Beyond Trauma classes guide families in peacefully resolving conflicts with compassion and understanding. Participants say this program helps them heal from trauma and find hope to move forward.

Health and Wellness – Provides a community-based solution to meet the needs of community members to access fresh produce, a healthy lifestyle, and navigate the resources of a healthcare system. This program holds a Produce (Veggie) Rx program, nutritional education for children and their families, and Community Health Workers navigation system.

Esperanza (Hope) Mental Health Clinic – A certified mental health service center that serves Latine families and children with access to no-cost or low-cost mental health services. Adelante Mujeres houses culturally-specific, bilingual therapy providers. This clinic will provide community workshops to build strong community connection through peer-based groups and occupational therapy to create healthy families, a sustainable community, and a more just society.

ADELANTE MUJERES
NOTES TO FINANCIAL STATEMENTS, CONTINUED
June 30, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

- *Net Assets Without Donor Restrictions* - Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.
- *Net Assets with Donor Restrictions* - Net assets subject to donor- (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid investments available for current use with maturities of three months or less at the time of purchase to be cash equivalents.

Investments

Investments are carried at fair value.

Grants and Accounts Receivable

Grants and accounts receivable are reported at the amount management expects to collect on balances outstanding at year-end. Based on an assessment of the credit history with those having outstanding balances and current relationships with them, management has concluded that realization losses on balances outstanding at year-end will be immaterial.

ADELANTE MUJERES
NOTES TO FINANCIAL STATEMENTS, CONTINUED
June 30, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Leases

The Organization determines if an arrangement is or contains a lease at inception. Under FASB ASC 842, *Leases*, a contract is (or contains) a lease if it conveys the right to control the use of an identified asset for a period of time in exchange for consideration. Control is defined under the standard as having both the right to obtain substantially all of the economic benefits from use of the asset and the right to direct the use of the asset. Management only reassesses its determination if the terms and conditions of the contract are changed.

Leases are included in right-of-use (ROU) assets and lease liabilities in the statement of financial position. ROU assets represent the Organization's right to use an underlying asset for the lease term, and lease liabilities represent the Organization's obligation to make lease payments. Operating lease ROU assets and liabilities are recognized at the lease commencement date based on the present value of lease payments over the lease term. The Organization uses the implicit rate when it is readily determinable. Since most of the Organization's leases do not provide an implicit rate, to determine the present value of lease payments, management uses the Organization's incremental borrowing rate based on the information available at lease commencement. Lease expense for lease payments is recognized on a straight-line basis over the lease term. The Organization's lease terms may include options to extend or terminate the lease when it is reasonably certain that the Organization will exercise the option.

The Organization does not report ROU assets and leases liabilities for its short-term leases (leases with a term of 12 months or less). Instead, the lease payments of those leases are reported as lease expense on a straight-line basis over the lease term.

Property and Equipment

Acquisitions of property and equipment in excess of \$1,000 are capitalized. Property and equipment purchased are recorded at cost. Donated assets are reflected as contributions at their estimated values on the date received.

Depreciation

Depreciation of property and equipment is calculated using the straight-line method over the estimated useful lives of the assets, which range from 5 to 39 years.

ADELANTE MUJERES
NOTES TO FINANCIAL STATEMENTS, CONTINUED
June 30, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Revenue Recognition

Revenues from various sources are recognized as follows:

Contributions and Grants: Contributions and grants, which include unconditional promises to give (pledges), are recognized as revenues in the period the Organization is notified of the commitment. Bequests are recorded as revenue at the time the Organization has an established right to the bequest and the proceeds are measurable. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

Government Grants: Government grants are conditioned upon certain performance requirements and/or incurring allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures of \$260,192 and \$209,480 at June 30, 2023 and 2022 respectively, are reported as deferred revenue in the statement of financial position. The Organization has been awarded cost-reimbursable grants of approximately \$6,191,000 for the period through June 2027 that have not been recognized at June 30, 2023 because qualifying expenditures have not yet been incurred.

Program Service Revenue: Revenues from programming, rentals and other services are recognized in the period in which the programs and other activities occur. Deferred revenue represents advanced payments for programs that relate to the following year.

Special Events: The Organization records special events revenue equal to the fair value of direct benefits to donors, and contribution income for the excess received when the event takes place. Sponsorships are recorded as revenue at the time of the commitment unless commensurate value is included a part of the agreements. The portion of the sponsorship revenue that relates to commensurate value of the sponsor received in return is recognized when the related events are held and performance obligations are met.

Donated Assets and Services: Donations of property, equipment, materials and other assets are recorded as support at their estimated fair value at the date of donation. Such donations are reported as support without donor restrictions unless the donor has restricted the donation to a specific purpose.

The Organization recognizes donated services that create or enhance nonfinancial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

ADELANTE MUJERES
NOTES TO FINANCIAL STATEMENTS, CONTINUED
June 30, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Unemployment Insurance

The Organization is self-insured for unemployment and makes periodic payments to a trust company in an amount equal to estimated future claims. Deposits to the trust are recorded as prepaid expenses. Unemployment claims paid reduce the trust asset and are expensed.

Functional Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the statement of activities and in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. The allocation methodology and associated expenses that are allocated include:

- Estimates of time and effort – salaries and related costs
- Full time equivalents – professional fees, rent and utilities, supplies and equipment

Advertising Costs

Advertising costs are expensed as incurred, and approximated \$20,000 and \$19,000 during the years ended June 30, 2023 and 2022, respectively.

Income Tax Status

Adelante Mujeres is a nonprofit corporation exempt from income tax under section 501(c)(3) of the Internal Revenue Code and applicable state law. No provision for income taxes is made in the accompanying financial statements, as the Organization has no activities subject to unrelated business income tax. The Organization is not a private foundation.

The Organization follows the provisions of FASB ASC Topic 740 *Accounting for Uncertainty in Income Taxes*. Management has evaluated the Organization's tax positions and concluded that there are no uncertain tax positions that require adjustment to the financial statements to comply with provisions of this Topic.

Use of Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

ADELANTE MUJERES
NOTES TO FINANCIAL STATEMENTS, CONTINUED
June 30, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Summarized Financial Information for 2022

The financial information as of June 30, 2022 and for the year then ended is presented for comparative purposes and is not intended to be a complete financial statement presentation.

New Accounting Standard

Effective July 1, 2022, the Organization adopted Accounting Standards Update (ASU) No. 2016-02, *Leases*, which requires lessees to recognize leases on the statement of financial position and disclose key information about leasing arrangements. The Organization elected not to restate the comparative period (2022). It also elected not to reassess at adoption (i) expired or existing contracts to determine whether they are or contain a lease, (ii) the lease classification of any existing leases, or (iii) initial direct costs for existing leases. The adoption did not result in a significant effect on amounts reported in the statement of financial position at June 30, 2023 or statement of activities for the year ended June 30, 2023.

Subsequent Events

The Organization has evaluated all subsequent events through February 15, 2024, the date the financial statements were available to be issued.

3. AVAILABLE RESOURCES AND LIQUIDITY

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Organization considers all expenditures related to its primary operations to be general expenditures. It excludes financial assets with donor or other restrictions limiting their use. Financial assets available for general expenditure consist of the following at June 30, 2023 and 2022:

	2023	2022
Cash and cash equivalents	\$ 1,215,198	\$ 881,483
Investments	2,693,897	2,400,168
Grants and accounts receivable	2,007,715	1,157,603
	<u>5,916,810</u>	<u>4,439,254</u>
Less amounts unavailable for general expenditure:		
Net assets with donor restrictions	953,000	880,855
Board designations	1,571,971	1,266,446
Financial assets available for general expenditure	<u>\$ 3,391,839</u>	<u>\$ 2,291,953</u>

ADELANTE MUJERES
NOTES TO FINANCIAL STATEMENTS, CONTINUED
June 30, 2023

3. AVAILABLE RESOURCES AND LIQUIDITY, Continued

Board designations can be reappropriated at any time for general operations. See Note 7 for information about available resources from the Organization's line of credit.

4. INVESTMENTS

Investments consist of the following at June 30, 2023 and 2022:

	2023	2022
Cash	\$ 1,260	\$ -
Flex-insured cash account	1,122,282	2,400,168
Treasury bills	1,570,355	-
Total investments	<u>\$ 2,693,897</u>	<u>\$ 2,400,168</u>

Flex-insured cash account deposits are held by separate financial institutions and are insured up to the FDIC limits per financial institution.

Other investments, are recorded at fair value in the statement of financial position and are categorized based upon the level of judgment associated with the inputs used to measure their fair value.

Level inputs are defined as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets and liabilities.

Level 2: Observable inputs other than those included in Level 1, such as quoted market prices for similar assets or liabilities in active markets, or quoted market prices for identical assets or liabilities in inactive markets.

Level 3: Unobservable inputs reflecting management's own assumptions about the inputs used in pricing the asset or liability. Level 3 assets and liabilities include financial instruments whose value is determined using pricing models, discounted cash flow methodologies, or similar techniques, as well as instruments for which the determination of fair values requires significant management judgment or estimation.

Fair values for treasury bills are determined by reference to quoted market prices and other relevant information generated by market transactions and are based on Level 1 inputs.

ADELANTE MUJERES
NOTES TO FINANCIAL STATEMENTS, CONTINUED
June 30, 2023

5. GRANTS AND ACCOUNTS RECEIVABLE

Grants and accounts receivable consist of the following at June 30, 2023 and 2022:

	2023	2022
Grants receivable	\$ 1,788,419	\$ 1,145,608
Accounts receivable	219,296	11,995
	<u>\$ 2,007,715</u>	<u>\$ 1,157,603</u>

Grants receivable represent unconditional promises to give and are expected to be collected as follows at June 30, 2023 and 2022:

	2023	2022
Within one year	\$ 1,713,419	\$ 1,045,608
Within two to five years	75,000	100,000
Total grants receivable	<u>\$ 1,788,419</u>	<u>\$ 1,145,608</u>

6. PROPERTY AND EQUIPMENT

Property and equipment consist of the following at June 30, 2023 and 2022:

	2023	2022
Land	\$ 337,794	\$ 337,794
Buildings	2,860,971	2,851,680
Furniture and equipment	363,816	356,123
Leasehold improvements	14,460	-
	<u>3,577,041</u>	<u>3,545,597</u>
Accumulated depreciation	<u>(463,727)</u>	<u>(343,549)</u>
Property and equipment, net	<u>\$ 3,113,314</u>	<u>\$ 3,202,048</u>

7. LINE-OF-CREDIT

The Organization has a line-of-credit with Heritage Bank in the amount of \$400,000 with a variable interest rate of 9.25% (4.25% at June 30, 2022) payable on outstanding advances and matures in June 2024. The line is secured by all property of the Organization. There are no advances outstanding on the line at June 30, 2023 and 2022.

ADELANTE MUJERES
NOTES TO FINANCIAL STATEMENTS, CONTINUED
June 30, 2023

8. OPERATING LEASES

The Organization evaluated current contracts to determine which met the criteria of a lease. Right-of-use (ROU) assets represent the Organization's right to use underlying assets for the lease term, and lease liabilities represent the Organization's obligation to make lease payments arising from these leases. ROU assets and lease liabilities, all of which arise from operating leases, are calculated based on the present value of future lease payments over the lease terms. The Organization does not have any material operating leases as of June 30, 2023. The Organization has short-term leases for storage, rental spaces, and a community garden. Rent expense under these agreements was approximately \$10,400 for 2023.

Rent expense under FASB ASC Topic 840, Leases, (pre-adoption of the new standards) for operating leases totaled approximately \$9,000 for the year ended June 30, 2022. The aggregate minimum lease payments under those operating leases as of June 30, 2022, were as follows:

Year ending June 30, 2023	\$ 3,900
2024	4,000
2025	4,100
2026	4,100
2027	4,200
Thereafter	<u>4,300</u>
Total	<u>\$ 24,600</u>

Subsequent to year-end, the Organization entered into a new 5-year operating lease for office space. The lease commences in September 2023 and is subject to annual increases. The Organization anticipates recognizing a right-of-use asset and lease liability of approximately \$290,000.

9. BOARD DESIGNATED NET ASSETS

Board designated net assets consist of the following at June 30, 2023 and 2022:

	2023	2022
Operating reserve	\$ 1,408,097	\$ 1,116,434
Capital reserve	<u>163,874</u>	<u>150,012</u>
Total board designated net assets	<u>\$ 1,571,971</u>	<u>\$ 1,266,446</u>

The operating reserve represents approximately two months of operating cash flow while the capital reserve represents approximately 4.5% of the building cost.

ADELANTE MUJERES
NOTES TO FINANCIAL STATEMENTS, CONTINUED
June 30, 2023

10. NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions consist of the following at June 30, 2023 and 2022:

	2023	2022
Purpose restricted:		
Chicas	\$ 328,000	\$ 360,000
Esperanza	100,000	-
Early childhood education	275,000	-
Leadership and advocacy	30,000	137,950
Mental health	30,000	75,000
Newstaffing and training	-	94,500
Regenerative agriculture	-	23,405
Health equity	15,000	90,000
	<u>778,000</u>	<u>780,855</u>
Time restricted	175,000	100,000
Total net assets with donor restrictions	<u>\$ 953,000</u>	<u>\$ 880,855</u>

11. REVENUE FROM CONTRACTS WITH CUSTOMERS

For revenue from contracts with customers, the timing of revenue recognition, billings, and cash collections may result in billed accounts receivable and unbilled receivables (contract assets) and customer advances and deposits (contract liabilities) on the statement of financial position.

Revenue from customers is recognized at the time services are performed and consisted of the following for the years ended June 30, 2023 and 2022:

	2023	2022
Contract services	\$ 798,788	\$ 159,068
Market booth rentals	48,726	47,995
Fees, honoraria, and other	29,345	13,870
Program service revenue	876,859	220,933
Ticket and raffle sales (included in special event revenue)	55,486	-
Total revenue from contracts with customers	<u>\$ 932,345</u>	<u>\$ 220,933</u>

ADELANTE MUJERES
NOTES TO FINANCIAL STATEMENTS, CONTINUED
June 30, 2023

II. REVENUE FROM CONTRACTS WITH CUSTOMERS, Continued

Activity and other program fees are generally paid in arrears after revenue is recognized, resulting in accounts receivable (contract assets). The Organization's contract assets consist of the following and are included within grants and accounts receivable in the statement of financial position:

	June 30,		
	2023	2022	2021
Contract assets (accounts receivable):	<u>\$ 219,296</u>	<u>\$ 11,995</u>	<u>\$ 9,560</u>

The Organization had no beginning or ending contract liabilities associated with this revenue.

12. CONTRIBUTED NONFINANCIAL ASSETS

The Organization received the following contributions of nonfinancial assets (included in contributions) for the years ended June 30, 2023 and 2022:

	2023	2022
Professional services - administration	\$ 3,452	\$ 16,270
Supplies - program	<u>7,900</u>	<u>11,882</u>
Total donated materials and services	<u>\$ 11,352</u>	<u>\$ 28,152</u>

The Organization received contributed professional services related to software consulting and program instructors. These services are used to support programs and operations. Contributed professional services are recorded at their estimated fair value using current market rates from similar vendors and comparable professionals.

The Organization received supplies that are restricted for use within designated programs. Donated supplies are recorded at fair value and are used to support programs and operations. Fair value is based on the current cost to acquire the supplies and the sales price of comparable supplies.

ADELANTE MUJERES
NOTES TO FINANCIAL STATEMENTS, CONTINUED
June 30, 2023

13. RETIREMENT PLAN

The Organization has established a 401(k) retirement plan available to substantially all employees who have been continuously employed by the Organization for at least two months, or have reached one year of service as defined by the plan agreement. Participants can make pre-tax or Roth contributions up to certain limits. The Organization may make matching contributions equal to a uniform percentage of each tier of salary deferrals on behalf of the employees, at the discretion of management. There were no matching contributions for the years ended June 30, 2023 and 2022.

14. CONCENTRATIONS OF CREDIT RISK

The Organization maintains its cash balances in one financial institution. Balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The balances, at times, may exceed the federally insured limit. At June 30, 2023, a cash balance of approximately \$946,700 is included in a sweep account and is fully FDIC-insured. Balances in excess of insured limits were approximately \$698,000 as of June 30, 2022.

The Organization's revenues are concentrated with 29% of total revenues coming from one government entity for the year ended June 30, 2023 (14% from one government entity for the year ended June 30, 2022). Credit risk for receivables is concentrated with approximately 31% of the total balance coming from one government entity at June 30, 2023 (18% due from one government entity at June 30, 2022). In addition, substantially all of the balances are receivable from organizations and individuals located within the same geographic region.

15. CONTINGENCIES

Amounts received or receivable from various contracting agencies are subject to audit and potential adjustment by the contracting agencies. Any disallowed claims, including amounts already collected, would become a liability of the Organization if so determined in the future. It is management's belief that no significant amounts received or receivable will be required to be returned in the future.



ADELANTE FARMERS MARKET

FOREST GROVE + CORNELIUS



2023 ANNUAL REPORT

Adelante Mujeres
2030 Main St, Ste A
Forest Grove, OR 97116
503-992-0078
farmersmarket@adelantemujeres.org
www.adelantemujeres.org/farmers-markets



FARMERS MARKET MISSION

The farmers markets nurture community and celebrate culture by strengthening direct access to fresh, culturally relevant foods. Our inclusive gathering space serves as an incubator market for beginning Latine farmers, food businesses, and artisan makers.

FARMERS MARKET VISION

We envision a vibrant community where all families are healthy and prosper.



LETTER FROM THE MARKET MANAGER

Dear friends, vendors, partners, and supporters of the market,

Thank you for an incredible season at the Adelante Farmers Markets in 2023. Farmers markets don't just happen without our vendors, shoppers, volunteers, funders, and staff!

There are so many season highlights to share - like our chef-led food demonstrations, Día de los Muertos celebrations, bringing back the Market Sprouts Kids Club, or doubling SNAP benefits - and we will share all the fun facts in this report. However, one of my personal highlights in my third season with the Forest Grove and Cornelius Farmers Markets is my evening walk through the market.

Families and friends share stories over pupusas for dinner served on reusable plates. Wagons tow kids with strawberries, kale, bread, flowers, and pie, their faces covered with elote and tajín. Vendors are busy with customers and catching up with old friends. There's some issue with the bathrooms or technology, but we resolve it quickly. The market staff walkie-talkie each other to make sure we're taking our breaks. Gunnar hands me an Ethiopian coffee sample and Pablo passes me a chocolate churro on my way back to the information booth.

While not every day is perfectly smooth, the best part about our markets is the community that is built and celebrated around local food and small businesses. We are continuously learning and adapting, facing challenges like extreme heat and high prices. Farmers markets are essential, and we are looking ahead to another season of supporting small businesses, increasing access to fresh produce, and bringing the community together. **We're so grateful for each and every one of you!**

All the best,
Sage Fairman
Market Access Manager



THIS SEASON, YOU SUPPORTED:

77 unique small businesses

Forest Grove

Cornelius

67 vendors

10 artisan/craft vendors

21 farmers, including one rancher

17 community organizations**

22 specialty food artisan vendors

21 first-time FGFM vendors

15 served/to go food and drink vendors*

46 vendors weekly on average on 25 market days

29 vendors

6 artisan/craft vendors

10 farmers, including one rancher

12 community organizations**

7 specialty food artisan vendors

14-first time CFM vendors

6 served/to go food and drink vendors

18 vendors weekly on average on 18 market days

*includes a vendor counted as both farmer and served/to go food as they have a shared business

**organizations not included in vendor count





Our Farmers Markets combined had a total crowd count this season of about 70,042 people!

The Forest Grove Farmers Market had an average weekly crowd count of 2,260 adults and 428 kids. The Cornelius Farmers Market had an average weekly crowd count of 304 adults and 93 kids.



This year we had a total of 8 special events in both of our markets!

These events included our very popular Salsa Fest and yearly end-of-season celebration of Día de Los Muertos.



This season we returned to hosting fun Market Sprout activities for children to engage with the local food system at both of our markets.

We had a total of 204 unique kids be a part of this wonderful program! There was an average of 17 kids participating weekly along with a total of 31 Market Sprouts days in the season. The average age taking part in the activities was 7.



We hosted 5 food demos at both of our markets, utilizing produce from our own vendors and showing how to create food items with “leftover” or unknown products.

Our Farmers Market held a couple of opportunities for our customers to sample wonderful recipes!



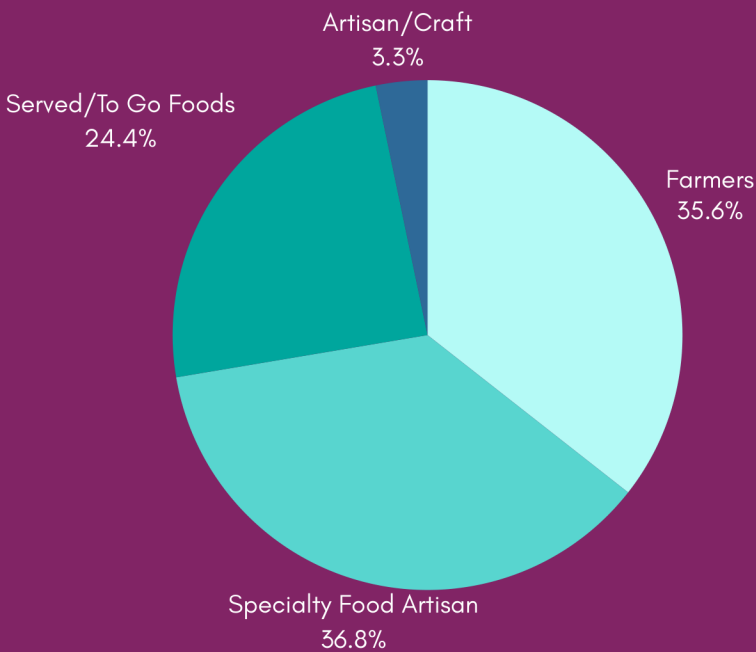
This season, we had many wonderful live performances at both of our markets!

Our Forest Grove Farmers Market had 20 days of entertainment and the Cornelius Farmers Market had 15 days!

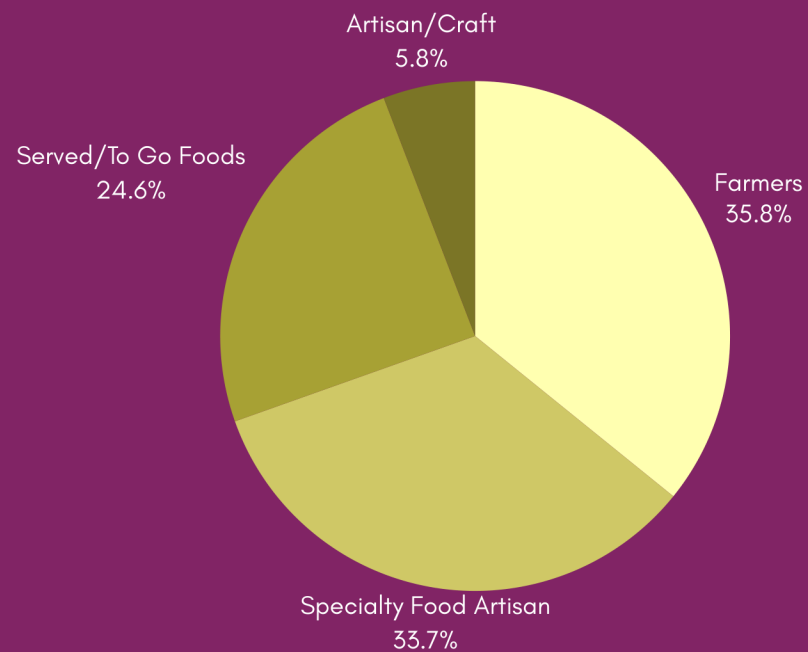
TOTAL SALES: \$528,822

BREAKDOWN BY CATEGORY:

VENDOR SALES: FOREST GROVE



VENDOR SALES: CORNELIUS



In our *end of year survey*, we asked vendors what their goals were for the season. Some goals included:

- provide the best quality products to the communities we serve
- increase sales and build customer base
- increase awareness about their business

And many reached their goals in 2023!

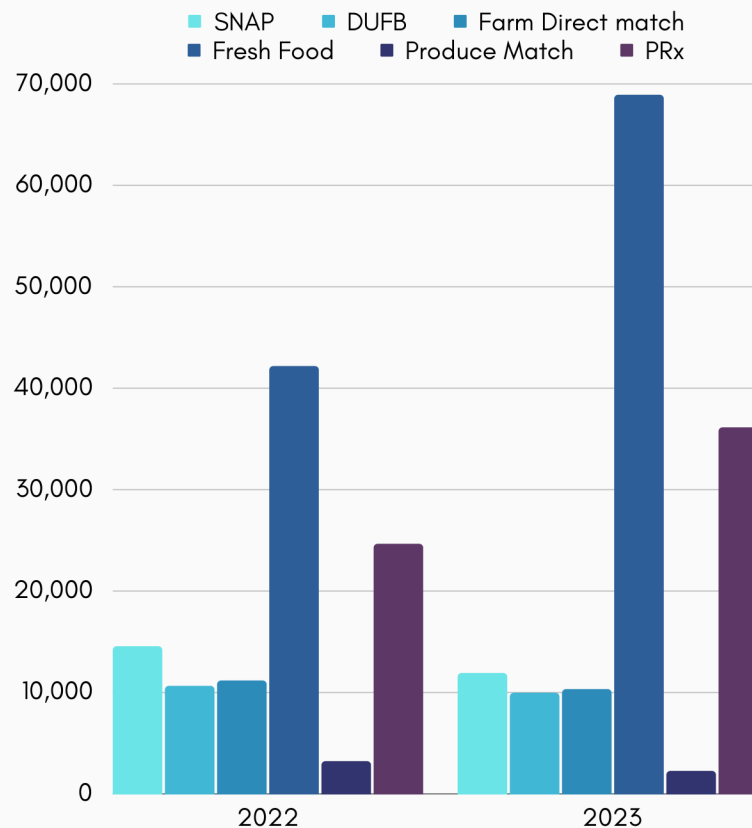
FOOD ACCESS PROGRAMMING

DURING THE 2023 FARMERS MARKET SEASON AT FOREST GROVE AND CORNELIUS:

\$139,573

was spent directly with vendors through our various food access programs including SNAP/EBT, Double Up Food Bucks, Produce Match, Fresh Food Vouchers, Produce Prescription, and WIC/Senior Farm Direct Nutrition match.

Numbers compared to 2022





VOLUNTEERS

40 UNIQUE volunteers were a part of our Cornelius and Forest Grove Farmers Markets and contributed a total of 418 hours.



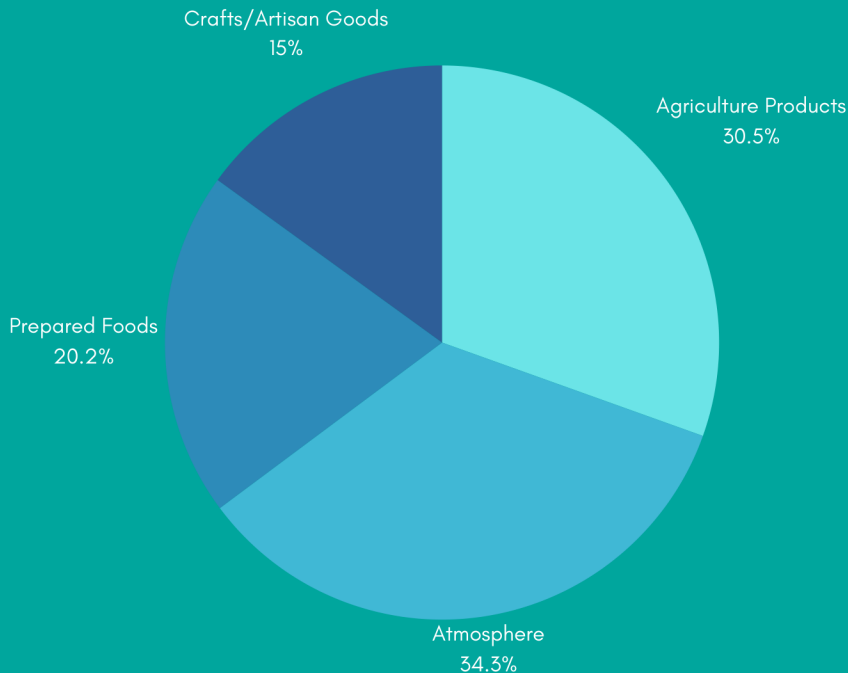
FARM TO MARKET AVERAGE DISTANCE

Farmers drove an average of **16.21 miles** to Forest Grove and **8.27 miles** to Cornelius to bring fresh food to our market community.

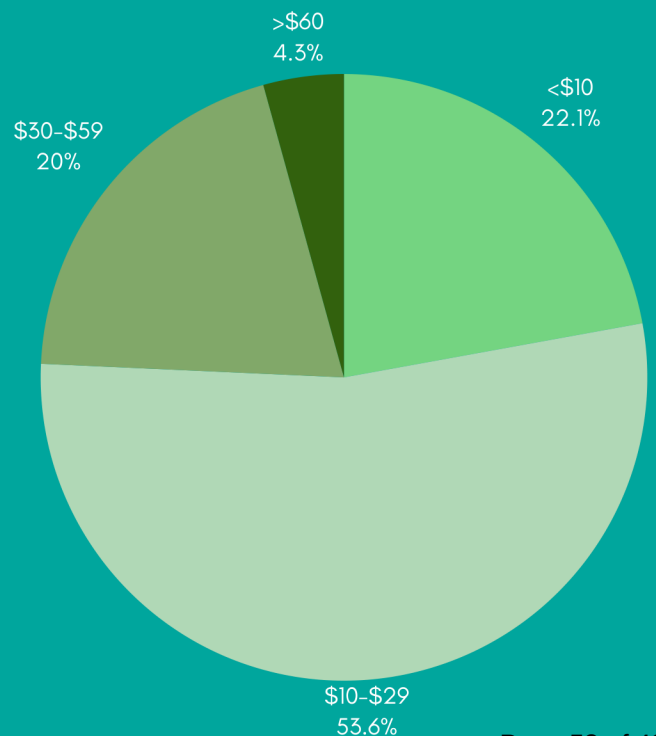
STAND TOGETHER WEEK

MARKET DOT SURVEYS

What's your primary reason for coming to the market today?



How much \$\$\$ do you spend at the farmers market?

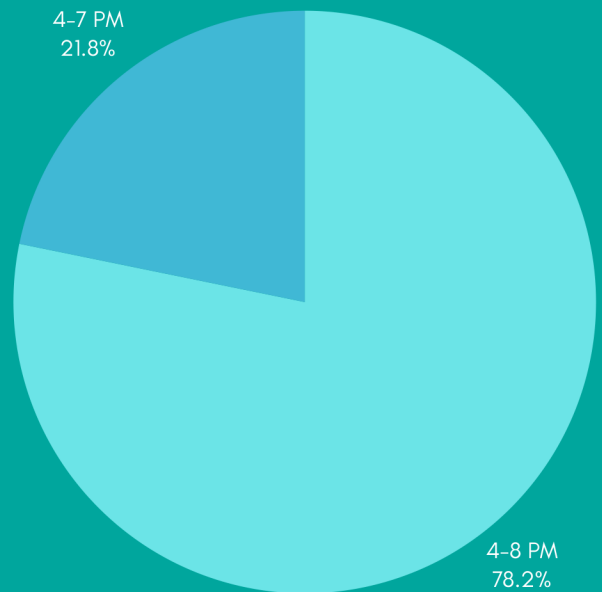


STAND TOGETHER WEEK

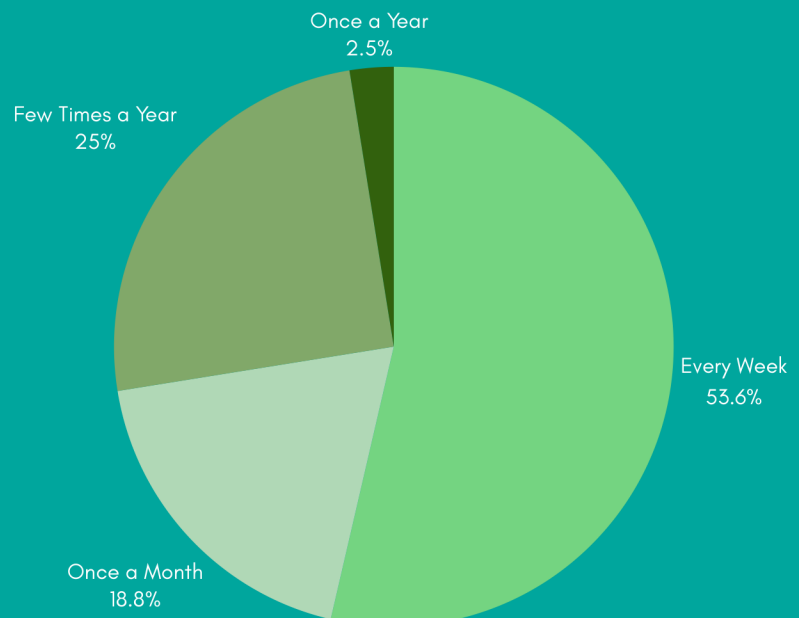
MARKET DOT SURVEYS



Should we stay open 4-8 PM or go back to 4-7PM for fall hours?



How often do you shop at the market?





THANK YOU!

Market Staff

Manager

Sage Fairman

Assistant

Delicia Arellano

Crew

Maria Sayago

Enrique Dominguez

Natalie Vargas

Additional Adelante Staff

Lourdes Herencia

Suraya Arslan

Alejandro Tecum

Xochitl Arreola

Paola Pereira

Andrea Chunga-Celis

Miguel Iniesta

Natalia Hawrylak de Heny

Francia Yera

Lucia Benvanides

Volunteers & Interns

John Hymes

Victoria Mauricio

Vivian Mauricio

Amanda Dennis

Annette Avendano

Jeanette Sale

Daniel Sale

Amallia Rauda

Abigail Lopez

Cecelia Warner

Adelante Programs

Health Equity & Esperanza

Empresas Small Business Development

Family Engagement

Chicas



ANNUAL REPORT 2022-2023

HEALTH & WELLNESS

CREATING A MORE JUST SOCIETY
THROUGH COURAGEOUS HEALING



PROGRAM DESCRIPTION

Health & Wellness

The Health & Wellness Program advances health equity for the local Latine community by providing a team of Community Health Workers (CHWs or Promotores) alongside nutrition programming, including nutrition education, a Produce RX program, and fresh foods to our Early Childhood Education classrooms.

Activities include:

- CHW training and service to community
- Nutrition education to participants
- Produce RX (in partnership with Virginia Garcia Memorial Health Center)
- Early Childhood Education food provision and nutrition classes



History

In 2012, in response to the lack of culturally specific and responsive programming to break down health disparities in the community, we created the first version of what is now our Health & Wellness team.

In 2023, we brought all our health services together under our newest department, Health Equity. The Community Health Workers (CHWs) and nutrition programming teams were moved from the Microenterprise department to Health Equity and renamed the Health & Wellness team.

Budget Overview

The Health & Wellness program is an organizational priority. It is supported by government grants, private foundations, corporations, and individuals. We reached our fiscal year goals, ending June '23. Below are our current expenses for the program.

2023-2024

\$611k

KEY ACTIVITIES

1,500+

Community members received support and/or training from Community Health Workers.

52

Children in our Early Childhood Education program were served with fresh foods and produce.

298

Individuals were served through our Produce RX program, representing 66 Latine families.



COMMUNITY HEALTH WORKERS

CHWs (or Promotores) are Spanish-speaking Latine health educators who work to meet the diverse needs of Latine communities across the county. This program is centered in holistic, popular education with an emphasis on being culturally responsive to the Latine community.

CHW activities include:

- Training new CHWs
- Supervising and supporting staff CHWs in providing services to the community
- CHW services provided range from support seeking rental assistance to navigation services and case management.



PRODUCE RX

Our Produce RX program is a collaboration between Adelante Mujeres and Virginia Garcia Memorial Health Center, benefitting Latine individuals who are at risk of developing diet-related illnesses and have been advised by their doctors to incorporate more fruits and vegetables into their diet.

ECE-Produce RX Pilot Program

This year we launched a pilot program that provides Produce RX to families with children in our Early Childhood Education classrooms.

Through this initiative, we served:

119

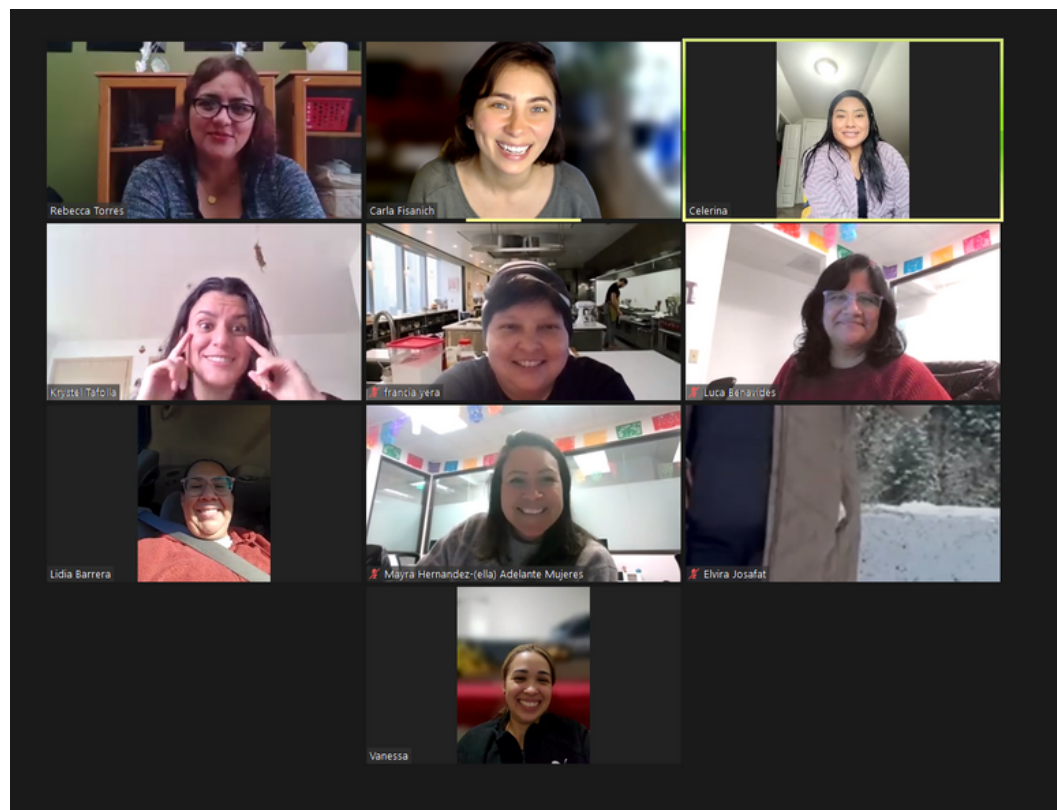
Individuals, representing 26 Latine families.



HEALTH EQUITY DEPARTMENT HIGHLIGHTS

Our newest department, Health Equity, was formed in 2023. It houses the organizational-wide Health & Wellness program, as well as our new culturally-specific mental health clinic, Esperanza.

- Esperanza launch: We began serving participants with individual therapy services as of December 2023. This was a massive accomplishment for our organization, given the legal, financial, and regulatory requirements. Adelante Mujeres is now a mental health care provider!
- Esperanza building: We leased a second building in downtown Hillsboro to house our new Esperanza clinic. This new, centralized location is more accessible for participants from different cities and provides privacy.
- Mobile Clinics: the Health & Wellness team provided 14 Mobile Clinics over the course of last year.



GRACIAS GRACIAS GRACIAS

The majority of our staff reflect the community we serve: 95% of staff identify as Latine. The lasting impact of intergenerational trauma is felt by our children and their families.

Working with these lasting impacts takes dedication, commitment, and hope. Hope is a core value at Adelante Mujeres.

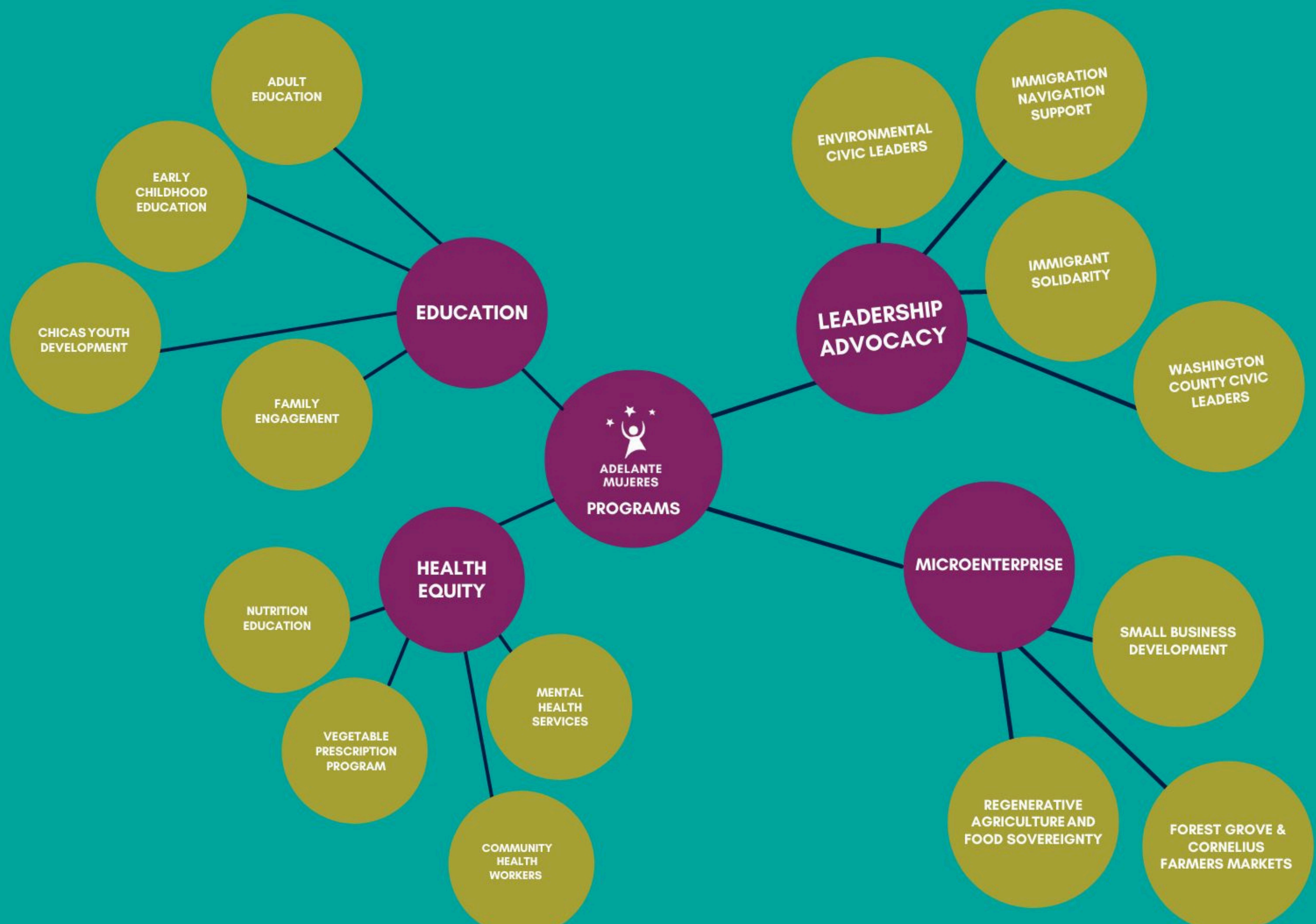
We thank our current, past, and future partners that trust our community-building and overall culturally responsive services.

We encourage the expansion of unrestricted funding for Black, Indigenous and Communities of Color organizations, support asset-based wealth building strategies, and advocate for policies that ensure economic stability for our communities.



ADELANTE MUJERES





FOREST GROVE FARMERS MARKET 2023 KEY TAKEAWAYS

FOOD ACCESS PROGRAMMING

**DURING THE 2023 FARMERS
MARKET SEASON AT
FOREST GROVE AND
CORNELIUS:**

\$139,573

**was spent directly with
vendors through our various
food access programs**
including SNAP/EBT, Double Up
Food Bucks, Produce Match,
Fresh Food Vouchers, Produce
Prescription, and WIC/Senior
Farm Direct Nutrition match.



SPECIAL EVENTS & ENTERTAINMENT

In 2023, we hosted 20 days of live entertainment at our Forest Grove Farmers Market and 15 day in Cornelius. We also hosted 8 special events in both markets, including our yearly Salsa Fest and Dia de los Muertos.

WASTE CENTER



In 2022, the Waste Center returned along with our dining area and reusable dishware program.

This year, we are changing the setup for our Waste Center to make it more accessible and to host an educational space for families and people of all ages.

POWER OF PRODUCE (POP) CLUB



The Power of Produce (POP) Club is a farmers market-based kids program that seeks to teach children about fruits and vegetables, local food systems, and healthy food preparation through fun activities.

This program was created by the Farmers Market Coalition where farmers markets are provided with guidebooks and more to host the best activities for children attending our markets while educating them as well.

It is a requirement that we hand out \$2 in our market currency, “POP Bucks”, to every child that completes an activity at our market in order to continue using this resource.

CHILD NUTRITION

Healthy Futures Pilot Program

This year we launched a pilot program that provides nutrition education and Fresh local produce to families with children in our Early Childhood Education classrooms.

Through this initiative, we served:

119

Individuals, representing 26 Latine families.



KIDS FARMERS MARKET

Adelante's First Kids Farmers Market was implemented in June 2023!

The Child Nutrition Team and Early Childhood Education program organized the Kids Farmers Market Event to educate children aged 2-5 about food production, purchasing, and meal preparation.

The event emphasized the importance of fresh fruits and vegetables, informed food choices, and healthy snacking. Through interactive activities, children learned about nutrition, local food sources, farming, and basic money handling skills.

The goal is to instill healthy habits early, fostering future generations of informed consumers, healthy adults, and environmental stewards.

With CIG Funds, we hope to make the 2nd Kids Farmers Market a success in 2024!





OUR ASK

- Weekly POP (Power of Produce) Kids Club Activities at the Forest Grove Farmers Market
- POP Kids Club \$5 Tokens for spending at the Farmers Market
- Monthly Child Nutrition Food Demonstrations (4-6 in total during Farmers Market Seasons)
- Waste and Recycling Education and Activities for Kids
- Adelante's Annual Kids Farmers Market (1 per farmers market seasons)



WHY ITS IMPORTANT

- Creating an Inclusive and Sustainable Community Space
- Kids Empowerment and Autonomy
- Healthy Futures
- Understanding of Food and Waste System

Grocery shopping is a regular errand for parents, but at Adelante Mujeres, it becomes a wholistic experience for the whole family where our future generations know where their food comes from, enjoy healthy foods, and receive fun nutrition and environmental education.



MUCHAS GRACIAS



Print

2024-25 Community Impact Grant Application - Submission #334

Date Submitted: 4/30/2024

Date*

4/30/2024

Organization Name*

Forest Grove Youth Lacrosse

Address*

1723 Elm Street

City*

Forest Grove

State

Oregon

Zip Code

97116

Mailing Address*

1723 Elm Street

City *

Forest Grove

State*

Oregon

Zip Code*

97116

Person Authorized to Sign Contract*

Shane Richters

Title*

Board President

Contact Person *

Kara Lanning

Phone Number*

5033410562

Email Address*

kara.lanning@gmail.com

Agency Mission Statement*

Organizational Overview: Forest Grove Youth Lacrosse (FGYLAX) is a volunteer-run youth recreational 501(3)c sports club dedicated to removing financial barriers that often hinder low- and mid-income families from participating in lacrosse, an otherwise costly sport. Established approximately 10 years ago, our club faced significant challenges during the COVID-19 pandemic, but renewed efforts from the board and players have reignited interest and demand for our organization.

Distinguished across the Portland Metro Area, FGYLAX is the most accessible lacrosse club in the region, and we intend to keep it that way. Our participation fees include a \$30 USA Lacrosse membership, which provides club insurance, along with a \$100 or \$150 registration fee based on age group. We provide all equipment for players at no additional cost, with the exception of mouth guards and cleats (used cleats are also available through a free cleat-down program). The money saved through our equipment program saves families approximately \$300 and \$450 depending on size and position. In 2023 and 2024, we offered full participation scholarships to approximately 50% of our players. As the only Lacrosse club in the region to offer free equipment and the lowest registration fee, we are committed to ensuring that all interested children can play, regardless of financial circumstances.

Central to our organization's mission is expanding access to lacrosse. As the fastest-growing sport on the West Coast, and the increasing availability of college scholarships for players, we believe it's crucial to diversify youth participation in this sport to ensure representation of diverse backgrounds and identities in the sport.

Forest Grove Youth Lacrosse Mission Statement: We are dedicated to providing equitable access to the rich tradition of lacrosse, the First American sport, to all children in our community. As an all-volunteer organization, we recognize the importance of inclusivity and opportunity for every child, regardless of financial circumstances.

Driven by our commitment to make lacrosse accessible to all, we strive to ensure that no child is sidelined due to financial constraints. By fostering a supportive, safe, and fun environment, we create a space where every child can thrive and develop both on and off the field.

Central to our mission is the promotion of character development. We believe that participation in lacrosse offers invaluable opportunities for personal growth, teaching important life skills such as team work, resilience, leadership, and integrity. Through mentorship and positive reinforcement, we empower our young athletes to become not only skilled lacrosse players but also upstanding members of our community.

With the recent inclusion of lacrosse as an Olympic sport, we're excited to further inspire our players by connecting them with the global significance of their sport. Through our initiatives, we seek to improve outcomes for all our players, regardless of their background and experience with the sport.

As advocates for the fastest-growing sport on the West Coast, we are passionate about sharing its values of teamwork, discipline, and sportsmanship with the next generation. Through our efforts, we aim to enrich the lives of Forest Grove's youth, promoting not just athletic excellence, but also holistic development and a lifelong commitment to personal integrity and community engagement.

Forest Grove Youth Lacrosse Vision Statement: Our vision is to remove financial barriers to team sport participation for youth in Forest Grove, while simultaneously promoting and sharing the rich traditions of Lacrosse, the first North American sport. To increase access to participation, we are committed to providing safety equipment free of charge for all registrants, and waiving registration fees when requested, ensuring that financial barriers never limit a child's ability to play. Through our programs, we aim to cultivate essential life skills such as teamwork, leadership, and resilience, as well as a lifelong commitment to both social-emotional and physical well-being. By actively engaging with our community through community events, collaboration with other recreational sport clubs, and sponsors, we seek to promote not only a love for lacrosse but also a deeper connection to its heritage and values, inspiring a broader interest and appreciation for the sport, recreation, and our Forest Grove community.

Agency Fiscal Year End*

12/31/2024

Agency Federal Tax ID (EIN)##

47-2821827

Application Questionnaire

Project/Program Title*

Enhancing Community Engagement and Access to Lacrosse in Forest Grove

Is this a new project or an existing projet? *

☒ Yes ☐ No

Describe your proposed project or program in detail and specifically indicate how it will address a priority area of community concern in Forest Grove.*

Forest Grove Youth Lacrosse is dedicated to providing equitable access to the sport of lacrosse for all interested youth in our community. In alignment with the goals outlined by Forest Grove City and Metro, our proposed project aims to enhance recreational opportunities, promote the inclusion of low-income and minoritized residents in an otherwise expensive and exclusive sport, and improve the overall quality of life for Forest Grove youth and their families.

Project Goals:

Increase Access to Team Sports: Our reduced registration fee model strives to make the sport financially accessible to all interested youth in the Forest Grove Community. We aim to continue to waive fees for families who are unable to afford the \$100 or \$150 fee for league participation. We currently waive fees for approximately 50% of all players. We are committed to eliminating financial barriers for any family that wishes to participate.

Purchase new gear that meets 2022 USA Lacrosse Safety specifications: Safety requirements for youth equipment was updated in 2022. Our current gear supply is purely donation based and have mostly been received in used condition. We are happy to promote sustainability with this model, though we are now needed to replace nearly all gear so that our kids are equipped with the safest gear available to them. The equipment update is a key feature of our proposed budget.

Capacity Building for Operational Efficiency: We will invest in capacity building to enhance our organizational infrastructure, strengthen sponsorship relationships, and expand our ability to serve the community effectively. We will do this through a partnership with local organizations and programs; including, but not limited to, connecting with Pacific University's Masters in Nonprofit Leadership. We specifically hope to have a Master's student apply their curricular and experiential knowledge in helping us expand our operational capacity, community presence and engagement, and sponsor base. This collaboration is currently in the exploration phase with Pacific University. Other community organizations that we hope to learn from includes Forest Grove Rotary, and other successful youth athletic recreational clubs.

Promote Diversity, Equity, and Inclusion: Limiting financial barriers to team sports increases diversity and inclusion by ensuring that individuals from all socioeconomic backgrounds have equal access to participate. By removing the obstacle of cost, individuals who may have been previously excluded can now join, resulting in a more diverse representation of the community. This fosters an inclusive environment where individuals from various backgrounds can come together, learn from one another, and build stronger connections through shared experiences in sports. These connections benefit players and their families directly on the field, but also promote deeper relationships in their academic and community lives.

Community Engagement: We will actively engage members of the Forest Grove community in the development and implementation of our lacrosse programs, most importantly through the development of a robust community clinic program. Further engagement will focus on establishing connections with key stakeholders, so that we can work together to amplify the priorities of similar organizations. We will also continue to engage in important community activities, such as the Sidewalk Chalk Festival, Farmers Market, and Santa Parade.

Improve Recreational Areas and Programs: Lacrosse holds a unique position as a team sport deeply rooted in Native American tradition, serving as a cultural symbol of strength, unity, and heritage. Its accelerating interest is evident through its recent adoption as an Olympic sport, highlighting its growing global significance and appeal. Supporting a youth lacrosse team alongside existing spring sport programs, such as baseball and soccer, would enrich the recreational offerings by introducing players to a dynamic sport with rich historical and cultural significance. We believe that our program expands opportunities for skill development and personal growth, while also providing an invitation to come into a sport at what might be otherwise considered a "Late Entry," meaning that we will ensure that all kids play despite having no prior experience with team sports. Diversifying recreational sport options in Forest Grove will enhance the overall recreational experience for our deserving youth.

Alignment with Forest Grove Vision:

Our project directly aligns with the vision of Forest Grove as a thriving and progressive community that values education, service to humanity, and sustainability. By providing accessible and inclusive lacrosse opportunities, we aim to nurture our youth, educate all residents on the heritage and traditions of the original North American Sport, and attract visitors to our vibrant city.

Target Population:

Our project will directly benefit youth, and low-income families in Forest Grove by providing accessible and inclusive lacrosse opportunities for all interested youth in our community.

Forest Grove Youth Lacrosse is committed to advancing the vision of Forest Grove through our proposed project. By enhancing community engagement and access to the sport of lacrosse, we aim to contribute to the overall well-being and vitality of our city.

**How is your project or program integrating innovative, creative approaches to addressing this community concern?
Does it fill a gap in current services?***

Our project takes an innovative and creative approach to addressing the community concern of keeping youth active in team sports, particularly by providing access to a sport that is typically only accessible to wealthier community members. With the national average cost of participating in youth lacrosse nearly \$1300, it becomes functionally impossible for low-income or middle-income families to participate. However, recognizing the increasing public interest in lacrosse, promotion of its rich indigenous history, recent inclusion as an Olympic sport, and the potential for college scholarship opportunities, we are motivated to break down financial barriers and provide access to this sport for all youth in our community.

One of the key innovative aspects of our program is our commitment to inclusivity and accessibility. Unlike other youth team sports programs in Forest Grove, where the typical registration fee for a recreational league is \$200-\$300 with the expectation that families purchase their own equipment, we ensure that all children have the opportunity to participate regardless of their financial circumstances. We achieve this by providing all necessary equipment free of charge, and by providing registration waivers. In fact, approximately 50 percent of our players receive registration waivers (\$100 waived for grades 3-4, and \$150 waived for grades 5-8), in addition to free equipment.

As the sole lacrosse recreational club in the area, we offer a distinctive opportunity for youth to participate in a sport that may otherwise be unavailable. Moreover, our dedication to providing equal playing opportunities for all, regardless of financial means or prior athletic experience, addresses a crucial gap in existing services. This ensures that no child is excluded from the benefits of team sports due to financial constraints, or delayed entry into recreational sports.

**How will the project or program include collaboration with other community partners, and/or City departments?
Please describe any financial partnerships in detail. ***

This project will kickstart our first widespread community engagement attempt with the program goals of building community awareness of the sport and club, identifying and retaining community sponsors, and establishing a club strategic plan and operational policies that can be followed in the future to ensure long term sustainability in the program. Community participation is the cornerstone to meeting these goals for the recreational club.

Our initial strategies to encourage and foster robust community partnerships are as follows:

Build Sponsor Base: To kickstart youth sponsor relations with Forest Grove Youth Lacrosse Club, it's crucial to establish enduring relationships with local businesses and community. We will first identify potential sponsors and engage them with tailored proposals outlining the mission of our organization, and how sponsorship may elevate their presence in the community. We will emphasize to sponsors that their support signals positive community engagement, diversifies their marketing presence, increases brand exposure, and directly contributes to the well-being of Forest Grove families, particularly focusing on achieving team sport equity for low-income families.

Critical to building a sponsor base, the board will set achievable funding goals, such as \$4,000 in sponsor dollars for year one, \$6,000 for year two, and \$8,000-\$10,000 for year three. Fiscal year reports will demonstrate how sponsor donations have directly contributed to expanding the club's capacity and providing access to lacrosse for all community children. Lastly, we will regularly update sponsors on the club's progress and impact to maintain engagement and foster long-term partnerships, along with frequent invitations to attend games, of course!

Pacific University Collaboration: We're eager to explore a potential collaboration with Pacific University's Masters in Nonprofit Leadership Program. Leveraging existing connections, we aim to offer an internship opportunity to a Master's Student focusing on the theory and applied methods of organizing successful nonprofits. We see this as a valuable educational opportunity for the community, with us potentially benefiting from their recommendations. While this collaboration is currently in the exploration phase, we also intend to investigate partnerships with Pacific University Athletics, particularly the Women's Lacrosse team, and potentially co-hosting or supporting existing youth athletic clinics such as the "National Girl and Women in Sports" event.

School District Partnership: Collaboration with the School District will involve coordinating field use and practice times, organizing community events, and assisting with recruitment within schools. This partnership will ensure access to facilities and support for outreach efforts. We would also like to pursue funding opportunities through USA Lacrosse that are allocated for supporting the introduction of the sport through public Physical Education Programs. These grants provide developmentally appropriate curriculum and equipment, along with training opportunities for public educators. We have already started relationships with local Physical Education Programs, and they were critical in supporting our outreach within the community this year. Their involvement included the dispersal of flyers in both Spanish and English.

Specific collaboration with Forest Grove High School Lacrosse Team: Engagement with the Forest Grove High School Lacrosse Team, particularly through close collaboration with Coach Scott Tierney, provides a vital pipeline for players interested in continuing to play competitively in high school. This partnership not only benefits both programs but also aligns their goals, creating opportunities for high school players to mentor youth players. Fostering the importance of civic engagement, this collaboration offers opportunities for high school players to enhance their coaching skills and even become referees for youth games. Coach Scott actively works with our organization to co-host youth clinics early in the season and strongly encourages high school players to participate in these pre-season events, ensuring a seamless transition and ongoing support between the youth and high school lacrosse programs. In this grant, we have a major priority to increase access to these clinics and to provide additional community support through providing a meal and a participation T-shirt to all kids that participate.

City of Forest Grove Engagement: Participation in City events such as the farmers market, chalk festival, and parade will raise awareness and visibility for the project. Collaborating with the City will facilitate community engagement and support.

Other Youth Recreational Sport Clubs: Partnerships with other youth recreational clubs will ensure that all children interested in sports have opportunities to participate in the sport of their choosing. This collaboration will promote inclusivity and expand the reach of all recreational youth programs. In future years, we see opportunities to work with other clubs to advocate for expansion of resources that benefit all clubs, including the increase in available turf fields. We are committed to collaborate with other recreational leagues in the advocacy for youth recreation, and look forward to pursuing funding opportunities that support youth recreational programs.

Forest Grove Parks and Recreation & Metro: We hope that we will be able to work alongside Forest Grove Parks and Recreation, as well as Metro, so we can learn best practices related to youth recreational sports. We believe that these organizations have extensive knowledge on best practices related to outreach and engagement with our target population. Professional experience in these organizations will be critical in understanding the appropriate marketing and communication needs, as well as operational procedures that best support low-income youth. These organizations can also provide us with Portland Metro connections, so that we can build broader connections with sports recreation outside of the City of Forest Grove.

Forest Grove Light and Power: Collaboration with Forest Grove Light and Power will involve marketing initiatives specific to banners, enhancing visibility and promotion of the project within the community.

Describe how the organization plans to reach individuals and families the project or program intends to serve, including any diverse, underserved, or special needs communities. *

Encouraging youth participation within our target population requires a multifaceted approach, relying on active community engagement, volunteer recruitment, free access to facilities and equipment, diversity promotion, and family involvement. Our outreach strategy includes community clinics, partnerships with key stakeholders, and collaboration with the local school district. A club tradition that we would like to start, and would be supported by these funds, would be hosted pre-season meetings. These will be family-friendly events that foster community building and provide support for child-athletes. To ensure effective communication, all communications will be provided in both English and Spanish. We will invite our current bilingual volunteers to help plan culturally sensitive events, optimizing the participation of non-English speaking families. These meetings would provide a nutritious meal and encourage the natural development of relationships between families. A hoped-for outcome of these preseason gatherings would be the organic formation of carpooling arrangements among families, addressing participation barriers for players with non-traditional schedules or responsibilities.

In addition to community events, we would love to collaborate closely with the school district to introduce the sport safely into the Physical Education curriculum. We can provide "retired" sticks and balls to Tom McCall Upper Elementary School, where the teachers can introduce basic ball handling skills. We have talked briefly with the PE staff at Tom McCall and they are excited about the possibility of this integration into the curriculum, provided that safety concerns are addressed. Expansion of Lacrosse into the curriculum could be supported by our league submitting a funding request through USA Lacrosse, specifically the USA Lacrosse Physical Education Grant. The USA Lacrosse Physical Education Grant aims to support Physical Education programs by providing lacrosse equipment and curriculum resources, promoting the sport while enhancing physical education and encouraging active participation. Grant recipients receive a comprehensive equipment bundle including sticks, balls, and goals, alongside curriculum and instructional materials designed to seamlessly integrate lacrosse into physical education. This initiative serves as a valuable resource for introducing lacrosse to a wider audience, fostering youth physical fitness, and nurturing community through sport.

These two examples highlight that we are ready to be strategic and creative when it comes to encouraging community engagement, specifically with our target population.

How does the project or program meet at least one of the Metro CEP goals and how does the project or program advance the values in the City's Vision Program and the current City Council goals?*

Alignment with Forest Grove City Council Values:

1. Community Engagement: Our project aligns with the City Council's value of community engagement by actively involving residents in the development of lacrosse policies and programs.
2. Equity, Diversity, and Inclusion: We are committed to promoting equity, diversity, and inclusion in our lacrosse programs, ensuring that all members of our diverse community have the opportunity to nurture their physical and social-emotional health through participation in team sports.
3. Improvement in Recreational Areas and Safety: By replacing safety equipment and enhancing operational capacity, our project will result in improvements to recreational areas and programs, as well as increased safety for participants.

Alignment with Metro Goals:

This grant would fulfill the Metro goals for funding by directly addressing several key objectives.

1. We strive to provide access to lacrosse programs for youth from low-income backgrounds. This focus aligns with the goal of benefiting low-income persons and underserved populations.
2. We will Expand recreational opportunities through the establishment of inclusive lacrosse programs, which contributes to the improvement and increase in recreational areas and programs.
3. We will continue to provide safe and updated safety equipment free of charge, ensuring an improvement (and commitment) in safety within the community.

Overall, this grant proposal aligns closely with the objective of both organizations. Including our focus on benefiting the community through increased access to recreational activities while prioritizing safety and inclusivity.

- [Current City Council Goals](#)
- [Metro CEP Goals](#)

Describe how funding for the project or program will be financially sustainable. How will the program continue with the Impact Grant ends after three years?*

To ensure the financial sustainability of the Forest Grove Youth Lacrosse our nonprofit strategy will focus on diversifying revenue streams and building long-term partnerships with sponsors and future funding agencies.

First, recruitment and retention of sponsors are critical. This can be achieved by developing strong and enduring relationships with sponsors. We would be open to presenting various sponsorship levels with tangible benefits such as logo placement on uniforms, banners at events, and acknowledgment in marketing materials, if this is an expressed desire of the sponsor. We hope that regular communication with sponsors, including updates on the program's impact and opportunities for involvement, can help maintain their support over time. Additionally, inviting sponsors to attend at home-games will increase visibility within the community.

Second, pursuing additional grant funding is essential. Success in grant proposals requires thorough research to identify relevant grant opportunities that are reflective of our organization's values and mission and are also aligned with the goals and priorities of potential funders. For a rural community, grants specifically targeting youth sports, physical education, or community development may be particularly suitable. Crafting compelling grant proposals that clearly articulate the program's objectives, impact, and sustainability plan is crucial. Highlighting the unique needs and challenges of rural communities, along with the potential positive outcomes for youth engagement and community development, can strengthen grant applications. Award of this funding will provide evidence to future funders that we are a nonprofit that is worth investing in, and that we can use the funds with integrity and transparency.

Lastly, engaging in the existing community events such as the Forest Grove Sidewalk Chalk Festival, Farmer's Market, and Santa Parade all increase our visibility, which can lead to increased revenue in the form of registrations for those who are able to pay the full fee (\$100 or \$150 based on year in school). A target of \$3,000-\$4,000 in registration revenue could do a lot for covering the in-season expenses of the league related to hiring of game officials and tournament fees. While this revenue is essential to our in-season functioning, we are sensitive to the fact that not all can afford these fees and we are committed to let all kids play regardless of financial circumstances.

Overall, a comprehensive nonprofit strategy for financial sustainability should involve a combination of sponsor recruitment and retention, successful grant proposals, and community-based engagement efforts. We believe that the heritage of the sport and accelerating interest in the West Coast will only build interest and sustained revenue streams in the near future. Building strong relationships with sponsors and funders, while continuously engaging and involving the community, will be key to the long-term success of the lacrosse program.

List and detail the measurable outcomes and deliverables of the project or program. Additionally, how will you track and report success over the three years of grant funding?*

Measurable outcomes and deliverables for the project will primarily focus on monitoring and quantifying increases in youth participation, volunteer engagement, and sponsor support; along with assessing the program's effectiveness in reaching the target population.

Youth Participation and Retention: We will measure the number of youth participants in community clinics and throughout the season. Retention rates will be evaluated by comparing the number of players who remain engaged in the program over time.

Volunteer Participation and Retention: We will monitor the number of volunteers recruited and retained each year, including coaches, mentors, and community partnerships. We will be mindful of assessing volunteer satisfaction and commitment through feedback surveys or interviews. We will solicit feedback on league operations and policies from volunteers and families similarly.

Sponsor Recruitment and Funding: We will track the number of sponsors recruited and the amount of money donated to the program. An important metric to capture would include increase in the number of sponsors and the diversity of businesses represented. Success will also be measured by the successful receipt of additional grants.

Scholarship and Waived Registration Fees: We will quantify the percentage of scholarships or waived registration fees provided each year, as this serves as an indicator of the program's accessibility to low-income families.

Demographic Survey: We hope to design and distribute an anonymous demographic survey to gather data on the demographics of our participating families. This would require collaboration with a community partner, such as Pacific University, to ensure best practices to ensure anonymity with responses. The board currently has capacity for data analysis, including statistical analysis.

Long-Term Impact: While not quantifiable, the key deliverable of the program is igniting a lifelong commitment to recreation and health, along with fostering a love for lacrosse. This qualitative metric can be observed through player enjoyment, camaraderie, and skill development, along with youth players actively recruiting their own friends and family members to come play this super fun sport.

In summary, to track and report success over the three years of grant funding, regular data collection and analysis will be essential. This includes maintaining accurate records of participant numbers, volunteer involvement, sponsor contributions, and scholarship allocations. Annual reports can be generated to summarize progress towards program goals and outcomes, highlighting areas of success and areas for improvement. Additionally, ongoing communication with stakeholders through newsletters, social media updates, and community events will help keep participants, volunteers, sponsors, and funders engaged and informed about the program's impact.

Provide a brief summary of key personnel and partners, including their experience and skills, previous work in addressing related issues and their anticipated roles in this initiative (including percentage of time dedicated to the program or project).*

Shane and Theresa Richters – Co-Presidents

With 6 years of experience in the sport, Shane and Theresa are parents to three kids who currently participate in Youth Lacrosse programs, including our recreational league, high school, and a competitive youth lacrosse league. Their involvement in the greater lacrosse community has resulted in an expansive network with area youth programs in the greater Portland-Metro area.

Shane has 15 years of coaching experience, including 6 years coaching lacrosse. Shane currently coaches the 7th and 8th-grade team and helps manage the logistics related to scheduling, equipment, and communication. This volunteer commitment requires approximately 20 hours a week. Shane also has 6 years prior experience supporting Special Olympics programming during his time in the US Military.

Theresa has worked with children and their families in her private practice as a licensed clinical social worker in Forest Grove for 16 years, and has worked with children and their families for 27 years. She is family-centered and brings a wealth of knowledge regarding child development and supports the coaches with how to effectively communicate with our youth and their parents. Theresa is critical in relaying important information to our families, including scheduling, youth sports pictures, and all responsibilities related to registration. Theresa also manages the website and the Forest Grove Youth Lacrosse Facebook page.

Matt Beil – Vice President

Matt Beil has been involved with the youth league for 1.5 years and is currently in his first season coaching the 3rd and 4th-grade team, as well as the 5th and 6th-grade team. Leveraging his professional skills developed through his Masters in Arts and Teaching, Matt implements developmentally appropriate coaching strategies that prioritize safety, skill development, character building, and most of all, fun! During the season, Matt dedicates approximately 15 hours of volunteer time per week and remains actively committed as a board member. He plays a crucial role in recruitment and has initiated relationships with Physical Education Teachers in the Forest Grove School District.

With experience in project management from his current professional role, Matt will be a valuable asset when designing strategies that align with funding priorities and expected outcomes.

Kylie Thompson (Hepler) - Treasurer

Kylie has been an active parent in Forest Grove Youth Lacrosse for 4 years. Recently elected as Treasurer for the club, we are enthusiastic about the professional skills she brings to the table. In her current professional role, Kylie oversees the planning of large events, maintains stakeholder engagement and relations, manages projects, and handles fundraising. Additionally, as a current student of Public Health, Kylie will ensure that the league's priorities align with public health and safety matters, crucial for maintaining the well-being of our players.

Kara Lanning – Secretary

Kara has been involved with the club for 1.5 years as both a parent and a board member. She is responsible for maintaining records related to board meetings as well as many "behind the scenes" support tasks. With prior professional experience as a community connector and project manager for a 501(3)c organization, Kara has extensive expertise in stakeholder engagement within rural communities, managing grant funds exceeding \$250,000, grant writing, and project management. She will leverage her current professional experience as an educator to help provide guidance on league operations and support of youth development. In both positions, Kara has participated in many Diversity, Equity, and Inclusion training and has supported many DEI-focused projects. Kara is an experienced grant writer, and is excited to use this skill to advance the mission of Forest Grove Youth Lacrosse. Kara looks forward to building community relationships with potential partners in Forest Grove who may be interested in supporting the league at the sponsorship level. Additionally, Kara will continue her role within the league to supporting parents as they learn more about the organization and the sport.

Troy Stock- Board Member:

Troy Stock is a key advocate for advancing youth lacrosse leagues in Oregon State. With 20 years of coaching experience, including 7 years coaching lacrosse, Troy possesses a profound understanding of how to develop vibrant and sustainable youth programs. He is particularly attuned to the primary barriers that hinder the inclusion of minority and low-income communities in the sport. Committed to leveraging his expertise to overcome these barriers within our Forest Grove team, Troy will continue to provide invaluable support and guidance to the league. Additionally, he will assist in establishing extensive connections with the broader lacrosse community at the state, national, and Oregon Youth Lacrosse levels.

Troy currently is coaching the 7th and 8th team, and co-coaches on the Forest Grove High School boys Lacrosse team.

All members of the Forest Grove Youth Lacrosse Board are committed to increasing parent and community participation with the primary aim of increasing participation at all levels in the league; including, but not limited to recruitment and retention of future board members.

Provide a basic overview of grant implementation activities tied to the project/program budget. *

If we are successful with this grant application, we intend to structure our calendar activities using the following model:

Program Launch and Sponsor Base Building

1. Identify potential sponsors within the community.
2. Craft tailored sponsorship proposals outlining the benefits of supporting the Forest Grove Youth Lacrosse Club.
3. Begin outreach to local businesses and community leaders.
4. Hold initial meetings with potential sponsors to present proposals and discuss opportunities for collaboration.
5. Establish Funding Goals and Reports:
6. Set achievable funding goals for the first year, aligning with the board's objectives.
7. Develop a detailed plan for how sponsor donations will be utilized to expand the club's capacity and provide access to lacrosse for low-income families.
8. Create fiscal year reports template to track sponsor donations and their impact on the organization.
9. Frequently identify and pursue external grants that align with the Mission of the Club.
10. Begin engaging sponsors with updates on the club's progress and impact.

Pacific University Collaboration Exploration:

1. Reach out to contacts at Pacific University's Masters in Nonprofit Leadership Program.
2. Discuss the potential internship opportunity for a Master's student with a focus on successful nonprofit management.
3. Explore opportunities for collaboration with Pacific University Athletics and the Women's Lacrosse team.
4. Investigate options for co-hosting or supporting existing youth athletic clinics.

Events:

1. Plan and host 3 day-long, develop mentally appropriate, free lacrosse clinics supported by club volunteers and key stakeholders, such as Pacific University Women's Lacrosse and the High School Women's and Men's Lacrosse teams. Organize healthy, culturally-minded meals for participating students, along with braided t-shirts for their participation.
2. Plan a Forest Grove Youth Lacrosse preseason gathering that includes a healthy meal for participating families. Communication plan will be developed to ensure that families attending will have access to all information needed for club involvement in their preferred language. Equipment will be checked-out with care instructions and other key information at this time.
3. Plan and host a Forest Grove Youth lacrosse end of season potluck. This event continues an already established family-friendly event that we currently organize. This event includes a kids vs. parents friendly lacrosse match, and equipment check-in.

School District Partnership Development

1. Initiate discussions with the School District regarding field use, practice times, and community event organization.
2. Explore funding opportunities through USA Lacrosse for supporting the introduction of lacrosse in public Physical Education Programs.
3. Continue relationship building with local Physical Education Programs and expand outreach efforts within schools.
4. Collaboration with Forest Grove High School Lacrosse Team
5. Meet with Coach Scott Tierney to discuss collaboration opportunities.
6. Plan and execute youth clinics co-hosted with the high school lacrosse team.
6. Coordinate with Coach Scott to ensure seamless transition and ongoing support between youth and high school lacrosse programs.
7. Secure additional funding for providing meals and participation T-shirts for clinic volunteers.

City of Forest Grove Engagement

1. Participate in City events such as the farmers market, chalk festival, and parade to raise awareness.
2. Collaborate with the City to facilitate community engagement and support for the project.
3. Launch marketing initiatives with Forest Grove Light and Power to enhance visibility within the community.

Partnerships with Other Youth Recreational Sport Clubs

1. Reach out to other youth recreational sport clubs to explore partnerships.
2. Promote inclusivity and expand the reach of all recreational youth programs through collaboration.
3. Advocate for expansion of resources, including turf fields, in collaboration with other clubs.
4. Pursue funding opportunities to support youth recreational programs.
5. Initiate and maintain collaboration with Forest Grove Parks and Recreation and Metro.
6. Learn best practices related to outreach and engagement with the target population.
7. Gain insights into appropriate marketing and communication needs and operational procedures.
8. Establish connections with Portland Metro to build broader connections with sports recreation outside of Forest Grove.

Sponsor Engagement and Long-Term Partnerships:

1. Continue regular updates to sponsors on the club's progress and impact.
2. Foster long-term partnerships with sponsors through ongoing communication and engagement.
3. Extend invitations to sponsors to attend games and other club events.
4. Evaluate the effectiveness of sponsorship initiatives and make adjustments as needed.

This calendar plan outlines a structured approach to achieving the program goals over the three year funding cycle. Program evaluation will identify areas for improvement and will dictate where added energy or focus will be needed. We will focus on building partnerships, securing funding, and fostering community engagement.

Project Budget

Show proposed three year budget, by year. Include breakdown between personnel services, materials and supplies, and other costs. Also report any other funds that will be used for this project (i.e. applicants funds or other grants).

Included organization's previous financial report.

Budget Reporting*

Forest Grove Youth Lacrosse_CEG.pdf

Upload proposed project budget for three year period.

Previous Year Fiscal Report*

FGYL Fiscal Year Report-2023.pdf

Upload prior fiscal year budget report.

File Upload

No file chosen

Upload any additional documentation, i.e. ORG Chart, etc.

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature*

Date*

Kara Lanning

4/30/2024

YOUTH LACROSSE — FOREST GROVE —

Please find below our detailed budget related to this funding request. These funds would be instrumental to updated our equipment to current safety standards, reaching low-income youth to increase team sport participation, and enhance the visibility and participation in the West Coast's fastest growing sport. *Thank you again for considering this request.*

Total Requested for Years 1-3: \$53,390.50

Year 1 Budget Narrative: Year one budget is focused on replacing all safety equipment to meet current US Youth Lacrosse safety standards. We also propose purchasing branded pennies so that our players will be able to look cohesive as a team. These will be used every year. Lastly, year one budget includes funds for community clinics and recruitment. This budget is reflective of a year committed to initiating a sponsor base, increased community engagement and outreach. We hope to end year one with committed sponsors that can help offset costs in year two.

Equipment	Unit Cost	Quantity	Total (dollars)
Helmets	\$150	60	\$9,000
Chest Protectors	\$ 80	60	\$4,800
Elbow pads	\$45	60	\$2,700
Gloves	\$50	60	\$3,000
Goalie Kit	\$400	3	\$1,200
Goal Nets	\$75	3	\$225
First Aid Kits	\$100	3	\$300
Team Pennies	\$34	60	\$2,040

Marketing and Events

Branded Quick Shade	\$200	1	\$200
Informational Brochures	\$0.10	1000	\$100

YOUTH LACROSSE — FOREST GROVE —

T-shirts (provided at community events and to all registered players)	\$15.21	150	\$2,281.50
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Community Clinics with lunch provided (based on 50 participants each event)	250	3	\$750
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Preseason Community Meeting	\$250	1	\$250
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Cost of Participation

Scholarships to cover Registration or US Lacrosse Fees (anticipated average scholarship amount)	\$100	45	\$4,500
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Total Year 1 Request: \$31,346.50

Year 2 Budget Narrative: This budget has reduced costs in equipment needs, but reflects anticipated growth of the program. We hope to see increase in registrations with this year due to community engagement efforts in year one. The budget has a continued focus on community outreach and 3 free community lacrosse clinics with slight increases in community participation. We hope that the sponsors recruited in year one will add to our ability to provide full or partial scholarships for participation and to meet additional needs of the league, specifically related to cost of officials, and tournament participation, and continued growth of the equipment lot, as needed.

Equipment	Unit Cost	number	Total
Helmets	\$150	10	1500
Chest Protectors	\$80	10	800

YOUTH LACROSSE — FOREST GROVE —

Elbow Pads	\$45	10	450
Gloves	\$50	10	500
Team Pennies	\$34	10	340
Goalie Kit	\$400	1	400
Goal Net	\$75	3	\$225

Marketing and Events

Brochures	\$0.1	1000	\$100
T shirts (provided at community events and to all registered players)	\$15.21	200	\$3042
Community Clinics with lunch provided (assuming 65 participants for each event)	300	3	\$900
Preseason Community meeting	\$250	1	\$250

Cost of Participation

Scholarships to cover Registration or US Lacrosse Fees	\$100	30	\$3,000
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Total Year 2 Request: \$11507.00

Year 3 Budget Narrative: This budget continues to have further reduced costs in equipment needs. We hope to see increase in registrations with this year due to community engagement efforts in prior years. The budget has a continued focus on

YOUTH LACROSSE — FOREST GROVE —

community outreach and 3 free community lacrosse clinics with slight increases in community participation. We hope that the sponsors recruited in years one and two will increase to our ability to provide full or partial scholarships for participation and to meet additional needs of the league, specifically related to cost of officials, and tournament participation, and continued growth of the equipment lot, as needed. At this point, it is an Organizational goal to have a predictable and diversified revenue stream that amounts to approximately \$10,000-\$15,000 per year. This will be achieved through sponsor retention, pursuing competitive funds, and community-based fundraising events. We anticipate that approximately \$2500-\$3,000 of revenue will be generated from registration.

Equipment	Unit Cost	number	Total
Helmets	\$150	5	\$750
Chest Protectors	\$80	5	\$400
Elbow pads	\$45	5	\$225
Gloves	\$50	5	\$250
Team Pennies	\$34	5	\$170
Mesh Kits for Sticks	\$30	75	\$2250
Marketing and Events			
Brochures	\$0.1	1500	\$150
T shirts (provided at community events and to all registered players)	\$15.21	200	\$3042
Community Clinics with lunch provided (assuming 75 participants each event)	350	3	\$1050

YOUTH LACROSSE — FOREST GROVE —

Preseason Community Meeting	\$250	1	\$250
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Cost of Participation

Scholarships to cover Registration or US Lacrosse Fees	\$100	30	\$3,000
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Total Year 3 Request: \$10,537

Total Requested for Years 1-3: \$53,390.50



Forest Grove Youth Lacrosse 2023 Fiscal Year Report

Forest Grove Youth Lacrosse

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Board Members:

Shane and Theresa Richters – Co-Presidents

Matt Beil – Vice President

Kylie Hepler- Treasurer

Kara Lanning – Secretary

Troy Stock- Board Member

Summary and Mission Statement:

We are dedicated to providing equitable access to the rich tradition of lacrosse, the First American sport, to all children in our community. As an all-volunteer organization, we recognize the importance of inclusivity and opportunity for every child, regardless of financial circumstances. Driven by our commitment to breaking down barriers, we strive to make lacrosse accessible to all, ensuring that no child is sidelined due to financial constraints. By fostering a supportive and volunteer-run environment, we create a space where every child can thrive and develop both on and off the field.

Central to our mission is the promotion of character development. We believe that participation in lacrosse offers invaluable opportunities for personal growth, teaching important life skills such as resilience, leadership, and integrity. Through mentorship and positive reinforcement, we empower our young athletes to become not only skilled lacrosse players but also upstanding members of our community.

As advocates for the fastest-growing sport on the West Coast, we are passionate about sharing its values of teamwork, discipline, and sportsmanship with the next generation. Through our efforts, we aim to enrich the lives of Forest Grove's youth, promoting not just athletic excellence, but also holistic development and a lifelong commitment to personal integrity and community engagement."

2023 Activities:

We are in the development phase of this league and our operations are currently minimal with the intent of growing operational capacity and financial strategy within the next 3 years. With that said, our 2023 activities are purely related to maintaining our sports equipment for all players, recruitment and marketing, in-season operations related to communication and tournaments costs, and compliance with the Department of Justice related to maintaining our 501-3c status.

Primary Activities through Calendar Year:

January-Feb: Registration and Recruitment of players, volunteers, and coaches.

Necessary IRS/State of Oregon responsibilities related to maintenance of 501-3C status

March: Hosting Free community lacrosse development clinics (1/2 weekend, grades 3-8)

March – June: In season, twice weekly practices and 2 games per weekend for each grade level (3/4, 5/6, 7/8), as needed board meetings, tournament participation

July/August: Monthly board meetings, elect new board members

September: Participate in Sidewalk chalk festival

Oct-Nov: Monthly board meetings

December: Participate in the Forest Grove Light Parade

2023 Financial Summary

Category	Itemized Expenses	Revenue
League Registration fees		\$2,378.80
Equipment	Sticks (\$64.98) Hero Mesh kits (\$195.14) Elbow Pads (\$3.24) Long sticks \$24.98 Gloves (\$14.98)	
Tournament fees	\$750 (Oregon Cup, for 5/6, 7/8)	
Marketing Materials	\$380 (banner thru miracle signs) \$120.04 (Bracelets) \$38 (Stickers)	
Communications	Annual Team Snap fee \$119.88	
Miscellaneous	\$54.83 (light parade candy) \$120 (Department of Justice – Reinstatement fee for 501-3c Status)	
Totals	Expenses: \$1868.07	Revenue: \$2378.80

Surplus: \$510.73

2024 Financial Forecast:

The financial needs of the program are not sufficient for equipment maintenance and replacement, and deployment of a successful recruitment and marketing campaign. Anticipated financial needs for 2024 include yard signs, replacement of protective sports equipment such as gloves, chest protector, elbow pads, and helmets. Based on the age of the current gear, we are forecasting a large expense related to fully replacing our entire helmet lot so it is compliant up to date concussion protection technology, updated chest protectors that are compliant with National Youth Lacrosse standards.

Forest Grove Youth Lacrosse

Dedicated to the promotion of America's first sport by providing equitable opportunities to play for Forest Grove youth.

2024 Forest Grove Community Impact Grant Brochure

CONTACT US

Forest Grove Youth Lacrosse
Address: 1723 Elm Street, Forest Grove, Ore. 97116
Email: fgylax@gmail.com
Phone: 503.422.7920
Webstie: FGLAX@sportngin.com
Facebook: Forest Grove Youth Lacrosse

Co-Presidents: Shane and Theresa Ritchers
Vice President: Matt Beil
Treasurer: Kylie Thompson
Secretary: Kara Lanning
Voting Member: Troy Stock



Photography donated by Melanie A. Menear, Owner of *Photos by Melanie PDX*





Reflecting the Values of Forest Grove and Metro

Our proposal supports the goals of the Forest Grove City Council and Metro by advocating for community involvement, social equity, safety, and environmental stewardship with youth recreational programs. We are driven to let all kids play who have the desire to do so.

Community Impact Statement

The Forest Grove Youth Lacrosse league ensures all interested youth can participate in lacrosse by removing financial barriers. Recognizing the high costs of youth lacrosse, we strive to maintain this support structure to honor the sport's legacy and foster diverse representation. We do this by providing safety equipment at no cost to families and registration waivers to nearly half of all players.

Our program offer numerous community benefits, including improved physical and mental health, development of social skills and character, and enhanced academic performance. We foster community cohesion, provide safe and supervised play, and promote diversity and inclusion. By promoting inclusivity, preventing sports burnout, and fostering community cohesion, we aim to build awareness of the sport, secure sponsorships, and ensure sustainable, affordable access to team sports for all children in our community.

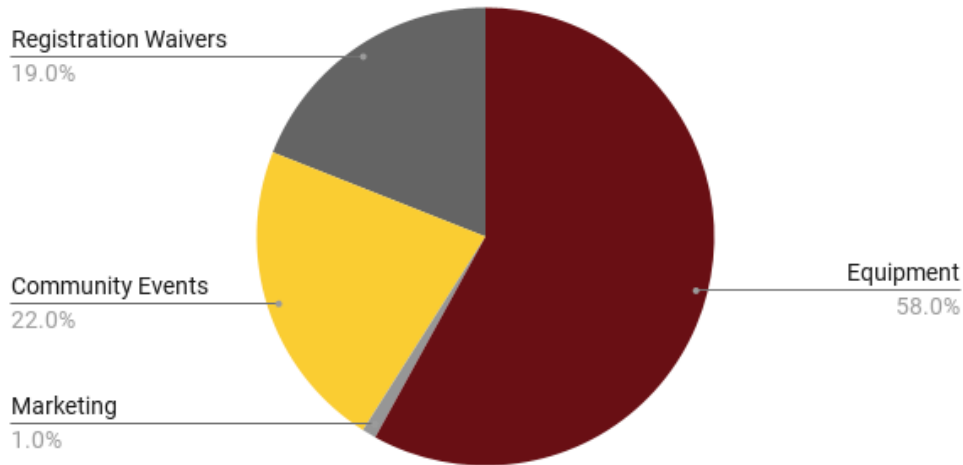
Project Goals

- Increase access to team sports
- Increase community engagement
- Diversify recreational opportunities for youth
- Update all provided gear to meet recently updated USA Lacrosse safety standards
- Build organizational capacity
- Develop long term resilience as a 501(c)3 organization

Budget Narrative

Budget Breakdown

The Community Impact Grant will support the following:



With a focus on safety, community engagement, and sustainable growth, our three-year budget plan prioritizes the purchase of safety equipment, community outreach programs, and registration waivers to guarantee accessibility and affordability for all participants.

This is the first major funding opportunity pursued by the Forest Grove Youth Lacrosse Club. Award of funds will catalyze a strategic growth plan within our community, which will be further supported by securing a diversified annual revenue stream from future pursued grants, community sponsorships, and fundraising initiatives. We predict in the future, a revenue of approximately \$10,000-\$15,000 will allow us to continue our commitment to providing an accessible recreational sport option for all interested youth and their families. The total request for the three-year cycle amounts to \$53,390.50.

Why Support Us?

Investing in the Forest Grove Youth Lacrosse Club will provide substantial benefits for the community. These are the reasons for why now is the right time for your support:

National Momentum and Olympic Recognition: Lacrosse is the fastest growing sport in the United States. The recent inclusion in the 2028 Summer Olympic Games elevates its status, generating global interest. Increased visibility promises significant community engagement returns by attracting more youth to the sport.

Expanding Youth Programs: Our club is on the forefront of Oregon's rapidly expanding youth lacrosse programs. This sport is quick to capture players' enthusiasm ensuring sustained participation and great potential for long-term growth.

Expert Leadership and Management: Our Board is comprised of committed Forest Grove residents with professional expertise in project management, stakeholder engagement, fundraising, and governance. This composition ensures efficient, ethical operations that maximize community impact and sustainability.

Addressing Pandemic-Related Challenges: The pandemic delayed many kids from entering team sports, but our club offers a supportive environment for all, regardless of prior experience. Youth sports improve physical and mental health, social skills, and academic performance. We've seen our kids reclaim lost social opportunities through their participation. Our club is committed to supporting the wellbeing of our participants and do so by promoting community cohesion, skill development, and a culture of safety and belonging.

Sustainability and Strategic Growth: We aim to build community awareness, secure sponsorships, and establish sustainable revenue streams. This will ensure our continued ability to offer accessible, affordable programs for all children.

And Because Our Club is Different: Our club is the most accessible in the Portland Metro area, providing free safety equipment and waiving registration fees for nearly half of participants. Your support helps maintain and expand this model for the community of Forest Grove.

Mission

We are dedicated to providing equitable access to lacrosse for all children in our community. Our organization emphasizes inclusivity and character development, promoting important life skills like teamwork and leadership. We prioritize creating a fun, safe, and supportive environment where children can thrive on and off the field, empowering them to become upstanding community members.

Honoring the North American Indigenous origins of the sport, and considering the recent adoption in the Olympic Summer Games, we are passionate about inspiring our community youth by connecting them with the global significance of lacrosse.

Vision

The organization aims to enhance youth participation in lacrosse in Forest Grove by removing financial barriers, providing safety equipment, and promoting the sport's traditions. We focus on developing life skills and fostering a sense of community through game, and community engagement.



Sustainability

Forest Grove Youth Lacrosse Club is committed to fostering a sustainable future through our dedication to economic resilience, social equity, and environmental stewardship.

ECONOMIC RESILIENCE

We aim to achieve financial sustainability through sponsorships, grant funding, and community-based fundraising. Transparent practices and cost-effective operations help make our programming accessible and affordable for Forest Grove families. Scholarships and free equipment support economic inclusivity and low-income families.

SOCIAL EQUITY

Our club promotes social equity by offering equal opportunities for all children, engaging underserved communities, and removing participation barriers. We aim for every child to benefit from team sports, fostering inclusivity, diversity, belonging, and empowerment.

ENVIRONMENTAL STEWARDSHIP

We focus on reducing our environmental impact through sustainable practices like reuse of sports equipment, organizing a club cleat exchange program, and encouraging care for facilities during practice and games. Educating players and families on environmental responsibility, we promote a healthier planet.

Testimonials

"Lacrosse is like a lifelong journey. There is so much teamwork, time, and effort put into lacrosse. We practice two to three times a week and have one to two games a week. The practices are on Monday, Wednesday and there's an optional practice on Thursdays, which me and my brother really enjoy, so we're always there. The last tournament we went to, the other teams were trash talking but we were kind and held it together. Lacrosse has brought my team together in ways unimaginable. Lacrosse has also taught me to be a leader and to be humble and kind. We are always there for each other. I came late to the season but every one of my teammates were inviting and super accepting of me.

Playing lacrosse is super cool because it helps us learn important stuff both in school and on the field! When we're playing, we have to work together, talk to each other, and make plans just like we do in class projects. Plus, it teaches us to manage our time well because we have to balance practice with other activities. And you know what? Lacrosse is like a big puzzle, so it makes our brains really smart when we figure out the best ways to win. Even when we're not playing, we can use what we learn from lacrosse to help us in school. So, playing lacrosse isn't just about scoring goals, it's about growing and getting better at everything we do! Yeah, playing lacrosse is awesome! It's like being part of a big family with my teammates. We cheer each other on and help each other out, just like friends do. And you know what's really cool? Sometimes when we're having a tough time in class, we can remember how we work together on the field and use that teamwork to solve problems at school too. Plus, when we practice, we have to listen to our coach and follow the rules, which helps us be respectful and responsible. And even if we don't win every game, we learn to never give up and keep trying our best. That's what being a lacrosse player is all about!

Lacrosse isn't just about playing with a stick and a ball – it's about learning about different cultures too! Did you know lacrosse has been played for hundreds of years by Native American tribes? It's true! They used to play to train for battles and to honor the Creator. So when we play lacrosse, we're also connecting with history and traditions that go way back. It's like we're part of something really special and important. Plus, when we play against other teams, we get to make new friends from all over and learn from each other. So, whether we're on the field or in the classroom, lacrosse helps us grow, learn, and have fun together!"

- Emily, 5th grade player



Testimonials

"Lacrosse is super awesome! It's like my super cool teacher that teaches me so much more than just playing a game. I've learned that working with my team is super important. I love playing lacrosse because it makes me feel strong and smart. I have learned a lot of important skills that I can use in life like teamwork, integrity, patience, and working with other people. Lacrosse is important to me because I get to have fun, I get to exercise, and I get to be with my friends."

- Logan, 3rd grade player

"I've had the opportunity to coach for multiple programs in the Portland Metro area, and as a former player of the Forest Grove Lacrosse program, I was aware of the contrast in regards to accessibility compared to neighboring programs. I made the choice to help where I was most needed. This is a young program full of enthusiastic kids who want to learn the sport. I, as a coach, will do anything in my power to get them what they need to do so."

- Chase Haberman, Coach

"As the Coach of the High School program, Forest Grove Youth Lacrosse plays an integral role in our continued existence. Unlike the High School program, and most recreational sports opportunities, FGYL doesn't currently have the access to the individual schools to assist in building participation, instead, relying on word of mouth by current and former families. The participants that I have at the HS, that came through the youth program, come to the HS better prepared for the game, but also have the drive to give back, by volunteering in their off time to coach at the various levels, keeping a genuine community connection between the youth players and HS players. FGYL has and continues to provide the foundation for children to successfully pursue athletics without the financial restrictions due to league costs or equipment costs, allowing the children to focus on learning, growing and having a healthy outlet to enjoy with their friends."

- Scott Tierney, Community Partner, Forest Grove High School



Print

2024-25 Community Impact Grant Application - Submission #331

Date Submitted: 4/29/2024

Date*

4/29/2024

Organization Name*

Hope Community Network

Address*

3254 Ridge Pointe Drive

City*

Forest Grove

State

OR

Zip Code

97116

Mailing Address*

3254 Ridge Pointe Drive

City *

Forest Grove

State*

OR

Zip Code*

97116

Person Authorized to Sign Contract*

Michael Perrault

Title*

President

Contact Person *

Michael Perrault

Phone Number*

(503) 735-5616

Email Address*

mrperrault44@gmail.com

Agency Mission Statement*

The mission of the Hope Community Network (HCN) is to provide stable, trauma-informed housing and necessary assistance and support for people experiencing homelessness in and around Forest Grove, OR. To achieve this, the HCN will implement a "housing first" effort in the community of Forest Grove, OR. Housing first has proven the most effective way to reduce homelessness across the world. HCN provides services to bridge the gap to permanent housing. HCN will serve as a landlord who understands the plight of the homeless and help them make the transition to more permanent housing. The Hope Community Network provides a curative evidenced-based solution that allows people to pursue other personal goals such as employment and health improvement.

Agency Fiscal Year End*

12/31/2024

Agency Federal Tax ID (EIN)*

88-1909527

Application Questionnaire**Project/Program Title***

Hope House

Is this a new project or an existing projet? *☒ Yes☐ No

Describe your proposed project or program in detail and specifically indicate how it will address a priority area of community concern in Forest Grove.*

The proposed program of the Hope Community Network in applying for a CIG Grant is focused on providing immediate assistance to homeless individuals as close to 24/7 as possible with the hiring of a Homeless Services Navigator, and funding for emergency needs. HCN provides many services to local homeless individuals, providing transportation to county support agencies, temporary storage of their goods, help with procuring cell phones, and short-term hotel stays and more at all hours of the day. HCN has provided these services for the past eighteen months on a voluntary basis. Hiring a Homeless Services Navigator, who knows the Metro and County services system and providing funding for emergency needs will allow HCN to provide immediate services that no other local group provides.

While there are other service providers in the area, namely Forest Grove Foundation and Open Door, there is still a gap in services. The things that HCN helps with are things that grant and county funding received by the formerly mentioned organizations do not cover. We know this because of a very specific example. One of our board members, Dan Boone, had been homeless for about 8 years. He started working for Forest Grove Foundation in 2020 as an outreach peer. He has worked there for 4 years now. During that time he experienced several interruptions in his temporary housing situations. At no time was the Forest Grove Foundation, his employer and aware of the situation, able to help him with short term housing solutions such as a hotel room. HCN was able to provide a hotel room for Dan for several weeks until another solution was engaged. Dan was finally able to move into his apartment in December of 2023.

Last year we applied for and were awarded the CIG grant but it was limited to one year. Our goal was to rent a house and allow homeless individuals to live there with housing vouchers from Washington County. The CIG grant was to fund a House Manager position. Hope Community Network has not been successful in renting a house. We have applied for three different suitable houses, but were denied on all three. Last year the sentiment from the CEP committee was that we would likely get some financial support from Washington County as we are an approved vendor for housing services. However, Washington County has only issued 2 RFP's for housing support services and neither fit with our capabilities.

Earlier this year, Hope Kramer, HCN Treasurer, wrote a letter requesting a change in the position that was funded with the grant from House Manager to Homeless Services Manager. That request was not granted due to lack of policy on how to proceed with that type of request.

HCN members met with Juan Carlos Gonzales after last year's award was given, to understand why it was limited to one year. At that time Juan Carlos suggested that we apply again next year if we did not have support through Washington County. We do not, so we are applying again but with a broader job description for the position and funding for emergency needs.

**How is your project or program integrating innovative, creative approaches to addressing this community concern?
Does it fill a gap in current services?***

The Hope Community Network (HCN), based in Forest Grove, has a charter to find housing for the homeless located within the Forest Grove boundaries who for one reason or another have fallen between the cracks in our Community Action system.

Over the past eighteen months, the Code Enforcement Team of the Forest Grove Police Department has called upon and relied upon HCN to respond quickly and efficiently to help that team when it has encountered homeless individuals struggling in Forest Grove. We have been so effective that none of the incidents encountered have expanded or gotten out of control. Code Enforcement counts on HCN in many cases like these and the list of needs is not a short one.

This is the truly unique and creative approach HCN takes. Neither Open Door in Hillsboro nor the Forest Grove Foundation are funded or structured to provide all types of immediate and emergency assistance to the homeless in our city and, in fact, many of the homeless in our area need immediate, often emergency assistance, whether it be for a place to stay for a night or two, or for a tank of gasoline for their car or a trip to the ER. Those types of expenses are not covered by grant or county funding that Forest Grove Foundation or Open Door receive. This is the gap we fill in the current system.

In fact, one formerly homeless couple residing in Forest Grove in an apartment leased through SHS recently failed to pay their monthly utility bills. They were threatened by the Property Management company with eviction from their apartment. They called HCN for assistance. We paid their past due accounts and spent time with them to ensure that they understood the necessity for keeping current on their bills. Had they been evicted, they would have presented the city with a significant homelessness situation. Other resources had already been exhausted or were not available to this couple. Since then they have paid their utility bills every month for the last 8 months.

Another example of HCN's involvement with the community occurred very recently. We were alerted by the Forest Grove Code Enforcement officer that a couple had camped with all their belongings on the grassy area behind Goodwill on Pacific Avenue. Goodwill had asked FGPD to remove them. After we learned of their situation, we secured them a room for two nights at the local America's Best Inn on Pacific Avenue. As they had no money, we provided them with enough cash to purchase food at Safeway. Next, we coordinated with the Forest Grove Foundation to secure the couple a transport with their belongings back to Tigard. Our immediate intervention kept the city streets clean and open.

It is extremely critical to note that all those associated with HCN are volunteers. Reacting to immediate, quick response needs presents a significant challenge to Hope Community Network. To that end, funds from the CIG would be used to hire a Homeless Services Navigator to reduce the strain on our volunteers; to provide funding for emergency needs such as fuel for transport of people and their belongings to certified facilities; to purchase emergency food supplies and to secure temporary overnight housing in the Forest Grove area and more.

**How will the project or program include collaboration with other community partners, and/or City departments?
Please describe any financial partnerships in detail. ***

Hope Community Network (HCN) has, since its inception in the spring of 2022, established a track record of collaboration within the Forest Grove City Government. We have met frequently and repeatedly with the City Manager, City Council members, the Chief of Police, and the Planning Department. We have attended, both in-person and online, Forest Grove City Council meetings and planning sessions. HCN board members were regular attendees at the "Sub-Committee on Homelessness" meetings and regularly offered insights and information to the sub-committee members. HCN has worked with Waste Management and others to provide sanitation services to the B Street encampment.

HCN has met with leadership at Forest Grove Foundation, and has supported their efforts. HCN has also worked with and supported Open Door's work. Keeping open lines of communication is important and helps HCN volunteers navigate the system when a need arises.

HCN has met with County Commissioners, Metro President, Washington County Supportive Housing Services leaders, and more to ensure that we are knowledgeable about the system of support, and that our elected and hired leaders continue to view homelessness as a priority.

Describe how the organization plans to reach individuals and families the project or program intends to serve, including any diverse, underserved, or special needs communities. *

The HCN team all live in the Forest Grove area and are constantly out and about in the community with an eye open to individuals who may need our help/intervention. Our team members' dedication to Forest Grove and helping homeless individuals runs deep. Seeing homelessness as a community issue and working to help change the perception of homeless individuals has been a pursuit from our team members from before HCN was formed. This type of compassion, dedication, and experience is how HCN reaches individuals who are underserved. Many homeless individuals suffer from debilitating issues that are outside of their control like traumatic brain injuries, mental health disorders, substance use disorder, learning disabilities, and health issues. A high percentage of homeless are veterans. Homelessness also affects a higher percentage of people of color than their percent of the population. These are all under served populations in our society.

One example of how HCN reaches this population is our involvement with the property on 19th Avenue that was recently cleaned up by the city. Our intervention with a person living there who suffers from a severe cognitive birth defect (Josh) with no electricity or water resulted in us feeding him and housing him in a local motel for several days while we assisted him in finding family members with whom he now lives, as well as connecting him with health insurance, SNAP benefits, getting him a cell phone for communication and more. All of these actions were funded by HCN based upon gifts and donations from members of the community.

This effort is evidence that our plan is to bridge the gap between being totally homeless and getting help from agencies. We are frequently engaging with Washington County services by responding to requests for assistance from Forest Grove Code Enforcement. Another example of our intervention was assisting a young man, Kent, who was kicked out of his storage facility on 19th ave for sleeping in the facility - against the rules. With the help of Forest Grove Finance Director (Paul Downey) access to city property was secured to store Kent's property while Washington County searched for a place to permanently store his belongings. The following day, after procuring a UHaul truck, HCN relocated all of his belongings to a storage facility in Hillsboro.

How does the project or program meet at least one of the Metro CEP goals and how does the project or program advance the values in the City's Vision Program and the current City Council goals?*

This project meets at least three of the Metro goals. The goals and how HCN meets it follow.

Provide programs, training or services that benefit under served populations
As discussed previously HCN serves under served populations.

Improve the environmental quality of the area
Reducing homelessness will improve the environmental quality of Forest Grove.

Improve the safety, appearance or cleanliness of neighborhoods.

Reducing homelessness will improve the safety, appearance and cleanliness of neighborhoods in Forest Grove.
HCN's program will advance the values in the City's Vision Program and the current City Council goals. The goals and values for the City of Forest Grove that HCN's program addresses are below.

Address Long-Term Growth and Support Housing Stability
HCN's program supports housing stability for the most fragile in our community.

Plan an Inclusive and Sustainable Community
Addressing homelessness is required for a community to be sustainable.

Improve Community Safety
Reducing unmet needs and assisting in housing unhoused people will improve community safety.
HCN's program will increase the quality of life for a happy and healthy community.

Forest Grove City Council values
Community Engagement- We will invite members of the community in developing City policies and programs.
HCN's program strives to engage an under-served population and provide connection to community resources.
Equity, Diversity, and Inclusion- We are committed to fair inclusion where diverse members of our community can participate and thrive.
Including members of our most fragile population in our community plan is essential to meet the value of equity, diversity, and inclusion.

Strategic Planning- We are dedicated to proactive long-term planning that anticipates evolving political, economic, and environmental conditions.

The long term plan of having a home for everyone is only possible if we work to create a society that makes space for those less fortunate. HCN helps bridge the gap between homelessness and supportive services necessary to find housing for everyone.

- [Current City Council Goals](#)
- [Metro CEP Goals](#)

Describe how funding for the project or program will be financially sustainable. How will the program continue with the Impact Grant ends after three years?*

Long term housing is the ultimate goal of HCN. The lack of rental housing in Forest Grove has made our goal of procuring a rental house difficult to achieve. We have been denied three times by property owners and managers while trying to rent houses. We are, however, still working to rent a house. The rent will be paid for with housing vouchers that are self-sustaining. One year's time was not long enough for the right property to be available for HCN to rent. Our current ask is for funding for an employee that can spend more time building relationships with property owners in Forest Grove to help us discover the right property to rent or possibly purchase. This employee will also be able to help apply for more grants and other funding opportunities that our current all volunteer board of directors had not been able to achieve. Three years is a reasonable amount of time for HCN to find a property and continue our mission.

List and detail the measurable outcomes and deliverables of the project or program. Additionally, how will you track and report success over the three years of grant funding?*

The measurable outcomes will be how many people we help connect with services that will eventually lead to them obtaining housing. This is currently a long process. Our Board member Dan Boone was homeless for about 3 years after he connected and maintained connection to services that would lead him to housing. While attempts are being made to shorten this process it will still be a long road. We have a spreadsheet of all the things we do for people currently. We will maintain that spreadsheet. Those times where we provide assistance are our deliverables and our measurable outcomes. We would love to claim that we will show statistics about a reduction in homelessness. However, our current economy is producing more homeless people every day. Our outcomes are connecting people to services. We know we will have a large increase if we are able to hire someone over our current rate. That can be demonstrated via our spreadsheet and a year to year comparison. Once we have a house we can add statistics about how many people we house throughout a year. These are the ways we can track and report our success. A copy of our current spreadsheet has been attached to this grant request as supplemental information.

Provide a brief summary of key personnel and partners, including their experience and skills, previous work in addressing related issues and their anticipated roles in this initiative (including percentage of time dedicated to the program or project).*

Hope Community Network has developed a board of 6 members. Those members are all key personnel to achieving our mission. The president, Mike Perrault, is one of the founding members and has been working in the community on homeless issues since 2019. He has volunteered countless hours at the Hwy 47 and B Street encampments and been a solid advocate meeting regularly with elected and government officials to give a voice to the less fortunate in our society. Mike was on the CCI as well as being the Chairperson in 2005/06.

Hope Kramer, the Treasurer, is also a founding member and has worked in the homelessness arena since 2020. Volunteering, and then working as the Special Projects director at the Forest Grove Foundation where she helped that organization receive a \$2.5 million dollar grant to develop a tiny house village. Hope has advocated for the homeless at every level of government within our state, as well as community wide through education and demonstration of compassion and serving on the Forest Grove CCI as the chair. While at the Forest Grove Foundation, Hope attended many training opportunities through the state, county, and private sector related to understanding homelessness.

Stephanie Rose, also a founding member, is the board's Secretary, and has worked in the homelessness field since 2020. Her ability to relate and communicate with those experiencing homelessness allows her to easily gain their trust. She has an undying drive to help people in need and has been an advocate in the community since 2014. Working in Outreach and as a pod shelter staff member quickly educated her on the system in Oregon, and allows her to know who, what, when, and how when, when it comes to navigating thru the system.

It is important to note that one of our board members, Dan Boone, is formerly homeless and is currently a part of the community we serve. Having him on the board was a very deliberate move as he provides informed and sympathetic insight from his eight years of homelessness experience. Based upon the input he provides, our programs are designed through his unique lived experience lens, ensuring high quality, equitable, and productive services. He has participated in city council meetings and community group discussions, providing a voice for the underrepresented. In addition to his outreach job at Forest Grove Foundation, he also applies for membership on county homelessness boards and advisory committees.

Board Member Tim Orr, started work in the homelessness field in October 2020, at the Forest Grove Foundation. Though hired for a position as a Hub Supervisor, he finished off his time with the foundation doing Outreach getting to know our neighbors. With an impressive history of past experience as an Operations Director, Tim's insight and viewpoints prove to be a crucial factor for our success, and during our planning processes. The love and compassion Tim has for his houseless neighbors is admirable, and we are lucky to have him on our team!

Athena Phillips who is a mental health care provider specializing in understanding trauma.

Many other individuals we serve volunteer their time to attend advocacy events that we host, and provide input and feedback to local, county, and state elected officials to help guide program planning and processes.

Every board member engages in community conversations, committees, and participates in local homelessness advocacy events as well as informs HCN policies and procedures and aids in helping homeless individuals when there is a need. Depending on the situation, volunteer hours could be needed on any given day. We acknowledge this is not a solid metric for this project/program. However, with a paid Homeless Services Navigator we will more effectively measure time and dollars spent attending to homeless needs in the Forest Grove community.

Provide a basic overview of grant implementation activities tied to the project/program budget. *

As of this time, HCN operates strictly with volunteers. This limits our ability to quickly respond to crises and issues within Forest Grove. Our request for this grant is to allow us to hire a full time position, as a Community Homelessness Service Navigator. Hiring such a person would allow HCN to be consistently available to rapidly react to homelessness issues that arise within the city and relieve the burden on volunteers. We expect the person filling this role would be able to coordinate with other service providers to procure services necessary to resolve the pending crisis.

We also would expect the person in this position to actively search for a local property to rent/lease to house people currently living outside in Forest Grove. Working with local property owners to develop relationships that will help HCN ensure acceptance of a lease.

By traveling around the shopping center at 2019 Pacific Avenue during the day, it is evident that there is a fairly significant amount of homelessness in the community. However, at dusk, the number of people seen decreases. Where are these people spending the nights? Based upon our observations at the city provided space on 19th Ave designated for 7pm - 7am camping, in compliance with the "Time, place and manner" ruling, homeless people are not staying at that site. So, where are they staying? It is clear that suitable housing is still needed for them. Our implementation of the grant funds will lead to immediate assistance from qualified personnel and future housing options.

Project Budget

Show proposed three year budget, by year. Include breakdown between personnel services, materials and supplies, and other costs. Also report any other funds that will be used for this project (i.e. applicants funds or other grants).

Included organization's previous financial report.

Budget Reporting*

2024 CIG grant Budget for 3 years.xlsx

Upload proposed project budget for three year period.

Previous Year Fiscal Report*

HCN Previous Fiscal Year Budget Report.xlsx

Upload prior fiscal year budget report.

File Upload

HCN Action Track list-S.Rose (1).pdf

Upload any additional documentation, i.e. ORG Chart, etc.

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature***Date***

Michael Perrault

4/29/2024

Hope Community Network
Previous Fiscal Year Budget Report

Report dates	1/23 - 12/23
Beginning Balance	2026.91
Income	
CIG Grant Funds	7500
Donations	4015.71
Total Income	11515.71
Expenses	
CIG grant expenses	0
Materials and Supplies	4544.19
Business expenses	140
Total Expenses	4684.19
Balance	8858.43

2024 CIG grant Budget for 3 years

Fiscal Year	24-25		25-26		26-27	
Items	CIG	funds	Amount from	funds	Amount from	funds
Personnel S	25000	0	30000	0	30000	0
Materials an	14000	2000	9000	7000	9000	10000
Other costs	1000	3000	1000	3000	1000	5000
Total	40000	5000	40000	10000	40000	15000
Per year tot	45000		50000		55000	

HCN provided funds come from donations, fund raisers, and other grants.

This budget is based on HCN not receiving any addiotional funding from Washington County.

2022 Actions

- M-hotel stay(S.Rose \$178.46)
- M-transportation(Lyft), general support(disability/MH), paid \$30 for luggage check & \$8 for parking \$25 for gas to chris (SRose was reimbursed)
- J-hotel after hospital stay ??
- B-battery jump & mechanic look/work on it
- S&S-hotel for SP & outreach coordination(S.Rose \$300)
- G's friend(DV) hotel stay
- K-Shoes \$30
- C-help find treatment center
- G-help find legal assistance
- Purchase a sleeping bag for S.
- DB hotel stay
- gas for CI's truck to get to court cases
- Lyft (\$27.85 s.rose) getting M to and from county jail to pay fines
- Bought J clothing, boots and toiletries
- Mike moved Ed/Stacy son from highway 47 (2 trips)
- Mike moved Mattina and Brian from Beaverton Hotel to Aloha Hotel.

2023 Actions

- Coordinated a meeting in Hillsboro Park for homeless individuals to speak to Janine Solman and Jess Larson of SHS. Rides were given to several individuals to the meeting and back.
- Hotel for DB due to police requesting he leave current situation.
- Worked with Ed & S to find assistance for utility bills and paid a portion of past due utility bills to keep them from being evicted. (\$536.00)
- Gave a ride to Hillsboro to a woman who was staying at a place in FG and had to leave. Call from FGPD code enforcement for assistance.
- Code enforcement contacted us to see if we could help with the situation at a house on the 19th. It was occupied by an elderly veteran (92) and a younger disabled man (JK) and several other middle aged men. The other men were not welcome in the house but the two older and younger man had no way to remove them. The house was trashed and there was no electricity or water. We were able to contact the older man's son. He intervened and removed his father from the home, moving him out of Oregon. The older man asked if HCN would look out for the younger man as he had no family and was disabled. We worked with the younger man to get him clean clothes, food, and hotel room, Oregon state health insurance, Snap food benefits, and called some distant family members (former stepmother) to find a place he could stay. She was willing to take him if he was clean and had some of the previously mentioned things taken care of. After two weeks he was out of the hotel and into her house.
- HCN contacted local attorney Michael Moore to determine what legal actions were on-going with the property. He learned and informed HCN about a filing by the mortgage

company to sell the property as the veteran had defaulted on his reverse mortgage by moving from the property.

11/26/23

- -reserved hotel for M, picked up and dropped off at hotel, picked up some food at Safeway & dropped
- -Bought fix a flat and took to S & S
- -helped BG register for OHP/DHS online account so she can submit for a new SNAP card(lost other)
- -met at Bard Park to jump-start C's truck.
- •She has been sleeping in her truck. No place to go.
- Had CM with Open Door, but CM recently left the agency. Hasn't heard from anyone ever since.
- Picked up a woman and drove her to different location in Hillsboro. Response to

11/27/23

- -BG: •register for one.oregon, order SNAP card, needs ID, apply for low income housing
- -C: apply for low income housing; sent email 11/27; need to find resources for food
- -JS: sent ROI; needs help with Lifeworks; said he keeps procrastinating because his phobia
- -J: @B St. Trail; needs heater and size 12 boots

Last week (date?)

- Helped PL last week apply for snap.

2024 Actions

1/27/24

- Helped AB apply for ACP and OHP. Need to get his ID to verify his identity to complete process. 1.5 hours

1/29/24

- Helped J with her tablet, called tmobile to ask how we switch data plan from tablet, to a data/talk/text plan. Took about 45-1hr at most.

1/30/24

- Helped D with meeting prep and scheduled a mtg with his cm about his whole voucher/rent situation. Hot fuckin mess there. Bout 40 minutes worth

1/30/24

- went over SP's lease with her regarding her visit with property managers "Sauco Properties" . Time approx 30mins

1/31/24

- I saw JJ today and gave him and his friend some info on SNAP app, and gave some food & resource flyers. Then gave them a ride to the Peppertree Hotel. And also spoke with him about his case manager/voucher. Prob total about an hour or so.
- went thru Worksource pamphlets and flyers today to help BH with work. Prob about 45 minutes worth.
- Had to drive S home so cops didn't tow her truck. helped order temp tag, will figure out to get registered tags.

2/1/24

- Talk to a guy (D) here that i used to help while doing outreach with foundation. He's schizophrenic, along with a tbi from getting hit by a car. Has case manager but hasn't gotten anywhere. Said he finally got approved for disability. There are different/more housing options & programs thru disability, and i have contact info for the intake line to call to see benefits for those on disability. Said i'd find him in the morning, and we'll call that line to see what we can do, and go from there

2/11/24

- Provided balloons and a photo for a funeral service for a homeless individual.

2/2024

We were alerted by the Forest Grove Code Enforcement officer that a couple had camped with all their belongings on the grassy area behind Goodwill on Pacific Avenue. Goodwill had asked FGPD to remove them. After we learned of their situation, we secured them a room for two nights at the local America's Best Inn on Pacific Avenue. As they had no money, we provided them with enough cash to purchase food at Safeway. Next, we coordinated with the Forest Grove Foundation to secure the couple a transport with their belongings back to Tigard.

3/4/24

*Transportation-PS

-picked up from beaverton and took to emergency dentist in Hillsboro for bad tooth infection

3/01/24

*CS-reached out to S Rose via messenger, and was suicidal. Picked him up with Dan and took him to the resource fair in Hillsboro, and spent some time with him

- went to Walmart to purchase supplies for outdoors
- successful with lessening intensity of suicidal ideation

2/2024

K who was kicked out of his storage facility on 19th ave for sleeping in the facility. With the help of Forest Grove Finance Director (Paul Downey) access to city property was secured to store K's property while Washington County searched for a place to permanently store his belongings. The following day, after procuring a UHaul truck, HCN relocated all of his belongings to a storage facility in Hillsboro.

Brief Outline of the Hope Community Network Application for a CIG Grant

- The model HCN has selected is one of “rapid response”. To helping homeless individuals in our city. This is something that does not currently exist in Forest Grove. This is the truly unique and creative approach HCN takes.
- The proposed program of the Hope Community Network in applying for a CIG Grant is focused on providing immediate assistance to homeless individuals as close to 24/7 as possible with the hiring of a Homeless Services Navigator, and funding for emergency needs.
- Based on the work hours spent by our volunteer board in the last year a part time services navigator would have to work twenty to thirty hours per week. (See accompanying spreadsheet.)
- Hope Community Network (HCN) has, since its inception in the spring of 2022, established a track record of collaboration within the Forest Grove City Government, County Commissioners, Metro leaders and Washington County SHS leaders. We are frequently engaging with Washington County services by responding to requests for assistance from Forest Grove Code Enforcement

This project meets at least three of the Metro goals.

- Provide programs, training or services that benefit underserved populations: HCN serves the underserved homeless population
- Improve the environmental quality of the area: Reducing homelessness will improve the environmental quality of Forest Grove.
- Improve the safety, appearance or cleanliness of neighborhoods: Reducing homelessness will improve the safety, appearance and cleanliness of neighborhoods in Forest Grove.

HCN’s program will advance the values in the City's Vision Program and the current City Council goals. The goals and values for the City of Forest Grove that HCN’s program addresses are below.

- Address Long-Term Growth and Support Housing Stability
 - HCN's program supports housing stability for the most fragile in our community.
- Plan an Inclusive and Sustainable Community
 - Addressing homelessness is required for a community to be sustainable.
- Improve Community Safety
 - Reducing unmet needs and assisting in housing unhoused people will improve community safety.

HCN's program will increase the quality of life for a happy and healthy community.

Forest Grove City Council values shared by the HCN

- Community Engagement
- Equity, Diversity, and Inclusion
- Strategic Planning

Long Term Planning and Goal of the HCN

- Long term housing is the ultimate goal of HCN. The lack of rental housing in Forest Grove has made our goal of procuring a rental house difficult to achieve. We have been denied three times by property owners and managers
- The measurable outcomes will be how many people we help connect with services that will eventually lead to them obtaining housing. This is currently a long process.
- Hope Community Network has developed a board of 6 members. Those members are all key personnel to achieving our mission.
 - Mike Perrault, President
 - Hope Kramer, Treasurer
 - Stephanie Rose, a founding member and Secretary
 - Dan Boone, is formerly homeless
 - Board Member Tim Orr
 - New to our board is Jodi Blue
 - (Athena Phillips is our non-board member trauma and mental health advisor)

Concluding comment

As of this time, HCN operates strictly with volunteers. This limits our ability to quickly respond to crises and issues within Forest Grove. Our request for this grant is to allow us to hire a part-time position, as a Community Homelessness Service Navigator. We estimate the cost of this position justifies our request for a three year CIG grant of \$40K.

Hiring such a person would allow HCN to be consistently available to rapidly react to homelessness issues that arise within the city and relieve the burden on volunteers. We expect the person filling this role would be able to coordinate with other service providers to procure services necessary to resolve pending crises. We see ourselves as adding value to the city's efforts to help the homeless to "navigate" through situations requiring an immediate and compassionate response. In effect we are partners with Forest Grove in this respect.

Print

2024-25 Community Impact Grant Application - Submission #342

Date Submitted: 4/30/2024

Date*

4/30/2024

Organization Name*

City Club of Forest Grove

Address*

PO Box 482

City*

Forest Grove

State

Or

Zip Code

97116

Mailing Address*

PO Box 482

City *

Forest Grove

State*

Or

Zip Code*

97116

Person Authorized to Sign Contract*

Donna Gustafson

Title*

President

Contact Person *

Tess O'Rourke

Phone Number*

5412800516

Email Address*

tessorourke04@gmail.com

Agency Mission Statement*

The Mission of City Club of Forest Grove shall be to improve the quality of life in the City of Forest Grove with particular emphasis on fostering vibrant public life in the central part of the city.

In order to consummate its Mission of social welfare, City Club shall:

- (a) Promote community events with particular emphasis on activities in Forest Grove's central business district.
- (b) Conduct programs and forums to promote public interest in building, maintaining and expanding the business community.
- (c) Generally support the initiatives and programs of the City of Forest Grove that improve public facilities and public convenience and safety in the central business district.

Agency Fiscal Year End*

12/31/2024

Agency Federal Tax ID (EIN)*

93-1249239

Application Questionnaire**Project/Program Title***

Forest Grove Main Street Program

Is this a new project or an existing projet? *

☒ Yes

☐ No

Describe your proposed project or program in detail and specifically indicate how it will address a priority area of community concern in Forest Grove.*

Downtowns are traditionally the heart of a community – the social, economic, and civic center. Many of our downtowns in Oregon are “diamonds in the rough” that need a little polishing to sparkle once again. Forest Grove is now designated as an Affiliate member of the Main Street America program with The City Club of Forest Grove (CCFG) as the managing entity. CCFG will launch a collaborative committee made up of several partners including the City of Forest Grove, FG Chamber of Commerce, Friends of Historic FG, Adelante Mujeres, Pacific University, and other community members and experts to participate in program development.

The downtown district of Forest Grove has several businesses, historic buildings, and positive elements, however, there is much need for improvement.

Many buildings are in disrepair, lack character, and are vacant, with broken windows, graffiti, and papered windows. The look and feel of the Downtown district lack the livelihood of community members, prospective new businesses, or visitors. Properties as well as buildings are not maintained and there is no gathering area to encourage a social environment. This program is a lifelong endeavor and is designed to elevate downtown districts’ visual, community, tourist, and economic appeal. The program will begin with the first few years of educating the CCFG Board and the Main Street Committee, gathering baseline surveys, cataloging properties, buildings, and businesses, taking pictures of and cataloging details of the current state of the downtown, and building the framework for the program. This is a long-term program that will take hours of dedication and needs funding to contract support and the experts necessary to make this a strong, sustainable program.

How is your project or program integrating innovative, creative approaches to addressing this community concern? Does it fill a gap in current services?*

The Main Street of America four-point program is a proven approach and methodology used to repair, enhance, and preserve downtown districts. There is currently no oversight, assistance, preservation, or management of our downtown district in any form other than the basic municipality support of infrastructure funding. This program will use a community partnership-based approach to the development, oversight, management, and support of the downtown district. These partnerships will bring new excitement to the community and a desire to be an active participant in their downtown and not just an infrequent visitor.

There are reasons for empty buildings and crime. There are reasons so many Forest Grove residents leave Forest Grove for their activities, fun, shopping, eating, entertainment, culture, and play. This program will fill the gap with continuous review, inclusion, and surveying of the “why” these are issues so we can then address the “how” to resolve, maintain, and preserve a healthy heart of the city.

How will the project or program include collaboration with other community partners, and/or City departments? Please describe any financial partnerships in detail. *

CCFG will launch a collaborative committee made up of several partners including the City of Forest Grove, FG Chamber of Commerce, Friends of Historic FG, Adelante Mujeres, Pacific University, and other community members and experts to participate in program development. These partnerships will continue, develop, and grow for the lifetime of this program. With the continued guidance, support, education, and resources of the Main Street of America program, our own Main Street program will continue to learn and evolve as we receive information from the larger Organization. Not only will we be collaborating with our community partners and the Main Street of Oregon Coordinator, but we also have the network of all other cities in Oregon that are a part of the Main Street Program. We have weekly meetings to discuss failures and successes and learn from each other. This network is wide as it is deep in experience, knowledge, and expertise and is a vital partner in our success.

Currently, we have minimal financial partnerships, however part of the initial program will include outreach and engagement which will bring new partnerships, membership dues, sponsorships, and other financial support. The Chamber of Commerce has also agreed to volunteer their resources, which will be considered “in-kind” financial support.

Describe how the organization plans to reach individuals and families the project or program intends to serve, including any diverse, underserved, or special needs communities. *

The City Club of Forest Grove (CCFG) has and will continue to promote it in a way that reaches as many people as possible. We are an inclusive organization that is LGBTQ friendly, and partners with Adelante Mujeres, local schools, churches, other non-profits and the Senior and Community Center. We will continue to grow our reach to include more of our diverse population by adding more bilingual information, and outreach to our special needs communities and our at-risk youth.

The Main Street Program will bring more opportunities for community development to our underserved population by way of activities, community-inclusive partnerships, community-led ideas, and changes.

We are currently and will continue to offer trade or in-kind options for membership fee payments instead of strictly cash enabling others to use their skills.

CCFG will grow our partnerships with the youth and young adult community. Not only will this result in activities to keep our youth engaged, involved, and present in our Historic Downtown but will strengthen the CCFG organization by creating new leaders and strengthening our understanding of the communication styles and preferences of our youth.

How does the project or program meet at least one of the Metro CEP goals and how does the project or program advance the values in the City's Vision Program and the current City Council goals?*

The City Club of Forest Grove (CCFG) and the Main Street Program currently and will continue to advance the following goals.

Address Long-Term Growth and Support Housing Stability-The Main Street Program encourages a retail downstairs and housing upstairs scenario. A "live where you play" strategy to encourage a daily commerce arrangement with housing over retail.

Plan an Inclusive and Sustainable Community-Main Street Programs use a partnership-centric philosophy. We will grow our partnerships throughout the city and the state of Oregon to strengthen our program and give us the tools and experience needed to be successful. Besides the partnership, our goal will be to demonstrate, develop, and nurture a "pride in your city" campaign. Helping our community develop a feeling of pride in their downtown will ensure a resilient program. Metro CEP Goal: Benefit youth, seniors, low-income persons, or underserved populations.

Improve Community Safety- One of the goals of the program is downtown beautification. This includes guidance and resources to repair and redesign our buildings and create a scene and environment that increases healthy activity and decreases blight and crime. The decrease in blight and increase in healthy activity statistically decrease crime and increase safety for the district. Metro CEP Goal; Improve the appearance or environmental quality of the community.

Enhance Recreation for Opportunities for All-The CCFG currently hosts several activities in the historic downtown. We will continue to grow these activities, add new ones and partner with others to increase activities that are inclusive to all ages and abilities. Metro CEP Goal: Result in improvement to, or an increase in, recreational areas and programs. Result in improvement in safety.

- [Current City Council Goals](#)
- [Metro CEP Goals](#)

Describe how funding for the project or program will be financially sustainable. How will the program continue with the Impact Grant ends after three years?*

A recent survey of other Main Street Organizations in Oregon demonstrates the need for multiple budget sources to fund Main Street Programs. Logically the more a city and the community take seriously the value of a healthy downtown district the more quickly the ROI is realized. Below is an initial goal for future funding based on historical data from other cities and our own organizational goals. We are early in the building for our new program and over the next three years will have a more accurate vision of funding.

City General Fund: 23%
 URA:7%
 TLT:10%
 Donor/Memberships:9%
 Special Events:17%
 Special Projects:11%
 Grants:15%
 Other: 9%

List and detail the measurable outcomes and deliverables of the project or program. Additionally, how will you track and report success over the three years of grant funding?*

The Main Street Program has a comprehensive, wide, and deep process for selecting and measuring goals and deliverables. CCFG is required to report on most items below every quarter. We can report to the council quarterly, semiannually, or annually. Below are several measurables:

Vacant Buildings-Catalog, photograph all buildings and use status. Will monitor and report changes every quarter.

Downtown Crime-Obtain baseline report on downtown crime including vandalism and homelessness. Perform a quarterly review of changes in crime.

Community Polling-Perform baseline polling of FG residents to determine downtown visit frequency, needs, wants, satisfaction, and goals they have for FG. Re-poll to determine changes in community perspective.

Buildings and/or Properties visual status: Catalog & photograph current buildings, properties, and open spaces for baseline visual status. Will monitor and report changes every quarter.

Businesses-Will perform a baseline on Acquired, Expanded, New, Closed, and Relocated Businesses. Will include employee retention information. Will monitor and report changes every quarter.

Housing-Perform baseline on New and Closed Housing and status of housing. Will monitor and report changes every quarter.

Public Improvements-Perform baseline on public spaces. Will monitor and report changes every quarter.

Volunteer Pool-Perform baseline, monitor, and record changes.

Business Polling-Perform baseline polling of DT businesses to determine sales success, foot traffic, needs, wants, satisfaction, and goals they have for FG. Re-poll to determine changes in business perspective.

Provide a brief summary of key personnel and partners, including their experience and skills, previous work in addressing related issues and their anticipated roles in this initiative (including percentage of time dedicated to the program or project).*

CCFG Board of Directors-Made up of business owners, non-profit representatives, and community members. This group will oversee, review, approve, and manage the program.

Main Street Program Committee-Will build the framework and launch the Main Street Program. All members should contribute at least 5-10 hours per month. Although this program will quickly grow the current committee members are:

Donna Gustafson-Executive Program Manager, Chair: Create meeting agendas. Lead meetings ensuring all voices are heard, discussions fall in line with the agenda, and tasks are completed.

Tess O'Rourke, Vice Chair-Financial Expert, Fill in for Chair if absent. Lead special projects. Serves as spokesperson when needed.

Claudia Yakos/Hope Kramer, FG Chamber of Commerce, Partner in Main Street Program who will share chamber resources and participate in program build and launch.

Sage Fairman, Director Adelante Mujeres: Partner in Main Street Program who will participate in program build and launch and provide grant writing guidance.

Jennifer Coyle, President of Pacific University: Partner in Main Street Program who will participate in program build and launch.

Mary Jo Morelli, Historian, Friends of Historic FG: Partner in Main Street Program who will share knowledge and resources and participate in program build and launch. Will act as the historian and historic preservation expert non-profit representative.

Gunnar Heider, Viks Business owner: Partner in Main Street Program who will share a business owners' perspective and participate in program build and launch. Will provide Nordic and European community experiences to enhance ideas and success stories.

Provide a basic overview of grant implementation activities tied to the project/program budget. *

The first three years will consist of development of our committees, teams, strategies and processes. In addition, development will include outreach and engagement of businesses and the community. We will be developing and planning around the Main Street Four Point approach that includes Economic Vitality, Design, Organization and Promotion that is proven to be successful.

Economic Vitality: Cultivating a strong Entrepreneurship Ecosystem

Design: Create an inviting, inclusive atmosphere

Organization: Build leadership and strong organizational capacity and community engagement

Promotion: Support buy-local, market districts defining assets.

This program is new to Forest Grove and we ask for the latitude necessary when taking budgetary action in the discovery and development of a this new program.

Project Budget

Show proposed three year budget, by year. Include breakdown between personnel services, materials and supplies, and other costs.

Also report any other funds that will be used for this project (i.e. applicants funds or other grants).

Included organization's previous financial report.

Budget Reporting*

CIP.pdf

Upload proposed project budget for three year period.

Previous Year Fiscal Report*

ccfg financial report 2023 board (1).pdf

Upload prior fiscal year budget report.

File Upload

CEP.pdf

Upload any additional documentation, i.e. ORG Chart, etc.

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature*	Date*
Donna JM Gustafson	4/30/2024

City Club of Forest Grove
Three Year Budget
Current Year
Current Year Estimates

Revenue Source	Projected Total		Expense Source	Projected Total
Memberships	\$ 3,000.00		Memberships	\$ 200.00
Sponsorships	\$ 5,000.00		Administrative	\$ 2,000.00
Donations	\$ 1,000.00		Rentals	\$ 2,000.00
Grants	\$ 15,000.00		Event Expense	\$ 8,000.00
Vendor Fees	\$ 10,000.00		Total Est Expense	\$12,200.00
Merchandise	\$ 1,000.00			
Total Est Revenue	\$ 35,000.00			

Year 1 Estimates

Revenue Source	Projected Total		Expense Source	Projected Total
Memberships	\$ 5,000.00		Marketing	\$ 28,095.36
Sponsorships	\$ 10,000.00		Training	\$ 1,800.00
Donations	\$ 1,000.00		Projects/Events/Enhancement	\$ 56,100.00
Grants	\$ 70,000.00		Prof Service	\$ 13,000.00
Vendor Fees	\$ 12,000.00		Memberships	\$ 200.00
Merchandise	\$ 3,000.00		Office Expense	\$ -
Total Est Revenue	\$101,000.00			
			Total Est Revenue	\$ 99,195.36

Year 2 Estimates

Revenue Source	Projected Total		Expense Source	Projected Total
Memberships	\$ 10,000.00		Marketing	\$ 19,802.00
Sponsorships	\$ 15,000.00		Training	\$ 1,200.00
Donations	\$ 2,000.00		Projects/Events/Enhancement	\$ 56,100.00
Grants	\$ 80,000.00		Prof Service	\$ -
Vendor Fees	\$ 12,000.00		Memberships	\$ 200.00
Merchandise	\$ 3,000.00		Office Expense	\$ -
Total Est Revenue	\$ 122,000.00		Human Resources	\$ 35,000.00
			Total Est Revenue	\$112,302.00

Year 3 Estimates

Revenue Source	Projected Total		Expense Source	Projected Total
Memberships	\$ 15,000.00		Marketing	\$ 21,480.00
Sponsorships	\$ 15,000.00		Training	\$ 1,200.00
Donations	\$ 2,000.00		Projects/Events/Enhancement	\$ 76,100.00
Grants	\$ 100,000.00		Prof Service	\$ -
Vendor Fees	\$ 12,000.00		Memberships	\$ 200.00
Merchandise	\$ 3,000.00		Office Expense	\$ 6,000.00
Total Est Revenue	\$ 147,000.00		Human Resources	\$ 30,000.00
			Total Est Revenue	\$134,980.00

SUMMARY	
Admin costs	\$ (1,886)
Event Revenue	\$ 6,721
Sponsor	\$ 12,314
Advert	\$ (5,688)
	<u>\$ 11,461</u>

Admin & Overhead Expenses 2023

Admin	\$	518
Tax	\$	100
Insurance	\$	250
Software	\$	637
Square Fees	\$	381
	\$	1,886

Artisans in the Grove Summer

Space Rental Income \$ **4,130** (38 individual vendors over the 6 market dates)

Oktoberfest 2023

Vendor Space Rental	\$ 5,580	Oktoberfest Expenses	\$ 2,014
Oktoberfest Sales	\$ 4,917	Oktoberfest Expenses	\$ 3,882
Oktoberfest Cash	\$ 3,000	Token Reimbursements	\$ 3,918 *
	<u>\$ 13,497</u>		<u>\$ 9,814</u>

Net: Oktoberfest 2023	\$ 3,683
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Trick or Treat Merchants

Halloween Candy Expense	\$ (301)
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Holiday in the Grove

Light Parade

Parade Registrations	\$	1,375	Parade Insurance	\$	484 *
			Regist \$ to Fire Dept	\$	1,313
				\$	1,797

Light Parade City Club Net: \$ (422)

Artisan Market

Artisan Market Vendor	\$	685	Market Coffee & Décor	\$	91
Bad Check & Fee	\$	(42)	Auditorium Rental	\$	138
	\$	643		\$	229

Net: Artisan Market HITG 2023 \$ 414

HITG Ornament

HITG Ornament Sales	\$	2,055	HITG Ornament 2023	\$	1,725
---------------------	----	-------	--------------------	----	-------

HITG Ornament Net: \$ 330

Tinsel & Tidings

Tinsel Vendors	\$	210	HITG Expense	\$	1,924
Income	\$	347			
Carriage Rides	\$	254			
	\$	811			

Tinsel Net: \$ (1,113)

SPONSORSHIP \$ 12,314

Event Advertising \$ 5,688





CITY CLUB OF FOREST GROVE
THREE YEAR PLAN

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Non-Profit Status..... 7



Purpose

The purpose of this initial three-year plan is to enable a strong, realistic, and supported launch of the Affiliated Main Street designation in Forest Grove.

Details

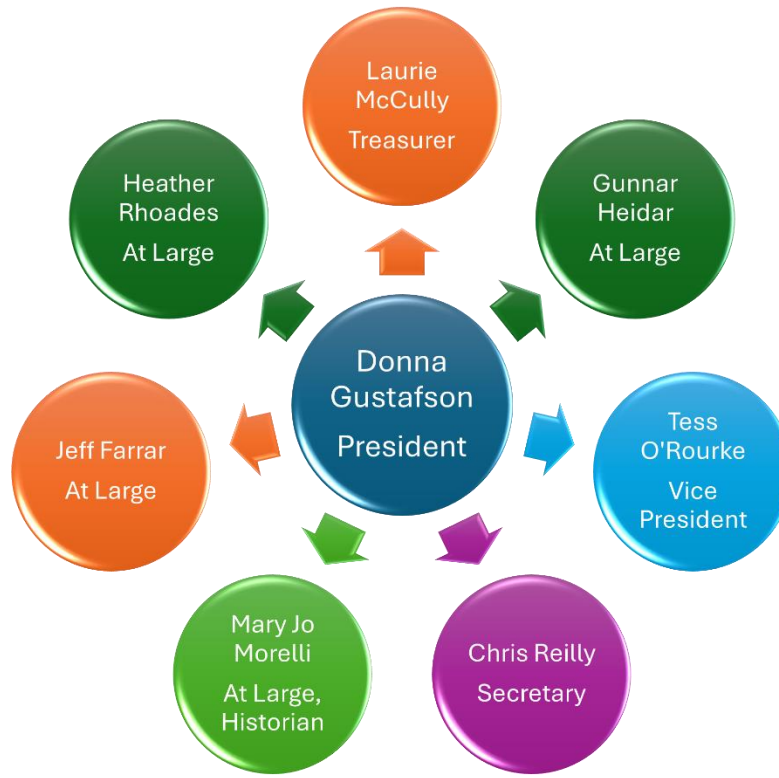
Engagement: The City Club of Forest Grove (CCFG) as the managing entity of the Main Street Program for Forest Grove will be increasing our engagement with all community members (businesses, building owners, residents etc) while developing the program.

Evolution: The mission of the CCFG reflects the goals of a Main Street Program. As the Main Street Program is created and developed it will result in a natural and intentional evolution of the CCFG as the Historic Downtown Association.

Partnerships and collaboration will be the heart of this transformation as we create a Main Street Committee to help grow this new branch of the CCFG. This committee is comprised of representatives from the CCFG board, FG Chamber of Commerce, Pacific University, Friends of Historic Forest Grove, Adelante Mujeres, and other community partners.

Rome was not built in a day: Implementing the Main Street Program is the long game. It's a year or more of learning, building, connecting, engaging, and planning. Our three-year financial plan is reflective of the depth and width of this program and the importance of planning to grow strong roots to support a resilient, sustainable, and successful program for the Historic Downtown District.

City Club Organizational Chart



Three Year Plan

Year 1

- Normalize Main Street Committee
- Asset, Resource, and property cataloging
- Execute outreach and engagement.
- Continue current objectives, events, and purpose of the City Club

Year 2

- Finalize Framework Development
- Asset, Resource, and property cataloging
- Develop Strategic Plan
- Execute outreach and engagement.
- Continue current objectives, events, and purpose of the City Club

Year 3

- Begin implementing strategies.
- Execute outreach and engagement.
- Asset, Resource, and property cataloging
- Continue current objectives, events, and purpose of the City Club



Marketing Plan Summary Year 1

CATEGORY	DESCRIPTION
GOAL	Obtain community investment, participation, and overall support
MARKETING STRATEGY	Branding: Build a strong brand identity that reflects the company's commitment to history, growth, business, and community. Digital Presence: Establish an online presence through a user-friendly website and active social media channels. Awareness: Partnerships: Collaborate with other businesses, experts, community members, non-profits, and influencers to expand customer reach.
MARKETING OBJECTIVE	• Raise brand awareness by 20% within the next 12 months. • Grow website traffic by 30% within the next 12 months. • Increase memberships by 150% within the next 12 months.
COMPETITIVE ADVANTAGE	The commitment to business and community which uses both as a symbiotic tool to accomplish goals.
BUDGET	The budget for this plan is \$28000
UNIQUE VALUE PROPOSITION	The City Club of FG is focused on the historic downtown area, its livelihood and the businesses, community and visitors who enjoy the downtown. Focusing on community inspired and led events, improvements, maintenance, growth and historical preservation.

Baseline Reach

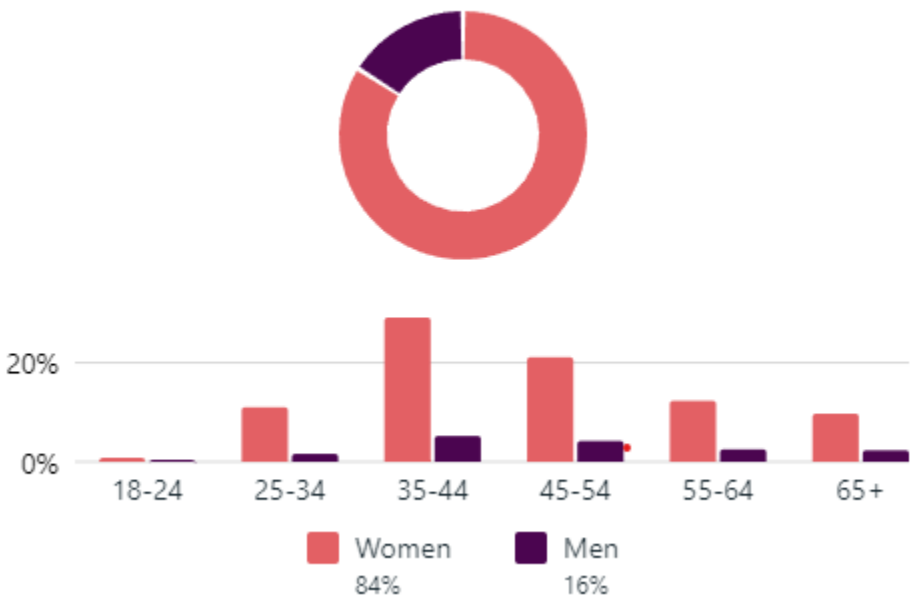
As of 3/29/2024

PLATFORM	Current	Goal by 3/29/25
Facebook Followers	1485	3000
Instagram Followers	97	200
TikTok Followers	1	20
CCFG Total Members	40	100
CCFG Business/Non-Profit Members	30	80
CCFG Community/Other Members	10	20

Facebook Demographics

Forest Grove Residents make up 50.5% of the total FB followers, followed by Hillsboro, Cornelius, Gaston, Banks, Portland, Beaverton, Aloha, Gales Creek, and McMinnville.

Age & gender ⓘ





Letter of Partnership

Non-Profit Status

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 09 2012

CITY CLUB OF FOREST GROVE
C/O MOORE AND BALLARD
2302 PACIFIC AVE
FOREST GROVE, OR 97116

Employer Identification Number:
93-1249239
DIN:
17053354331031
Contact Person:
DANIEL KENNER ID# 31697
Contact Telephone Number:
(877) 829-8506
Accounting Period Ending:
June 30
Form 990 Required:
Yes
Effective Date of Exemption:
November 15, 2010
Contribution Deductibility:
No
Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Luis G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-NC

Letter 948 (DO/CGI)



April 29th, 2024

City of Forest Grove
1924 Council Street
Forest Grove, OR 97116

RE: Community Impact Grant

Dear Councilors,

On behalf of Adelante Mujeres, I would like to extend our support for the City Club of Forest Grove's Community Impact Grant Project. We believe that this project will support the improvement of downtown Forest Grove and benefit the diverse needs of our communities.

Adelante Mujeres (Women Rise Up) mission is to provide education and empowerment opportunities to Latine women and their families to ensure full participation and active leadership in the community. We served over 17,000 individuals in 2023 with comprehensive, life-changing services. Approximately 98% of participants are low or extremely low income, the majority identify as female, and an estimated 91% are first-generation immigrants. We serve families through four specific departments, Education, Microenterprise, Leadership & Advocacy, and Health Equity, that house a total of 15+ programs.

Our Forest Grove Farmers Market, part of our Market Access program under the Microenterprise Department, collaborates with the City Club of Forest Grove on the First Wednesdays Artisan Market and is an important aspect of the proposed Main Street Programming. From May to October, we host over 60+ vendors on the Main Street of Downtown Forest Grove to provide a weekly market to over 2,500 visitors to each market.

In addition to our market, we are excited to partner with the City Club of Forest Grove to provide the following support to their Community Impact Grant project:

- Committee member spot on the Main Street Program Advisory Committee.
- Support the build out and launch of the Main Street Program.
- Provide culturally responsive expertise and other technical assistance.

Sincerely,

Main Street Funding

Grant funding will strengthen the Main Street Program, facilitated by the City Club of Forest Grove to get the Main Street program up and running. The Main Street program is the City Club's mission. Funds awarded to the City Club of Forest Grove will help provide tools to advance this mission.

Community Partnerships

Friends of Historic Forest Grove - Mary Jo Morelli

Adelante Community Outreach - Sage Fairman

Chamber of Commerce - Hope Kramer

Vik Roasters, Local Business - Gunnar Heidar

Pacific University - Jennifer Coyle

Evidence of Local Oregon Main Street Programs



Print

2024-25 Community Impact Grant Application - Submission #340

Date Submitted: 4/30/2024

Date*

4/30/2024

Organization Name*

Lo Nuestro Folklore of Washington County

Address*

15284 SW Greenfield Drive

City*

Tigard, OR 97224-3815

State

OR

Zip Code

97224

Mailing Address*

15284 SW Greenfield Drive

City *

Tigard, OR 97224-3815

State*

OR

Zip Code*

97224

Person Authorized to Sign Contract*

Jinwei Niu

Title*

Secretary

Contact Person *

Jinwei Niu

Phone Number*

5038099510

Email Address*

njw1108@yahoo.com

Agency Mission Statement*

Our mission is to provide a healthy, safe and inspirational environment in which children and young adults are given the opportunity to learn about Mexican culture and history through traditional regional dances. Lo Nuestro Folklore provides an avenue, primary but not exclusive to under-served communities, in which students can develop pride, self-confidence and self-esteem, while encouraging them to work within the community for positive change. Our goal of a healthy, productive community is achieved through the arts. Our teaching strategy requires the individual student to be committed, motivated, and focused on learning the dance routine. Their pride in their work is very much connected to their commitment to the group as a whole and their families and communities. This commitment to self and the larger community has successfully prepared our students for educational pursuits as well as for their careers.

Agency Fiscal Year End*

6/30/2024

Agency Federal Tax ID (EIN)*

93-4090971

Application Questionnaire**Project/Program Title***

Folklorico Education program for Youth/Adult/Senior

Is this a new project or an existing project? *☒ Yes☐ No**Describe your proposed project or program in detail and specifically indicate how it will address a priority area of community concern in Forest Grove.***

The goal is to make our currently housed in school program to be more accessible to larger communities and populations in the City of Forest Grove with higher quality Mexican folklorico education. To promote community diversity and outreach to larger youth populations, to help them grow interests in arts and prevent opportunities for them to be involved with the negative influence.

- Establish a location by leasing to be more public accessible
- Enhance the facility with necessary dance studio needs: mirrors, wood floor and storage
- Provide Mexican folkloric dance classes to youth/adult/senior
- Offer Mexican folkloric workshops with renowned instructors

With the Community Impact Program grant we expect to double the impact to the youth in Forest Grove than our program currently has and expand the impact to the rest of the community such as college students, adults and seniors within Forest Grove.

In 2023 about 140 youth (110 from Forest Grove) have participated in our program. We expect to double participants to about 280 youth (220 from Forest Grove) with the CIP grant just for the youth along. The potential impact to the young adults and seniors is totally expected as well.

**How is your project or program integrating innovative, creative approaches to addressing this community concern?
Does it fill a gap in current services?***

As per 2020 US census Forest Grove consists of 29% of Hispanic/Latino population but there is currently no art education institute in the city for this community. Currently we only have a Mariachi program in Forest Grove High School and our folklorico dance program in some schools of Forest Grove School District. But we have a large community including the young adults and seniors that still have no opportunities to get involved or learn the art form of folklorico dance.

By operating in a studio environment, we will be able to tailor the programs that we can offer to benefit the community that is underserved and the community at large for those who are interested. This can become a hub of Mexican Folklorico music and art for the city of Forest Grove.

**How will the project or program include collaboration with other community partners, and/or City departments?
Please describe any financial partnerships in detail. ***

We already have a close relationship with the Mariachi Program in FGHS. They are involved in our annual showcase for the past years and have traditionally been a highlight of our concerts. Some of our members are overlapping.

We are involved in Forest Grove Art Festival and planning to continue to be part of the art force in the community

Describe how the organization plans to reach individuals and families the project or program intends to serve, including any diverse, underserved, or special needs communities. *

With a studio premise we can offer low-cost classes to youth/adult/seniors in the communities of Forest Grove that are in need at a time and location that is more accessible to them.

Classes offered can involve other Latin rhythm exercises that are low entry and benefit such as Zumba, salsa, flamenco with a proper studio setting and guest instructors. This can be also used to host other diverse cultural dance art workshops from other culture as well.

How does the project or program meet at least one of the Metro CEP goals and how does the project or program advance the values in the City's Vision Program and the current City Council goals?*

Our program will primarily benefit the youth/adult/senior of an underrepresented community to thrive in the music and dance art form that is familiar to them; Attracts the youth and at-risk teenagers to engage in physically demanding activities and learning the disciplines that they need in their future. Generations of students have gone through our program and can be the proof and witness how the values from our program help them further their academic and work career. Many of them have returned to get involved through instructing, volunteering and mentoring.

Offering a Latino art education program like ours will better serve the diverse communities in the City of Forest Grove and establish itself as a community that both welcomes the diversity and offers opportunities to enhance and celebrate the diversity.

- [Current City Council Goals](#)
- [Metro CEP Goals](#)

Describe how funding for the project or program will be financially sustainable. How will the program continue with the Impact Grant ends after three years?*

Our program will continue the fundraising efforts in the art and diversity segment. And with the projected membership and drop-in classes offered by the program it should be able to sustain itself with the combined resources

List and detail the measurable outcomes and deliverables of the project or program. Additionally, how will you track and report success over the three years of grant funding?*

The progress should be measured by the registered membership population and the ability to put on 1-2 showcases and/or participate in special event celebrations for the community. For the next three years there should be an annual showcase for the community. The showcase will be accessible after through the program's YouTube channel and a yearly membership progress report will be available for reporting purposes.

In 2023 about 140 youth (110 from Forest Grove) have participated in our program. With the CIP grant we expect double our impact to about 280 youth (220 from Forest Grove)

Provide a brief summary of key personnel and partners, including their experience and skills, previous work in addressing related issues and their anticipated roles in this initiative (including percentage of time dedicated to the program or project).*

Mr. Manuel Ramos. Ex-employee of FGSD. He has been a pioneer of the Mexican Folkloric in the Pacific Northwest. He has been the main force and instructor of the folklorico program currently offered in FGSD. More than thousands of students from FGSD have been exposed to Mexican Folklorico Dance art through the past 25 years. And he is also instructing senior folklorico classes as well. He is the president of our nonprofit organization and will be 100% involved in the daily operation and expansion of our program

Mr. Jinwei Niu. With more than 18 years of folklorico dance experience and been trained both by Mr. Ramos and internationally renowned folklorico instructors. He has been performing with the program and other ballet folklorico groups in the area through the northwest. He has been mainly involved in the advanced class instruction of the program and the public relation aspect of the operation. He is currently working full time and will be involved in the program after hours

Ms. Rosa Bran. With her own three children having gone through the program since their 3rd grade has been a big push and liaison of the program with the local Latino community. She has been acting as the stage manager for the program's annual showcase and has been the main person tracking the program inventory. She will be involved with the program 50% of the time

Provide a basic overview of grant implementation activities tied to the project/program budget. *

- Locating a host facility by the third quarter of 2024
- Enhance the facility with dance appropriated needs as floors and mirrors by the end of 2024
- Kick off the program with a GALA in the summer of 2024
- Design and offer classes to the community starting from the third quarter of 2024
- Coordinating the guest instructors to offer workshops starting from 2025
- Advertising the membership and classes from June 2025
- Determine the new yearly program and the showcase focus in the summer of 2024

Project Budget

Show proposed three year budget, by year. Include breakdown between personnel services, materials and supplies, and other costs. Also report any other funds that will be used for this project (i.e. applicants funds or other grants).

Included organization's previous financial report.

Budget Reporting*

Lo-Nuestro-Folklore-Grant-Proposal-Budget.xlsx
Upload proposed project budget for three year period.

Previous Year Fiscal Report*

FinancialStatementP1.jpg
Upload prior fiscal year budget report.

File Upload

Lo Nuestro Budget.xlsx
Upload any additional documentation, i.e. ORG Chart, etc.

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature*

Date*

Jinwei Niu

4/30/2024

LO NUESTRO FOLKLORE GRANT PROPOSAL BUDGET

Folklorico Education Program for the Youth/Adult/Senior

Apr. 30th 2024

ADDRESS OF RECEIVER

SUBMITTED TO CITY OF FOREST GRO

ADDRESS OF SENDER

SUBMITTED BY LO NUESTRO FOLKLORE

REVENUE								STATUS KEY
REVENUE ID	SOURCE	YEAR 1	YEAR 2	YEAR 3	TOTAL	%	STATUS	
1	City of Forest Grove	\$ 40,000	\$ 40,000	\$ 40,000	\$ 120,000	47%	ESTIMATED	RECEIVED
2	Annual Showcase Box Office and Concessions	\$ 13,000	\$ 15,000	\$ 15,000	\$ 43,000	17%	ESTIMATED	PLEDGED
3	Other Art Grant Opportunities	\$ 10,000	\$ 12,000	\$ 12,000	\$ 34,000	13%	ESTIMATED	REQUESTED
4	Individual Donation	\$ 2,500	\$ 2,500	\$ 2,500	\$ 7,500	3%	ESTIMATED	ESTIMATED
5	Business Donation	\$ 2,500	\$ 2,500	\$ 2,500	\$ 7,500	3%	ESTIMATED	
6	Sublease Income	\$ 1,800	\$ 1,800	\$ 1,800	\$ 5,400	2%	ESTIMATED	OTHER
7	Membership and Drop-in classes	\$ 10,000	\$ 12,000	\$ 15,000	\$ 37,000	15%	OTHER	
					\$ -	0%	OTHER	
					\$ -	0%	OTHER	
					\$ -	0%	OTHER	
					\$ -	0%	OTHER	
					\$ -	0%	OTHER	
					\$ -	0%	OTHER	
					\$ -	0%	OTHER	
	REVENUE TOTALS	\$ 79,800	\$ 85,800	\$ 88,800	\$ 254,400	100%		

REVENUE SUMMARY		
RECEIVED	\$ -	0%
PLEDGED	\$ -	0%
REQUESTED	\$ -	0%
ESTIMATED	\$ 217,400	85%

OTHER	\$	37,000	15%
TOTAL	\$	254,400	100%

EXPENSE							
EXPENSE ID	DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	TOTAL	%	LENGTH IN YEARS IF CAPITAL
	Studio Leasing	\$ 29,400	\$ 30,000	\$ 36,000	\$ 95,400	45%	
	New Region Costume Purchase	\$ 5,000	\$ 4,200	\$ 4,500	\$ 13,700	7%	
	New Region Accessory Purchase	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000	1%	
	Costume Replacement/Mending	\$ 3,000	\$ 4,000	\$ 4,000	\$ 11,000	5%	
	Workshop Maestro Payment	\$ 2,000	\$ 2,500	\$ 3,000	\$ 7,500	4%	
	Workshop Maestro Lodging	\$ 3,000	\$ 3,000	\$ 3,000	\$ 9,000	4%	
	Showcase Auditorium Rental	\$ 3,000	\$ 3,500	\$ 3,500	\$ 10,000	5%	
	Showcase Sound Engineer	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000	1%	
	Showcase Stage Lighting Engineer	\$ 500	\$ 500	\$ 500	\$ 1,500	1%	
	Studio Utility Cost	\$ 2,400	\$ 2,640	\$ 2,880	\$ 7,920	4%	
	Studio Maintenance	\$ 5,000	\$ 2,000	\$ 3,000	\$ 10,000	5%	
	Assitantants Salary	\$ 12,000	\$ 13,000	\$ 13,000	\$ 38,000	18%	
	EXPENSE TOTALS	\$ 67,300	\$ 67,340	\$ 75,380	\$ 210,020	100%	
	NET (INCOME LESS EXPENSES)	\$ 12,500	\$ 18,460	\$ 13,420	\$ 44,380		

Print

2024-25 Community Impact Grant Application - Submission #319

Date Submitted: 4/26/2024

Date*

4/26/2024

Organization Name*

Family Justice Center of Washington County (FJCWC)

Address*

735 SW 158th Avenue

City*

Beaverton

State

Oregon

Zip Code

97006

Mailing Address*

735 SW 158th Avenue

City *

Beaverton

State*

Oregon

Zip Code*

97006

Person Authorized to Sign Contract*

Rachel Schutz

Title*

Executive Director

Contact Person *

Rachel Schutz

Phone Number*

503-430-8300

Email Address*

rachel@fjwcw.org

Agency Mission Statement*

Our mission is to work collaboratively with our community to provide a single location for prevention, intervention, healing, and hope for survivors of domestic violence, sexual assault, and child abuse in Washington County.

Agency Fiscal Year End*

6/30/2024

Agency Federal Tax ID (EIN)**

47-4687471

Application Questionnaire**Project/Program Title***

Essential Services for Survivors of Family Violence

Is this a new project or an existing project? *

☐ Yes

☒ No

Describe your proposed project or program in detail and specifically indicate how it will address a priority area of community concern in Forest Grove.*

Family violence is a serious and persistent public health problem that affects 1 in 3 households in Washington County. Recovering from the trauma and disruption of abuse requires access to emergency services, legal resources, health care, and resources to meet basic needs. For many survivors of family violence and abuse, the home has become even more unsafe under all of the stress, financial uncertainty, trauma, and political divisiveness of the past 48 months. Since 2009, domestic violence-related homicides have risen sharply in Oregon. According to the Fatal Domestic Violence Report prepared by the Oregon Coalition Against Domestic and Sexual Violence, between 2009 and 2019, 393 fatal domestic violence incidents resulted in 532 deaths. Washington County had the second-highest number of fatal incidents and deaths statewide. Gunshot was the most common cause of death for victims, followed by stabbing. Most of the victims were women.

The Family Justice Center of Washington County (FJCWC) has seen significant increases in the number of survivors seeking services. A comparison of pre- and post-pandemic service numbers shows a 54% increase in the number of people FJCWC serves annually. In fiscal year 2023, FJCWC had 5,687 visits to our Center. FJCWC served a significantly higher number of Latine and rural survivors as a result of intentional outreach to these communities and dedicated staff time. In addition to serving more survivors, each person served needed more services than in previous years, with requests for advocacy, help filing restraining orders, and help with basic needs (e.g. food, clothing, housing) the top three service requests. Despite the growing demand, many survivors still face barriers to accessing services, especially those from smaller rural portions of Washington County.

At the same time, public and private funding for the work has remained relatively flat during this same time period. The growing demand for FJCWC services combined with stagnant funding presents a critical challenge that must be addressed. FJCWC is turning to the community to ramp up their support and ensure the sustainability of our life-saving services. It costs the FJCWC \$142 per survivor to provide our model of coordinated and collaborative services.

Funds from the Community Impact Grant will be used to provide comprehensive services for Forest Grove residents seeking safety and support as well as a partnership with Adelante Mujeres to offer their Beyond Trauma program, a culturally specific healing program to specifically target Forest Grove survivors and our Latine community. In FY2023 we served 95 people from Forest Grove (at a cost of \$13,490) and expect to serve 144 in FY2025 because of increased outreach and the proposed partnership with Adelante Mujeres in this grant. Funds from this grant will be shared between the FJCWC and Adelante Mujeres in the service of Forest Grove residents.

**How is your project or program integrating innovative, creative approaches to addressing this community concern?
Does it fill a gap in current services?***

SERVICES PROVIDED

Funding will be used to provide comprehensive and coordinated services to survivors and their children, including:

- Safety planning
- Advocacy and case management
- Counseling and support groups*
- Assistance with protection orders + crime victim compensation
- Virtual Court for restraining order hearings
- Legal assistance
- Help with accessing public benefits
- Emergency assistance, including motel vouchers
- Assistance with basic needs
- Childcare

All of these services are offered onsite at FJCWC. Offering comprehensive services at a single location streamlines access for survivors to the myriad resources they need to get to safety and recover from abuse. FJCWC has a growing collaboration with RIDE Connect to ensure survivors from smaller areas of Washington County can access our services. RIDE Connect prioritizes our referrals and provides door-to-door service to our facility.

*CIG funding will also be used to support a new initiative in partnership with Adelante Mujeres to expand culturally specific services for Latine survivors, who now make up 42% of the total clients served by FJCWC. Adelante Mujeres will offer six rounds of their culturally and linguistically-specific peer support group, Beyond Trauma. Beyond Trauma is a 6-week trauma recovery program for Latine survivors and will be offered onsite at FJCWC. Forest Grove residents will have access to the group via free transportation from RIDE Connect. Funds will be used for peer facilitators from Adelante Mujeres plus program promotion and marketing materials in English and Spanish.

OUR MODEL

FJCWC is a multi-disciplinary collaboration of public and private agencies dedicated to ensuring a coordinated response to family violence. Our model differs significantly from other multidisciplinary approaches to social services because of the close working relationship and full-time presence of criminal justice professionals. By co-locating different services under one roof and providing trained navigators to guide survivors in accessing the help they need—whether it be developing a safety plan, filing for an order of protection, accessing emergency services, or applying for entitlement programs—our model ensures comprehensive support through a central access point. Our model minimizes the retraumatization of survivors because they only need to go through ONE intake process at ONE location, rather than driving from agency to agency retelling their story over and over again. The Family Justice Center model is internationally recognized as a best practice for responding to family violence.

**How will the project or program include collaboration with other community partners, and/or City departments?
Please describe any financial partnerships in detail. ***

We believe that ending the cycle of family violence is everyone's responsibility, so we partner with a broad range of stakeholders to prevent and mitigate the harm caused by family violence. Partnership is the basis for our service delivery model, and as a partnership, we believe we are most effective when all partners and the survivors we serve have a voice and are encouraged to contribute to program planning and evaluation. This is structured into our governance model, which provides seats on our Board of Directors for survivors and other community members who have been personally impacted by family violence.

Our organizational partners include the police departments of Beaverton and Hillsboro; the Circuit Court, District Attorney, Sheriff's Office, Department of Human Services, and Department of Corrections of Washington County; and a host of community-based and culturally specific organizations such as Domestic Violence Resource Center, Sexual Assault Resource Center, Oregon Law Center, and Adelante Mujeres.

Partners that provide onsite services include:

- Abuse Recovery Ministry Services
- Beaverton Police Department
- Cares Northwest
- Community Action
- Disability Rights Oregon
- Domestic Violence Resource Center
- Family SkillBuilders
- Hillsboro Police Department
- Oregon Crime Victim's Law Center
- Oregon Law Center
- Oregon Dept. of Human Services
- Safety Compass
- Sequoia Mental Health Services
- Sexual Assault Resource Center
- Victim Rights Law Center
- Washington County Circuit Court
- Washington County District Attorney
- Washington County Sheriff's Department

Describe how the organization plans to reach individuals and families the project or program intends to serve, including any diverse, underserved, or special needs communities. *

INCLUSIVE SERVICES

FJCWC services are available to clients of all gender identities and sexual orientations. Over 55% of the clients served are from communities of color. Almost 30% of the clients we serve come from smaller communities such as Forest Grove, Cornelius, North Plains, and Gaston. All services are offered bilingually, in Spanish, and FJCWC uses language bank services for other languages spoken.

VALUING LIVED EXPERIENCE

Centering the voices and perspectives of people with lived experiences is important to us. A key way we center the voices of survivors in program planning and evaluation is through VOICES, our survivor advisory board, which currently has seven members who meet monthly to guide the development and evaluation of FJCWC programs, advocate and empower other survivors, and educate our community about family violence. We also encourage survivors to serve on our Board of Directors.

How does the project or program meet at least one of the Metro CEP goals and how does the project or program advance the values in the City's Vision Program and the current City Council goals?*

Offering comprehensive and culturally responsive service to survivors of family violence aligns with the current City Council goal to improve community safety and aligns with City Council values to create opportunities for inclusion of diverse members of our community. Everyone has a right to live free from violence and abuse. Adequate funding for domestic violence services is a moral imperative and community obligation to uphold the human rights and ensure safety for all members of our community. Additional community support is essential for FJCWC to meet the growing demand for services, safe lives, break the cycle of abuse, and promote safety, healing, and justice for survivors. By investing in these critical services, together we can create a safe, healthier, and more equitable community for everyone.

- [Current City Council Goals](#)
- [Metro CEP Goals](#)

Describe how funding for the project or program will be financially sustainable. How will the program continue with the Impact Grant ends after three years?*

FJCWC has a balanced portfolio of contributed revenue from public and private sources. Our funding partners include government agencies, foundations, corporations, and individual donors. FJCWC will continue to seek public support from Washington County and its municipalities to underwrite services and leverage that support with funding from individuals and foundations. We are in the process of building our fundraising infrastructure and building relationships with individual donor prospects. We expect funding from individual supporters to grow after a capital campaign is completed in 2026. Unrestricted funds from our fundraising efforts will sustain the program after 2027.

List and detail the measurable outcomes and deliverables of the project or program. Additionally, how will you track and report success over the three years of grant funding?*

MEASURABLE OUTCOMES

- 1) 100-144 survivors from Forest Grove will receive comprehensive and coordinated services to increase their safety and help them recover from the trauma of abuse.
- 2) At least 30 survivors from Forest Grove will access free transportation assistance through RIDE Connect to help them access the services they need.
- 3) At least 60 survivors will participate in weekly sessions of the Beyond Trauma support group, at least 75% of who will be Forest Grove residents.
- 4) At least 90% of the survivors served will indicate they are able to make more informed decisions about their situations based on the help that they received.
- 5) At least 90% of survivors will indicate that as a result of their visit to FJCWC they know more about the resources available to them and how to access services.
- 6) At least 90% of survivors served will indicate that they have new ideas about how to stay safe.

TRACKING SUCCESS

All visitors to our Center are asked to complete an exit survey that asks them to identify the services they requested and rate their experience visiting our Center and the impact of the services they received. This data disaggregated by residence using zip codes and we are able to report on specific outcomes for clients residing in specific communities.

FJCWC also holds regular partner meetings to solicit feedback for continuous improvement in operations and service coordination. Additionally, program partners collect data regarding the services they deliver and client outcomes, which is shared semiannually during partner meetings.

Provide a brief summary of key personnel and partners, including their experience and skills, previous work in addressing related issues and their anticipated roles in this initiative (including percentage of time dedicated to the program or project).*

FJCWC is a unique organization, created for the community, by the community. Since opening its doors in 2018, FJCWC has provided services to 16,800+ survivors. Our cumulative outcome data indicate that 90% of clients visiting FJCWC report they received the services they needed to keep their family safe and 83% report that after their visit, they could see a path toward safety, healing, and hope.

Day-to-day operations of FJCWC are overseen by the Executive Director, Rachel Schutz, who also liaisons with onsite and offsite partners, coordinates fund development and community outreach activities, supervises FJCWC staff, and reports to the Board of Directors. Rachel is a visionary leader with experience designing trauma-informed services that build resilience and foster healing. Before joining FJCWC in 2021, Rachel served as the Vice President of Programs for Boys & Girls Clubs of the Portland Metro area for nine years, as well as running the Hillsboro Club for multiple years. Prior to that, Rachel worked in youth and women's intervention and prevention programs on the East Coast. Her professional experiences have made her passionate about designing trauma-informed programs that build resilience and foster healing.

Adelante Mujeres provides education and empowerment opportunities to Latine women and their families to ensure full participation and active leadership in the community in Washington County. The Beyond Trauma Program aims to prevent and alleviate the impact of generational trauma within the Latine community through education, awareness, and healing. The Beyond Trauma Coordinator is Lupe Hernandez, who has over 23 years of experience working in nonprofits in the U.S. and Mexico, including working with elderly women experiencing homelessness, formerly incarcerated women, and job training programs for low-income Latinas. She has served as the Beyond Trauma Coordinator since 2018 and has certifications from the City of Beaverton in Mediation, Conflict Resolution, and Restorative Justice.

Provide a basic overview of grant implementation activities tied to the project/program budget. *

FJCWC will engage in the following implementation activities for this Essential Services project, including:

- 1) Meet with Forest Grove Community Impact Grant monitors to confirm the scope of work and goals for the project.
- 2) Develop a marketing and community outreach plan to ensure that Forest Grove residents have information about available services and how to access them, including transportation assistance through the partnership with RIDE Connect.
- 3) Confirm policies and protocols with RIDE Connect to ensure that Forest Grove and other residents of small communities in Washington County are prioritized for transportation service to and from FJCWC.
- 4) Offer coordinated services to all Forest Grove clients requesting support, including crisis intervention, safety planning, advocacy, service navigation, legal advocacy and court support, financial assistance, and assistance with basic needs.
- 5) Collaborate with Adelante Mujeres to design the framework and outreach plan for the Beyond Trauma support group.
- 6) Offer weekly sessions of the Beyond Trauma support group at FJCWC.
- 7) Offer community education and outreach activities in Forest Grove during Domestic Violence Awareness month in October.
- 8) Coordinate data gathering with project partners and document the number of survivors served, including residence, demographics, and services received.
- 9) Communicate with Forest Grove Community Impact Grant monitors and other stakeholders about the impact of services delivered and any identified gaps in services.

Project Budget

Show proposed three year budget, by year. Include breakdown between personnel services, materials and supplies, and other costs. Also report any other funds that will be used for this project (i.e. applicants funds or other grants).

Included organization's previous financial report.

Budget Reporting*

CIG_3-YrProgBgt_FJCWC.pdf

Upload proposed project budget for three year period.

Previous Year Fiscal Report*

06.30.2023_AuditedFinancialStatements.pdf

Upload prior fiscal year budget report.

File Upload

2023 FJC Collaborative Annual Report.pdf

Upload any additional documentation, i.e. ORG Chart, etc.

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature*	Date*
Rachel Schutz	4/26/2024



3-year Project Budget - Forest Grove Community Impact Grant

EXPENSES	2024-2025	2025-2026	2026-2027
Personnel			
.05 FTE Service Director wages + benefits	3,714	3,900	4,095
.10 FTE Youth & Family Program Coordinator wages + benefits	5,548	5,826	6,117
<i>Subtotal Personnel Expenses</i>	<i>9,262</i>	<i>9,725</i>	<i>10,212</i>
Outreach materials and language access services	1,500	1,500	1,500
Family Pantry Supplies	500	500	500
Family Assistance Fund	500	500	500
Adelante Mujeres Beyond Trauma Subcontract	20,000	20,000	20,000
Beyond Trauma Program Supplies	1,000	1,000	1,000
Culturally-specific peer outreach stipends	2,880	2,880	2,880
<i>Subtotal Nonpersonnel Expenses</i>	<i>26,380</i>	<i>26,380</i>	<i>26,380</i>
Indirect Costs @ 15%	5,346	5,416	5,489
Total Project Expenses	\$ 40,989	\$ 41,521	\$ 42,080

Family Justice Center of Washington County

Financial Statements

For the Year Ended June 30, 2023
(With Comparative Totals for June 30, 2022)

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Independent Auditor's Report

To the Board of Directors
Family Justice Center of Washington County
Portland, Oregon

Opinion

We have audited the accompanying financial statements of Family Justice Center of Washington County (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Family Justice Center of Washington County as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Family Justice Center of Washington County and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Family Justice Center of Washington County's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Family Justice Center of Washington County's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Family Justice Center of Washington County's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited Family Justice Center of Washington County's 2022 financial statements, and we expressed an unqualified opinion on those financial statements in our report dated January 9, 2023. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Dougall Conradie LLC

Portland, Oregon
January 15, 2024

FAMILY JUSTICE CENTER OF WASHINGTON COUNTY
STATEMENT OF FINANCIAL POSITION
June 30, 2023
(With Comparative Totals for June 30, 2022)

	2023	2022
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 880,395	\$ 670,032
Accounts receivable	77,329	160,704
Sublease receivable, current portion	23,956	-
Prepaid expenses and deposits	64,806	33,360
	<u>1,046,486</u>	<u>864,096</u>
Total current assets		
Right-of-Use lease asset	897,516	-
Sublease receivable, net of current portion	43,168	-
Fixed assets, net	363,822	23,749
	<u>2,350,992</u>	<u>887,845</u>
Total assets		
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable	\$ 22,254	\$ 13,509
Accrued payroll	17,249	11,903
Accrued vacation	4,250	5,701
Lease liability, current portion	359,396	-
Deferred revenue	-	25,000
	<u>403,149</u>	<u>56,113</u>
Total current liabilities		
Lease liability, net of current portion	612,557	-
Deferred sublease revenue	57,493	-
	<u>1,073,199</u>	<u>56,113</u>
Total liabilities		
Net Assets		
Net assets without restrictions	1,002,642	809,224
Net assets with restrictions	275,151	22,508
	<u>1,277,793</u>	<u>831,732</u>
Total net assets		
Total liabilities and net assets	<u>\$ 2,350,992</u>	<u>\$ 887,845</u>

The accompanying notes are an integral part of these financial statements

FAMILY JUSTICE CENTER OF WASHINGTON COUNTY
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
For the Year Ended June 30, 2023
(With Comparative Totals for the Year Ended June 30, 2022)

	2023			
	Without Restrictions	With Restrictions	Total	2022
Revenues:				
Grant revenues	\$ 577,974	\$ 437,850	\$ 1,015,824	\$ 499,210
Contributions	223,462	-	223,462	215,203
Other income	63,074	-	63,074	165,922
Total revenues	864,510	437,850	1,302,360	880,335
Net assets released from restrictions	185,207	(185,207)	-	-
Total revenues, net	1,049,717	252,643	1,302,360	880,335
Expenses:				
Programs	548,512	-	548,512	514,604
Management and general	131,639	-	131,639	142,451
Fundraising	103,195	-	103,195	39,088
Total expenses	783,346	-	783,346	696,143
Change in net assets	266,371	252,643	519,014	184,192
Net assets, beginning of year	809,224	22,508	831,732	647,540
Prior period adjustment	(72,953)	-	(72,953)	-
Net assets, end of year	<u>\$ 1,002,642</u>	<u>\$ 275,151</u>	<u>\$ 1,277,793</u>	<u>\$ 831,732</u>

The accompanying notes are an integral part of these financial statements

FAMILY JUSTICE CENTER OF WASHINGTON COUNTY
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2023
(With Comparative Totals for the Year Ended June 30, 2022)

	2023				2022
	Program Services	Management and General	Fundraising	Total	
Salaries and wages	\$ 108,117	\$ 61,147	\$ 26,824	\$ 196,088	\$ 182,664
Payroll taxes	10,885	6,156	2,701	19,742	10,453
Employee benefits	11,995	6,784	2,976	21,755	1,436
Dues and memberships	744	421	185	1,350	2,350
Contract and consulting	17,015	-	-	17,015	11,934
Professional fees	21,947	12,413	5,445	39,805	39,895
Occupancy	338,584	34,282	12,326	385,192	382,901
Program costs	15,422	-	-	15,422	9,274
Office expenses	5,882	3,327	1,457	10,666	7,462
Communications	3,486	1,971	865	6,322	6,779
Marketing and promotion	2,380	1,346	590	4,316	3,951
Insurance	3,237	1,831	803	5,871	4,728
Travel and training expense	2,301	1,301	571	4,173	6,263
Depreciation expense	6,517	660	237	7,414	7,004
Fundraising expense	-	-	48,215	48,215	19,049
	<u>\$ 548,512</u>	<u>\$ 131,639</u>	<u>\$ 103,195</u>	<u>\$ 783,346</u>	<u>\$ 696,143</u>

The accompanying notes are an integral part of these financial statements

FAMILY JUSTICE CENTER OF WASHINGTON COUNTY
STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2023
(With Comparative Totals for the Year Ended June 30, 2022)

	<u>2023</u>	<u>2022</u>
Cash flows from operating activities:		
Change in net assets	\$ 446,061	\$ 184,192
Adjustments to reconcile change in net assets to cash provided by operating activities:		
Depreciation	7,414	7,004
Change in assets and liabilities:		
Accounts receivable	83,375	(120,211)
Sublease receivable	(67,124)	-
Prepaid expenses	(31,446)	29,641
Right-of-use Asset	(897,516)	-
Accounts payable	8,745	8,043
Accrued payroll and vacation	3,895	4,277
Lease liability	971,953	-
Deferred sublease revenue	57,493	-
Deferred revenue	(25,000)	25,000
Net cash provided by operating activities	<u>557,850</u>	<u>137,946</u>
Cash flows from investing activities:		
Purchase of equipment	<u>(347,487)</u>	<u>(4,991)</u>
Net cash used in investing activities	<u>(347,487)</u>	<u>(4,991)</u>
Net change in cash	210,363	132,955
Cash at beginning of year	<u>670,032</u>	<u>537,077</u>
Cash at end of year	<u><u>\$ 880,395</u></u>	<u><u>\$ 670,032</u></u>

The accompanying notes are an integral part of these financial statements

Family Justice Center of Washington County
Notes to Financial Statements
June 30, 2023

NOTE A – ORGANIZATION

Family Justice Center of Washington County (the “Organization”) is a nonprofit organization incorporated in the state of Oregon. The Organization reduces domestic violence by building a partnership of public and nonprofit multi-disciplinary service providers together under one roof, which assists survivors of domestic violence, their children, and communities to survive, heal, and break the cycle of violence and abuse. The Organization is funded through grants and contributions.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A summary of significant accounting policies applied in the preparation of the accompanying financial statements follows.

Basis of Presentation

The financial statements of the Organization have been prepared in accordance with U.S. generally accepted accounting principles ("US GAAP"), which require the Organization to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Organization's management and the board of directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all short-term investments purchased with an original maturity of three months or less to be cash equivalents.

Concentrations of Credit Risk

Financial instruments that potentially subject the Organization to concentrations of credit risk consist principally of cash and cash equivalents and investments. The Organization maintains its cash and cash equivalents in various bank accounts that, at times, may exceed amounts covered by the Federal Deposit Insurance Corporation (FDIC) of \$250,000. Balances in excess of FDIC coverage were \$704,534 as of June 30, 2023. The Organization cash and cash equivalent accounts have been placed with high credit quality financial institutions. The Organization has not experienced, nor does it anticipate, any losses with respect to such accounts.

Family Justice Center of Washington County
Notes to Financial Statements
June 30, 2023

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Gifts-In-Kind

Contributions of services are recognized if the services received (a) create or enhance nonfinancial assets or (b) require specialized skills which are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation. All in-kind contributions of services and materials are recorded at their estimated fair values. During the year ended June 30, 2023 the Organization recognized no in-kind contributions.

New Accounting Pronouncements

In February 2016, FASB issued ASU 2016-02, Leases (Topic 842), which among other things, requires the recognition of right-of-use lease assets and lease liabilities on the balance sheet of lessees for operating leases, along with the disclosure of key information about leasing arrangements. A lessee is required to record lease assets and lease liabilities for all leases with a term of greater than 12 months. The ASU is expected to impact the financial statements as the Organization has certain operating leases for which it is the lessee and certain leases for which it is the lessor.

Capital Assets

Capital assets are recorded at purchase cost. Acquisitions, renovations and repairs in excess of \$1,000 and which increase the value of assets and have an estimated useful life in excess of one year are capitalized. All expenditures for repairs and maintenance which do not appreciably extend the useful life or increase the value of the assets are expensed in the period in which the cost is incurred. Contributed property is recorded at its fair market value on the date of contribution. Contributed services which extend the useful life or increase the value of assets are recorded at fair value.

The Organization depreciates capital assets over its estimated useful life using the straight-line method for financial reporting purposes. The Organization generally uses the following estimated useful lives:

Furniture and fixtures	5-7 years
------------------------	-----------

Grants and Contributions

Grants and contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized. All other donor restricted contributions are reported as an increase in net assets with donor restrictions, depending on the nature of restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Advertising Costs

Advertising is expensed as incurred.

Family Justice Center of Washington County
Notes to Financial Statements
June 30, 2023

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Income Taxes

The Organization has been approved as a tax-exempt organization under Internal Revenue Code Section 501(c)(3) and applicable state laws. It is management's opinion that none of the Organization's present activities are subject to unrelated business income taxes. Therefore, no provision for income taxes has been recorded in the accompanying financial statements.

The Organization's federal exempt organization information returns are subject to examination by the Internal Revenue Service, generally for three years after they are filed.

Fair Value of Financial Instruments

Due to the short-term nature of cash equivalents, other assets, accounts payable and accrued liabilities, their fair value approximates carrying value.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Functional Expenses

The costs of providing various programs and other activities have been summarized on a functional expense basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Such allocations are determined by management on an equitable basis.

The expenses that were allocated include the following:

Salaries and benefits	Time and effort
Occupancy	Square footage
Professional services	Time and effort
Office expenses	Time and effort
Insurance	Time and effort

Family Justice Center of Washington County
Notes to Financial Statements
June 30, 2023

NOTE C – AVAILABILITY AND LIQUIDITY

The Organization manages its liquidity by developing and adopting annual operating budgets that provide sufficient funds for general expenditures in meeting its liabilities and other obligations as they become due. The Organization's cash needs are expected to be met on a monthly basis from regular revenue sources. In general, the Organization maintains sufficient financial assets on hand to meet normal operating expenditures and to reserve for future needs.

The following represents the Organization's financial assets at June 30, 2023:

Financial assets at year end:	
Cash and cash equivalents	\$ 880,395
Accounts receivable	<u>77,329</u>
	<u>957,724</u>
Less net assets with restrictions	<u>(275,151)</u>
Total financial assets available	<u>\$ 682,573</u>

NOTE D – CAPITAL ASSETS

Major classes of capital assets consist of the following at June 30, 2023:

Furniture and fixtures	\$ 52,760
Construction in process	<u>347,488</u>
Total	400,248
Less accumulated depreciation	<u>(36,426)</u>
	<u>\$ 363,822</u>

Depreciation expense was \$7,414 for the year ended June 30, 2023.

NOTE E – NET ASSETS WITH RESTRICTION

Net assets with donor restrictions consists of grant revenues of \$275,151 restricted to use by the donor at June 30, 2023.

During the year ended June 30, 2023, net assets released from donor restrictions by incurring expenses satisfying the restricted purposes or by the occurrence of other events specified by donors amounted to \$185,207.

Family Justice Center of Washington County
Notes to Financial Statements
June 30, 2023

NOTE F – LEASES

The Organization leases a building under a non-cancelable operating lease agreement. The lease has terms requiring monthly lease payments and expires in January 2026.

At June 30, 2023 the Organization had a right of use asset of \$897,516 and a lease liability of \$971,953 related to this operating lease. The lease has a remaining lease term of 31 months and a discount rate of 2.8% for the calculation of the present value of the lease asset and liability.

The operating lease liability matures as follows:

Year ending June 30,	
2024	\$ 382,061
2025	393,522
2026	<u>233,522</u>
Total lease payments	1,009,105
Less interest	<u>(37,152)</u>
Present value of lease liability	<u>\$ 971,953</u>

Total rent expense under the terms of this operating lease agreement was \$361,807 for the year ended June 30, 2023 and cash paid for rent was \$370,933.

The Organization also subleases office space to another nonprofit organization beginning March 20, 2018 for 96 months, expiring on February 20, 2026. The lease has a remaining lease term of 32 months and a discount rate of 2.9% for the calculation of the present value of the sublease receivable and sublease deferred revenue. At June 30, 2023 the Organization had a sublease receivable of \$67,124 and deferred sublease revenue of \$57,493 related to this sublease agreement.

Payments on the sublease receivable will be received as follows:

Year ending June 30,	
2024	\$ 25,588
2025	26,360
2026	<u>17,920</u>
Total payments	<u>69,868</u>
Less interest	<u>(2,744)</u>
Present value of sublease receivable	<u>\$ 67,124</u>

Total sublease rental income during the year ended June 30, 2023 was \$21,655 and cash received was \$24,939.

Family Justice Center of Washington County
Notes to Financial Statements
June 30, 2023

NOTE G – CONCENTRATION OF RISK

The Organization operates in the state of Oregon. The Organization receives a majority of its funding through Washington County and third party payers using government funding. If this revenue were discontinued or reduced it would have a significant adverse affect on the Organization.

For the year ended June 30, 2023 government grants accounted for 67% of total revenues.

NOTE H – PRIOR PERIOD ADJUSTMENT

As part of the adoption of ASU 2016-02 the Organization calculated the right to use asset and lease liability for the operating leases and the sublease receivable and deferred sublease revenue as of the prior year. This resulted in a prior period decrease of \$72,953 to opening net assets from this change in accounting principle.

NOTE I – SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through January 15, 2024, which is the date the financial statements were available to be issued. The Organization purchased a building in October 2023 for \$6,099,995 to serve as the new Family Peace Center and administrative offices to open in April 2026. This purchase was financed by lottery bond revenues of \$6,250,000 from the state of Oregon.

20
23

Annual Report

FAMILY JUSTICE CENTER OF
WASHINGTON COUNTY



YEAR IN REVIEW

DATA REPORT

HIGHLIGHTS

2023 in Review

SERVICES, SUPPORT, COLLABORATION, AND CHANGE

In 2023 we are thrilled to report a year of remarkable growth, impactful outreach, and continued dedication to our mission of ending the cycles of violence and abuse in our community. Similar to the previous year, 2023 witnessed an increase in the number of survivors served, and our scope of services expanded to unprecedented levels. We are proud to share that services were at an all-time high, breaking the 10,000 mark. What's more, individual survivor accessed more services per visit, underscoring the effectiveness and importance of our multifaceted approach.

This expansion can be attributed not only to our focused outreach to our BIPOC and rural communities but also our collaborative's heightened response to persistently high rates of violence and abuse. Building upon the successes of the previous year, we increased our rural population served to 28.3% and our BIPOC community to 57%. Washington County is 22% BIPOC, illustrating the disproportionate impact of violence and abuse on marginalized communities.

Along with the growth in the number of survivors served, our organization expanded the array of services provided. In 2023, we further developed community training initiatives; brought on new partners to meet the service demands, such as Sequoia Mental Health and Oregon Food Bank; and organized events to bring families together with partners, such as Shop With A Cop. These efforts have resulted in a substantial increase in the number and variety of services offered to each survivor, aligning with the Family Justice Center model's effectiveness and showcasing the strength of collaboration among our partners and along.

This year we continued our community-wide collaboration on events aimed at raising awareness, amplifying survivors' voices, and support families. In October we debuted our first ever Run for Hope during Domestic Violence Awareness Month with over 150 participants, built on our Voices of Hope Survivor Art Gallery for Sexual Assault Awareness Month and Child Abuse Awareness Month, and increased the scope of our Fall Family Food Boxes, Holiday Shop, and Back to School Supplies. These events not only united our community but also demonstrated our commitment to creating a safe and supportive environment for survivors and their families.

In response to the 2021 and 2022 where we saw a marked increase in severe violence and homicide, the FJC worked hard with its law enforcement, court, and District Attorney partners to create a high-risk referral program. We also worked among the partners in the center to better identify lethality indicators and reached out into our community to raise awareness. Additionally, our collaborative and VOICES Survivor Committee engaged in legislative advocacy to pass new laws and strengthen current ones to ensure survivor safety and offender accountability. However, the need for such efforts this emphasizes the continued urgency of our mission and the importance of collective efforts to address the root causes of violence and abuse in our community.

In conclusion, 2023 was a year of monumental progress for our organization. As we strive to create a future free from family trauma, we remain steadfast in our commitment to collaboration, advocacy, and systemic change. The journey toward a safer future requires the collective efforts of individuals both inside and outside the Family Justice Center, and together, we take meaningful steps toward the safety, healing, and hope that survivors and our entire community deserve.



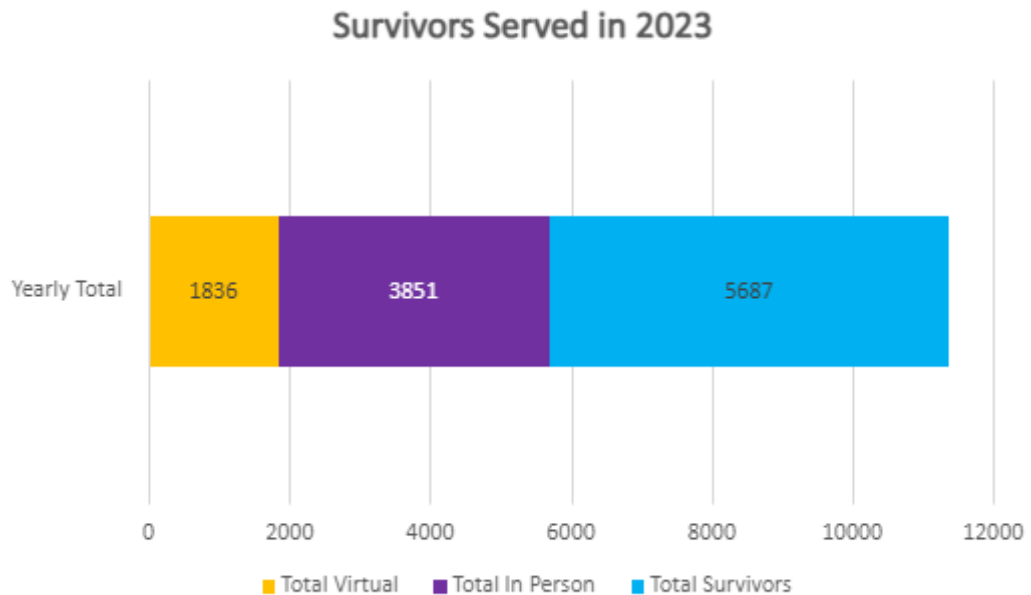
Rachel Schutz
Executive Director
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Services

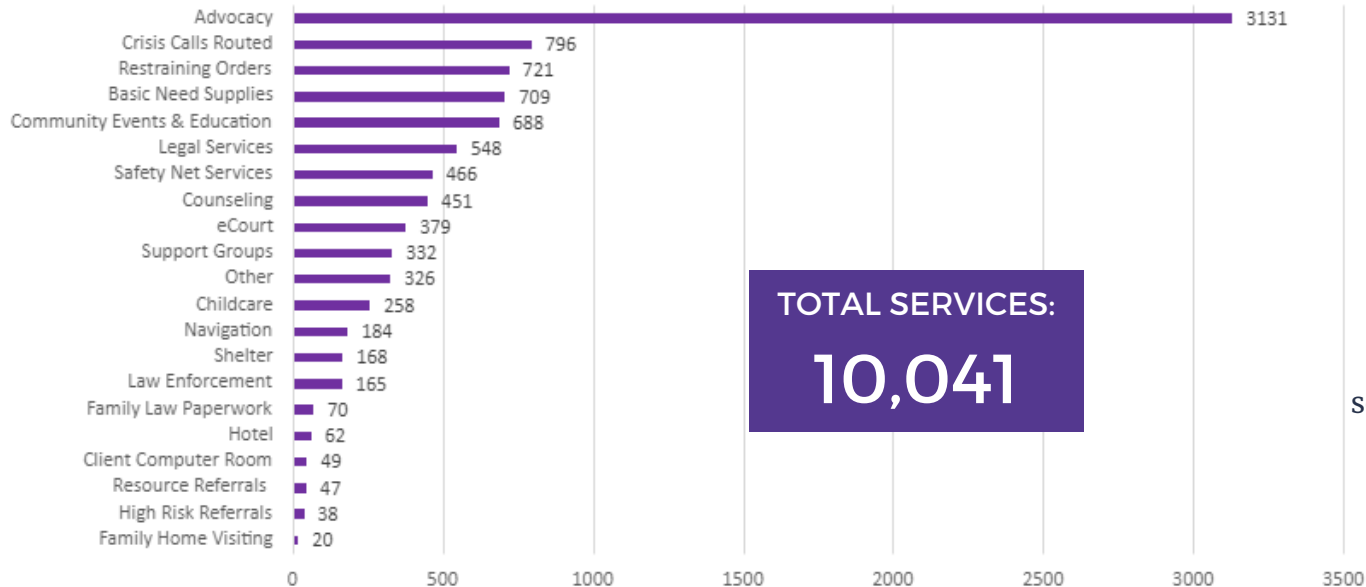
SURVIVORS SERVED AND SERVICES PROVIDED

SURVIVORS SERVED

As awareness of abuse rises in our community, so do survivors seeking services. The FJC served 25% more survivors in 2023 over 2022.



Services Provided in 2023



SERVICES PROVIDED

Services in 2023 increased once again over 2022, 20%. This included the addition of new services to expand support and responsiveness.

85%

Of survivors felt they and their children were cared for by staff and partners

100%

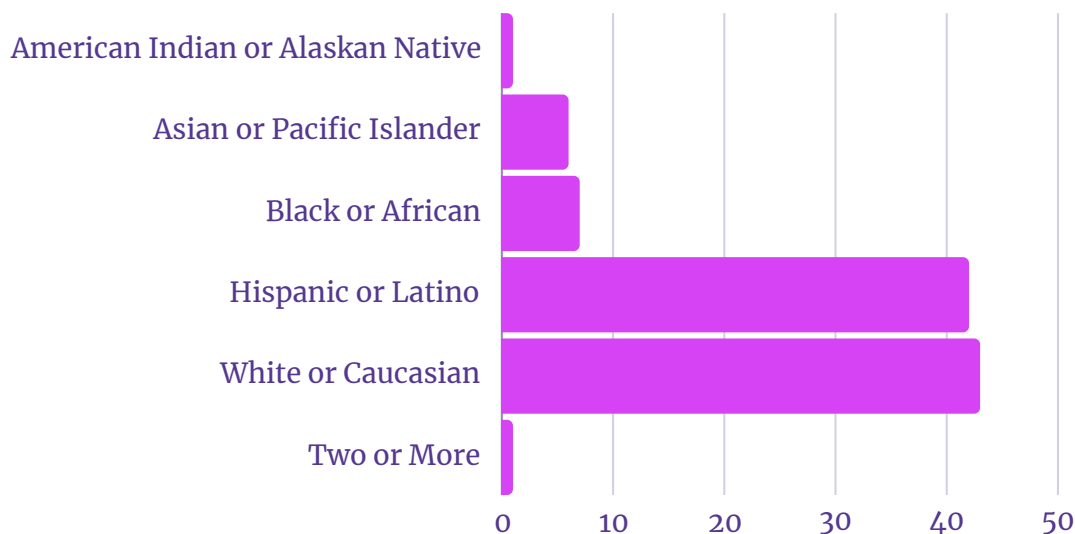
Of survivors reported they experienced trauma informed care while receiving services.

85%

Of survivors reported that they received the help they needed to keep their family safe.

Demographics

SURVIVOR AND STAFF

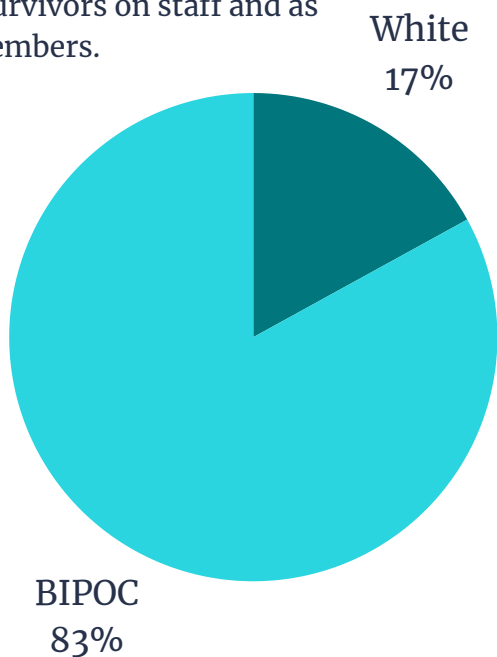


SURVIVOR DEMOGRAPHICS

Washington County population is 78% white and 22% people of color. The FJC serves 57% people of color, illustrating the disproportionate impact of violence and abuse on marginalized communities.

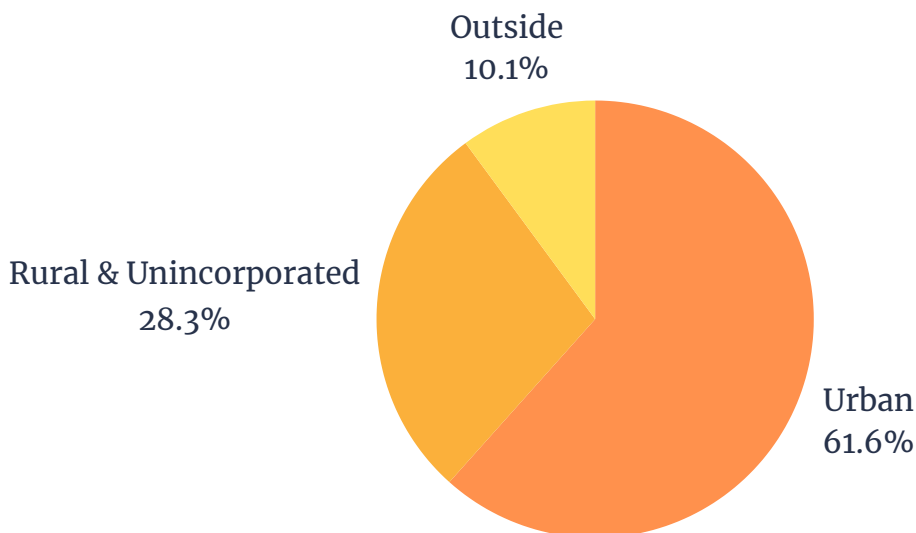
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The FJC seeks to represent the populations it serves, including having survivors on staff and as board members.



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In 2023 the FJC has seen a strong increase in survivors from rural and unincorporated areas of the county seeking services. We have also seen an increase in folks outside of the county traveling to receive help, the most common population being Portland and surrounding counties.



57%

BIPOC Survivors served
in 2023

25%

Increase in survivors served
in 2023

20%

Increase in services
delivered to survivors in

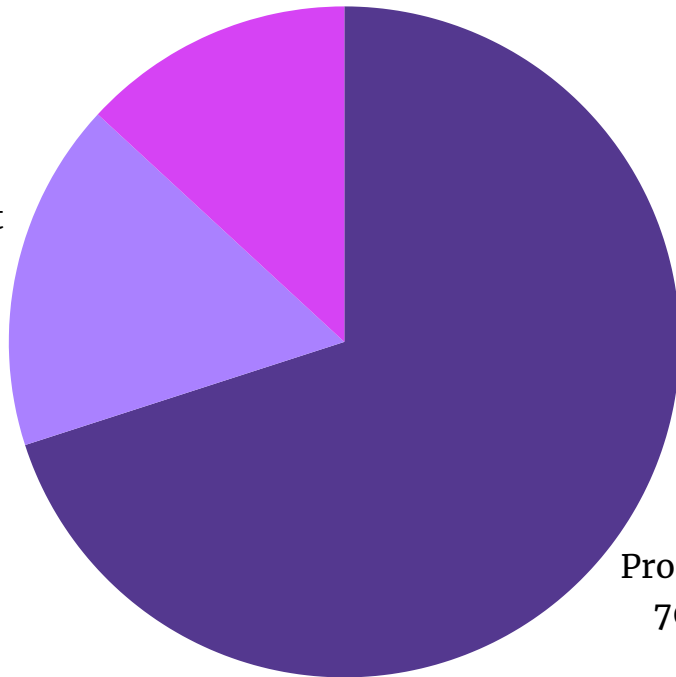
Finances

EXPENSES AND REVENUE

Fundraising

13.1%

Management
16.8%



Program
70%

EXPENSES

The FJC's total operating expenses for 2023 were \$783,346.

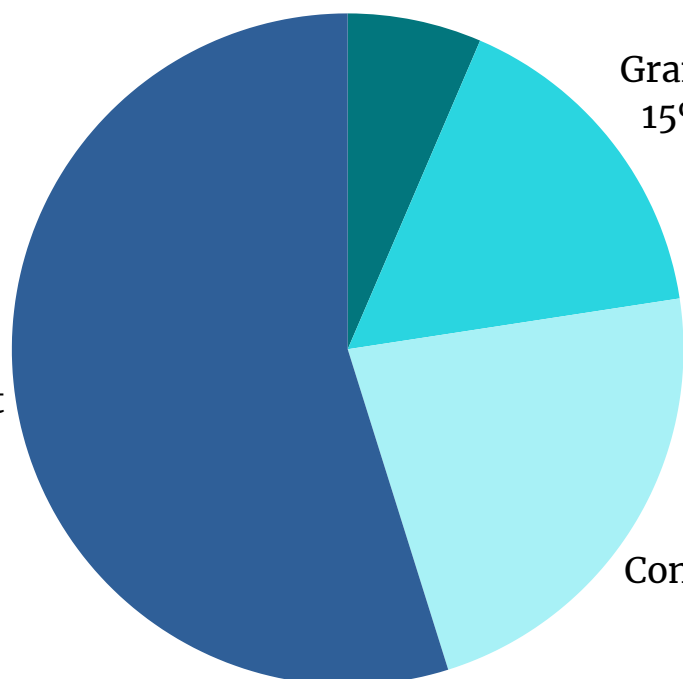
REVENUE

The FJC's total operating revenue for 2023 was \$933,445.63.

Other Revenue
6%

Grants
15%

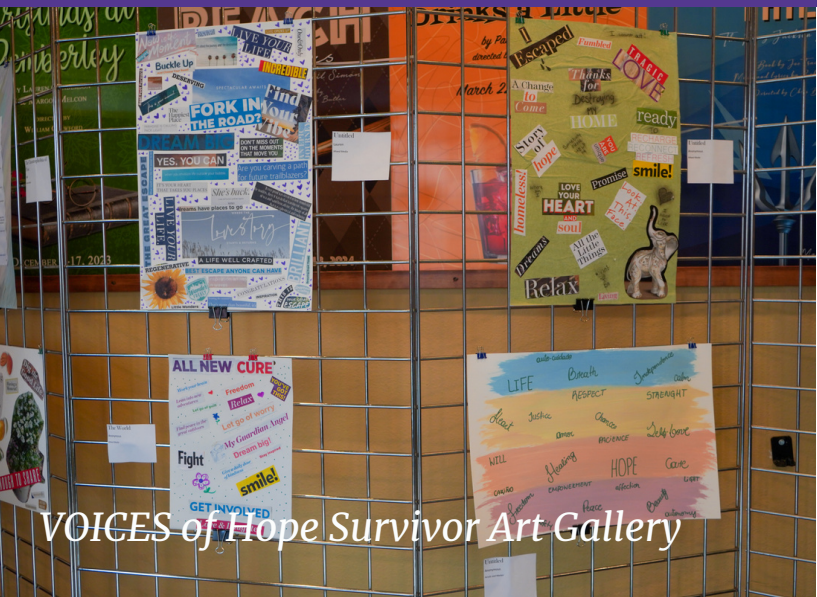
Government Support
51%



Contributions
21%

Highlights

RAISING AWARENESS, ELEVATING VOICES, SUPPORTING FAMILIES



VOICES of Hope Survivor Art Gallery



VOICES Committee Testifying in Salem



Shop With A Cop



Domestic Violence Awareness Month's Run For Hope



Fall Family Feast Food Boxes



Holiday Shop with Santa

Partners

TOGETHER, WE ARE ENDING THE CYCLES OF VIOLENCE
AND ABUSE IN WASHINGTON COUNTY.

T O G E T H E R,



DOMESTIC VIOLENCE
**RESOURCE
CENTER**



cares
northwest



SHERIFF
WASHINGTON COUNTY



**ADELANTE
MUJERES**



SEQUOIA



**SAFETY
COMPASS**



Print

2024-25 Community Enhancement Project Grant Application - Submission #321

Date Submitted: 4/26/2024

Date*

4/26/2024

Sponsor*

Family Justice Center of Washington County (FJCWC)

Tax ID #*

47-4687471

Contact Person*

Rachel Schutz

Daytime Phone #*

503-430-8300

Email Address*

rachel@fjcwc.org

Address*

735 SW 158th Avenue

City*

Beaverton

State*

Oregon

Zip Code*

97006

Project Information

Project Title*

Essential Services for Survivors of Family Violence

Amount Request*

\$20,000

Mark ALL of the goals below which your project meets and explain how:

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☐ Improve community

Improve community

Reduce the amount or toxicity of waste

☐ Reduce toxicity or waste

Reduction of toxicity or waste**Increase reuse and recycling opportunities**

☐ Increase reuse & recycling

Increase reuse & recycling opportunities**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**

☐ Rehabilitation or upgrade of property owned or operated by a 501(c)(3)

Rehabilitation or upgrade of property owned/operated by a 501(c)(3)**Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them**

☐ Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas to improve public awareness

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness**Result in improvement to, or an increase in, recreational areas and programs**

☐ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs**Result in improvement in safety**

☒ Safety improvement

Improvement in safety

Family violence is a serious and persistent public health problem that affects 1 in 3 households in Washington County. Improving safety for survivors and helping them recover from the trauma and disruption of abuse requires access to emergency services, legal resources, health care, and resources to meet basic needs. The Family Justice Center of Washington County (FJCWC) offers comprehensive and coordinated services to survivors and their children, including safety planning, legal assistance, and Virtual Court for restraining order hearings – all of which protect survivors and keep them safe from further abuse. Flexible client assistance is available to purchase items needed to increase safety, for example new nontraceable cell phones and post office boxes.

Benefit youth, seniors, low income persons and/or underserved populations☒ Benefit youth, seniors, low income or underserved**Benefits youth, seniors, low income or underserved**

Over 95% of the clients FJCWC serves are low-income and the majority of those served were from communities of color: 42% Latinx, 7% Black or African, 6% Asian or Pacific Islander, 1% American Indian or Alaskan Native, and 15% multiracial. All FJCWC services are offered free-of-charge and we have emergency assistance funds and a Family Pantry to help with basic needs such as food, clothing, diapers, and transportation. All FJCWC services are offered bilingually (English/Spanish) and we utilize language bank services for other languages spoken.

Many survivors flee abusive homes with very few belongings and often do not have access to the couple's financial resources. There is a strong correlation between family violence and homelessness. Access to emergency shelter and wraparound services is critical for survivors and often saves lives. FJCWC has established an emergency assistance fund to pay for things like motel stays to help survivors get to safety when there are no shelter beds available or when even shelter is not safe.

Brief project description and explanation of how the CEP funds will be used:**Project Start Date*****Project Completion Date***

Project Scope***COMMUNITY NEEDS WE ADDRESS**

Family violence is a serious and persistent public health problem that affects 1 in 3 households in Washington County. Recovering from the trauma and disruption of abuse requires access to emergency services, legal resources, health care, and resources to meet basic needs. For many survivors of family violence and abuse, the home has become even more unsafe under all of the stress, financial uncertainty, trauma, and political divisiveness of the past 48 months. Since 2009, domestic violence-related homicides have risen sharply in Oregon. According to the Fatal Domestic Violence Report prepared by the Oregon Coalition Against Domestic and Sexual Violence, between 2009 and 2019, 393 fatal domestic violence incidents resulted in 532 deaths. Washington County had the second-highest number of fatal incidents and deaths statewide. Gunshot was the most common cause of death for victims, followed by stabbing. Most of the victims were women.

FJCWC has seen significant increases in the number of survivors seeking services. A comparison of pre- and post-pandemic service numbers shows a 54% increase in the number of people FJCWC serves annually. In fiscal year 2023 FJCWC had 5,687 visits to our Center. FJCWC served a significantly higher number of Latinx and rural survivors as a result of intentional outreach to these communities and dedicated staff time. In addition to serving more survivors, each person served needed more services than in previous years, with requests for advocacy, help filing restraining orders, and help with basic needs (e.g. food, clothing, housing) the top three service requests. At the same time, public and private funding for the work has remained relatively flat during this same time period. The growing demand for FJCWC services combined with stagnant funding presents a critical challenge that must be addressed.

SERVICES PROVIDED

Funding will be used to provide comprehensive and coordinated services to survivors and their children from Forest Grove, including:

- Safety planning
- Advocacy and case management
- Counseling and support groups
- Assistance with protection orders + crime victim compensation
- Virtual Court for restraining order hearings
- Legal assistance
- Help with accessing public benefits
- Emergency assistance, including motel vouchers
- Assistance with basic needs
- Childcare

All of these services are offered onsite at FJCWC. Offering comprehensive services at a single location streamlines access for survivors to the myriad resources they need to get to safety and recover from abuse. FJCWC has a growing collaboration with RIDE Connect to ensure survivors from smaller areas of Washington County can access our services. RIDE Connect prioritizes our referrals and provides door-to-door service to our facility.

Estimate how many Forest Grove residents will benefit if this project is funded. Who is your target audience? Include demographic information about participants like, race ethnicity and socio-economic status.*

We estimate we will serve 95-140 Forest Grove residents. Our annual client demographic reports indicate that at least 55% of these we serve come from communities of color and over 95% qualify as low-income.

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

☐ Yes ☒ No

If so, is the project completed?

☐ Yes ☐ No

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

☐ Yes ☒ No

If so, is the project completed?

☐ Yes

☐ No

If you answered Yes to the current grant question, please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

Budget Reporting

Budget Information

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services					
Contract Labor					
Materials and Supplies					
Capital					
In-Kind Services*:					
Total	\$	\$	\$	\$	\$

The chart illustrates the type of budget information that is required to submit your application. You may upload one you've previously created or use the below fillable PDF and upload a copy with your application.

*In-Kind Services is volunteer services and the like.

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

CEP-Budget.pdf
Your budget should include a breakdown of estimated costs by source. Including the information from the above chart.

% of Total Budget provided by Non-CEP funds*

0

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

FJCWC has a balanced revenue portfolio of funding from other public and private sources. Support from the Forest Grove Community Enhancement Program will be leveraged with funding from Washington County to ensure comprehensive and accessible services are available to Forest Grove residents.

Will the project be completed with the proposal funding or will future funding be necessary*

The need for survivor services is ongoing. FJCWC will continue to rely on community support to ensure equitable access to services for survivors across Washington County.

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?*

Offering comprehensive and culturally responsive service to survivors of family violence aligns with the current City Council goal to improve community safety and aligns with City Council values to create opportunities for inclusion of diverse members of our community. Everyone has a right to live free from violence and abuse. Adequate funding for domestic violence services is a moral imperative and community obligation to uphold the human rights and ensure safety for all members of our community. Additional community support is essential for FJCWC to meet the growing demand for services, safe lives, break the cycle of abuse, and promote safety, healing, and justice for survivors. By investing in these critical services, together we can create a safe, healthier, and more equitable community for everyone.

- [2024-25 City Council Goals](#)
- [Forest Grove Vision Statement](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?***INCLUSIVE SERVICES**

FJCWC services are available to clients of all gender identities and sexual orientations and we do not ask survivors to identify as that can be a barrier to receiving services when representing a minority group. Over 55% of the clients served are from communities of color. Almost 30% of the clients we serve come from smaller communities such as Forest Grove, Cornelius, North Plains, and Gaston. All services are offered bilingually, in Spanish, and FJCWC uses language bank services for other languages spoken.

VALUING LIVED EXPERIENCE

Centering the voices and perspectives of people with lived experiences is important to us. A key way we center the voices of survivors in program planning and evaluation is through VOICES, our survivor advisory board, which currently has seven members who meet monthly to guide the development and evaluation of FJCWC programs, advocate and empower other survivors, and educate our community about family violence. We also encourage survivors to serve on our Board of Directors.

Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing each task***QUARTER 1 ACTIVITIES**

- 1) Meet with Forest Grove Community Impact Grant monitors to confirm the scope of work and goals for the project.
- 2) Develop a marketing and community outreach plan to ensure that Forest Grove residents have information about available services and how to access them, including transportation assistance through the partnership with RIDE Connect.
- 3) Confirm policies and protocols with RIDE Connect to ensure that Forest Grove and other residents of small communities in Washington County are prioritized for transportation service to and from FJCWC.
- 4) Offer coordinated services to all Forest Grove clients requesting support, including crisis intervention, safety planning, advocacy, service navigation, legal advocacy and court support, financial assistance, and assistance with basic needs.

QUARTERS 2-4 ACTIVITIES

- 1) Provide community outreach and marketing to Forest Grove residents about available services and how to access them.
- 2) Offer transportation assistance through partnership with RIDE Connect.
- 3) Offer coordinated services to all Forest Grove clients requesting support, including crisis intervention, safety planning, advocacy, service navigation, legal advocacy and court support, financial assistance, and assistance with basic needs.
- 4) Administer exit surveys to all FJCWC visitors to assess client satisfaction and document demographic backgrounds of clients served and services utilized.

Describe prior experience managing similar projects. Include prior Community Enhance Project (CEP)*

FJCWC has a strong track record in serving survivors and managing government funding awards and contracts. Since opening its doors in 2018, FJCWC has provided services to 16,800+ survivors. Our cumulative outcome data indicate that 90% of clients visiting FJCWC report they received the services they needed to keep their family safe and 83% report that after their visit, they could see a path toward safety, healing, and hope.

Day-to-day operations of FJCWC are overseen by the Executive Director, Rachel Schutz, who also liaisons with onsite and offsite partners, coordinates fund development and community outreach activities, supervisors FJCWC staff, and reports to the Board of Directors. Rachel is a visionary leader with experience designing trauma-informed services that build resilience and foster healing. Before joining FJCWC in 2021, Rachel served as the Vice President of Programs for Boys & Girls Clubs of the Portland Metro area for nine years, as well as running the Hillsboro Club for multiple years. Prior to that, Rachel worked in youth and women's intervention and prevention programs on the East Coast. Her professional experiences have made her passionate about designing trauma-informed programs that build resilience and foster healing.

Does this project require coordination with other public or private organizations?*

☒ Yes ☐ No

Has the necessary coordination between the two entities been completed?*

☒ Yes ☐ No

If yes, please describe:

We believe that ending the cycle of family violence is everyone's responsibility, so we partner with a broad range of stakeholders to prevent and mitigate the harm caused by family violence. Partnership is the basis for our service delivery model, and as a partnership, we believe we are most effective when all partners and the survivors we serve have a voice and are encouraged to contribute to program planning and evaluation. This is structured into our governance model, which provides seats on our Board of Directors for survivors and other community members who have been personally impacted by family violence.

Our organizational partners include the police departments of Beaverton and Hillsboro; the Circuit Court, District Attorney, Sheriff's Office, Department of Human Services, and Department of Corrections of Washington County; and a host of community-based and culturally specific organizations such as Domestic Violence Resource Center, Sexual Assault Resource Center, Oregon Law Center, and Adelante Mujeres.

Partners that provide onsite services include:

- Abuse Recovery Ministry Services
- Beaverton Police Department
- Cares Northwest
- Community Action
- Disability Rights Oregon
- Domestic Violence Resource Center
- Family SkillBuilders
- Hillsboro Police Department
- Oregon Crime Victim's Law Center
- Oregon Law Center
- Oregon Dept. of Human Services
- Safety Compass
- Sequoia Mental Health Services
- Sexual Assault Resource Center
- Victim Rights Law Center
- Washington County Circuit Court
- Washington County District Attorney
- Washington County Sheriff's Department

Is the project located on private land?*☒ Yes☐ No**If the project is located on private land, discuss the public benefit of the project.***

FJCWC programs and services are located in rented space that is privately owned. All programs and services benefit survivors from across Washington County, including Forest Grove residents.

Landowner Permission Upload*

Grey Oaks FJC Building Lease.pdf

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

Choose File No file chosen

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature*	Date*
Rachel Schutz	4/26/2024

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services	12200				
Contract Labor	2800				
Materials and Supplies	2000				
Capital					
In-Kind Services*					
Operations	3000				
Total	\$ 20000	\$	\$	\$	\$

20
23

Annual Report

FAMILY JUSTICE CENTER OF
WASHINGTON COUNTY



YEAR IN REVIEW

DATA REPORT

HIGHLIGHTS

2023 in Review

SERVICES, SUPPORT, COLLABORATION, AND CHANGE

In 2023 we are thrilled to report a year of remarkable growth, impactful outreach, and continued dedication to our mission of ending the cycles of violence and abuse in our community. Similar to the previous year, 2023 witnessed an increase in the number of survivors served, and our scope of services expanded to unprecedented levels. We are proud to share that services were at an all-time high, breaking the 10,000 mark. What's more, individual survivor accessed more services per visit, underscoring the effectiveness and importance of our multifaceted approach.

This expansion can be attributed not only to our focused outreach to our BIPOC and rural communities but also our collaborative's heightened response to persistently high rates of violence and abuse. Building upon the successes of the previous year, we increased our rural population served to 28.3% and our BIPOC community to 57%. Washington County is 22% BIPOC, illustrating the disproportionate impact of violence and abuse on marginalized communities.

Along with the growth in the number of survivors served, our organization expanded the array of services provided. In 2023, we further developed community training initiatives; brought on new partners to meet the service demands, such as Sequoia Mental Health and Oregon Food Bank; and organized events to bring families together with partners, such as Shop With A Cop. These efforts have resulted in a substantial increase in the number and variety of services offered to each survivor, aligning with the Family Justice Center model's effectiveness and showcasing the strength of collaboration among our partners and along.

This year we continued our community-wide collaboration on events aimed at raising awareness, amplifying survivors' voices, and support families. In October we debuted our first ever Run for Hope during Domestic Violence Awareness Month with over 150 participants, built on our Voices of Hope Survivor Art Gallery for Sexual Assault Awareness Month and Child Abuse Awareness Month, and increased the scope of our Fall Family Food Boxes, Holiday Shop, and Back to School Supplies. These events not only united our community but also demonstrated our commitment to creating a safe and supportive environment for survivors and their families.

In response to the 2021 and 2022 where we saw a marked increase in severe violence and homicide, the FJC worked hard with its law enforcement, court, and District Attorney partners to create a high-risk referral program. We also worked among the partners in the center to better identify lethality indicators and reached out into our community to raise awareness. Additionally, our collaborative and VOICES Survivor Committee engaged in legislative advocacy to pass new laws and strengthen current ones to ensure survivor safety and offender accountability. However, the need for such efforts this emphasizes the continued urgency of our mission and the importance of collective efforts to address the root causes of violence and abuse in our community.

In conclusion, 2023 was a year of monumental progress for our organization. As we strive to create a future free from family trauma, we remain steadfast in our commitment to collaboration, advocacy, and systemic change. The journey toward a safer future requires the collective efforts of individuals both inside and outside the Family Justice Center, and together, we take meaningful steps toward the safety, healing, and hope that survivors and our entire community deserve.



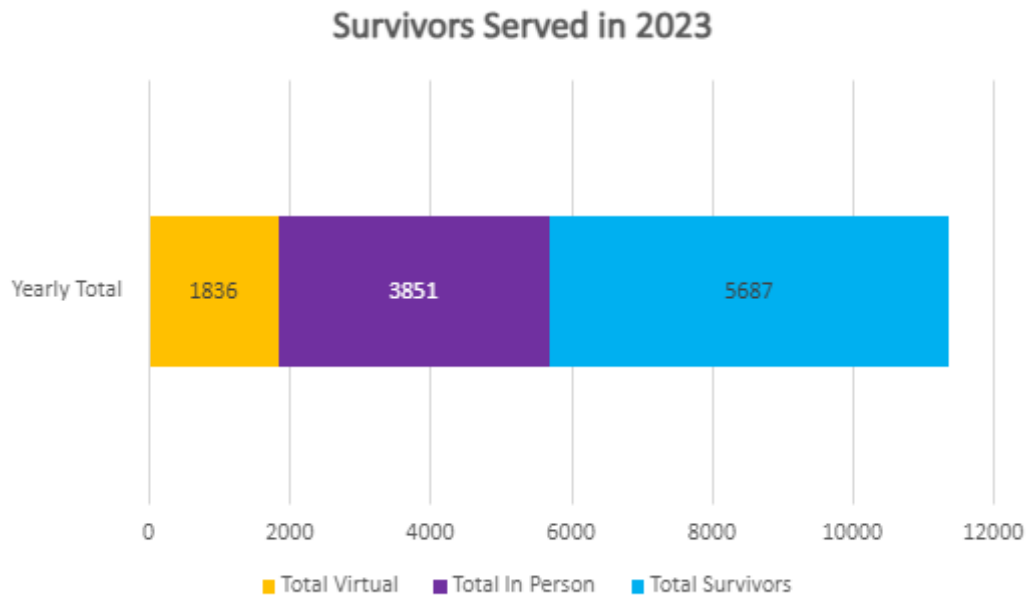
Rachel Schutz
Executive Director
Page 186 of 436

Services

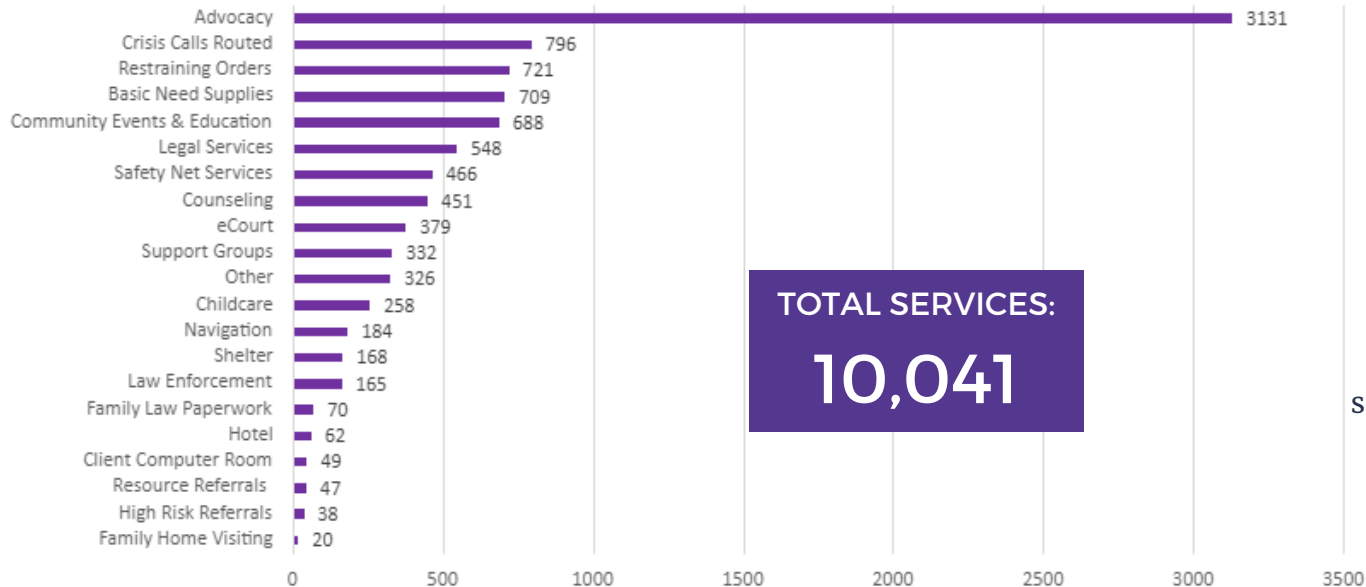
SURVIVORS SERVED AND SERVICES PROVIDED

SURVIVORS SERVED

As awareness of abuse rises in our community, so do survivors seeking services. The FJC served 25% more survivors in 2023 over 2022.



Services Provided in 2023



SERVICES PROVIDED

Services in 2023 increased once again over 2022, 20%. This included the addition of new services to expand support and responsiveness.

85%

Of survivors felt they and their children were cared for by staff and partners

100%

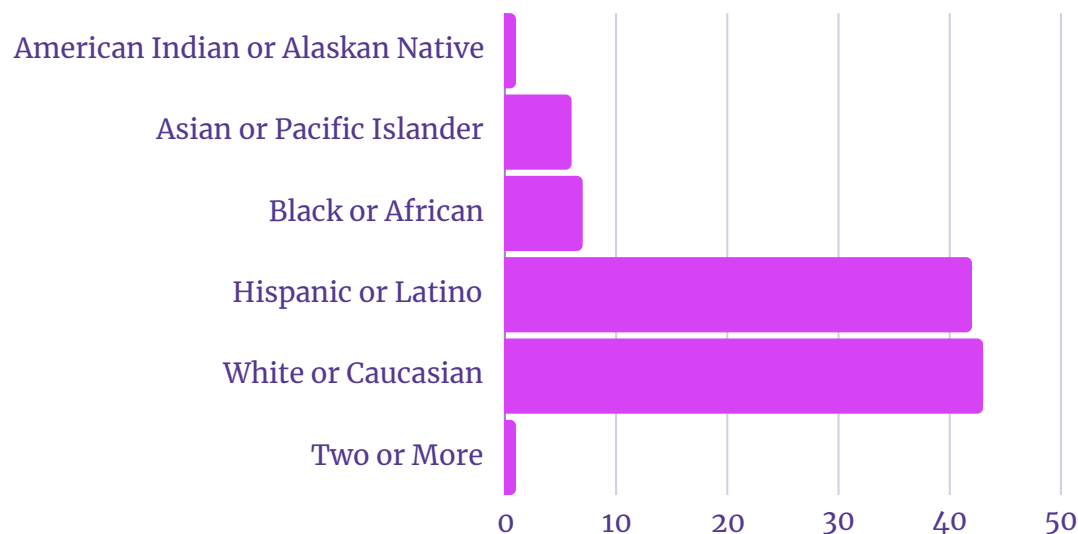
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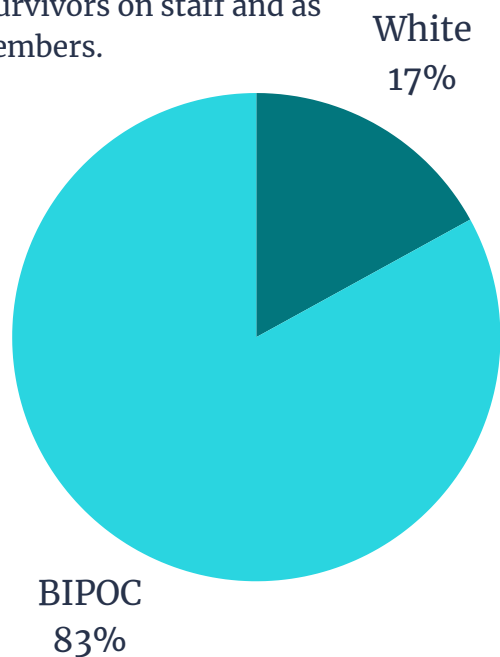


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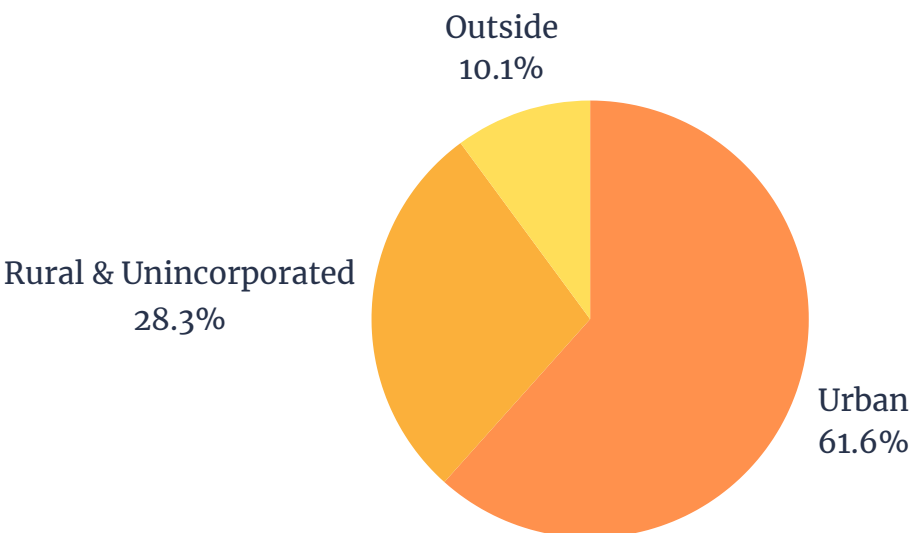
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BIPOC Survivors served
in 2023

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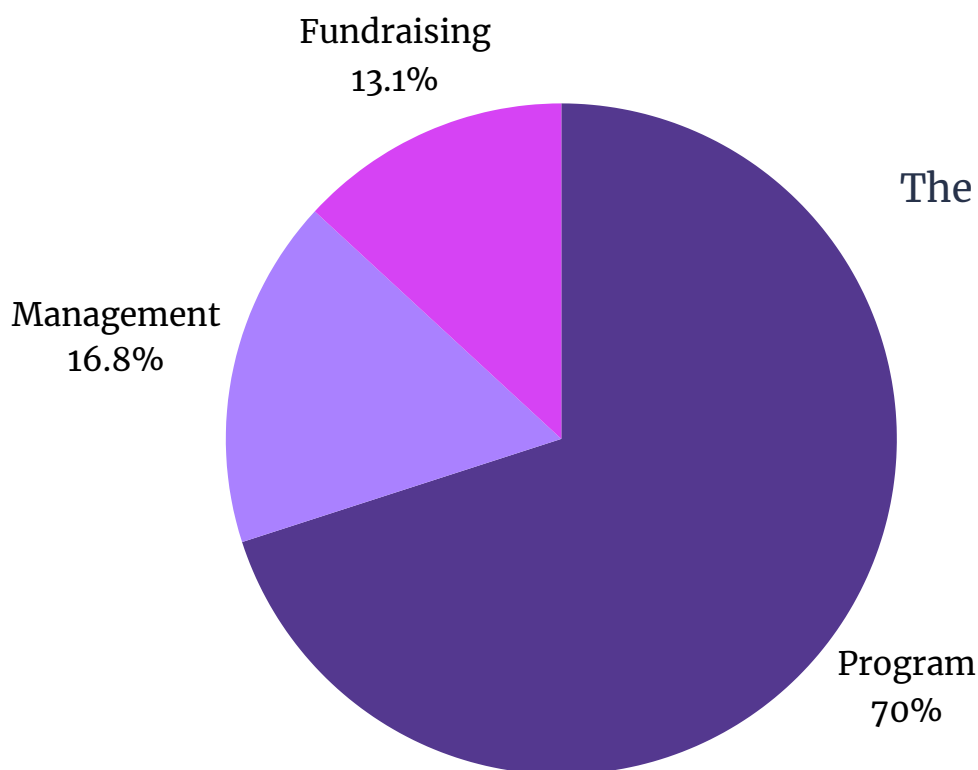
Increase in survivors served
in 2023

20%

Increase in services
delivered to survivors in

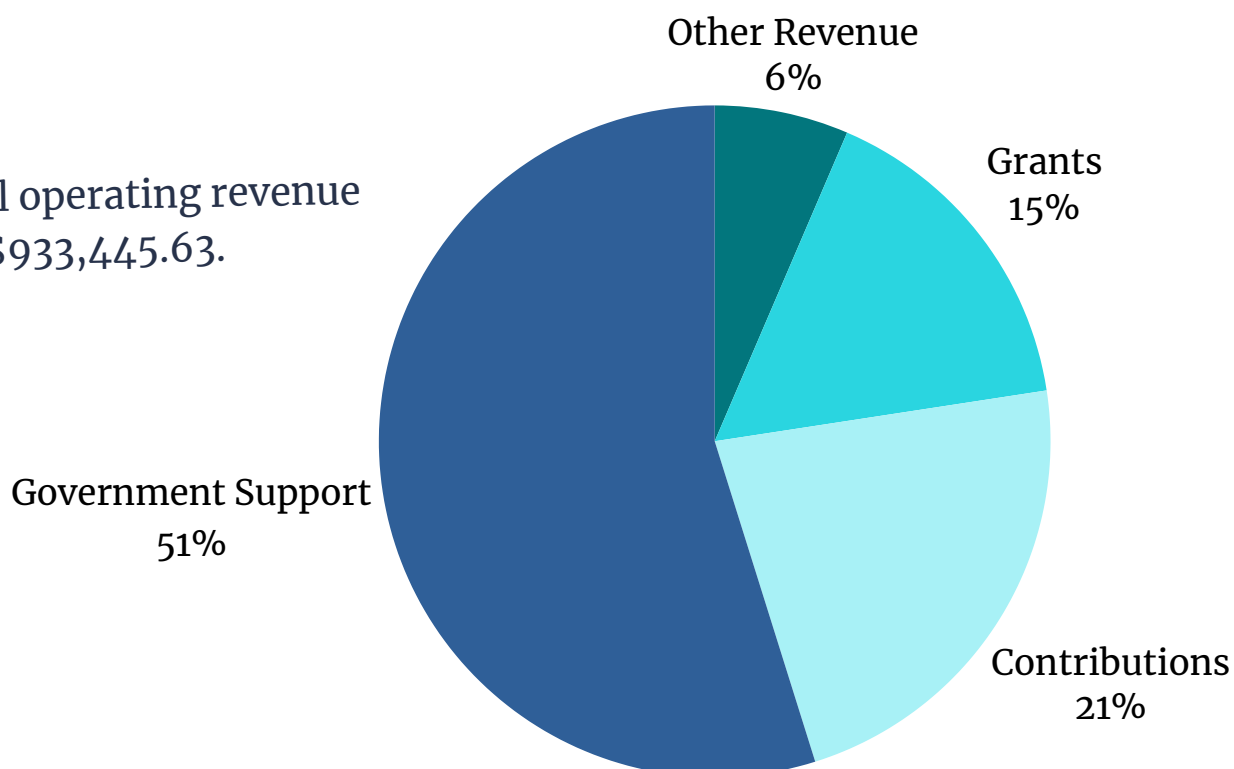
Finances

EXPENSES AND REVENUE



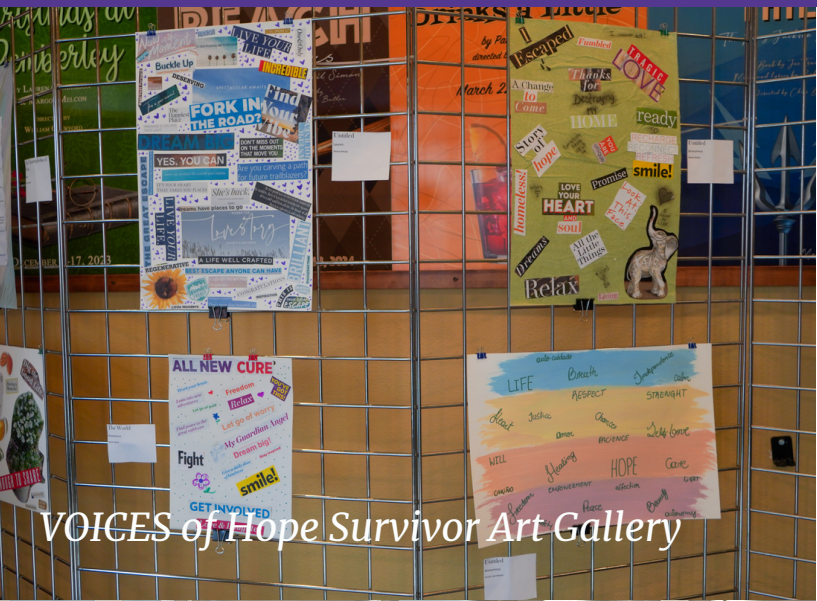
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Highlights

RAISING AWARENESS, ELEVATING VOICES, SUPPORTING FAMILIES



VOICES of Hope Survivor Art Gallery



VOICES Committee Testifying in Salem



Shop With A Cop



Domestic Violence Awareness Month's Run For Hope



Fall Family Feast Food Boxes



Holiday Shop with Santa

Partners

TOGETHER, WE ARE ENDING THE CYCLES OF VIOLENCE
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T O G E T H E R,



DOMESTIC VIOLENCE
**RESOURCE
CENTER**



cares
northwest



SHERIFF
WASHINGTON COUNTY



**ADELANTE
MUJERES**



SEQUOIA



**SAFETY
COMPASS**



Print

2024-25 Community Impact Grant Application - Submission #336

Date Submitted: 4/30/2024

Date*

4/29/2024

Organization Name*

Forest Grove/Cornelius Chamber of Commerce

Address*

2417 PACIFIC AVE

City*

Forest Grove

State

Oregon

Zip Code

97116

Mailing Address*

2417 PACIFIC AVE

City *

FOREST GROVE

State*

OR

Zip Code*

97116-2451

Person Authorized to Sign Contract*

Claudia Yakos

Title*

Executive Director

Contact Person *

Claudia P Yakos

Phone Number*

15033573006

Email Address*

director@fgcchamber.org

Agency Mission Statement*

The Forest Grove / Cornelius Chamber promotes a diverse, inclusive, and thriving business community working together to ensure an equitable and sustainable future where businesses succeed and people prosper.

Agency Fiscal Year End*

6/30/2024

Agency Federal Tax ID (EIN)*

93-0420710

Application Questionnaire

Project/Program Title*

Centro De Desarrollo Emprezarial (Business Development Center)

Is this a new project or an existing projet? *

☒ Yes

☐ No

Describe your proposed project or program in detail and specifically indicate how it will address a priority area of community concern in Forest Grove.*

The proposed Centro de Desarrollo Empresarial (Business Development Center) is a transformative initiative designed to address a critical gap in services for small businesses, especially Latino entrepreneurs in our community. Let's consider the journey of Erika, a determined entrepreneur who embarked on the path of starting her eco-cleaning company, "The Difference."

Erika's entrepreneurial journey encapsulates the challenges faced by many aspiring business owners in our community. Upon venturing into entrepreneurship, Erika encountered a myriad of obstacles, from navigating complex licensing procedures (in her language) to establishing her online presence. However, with the guidance and support of the Chamber of Commerce's executive director through coaching sessions, Erika gained the necessary skills and resources to overcome these hurdles.

Through the Centro de Desarrollo Empresarial project, Erika received invaluable assistance, including personalized bilingual coaching sessions, bilingual resources, and networking opportunities. Despite the project's limited resources, its commitment to leveraging technology ensures that entrepreneurs like Erika can conveniently access essential tools and resources.

Erika's success story exemplifies the transformative impact of the Centro de Desarrollo Empresarial project. By establishing a localized hub of support within the Chamber of Commerce, the project aims to provide tailored assistance to entrepreneurs from underserved communities, empowering them to achieve their business goals.

Moreover, the project aligns with broader goals set by Metro and the city, including promoting economic equity, fostering long-term growth, and cultivating an inclusive and sustainable community. By addressing the needs of Latino entrepreneurs and other underserved populations, the Centro de Desarrollo Empresarial project contributes to the economic vitality and resilience of Forest Grove, Cornelius, and surrounding areas.

The Centro de Desarrollo Empresarial project is not just a business development center; it's a catalyst for empowerment and economic prosperity in our community. Through strategic support and resource allocation, this initiative aims to unlock the entrepreneurial potential of individuals like Erika, creating a thriving ecosystem where businesses flourish, diversity is celebrated, and communities prosper.

The proposed Centro de Desarrollo Empresarial (Business Development Center) addresses a critical gap in services for small businesses, particularly for Latino entrepreneurs. Currently, the nearest Small Business Development Center (SBDC) is located approximately 26 miles away, near Portland, while the closest center offering in-language support and resources is in Gresham. This geographical distance presents a significant barrier for local entrepreneurs, especially those facing language barriers and economic disparities.

The aim is to create a vibrant and inclusive business ecosystem where businesses thrive, entrepreneurs are empowered, and diversity is celebrated. At the core of this initiative is the vision to provide accessible and tailored assistance to entrepreneurs, particularly those from underserved communities in their language.

The hub will offer a range of services, including bilingual resources, educational programs, mentorship opportunities, networking events, and one-on-one coaching. By offering personalized support and resources, the center aims to address the unique needs and challenges faced by small businesses, particularly those owned by Latino entrepreneurs.

Moreover, the overarching goal is that this hub will be equipped with the latest technology workspaces to ensure that entrepreneurs have access to essential tools and resources. This includes providing computer stations where individuals can fill out applications, access online resources, and connect with mentors or support networks. By integrating technology into the center, the project aims to enhance the accessibility and efficiency of support services, particularly for those who may face barriers to accessing traditional forms of assistance.

By establishing this hub within the Chamber of Commerce, the project not only addresses the immediate need for localized support but also fosters a sense of community and collaboration among entrepreneurs. The chamber's central location and existing infrastructure provide an ideal setting for the hub, ensuring that it becomes a vibrant and accessible resource for all members of the business community.

The Centro de Desarrollo Empresarial project also aligns with broader goals set by Metro and the city:

- Benefit youth, seniors, low-income persons, or underserved populations: The project focuses on supporting Latino entrepreneurs, a segment of the population that faces economic disparities and challenges, particularly exacerbated by the pandemic. By providing tailored support, including bilingual resources, educational programs, mentorship opportunities, and networking events, the Centro de Desarrollo Empresarial aims to empower underserved populations in Forest Grove. Moreover, the project's engagement with organizations like Adelante Mujeres and Centro Cultural ensures that the needs of specific demographics within the Latino community are addressed. This aligns with Metro and city goals to promote economic equity and opportunity for underserved communities.

- Address Long-Term Growth and Support Housing Stability: By offering resources and support to small businesses, the project contributes to long-term economic growth in the region. Empowering entrepreneurs through educational programs, mentorship, and community-building initiatives enhances their chances of business success and sustainability, ultimately fostering economic stability for individuals and families. As businesses thrive, they also contribute to the overall vitality of the local economy, potentially leading to job creation and increased housing stability. This aligns with Metro and city goals to support economic development and housing stability for all residents.

- Plan an Inclusive and Sustainable Community: The project's design emphasizes inclusivity, collaboration, and diversity. By providing bilingual support and actively engaging with the Latino business community, the Centro de Desarrollo Empresarial

ensures that all entrepreneurs have equitable access to resources and opportunities. Furthermore, the establishment of a supportive business leadership program fosters a sense of community, addressing this critical gap among businesses, contributing to the creation of a sustainable and inclusive business ecosystem. This aligns with Metro and city goals to promote diversity, inclusivity, and sustainability in local communities.

Our project, the Centro de Desarrollo Empresarial (Business Development Center), represents a groundbreaking approach to addressing the critical gap in services for small businesses, particularly for Latino entrepreneurs.

Our innovative approach lies in establishing a localized hub of support within the Forest Grove/Cornelius Chamber of Commerce, offering a comprehensive range of tailored resources and services to empower entrepreneurs. One of the key innovative aspects of our project is the integration of technology to enhance accessibility and efficiency. By equipping the hub with the latest technology, including computer stations for online applications and access to resources, we ensure that entrepreneurs have convenient access to essential tools and support networks. This technological integration fills a significant gap in current services, especially for those facing language barriers and economic disparities.

Furthermore, our project adopts a holistic approach to address the diverse needs of underserved populations, including youth, seniors, low-income individuals, and the Latino community. Through bilingual resources, educational programs, mentorship opportunities, and networking events, we create an inclusive and supportive environment where all entrepreneurs can thrive. Our engagement with organizations like Adelante Mujeres and Centro Cultural ensures that the specific needs of different demographics within the Latino community are met.

Overall, our project not only fills a critical gap in current services by providing localized support but also integrates innovative and creative approaches to empower entrepreneurs and foster long-term economic growth and stability in the region.

How will the project or program include collaboration with other community partners, and/or City departments?

Please describe any financial partnerships in detail. *

Our project, the Centro de Desarrollo Empresarial (Business Development Center), thrives on collaboration with diverse community partners and city departments, ensuring its success and sustainability. Since January of 2024, we've been supported by a \$25,000 grant from Washington County to bolster our project's growth. Additionally, we've garnered full letters of support from the city of Cornelius and from Representative Susan McLain. These partnerships underscore our dedication to engaging key stakeholders and pooling resources for maximum impact.

Our approach hinges on close collaboration with community organizations like Adelante Mujeres and Centro Cultural, esteemed members of our chamber. This collaboration is pivotal in tailoring our efforts to meet the specific needs of the Latino community. By closely aligning with these organizations, we fortify our initiative and ensure our strategies resonate with the nuances of our local Latino community.

Furthermore, our project actively collaborates with city departments to foster a supportive environment for small businesses. By partnering closely with the City of Forest Grove and the City of Cornelius, we aim to establish a robust support network for entrepreneurs, integrating nonprofits like Centro Cultural and Adelante Mujeres into our efforts. These collaborations enable us to leverage resources, expertise, and networks for a more impactful outcome, ultimately fostering economic growth and inclusivity in our communities.

While the \$25,000 grant from Washington County has been instrumental in propelling our efforts, it's vital to acknowledge that this funding alone falls short of realizing our complete vision for the Centro de Desarrollo Empresarial. Establishing the hub with all essential technology and resources necessitates significant additional investment. Nonetheless, the grant has played a crucial role in supporting our planning and execution of the educational series, laying a solid foundation for the project's successful implementation.

Looking ahead, securing additional funding, alongside forging strategic partnerships, remains imperative for our project's success and sustainability. We are actively pursuing funding opportunities and engaging potential partners to secure the resources required to fully actualize the Centro de Desarrollo Empresarial and amplify its impact on the local business community. By harnessing financial support and partnerships, we aspire to create a dynamic and inclusive hub that empowers entrepreneurs, propels economic growth, and fortifies our community.

Describe how the organization plans to reach individuals and families the project or program intends to serve, including any diverse, underserved, or special needs communities. *

Our organization employs a multifaceted approach to reach individuals and families, particularly those within diverse, underserved, or special needs communities, whom our project, the Centro de Desarrollo Empresarial (Business Development Center), aims to serve. Leveraging partnerships with community organizations like Adelante Mujeres and Centro Cultural, we ensure our outreach efforts are finely tuned to the specific needs of these communities.

Through targeted outreach initiatives, including virtual town hall meetings and in-person focus groups, we provide platforms for individuals and families to voice their concerns and needs directly to our team, led by our first-generation Hispanic Executive Director. These engagements not only facilitate meaningful dialogue but also enable us to identify and address key challenges faced by underserved populations, such as economic disparities and language barriers.

Additionally, our project employs bilingual communication channels, ensuring information and support are accessible to individuals and families with diverse linguistic backgrounds. By offering bilingual resources, educational programs, mentorship opportunities, and networking events, we strive to bridge the gap and empower underserved communities to thrive in the local business landscape.

Furthermore, our physical hub within the Forest Grove/Cornelius Chamber of Commerce serves as a welcoming space where individuals and families can access one-on-one coaching, fill out applications, and utilize technology-enabled resources. This inclusive approach ensures that individuals and families, regardless of their backgrounds or circumstances, feel supported and empowered to engage with our project and benefit from the resources and support we provide.

Overall, our organization's comprehensive outreach strategy, coupled with our commitment to inclusivity and diversity, ensures that we effectively reach and serve individuals and families within diverse, underserved, and special needs communities. By meeting people where they are, providing tailored support, and fostering an inclusive environment, we aim to empower these communities to achieve economic stability, resilience, and prosperity.

How does the project or program meet at least one of the Metro CEP goals and how does the project or program advance the values in the City's Vision Program and the current City Council goals?*

Our project, the Centro de Desarrollo Empresarial (Business Development Center), aligns closely with the goals outlined in the Metro Community Engagement Program (CEP) and advances the values embedded in the City's Vision Program and current City Council goals.

One of the primary objectives of the Metro CEP is to promote economic equity and opportunity for underserved communities. Our project directly addresses this goal by focusing on supporting Latino entrepreneurs, a segment of the population that faces economic disparities and challenges, particularly exacerbated by the pandemic. Through tailored support, including bilingual resources, educational programs, mentorship opportunities, and networking events, the Centro de Desarrollo Empresarial empowers underserved populations in Forest Grove and Cornelius, contributing to economic growth and inclusivity in the region.

In addition to the Metro CEP goals, our project advances the values outlined in the City's Vision Program and current City Council goals. By fostering a supportive environment for small businesses and entrepreneurs, our project contributes to the long-term economic growth and stability of the community, aligning with the City's vision of creating a vibrant and resilient local economy. Furthermore, our emphasis on inclusivity, collaboration, and diversity mirrors the values promoted by the City Council, fostering a sense of community and partnership among businesses and residents.

Overall, our project's alignment with the Metro CEP goals and advancement of the values in the City's Vision Program and current City Council goals demonstrate our commitment to driving positive change and creating opportunities for economic prosperity and inclusivity in Forest Grove, Cornelius, and surrounding areas. Through collaborative efforts and targeted initiatives, we aim to build a stronger, more resilient community where all individuals and businesses can thrive.

As mentioned in a previous question, the Centro de Desarrollo Empresarial project also aligns with broader goals set by Metro and the city:

- Benefit youth, seniors, low-income persons, or underserved populations: The project focuses on supporting Latino entrepreneurs, a segment of the population that faces economic disparities and challenges, particularly exacerbated by the pandemic. By providing tailored support, including bilingual resources, educational programs, mentorship opportunities, and networking events, the Centro de Desarrollo Empresarial aims to empower underserved populations in Forest Grove. Moreover, the project's engagement with organizations like Adelante Mujeres and Centro Cultural ensures that the needs of specific demographics within the Latino community are addressed. This aligns with Metro and city goals to promote economic equity and opportunity for underserved communities.

- Address Long-Term Growth and Support Housing Stability: By offering resources and support to small businesses, the project contributes to long-term economic growth in the region. Empowering entrepreneurs through educational programs, mentorship, and community-building initiatives enhances their chances of business success and sustainability, ultimately fostering economic stability for individuals and families. As businesses thrive, they also contribute to the overall vitality of the local economy, potentially leading to job creation and increased housing stability. This aligns with Metro and city goals to support economic development and housing stability for all residents.

- Plan an Inclusive and Sustainable Community: The project's design emphasizes inclusivity, collaboration, and diversity. By providing bilingual support and actively engaging with the Latino business community, the Centro de Desarrollo Empresarial ensures that all entrepreneurs have equitable access to resources and opportunities. Furthermore, the establishment of a supportive Business Leadership Cohort program fosters a sense of community. It encourages collaboration among businesses, contributing to the creation of a sustainable and inclusive business ecosystem. This aligns with Metro and city goals to promote diversity, inclusivity, and sustainability in local communities.

- Improve Community Safety: While not explicitly mentioned in the project description, supporting small businesses and promoting economic stability indirectly contribute to community safety. A thriving business community can lead to increased economic opportunities, reduced unemployment, and enhanced social cohesion, all of which contribute to overall community safety and well-being. This aligns with Metro and city goals to create safe and healthy communities.

- Enhance Recreation Opportunities for All: Although not directly related to recreation, the project's focus on empowering entrepreneurs and fostering community engagement could indirectly lead to the creation of new recreational opportunities or support existing ones. As businesses grow and prosper, they may have the resources and capacity to invest in community initiatives, including recreational programs or facilities, that benefit residents of all ages. This aligns with Metro and city goals to promote community engagement and well-being through access to recreational opportunities.

The Centro de Desarrollo Empresarial project addresses a priority area of community concern in Forest Grove by providing targeted support to underserved populations, fostering long-term economic growth and stability, promoting inclusivity and sustainability, and potentially contributing to community safety and recreational opportunities, all in alignment with broader Metro and city goals for economic equity, community development, and well-being.

- [Current City Council Goals](#)
- [Metro CEP Goals](#)

Describe how funding for the project or program will be financially sustainable. How will the program continue with the Impact Grant ends after three years?*

Funding for the Centro de Desarrollo Empresarial project will be financially sustainable through a combination of diverse revenue streams, strategic partnerships, and a focus on long-term planning and resource management. While the Impact Grant provides crucial support for the project's initial implementation and growth, we have developed a comprehensive sustainability plan to ensure its continuation beyond the grant period.

Firstly, we are actively pursuing additional funding opportunities from government grants, private foundations, corporate sponsorships, and individual donors. By diversifying our funding sources, we mitigate reliance on any single source of funding and increase our financial resilience.

Secondly, we are cultivating strategic partnerships with local businesses, educational institutions, and community organizations. These partnerships not only provide financial support but also offer opportunities for collaboration, resource sharing, and program enhancement. By leveraging the strengths and resources of our partners, we can maximize the impact of our project and ensure its sustainability over time.

Furthermore, we are implementing revenue-generating strategies within the Centro de Desarrollo Empresarial itself. This includes offering fee-based services such as workshops, consulting services, and event rentals and exploring opportunities for earned income through product sales or fee-for-service models. These revenue streams will supplement grant funding and contribute to the project's financial sustainability.

Additionally, we are committed to prudent financial management and cost-effective operations. We will regularly evaluate and adjust our budget, prioritize spending based on programmatic needs and impact, and seek efficiencies wherever possible. By maintaining a lean and efficient operation, we can stretch our resources further and ensure the long-term viability of the Centro de Desarrollo Empresarial.

Overall, our sustainability plan is grounded in proactive fundraising, strategic partnerships, diversified revenue streams, and responsible financial management. By implementing these strategies, we are confident that the Centro de Desarrollo Empresarial will continue to thrive and make a lasting impact on the local business community, even after the Impact Grant concludes after three years.

List and detail the measurable outcomes and deliverables of the project or program. Additionally, how will you track and report success over the three years of grant funding?*

With the CIG grant funding for three years, the Centro de Desarrollo Empresarial project will undergo a comprehensive expansion and enhancement, building upon the foundation established with the initial \$25,000 grant from Washington County. Here's how the project timeline could be adjusted and expanded to align with the three-year grant period ending in 2027: Year One (July 1 24 - June 30 25):

July 2024: Secure Funding and Finalize Grant Agreements

- Secure additional funding beyond the initial \$25,000 grant to support the expanded scope and long-term sustainability of the project.
- Finalize grant agreements with all funding partners, outlining clear expectations and deliverables for the duration of the grant period.

August 2024: Team Assembly and Office Space Assessment

- Assemble and expand the project team, including additional staff members and specialized consultants, to support the project's increased scope and outreach efforts.
- Conduct a thorough assessment of office space requirements to accommodate the expanded team and anticipated increase in program participants.

September 2024: Resource Development and Recruitment

- Intensify resource development efforts to create comprehensive bilingual materials and educational resources tailored to the needs of the target community.
- Launch an extended recruitment campaign for the Business Leadership Cohort program, targeting a broader pool of potential participants and mentors.

October 2024: Outreach and Recruitment

- Expand outreach efforts to engage a more diverse range of businesses and entrepreneurs from underserved communities.
- Initiate targeted recruitment efforts to attract participants from underrepresented demographic groups and geographic areas.

November 2024: Staff Interviews and Resource Finalization

- Conclude the hiring process for additional staff members, ensuring a well-rounded team with expertise in business development, community outreach, and program management.
- Finalize the development of educational materials, course schedules, and facilitator guides for the expanded program offerings.

December 2024: Program Launch and Educational Initiatives

- Officially launch the expanded Centro de Desarrollo Empresarial initiative with a community-wide event to raise awareness and celebrate the project's impact.
- Roll out an extended series of educational programs covering a wide range of topics relevant to small business owners, including advanced workshops and specialized training sessions.

January 2025: Program Continuation

- Continue to deliver educational programs, workshops, and one-on-one consultations to support entrepreneurs in achieving their business goals.
- Facilitate ongoing sessions of the Business Leadership Cohort program, providing participants with mentorship, networking opportunities, and hands-on training.

February 2025 - June 2025: Program Expansion and Partnerships

- Expand program offerings based on feedback and emerging needs identified through ongoing engagement with the community.
- Strengthen partnerships with local governments, non-profit organizations, and other stakeholders to leverage additional resources and expertise for program delivery and outreach efforts.

Year Two (July 2025 - June 2026):

July 2025: Program Evaluation and Adjustment

- Conduct a comprehensive evaluation of program effectiveness, gathering feedback from participants, stakeholders, and community partners.
- Identify areas for improvement and adjustment based on evaluation findings, ensuring that program activities remain responsive to the evolving needs of the target population.

August 2025: Program Enhancement and Resource Development

- Implement program enhancements and refinements based on evaluation findings and stakeholder input, optimizing program effectiveness and impact.
- Continue to develop and refine educational materials, resources, and support services to meet the diverse needs of program participants.

September 2025: Outreach and Community Engagement

- Intensify outreach efforts to engage with underserved communities and businesses, ensuring equitable access to program resources and opportunities.
- Expand community engagement initiatives, including town hall meetings, focus groups, and outreach events, to solicit feedback and input from a broader cross-section of the community.

Provide a brief summary of key personnel and partners, including their experience and skills, previous work in addressing partnerships with local government and non-profit organizations, and community stakeholders to dedicated collaboration and maximize the collective impact of program efforts.

- Explore new partnership opportunities and initiatives to address systemic barriers and create a more supportive ecosystem for Key Community Partners:

1. Forest Grove/Cornelius Chamber of Commerce Business Community:

- The chamber members serve as a central hub for business resources and networking opportunities. Their partnership will provide access to larger office spaces, logistical support, and connections to local businesses and collaboration.

2. City Governments:

- The cities of Forest Grove and Cornelius are committed partners in the Centro de Desarrollo Empresarial project, providing support, resources, and advocacy to advance economic development and entrepreneurship initiatives.

3. Washington County Economic Development Team:

We are working closely with the Washington County Economic Development Team to leverage resources, expertise, and networks for the project's success. Their support and guidance play a crucial role in advancing economic growth and opportunity in the region.

4. Washington County Network Partners, including:

- Our collaboration with the Washington County Network Partners significantly enhances our initiative, leveraging a diverse array of organizations and agencies committed to supporting small businesses and entrepreneurs. These partnerships encompass vital entities such as the Small Business Development Center (SBDC), Washington County Cooperative Library Services, and the Washington County Workforce Development Board. Together, we strive to cultivate a vibrant business ecosystem and empower individuals to realize their aspirations.

In addition to these strategic partnerships, we are proud to work closely with key community allies, including Adelante Mujeres, a nonprofit championing Latina women, and families through education and advocacy, Centro Cultural, a dynamic organization dedicated to fostering Latino culture and civic engagement, and Unite Oregon, a grassroots force driving social justice and equity across Oregon. Collaborating with these esteemed partners fortifies our outreach efforts, amplifies our cultural relevance, and bolsters our commitment to dismantling systemic barriers while advancing equity for all members of our community.

Each partner brings unique expertise, resources, and networks to the table, enhancing the project's capacity to reach and support individuals and families in need. Together, our team and partners are poised to make a significant impact in fostering economic growth, empowering entrepreneurs, and building a more vibrant and inclusive community.

Cornelius, and surrounding areas.

Provide a basic overview of grant implementation activities tied to the project/program budget. *

The Centro de Desarrollo Empresarial project, funded by the CIG grant over a three-year period, is poised to undergo a significant expansion and enhancement, building upon the foundation laid with the initial \$25,000 grant from Washington County. Here's an overview of the grant implementation activities tied to the project/program budget:

Year One (July 2024 - June 2025):

Secure Funding and Finalize Grant Agreements: To support the project's expanded scope, additional funding will be secured beyond the initial grant. Clear expectations and deliverables will be outlined in grant agreements with funding partners.

- **Team Assembly and Office Space Assessment:** The project team will be expanded, and office space requirements will be assessed to accommodate the increased team and program participants.
- **Resource Development and Recruitment:** Efforts will intensify to develop bilingual materials and recruit participants for the Business Leadership Cohort program.
- **Outreach and Recruitment:** Outreach efforts will be expanded to engage a more diverse range of businesses and entrepreneurs from underserved communities.
- **Staff Interviews and Resource Finalization:** Hiring processes will be concluded for additional staff, and the development of educational materials and facilitator guides will be finalized.
- **Program Launch and Educational Initiatives:** The project will be officially launched with a community-wide event, and an extended series of educational programs will be rolled out.

Year Two (July 2025 - June 2026):

Program Evaluation and Adjustment: Based on feedback and evaluation findings, a comprehensive evaluation will be conducted to identify areas for improvement and adjustment.

Program Enhancement and Resource Development: Based on evaluation findings and stakeholder input, program enhancements and refinements will be implemented.

- **Outreach and Community Engagement:** Outreach efforts will be intensified to engage with underserved communities, and community engagement initiatives will be expanded.
- **Partnership Strengthening and Collaboration:** Partnerships with local governments, non-profit organizations, and stakeholders will be deepened to foster collaboration and maximize impact.
- **Program Expansion and Scaling:** Opportunities to scale program activities and expand outreach efforts will be explored to reach a larger number of businesses and entrepreneurs.

Year Three (July 2026 - June 2027):

Continuation of Services: The project will continue to offer services, gather feedback, adjust, and implement innovations to best serve the business development community.

- **Sustainability Planning:** A comprehensive sustainability plan will be developed to ensure the long-term viability of the Centro de Desarrollo Empresarial initiative beyond the grant period.
- **Program Optimization and Impact Assessment:** Program activities and outcomes will be monitored and evaluated to assess progress towards goals and objectives. Adjustments will be made as needed to optimize outcomes and ensure continued success and sustainability.

In summary, the Centro de Desarrollo Empresarial project will leverage the CIG grant funding over three years to expand and enhance its programs and services, reaching a broader audience of entrepreneurs and businesses across the region. Through strategic partnerships, innovative approaches, and ongoing community engagement, the project aims to empower entrepreneurs, foster economic growth, and create a more inclusive and resilient business ecosystem in Forest Grove, Cornelius, and surrounding areas.

Note* In addition to the Community Improvement Grant (CIG), we have developed a broader and more comprehensive grant proposal that includes vital letters of support for the Centro de Desarrollo Empresarial project. This comprehensive grant will serve as a detailed informational tool to engage other potential funding partners and stakeholders, highlighting the significance and potential impact of this initiative. These letters of support, along with detailed project information, will be included in the additional documents provided to potential funding partners, demonstrating the strong community backing and collaborative effort behind this project. With the support of our community partners and stakeholders, we are confident in our ability to secure additional funding to enhance further and sustain this vital project.

Project Budget

Show proposed three year budget, by year. Include breakdown between personnel services, materials and supplies, and other costs. Also report any other funds that will be used for this project (i.e. applicants funds or other grants).

Included organization's previous financial report.

Budget Reporting*

FGCC 3 year grant budget CIG.pdf
Upload proposed project budget for three year period.

Previous Year Fiscal Report*

2024 Board Contact List FGCCHAMBER.pdf
Upload prior fiscal year budget report.

File Upload

Centro de Desarrollo Empresarial Grant Funding Request.pdf
Upload any additional documentation, i.e. ORG Chart, etc.

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature*

Date*

Claudia P. Yakos	4/29/2024
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FGCC 3 YEAR GRANT BUDGET CIG

FISCAL YEAR	7/24 - 6-25		7/25 - 6/26		7/26 - 6/27	
ITEMS	BUDGET AMOUNT FROM CIG	FGC CHAMBER PROVIDED FUNDS	BUDGET AMOUNT FROM CIG	FGC CHAMBER PROVIDED FUNDS	BUDGET AMOUNT FROM CIG	FGC CHAMBER PROVIDED FUNDS
PERSONNEL SERVICES	38,000	0	30,000	0	30,000	0
MATERIALS AND SUPPLIES	0	5,000	8,000	2,000	8,000	2,000
OTHER COSTS	2000		2,000	2,000	2,000	2,000
TOTAL	40,000	5,000	40,000	4,000	40,000	4,000
COST PER YEAR TOTAL	45,000		44,000		44,000	

- The FGC Chamber has been awarded a Washington County grant for the calendar year 2024. A portion of the chamber's funding for this project is allocated from that grant.
- The FGC Chamber has applied for additional grant funding and will continue to seek further financial support to supplement this project. As we pursue and obtain more grants, the budget allocation may change to reflect the additional funding sources and their respective allocations.
- Note: The Forest Grove Cornelius Chamber of Commerce (FGC Chamber) is committed to financial transparency and sustainability. The budget outlined above reflects our dedication to maximizing resources and leveraging external funding opportunities to ensure the success and longevity of the Centro de Desarrollo Empresarial project.

“Centro de Desarrollo Empresarial” Business Development Center

Grant Application

By: Forest Grove/Cornelius Chamber of Commerce



Proposal Contents:

- 1. Applicant Information**
- 2. Project Narrative** (Implementation/Project/Budget Plan)
- 3. Budget Worksheet**
- 4. Letter of Support 1**
- 5. Letter of Support 2**
- 6. Letter of Support 3**
- 7. Collaboration Plan**

Applicant Information

Organization

Legal Name: Forest Grove/Cornelius Chamber of Commerce

Street Address: 2417 Pacific Avenue

City, Zip Code, County: Forest Grove, OR 97116

Authorized Signatory

Name: Claudia Yakos

Title: Executive Director

Phone: 503-357-3006

Email: director@fgcchamber.org

Project Contact Name: Claudia Yakos

Title: Executive Director

Phone: 503-357-3006

Email: director@fgcchamber.org

Project Narrative

Organizational Overview

The mission of the Forest Grove / Cornelius Chamber of Commerce is to promote a diverse, inclusive, and thriving business community working together to ensure an equitable and sustainable future where businesses succeed and people prosper. The Forest Grove Cornelius Chamber of Commerce is well-positioned to establish the Centro de Desarrollo Empresarial (Business Development Center), led by an experienced Executive Director and Membership and Special Projects Director, both successful small business owners. The Executive Director, a first-generation Hispanic resident, brings over 25 years of experience as former President and CEO of a language service company, providing valuable insights into the local business ecosystem.

The Chamber seeks to raise \$300,000 in funding to implement the project. The Executive Director, along with the Membership and Special Projects Director, will lead the initiative, leveraging their expertise to address the needs of Latino businesses in the communities of Forest Grove, Cornelius, Gaston, Dilley, Timber, North Plains, and Banks. Additionally, collaboration with other community organizations such as Adelante Mujeres and Centro Cultural will enhance the project's reach and impact.

The Forest Grove/Cornelius Chamber of Commerce is committed to internal and external diversity, equity, inclusion, and justice. Internally, the Chamber promotes a culture of diversity among its leadership and staff, fostering equal opportunities. Externally, the Chamber, with a history of supporting over 260 businesses, actively contributes to the economic vibrancy of Forest Grove and Cornelius, serving a diverse range of entrepreneurs. Collaborations with key partners, such as the City of Forest Grove, The City of Cornelius, Adelante Mujeres, and Centro Cultural, extend this commitment, ensuring that the Centro de Desarrollo Empresarial aligns with community values and serves a diverse demographic.

Demonstrated Need

The proposed project, the "Centro de Desarrollo Empresarial" (Business Development Center), brings forth significant opportunities for small businesses, specifically within the Latino community of Western Washington County.

The project envisions enhancing accessibility to resources and support for Latino entrepreneurs, recognizing the critical need for businesses to access vital resources. This opportunity addresses a longstanding challenge in the community, ensuring that businesses can thrive with adequate support in language. Entrepreneurs will have the opportunity to elevate their business skills and knowledge through the project. This empowerment ensures that business owners are better equipped to navigate challenges, contribute to economic growth, and sustain their enterprises in the long term. Through the Business Leadership Cohort program, the project aims to establish a supportive community. This initiative focuses on fostering collaboration, inclusivity, and diversity, recognizing that a supportive community is a crucial aspect for the sustained growth of small businesses.

In addition, the proposed project acknowledges and seeks to address specific challenges faced by the small business community. Economic disparities, especially for minority-owned businesses, have been exacerbated by the pandemic. Without intervention, these disparities may persist, posing a hindrance to the growth and prosperity of small businesses in the region. The project recognizes the significant challenge of language barriers in the community. These barriers hinder access to and understanding of information and support for businesses. Failure to implement the project might exacerbate these barriers, limiting opportunities for Latino entrepreneurs.

Regarding the involvement of the small business community, our engagement, particularly with Latino entrepreneurs, has been robust and inclusive. Active participation in virtual town hall meetings and in-person focus groups has provided a platform for small businesses to voice their concerns and needs to the fluent Spanish speaking Executive Director. This engagement ensures that the Latino community's insights and perspectives are considered in the project. Through these engagements, we have identified key challenges, including economic disparities, language barriers, and the need for culturally relevant business support services. This understanding forms the basis for designing effective solutions that directly address specific needs.

The project's design, encompassing bilingual support, educational programs, mentorship opportunities, and networking events, directly responds to the challenges identified during community engagement. This tailored approach ensures that the proposed solutions align with the actual needs of small businesses in Western Washington County.

The proposed project not only seizes opportunities to empower small businesses but also directly addresses the challenges faced by the community. Through extensive community involvement, we have crafted a solution responsive to the unique needs of small businesses, particularly those owned by Latino entrepreneurs. This project is aligned with our organization's mission to drive economic growth, empower entrepreneurs, and create a lasting legacy of success.

Project Description and Anticipated Outcomes

The project proposes the establishment of the "Centro de Desarrollo Empresarial" (Business Development Center) to provide support to small businesses and entrepreneurs in Western Washington County, Oregon, with a focus on Latino entrepreneurs affected by the economic impacts of COVID-19. The center aims to address language barriers, offering bilingual support, educational programs, mentorship opportunities, and networking events.

The intended outcomes of the project align with the organization's mission and include increased accessibility to resources for Latino entrepreneurs, improved business skills and knowledge, the establishment of a supportive community through the Business Leadership Cohort program, and the development of sustainable partnerships with local governments. The overall goal is to create a vibrant and inclusive business community that fosters collaboration, inclusivity, and diversity.

The Centro de Desarrollo Empresarial addresses service gaps in our area. The nearest SBDC center is located in Portland, over 28 miles away from Forest Grove. There is very limited if any business development or training offered west of Portland. By providing tailored support to a specific community facing challenges due to the pandemic the Centro de Desarrollo Empresarial would be filling a gap in services.

The Forest Grove Cornelius Chamber of Commerce is a stable and dedicated organization with a history of supporting small businesses. Their expansion to serve unincorporated, underserved areas demonstrates a commitment to inclusivity. The organization's dedication to equity, diversity, and inclusion is evident in the current organization that values and exemplifies People of Color, varied ability levels, and women. They look forward to continuing their mission of empowering businesses and embracing diversity.

The Centro de Desarrollo Empresarial expects to support over 200 businesses through this project. The proposed project is likely to have a significant positive impact on the businesses in the Forest Grove, Cornelius, and surrounding communities. The establishment of the Centro de Desarrollo Empresarial, provision of equitable resources, launch of educational entrepreneurship programs, and the creation of a supportive Business Leadership cohort will contribute to the growth, resilience, and recovery of businesses, particularly those from disproportionately impacted communities.

The project's governance includes decision rights, a stakeholder engagement plan, and a project issue escalation plan. Decision rights will be distributed among project leaders and key stakeholders, ensuring collaborative decision-making. The stakeholder engagement plan involves active involvement and feedback mechanisms from local entrepreneurs, community members, and relevant organizations. An issue escalation plan will be in place to address any project-related challenges promptly. The planning activities encompass setting up a physical center, developing bilingual resources, organizing educational programs, and initiating the Business Leadership cohort. The timeline for the project spans from the physical center setup to the culmination of the business leadership cohort program. Three project milestones include the establishment of the Centro de Desarrollo Empresarial, successful launch of educational programs, and the recruitment and engagement of 20 businesses in the Business Leadership cohort. Additionally, a crucial long-term goal is to grow the in-house team to develop and manage the program internally. This expansion aims to build the necessary expertise and support structures within the organization, facilitating self-sustainability. The intention is to create a robust team capable of providing ongoing assistance to businesses, fostering autonomy, and enabling continuous growth of the program. Ultimately, the Forest Grove/Cornelius Chamber of Commerce aspires to become self-sustainable, ensuring lasting support for the business community and a sustained positive impact on the region. Ongoing recruitment, training, and team development initiatives will be integral to achieving this goal.

The planning activities needed to deliver on the purposes, services, and outcomes outlined in the project involve setting up a physical center with bilingual resources, an additional computer, and office supplies. Resource development includes creating bilingual materials and contracting experts for business

support services. Educational programs encompass the development and launch of workshops covering business plan development, marketing, budgeting, and other essential aspects. The business leadership cohort program aims to recruit and engage 20 businesses in a collaborative community. Partnership building involves collaboration with the cities of Forest Grove and Cornelius to establish a network of support for entrepreneurs, incorporating non-profits like Centro Cultural and Adelante Mujeres. The overarching goal is to foster self-sustainability and growth by building an in-house team capable of managing the program internally, providing ongoing assistance to businesses, and ensuring a sustained positive impact on the region. Ongoing recruitment, training, and team development initiatives will be crucial for achieving this long-term objective.

Success will be measured through key metrics such as increased engagement with the Latino business community, improved business outcomes of participants, and feedback and satisfaction ratings. Increased engagement will be tracked by monitoring the participation of businesses from disproportionately impacted communities in programs and services. Improved outcomes will be assessed by gauging the growth, resilience, and recovery of businesses post-pandemic. Regular surveys will be conducted to measure feedback and satisfaction ratings from the community and businesses, ensuring the effectiveness and relevance of the support provided. Success, for the Forest Grove/Cornelius Chamber of Commerce, means businesses achieving equitable access to resources, improved economic stability, and a strengthened sense of belonging and partnership within the communities. Ongoing feedback and data collection will guide continuous improvement and adaptation to evolving community needs.

Implementation Plan

Our approach is rooted in collaboration and synergy within our community. Adelante Mujeres and Centro Cultural, both esteemed members of our chamber, play integral roles in supporting a small demographic of our Latino community. By working closely with these organizations, we ensure that our efforts are not duplicated but rather strengthen and complement each other.

The establishment of the "Centro de Desarrollo Empresarial" remains a key focal point in our strategy. Through this center, we aim to provide tailored support to Latino entrepreneurs, addressing their unique needs. The extensive experience of our executive director, a first-generation Hispanic resident with over 25 years in business leadership, positions us well to understand and respond to the challenges faced by Latino entrepreneurs in our community.

Collaborations with Adelante Mujeres and Centro Cultural serve to enrich our initiative. Both organizations, being chamber members, have a deep understanding of the specific needs of the small demographic they serve within the Latino community. Rather than duplicating efforts, our collaboration ensures a cohesive and comprehensive approach to empower businesses. This synergy not only prevents redundancy but also allows us to pool resources, expertise, and networks for a more impactful outcome.

Our vision for the "Centro de Desarrollo Empresarial" is to go beyond conventional business support. We aspire to create a hub that not only provides resources and education but also fosters a sense of community among Latino entrepreneurs. Empowerment, collaboration, inclusivity, and diversity are at the

core of our approach, aiming not just for individual business success but for the collective prosperity of the entire community.

Through this approach, we seek to create a vibrant and inclusive business ecosystem where businesses thrive, entrepreneurs are empowered, and diversity is celebrated. The collaborative efforts with Adelante Mujeres and Centro Cultural ensure that our strategies are finely tuned to the unique dynamics of our local Latino community, making our shared vision of success more attainable and sustainable.

The Forest Grove Cornelius Chamber of Commerce is well-equipped to implement the project with a current staff of 3. To enhance capacity, we plan to add another 3 part-time staff members specifically hired for the project. Collaborations with the City of Forest Grove, City of Cornelius, Adelante Mujeres and Centro Cultural further amplify our outreach and resources.

Project Plan: Centro de Desarrollo Empresarial

March 2024: Secure Funding and Finalize Grant Agreements

- Secure funding
- Establish a financial tracking system for the project budget.

April 2024: Team Assembly and Office Space Assessment

- Assemble the project team including our City Partners
- Assess our existing office space for accommodating new members.
- Develop the interview and hiring process / timeline for additional staff.

May 2024: Resource Development and Recruitment

- Begin resource development, create bilingual materials and hold informational meeting.
- Start the recruitment process for the Business Leadership Cohort program.
- Finalize plans for accommodating new members in the chamber's existing spaces.
- Begin the interview process for additional staff

June 2024: Outreach and Recruitment

- Continue recruitment for the Business Leadership Cohort program.
- Initiate outreach efforts to engage new businesses and new mentoring partners.

July 2024: Staff Interviews and Resource Finalization

- Finalize the interview and hiring process for additional staff.
- Finalize course schedule and necessary resources including bilingual materials and facilitators.

August 2024 Program Launch and Educational Initiatives

- Launch the Centro de Desarrollo Empresarial initiative.
- Commence educational programs on communication, marketing, budgeting, and business plan development.
- Initiate the 1:1 business consultation services.

September 2024: Program Continuation

- Continue educational programs and workshops.
- Conduct regular 1:1 consultations with entrepreneurs.
- Facilitate the Business Leadership Cohort program.

October 2024 - March 2025: Program Expansion and Partnerships

- Engage the committee to gather feedback, needs, and wins. Make adjustments for optimal results.
- Continue educational programs and cohort support.
- Initiate technical support services.

November 2024 - February 2025: Outreach and Partnership Strengthening

- Expand outreach efforts to engage more entrepreneurs from the target population.
- Continue to strengthen partnerships with local governments and non-profit organizations.
- Evaluate and adjust the project based on feedback and outcomes.
- Continue programs, one-on-one sessions, Business Leadership cohort and technical support.

April 2025 - June 2025: Sustainability and Final Evaluation

- Continue program delivery, educational initiatives, and partnership building.
- Collect feedback and satisfaction surveys from participants and stakeholders.
- Begin planning for the sustainability of the initiative beyond the grant period.

June 2025: Program Conclusion and Final Reporting

- Conclude the Business Leadership Cohort program.
- Compile a final project report summarizing achievements, outcomes, and lessons learned.
- Develop a sustainability plan to ensure the long-term impact of the Centro de Desarrollo Empresarial.

Throughout the project timeline, we will maintain ongoing communication and engagement and we will be monitoring and evaluating the success of the benefits in order to measure the project's success and make necessary adjustments for continuous improvement.

We assure Equity and Inclusion by ensuring that programming, materials, and services are accessible to historically underserved populations. Initiatives like bilingual support, educational programs, and partnerships with diverse organizations demonstrate our commitment to equity and inclusion.

Our outreach plan ensures prioritized small business communities are aware of and have access to project resources. Collaborations with local governments, non-profits, social media posts in language, and active engagement in town hall meetings and focus groups guarantee a broad reach to the target communities.

Our metrics for success include increased engagement, improved outcomes, and feedback and satisfaction rating. Regular surveys will measure community and business satisfaction, ensuring the relevance and effectiveness of our support. Data gathered through community engagement sessions and surveys will guide ongoing improvements.

The sustainability plan involves growing the in-house team to ensure ongoing assistance to businesses. The goal is to become self-sustainable, fostering autonomy and continuous growth beyond the 2023-2025 biennium.

Duplication of effort is averted through a meticulous review of existing programs in the community. By actively engaging with the small business community, we identify and address specific challenges, ensuring that our project design is both unique and effective. Importantly, we have established strong partnerships with Adelante Mujeres and Centro Cultural, both chamber members. Adelante Mujeres focuses on empowering Latin women through its Empresas program, specifically catering to a cohort of new entrepreneurs. We plan to collaborate closely, integrating participants from their program into our Business Leadership Cohort. Similarly, Centro Cultural, with a mission to improve the health and economic mobility of underserved communities, complements our goals. Through these collaborations, we are not just avoiding duplication but leveraging the strengths of these organizations to create a more robust and impactful support system for our Latino communities. Working together, we aim to be stronger and more effective in addressing the unique needs of our community members.

Budget

The budget narrative is intricately tied to the project's context, as illustrated by the Forest Grove/Cornelius Chamber of Commerce's successful application for the Washington County Growing Capacity Grant. This grant, already secured with a maximum amount of \$25,000, serves as a foundational element in the project's financial structure. Washington County's recognition of the service desert in Western Washington County for business training and development, with a particular focus on Latino-owned businesses, underscores the significance of the additional funds sought in this grant application.

The additional funds are earmarked to further amplify the effectiveness and reach of the program. The grant will be instrumental in addressing the identified service gaps, allowing for expanded outreach, improved engagement, and the delivery of tailored support to the target audience.

The total cost per client for all funds received for this project is expected to be \$1731.25. For this grant alone the cost per client is expected to be \$1500. These grant funds, combined with the Washington County grant, will contribute to refining outreach strategies, improving language services, and enhancing the overall participant experience. The budget's strategic allocations, particularly in staffing, language services, and outreach, are essential components that indirectly influence the estimated cost-per-client by ensuring a robust and effective program.

The requested grant funding amount of \$300,000 is well-justified in light of the obtained Washington County Growing Capacity Grant and the detailed breakdown of expenses in the budget narrative. The additional funds sought are proportionate to the project's scope and the identified needs for staffing, professional consultation, language services, outreach, materials, and space for the Center. The grant amount aligns with the overarching goal of expanding business training and development, particularly for Latino-owned businesses, and reflects a judicious assessment of the resources required for a successful implementation.

Funding Project Goals Worksheet

How many FTEs do you expect to support your project?

Existing Staff: 3

New Hires/Contractors: 4

How many small businesses do you expect to support overall through project funds?

200

How many small businesses do you anticipate supporting with project funds?

200

Goals of the project, what we hope to achieve, and how success will be measured.

The Forest Grove/Cornelius Chamber of Commerce, led by the Chamber's unwavering dedication, is poised to bring about a significant transformation in the business landscape of Western Washington County. The proposal for the establishment of the "Centro de Desarrollo Empresarial" (Business Development Center) is not just a project; it's a manifestation of a heartfelt commitment to the thriving and unique communities of Forest Grove, Cornelius and the surrounding areas.

The Chamber recognizes the underserved nature of these communities, especially the many residents who identify as Latino. In the face of a burgeoning population, the Chamber sees not just a need but a responsibility to step up and fill the void. In the heart of this initiative is a desire to complement organizations like Adelante Mujeres and reach out to the growing business population of migrant and Latino citizens. The establishment of the Centro de Desarrollo Empresarial is a beacon of hope for underrepresented entrepreneurs, creating a business environment where diversity is not just acknowledged but celebrated.

The critical need for access to essential resources for Latino business owners and budding entrepreneurs in Western Washington County has not gone unnoticed by the Chamber. They understand the challenges posed by language barriers and the complexity of business ownership requirements. The proposed Business Center, with its commitment to providing bilingual and bicultural materials, is a testament to the Chamber's dedication to inclusivity. It is not just a resource center; it's a bridge, closing the gap between aspirations and the intricate realities of starting and growing a business.

This visionary proposal also addresses a stark service gap in the area. With the nearest SBDC center located 28 miles away in Portland, Forest Grove and Cornelius face limited options for business development and training. The Centro de Desarrollo Empresarial steps into this void, offering tailored support to a community grappling with challenges exacerbated by the pandemic.

Our metrics for success include increased engagement, improved outcomes, and feedback and satisfaction rating. Regular surveys will measure community and business satisfaction, ensuring the relevance and effectiveness of our support. Data gathered through community engagement sessions and surveys will guide ongoing improvements.

The Forest Grove/Cornelius Chamber of Commerce is not just an organization seeking expansion; it's a stalwart supporter of small businesses with a history of dedication. Their move to serve unincorporated, underserved areas showcases a commitment to inclusivity that goes beyond rhetoric. It's a dedication to equity, diversity, and inclusion, evident in their existing initiatives that champion People of Color, varied ability levels, and women. As they continue their mission of empowering businesses and embracing diversity, the Centro de Desarrollo Empresarial stands as a testament to their unwavering commitment to a brighter and more inclusive business future for Washington County.

Anticipated Project Budget			
Revenue Sources: Describe other sources of funding in the budget narrative.			
Source of Funds	Other Source Budget	Grant Funding Budget	Total Budget
Assistance Grant Amount		\$300,000	\$300,000
Small Business Clients	\$11,250	\$0	\$11,250
Community College	\$0	\$0	\$0
State Universities	\$0	\$0	\$0
Other service providers	\$10,000	\$0	\$10,000
Washington County Growing Capacity Grant	\$25,000	\$0	\$25,000
	\$0	\$0	\$0
	\$0	\$0	\$0
Total Revenue Sources	\$46,250	\$0	\$346,250
Operational Expenses Operational expenses are the funds needed to cover the costs of operations to implement the program (such as staff/consultants, benefits, taxes, materials/supplies, outreach, equipment and tracking/reporting)			
Staff Position & Pay Rate	Other Source Budget	Grant Funding Budget	Total Budget
Operations Director FTE \$52,000/year	\$1,250	\$13,000	\$14,250
Executive Director FTE \$75,000/year	\$1,250	\$18,750	\$20,000
Speacial Projects Director PTE \$50000	\$1,250	\$12,500	\$13,750
CDDE Coordinator x 3 PTE	\$1,250	\$150,000	\$151,250
Staff Position & Pay Rate Total	\$5,000	\$194,250	\$199,250
Consultants / Professional Services (up to 35% of total budget)	Other Source Budget	Grant Funding Budget	Total Budget
Consultants and other Professional Services	\$21,000	\$22,750	\$43,750
Contractors (up to 10% of total budget)	Other Source Budget	Grant Funding Budget	Total Budget
Contractors	\$14,625	\$20,000	\$34,625
Outreach (Not to exceed 5% of total budget)	Other Source Budget	Grant Funding Budget	Total Budget
Events / Campaign	\$0	\$3,000	\$3,000
Media and Social Media	\$0	\$3,000	\$3,000
Write in other Outreach	\$0	\$0	\$0
Total: Outreach	\$0	\$6,000	\$6,000
Materials, Supplies, and Travel (Up to 5% of total budget or \$15,000, whichever is less) (Must be documented / retain invoices)	Other Source Budget	Grant Funding Budget	Total Budget
Curriculum Materials in English and Spanish	\$0	\$2,000	\$2,000
Office supplies and printing costs	\$0	\$2,000	\$2,000
Travel expenses	\$0	\$1,000	\$1,000

Write In Materials / Supplies / Travel	\$0	\$0	\$0
Total: Materials / Supplies / Travel	\$0	\$5,000	\$5,000
Staff Professional Development/Training (Must be documented / retain invoices)	Other Source Budget	Grant Funding Budget	Total Budget
Write In Staff Professional Development /Training	\$2,313	\$0	\$2,313
Equipment/Technology (Must be documented / retain invoices)	Other Source Budget	Grant Funding Budget	Total Budget
Interpretation Headphone equipment	\$0	\$5,000	\$5,000
Total: Equipment/Technology	\$0	\$5,000	\$5,000
Tracking/Reporting	Other Source Budget	Grant Funding Budget	Total Budget
Part of salary for Operations Director	\$0	\$0	\$0
Total: Tracking/Reporting	\$0	\$0	\$0
Total Operational	\$42,938	\$253,000	\$295,938
Indirect Expenses Those expenses not directly attributable to the project but incurred for the general operation of the organization, such as accounting, HR, payroll, etc. Indirect expenses shall not to exceed 15% of the operational expenses			
Expense Item	Other Source Budget	Grant Funding Budget	Total Budget
Administration / indirect	\$3,312	\$47,000	\$50,312
Total Indirect	\$3,312	\$47,000	\$50,312
Total Expenses (Not to exceed 15% of the operational expenses)	\$46,250	\$300,000	\$346,250

Representative Susan McLain

House District 29



February 29, 2024

Subject: Application for Grant Funding for the "Centro de Desarrollo Empresarial"

To whom it may concern,

I am writing in strong support of the Forest Grove/Cornelius Chamber of Commerce's application for grant funding to reach their desired goal for the establishment of the "Centro de Desarrollo Empresarial" (Business Development Center) which would have a significant impact on our local business community.

The Forest Grove/Cornelius Chamber of Commerce serves two thriving and unique business communities in Western Washington County that are underserved by existing programs. In Forest Grove and Cornelius combined, over 12,000 residents identify as Hispanic, and that number continues to trend upward. I believe that this is a needed program to complement our other non-profits like Adelante Mujeres in reaching the growing population of both migrant and Latinx citizens. Creating the "Centro de Desarrollo Empresarial" will empower underrepresented entrepreneurs in the Latinx community and create a business environment where all businesses can thrive.

In Western Washington County, there is a critical need for access to essential resources for Latinx business owners and burgeoning entrepreneurs. This resource deficit makes Forest Grove and Cornelius a challenging environment in which to initiate and grow businesses. This is due, in part, to language barriers but also because of the difficulty many face when navigating the complex requirements of business ownership. Helping to fund the Centro de Desarrollo Empresarial will enable the Forest Grove/Cornelius Chamber to bridge this gap and empower Latino entrepreneurs by providing equitable access to resources, expertise, and educational programs.

While the proposed Business Center will develop and provide bilingual and bicultural materials, the Forest Grove/Cornelius Chamber is committed to inclusivity, and it will be open to all members of the business community. They will promote cross-collaboration and knowledge exchange by facilitating interactions between professionals from various sectors through business-to-business networking events. This inclusivity will amplify the center's impact and encourage a diverse range of entrepreneurs to thrive.

I am proud of the work that the Forest Grove/Cornelius Chamber of Commerce has begun on inclusivity and access for Latinx businesses and entrepreneurs, and I encourage you to award them one of the grants so that we can ensure all members of our community have the ability to start and grow their businesses. Thank you for your consideration.

Sincerely,

A handwritten signature in dark ink that reads "Susan McLain". The signature is written in a cursive, flowing style.

Representative Susan McLain



February 29, 2024

To whom it concern,

I am writing in strong support of the Forest Grove/Cornelius Chamber of Commerce application for assistance in grant funding to create a new "Centro de Desarrollo Empresarial" (Business Development Center for Western Washington County). The Center, housed in the Forest Grove/Cornelius Chamber of Commerce, will support the growth of Latino/Latina businesses in our communities. Cornelius is one of the most culturally diverse communities in Oregon, with over 50% of our community members identifying as Latino or Hispanic. Compared to the rest of the greater Portland region, our communities are lower income and struggle to provide sufficient resources to foster economic development, especially for entrepreneurs and small businesses. The opportunity for our Chamber to develop this new Center would have a major positive impact on our communities, and would indirectly support programs that our other nonprofit local partners deliver for small business development and entrepreneurialism.

Latino/Latina businesses here face unique challenges, including language barriers, challenges accessing technical resources and support, and access to other resources, including capital. The proposed new Centro de Desarrollo Empresarial will provide:

- A physical presence in Forest Grove for businesses and entrepreneurs to access
- Bilingual resources and expert support
- Connections to other Latino/Latina entrepreneurs
- Access to insurance, capital, and other critical resources
- Educational programs covering a broad range of business development

Latino/Latina businesses in our communities are underserved by existing programs. This results from myriad factors, and it impacts a large population in our communities, where over 12,000 residents identify as Hispanic or Latino. Providing this resource center to current and future businesses will have a major positive impact on our communities. Being able to access expert support to navigate both the typical complexities of business ownership, as well as the added barriers that Latino/Latina businesses face, would be truly transformative. Further, it could set an example for other communities in Oregon to replicate.

corneliusor.gov

1355 N. Barlow Street
Cornelius, Oregon 97113

Phone: (503) 357-9112

While the proposed Business Center will develop and provide bilingual and bicultural materials, the Forest Grove/Cornelius Chamber is committed to inclusivity, and it will be open to all members of the business community. They will promote cross-collaboration and knowledge exchange by facilitating interactions between professionals from various sectors through business-to-business networking events. This inclusivity will amplify the center's impact and encourage a diverse range of entrepreneurs to thrive.

We believe that the Forest Grove/Cornelius Chamber's proposal aligns very well with your grant objectives, and an award would provide a significant boost to business development efforts in our community. We thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Peter Brandom".

Peter Brandom

City Manager

peter.brandon@corneliusor.gov

Community Partnerships and Collaboration Plan

Our organization is committed to fostering a collaborative approach for the success of the Centro de Desarrollo Empresarial. We plan to actively engage with key entities crucial to the region's economic development and support network.

We will establish regular communication channels with the city managers and economic development coordinators of Forest Grove and Cornelius. This collaboration aims to align our efforts with the broader economic development goals of the respective cities. We will share our plans, seek input on local needs, and coordinate initiatives to ensure the Centro de Desarrollo Empresarial aligns with the cities' economic visions.

Collaboration with Washington County Economic Development is paramount. We recognize the importance of tapping into regional resources and aligning our efforts with county-level economic development strategies. Regular meetings and partnerships will be established to share information, leverage available resources, and ensure our business center complements broader economic development initiatives in Western Washington County. Additional resources for businesses in Washington County will be shared through this partnership and with the businesses the center serves.

Partnerships with local organizations, such as Adelante Mujeres and Centro Cultural, will be forged to leverage their expertise in serving the Latino community and supporting small businesses. Collaboration will involve joint programming, sharing resources, and ensuring that the Centro de Desarrollo Empresarial aligns with the goals of these organizations to provide comprehensive support to the underserved communities.

Engaging with the Hispanic Metropolitan Chamber of Commerce will provide access to a broader network and resources. Partnerships will involve participating in joint initiatives, attending networking events, and collaborating on programs that benefit the diverse business community.

As the project progresses, we will actively seek collaboration with additional state agencies, state-supported organizations, and private sector entities that can contribute to the success of the Centro de Desarrollo Empresarial. Regular outreach, networking events, and collaborative projects will be initiated to expand the scope of our partnerships and ensure a well-rounded support system for small businesses.

Our intent is to foster a comprehensive and inclusive approach by engaging with a diverse range of organizations that share our commitment to the economic development and empowerment of the communities we serve

Our Board of Directors

Name	Business	Email
Robert Groves	Minuteman Mortgage	rgroves609@gmail.com
Steve Krautscheid	Tuality Hillsboro Med. Ctr.	steve.krautscheid@tuality.org
Rhonda Worbel	The Higher Taste	highertasterhonda@gmail.com
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Willow Oelke	Wauna Credit Union	Willow.oelke@waunafcu.org
Ann Barr-Gillespe	Pacific University	Barr-gillespie@pacificu.edu

Executive Board

Name	Business	Email
Robert Groves	Minuteman Mortgage	rgroves609@gmail.com
Evelynn Orr, Treasurer	GearUp Sports	E-orr@comcast.net
Richard Kidd III	Lifetime Member	Richard@groveweb.net
Steve Krautscheid	Tuality Hillsboro Med. Ctr.	steve.krautscheid@tuality.org

Ambassadors

Name	Business	Email
Willow Oelke, Chair	Wauna Credit Union	Willow.oekle@waunafcu.org
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Dallas Roark	Destination UX	Dallas@DestinationUX.com
Richard Kidd III	Lifetime Member	Richard@groveweb.net
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Nataliah Colbert	Destination UX	Nataliah@destinationux.com
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Dawn Robbins	Cardinal Financial	dawn@dawnrobbinsgroup.com
Kalib Bybee	Ground Level Home	kalib@groundlevelhi.com

Community Liaisons

Name	Title	Email
David Warner	School District #15	dwarner@fgsd.k12.or.us
Tim Rippe	City of Forest Grove	trippe@forestgrove-or.gov
Jef Dalin	Mayor, City of Cornelius	jdalin@corneliusor.gov
Malynda Wenzl	Mayor, City of Forest Grove	Mwenzl@forestgrove-or.gov
Peter Brandom	City Manager, Cornelius	peter.brandom@corneliusor.gov
Jesse Vanderzanden	City Manager, Forest Grove	jvanderzanden@forestgrove-or.gov
Miles Glowacki	Economic Development Coordinator	mglowacki@forestgrove-or.gov

[Print](#)**2024-25 Community Enhancement Project Grant Application - Submission #339****Date Submitted: 4/30/2024****Date***

4/28/2024

Sponsor*

Forest Grove / Cornelius Chamber of Commerce

Tax ID #*

93-0420710

Contact Person*

Claudia P Yakos

Daytime Phone #*

15033573006

Email Address*

director@fgcchamber.org

Address*

2417 PACIFIC AVE

City*

FOREST GROVE

State*

OR

Zip Code*

97116-2451

Project Information**Project Title***

Centro de Desarrollo Emprezarial

Amount Request*

200000

Mark ALL of the goals below which your project meets and explain how:**Goals****How project meets this goal (be clear & specific)****Improve the appearance or environmental quality of the community**☒ Improve community

Improve community

The project's design emphasizes inclusivity, collaboration, and diversity. By providing bilingual support and actively engaging with the Latino business community, the Centro de Desarrollo Empresarial ensures that all entrepreneurs have equitable access to resources and opportunities. Furthermore, the establishment of a supportive Business Leadership Cohort program fosters a sense of community. It encourages collaboration among businesses, contributing to the creation of a sustainable and inclusive business ecosystem. This aligns with Metro and city goals to promote diversity, inclusivity, and sustainability in local communities.

Reduce the amount or toxicity of waste

☐ Reduce toxicity or waste

Reduction of toxicity or waste**Increase reuse and recycling opportunities**

☐ Increase reuse & recycling

Increase reuse & recycling opportunities**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**

☐ Rehabilitation or upgrade of property owned or operated by a 501(c)(3)

Rehabilitation or upgrade of property owned/operated by a 501(c)(3)**Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them**

☐ Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas to improve public awareness

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness**Result in improvement to, or an increase in, recreational areas and programs**

☒ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs

Enhance Recreation Opportunities for All:
Although not directly related to recreation, the project's focus on empowering entrepreneurs and fostering community engagement could indirectly lead to the creation of new recreational opportunities or support existing ones. As businesses grow and prosper, they may have the resources and capacity to invest in community initiatives, including recreational programs or facilities, that benefit residents of all ages. This aligns with Metro and city goals to promote community engagement and well-being through access to recreational opportunities.

Result in improvement in safety

☒ Safety improvement

Improvement in safety

Improve Community Safety:

While not explicitly mentioned in the project description, supporting small businesses and promoting economic stability indirectly contribute to community safety. A thriving business community can lead to increased economic opportunities, reduced unemployment, and enhanced social cohesion, all of which contribute to overall community safety and well-being. This aligns with Metro and city goals to create safe and healthy communities.

Benefit youth, seniors, low income persons and/or underserved populations

☒ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

The Centro de Desarrollo Empresarial project addresses a priority area of community concern in Forest Grove by providing targeted support to underserved populations, fostering long-term economic growth and stability, promoting inclusivity and sustainability, and potentially contributing to community safety and recreational opportunities, all in alignment with broader Metro and city goals for economic equity, community development, and well-being.

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

4/30/2024

Project Completion Date*

9/30/2024

Project Scope*

The proposed Centro de Desarrollo Empresarial (Business Development Center) is a transformative initiative designed to address a critical gap in services for small businesses, especially Latino entrepreneurs in our community. Let's consider the journey of Erika, a determined entrepreneur who embarked on the path of starting her eco-cleaning company, "The Difference." Erika's entrepreneurial journey encapsulates the challenges faced by many aspiring business owners in our community. Upon venturing into entrepreneurship, Erika encountered a myriad of obstacles, from navigating complex licensing procedures (in her language) to establishing her online presence. However, with the guidance and support of the Chamber of Commerce's executive director through coaching sessions, Erika gained the necessary skills and resources to overcome these hurdles.

Through the Centro de Desarrollo Empresarial project, Erika received invaluable assistance, including personalized bilingual coaching sessions, bilingual resources, and networking opportunities. Despite the project's limited resources, its commitment to leveraging technology ensures that entrepreneurs like Erika can conveniently access essential tools and resources. Erika's success story exemplifies the transformative impact of the Centro de Desarrollo Empresarial project. By establishing a localized hub of support within the Chamber of Commerce, the project aims to provide tailored assistance to entrepreneurs from underserved communities, empowering them to achieve their business goals.

Moreover, the project aligns with broader goals set by Metro and the city, including promoting economic equity, fostering long-term growth, and cultivating an inclusive and sustainable community. By addressing the needs of Latino entrepreneurs and other underserved populations, the Centro de Desarrollo Empresarial project contributes to the economic vitality and resilience of Forest Grove, Cornelius, and surrounding areas.

The Centro de Desarrollo Empresarial project is not just a business development center; it's a catalyst for empowerment and economic prosperity in our community. Through strategic support and resource allocation, this initiative aims to unlock the entrepreneurial potential of individuals like Erika, creating a thriving ecosystem where businesses flourish, diversity is celebrated, and communities prosper.

The proposed Centro de Desarrollo Empresarial (Business Development Center) addresses a critical gap in services for small businesses, particularly for Latino entrepreneurs. Currently, the nearest Small Business Development Center (SBDC) is located approximately 26 miles away, near Portland, while the closest center offering in-language support and resources is in Gresham. This geographical distance presents a significant barrier for local entrepreneurs, especially those facing language barriers and economic disparities.

The aim is to create a vibrant and inclusive business ecosystem where businesses thrive, entrepreneurs are empowered, and diversity is celebrated. At the core of this initiative is the vision to provide accessible and tailored assistance to entrepreneurs, particularly those from underserved communities in their language.

The hub will offer a range of services, including bilingual resources, educational programs, mentorship opportunities, networking events, and one-on-one coaching. By offering personalized support and resources, the center aims to address the unique needs and challenges faced by small businesses, particularly those owned by Latino entrepreneurs.

Moreover, the overarching goal is that this hub will be equipped with the latest technology workspaces to ensure that entrepreneurs have access to essential tools and resources. This includes providing computer stations where individuals can fill out applications, access online resources, and connect with mentors or support networks. By integrating technology into the center, the project aims to enhance the accessibility and efficiency of support services, particularly for those who may face barriers to accessing traditional forms of assistance.

By establishing this hub within the Chamber of Commerce, the project not only addresses the immediate need for localized support but also fosters a sense of community and collaboration among entrepreneurs. The chamber's central location and existing infrastructure provide an ideal setting for the hub, ensuring that it becomes a vibrant and accessible resource for all members of the business community.

Estimate how many Forest Grove residents will benefit if this project is funded. Who is your target audience? Include demographic information about participants like, race ethnicity and socio-economic status.*

With Forest Grove being the third-largest Latino community in Oregon, the Centro de Desarrollo Empresarial project holds significant promise for our diverse population. Leveraging our chamber's established network of over 300 members, this initiative extends its reach to the broader Latino business community, offering vital resources and support.

Our target audience encompasses aspiring entrepreneurs and existing business owners from underserved communities, particularly Latinos, who face economic disparities and barriers to accessing traditional support systems. By providing bilingual resources, tailored educational programs, and mentorship opportunities, we aim to empower individuals of all backgrounds to pursue their business aspirations.

The estimated number of Forest Grove residents who will benefit from this project is substantial, considering the city's population of approximately 25,000. Given our strategic outreach efforts and partnerships with organizations like Adelante Mujeres and Centro Cultural, we anticipate broad participation across demographics, including race, ethnicity, and socio-economic status. This project has the potential to catalyze economic empowerment and foster a more inclusive and resilient business ecosystem, benefiting not only individual entrepreneurs but the entire community at large.

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

☐ Yes

☒ No

If so, is the project completed?

☐ Yes

☒ No

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

☐ Yes

☒ No

If so, is the project completed?

☐ Yes

☒ No

If you answered Yes to the current grant question, please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

Budget Reporting

Budget Information

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services					
Contract Labor					
Materials and Supplies					
Capital					
In-Kind Services*:					
Total	\$	\$	\$	\$	\$

The chart illustrates the type of budget information that is required to submit your application. You may upload one you've previously created or use the below fillable PDF and upload a copy with your application.

*In-Kind Services is volunteer services and the like.

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

2024 CEP Grant.pdf

Your budget should include a breakdown of estimated costs by source. Including the information from the above chart.

% of Total Budget provided by Non-CEP funds*

47%

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

Washington County has provided a \$25,000 capacity-building grant for this project. We will continue to seek other funding sources to ensure sustainability.

Will the project be completed with the proposal funding or will future funding be necessary*

While the CEP grant will provide essential support for the project's technological aspects, it's important to acknowledge that future funding will be necessary to fully realize our goals of capacity building and long-term sustainability. While the grant will enable us to implement key technological components of the Centro de Desarrollo Empresarial project, such as setting up computer stations and online resources, additional funding will be required to expand our program offerings, enhance community outreach, and ensure the ongoing operation of the business development center beyond the grant period.

We envision leveraging the initial grant funding to establish a strong foundation for the project. This will then help secure additional resources from various public and private sources. This may include seeking grants from government agencies, partnering with local businesses and philanthropic organizations, and engaging in fundraising efforts within the community. By diversifying our funding sources and implementing a strategic approach to resource mobilization, we aim to ensure the long-term success and sustainability of the Centro de Desarrollo Empresarial, ultimately benefiting entrepreneurs and businesses in our community for years to come.

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?*

The Centro de Desarrollo Empresarial (Business Development Center) project represents a significant opportunity to enhance sustainability in Forest Grove, not only economically but also environmentally and socially. By empowering local entrepreneurs and fostering economic growth, the project aligns closely with the values described in the Forest Grove Vision Statement and City Council Goals.

Economically, the project aims to create a vibrant and inclusive business ecosystem where businesses can thrive, entrepreneurs are empowered, and diversity is celebrated. Through tailored support services, educational programs, mentorship opportunities, and networking events, the Centro de Desarrollo Empresarial seeks to strengthen the economic resilience of the community, ultimately contributing to long-term growth and stability. By supporting the success of small businesses, particularly those owned by Latino entrepreneurs, the project enhances economic diversity and vitality in Forest Grove, aligning with the City Council's goal of promoting economic development and prosperity for all residents.

Furthermore, the project's focus on sustainability extends beyond economic considerations to encompass environmental and social dimensions as well. For instance, by providing resources and support to small businesses, the project encourages the adoption of sustainable business practices, such as eco-friendly manufacturing processes, energy-efficient technologies, and waste reduction strategies. This not only benefits the environment but also contributes to the overall well-being of the community by promoting environmental stewardship and resilience to climate change.

Socially, the Centro de Desarrollo Empresarial project fosters inclusivity, diversity, and community cohesion. By actively engaging with underserved populations, such as Latino entrepreneurs, and providing bilingual resources and support services, the project ensures equitable access to opportunities and resources for all members of the community. Moreover, through partnerships with organizations like Adelante Mujeres, Centro Cultural, and Unite Oregon, the project promotes social justice, equity, and empowerment, aligning with the City Council's goal of creating an inclusive and welcoming community for all residents.

The Centro de Desarrollo Empresarial project enhances sustainability in Forest Grove by promoting economic growth, environmental stewardship, and social equity. By empowering entrepreneurs, fostering business success, and celebrating diversity, the project contributes to the realization of the Forest Grove Vision Statement and City Council Goals, ultimately creating a more resilient, vibrant, and sustainable community for generations to come.

- [2024-25 City Council Goals](#)
- [Forest Grove Vision Statement](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

The outcomes of the Centro de Desarrollo Empresarial (Business Development Center) project are designed to advance racial equity, diversity, and inclusion, particularly for the most vulnerable members of the community. Through targeted outreach, tailored support services, and strategic partnerships, the project aims to address systemic barriers and create opportunities for underserved populations, including racial and ethnic minorities, immigrants, and low-income individuals.

One key aspect of the project's approach to advancing racial equity is its focus on supporting Latino entrepreneurs, a segment of the population that often faces economic disparities and barriers to business ownership. By providing bilingual resources, educational programs, mentorship opportunities, and networking events, the Centro de Desarrollo Empresarial aims to empower Latino entrepreneurs to overcome these challenges and achieve their business goals. Moreover, through partnerships with organizations like Adelante Mujeres, Centro Cultural, and Unite Oregon, the project ensures that the unique needs and perspectives of Latino communities are represented and addressed, fostering greater diversity and inclusion in the local business ecosystem.

Additionally, the project's commitment to inclusivity extends beyond racial and ethnic considerations to encompass other dimensions of diversity, including gender, age, ability, and socioeconomic status. By providing accessible and tailored support services, the Centro de Desarrollo Empresarial aims to create an inclusive environment where all entrepreneurs feel welcome and supported, regardless of their background or circumstances. For example, the project offers one-on-one coaching sessions, educational workshops, and networking opportunities that cater to the diverse needs and preferences of program participants, ensuring that everyone has equitable access to resources and opportunities for success.

Furthermore, the project's emphasis on community engagement and collaboration serves to amplify the voices of marginalized groups and elevate their concerns in decision-making processes. Through town hall meetings, focus groups, and outreach events, the Centro de Desarrollo Empresarial provides opportunities for community members to share their experiences, perspectives, and priorities, informing the design and implementation of program activities. By centering the voices of the most vulnerable and marginalized, the project ensures that its outcomes are responsive to the needs and aspirations of those most impacted by systemic inequities, ultimately contributing to greater social justice and inclusion in Forest Grove and beyond.

The outcomes of the Centro de Desarrollo Empresarial project advance racial equity, diversity, and inclusion by empowering underserved populations, amplifying marginalized voices, and creating opportunities for economic mobility and community empowerment. Through targeted support services, strategic partnerships, and inclusive engagement efforts, the project seeks to create a more equitable and inclusive business ecosystem where everyone has the opportunity to thrive and succeed, regardless of their background or circumstances.

Project Management

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

The Centro de Desarrollo Empresarial (Business Development Center) project outlines a comprehensive timeline for its implementation, focusing on key tasks to be completed over a three-year grant period. Here's a brief narrative outlining the major tasks and projected time schedule:

Year One (July 2024 - June 2025):

- Secure Funding and Finalize Grant Agreements: July 2024
- Team Assembly and Office Space Assessment: August 2024
- Resource Development and Recruitment: September 2024
- Outreach and Recruitment: October 2024
- Staff Interviews and Resource Finalization: November 2024
- Program Launch and Educational Initiatives: December 2024
- Program Continuation: January 2025
- Program Expansion and Partnerships: February 2025 - June 2025

Year Two (July 2025 - June 2026):

- Program Evaluation and Adjustment: July 2025
- Program Enhancement and Resource Development: August 2025
- Outreach and Community Engagement: September 2025
- Partnership Strengthening and Collaboration: October 2025
- Program Expansion and Scaling: November 2025
- Innovation and Technology Integration: December 2025
- Program Continuation and Sustainability Planning: January 2026
- Program Optimization and Impact Assessment: February 2026 - June 2026

Year Three (July 2026 - June 2027):

- Continuation of Services and Feedback Loop: July 2026 - June 2027

Throughout each year, the project will adapt, refine, and expand its activities based on ongoing evaluation, community feedback, and emerging needs. This iterative approach ensures that the Centro de Desarrollo Empresarial project remains responsive to the evolving needs of the target population and maximizes its impact over the grant period.

Describe prior experience managing similar projects. Include prior Community Enhance Project (CEP)*

As the Forest Grove Cornelius Chamber of Commerce, we have a strong track record of managing projects that enhance community development and support local businesses. We have successfully secured and managed grants that align with our mission and goals, demonstrating our ability to coordinate stakeholders, allocate resources, and execute projects that address the needs of our community.

Our experience includes:

- Leading initiatives focused on economic development, workforce empowerment, and small business support.
- Partnering with local government agencies, non-profit organizations, and community leaders to leverage resources and maximize impact.
- Implementing technology-driven projects aimed at enhancing business operations, increasing access to resources, and fostering innovation.
- Managing grant-funded programs that provide education, training, and networking opportunities for entrepreneurs and business owners.
- Ensuring accountability and transparency in grant management through diligent financial oversight, reporting, and evaluation.

With our proven track record, expertise, and commitment to excellence, we are well-prepared to successfully manage the Centro de Desarrollo Empresarial project and deliver meaningful outcomes for Forest Grove and Cornelius.

Does this project require coordination with other public or private organizations?*

☐ Yes

☒ No

Has the necessary coordination between the two entities been completed?*☐ Yes☒ No**If yes, please describe:**

This project does not require coordination with other public or private organizations.

Is the project located on private land?*☐ Yes☒ No**If the project is located on private land, discuss the public benefit of the project.*****Landowner Permission Upload*** No file chosen

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc. No file chosen**Electronic Signature Agreement***

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.**Electronic Signature*****Date***

Claudia P Yakos

4/30/2024

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services	6000	10000			
Contract Labor					
Materials and Supplies	8000		6000		
Capital	5000		1000		
In-Kind Services*			1000		
Total	\$ 20000	\$ 10000	\$ 8000	\$	\$ 38000

4/30/2024

Organization Name* Forest Grove Elks Lodge #2440

Address* 2810 Pacific Ave

Forest Grove, Or 97116

Mailing Address* PO Box 296

Forest Grove, Or 97116

Person Authorized to Sign Contract* Alice Custodio

Title* Grant Coordinator

Contact Person * Alice Custodio

Phone Number* 503-505-8747

Email Address* amcust@gmail.com

Agency Mission Statement*

To inculcate the principles of Charity, Justice, Brotherly Love, and Fidelity; to recognize a belief in God; to promote the welfare and enhance the happiness of its Members, to quicken the spirit of American patriotism; to cultivate good fellowship; to perpetuate itself as a fraternal organization, and to provide for its government, the Benevolent and Protective Order of Elks of the United States of America will serve the people and communities through benevolent programs, demonstrating that Elks Care and Elks Share.

Agency Fiscal Year End* 03/31/2025

Agency Federal Tax ID (EIN)#* 93-0582827

Application Questionnaire

Project/Program Title* WEEKEND PROGRAM FOR FGSD UNDERSERVED STUDENTS

Is this a new project or an existing project? * No

Describe your proposed project or program in detail and specifically indicate how it will address a priority area of community concern in Forest Grove *

The Forest Grove Elks #2440 is a fraternal organization that has conducted a project for the past 10 years to support underserved, homeless, or foster care students. Currently, there are 164 such students in the program, which overseen by the Forest Grove School District ESSA Title IX-A/McKinney-Vento Liaison Students in Foster Care point of contact. The Elks members and volunteers from the community collaborate to purchase food, transport it from the local Food Bank, stock the pantry storage, and deliver the food.

Forest Grove is an expanding community, and the number of low-income families has increased. The quote on the food request sheet that we receive every week represents the objective of their project: "If we cannot, as a society, ensure that all youth across all demographics, have access to safe housing, with the unique supports that they require, then we are a failed society."

The Elks are always prepared to face any challenges that come their way, and they have a fantastic opportunity to collect feedback from the community to find better ways to meet everyone's needs. They must communicate effectively with their neighbors to be resourceful.

Examples of the food supplied weekly to the students include canned meat, canned veggies, Mac & Cheese, tortillas, fruit drinks, small milk, granola bars, Welch's fruit gummies, Goldfish chips, applesauce cups, and two packets of oatmeal. The Elks try to vary the food each week. We would like to add fresh fruit this next year as the cost of canned fruit is way too high'

How is your project or program integrating innovative, creative approaches to addressing this community concern? Does it fill a gap in current services?

Our program stands out as innovative not only because we address immediate food insecurity among students but because we are attentive to specific needs such as dietary restrictions and allergies. This individualized approach ensures all children, regardless of their dietary needs, have access to nutritious food. Furthermore, we leverage technology and community feedback to continuously improve our food distribution methods, making our operations both responsive and scalable. These efforts fill existing service gaps by providing not just food, but the right kind of food, to those who need it most.

Last year, we had 129 students at the end of the school year. Since the outbreak of COVID-19, the number of underserved students has consistently increased. The need for resources has also increased, and we should be more aggressive in pursuing new funding sources.

How will the project or program include collaboration with other community partners, and/or City departments? Please describe any financial partnerships in detail. *

Collaboration is key to the success of our project. We work closely with local businesses, educational institutions, and nonprofits to enhance our resource pool. For example, partnerships with Taste and See Local and the Oregon Food Bank have been instrumental. We are actively seeking a partnership with another organization possessing a 501(c)(3) status to broaden our eligibility for additional grants and donations. Local schools contribute through organized food drives, integrating community spirit into our project. Financial support has come from various sources, including a significant \$8,000 grant from the Elks National Foundation and a \$1,000 donation from Sodexo. David Warner from the School District has also contributed to the program. These collaborations not only support our logistical needs but also strengthen community ties, making our project a community-centered initiative.

Describe how the organization plans to reach individuals and families the project or program intends to serve, including any diverse, underserved, or special needs communities. *

Our outreach strategy focuses on ensuring that every eligible family is aware of the resources available to them. We utilize a multi-channel approach for outreach, including social media, local community events, and partnerships with schools to disseminate information effectively. Our volunteers, in the community, also conduct door-to-door visits to personally connect with families, ensuring that those who are less technologically savvy or isolated are equally informed and served.

As mentioned earlier, the individuals we serve evolve from the School District, with the help of Coordinator David Pero. Our current student count is 164, translating to approximately 740 individuals (family members). We aim to provide enough food to support at least one family meal over the weekend.

How does the project or program meet at least one of the Metro CEP goals and how does the project or program advance the values in the City's Vision Program and the current City Council goals? *

Our project directly supports Metro CEP's goals of improving health and well-being by ensuring that all children have access to nutritious food on weekends. This initiative not only addresses immediate physical health needs but also supports cognitive development and educational achievement, which are critical to long-term community well-being. By partnering with local schools and engaging students in service activities, we also advance the City's Vision of fostering an engaged, compassionate, and connected community.

Each key member dedicates approximately 25% of their time directly to this program, ensuring that operations run smoothly and efficiently. Additional support comes from community volunteers and part-time staff.

Describe how funding for the project or program will be financially sustainable. How will the program continue with the Impact Grant ends after three years? *

Post-grant, we plan to sustain our program through a mix of strategies including establishing an endowment fund, forming more corporate partnerships, and expanding our donor base through targeted fundraising campaigns. We will also explore policy advocacy to secure state or federal funding for similar initiatives. Our strong history and community support will be critical in these efforts.

List and detail the measurable outcomes and deliverables of the project or program. Additionally, how will you track and report success over the three years of grant funding? *

We will measure our success based on specific, quantifiable outcomes:

Number of students served weekly.

Increase in the nutritional value of food provided.

Expansion in the number of volunteers and partnerships.

Success through our newly implemented database system, which logs detailed records of food distribution and feedback from families served. Regular reports will be prepared for stakeholders, documenting our progress against these metrics.

Each key member will dedicate themselves directly to this program, ensuring that operations run smoothly and efficiently. Additional support comes from community volunteers.

Coordinator David Pero: Oversees student identification and outreach, ensuring those most in need. Brings over 10 years of experience in social services.

Provide a summary of key personnel and partners, including their experience and skills, previous work in addressing related issues and their anticipated roles in this initiative (including percentage of time dedicated to the program or project).

Key Personnel and Partners

Volunteer Coordinator Alice Custodio: Manages our robust volunteer force, coordinating organization and delivery. Alice has a background in overseeing projects as a former Leader of the Forest Grove Elks and continuing now in strictly a volunteer capacity, making her ideal for this role.

Dietary Specialist From the FGSD: Ensures the nutritional adequacy of the food provided, catering to special dietary needs.

Each key member will dedicate approximately 25% of their time directly to this program, ensuring that operations run smoothly and efficiently. Additional support comes from community volunteers and part-time staff.

Coordinator David Pero: Oversees student identification and outreach, ensuring those most in need. Brings over 10 years of experience in his position with the FGSD.

Provide a basic overview of grant implementation activities tied to the project/program budget. *

To achieve our mission of providing food for those in need, we are requesting grant funds to purchase essential food items. With this grant, we plan to allocate approximately 1% of the budget for the purchase of packaging materials, backpacks, can openers, and other necessary supplies. Our main priority is to ensure that our clients receive high-quality food, and we are proud to state that we receive 30% of our food from generous in-kind donations. By supporting our grant proposal, you are making an investment in our community and helping us to fight hunger.

1. **Project Budget**

Show proposed three -year budget, by year. Include breakdown between personnel services, materials and supplies, and other costs.- Also report any other funds that will be used for this project (i.e. applicants funds or other grants).

Included organization's previous financial report.

2. **Budget Reporting***

Upload proposed project budget for three-year period.-

3. **Previous Year Fiscal Report***

Upload prior fiscal year budget report.

4. **File Upload**

Upload any additional documentation, i.e. ORG Chart, etc.

5. **Electronic Signature Agreement***

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

1. I agree.

6. **Electronic Signature*** Alice M. Custodio

7. **Date***

4/30/2024

8.

1. Receive an email copy of this form.

9. Email address.

amcust@gmail.com

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services					
Contract Labor					
Materials and Supplies	20000	8000	12,000	18,000	58,000
Capital					
In-Kind Services*	18552				18552
Total	\$38552	\$8000	\$12000	\$18000	\$76,552

Budget Proposal Forest Grove Elks #2440 for FG CIP Grant

TOTALS

	2024-25		2025-26		2026-27
INCOME					
CIP GRANT	\$40,000.00		\$40,000.00		\$40,000.00
ELK MEMBER DONATIONS	\$4,000.00		\$5,000.00		\$5,000.00
ELKS GRANTS	\$8,000.00		\$10,000.00		\$10,000.00
COMMUNITY CASH	\$3,000.00		\$5,000.00		\$5,000.00
IN-KIND FOOD DONATIONS	\$18,000.00		\$20,000.00		\$25,000.00
	\$73,000.00		\$80,000.00		\$85,000.00
EXPENSES					
STANDARD FOOD	\$63,000.00		\$65,000.00		\$70,000.00
MISC SUPPLIES	\$400.00		\$500.00		\$600.00
FOOD FOR ALLERGIES	\$2,000.00		\$2,300.00		\$2,500.00
	\$65,400.00		\$67,800.00		\$73,100.00

Officers 2024-25

EXALTED RULER
ELLIE JONES

LECTURING KNIGHT
DOUG COOK

LODGE SECRETARY
CALVIN BOWES

LEADING KNIGHT
HELEN ALTAIR

TREASURER
MARY MOTOH

TRUSTEES

DON PESTKA
FRANKIE RIGERT
JUSTIN LECHNER
JOSH JONES
CRISTI MILLER

Committee Chairs

Grant Coordinator
Alice Custodio

Chaplain
Ron Morris

Esquire
Bob Smith

Electrician
William Gilbert

Inner Gurad
Pete Betancourt

Tiler
Kim Olson

Lodge Phone # 503-357-2440

FGSD FG Elks 5-year dashboard

Inbox

Search for all messages with label Inbox

Remove label Inbox from this conversation



David Pero

Mon, Apr 22, 9:57 AM (8 days ago)

to me

Alice,

	SY '19 - '20	SY '20 - '21	SY '21 - '22	SY '22 - '23	SY '23 - '24*
# students served (at least once)	123	114	110	180	206
McKinney-Vento/Housing insecure	19	3	19	4	17
Hispanic	91	77	89	134	148
Total sacks delivered	3,256	2,811	2,296	3,722	3,446
*09/20/23 - 04/24/24					

Anything else that would help? You already have the schools' totals. Would grade-level help?

--

David Pero

Forest Grove School District

ESSA Title IX-A/McKinney-Vento Liaison

Students in Foster Care Point of Contact

Phone (FGHS) 503-359-2432 extension # 3531

Phone (Cell) 971-777-0056

If we cannot, as a society, ensure that all youth, across all demographics, have access to safe housing, with the unique supports that they require, then we are a failed society.



Alice Custodio <amcust@gmail.com>

Mon, Apr 22, 3:18 PM (8 days ago)

to David

David, Thank you
for the figures, this
will help in our

[ReplyForward](#)
Add reaction

application for the
grant we are
responding
to....Again, thanks,



Alice

2024-25 Community Enhancement Project Grant Application

Save Progress

1. Date* 04/30/2024
Date
 2. Sponsor* Forest Grove Elks Lodge #2440
 3. Tax ID #* 93-0582827
 4. Contact Person* Alice Custodio
 5. Daytime Phone #* 503-505-8747
 6. Email Address* amcust@gmail.com
 7. Address* Pobox 296
 8. City* Forest Grove
 9. State* OR
 10. Zip Code* 97116
 11. **Project Information**
 12. Project Title* Weekend Student Food Program
 13. Amount Request* \$20,000
-

- 14.
15. **Mark ALL of the goals below which your project meets and explain how:**
16. **Goals**
17. **How project meets this goal (be clear & specific)**
18. Improve the appearance or environmental quality of the community
 1. Improve community
19. Improve community
20. Reduce the amount or toxicity of waste
 1. Reduce toxicity or waste
21. Reduction of toxicity or waste
22. Increase reuse and recycling opportunities
 1. Increase reuse & recycling
23. Increase reuse & recycling opportunities
24. 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
 1. Rehabilitation or upgrade of property owned or operated by a 501(c)(3)
25. Rehabilitation or upgrade of property owned/operated by a 501(c)(3)
26. Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them
 1. Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas to improve public awareness
27. Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

- 28. Result in improvement to, or an increase in, recreational areas and programs
 - 1. Improvement to or an increase in recreational areas and programs
- 29. Improvement or increase in recreational areas or programs
- 30. Result in improvement in safety
 - 1. Safety improvement
- 31. Improvement in safety
- 32. Benefit youth, seniors, low income persons and/or underserved populations
 - 1. Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved. Currently, there are 164 such students in the program, which overseen by the Forest Grove School District ESSA Title IX-A/McKinney-Vento Liaison Students in Foster Care point of contact. The Elks members and volunteers from the community collaborate to purchase food, transport it from the local Food Bank, stock the pantry storage, and deliver the food.

-
- 33.
 - 34. **Brief project description and explanation of how the CEP funds will be used:**
 - 35. Project Start Date*
Project Start Date 08/12/24
 - 36. Project Completion Date*
Project Completion Date 06/12/25

Project Scope* Forest Grove is an expanding community, and the number of low-income families has increased. The quote on the food request sheet that we receive every week represents the objective of their project: "If we cannot, as a society, ensure that all youth across all demographics, have access to safe housing, with the unique supports that they require, then we are a failed society."

The Elks are always prepared to face any challenges that come their way, and they have a fantastic opportunity to collect feedback from the community to find better ways to meet everyone's needs. They must communicate effectively with their neighbors to be resourceful.

- 37. Estimate how many Forest Grove residents will benefit if this project is funded. Who is your target audience? Include demographic information about participants like, race ethnicity and socio-economic status.* Through our program we not only feed the children on the list. We make sure there is something for the entire family for at

least one weekend meal. Our estimate is that we assist about 740 individuals a week.

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

1. Yes

39. If so, is the project completed?

1. Yes

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

1. Yes

41. If so, is the project completed?

1. No

Budget report was sent to Joyce, I could not make the upload to the sheet work.

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services					
Contract Labor					
Materials and Supplies					
Capital					
In-Kind Services*					
Total	\$	\$	\$	\$	\$

42. **Budget Reporting**

43. **Budget Information**

The chart illustrates the type of budget information that is required to submit your application. You may upload one you've previously created or use the below fillable PDF and upload a copy with your application.

*In-Kind Services is volunteer services and the like.

- [CEP Budget Reporting PDF](#)

44. Projected Budget Upload*

Your budget should include a breakdown of estimated costs by source. Including the information from the above chart.

45. % of Total Budget provided by Non-CEP funds* 28% if including inkind volunteers.

46. Is there secure funding of Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?* Elks Grants, we have been assured \$8,000 and donations from the community, some coming with dues other by word of mouth.

47. Will the project be completed with the proposal funding or will future funding be necessary* It is uncertain as the program has grown. We need to reverse the Hunger before it gets better.

48. 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?* The youth are our future. What you do today will affect who they are tomorrow. Instilling volunteering in the community along with help those in need to create a valuable person tomorrow. It is important the Students understand the importance of giving and sharing for this to become a better world.

- [2024-25 City Council Goals](#)
- [Forest Grove Vision Statement](#)

49. How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?* When children are growing up, there is a lot of peer pressure. We hope to help all children understand that helping and sharing can create a better tomorrow. Help them view the community they live in a place they would like to live when they become adults and they have a chance to build that community.

50.

51. **Project Management**

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

Feeding the children is our priority, but we must go further. We need to have more community involvement in allowing children to be well fed and be active with family and school for social events and grown with the community.

53. Describe prior experience managing similar projects. Include prior Community Enhance Project (CEP)* The Elks started this project 10 years ago and no one ever thought we would have as many underserved in our school district. We continue to feed our students and will find ways to decrease the hunger, but it is a community issue and not just on person or group can solve the issue. It takes the entire community.

54. Does this project require coordination with other public or private organizations?*

1. Yes

55. Has the necessary coordination between the two entities been completed?*

1. Yes

56. If yes, please describe: We will be having meetings this summer with the Oregon Food bank and Local agencies to better serve.

57. Is the project located on private land?*

1. Yes, but the Elks allow the community volunteers to come in during the day.

58. Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc. I enclosed a mission statement with our application of the CIP Grant.

59.

60. Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

1. I agree.

61. Electronic Signature* Alice Custodio

62. Date*

Date 4/30/2024

63.

1. Receive an email copy of this form.

64. Email address

amcust@gmail.com **Submit Submit and Print**



FOREST GROVE ELKS #2440
PO BOX 296
FOREST GROVE, OR 97116

CIP Grant

1. Feeding the Children of Low-income families in the Forest Grove School District.
 - A. How are students chosen?
 - B. Where does food come from?
 - C. How is it distributed?

2. Concerns of the community
 - A. Urban Growth, does it equal more Low-income Families?
 - B. How do we broaden our charitable base?
 - C. Leading to success?

- 3 Vision for the future
 - A. Creating an unbreakable Chain?
 - B. Involving the youth of our community?
 - C. A model for other communities?

CEP Grant

1. We have been here before?
2. New challenges for longevity?
3. Building a successful future?
4. Everyone has a piece of the pie?

Print

2024-25 Community Impact Grant Application - Submission #343

Date Submitted: 4/30/2024

Date*

4/30/2024

Organization Name*

WashCo Bikes

Address*

137 NE 3rd Ave

City*

Hillsboro

State

OR

Zip Code

97124

Mailing Address*

137 NE 3rd Ave

City *

Hillsboro

State*

OR

Zip Code*

97124

Person Authorized to Sign Contract*

Joe Kurmaskie

Title*

Executive Director

Contact Person *

Christina Fisher

Phone Number*

503-267-1984

Email Address*

development@rebornbikes.org

Agency Mission Statement*

Our mission is to bring refurbished bicycles and bike education to underrepresented populations while lowering carbon emissions in our region. We are making bicycling and bicyclists better in Washington County.

Agency Fiscal Year End*

12/31/2024

Agency Federal Tax ID (EIN)*

20-2557070

Application Questionnaire**Project/Program Title***

Metro Transfer Station Bike Recovery

Is this a new project or an existing project? *

☒ Yes

☐ No

Describe your proposed project or program in detail and specifically indicate how it will address a priority area of community concern in Forest Grove.*

As you will see from this proposal, this partnership program has been successfully piloted for the past 23 months at the Oregon City Transfer Station.

Over the past 23 months, we have been working with the Oregon City Transfer Station to Our program directly increases their recovery rate on discarded materials. Every two weeks we are recovering approximately 150 bicycles from this location. These rescued bikes are then turned from trash to treasure through our refurbishment process. They are cleaned, repaired, safety checked and given new life to residents in underrepresented populations. In total, this pilot program has recovered approximately 1,750 bikes per year from Metro's landfill transfer stations, thereby removing 15,000 of tons of CO2 from the air. We are proud to give new life to bikes that would otherwise be trashed or recycled.

**How is your project or program integrating innovative, creative approaches to addressing this community concern?
Does it fill a gap in current services?***

The work Reborn Bikes is doing is two-fold. As described, we impact the way individuals can thrive by giving them better access to move about and engage in their community. In 2023, WashCo Bikes distributed nearly 8,000 bikes to people from underrepresented populations. But we also impact the greater community by impacting carbon emissions. Using a circular economy model, impacts our entire region. The act of increasing the recovery rate from items discarded to landfills combined with the impact of putting more bicycles on the road greatly impact carbon emissions in our region.

In the United States, 1 kg of U.S. landfill waste = 3.5kg of CO2 emissions. In the past 23 months, our partnership with the Metro Oregon City Transfer Station has increased their recovery rate on discarded materials. Every two weeks Reborn Bikes is recovering approximately 150 bicycles from this location. These rescued bikes are then turned from trash to treasure through our refurbishment process. They are cleaned, repaired, safety checked and given new life to residents in underrepresented populations. In total, this program has recovered approximately 1,750 bikes per year from Metro's landfill transfer stations, thereby removing 15,000 of tons of CO2 from the air through this alliance. Our additional bikes collected from Trek, the general public and other special events total approximately 75,000 tons of CO2 from our air.

We are proud to give new life to bikes that would otherwise be trashed or recycled and utilizing them to improve the lives of our communities and residents. According to research from the University of Oxford, choosing a bike over a car just once a day can reduce the average person's transportation-related emissions by 67%. That's because cycling has a carbon footprint of just 33 grams of CO2 per mile traveled. That's up to 30 times lower than that of a fossil fuel car, and even less than that of walking or taking public transportation.

The work we do matters just as much to those receiving our bikes as it does to those breathing our air.

**How will the project or program include collaboration with other community partners, and/or City departments?
Please describe any financial partnerships in detail. ***

This program has been successfully piloted at the Oregon City Transfer Station for the past 23 months. Staff at their station site collaborate with us to recover these bicycles. A tented area has been set up in the back for bikes they pull from the trash and they are stored there until we arrive with our truck every two weeks to retrieve them. Additionally, Metro staff support this project by getting involved by volunteering their time at some of our distribution events.

Describe how the organization plans to reach individuals and families the project or program intends to serve, including any diverse, underserved, or special needs communities. *

We believe in the right to mobility for all people. Our bike collection, refurbishment and distribution programs are need based and the majority of our bikes are distributed to underserved populations. 71% of those we serve fall under the federal poverty line and 62% are from minority populations. The bikes we clean and repair are given new life to underrepresented populations to use in their daily life for sustainable transportation and recreation.

We cultivate partnerships to help us reach into disadvantaged communities and help ensure the bulk of our programming serves marginalized groups. 5 of the 8 elementary schools in Forest Grove are Title 1. Additionally, we have developed partnerships with local police, Boys & Girls Club, Easter Seals, Headstart, Juvenile Detention Centers, IRCO, M&M Marketplace and more. Annually, we provide refurbished bike packages to 250 families, impacting the entire household, or an estimated 1,000 people. We work closely with partners and attend events that specifically focus on Forest Grove residents such as, the Corn Roast Festival on Pacific University Campus, Rotary Club of Forest Grove, and Church of Christ.

We also enroll 450 youth from the area in our Bike Summer Camp. Camp is not only a bike training program, it's a traditional week-long summer day camp with sports and arts and swimming and trips to bowling- the difference is all is done by bike so the campers are active all day, outdoors, building friendship in tandem with bike skills and confidence to navigate their community. 6 out of 10 campers require financial assistance and attend on a full or partial scholarship.

How does the project or program meet at least one of the Metro CEP goals and how does the project or program advance the values in the City's Vision Program and the current City Council goals?*

Funding this program is a step toward achieving the goals shared by Metro, the City of Forest Grove and WashCo Bikes of creating vibrant communities and increasing access recreation through fair and equitable access to environmentally sustainable transportation.

Our program currently recovers approximately 1,750 bikes per year from Metro's landfill transfer stations, thereby removing 15,000 of tons of CO2 from the air and helping to minimize climate change. This grant funding would increase the number of bikes recovered and thereby magnifying our environmental impact as well.

They are cleaned, repaired, safety checked and given new life to residents in underrepresented populations. Our free bike safety and distribution programs address inequalities and gives individuals better access to move about and engage in their communities. The work we do is two-fold. We create equitable access to bicycles and bike safety, increasing individual community engagement. We also impact the greater community by reducing carbon emissions through landfill recovery and by introducing more people to safe and sustainable transportation.

- [Current City Council Goals](#)
- [Metro CEP Goals](#)

Describe how funding for the project or program will be financially sustainable. How will the program continue with the Impact Grant ends after three years?*

Our goal is to use this funding as seed money while we build out this program and seek additional sponsors and support. Over the next three years, this program will be built in as a line item on our general budget and we will allocate funds and direct fundraising to this specific landfill recovery program.

List and detail the measurable outcomes and deliverables of the project or program. Additionally, how will you track and report success over the three years of grant funding?*

Because we track the number of bikes recovered through this program we can easily measure success and outcomes. We will be able to report the tonnage of waste recovered from the Forest Grove Transfer Station. We will be able to estimate the amount of CO2 reductions as a result of our program. We will report the number of recovered bikes that have refurbished and upcycled into our community. We will report the number of bike education and safety events held as an indicator how we many people we are reaching with sustainable transportation that they can safely use to engage in their community.

Provide a brief summary of key personnel and partners, including their experience and skills, previous work in addressing related issues and their anticipated roles in this initiative (including percentage of time dedicated to the program or project).*

Key Personnel for this project are:

Mechanics - WashCo has a mechanic at metro during recovery to pull parts off bikes and evaluate what bikes can be salvaged as well as identifying bikes that are beyond repair. Once transported back to our shop or warehouse, we have 3 mechanics who work on repairs on safety checks for these recovered bikes.

Total mechanic time for this project is approximately 180 hours.

We estimate Metro staff will spend approximately 12 hours/month pulling bikes and placing them into the designated storage area as well as directing us on pick up days.

Volunteers will spend an estimated 100 hours/month cleaning and repairing these bikes.

Distribution partners spend approximately 40 hours/month collaborating with us to plan and execute events and/or ensure these refurbished bikes reach the marginalized persons in our community.

Provide a basic overview of grant implementation activities tied to the project/program budget. *

This is a 3 step program.

1. Bikes are collected at the transfer station. Using our current model, staff at the station site would collaborate with us to recover these bicycles. Bikes would be placed in a designated area for pick up every two weeks, or on a schedule that makes sense at the Forest Grove Transfer Station based on volume.
2. WashCo picks up these stored bikes for transport to our warehouse and shop where they are cleaned, refurbished and safety checked.
3. Bikes are distributed to the underserved populations in the community through our cultivated relationship with social service organizations and schools.

Project Budget

Show proposed three year budget, by year. Include breakdown between personnel services, materials and supplies, and other costs. Also report any other funds that will be used for this project (i.e. applicants funds or other grants).

Included organization's previous financial report.

Budget Reporting*

Forest Grove CIP Budget.pdf

Upload proposed project budget for three year period.

Previous Year Fiscal Report*

WashCo 2023_12_Dec23.xlsx

Upload prior fiscal year budget report.

File Upload

Metro Bike Recovery Photos.pdf

Upload any additional documentation, i.e. ORG Chart, etc.

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature*	Date*
Christina K. Fisher	4/30/2024

Transfer Station Bike Recovery Program

Program Budget

	YEAR 1	YEAR 2	YEAR 3	
Transportation	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	This is the cost allocation for use of our existing truck to support this program. Includes the cost of fuel, insurance, depreciation
Refurbishment Process Costs	\$ 11,250.00	\$ 11,250.00	\$ 11,250.00	Estimated costs for mechanic, materials and supplies to clean, repair and safety check bikes is \$25/bike and assuming a recovery rate of 75 bikes every two weeks (the outstanding portion of this cost is already supported)
Bike Stripping	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	Based on \$5/bike to strip and clean parts (the outstanding portion of this cost is already supported)
Distribution Event and Program Cost	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	Distribution events are inclusive of an educational and safety component as well as refurbished bike distribution and a portion of this is already supported by other grant funding, partnerships and private donations.
Personnel & Staff	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	This program is currently being managed by our Executive Director and volunteers, but this is not a sustainable staffing model and as the program continues, it will required dedicated staff.

Starting date	1/1/2023	Approved 3/13/2023	2023 Cash Flow Projection V1 WashCo Bikes												donations	End of Year Cash on Hand	Projected Ending Estimate	RF Liability	Net ending	
Cash balance alert minimum	40,000	updated 4/6/2023														183,714	\$ 183,714	\$ -	\$ 183,714	
Cash on hand (begin of month) – projected	213,184	213,184	203,381	197,262	200,435	195,896	196,724	208,055	201,970	198,715	192,313	183,501	170,717	183,714	\$ 183,714	\$ -	\$ 183,714			
Cash on hand (beginning of month)	213,184	213,184	203,381	197,262	201,372	253,643	254,923	250,801	262,488	252,867	#REF!	#REF!	#REF!	#REF!	\$ 183,714	\$ -	\$ 183,714	#REF!		
ACTUAL in Orange	Beginning	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Full Year	Beginning Budget	Current Budget	DELTA	Potential Grant / \$\$		
TOTAL CASH RECEIPTS		14,403	23,243	33,809	79,904	38,437	45,440	48,061	35,913	#REF!	#REF!	18,517	#REF!	#REF!	379,830	#REF!	#REF!			
TOTAL CASH PAID OUT		24,206	29,362	29,699	27,632	37,157	49,562	36,375	45,534	34,091	30,419	25,010	30,808	399,856	384,367	399,856	-10,053			
Profit (loss)		(9,803)	(6,119)	4,110	52,271	1,280	(4,122)	11,686	(9,621)	#REF!	#REF!	(6,493)	#REF!	#REF!	51,460	41,319	(6,675)			
Margin	#REF!	-68%	-26%	12%	65%	3%	-9%	24%	-27%	#REF!	#REF!	-35%	#REF!	#REF!	-1%	#REF!				
																		Med-High	Low	
																		% grant rcvd	conf	
																		0%	5%	
CASH RECEIPTS	Shop Target	12,743	16,828	23,999	19,415	30,705	34,920	32,574	39,149	25,635	19,474	13,382	12,507	281,331						
450 - Retail Income		12,779	13,564	26,259	19,735	30,509	31,703	41,072	32,230	25,213	20,022	12,275	16,049	281,409	\$ 278,102	\$ 281,409	\$ 3,307			
400 - Contributions/Donations		313	78	70	1,712	186	146	1,700	571	961	400	196		6,333	\$ 4,478	\$ 6,333	\$ 1,855			
Donations – Pedal Around Portland														217						
405 - Membership Dues					0									0	\$ -	\$ -	\$ -			
410.1 – Grant Siegel Foundation – 50% WCB														#REF!	#REF!	\$ 4,000	#REF!	#REF!		
410.1 – Grant Siegel Foundation – 50% FB4K														0						
415 - Education Class Revenue		75	82	39		380	259	185	118	96	96	19		1,349	\$ 1,156	\$ 1,349	\$ 192			
420 - Program Revenue														0	\$ -	\$ -	\$ -			
Pedal Around Portland – Registration									1,088	2,584				3,673						
420.1 Bike Camp Revenue		0	2,207	7,275	5,432	6,595	6,229	2,216	485					30,439	\$ 49,207	\$ 30,439	\$ (18,768)			
Outride Grant – Bike Camp					12,599									12,599						
Laska Grant – Bike Camp					2,539									#REF!						
Donations – Bike Camp						100								100						
420.2 AAB - Adopt a Bike – Donations		1,072		150	325							4,249	#REF!	#REF!	\$ 18,267	#REF!	#REF!			
420.4 Rodeo Program														0	\$ 7,750	\$ -	\$ (7,750)			
Grant Wilsonville – BC scholarships								600						600						
420.5 WTA Bike Share														#REF!	#REF!	\$ 1,060	#REF!	#REF!		
420.7 ODOT Hispanic Outreach grant														#REF!	#REF!	\$ 800	#REF!	#REF!		
420.8 FB4K Free Bikes for Kids														0	\$ 500	\$ -	\$ (500)			
420.9 Intern Grant (Chamber Commerce)			7,300											#REF!	#REF!	\$ 8,100	#REF!	#REF!		
420.10 Nike Intern Grant – purchase grant					7,500									7,500	\$ 750	\$ 7,500	\$ 6,750			
420.11 Nike Edu Classes Grant					10,000		3,000							#REF!	#REF!	\$ 2,000	#REF!	#REF!		
420.13 Nike Bike Accessories					15,000									#REF!	#REF!	\$ 3,500	#REF!	#REF!		
420.12 Nike Santa's Workshop for 2022					5,000									#REF!	#REF!	\$ 500	#REF!	#REF!		
420.13 Pemco								2,270						2,270						
420.14 Catlin Gable School Education Grant						650								650						
420.15 Fidelity Grant							3,085							3,085						
420.16 Optimist Club Hillsboro – Grant							1,000							#REF!	#REF!					
420.17 NW medical Foundation – Grant – Rodeo														#REF!	#REF!					
420.18 Tigard – Bike Camp – Grant										350				#REF!	#REF!					
420.19 Vernonia Rodeo – Grant														#REF!	#REF!					
420.20 PSU/ODOT grant													388	388						
420.21 SRTS grant												1,100		1,100						
420.22 PGE												60		60						
420.23 Tues Mkt												600		600						
420.24 Hillsboro School District														#REF!	#REF!					
Misc Income		14	13	17	61	18	18	18	6,222	18	17	17		6,452	\$ 116	\$ 6,452	\$ 6,336			
Fiscal Sponsorship					0									0	\$ -	\$ -	\$ -			
435 - Event Income		150												150	\$ 150	\$ 150	\$ -			
531 - Bank Fees – Refund		0			0.01							24.09		24	\$ 2	\$ 24	\$ 22			
Rent – Refund									835					835	\$ -	\$ 835	\$ 835			
TOTAL CASH RECEIPTS		14,403	23,243	33,809	79,904	38,437	45,440	48,061	35,913	#REF!	#REF!	18,517	#REF!	#REF!	\$ 380,439	#REF!	#REF!			
Total cash available	213,184	227,587	226,624	231,071	281,275	292,080	300,363	298,863	298,400	#REF!	#REF!	#REF!	#REF!							
CASH PAID OUT																				
504 - Small Tools			678		0		64		0	0				742	\$ 981	\$ 742	\$ (239)			
405 - Membership Dues						225	340		225			240		1,030	\$ 225					
508 - Business License and Taxes				50							250	241		541	\$ 277	\$ 541	\$ 264			
515 - Organizational Development										0				0	\$ -	\$ -	\$ -			
521 - Accounting/Legal Fees									0			930		930	\$ 675	\$ 930	\$ 255			
Consulting Fees										815				815						
522 - Education Class Expenses			279						56	20	20		215	590	\$ 2,058	\$ 590	\$ (1,468)			
527 - Program Expenses														0	\$ -	\$ -	\$ -			
527.1 Bike Camp Expenses		380			10	118	8,019	4,870	13,623	4,295			0	31,315	\$ 40,460	\$ 31,315	\$ (9,145)			
527.2 Adopt a Bike Expenses							5,000							5,000	\$ 469	\$ 5,000	\$ 4,531			
527.4 Rodeo Program												78		78	\$ 6,600	\$ 78	\$ (6,522)			
527.5 WTA Bikeshare														0	\$ 1,259	\$ -	\$ (1,259)			
Pedal Around Portland – Refund										50				50						
527.7 Hispanic Outreach Grant														0	\$ 2,000					
527.8 FB4K – Free Bikes For Kids				3,913						3,094		0		7,007	\$ 3,100					
527.9 Intern Grant														0	\$ 882					
527.13 Nike Bike Accessories						6,760								6,760	\$ -					
528 - Fiscal Sponsorship														0	\$ -	\$ -	\$ -			
530 - Event Expenses														0	\$ -	\$ -	\$ -			
Volunteer food											26	119		145	\$ -	\$ 145	\$ 145			
533 - Equipment Rental														0	\$ -	\$ -	\$ -			
541 - Business, Auto, WC Insurance		600	1,438	443		700		1,434	1,485		3,359	602		10,061	\$ 8,495	\$ 10,061	\$ 1,566			
542 - D&O Insurance														0	\$ -	\$ -	\$ -			

Cross check annual

#REF!

399,856

2023 Budget Assumptions (Rev. 0 March 2023)

0. Increased Cash minimum cash balance alert to 40K (from \$36k) -

0.1 – Grants – currently a separate sheet for Grants and other Potential Money

- Show up as full amount in Column S in yellow.
- Then in column N (December) show up as a percentage (cell S11) of values in column S.
- Adjust the % in cell S11 to explore what if scenarios – for example to see What % of grants need to receive to break even.
- The actual amount will be enter in month they clear the bank – and the amount, if any, expected to receive in Column N (December) will be adjusted according.

1. Based on 2022 with adjustments as per current knowledge

RENT: \$1385 including \$20 for the parking. 95% paid by shop

Utility costs: 100% paid by shop

3. Payroll for CBC/shop includes additional 20/week from April thru September

Payroll includes: Dirk replacement, added a %raise in Q4

Waiting for Joe's for his input

4. Retail expenses (parts) calculated at 13% of retail sales instead of 17% (2022 estimated) and 11% (2022 actual) - due to the Ridwell supply of parts and FB4K.

5. Payroll expenses (taxes and fees) est. at 10% of payroll. 10% already included in Bike Camp expenses and not listed in number 597/Payroll Tax Expense.

6. Beginning Budget (Column P) is agreed upon number as of <Approved Date> in cell D2. Current Budget is current actuals + future budget. Delta is difference.

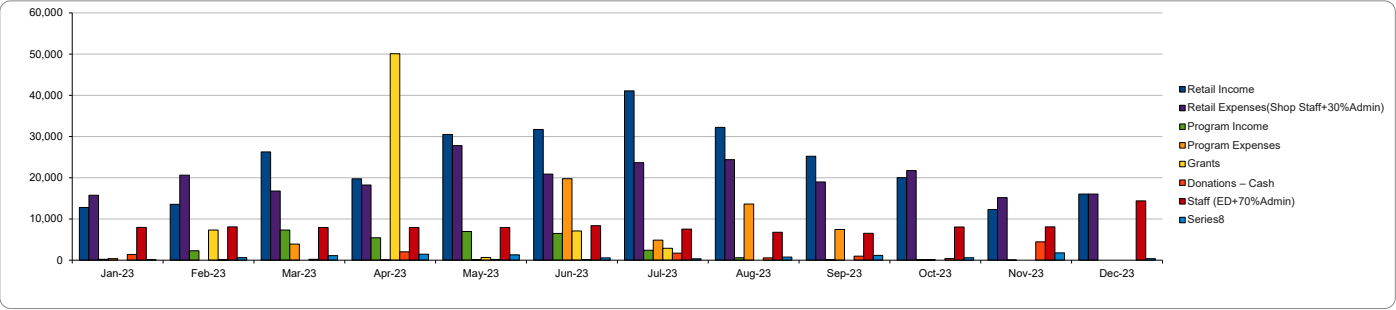
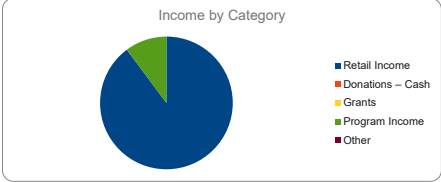
7. Bank LOC payments, if any, listed in Cash Paid Out counted as "other expenses" and accrue to total shop expenses at the bottom. Interest payments will be counted in Misc Expenses and not charged to shop (very small amounts).

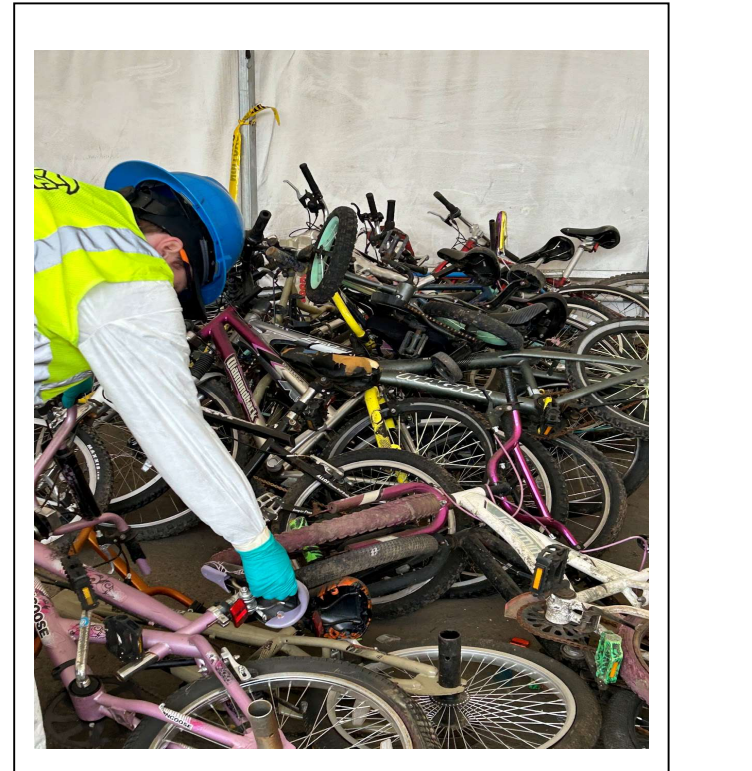
8. Emily to ask Steve about this → Large grants for for specific programs counted as income in cash flow, but put into reserved funds (subtracted for purposes of calculating operating capital). Also, expenses for these programs are subtracted for the Reserved Fund totals as they occur each month. Balance at end of year is for future program expenses.

Data for Dashboard- Pie Charts – Income & Expenses														
Income	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Full Year	%
Retail Income	12,779	13,564	26,259	19,735	30,509	31,703	41,072	32,230	25,213	20,022	12,275	16,049	281,409	#REF!
Donations – Cash	1,385	78	220	2,037	186	146	1,700	571	961	400	4,445	#REF!	#REF!	#REF!
Grants	0	7,300	0	50,099	650	7,085	2,870	0	0	0	0	#REF!	#REF!	#REF!
Program Income	225	2,289	7,314	5,432	6,975	6,489	2,401	603	96	96	19	0	31,937	#REF!
Other	14	13	17	2,600	118	18	18	2,509	#REF!	#REF!	1,777	#REF!	#REF!	#REF!
Total Income	14,403	23,243	33,809	79,904	38,437	45,440	48,061	35,913	#REF!	#REF!	18,517	#REF!	#REF!	#REF!

Expenses	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Full Year	%
Retail Expenses(Shop Staff+30%Admin)	15,754	20,641	16,775	18,253	27,803	20,883	23,649	24,386	18,986	21,729	15,179	16,052	240,090	60%
Program Expenses	380	0	3,913	10	118	19,779	4,870	13,623	7,439	78	0	0	50,210	13%
Staff (ED+70%Admin)	7,937	8,087	7,912	7,917	7,933	8,350	7,531	6,761	6,512	8,032	8,076	14,377	99,426	25%
Other (5%Rent+Util, 100%Insure, etc)	136	634	1,099	1,452	1,303	550	325	764	1,153	580	1,755	379	10,131	3%
Total Expenses	24,206	29,362	29,699	27,632	37,157	49,562	36,375	45,534	34,091	30,419	25,010	30,808	399,856	100%

#REF! #REF! Margin

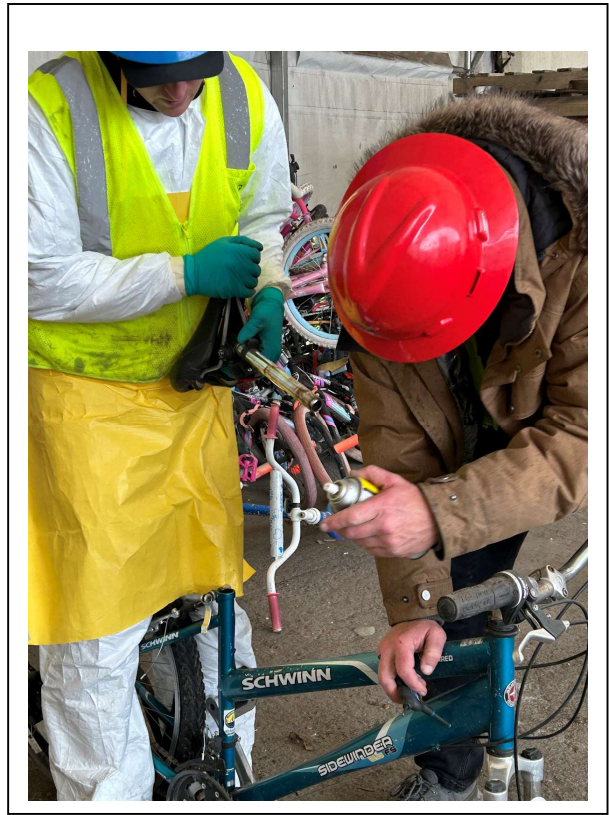




Bike Recovery Day at Oregon City Transfer Station - A Success Story:

*WashCo Bikes and Metro
have recovered over 1,000
bikes together!*

See our 1,000th bike on the next page



Print

2024-25 Community Enhancement Project Grant Application - Submission #337

Date Submitted: 4/30/2024

Date*

4/30/2024

Sponsor*

WashCo Bikes

Tax ID #*

20-2557070

Contact Person*

Joe Kurmaskie

Daytime Phone #*

503-975-4052

Email Address*

ed@washcobikes.org

Address*

137 NE 3rd Ave

City*

Hillsboro

State*

OR

Zip Code*

97124

Project Information

Project Title*

Refurbished Bike Collection and Distribution to Underserved Populations

Amount Request*

20000

Mark ALL of the goals below which your project meets and explain how:

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☒ Improve community

Improve community

Our programs bring refurbished bicycles and bike education to underrepresented populations, while lowering carbon emissions in our region. According to research, choosing a bike over a car just once a day can reduce a person's transportation-related emissions by 67%. Cycling has a carbon footprint up to 30 times lower than a car, and even less than walking or taking public transportation. We're proud of the work we do and believe it matters as much to those breathing our air as it does to those receiving our bikes.

Reduce the amount or toxicity of waste

☒ Reduce toxicity or waste

Reduction of toxicity or waste

Putting more refurbished bikes on the road, instead of the landfill, greatly impacts carbon emissions. According to research, choosing a bike over a car just once a day can reduce a person's transportation-related emissions by 67%. Cycling has a carbon footprint up to 30 times lower than a car, and even less than walking or taking public transportation. For every bike we can recycle and get back on the road, we help the planet in three ways

- 1: One less bike thrown into landfill, polluting the planet. A bike will take approximately 31 years to degrade.
- 2: 100kg fewer required to produce a new bike, because we have a recycled bike back in use
- 3: Carbon emissions reduced by someone cycling rather than traveling in a car or on a bus.

Increase reuse and recycling opportunities

☒ Increase reuse & recycling

Increase reuse & recycling opportunities

Our project proposes rescues and upcycles bicycles for a free distribution program to the underserved. Since 2018, collection and distribution events have happened throughout the Portland area so that citizens can easily donate their used bikes to us. We've also developed strategic partnerships for bike collection. Today, we receive nearly 300 bikes each month from the Oregon City Transfer Station. We also obtain nearly 1,600 used bikes from a partnership with local Trek stores.

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

☐ Rehabilitation or upgrade of property owned or operated by a 501(c)(3)

Rehabilitation or upgrade of property owned/operated by a 501(c)(3)

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

- ☐ Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas to improve public awareness

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

Result in improvement to, or an increase in, recreational areas and programs

- ☐ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs

Result in improvement in safety

- ☐ Safety improvement

Improvement in safety

Benefit youth, seniors, low income persons and/or underserved populations

- ☒ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

Our refurbished bicycle distribution program is needs based and benefits low income and underserved populations.

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

7/1/2024

Project Completion Date*

7/1/2025

Project Scope*

Like the City of Forest Grove, we aim to create equitable and vibrant communities by providing all residents with sustainable transportation to live, work and play. We enable individuals to thrive by giving them access to sustainable transportation to move about and engage in their community. We believe bicycles are a vital part of a thriving and sustainable community. Funding from this grant will support the expansion and continuation of our used bike collection, refurbishment and distribution project. This program target extends the life of bicycles so they can be reborn for new riders.

In addition to providing bicycles, we create safe riders through bike education and skills clinics including: Adult and Youth Learn to Ride, Confidence in Traffic and Safe Routes to School program support. In 2023, we distributed nearly 8,000 bikes and safety packages and taught bike skills and safety to over 3,000 individuals. These bikes would become trash, but instead, they are upcycled and kept from the landfill. This recovery model eliminates approximately 75,000 tons of CO2 from our atmosphere.

Estimate how many Forest Grove residents will benefit if this project is funded. Who is your target audience? Include demographic information about participants like, race ethnicity and socio-economic status.*

WashCo Bikes believes in the right to mobility for all people and we exist for all residents. However, because our focus is need based, the bulk of our programming serves the marginalized communities of Washington County. 71% of those we serve fall under the federal poverty line and 62% are from minority populations. We achieve our mission through partnerships with over 100 schools and social services organizations including the five Title 1 Schools in the Forest Grove School District. We also work with local police, Boys & Girls Club, Easter Seals, Headstart, Juvenile Detention Centers, IRCO, M&M Marketplace and more.

Annually, we provide refurbished bike packages to 250 families, impacting the entire household, or an estimated 1,000 people. We also enroll 450 youth from the area in our Bike Summer Camp. 6 out of 10 campers require financial assistance and attend on a full or partial scholarship.

Camp is not only a bike training program, it's a traditional week-long summer day camp with sports and arts and swimming and trips to bowling- the difference is all is done by bike so the campers are active all day, outdoors, building friendship in tandem with bike skills and confidence to navigate their community once they graduate from camp.

We work closely with partners and attend events that specifically focus on Forest Grove residents such as, the Corn Roast Festival on Pacific University Campus, Rotary Club of Forest Grove, and Church of Christ.

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

☐ Yes ☒ No

If so, is the project completed?

☐ Yes ☒ No

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

☐ Yes ☒ No

If so, is the project completed?

☐ Yes ☒ No

If you answered Yes to the current grant question, please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

Budget Reporting

Budget Information

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services					
Contract Labor					
Materials and Supplies					
Capital					
In-Kind Services*:					
Total	\$	\$	\$	\$	\$

The chart illustrates the type of budget information that is required to submit your application. You may upload one you've previously created or use the below fillable PDF and upload a copy with your application.

*In-Kind Services is volunteer services and the like.

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

CEP Budget.pdf

Your budget should include a breakdown of estimated costs by source. Including the information from the above chart.

% of Total Budget provided by Non-CEP funds*

20

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

Yes. WashCo Bikes has had a positive operating budget for the past 15 years. Our general budget consists of contributions from board members, grantors (including the Siegel Foundation and NIKE), underwriting fees, proceeds from our community bike center, and other fundraising activities.

Will the project be completed with the proposal funding or will future funding be necessary*

This is an on-going project, however, your funding will be instrumental in building up the program and continuing expansion into Forest Grove and the surrounding area. It will be sustained after this grant funding by additional grantors as well as on-going underwriting support from partner organizations and our continually growing pool of private donors. In 2023, we secured warehouse space in Forest Grove where we now store approximately XX bikes. This new warehouse location makes delivering our bikes and programming to our social service and school partners in Forest Grove much more efficient and therefore, we are able to accommodate more requests. As we schedule more events to distribute bikes and provide our bike safety and education clinic as well as summer camp, we will need additional funds to meet the increase.

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?*

The work WashCo Bikes does is two-fold and in direct alignment with the City of Forest Grove Vision to "assure sustainability in our economy and our environment, thus supporting a community that nurtures our youth."

Approximately 60% of the schools in Forest Grove are Title 1. According to the US Department of Education, one goal of Title 1 programming is to "Prevent youth who are at risk from dropping out of school and provide youth who drop out and children and youth returning from correctional facilities with a support system to ensure their continued education and the involvement of their families and communities." Our program aligns directly with this goal by providing free bikes along with bike safety and education to the youth in these designated Title 1 schools. This then aligns with the Forest Grove Vision Statement because it affords more youth and families access to bicycles and the ability to mobilize within their neighborhood. This leads to enhanced involvement with friends, family, after-school and other recreational activities.

But we also impact the greater community by impacting carbon emissions. The act of increasing the recovery rate from items discarded to landfills combined with the impact of putting more bicycles on the road greatly impacts carbon emissions in our region. The work we do matters just as much to those receiving our bikes as it does to those breathing our air.

- [2024-25 City Council Goals](#)
- [Forest Grove Vision Statement](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

No matter a person's age, gender, ethnicity, or income, a bicycle can be a powerful tool for improving quality of life. Not everyone can legally drive a car, afford to drive one, or even chooses to do so. According to the US Census Bureau, low-income workers are more likely to rely on bikes for transportation and have the least agency to change their bike route to accommodate for safety. Furthermore, a large portion of potential minority riders don't bike because they don't feel safe doing so. As a result, they miss out on all the health and economic benefits of biking. Access to a functional bike is another common barrier to biking, especially for those making less than 40k per year.

Considering nearly 30% of the population in Forest Grove identifies as Hispanic and the poverty rate is 13%, these realities highlight the need for programming to make biking safer and more equitable in Forest Grove. Our project directly addresses these inequalities.

Bicycles have a direct impact on a household budget. The average annual operating cost of a bicycle is \$308.00 compared to \$8,220.00 for the average car. Low income families can spend as much as 55% of their household budgets on transportation. Making it safe and convenient for people to ride bicycles can significantly reduce household costs, get them to work and school and keep more money in their pocket. This is money that can be put back into their communities through participation in other activities and community engagement.

By providing our free programs and refurbished bikes to the disadvantaged and low-income populations, we are directly addressing these inequalities and improving the quality of the lives. Our bike distribution and skills programming is giving individuals better access to move about and engage in their communities.

Project Management

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

The major tasks for the project are bike collection, refurbishment and distribution events. Bikes generally take one month to go from collection to distribution. This includes transporting from the collection site to our shop or warehouse. Our volunteers go to work to clean the bikes and then our mechanics take careful care to repair and safety check the bicycle. Each bike goes through a 17 point safety check prior to distribution and all bikes are distributed with the necessary safety gear (helmet, light, locks). Our bike distribution events are coordinated with our partners and held year-round so this circular economy model is always in motion.

Describe prior experience managing similar projects. Include prior Community Enhance Project (CEP)*

WashCo Bikes was founded in Washington County, Oregon in 2008 with a mission to create community and education around safe bicycling and sustainable transportation. Since its inception, WashCo Bikes has successfully reached more than 75,000 residents of Washington County with our programs. We've provided the underserved populations with refurbished bikes, safety gear, bike safety and repair skills, student mechanic mentorships, student intern programs and a full summer of children's bicycle day camps. have been working with multiple organizations We have been collecting, refurbishing and distributing bikes for 15 years. WashCo has conducted thousands of events and over 90 weeks of summer camp in the past 14 years.

Does this project require coordination with other public or private organizations?*

☒ Yes ☐ No

Has the necessary coordination between the two entities been completed?*

☒ Yes ☐ No

If yes, please describe:

Yes, we have grown from one shop giving away 250 bikes around the holidays to an organization collecting, refurbishing and distributing 6,000 bikes annually to marginalized persons through a network of 100 plus, schools, churches, refugee groups and social service organizations. Our collection efforts have been supported for several years now by NIKE, Ridwell, and Trek as well as donations from the public.

Is the project located on private land?*

☐ Yes ☒ No

If the project is located on private land, discuss the public benefit of the project.***Landowner Permission Upload***

[Choose File](#) No file chosen

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

FG CEP Photos.pdf

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature*	Date*
Christina Fisher	4/30/2024

ANNUAL BUDGET**\$ 50,000.00**

		CEP	SPONSOR	OTHER (NIKE)	OTHER (SIEGEL)
Paid Personnel Services		\$ 2,750.00	\$ 5,500.00	\$ 2,750.00	\$ 2,750.00
Contract Labor		\$ 2,850.00	\$ 5,700.00	\$ 2,850.00	\$ 2,850.00
Materials and Supplies		\$ 3,300.00	\$ 6,600.00	\$ 3,300.00	\$ 3,300.00
Capital		\$ 1,100.00	\$ 2,200.00	\$ 1,100.00	\$ 1,100.00
In-Kind Services*					
Total		\$ 10,000.00	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00

Total Annual Budget from all sources \$ 50,000.00**Total 2-year Project Budget from all sources \$ 100,000.00**



**WashCo
Bikes**
washcobikes.org



What We Do

- Landfill recovery, bike rescue and refurbishment
- Free bike distribution to youth, refugees, low-income and other disadvantaged groups
- Bike Safety Events and Skills classes
- 16 weeks of Summer Bike Camp



Like the City of Forest Grove

We aim to create equitable and vibrant communities by providing all residents with sustainable transportation to live, work and play.

- We believe bicycles are a vital part of a thriving and sustainable community.
- We enable individuals to thrive by giving them access to sustainable transportation to move about and engage in their community.
- Funding from this grant will support the expansion and continuation of our used bike collection, refurbishment and distribution project.

Our proposed project – a 3 step program

1. Bikes are collected at the transfer station. In collaboration with Metro Staff, bikes are placed in a designated area for pick up every two weeks, or on a schedule that makes sense at the Forest Grove Transfer Station based on volume.
2. WashCo picks up these stored bikes for transport to our Forest Grove warehouse and shop where they are cleaned, refurbished and safety checked.
3. Bikes are distributed to the underserved populations in the community through our cultivated relationship with social service organizations and schools.



Recovering bikes and parts at
Oregon City Transfer Station
– including our 1,000th bike!



Piloted Success Story

Decreased carbon emissions – based on success story and supporting data

- 1 kg of U.S. landfill waste = 3.5kg of CO2 emissions.
- Our pilot program in Oregon City has recovered approximately 1,750 bikes per year from Metro's landfill transfer stations, thereby removing 15,000 of tons of CO2 from the air

Sustainable Transportation – we put more refurbished bikes on the road

According to research, choosing a bike over a car just once a day can reduce a person's transportation-related emissions by 67%.

More equitable communities – we provide free refurbished bikes to the underserved on a need-based model

- More people have the ability to mobilize within their neighborhood = enhanced involvement with friends, family, after-school and other recreational activities
- Distribute approximately 6,000 free, refurbished bikes annually to the underserved
- Teach Bike Safety & Skills to approximately 3,000 youth and adults
- Empower people to use sustainable transportation through bike access to safe ridership



Photos Clockwise from Top Left:

Community Giveaway & Safety Skills Event at Pacific University, Forest Grove Warehouse, Helmet Fitting at Horning's Hideaway event for at-risk middle schoolers from Forest Grove, Refugee Giveaway Event, Title 1 School Giveaway & Skills Event, Forest Grove Bike Camp



Making an impact together.

Thank you for your time and support!

[Print](#)**2024-25 Community Enhancement Project Grant Application - Submission #333****Date Submitted: 4/30/2024****Date***

4/30/2024

Sponsor*

Hope Community Network

Tax ID #*

88-1909527

Contact Person*

Hope Kramer

Daytime Phone #*

971-219-4943

Email Address*

hopecomnet@gmail.com

Address*

PO Box 669

City*

Forest Grove

State*

Oregon

Zip Code*

97116

Project Information**Project Title***

Sanitation Services for City Parking Lot

Amount Request*

20000.00

Mark ALL of the goals below which your project meets and explain how:**Goals****How project meets this goal (be clear & specific)****Improve the appearance or environmental quality of the community**☒ Improve community

Improve community

By placing and maintaining sanitation facilities in the parking lot owned by the City of Forest Grove identified as the place where people can camp overnight if there is no shelter space available, we are providing a public restroom. The city currently does not have any public restrooms that are open 24 hours a day. Having a public restroom will improve the environmental quality of the community.

Reduce the amount or toxicity of waste

☐ Reduce toxicity or waste

Reduction of toxicity or waste**Increase reuse and recycling opportunities**

☐ Increase reuse & recycling

Increase reuse & recycling opportunities**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**

☐ Rehabilitation or upgrade of property owned or operated by a 501(c)(3)

Rehabilitation or upgrade of property owned/operated by a 501(c)(3)**Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them**

☐ Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas to improve public awareness

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness**Result in improvement to, or an increase in, recreational areas and programs**

☐ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs**Result in improvement in safety**

☒ Safety improvement

Improvement in safety

Offering a well maintained and lockable (from inside) public restroom and a handwashing station as well as a dumpster for garbage collection will improve the safety of residents in Forest Grove. Hand washing has proven to be a safeguard against the spread of disease. Trash being collected in a dumpster is a safer alternative to trash being left on sidewalks and driveways. The grant funds would be used for rental and maintenance of a porta-potty, hand washing station and a dumpster.

Benefit youth, seniors, low income persons and/or underserved populations

☒ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

Any assistance to people who are less fortunate and experiencing homelessness benefits underserved populations. A significant portion of homeless people are veterans. Homelessness affects people of color at a higher rate than their proportion of the population. Homeless individuals are low income.

Brief project description and explanation of how the CEP funds will be used:**Project Start Date***

7/1/2024

Project Completion Date*

6/30/2025

Project Scope*

The scope of this project is to offer sanitation services to the City of Forest Grove Parking lot on 19th Ave designated as the place where individuals can camp from 7pm to 7am if no shelter beds are available. The sanitation services would include a portable restroom, hand washing station and garbage and recycling containers. This project would include the costs of cleaning and maintaining those items and the area they are in for a year. It is very common for Cities to outsource these types of services. Our non-profit has a history of placing and maintaining sanitation services such as this. HCN board members have great relationships with city management and elected officials. HCN works with the Forest Grove Police Department Code Enforcement officer weekly to assist with issues involving homeless individuals already. Adding this humane benefit will promote good will throughout the city as well as with HCN. Funding for all the work HCN has done so far is from volunteer hours and donations. Providing stable funding for these services will enable HCN to provide a consistent reliable maintenance over the project.

Estimate how many Forest Grove residents will benefit if this project is funded. Who is your target audience? Include demographic information about participants like, race ethnicity and socio-economic status.*

All residents in Forest Grove will benefit by providing a public restroom, hand washing station and garbage at the City owned parking lot on 19th Ave. This lot has been identified by the city as a place where people can camp overnight if they have nowhere else to go and no shelter bed is available. Having a public restroom and hand washing available is critical to supporting possible camping. These facilities could be used by countless other visitors to the downtown Forest Grove area. The target audience would be the possible campers at this parking lot. The demographics of that audience are a high rate of veterans, people of color and all would be considered low income.

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

☐ Yes ☒ No

If so, is the project completed?

☐ Yes ☐ No

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

☐ Yes ☒ No

If so, is the project completed?

☐ Yes ☐ No

If you answered Yes to the current grant question, please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

Budget Reporting

Budget Information

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services					
Contract Labor					
Materials and Supplies					
Capital					
In-Kind Services*:					
Total	\$	\$	\$	\$	\$

The chart illustrates the type of budget information that is required to submit your application. You may upload one you've previously created or use the below fillable PDF and upload a copy with your application.

*In-Kind Services is volunteer services and the like.

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

CEP-Budget-Fillable-PDF-2024pdf.pdf

Your budget should include a breakdown of estimated costs by source. Including the information from the above chart.

% of Total Budget provided by Non-CEP funds*

21%

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

Yes, volunteer labor by the HCN board members is secure and has been consistent for the last 3 years.

Will the project be completed with the proposal funding or will future funding be necessary*

Yes, it will be completed and will end on June 30 2025 or sooner if deemed unnecessary.

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?*

While housing is a need for all and an achievable goal for most, there is a portion of our population that are not currently able to obtain housing. The costs to enter a rental agreement have skyrocketed in recent years. Assisting those in need who are currently living outside to resources that exist is a sustainable step if we have the proper facilities to accommodate someone with no place to call home. To create a sustainable system where there is housing for everyone will take incredible efforts all around. We can do our part in our community. Our community supporting sanitation services at its own camping location is a first step to sustainable housing for all. Ensuring a safe, clean location for campers helps avoid unwanted camping on private property, littering where no trash receptacle is available, proper disposal of human excrement and limits the cost and burden on the rest of the community; leaving Forest Grove a happier community for all of its residents.

- [2024-25 City Council Goals](#)
- [Forest Grove Vision Statement](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

Providing a safe and clean location for campers demonstrates the communities commitment to equity, diversity and inclusion of the most vulnerable. Homeless individuals are a very vulnerable sector of our population. The demographics consist of veterans and people of color in significantly higher percentages than their percent of the population. As we strive to serve the most unfortunate portion of our population we effectively improve the entire population.

Project Management

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

This task would require coordination with the City of Forest Grove. The first step would be to develop an MOU with the City of Forest Grove to confirm the placement of a portable restroom, handwashing station and garbage on the City parking lot. This would be completed by July 31st 2024. The next step would be to order the sanitation equipment to be delivered and placed. This would be completed by August 31, 2024. HCN will support regular visitation to the site to verify the equipment is clean and in good working order and handle issues that arise. HCN board members are trained and have worked with the homeless population for many years. HCN will engage with campers if there is a need. HCN can help connect campers to resources. Ongoing discussion with the city could lead to changes in the project if needed. The facilities will be removed as of June 30, 2025, unless the need still exists and the city funds the continuation of the sanitation facilities at this location.

Describe prior experience managing similar projects. Include prior Community Enhance Project (CEP)*

HCN board members are business owners, trained professionals and people with lived homeless experience. Management of this project will be lead by the executive board members. These three people have a proven track record of managing sanitation facilities at a homeless encampment in the past. City coordination is a must and will be effortless as HCN has good relationships with the city staff and the FGPD chief and code enforcement officer. HCN's communication and dedication to the work of providing services to homeless individuals has been seen in the community as a good example of how a non-profit can engage with a city. See our list of actions attached to find out more about what we have done in the last three years.

Does this project require coordination with other public or private organizations?*

☒ Yes ☐ No

Has the necessary coordination between the two entities been completed?*

☐ Yes ☒ No

If yes, please describe:**Is the project located on private land?***

☐ Yes ☒ No

If the project is located on private land, discuss the public benefit of the project.***Landowner Permission Upload***

No file chosen

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

HCN Action Track list-S.Rose.pdf

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature*	Date*
Hope Kramer	4/30/2024

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services	10000	5200			
Contract Labor					
Materials and Supplies	10000				
Capital					
In-Kind Services*					
Total	\$20000	\$5200	\$	\$	\$25200

Talking Points for the Hope Community Network CEP Application

The Goal of proposed HCN project is to place a hand washing Station, Porta-potty and Dumpster on the parcel of land designated by the City as a place where homeless can camp overnight.

Improve the appearance or environmental quality of the community

By placing and maintaining sanitation facilities in the parking lot owned by the City of Forest Grove identified as the place where people can camp overnight if there is no shelter space available, we are providing a public restroom. The city currently does not have any public restrooms that are open 24 hours a day. Having a public restroom will improve the environmental quality of the community.

Result in improvement in safety

Offering a well maintained and lockable (from inside) public restroom and a handwashing station as well as a dumpster for garbage collection will improve the safety of residents in Forest Grove. Hand washing has proven to be a safeguard against the spread of disease. Trash being collected in a dumpster is a safer alternative to trash being left on sidewalks and driveways. The grant funds would be used for rental and maintenance of a porta-potty, hand washing station and a dumpster.

Benefit youth, seniors, low income persons and/or underserved populations

Any assistance to people who are less fortunate and experiencing homelessness benefits underserved populations. A significant portion of homeless people are veterans. Homelessness affects people of color at a higher rate than their proportion of the population. Homeless individuals are low income.

Project Start: July 1, 2024

Project Complete: June 1, 2025

Project Scope:

All residents in Forest Grove will benefit by providing a public restroom, hand washing station and garbage at the City owned parking lot on 19th Ave. This lot has been identified by the city as a place where people can camp overnight if they have nowhere else to go and no shelter bed is available. Having a public restroom and hand washing available is critical to supporting possible camping. These facilities could be used by countless other visitors to the downtown Forest Grove area. The target audience would be the possible campers at this parking lot. The demographics of that audience are a high rate of veterans, people of color and all would be considered low income.

The Project will be completed and will end on June 1, 2025

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?*

While housing is a need for all and an achievable goal for most, there is a portion of our population that are not currently able to obtain housing. The costs to enter a rental agreement have skyrocketed in recent years. Assisting those in need who are currently living outside to resources that exist is a sustainable step if we have the proper facilities to accommodate someone with no place to call home.

To create a sustainable system where there is housing for everyone will take incredible efforts all around. We can do our part in our community. Our community supporting sanitation services at its own camping location is a first step to sustainable housing for all. Ensuring a safe, clean location for campers helps avoid unwanted camping on private property, littering where no trash receptacle is available, proper disposal of human excrement and limits the cost and burden on the rest of the community; leaving Forest Grove a happier community for all of its residents.

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

- Providing a safe and clean location for campers demonstrates the communities commitment to equity, diversity and inclusion of the most vulnerable. Homeless individuals are a very vulnerable sector of our population.
 - The demographics consist of veterans and people of color in significantly higher percentages than their percent of the population. As we strive to serve the most unfortunate portion of our population we effectively improve the entire population.
-

Project Management

- This task would require coordination with the City of Forest Grove. The first step would be to develop an MOU with the City of Forest Grove to confirm the placement of a portable restroom, handwashing station and garbage on the City parking lot. This would be completed by July 31st 2024.
- The next step would be to order the sanitation equipment to be delivered and placed. This would be completed by August 31, 2024. HCN will support regular visitation to the site to verify the equipment is clean and in good working order and handle issues that arise. HCN board members are trained and have worked with the homeless population for many years.
- HCN will engage with campers if there is a need. HCN can help connect campers to resources. Ongoing discussion with the city could lead to changes in the project if needed. The facilities will be removed as of June 30, 2025, unless the need still exists and the city funds the continuation of the sanitation facilities at this location.

Describe prior experience managing similar projects. Include prior Community Enhance Project (CEP)*

- HCN board members are business owners, trained professionals and people with lived homeless experience. Management of this project will be led by the executive board members who have a proven track record of managing sanitation facilities at a homeless encampment in the past.
- City coordination is a must and will be effortless as HCN has good relationships with the city staff and the FGPD chief and code enforcement officer. HCN's communication and dedication to the work of providing services to homeless individuals has been seen in the community as a good example of how a non-profit can engage with a city. See our list of actions attached to find out more about what we have done in the last three years. The requested amount for this project would be \$20,000. This would cover our estimates of \$10K for personnel, \$10K materials and another \$5200 for personnel/volunteer time spent. Spreadsheet is included.

Print

2024-25 Community Enhancement Project Grant Application - Submission #318

Date Submitted: 4/26/2024

Date*

4/26/2024

Sponsor*

Forest Grove High School

Tax ID #*

93-0566292

Contact Person*

Juliet Prosser

Daytime Phone #*

503-359-8137 ex. 3660

Email Address*

jprosser@fgsd.k12.or.us

Address*

1401 Nichols Lane

City*

Forest Grove

State*

OR

Zip Code*

97116

Project Information

Project Title*

Forest Grove Theatre Revitalization

Amount Request*

\$20,000

Mark ALL of the goals below which your project meets and explain how:

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☐ Improve community

Improve community

Reduce the amount or toxicity of waste☐ Reduce toxicity or waste**Reduction of toxicity or waste****Increase reuse and recycling opportunities**☐ Increase reuse & recycling**Increase reuse & recycling opportunities****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**☐ Rehabilitation or upgrade of property owned or operated by a 501(c)(3)**Rehabilitation or upgrade of property owned/operated by a 501(c)(3)****Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them**☐ Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas to improve public awareness**Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness****Result in improvement to, or an increase in, recreational areas and programs**☒ Improvement to or an increase in recreational areas and programs**Improvement or increase in recreational areas or programs**

Apart from sports, the waterpark, and the arcade, students lack free, educational, and fun activities during the summer and afterschool. Access to a well supported theatre program like this would fill a much needed gap for structured learning opportunities to ensure students retention of knowledge, identify exploration, and creative expression, while also providing a much needed alternative community space for students to safely afterschool and summer recreational time at.

Result in improvement in safety☐ Safety improvement**Improvement in safety****Benefit youth, seniors, low income persons and/or underserved populations**☒ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

Forest Grove High School Theatre values developing a program that accurately represents the diverse culture of our community, our diverse languages, and to renew engagement with the Arts as a community pillar. Since the dissolution of the drama program over a decade ago, sports and athletics stood as the singular framework for community building, entertainment, and extracurricular education. Through the reintroduction of a strong, engaging, and culturally relevant visual arts program, this grant will allow us to not only make education exciting and expressive for students, but illustrate to the community new and diverse ways to be entertained, and to engage with arts, the community, and each other. Additionally, this program allows our District student body opportunities to build leadership skills and see themselves as creative minds with agency to impact, and play a key part in, the culture and representation within their community. Currently in Oregon, there are very few Spanish-speaking and Latine-focussed theatre opportunities, the main being Portland's Teatro Milagro, despite the high population of Latine people within our communities. The ability to continue to solidify our theatre program as a bilingual artistic voice for our community will have transformative effects on the cultural landscape of our local community, and beyond by increasing equity, representation, and cultural awareness.

Brief project description and explanation of how the CEP funds will be used:**Project Start Date*****Project Completion Date*****Project Scope***

This project seeks to provide operational support for the next two seasons of Forest Grove High School Community theatre. Funds will go to licensing fees for 6 show scripts including musicals Amelie, Night of the Living Dead, Anything Goes, Peter and the Starcatcher, Luna, Descendants (\$14,000); Costumes for students performing in these productions (\$4,200); and shoes (\$1,800). FG HS Theatre currently has no operating budget, and runs entirely on revenue funds from productions. Investment in diverse, engaging plays and musicals that will sell out performances will not only enrich the recreational and cultural landscape of the Forest Grove Community, but assist the program in increasing operational sustainability. These grant funds will be braided with that show revenue, as well as in-kind donations from the theatre program director, Juliet Prosser, and lumber in-kind donations from local businesses PAAR Lumber, ACE, and Truss Components. FG HS Theatre is making a name for itself as a bilingual, multicultural youth arts program, ensuring that Forest Grove's commitment to diversity and culture are continuously cultivated.

Estimate how many Forest Grove residents will benefit if this project is funded. Who is your target audience? Include demographic information about participants like, race ethnicity and socio-economic status.*

This would specifically benefit the student body of 1,950 students and the cast and crew of the Theatre productions for the next two years. Our youth theatre program is predominantly comprised of Latine and bilingual (English/Spanish) students.

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

☐ Yes ☒ No

If so, is the project completed?

☐ Yes ☒ No

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

☐ Yes ☒ No

If so, is the project completed?

☐ Yes ☒ No

If you answered Yes to the current grant question, please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

Budget Reporting

Budget Information

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services					
Contract Labor					
Materials and Supplies					
Capital					
In-Kind Services*:					
Total	\$	\$	\$	\$	\$

The chart illustrates the type of budget information that is required to submit your application. You may upload one you've previously created or use the below fillable PDF and upload a copy with your application.

*In-Kind Services is volunteer services and the like.

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

Forest Grove High School Theatre CEP Budget.pdf

Your budget should include a breakdown of estimated costs by source. Including the information from the above chart.

% of Total Budget provided by Non-CEP funds*

13

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

Forest Grove High School theatre currently operates on funding provided by ticket sales and sponsorships, and will be a focal funding point on the upcoming Forest Grove School District Bond Measure.

Will the project be completed with the proposal funding or will future funding be necessary*

Forest Grove High School theatre believes that initial project support funding to produce high-caliber, diverse, and popular shows will bolster the program's cycle of income and allow the project to build enough funding reserves through ticket sales and sponsorships to sustain future programs once the program gains this initial financial support.

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?*

At Forest Grove High School, we believe the arts can change lives. Arts help bolster student attendance and graduation rates; they are the community anchor where youth can find their path, their people, and their joy. The arts have a powerful way of helping our students explore ideas, concepts, language, and points of view while enabling opportunities to evolve in their skills. Additionally, the arts serve as windows, mirrors, and doorways to build cultural competencies and allow students to find representation for their own identities, while also learning about the identities of those around them. At Forest Grove High School, we want to grow a new generation of community Theatre artists to advance our community. Community Theatre artists who work in the Theatre, attend the Theatre, and support the Theatre. These skilled artists will grow local industry, strengthen community partnerships, and lay the foundation for a sustainable future for the arts and culture within our community, and beyond.

This project aligns with the Forest Grove Vision through centering Forest Grove as a Destination for Arts & Culture with a rich cultural heritage, as well as a Home for young people to feel seen, heard, and reach their full potential. Additionally, this project aligns with the City Council Goals of (a) "Plan an Inclusive and Sustainable Community," specifically helping achieve the outcome of "Community growth and enhancement that considers the needs of the diverse community;" as well as the goal to (b) "Enhance Recreation Activities for All" through "Increased quality of life for a happy and healthy community" and ensuring "Accessible recreation opportunities for all ages and abilities."

- [2024-25 City Council Goals](#)
- [Forest Grove Vision Statement](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

At our High School, 59% of students are Latine, and 41% are multilingual. Representation matters and our program centers inclusivity and cultural competency. Bilingual shows allow our students to see themselves in art and express themselves authentically, while also diversifying the worldviews in our local community and expanding cultural awareness and representation in our artistic community. Through our program, Forest Grove will be able to continue to showcase diverse are and center multilingual students' voices. Additionally, rebuilding our program widens student educational opportunities centered on leadership, community, skill development, and confidence; and to have more experience performing in general. Funding our project ensures more unique, engaging, well-produced, and well-attended productions for our community, which helps our program in the future by allowing us to be able to afford production costs like dance shoes, costumes, and microphones. Additionally, this production would enhance our arts program in terms of student reach, as currently the District has no arts programs at the Elementary or Middle school levels. Strengthening this program and the pathways to it gives younger students an opportunity to have a glimpse of what high school Theatre might be like, expanding access to our program and strengthening both our impact on the community, and our sustainability as a program.

Project Management

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

Licensing Acquisition (\$14,000): Purchase of licenses for the next two seasons of shows. 6 licenses for Amelie, Night of the Living Dead, Anything Goes, Peter and the Starcatcher, Luna, Descendants.

Timeline: September 2024-June 2026 (two seasons of mainstage shows)

Licenses will be purchased in advance of season advertising, casting, and implementation. Once shows are cast, costumes will be purchased to fit students cast in each show, as well as shoes.

Costume Purchases (\$4,200): 300 costumes for casts of Amelie, Night of the Living Dead, Anything Goes, Peter and the Starcatcher, Luna and Descendants. Totaling 300 costumes for 200 students. These costumes will then go into the Theatre Costume Department storage and utilized for future shows.

Shoes Purchases (\$1,800): 40 pairs of Theatrical Character shoes for the Theatre costume department in most common sizes of 7, 7.5, and 8; to be reused for various shows.

Season Timelines:

2024-25:

Fall: Amelie

Winter: Night of the Living Dead

Spring: Anything Goes

2024-26:

Fall: Peter and the Starcatcher

Winter: Luna

Spring: Descendants

Describe prior experience managing similar projects. Include prior Community Enhance Project (CEP)*

Juliet Prosser has worked as an educator, guest artist and performing artist for 25 years. Her experience in leading projects such as this is running a theatre company, costuming and producing the 2023-2024 season at Forest grove High School, Directing and choreographing theatrical productions in the United states for Camelot Conservatory, Metropolitan School for the Arts, Northwest Childrens' Theatre, Alaska Shakespeare, and Pennsylvania Center Stage. Juliet Prosser has also managed Movies in the Parks for the City of Portland

Does this project require coordination with other public or private organizations?*

☐ Yes

☒ No

Has the necessary coordination between the two entities been completed?*

☐ Yes

☒ No

If yes, please describe:

Is the project located on private land?*

☐ Yes

☒ No

If the project is located on private land, discuss the public benefit of the project.*

Landowner Permission Upload*

Choose File

No file chosen

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

Choose File

No file chosen

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature*

Date*

Juliet Prosser

4/26/2024

Budget

	CEP	Sponsor	FG Theatre	Other #2	TOTAL
Paid Personnel Services					
Contract Labor					
Materials and Supplies	\$20,000	\$1,000			
Capital					
In-Kind Services*			\$2,000		
Total	\$20,000	\$1,000	\$2,000	\$	\$23,000

Budget Narrative

Grant Funding

Materials and Supplies (\$20,000)

Licensing Acquisition (\$14,000): Purchase of licenses for the next two seasons of shows. 6 licenses for *Amelie*, *Night of the Living Dead*, *Anything Goes*, *Peter and the Starcatcher*, *Luna*, *Descendants*.

- Timeline: September 2024-June 2026 (two seasons of mainstage shows)

Licenses will be purchased in advance of season advertising, casting, and implementation. Once shows are cast, costumes will be purchased to fit students cast in each show, as well as shoes.

Costume Purchases (\$4,200): 300 costumes for casts of *Amelie*, *Night of the Living Dead*, *Anything Goes*, *Peter and the Starcatcher*, *Luna and Descendants*. Totaling 300 costumes for 200 students. These costumes will then go into the Theatre Costume Department storage and utilized for future shows.

Shoes Purchases (\$1,800): 40 pairs of Theatrical Character shoes for the Theatre costume department in most common sizes of 7, 7.5, and 8; to be reused for various shows.

Braided Funding

Sponsorships (\$1,000)

Community Donations to the theatre department to be used toward costuming and production.

Forest Grove Theatre In-Kind (\$2,000)

Donations from PAAR, ACE, and Truss Component for lumber and Juliet Prosser for costumes.

**Proposal
For**



Forest Grove High School Theatre Rehabilitation

Juliet Prosser

Who am I?

- I am Juliet Prosser (she/her).
- I believe the arts can change lives.
- I am the Drama Director at Forest Grove High School.
- I hold an MFA, MAT and BA in Theatre and English with a minor in Spanish.
- I am a professional actress and have 25 years of experience working in professional Theatre, Film and Education.

Juliet Prosser



Project Proposal

This project seeks to provide operational support for the next two seasons of Forest Grove High School District Theatre productions.

Funds will go to licensing fees for productions of 8 shows, including musicals, One Acts and full length Dramas and Comedies, as well as costumes for students performing in these productions, and shoes.

Proposed Productions

- *Amelie*
- *The Island of Dr. Moreau*
- *Anything Goes*
- *Peter and the Starcatcher*
- *Luna*
- *Descendants*
- *Mariposa*
- *James and the Giant Peach*
- *Grades 5-12 Summer Production*



The Need

- School Drama Program was defunded in 2011.
- Drama continued entirely off of donations and ticket sales from previous years as an after-school program with no official internal budget.
- Drama Curriculum plans were drawn up in 2022 by Juliet Prosser to revitalize and integrate the proposed in-class program with the after-school productions.

Alignment with City Goals



results in improvement to, or an increase in, recreational areas, and programs

- 1) Apart from Athletics, the Waterpark, and the Arcade, students lack free, educational, and fun activities during the summer and afterschool.
- 2) Access to a well supported theatre program like this would fill a much needed gap for structured learning opportunities to ensure that students retention of knowledge, team building, creative exploration and expression, while also providing a much needed center for performance and community engagement.



Alignment with City Goals

continued

results in improvement to, or an increase in, recreational areas, and programs

- 3) Forest Grove High School Theatre values developing a program that accurately represents the diverse culture of our community, our diverse languages, and to renew engagement with the Arts as a community pillar.
- 4) Through the reintroduction of a strong, engaging, and culturally relevant visual arts program, this grant will allow us to not only make education exciting and expressive for students, but illustrate to the community new and diverse ways to be entertained, and to engage with arts, the community, and each other.



Alignment with City Goals

continued

results in improvement to, or an increase in, recreational areas, and programs

- 5) Opportunities to build leadership skills and see themselves as creative minds with agency to impact, and play a key part in the culture and representation within their community.
- 6) Solidify our theatre program as a bilingual artistic voice for our community will have transformative effects on the cultural landscape of our local community, and beyond by increasing equity, representation, and cultural awareness.
- 7) grow a vibrant summer program that engages students across the FGSD district.



Vision Alignment

Centering
Forest Grove High School
as a Destination for Arts & Culture
with a rich cultural heritage,
as well as a home for young people
to feel seen, heard, and reach their full potential.

Additionally, this project aligns with the City Council Goals of...

- 1) “Plan an Inclusive and Sustainable Community,” specifically helping achieve the outcome of “Community growth and enhancement that considers the needs of the diverse community.”
- 2) “Enhance Recreation Activities for All” through “Increased quality of life for a happy and healthy community” and ensuring “Accessible recreation opportunities for all ages and abilities.”

Funding Needs



THIS SEASON BROUGHT
TO YOU BY OUR
GENEROUS SEASON
SPONSORS



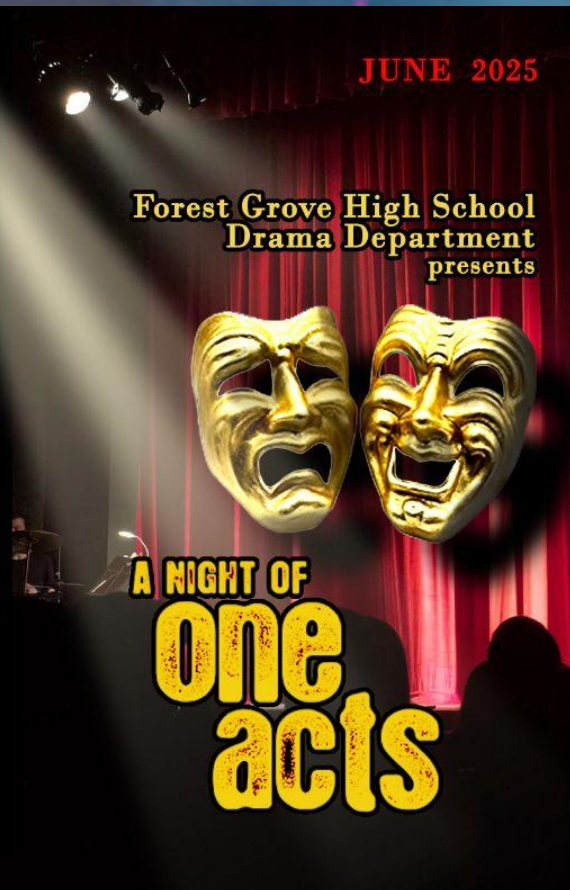
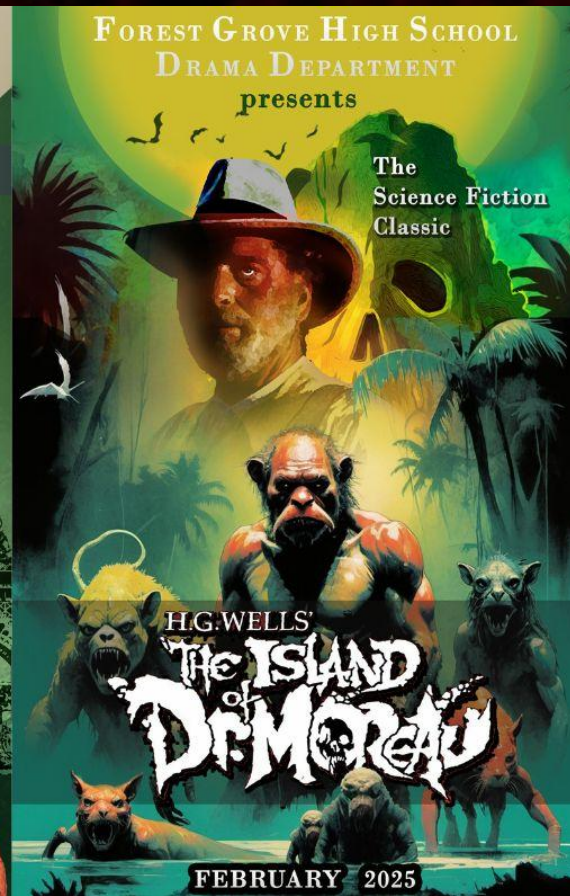
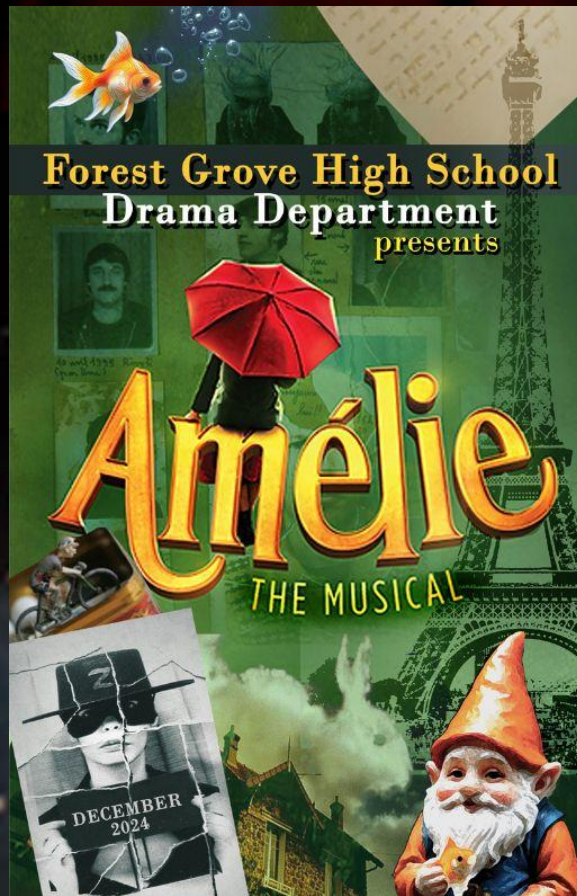
Forest Grove High School theatre currently operates on funding provided by ticket sales and sponsorships, and will be a focal funding point on the upcoming Forest Grove School District Bond Measure.

Forest Grove High School theatre believes that initial project support funding to produce high-caliber, diverse, and popular shows will bolster the program's cycle of income and allow the project to build enough funding reserves through ticket sales and sponsorships to sustain future programs once the program gains this initial financial support.



Budget

- **Licensing Acquisition (\$14,000):**
Purchase of licenses for the next two seasons of shows.
6 licenses for *Amelie: The Musical*, *The Island of Dr. Moreau*, *Anything Goes*, *Peter and the Starcatcher*, *Luna*, and *Descendants*.
- **Costume Purchases (\$4,200):**
300 costumes for casts of all 6 shows, totaling 300 costumes for 200 students. These costumes will then go into the Theatre Costume Department storage and utilized for future shows.
- **Shoes and Tights Purchases (\$1,800):**
40 pairs of Theatrical Character shoes for the Theatre costume department in most common sizes of 7, 7.5, and 8; to be reused for various shows.



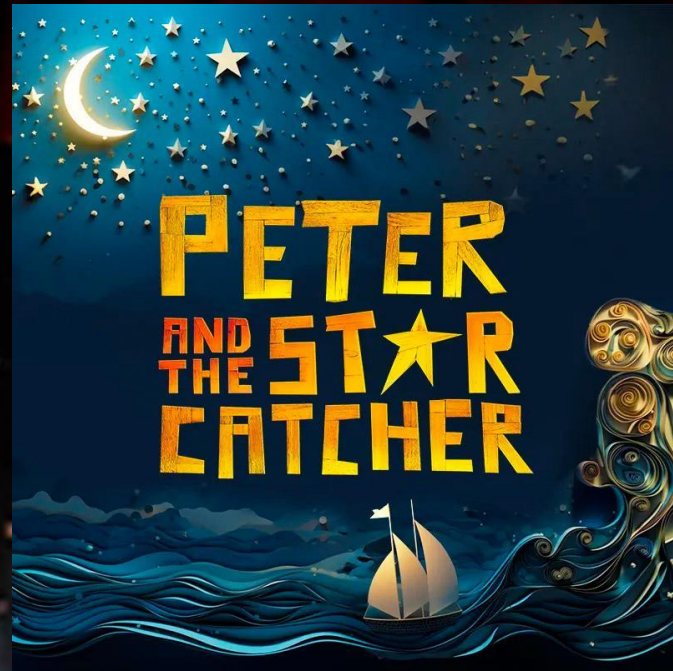
2024-2025 Season:

Fall: Amélie: The Musical

Winter: The Island of Dr. Moreau

Spring: Anything Goes
and Luna (plus student directed One-Acts)

Summer: Junie B. Jones



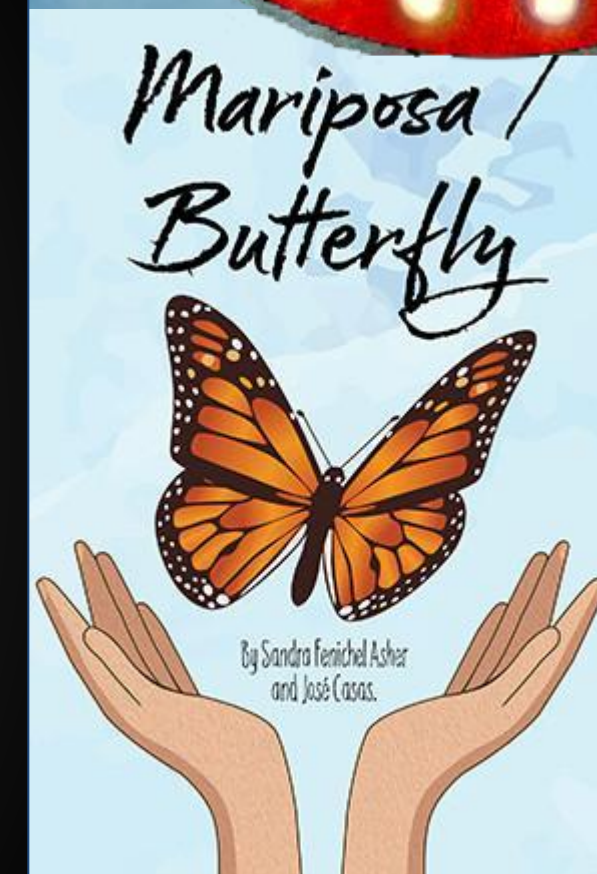
2025-2026 Season:

Fall: Peter and the Starcatcher
or Spongebob: The Musical (pending other grant)

Winter: Descendants

Spring: Mariposa plus Student Directed One Acts

Summer: James and the Giant Peach
or Frozen Jr. (pending Disney grant)





Equity, Diversity, & Impact

- At our High School, 59% of students are Latine, and 41% are multilingual.
- Representation matters and our program centers inclusivity and cultural competency. Our goal is to diversify our productions by attracting students grades 5-12 to productions with great storytelling and excellent production quality.
- Bilingual shows allow our students to see themselves in art and express themselves authentically, while also encompassing the worldviews in our local community and expanding cultural awareness and representation in our artistic community.
- Through our program, Forest Grove will be able to continue to showcase diverse art and center multilingual students' voices.



Thank you!
Questions?

Contact Me
Juliet Prosser

jprosser@fgsd.k12.or.us

503-359-8137 ex. 3660

Print

2024-25 Community Enhancement Project Grant Application - Submission #341

Date Submitted: 4/30/2024

Date*

4/30/2024

Sponsor*

Friends of Historic Forest Grove

Tax ID #*

93-1057874

Contact Person*

Mary Jo Morelli

Daytime Phone #*

503 313-9785

Email Address*

mjmorelli@fhfg.org

Address*

PO Box 123

City*

Forest Grove

State*

OR

Zip Code*

97116

Project Information

Project Title*

AT Smith Phase 4 Structural Restoration

Amount Request*

\$20,000

Mark ALL of the goals below which your project meets and explain how:

Goals

Improve the appearance or environmental quality of the community

☒ Improve community

How project meets this goal (be clear & specific)

Improve community

A gathering place for enrichment and education within the FG community on the southern boundary merging the rural and urban character of our community.

Reduce the amount or toxicity of waste

☐ Reduce toxicity or waste

Reduction of toxicity or waste**Increase reuse and recycling opportunities**

☒ Increase reuse & recycling

Increase reuse & recycling opportunities

Whenever possible wood for our projects is repurposed from another building.

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

☒ Rehabilitation or upgrade of property owned or operated by a 501(c)(3)

Rehabilitation or upgrade of property owned/operated by a 501(c)(3)

The 1854 Smith house was purchased by FHFG, a 501(c)(3) organization, in 2005. Restoration and rehabilitation have been on going after years of neglect. We foresee it being part of FG for another 170 years.

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

☒ Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas to improve public awareness

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

Situated on the south boundary of FG the property overlooks wetlands. It is on the migratory path for birds.

Result in improvement to, or an increase in, recreational areas and programs

☒ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs

A location for cultural programming on local cultural and agricultural education.

Result in improvement in safety

☒ Safety improvement

Improvement in safety

Each phase increases the safety of visitors to experience the house and connect to our cultural development.

Benefit youth, seniors, low income persons and/or underserved populations

☒ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

All people are welcomed to learn and engage with our local history. H
Hands on historic education for school field trips.

Brief project description and explanation of how the CEP funds will be used:**Project Start Date***

8/4/2024

Project Completion Date*

11/30/2024

Project Scope*

Starting Phase 4. Discovery of a split mortise and tenon post led to Phase 2 was taking the sag out of the roof. Phase 3 which involved aligning the south and north 2 story section of the house. New basement footings have brought the first floor into level. This was necessary due to erosion of the south footings caused by water penetration that caused dry rot of the rim plate, brick and mortar erosion, and deflection of the floor in the one story section of the house.

With the main floor recently made level, we are installing supports for load bearing interior walls that were compromised prior to our possession. Shear walls in the south rooms will be installed.

There is no evidence of the Smith House ever having gutters but following a sub-soil evaluation and engineering report FHFG has received approval from the Oregon State Historic Preservation Office to install gutters on the house.

This should be done before next winter as there was significant water into the basement last winter.

Estimate how many Forest Grove residents will benefit if this project is funded. Who is your target audience? Include demographic information about participants like, race ethnicity and socio-economic status.*

Opportunities for residents are unlimited. The location of the house overlooks the indigenous land that will remain as a tribute to the indigenous people's life and culture. This is the northern tip of the Wapato Lake Wildlife Reserve. Nearby wetlands, the Tualatin River and the natural environment enhance this cultural treasure.

This has been the site of picnics and living history events and regular requests from potential visitors assures us that proceeding with Phase 4 plan will offer educational opportunities and insight to historical events and cultural development. The house has been closed to FHFG members and visitors for two winters with interior restoration projects. Sessions in the recent Oregon Heritage Conference had to be transferred to another site due to construction projects. The grounds remain accessible for summer events that are in the planning stage.

There is negotiation with the Pacific University indigenous students group to conduct ceremonies upon this land.

Has the sponsor received a Community Enhancement grant for this project in the past?*☒ Yes☐ No**If so, is the project completed?**☒ Yes☐ No**Has the sponsor received a Community Enhancement grant for the current year?***☐ Yes☒ No**If so, is the project completed?**☐ Yes☒ No

If you answered Yes to the current grant question, please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

No current grant.

Budget Reporting

Budget Information

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services					
Contract Labor					
Materials and Supplies					
Capital					
In-Kind Services*					
Total	\$	\$	\$	\$	\$

The chart illustrates the type of budget information that is required to submit your application. You may upload one you've previously created or use the below fillable PDF and upload a copy with your application.

*In-Kind Services is volunteer services and the like.

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

ATS-Phase4-Budget.pdf

Your budget should include a breakdown of estimated costs by source. Including the information from the above chart.

% of Total Budget provided by Non-CEP funds*

51

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

FHFG budgeted funds and donations for 2024-2025 fiscal year are secure.

Will the project be completed with the proposal funding or will future funding be necessary*

The restoration/rehabilitation of the Smith House and Property is a continuing project. We have projected an additional \$130,000 over the next 3 years which includes installation of sewer and upgraded water service to the property. FHFG has spent \$ 35,000 of private money over the past 2 years for labor, equipment and materials. Donations of labor/equipment and materials surpassed a value of \$1,600 over that time. Donated labor from volunteers and contractor is valued at \$4,800 . Equipment (jacks, strapping, cribbing, having a value of \$ has supported this multi phase project and is on hand for future use.

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?*

Our culture and heritage as a community is exemplified by the Smith House and Property. Although only a small portion of the farm property remains the setting helps to interpret the social and economic changes over hundreds of years: indigenous, extraction industry, settlement, agricultural practices, transportation development and economic progress in the 21st Century. Inhabitants and their activities in the past keep us mindful as our community plans for the future.

- [2024-25 City Council Goals](#)
- [Forest Grove Vision Statement](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

The story told by the land and structures encompasses all levels of the human condition. There is an opportunity to interpret a range of experiences from the past: Indigenous, immigrant settlement, missionary motivations and economic advancement. Smith donated portions of his land for the railroad and industrial development in the 1870s yet anticipated stability far into the future for the community.

Project Management

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

Installation of gutters and downspouts will necessitate evaluation of the current French drain system to determine the condition. Downspouts from the gutter system will connect to that or a new drain system. Brackets on the eaves of the house will be necessary for secure attachment of the gutters which will be carefully selected to compliment the historic character of the house. Cribbing and jacks will support the south foundation all while posts and beams are evaluated and repaired or replaced. Work on the sill will bring the south wall back into alignment with the house. Replacing structural elements removed over time will be framed and 7/16" OSB Plywood installed for shear strength. Salvaged wall cladding will be installed over that surface to restore original conditions to the 3 south one story rooms. (Framing has already been done for the east hall wall that bears weight of the 2 story section of the house). During this process on the main floor there will be further paint evaluation in compliance with OSHA standards to determine final wall finishings.

Describe prior experience managing similar projects. Include prior Community Enhance Project (CEP)*

Our team is comprised of a specialist in historic buildings, an architect and structural engineer along with our members who have 20+ years of experience with this structure. CEP funds have been managed and completed over the past 20 years. Other projects managed funded from the Oregon Cultural Trust, Oregon Heritage Funds and the National Trust for Historic Preservation have been completed.

Does this project require coordination with other public or private organizations?*

☒ Yes ☐ No

Has the necessary coordination between the two entities been completed?*

☒ Yes ☐ No

If yes, please describe:

Collaboration with the City of Forest Grove has been ongoing to maintain the safety of adjacent city owned land. Security and access to both properties is monitored and maintained. The coordination of this National Historic Property with the State Historic Preservation Office has been continuous. The gutter project is the most recent example.

Is the project located on private land?*

☒ Yes ☐ No

If the project is located on private land, discuss the public benefit of the project.*

The property invites the public to visit, and the property is next to land that has been purchased by the city as future park land. Site visits are expected to increase over time. The land is private owned by a 501(c)(3) to provide protection for public benefit.

Landowner Permission Upload*

Statutory Warranty Deed 131017 Exhibit F.pdf

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

FHFG Mission.pdf

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature***Date***

MaryJo Morelli

4/30/2024

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services					
Contract Labor	15,000	11,000	3,000		29,000
Materials and Supplies	5,000	5,000			10,000
Capital					
In-Kind Services*		2,000			2,000
Total	\$ 20,000	\$18,000	\$ 3,000	\$	\$ 41,000

Print

2024-25 Community Enhancement Project Grant Application - Submission #338

Date Submitted: 4/30/2024

Date*

4/29/2024

Sponsor*

FOREST GROVE RECOVERY CLUB

Tax ID #*

93-0984222

Contact Person*

DAVID J WENTWORTH

Daytime Phone #*

9714091049

Email Address*

SAVAGEDAVE1@GMAIL.COM

Address*

2722 19th Place

City*

Forest Grove

State*

Oregon

Zip Code*

97116

Project Information

Project Title*

FGRC REVITALIZATION PROJECT

Amount Request*

\$18,217

Mark ALL of the goals below which your project meets and explain how:

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☒ Improve community

Improve community

We are wanting to make the building more attractive and inviting. Currently the exterior of the building is in disrepair mainly due to damage from a windstorm a couple of years ago that damaged the fence and our outdoor meeting area. With a newly installed fence and outdoor covered area we will certainly be improving the appearance of the community.

Reduce the amount or toxicity of waste

☐ Reduce toxicity or waste

Reduction of toxicity or waste**Increase reuse and recycling opportunities**

☐ Increase reuse & recycling

Increase reuse & recycling opportunities**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**

☒ Rehabilitation or upgrade of property owned or operated by a 501(c)(3)

Rehabilitation or upgrade of property owned/operated by a 501(c)(3)

Improving the street appeal of the exterior and refinishing an unfinished wall, as well as, updating the kitchen with new, energy-efficient appliances will definitely improve the property value.

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

☐ Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas to improve public awareness

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness**Result in improvement to, or an increase in, recreational areas and programs**

☒ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs

We host free dinners during Thanksgiving and Christmas as well as keeping the doors open 24 hours during that time for people that struggle with the dynamics of family holidays and their addiction/condition and improving the look would make it more inviting and hopefully reach a wider demographic. We would also have the ability to rent rooms for events and get together and provide an additional space in the community

Result in improvement in safety

☐ Safety improvement

Improvement in safety**Benefit youth, seniors, low income persons and/or underserved populations**☒ Benefit youth, seniors, low income or underserved**Benefits youth, seniors, low income or underserved**

Our facility currently serves these specific demographics by providing a safe and secure place for healing and fellowship and we never charge admission or entry fees to our events.

Brief project description and explanation of how the CEP funds will be used:**Project Start Date*****Project Completion Date*****Project Scope***

The funding would replace and improve the exterior fencing and the outdoor covered meeting space that was damaged during a windstorm. Also included is the main interior meeting room getting a full refinish including the unfinished drywall that is currently exposed. In addition, an upgrade of the kitchen appliances.

Estimate how many Forest Grove residents will benefit if this project is funded. Who is your target audience? Include demographic information about participants like, race ethnicity and socio-economic status.*

Our mission is to provide a comforting, inclusive environment for those who seek help with a variety of afflictions. Currently we supply meeting spaces for programs such as Alcoholics Anonymous, Narcotics Anonymous, Recovery Dharma, and Dual Diagnosis Anonymous (People who suffer from addiction and a clinical mental health diagnosis). We serve people of all socioeconomic backgrounds regardless of age, race, sex, sexual orientation or identity. On average we currently serve approximately 200+ citizens looking for solutions with others. We see more younger adults (20-40) than any other demographic. Many of whom are transitioning from jail to clean and sober living houses. The Fentanyl scourge is tearing through our community like a firestorm and there are rather limited resources wherer an addict can find a non-judgemental fellowship. We provide spaces for their 12 step meetings and we believe that doing so in clean and orderly surroundings is an inexpensive and effective option.

Has the sponsor received a Community Enhancement grant for this project in the past?*☐ Yes☒ No**If so, is the project completed?**☐ Yes☐ No

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

☐ Yes

☒ No

If so, is the project completed?

☐ Yes

☐ No

If you answered Yes to the current grant question, please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

Budget Reporting

Budget Information

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services					
Contract Labor					
Materials and Supplies					
Capital					
In-Kind Services*:					
Total	\$	\$	\$	\$	\$

The chart illustrates the type of budget information that is required to submit your application. You may upload one you've previously created or use the below fillable PDF and upload a copy with your application.

*In-Kind Services is volunteer services and the like.

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

CEP-Budget-Fillable-PDF-2024pdf.pdf
Your budget should include a breakdown of estimated costs by source. Including the information from the above chart.

% of Total Budget provided by Non-CEP funds*

0

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

n/a

Will the project be completed with the proposal funding or will future funding be necessary*

No future funding will be necessary

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?*

The impact of these improvements will reduce our energy consumption with updated appliances and reduce our curbside waste. We would have the ability to utilize a smaller garbage receptacle saving us money. Socially we will continue to be a beacon of light for those suffering from addiction and with these improvements we can increase our ability to serve a greater number of people.

- [2024-25 City Council Goals](#)
- [Forest Grove Vision Statement](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

The groups that utilize our meeting rooms are as diverse as you can find. Addiction cares not what your race or income is. We serve many who are homeless or housing threatened. Our hope is that upgrading the facility will attract more 12 step and other recovery groups to meet in our spaces. We routinely see the most vulnerable of society who are making better decisions to gain a new life.

Project Management**Provide a brief narrative outlining the major tasks and projected time schedule for completing each task***

The interior painting will be coordinated with our big Spring Cleanup on June 2nd so we can be as efficient as possible. The goal would be to have the interior refinishing and new appliances installed by the end of July. The fence and outdoor covered area will be weather dependent. We should be able to start on that part of the project by mid June and hopefully be completed by early fall.

Describe prior experience managing similar projects. Include prior Community Enhance Project (CEP)*

Our club has received a grant a number of years ago to put a new roof on the building. We have many of the same board members as we had then who oversaw that project.

Does this project require coordination with other public or private organizations?*

☐ Yes

☒ No

Has the necessary coordination between the two entities been completed?*

☐ Yes

☒ No

If yes, please describe:

Is the project located on private land?*

☐ Yes

☒ No

If the project is located on private land, discuss the public benefit of the project.*

Landowner Permission Upload*

Choose File

No file chosen

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

IMG.jpg

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature*

Date*

David J Wentworth

4/30/2024

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services					
Contract Labor	10395				
Materials and Supplies	7822				
Capital					
In-Kind Services*					
Total	\$ 18217	\$	\$	\$	\$ 18217

Print

2024-25 Community Enhancement Project Grant Application - Submission #315

Date Submitted: 4/25/2024

Date*

4/25/2024

Sponsor*

Forest Grove Senior & Community Center (FGSCC)

Tax ID #*

910874521

Contact Person*

Sophia Stamatis

Daytime Phone #*

5033572021

Email Address*

director@fgscc.org

Address*

2037 Douglas Street

City*

Forest Grove

State*

OR

Zip Code*

97116-1702

Project Information

Project Title*

Mini Park and Grounds Enchancement

Amount Request*

20,000

Mark ALL of the goals below which your project meets and explain how:

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☒ Improve community

Improve community

The city of Forest Grove is the owner of this property while FGSCC is the operator.

Project - Converting the current grass area on the NE corner of the FGSCC to a mini park.

Research shows that when a city adds a public park to a neighborhood property value increase. (National Recreation & Parks Association.) Utilizing the green space would add value to both the city's property and the surrounding neighborhood.

The transformation of the grassy area to a mini park will increase local community engagement, use an existing resource, and add economic and social benefits to the neighborhood and the community at large. Those benefiting include walkers from Pacific University, the downtown area, and the neighborhood surrounding the park and FGSCC.

Reduce the amount or toxicity of waste

☐ Reduce toxicity or waste

Reduction of toxicity or waste**Increase reuse and recycling opportunities**

☐ Increase reuse & recycling

Increase reuse & recycling opportunities**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**

☒ Rehabilitation or upgrade of property owned or operated by a 501(c)(3)

Rehabilitation or upgrade of property owned/operated by a 501(c)(3)

Along with the mini park this project would include be the enhancement of the islands in the south parking lot. Improvements would include picnic table/s and a kiosk for passengers waiting for Ride Connection or the Grove Link buses. Along with improving the front of FGSCC with better seating for bus passengers and pedestrians the area could be used by all citizens, bus drivers and the staff of the Center.

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

☐ Preservation or enhancement or wildlife, riparian zones, wetlands, forest and marine areas to improve public awareness

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

Result in improvement to, or an increase in, recreational areas and programs

- ☒ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs

Converting the current grass area to a mini park would increase the space needed for additional classes, recreational activities, and programs. The goal would be to build an alliance between Parks and Recreation, School and other organizations needing space for their programs and activities.

Currently, FGCSS offers three rooms as rental space to the community. The new garden could be an added rental space generating additional income for the Center.

Result in improvement in safety

- ☐ Safety improvement

Improvement in safety**Benefit youth, seniors, low income persons and/or underserved populations**

- ☒ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

Parks reflect the quality of life in a community. They provide a gathering place for families, individuals, groups regardless of age, social or economic status. With the University two blocks away and downtown citizens of Forest Grove would benefit from a small neighborhood park. An immediate impact would be felt by the approximately 100 residents of The Elms Retirement Community. The mini park could be a resting place between the neighborhood, Pacific University and the downtown area. Neighborhoods to the north and east of the mini park are within walking distance. This area includes hundreds of home types, both individual and multi occupancy.

Brief project description and explanation of how the CEP funds will be used:**Project Start Date***

7/8/2024

Project Completion Date*

12/31/2024

Project Scope*

Creating a mini park: Level the grassy area in question.
Add a circular bench around existing tree. Hire arborist to appropriately trim and prune said tree.
Determine type and where the gazebo should be placed. Prepare bedding area for a rose garden. Determine water supply access. Determine if existing fencing is adequate.

Bus Shelter: Determine location and size of shelter. Determine whether the shelter should be prefab or custom.
Ask for bids.
Selection of vendor/s.

Design new sign for FGSCC.

Have a city-wide contest to name the mini park.

Estimate how many Forest Grove residents will benefit if this project is funded. Who is your target audience?**Include demographic information about participants like, race ethnicity and socio-economic status.***

Literally, everyone in Forest Grove could benefit from the addition of mini park. Realistically, the surrounding areas, including visitors to FGSCC, University student, families, and all the individuals who live within walking distance of FGSCC.

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

☐ Yes ☒ No

If so, is the project completed?

☐ Yes ☐ No

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

☒ Yes ☐ No

If so, is the project completed?

☐ Yes ☐ No

If you answered Yes to the current grant question, please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

The current grant was for capital improvements to the Center. The completed improvements included new flooring, windows and a surveillance system. The current project to complete the grant will be to add an audio system and upgrade an outdated kitchen oven.

Budget Reporting

Budget Information

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services					
Contract Labor					
Materials and Supplies					
Capital					
In-Kind Services*:					
Total	\$	\$	\$	\$	\$

The chart illustrates the type of budget information that is required to submit your application. You may upload one you've previously created or use the below fillable PDF and upload a copy with your application.

*In-Kind Services is volunteer services and the like.

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

CEP-Budget-Fillable-PDF-2024pdf.pdf

Your budget should include a breakdown of estimated costs by source. Including the information from the above chart.

% of Total Budget provided by Non-CEP funds*

0

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

No.

Will the project be completed with the proposal funding or will future funding be necessary*

Project will be completed with the proposed budget. Estimates were collected using online resources.

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?*

The Forest Grove Senior and Community Center is centrally located in the city. A new mini park would be not only an enhancement to an underutilized piece of property but would also provide all citizens multi-cultural and diverse groups with another venue for various social and educational activities. Use of the park could include use by the Parks and Recreation Department. Valley Art, another 501c3 could benefit from an outdoor venue.

Currently, there is only one bench for bus passengers. A covered shelter with seating offers bus riders with a protected place to wait for the bus. Picnic tables would be available to all citizens of Forest Grove at all times.

- [2024-25 City Council Goals](#)
- [Forest Grove Vision Statement](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

Every citizen in Forest Grove would benefit from the addition of a neighborhood mini park. Everyone has a common need for a green space for better livability.

A bus shelter is a commonsense addition to Ride Connection and the Grove Link bus systems and could help with the growth of ridership.

Project Management

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

Bring the necessary people together to begin the planning process. The project team would include Ride Connection, The Forest Grove Senior and Community Center and any other contributor to the project deemed necessary to aid the completion of the project.

Determine completion date. Work backwards to create program management plan.

Product Selection = Prefab or Custom construction?

Vendor Selection

Begin project using established timeline.

Describe prior experience managing similar projects. Include prior Community Enhance Project (CEP)*

Projects for FGSCC from September 2023 to present.
Currently finished the addition of the new surveillance system.
Worked with city officials on a major repair to the ladies' restroom.
Presently working on the addition of an audio system for FGSCC.

Does this project require coordination with other public or private organizations?*

☒ Yes

☐ No

Has the necessary coordination between the two entities been completed?*☐ Yes☒ No**If yes, please describe:**

Until funds are approved there is no reason to introduce the bus shelter project to Ride Connection or t Grove Link.

Is the project located on private land?*☐ Yes☒ No**If the project is located on private land, discuss the public benefit of the project.*****Landowner Permission Upload*** No file chosen

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc. No file chosen**Electronic Signature Agreement***

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.**Electronic Signature*****Date***

Sophia Stamatīs

4/25/2024

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services					
Contract Labor	7,000				
Materials and Supplies	13,000	0			
Capital					
In-Kind Services*					
Total	\$ 20000	\$	\$	\$	\$

Agenda

Introduction

Before the Pocket Park

Benefits

Visual After

Final Takeaways



May 22, 2024
Potential
Abounds!

What is a Pocket Park?

A pocket park, also coined a “mini” park, is a small park accessible to the public. The locations, attributes, and uses of pocket parks can vary considerably. By virtue of its name, a pocket park is small and compact. Generally, a pocket park can occupy one to three city lots and is smaller than 2 acres.





Benefits

Adds a walking destination to the neighbor

Benefits everyone in the community

Increases property values

Location will accommodate the needs of the local
community and The Center

Reflects the desired quality of life in a community

Additional Rental Income for FGSCC

Enhances under utilized property



Before



After Potential

-
- Design and construction of park would include local community groups e.g. Boy Scouts, local gardening groups, Parks and Rec, FGSCC staff and volunteers
 - Everyone in Forest Grove would benefit from the park including the surrounding areas, including visitors to FGSCC, University student, families, and all the individuals who live within walking distance of FGSCC.
 - Naming the park – a citywide contest facilitated by FGSCC.



The slide features a light blue background with several stylized, light gray leaf graphics. These leaves are arranged in clusters around the central text, with some leaves overlapping the text itself. The leaves have simple outlines and some internal vein details.

Engaging the Community

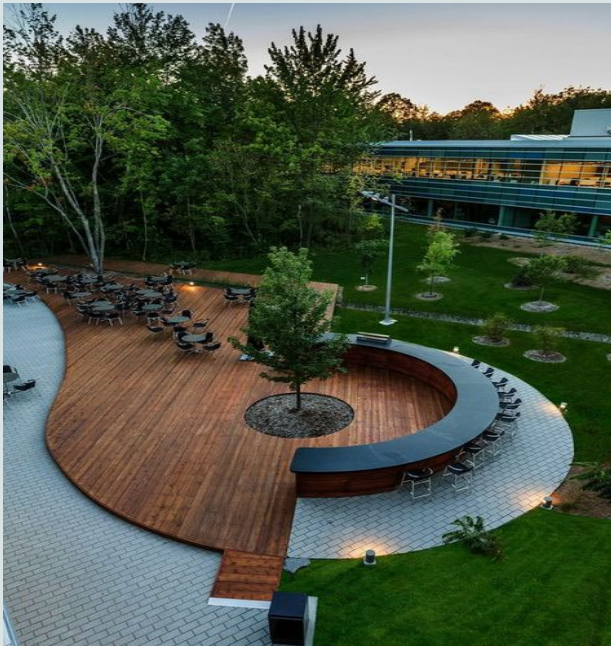
- Design and construction of park would include local community groups e.g. Boy Scouts, local gardening, Habitat for Humanity, Parks and Rec, FGSCC staff, volunteers and more...
- Everyone in Forest Grove would benefit from the park including the surrounding neighborhood. Likewise, visitors to FGSCC, University students, families, and all the individuals who live within walking distance of FGSCC would benefit from the park.
- Naming the park – a citywide contest facilitated by FGSCC.

Picture a Gazebo in
the Corner



A picnic
table under
the tree...

Examples of Pocket Parks





Thank you & Time for Your Questions!

Sophia Stamatis

503-357-2021

director@fgscc.org

www.fgscc.org

Mariah Woods

From: Chris B. Billman <chrisb.billman@gmail.com>
Sent: Thursday, May 16, 2024 7:33 AM
To: City Councilors; Henry Reimann; Jesse VanderZanden; Gregory Robertson
Subject: Disability For a Day

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Something for everyone to think about and actually do. It's possible that you would have a different view on the situation that is being constructed in our community.



Disability For a Day
[youtu.be](#)

Chris B. Billman
[REDACTED]
Forest Grove Oregon 97116
[REDACTED]

Mariah Woods

From: noreply@civicplus.com
Sent: Friday, May 17, 2024 9:10 AM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Contact City Council

First Name	Ellery
Last Name	Tatz
Address	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip	<i>Field not completed.</i>
Email	tatze@tntfireworks.com
Whom would you like to contact?	Entire Forest Grove City Council (Includes Mayor Wenzl)
Would you like a response?	Yes
Question / Comment	I am reaching out to you in hopes that you may have knowledge of a non-profit organization that would be interested in fundraising through staffing a fireworks tent. I am trying to find a club or organization that is local to Cornelius. I find that the community connection makes for a positive relationship. I was hoping, with your position as Mayor or council member, you may have some thoughts on some people that would have interest. We have had great success in years past at our location in Fred Meyer. My name is Ellery Tatz. I am the Area Manager for TNT Fireworks. A fireworks site is available for a group to operate for this 4th of July holiday. This site has a long history of generating a good deal of money for the organization operating it. Community fireworks stands are generally fundraisers for area non-profit

and other civic groups. It is a wonderful way to make a strong amount of money in a short period of time – and have fun doing it!

There is no financial outlay in order to do this fundraiser. The only resource needed are people to operate the site. There is full training and we will walk you through the entire process to set you up for maximum success.

Please let me know if you would like to talk and learn more of the details about this project. I will be happy to give you the more in-depth explanation of how this works. You are welcome to contact me anytime at the information below. I hope this opportunity is chance for you and your organization to raise funds.

*Please forward to anyone in your organization that might have interest in helping fundraise. I look forward to hearing from you soon.

Regards,

Ellery Tatz
Area Manager -Portland, Oregon
American Promotional Events Inc
dba TNT FIREWORKS
Office 503-653-9655
Cell Phone 971-754-5716
Email tatze@tntfireworks.com

Email not displaying correctly? [View it in your browser.](#)

Mariah Woods

From: noreply@civicplus.com
Sent: Tuesday, May 21, 2024 11:53 AM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Contact City Council

First Name	Rose
Last Name	Prezioso
Address	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip	<i>Field not completed.</i>
Email	Arratcliffe4@gmail.com
Whom would you like to contact?	Entire Forest Grove City Council (Includes Mayor Wenzl)
Would you like a response?	No
Question / Comment	Hello City Council members, I'm a Medical Social Worker often helping older adults and their families receive support. I'm here to share ideas as a resident of Forest Grove. Just the other day the police had picked up an elderly man who was disoriented and lost. He lived down the block from us. My baby and I could easily check in on this person as a friendly visitor. We were greeted by an elderly woman the other day in a scooter. She loved seeing a baby and asked for us to visit her. People need social connections. Seniors are at higher risk for isolation and loneliness. How do we better support our seniors? I look at what's in

proximity and that's people living on the same block/street. I think about City initiatives to increase neighborly interactions such as block party bbqs, block yard sales, and even a time-banking neighborhoods. We need to find ways to remove the invisible barrier with talking with each other and create more community connections with the people around us.

Unfortunately, my family cannot afford a home in Forest Grove, so we are moving. My husband is a chemical engineer with a 6 figure salary, and we still can't afford to buy a house here.

Missed opportunities. Take care Forest Grove.

A. Rose Prezioso

Email not displaying correctly? [View it in your browser.](#)

From: [David Haworth](#)
To: [City Councilors](#)
Subject: Fwd: data center
Date: Thursday, May 23, 2024 8:47:19 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

Begin forwarded message:

From: Kate McGuire <kmcguire@forestgrove-or.gov>
Date: April 29, 2024 at 12:11:44 PM PDT
To: David Haworth <ywdave55@gmail.com>, Debbie Haworth <debbiehaworth16@gmail.com>, Richard Marsee <richard.marsee@gmail.com>
Cc: Bryan Pohl <BPohl@forestgrove-or.gov>
Subject: RE: data center

Mr. Haworth,

Your comment has been received and entered into the record.

Regards,
Kate
kmcguire@forestgrove-or.gov

From: David Haworth <ywdave55@gmail.com>
Sent: Monday, April 29, 2024 12:05 PM
To: Debbie Haworth <debbiehaworth16@gmail.com>; Richard Marsee <richard.marsee@gmail.com>; Kate McGuire <kmcguire@forestgrove-or.gov>
Subject: data center

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Please see the attached

from these documents, it is demonstrated that the city is using a statute over 20 years old
To justify putting in a data center when none existed in Oregon six years ago
The colloquial definition of light industrial completely bans everything about a gigantic noisy data center
The loophole word is "information"

Back in 1997 information was a call Center

A data center is not a light industrial use. It should be put out in open spaces like the one off Brookwood not nestled into a neighborhood 1500 feet from Fernhill estuary and Neil Armstrong school.

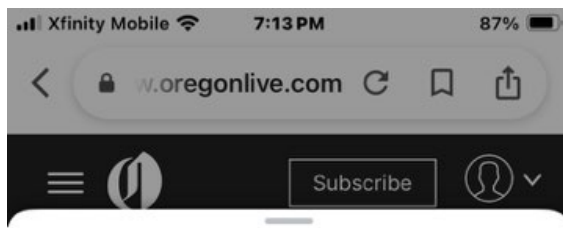


By [Mike Rogoway](#) | [The Oregonian/OregonLive](#)

Data centers arrived in Oregon five years ago, cloaked in mystery. There's no hiding them now.

From Umatilla to Prineville to Hillsboro, server farms are sprouting across the state. They are the physical manifestations of the cloud that hosts your free Gmail, movie streams and Facebook friends. And though not big employers -- computers do all the heavy lifting -- their technology and investment are nonetheless beginning to transform the rural communities where they operate.





Hillsboro Data Centers: Colocation in The Hub City



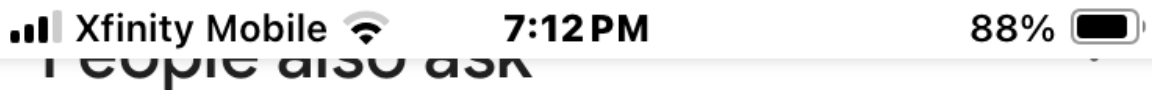
A Hillsboro data center offers lower costs, robust connectivity, and a favorable climate. Explore Hillsboro colocation pricing!

 Brightlio



Amazon Expanding Data Centers In NE Oregon, Reaping Massive Tax Breaks

Amazon's ever-expanding footprint in Seattle —



What is NAICS code 51?



About the **Information sector**

The Information sector comprises establishments engaged in the following

processes: (a) producing and distributing information and cultural products, (b) providing the means to transmit or distribute these products as well as data or communications, and (c) processing data.

★ <https://www.bls.gov/tgs/iag51>

[Industries at a Glance: Information: NAICS 51 - Bureau of Labor Statistics](#)

MORE RESULTS

What is the Northern American industry classification system?



How do I find my North American Industry Classification Code?



📶 Xfinity Mobile



6:58 PM

📶 93% 🔋

The Light Industrial District
provides land for light
manufacturing, warehousing,

processing, and distribution of goods and other low intensity industrial uses. It is intended for industrial uses which involve the low level of noise, vibration, air pollution, radiation, glare, or fire and explosive hazards.



<https://www.codepublishing.com> > ...



Chapter 2.6 Light Industrial District (LI) - Code Publishing Company



About featured snippets

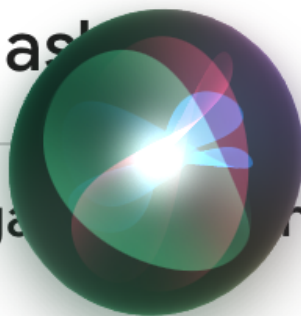


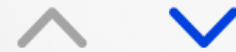
Feedback

People also ask



What is the legal definition of light industrial?





Good morning, Mr. Haworth.

The criteria were referenced on the notice that you received, but just in case you do not have it, I have attached a copy here for your reference. With respect to the definition of light industrial that you found online, I cannot comment on what that means. What I can say is that our light industrial zone use standards are found in [Section 17.3.500 of the Forest Grove Development Code](#). In this section, Table 3-12 lists the uses that are permitted in the light industrial (LI) zoning district. In this table, under the “other use” category, “information” is enumerated as a permitted use outright in the LI zone.

Furthermore, in [Section 17.12.150](#) (F), “information” is defined as, *“Uses that are engaged in the following processes: producing and distributing information and cultural products; providing the means to transmit or distribute these products as well as data or communications; and processing data. Included in this definition are those establishment types within Sector 51 – Information as provided by the North American Industry Classification System, United States, 1997 Edition with the of § 51213, Motion Picture and Video*

Display.”



Sent from my iPhone

From: [David Haworth](#)
To: [City Councilors](#)
Subject: Fwd: Crane Data Project
Date: Thursday, May 23, 2024 8:47:48 AM
Attachments: [image001.png](#)
[Building 2 Elevation profile sheet.pdf](#)

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

Sent from my iPhone

Begin forwarded message:

From: Kate McGuire <kmcguire@forestgrove-or.gov>
Date: April 11, 2024 at 12:38:27 PM PDT
To: ywdave55@gmail.com
Cc: Shawn Nguy <snguy@navixeng.com>, Keith Hormann <khormann@forestgrove-or.gov>
Subject: RE: Crane Data Project

Good afternoon Mr. Haworth,

I've started a new email because when I tried to respond to the initial email you sent, it would not allow me to include the screenshot provided below or to provide the attached PDF. I have quoted the text of your original email in blue font, below:

“hello this is David Haworth. I left a voicemail earlier.
I am at 1816 Tamarack Way, and I would really like to see where my house falls in relation to building two and the storm pond I'd also like to know how tall the buildings are And I'm concerned about the electromagnetic energy. Perhaps they have some data on that.
When you have time
thank you very much
503 860 6755”

The best I can do is to provide you the picture below with your property identified, showing its relative proximity of to the subject property. I don't have a shapefile of the building locations to load into my overlay, that is not something that the applicant is required to submit to the land use application. Hopefully, you can look at the screenshot below and the proposal site plan you received in the mail and extrapolate an approximate location of building 2 from your property.

The attached PDF shows the elevation profile of proposed building no. 2, to be constructed in a later phase of the project. The proposed height is 70'. The property is zoned Light Industrial ("LI") and there is no maximum building height limitation for that zone.

I can not provide a response to your inquiry regarding electromagnetic emissions from a Data Center. I have cc'd the Applicant's Agent, Shawn Nguy of Navix Engineering and Keith Hormann of the City of Forest Grove Light and Power division on this return correspondence to you, hopefully one of them can address your concern regarding this.



Regards,
Kate

Kate McGuire | *Senior Planner*
City of Forest Grove | Planning Division
Direct Phone: (503) 992-3233
kmcguire@forestgrove-or.gov



From: [David Haworth](#)
To: [City Councilors](#)
Subject: Fwd: Crane Data Project
Date: Thursday, May 23, 2024 8:48:14 AM

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

Sent from my iPhone

Begin forwarded message:

From: Kate McGuire <kmcguire@forestgrove-or.gov>
Date: April 23, 2024 at 11:17:48 AM PDT
To: David Haworth <ywdave55@gmail.com>
Subject: RE: Crane Data Project

Good morning Mr. Haworth,

Thank you for your written comment (s), all three (3) of them will be incorporated into the record and addressed within the staff report. Pursuant to Forest Grove Development Code §17.1.535, because you submitted comment, you will receive a notice when the decision is issued.

Regards,
Kate

Kate McGuire | *Senior Planner*
City of Forest Grove | Planning Division
Direct Phone: (503) 992-3233
kmcguire@forestgrove-or.gov



A place where families and businesses thrive.

NOTICE OF PENDING LIMITED LAND USE
(ADMINISTRATIVE) DECISION

DATE: April 8, 2024

FILE NUMBER: 311-24-000006-PLNG

APPLICANT: Crane Data Centers, Inc.

OWNER: Heather Street Owner, LLC

LOCATION: 3975 Heather Street / Washington County Tax Lot 1S3050001300

PROPOSAL: SITE DEVELOPMENT REVIEW for phased construction of Data Center facility.

This notice is to advise you that the above land use application has been filed with the City of Forest Grove Community Development Department. You are receiving this notice, as required by law, because your property is within 300' of the exterior boundary of the subject property. Information pertaining to this proposal may be obtained by visiting the City of Forest Grove Planning Department, "Projects and Land Use" web page at this web address: <https://or-forestgrove.civicplus.com/474/4246/Projects-and-Land-Use> or by contacting Senior Planner Kate McGuire at the Community Development Department: 1924 Council Street / (503) 992-3233, between 9 a.m. and 4:30 p.m. Monday through Friday. Please E-mail comments or questions to kmcguire@forestgrove-or.gov.

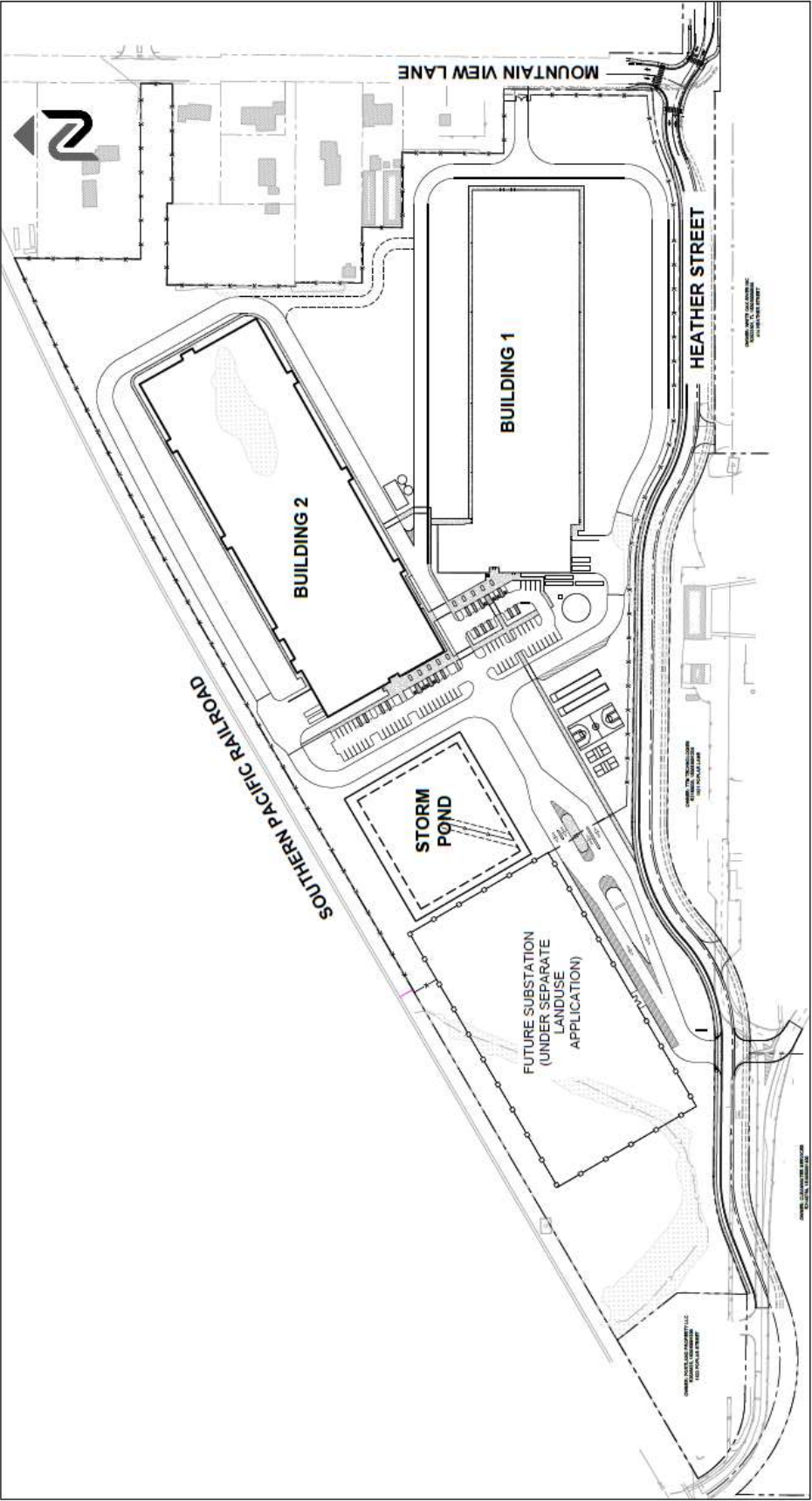
Criteria for approval of this request are found within the following development code sections ("§")

- §17.2.450 – *Site Development Review*
- §17.3.520 – *Industrial Zones Use Regulations* and Table 3-12: *Industrial Zones Use Table*
- §17.3.530 – *Industrial Zones Development Standards* and Table 3-13: *Industrial Zone Dimensional Requirements*
- §17.3.540 – *Additional Industrial Zone Standards*
- §17.8.000 – *General Development Standards*

****Please see the proposed site map on the back side of this page****

A link to the City of Forest Grove Development Code (hosted by "American Legal Publishing") can be located by navigating to the City of Forest Grove Planning web page, or a hard copy may be viewed between the hours of 8 a.m. – 5 p.m., Monday – Thursday and 8 a.m. – 4p.m. on Fridays.

If you wish to comment on this proposal, you must do so in writing, either via first class mail or email, prior to **Monday April 22, 2024, by 5:00 p.m.** If an issue is not raised during this comment period, or if the issue is not explained in sufficient detail to allow the applicant to respond, that issue can't be used as the basis for an appeal to the Planning Commission or to the Land Use Board of Appeals (LUBA). *Notice of final decision will be mailed only to those parties that have submitted written comments.*



SITE PLAN

From: [David Haworth](#)
To: [City Councilors](#)
Subject: one of 5. Crane Data Center
Date: Thursday, May 23, 2024 9:08:00 AM
Attachments: [IMG_4848.PNG](#)
[IMG_4849.PNG](#)
[IMG_4856.mov](#)
[IMG_4903.MOV](#)

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City council

please see the attached pictures and the other attachments included in my last four emails that support the following

This land is zoned light industrial.

The statute states that light industrial can be used for information.

In 1997 when the statute was written information was not enormous 70 foot tall data center buildings .

Data centers did not exist in Oregon back then

A 70 foot tall wall with cooling units on the roof would block out the sky to my whole neighborhood and crash our property values.

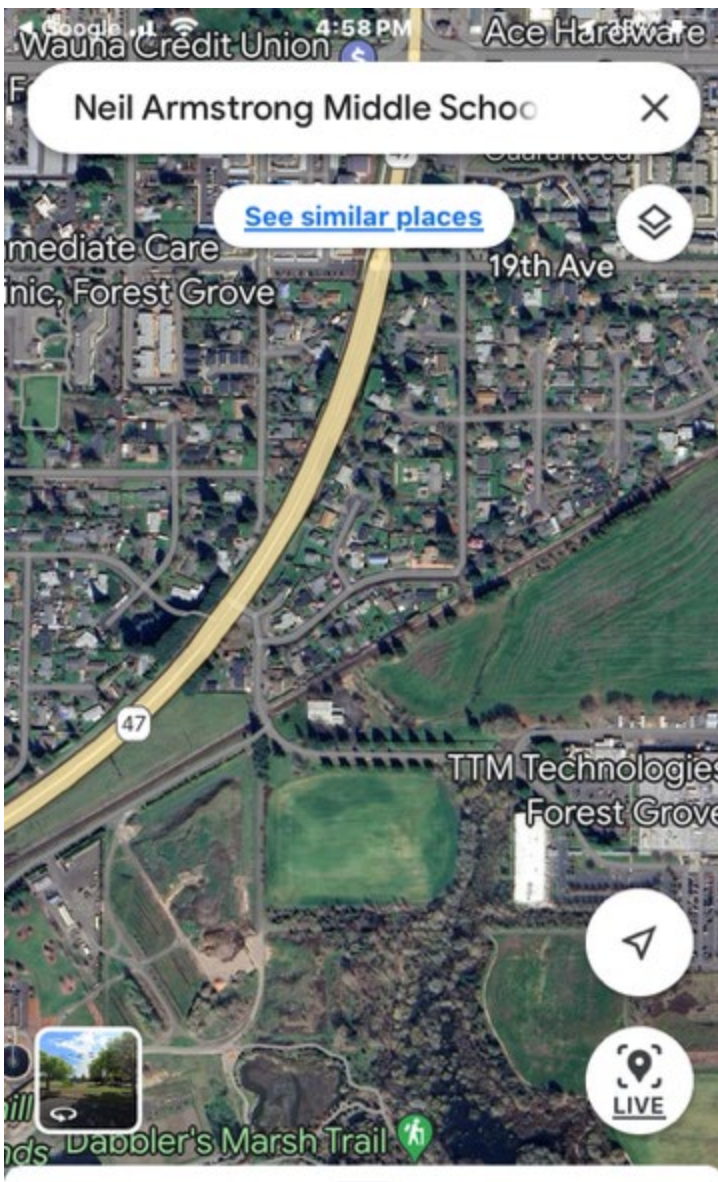
Is this just a request by the land owner. OR is this a planned project ?

It would ruin our lives . Please do not approve this terrible misuse of the land.

Dave Haworth

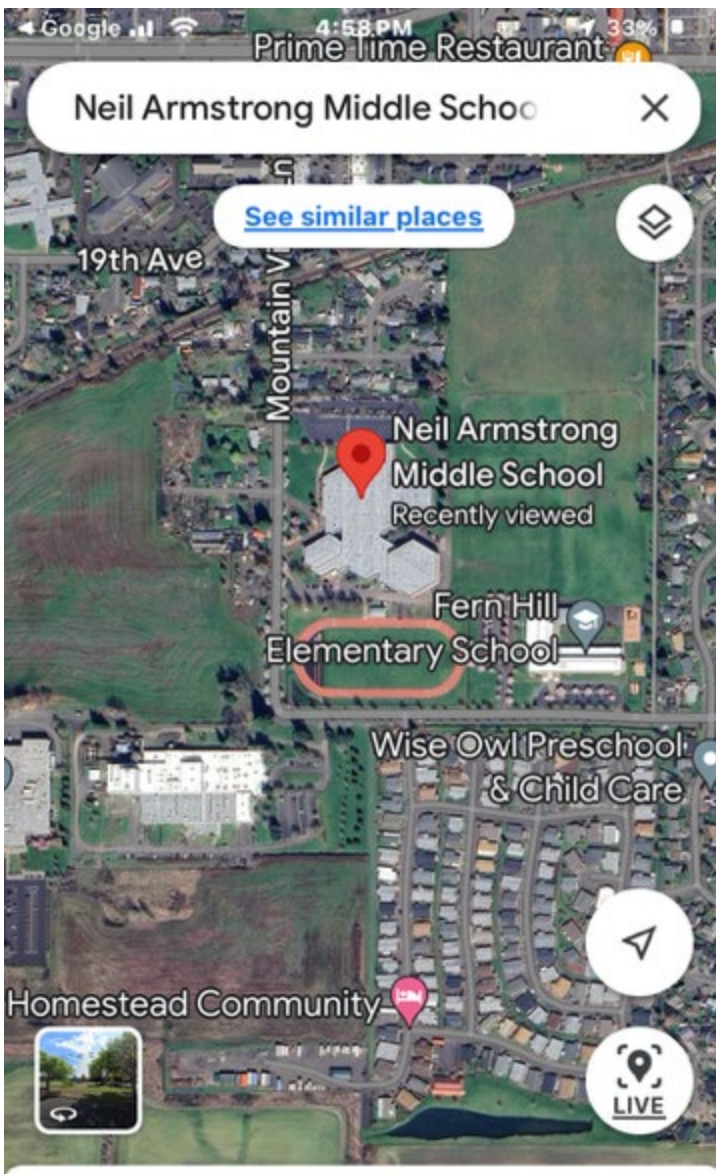


Forest Grove Or 97116



Neil Armstrong Middle School

3.0 ★★☆☆ (15)



Neil Armstrong Middle School

3.0 ★★☆☆ (15)



Sent from my iPhone

From: noreply@civicplus.com
To: [City Councilors](#)
Subject: Online Form Submittal: Contact City Council
Date: Thursday, May 23, 2024 9:08:59 AM

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

Contact City Council

First Name	Phil
Last Name	Carow
Address	
City	Forest Grove
State	OR
Zip	97116
Email	pmcarow@cs.com
Whom would you like to contact?	Entire Forest Grove City Council (Includes Mayor Wenzl)
Would you like a response?	Yes
Question / Comment	So I am contacting the council about the possibility of adding more pickleball courts to Rogers Park. Currently there are two courts there and those are the only courts in the entire city of forest grove. As I'm sure most of you know pickleball is the fastest growing sport in the United States. It's completely inclusive. Anyone from age 8 to 80 can play. Cost is minimal, you can purchase a used paddle at Goodwill for \$10. And if the city would provide more courts there would be a place for people to play for no cost. If the city could convert the remaining single tennis Court into four pickleball courts that would give us a total of six. I'm sure the cost to do that would be minimal. With six courts we could also host pickleball tournaments which would bring hundreds of people into the great community of forest grove. And as we all know people coming into the community will spend money at local businesses which is a positive. Thank you for your consideration to this matter. Sincerely Phil carow

Email not displaying correctly? [View it in your browser.](#)

From: [David Haworth](#)
To: [City Councilors](#)
Subject: #6 of 6 emails. on. the CRANE DATA CENTER
Date: Thursday, May 23, 2024 9:20:16 AM
Attachments: [IMG_4930.PNG](#)
[IMG_4931.PNG](#)
[IMG_4932.PNG](#)
[IMG_4933.PNG](#)
[IMG_4934.PNG](#)

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

city council

Pardon me if some of this information is redundant. The following pictures show how tight the space is for these 70 ft tall buildings

They speak for themselves

Thank you

David Haworth

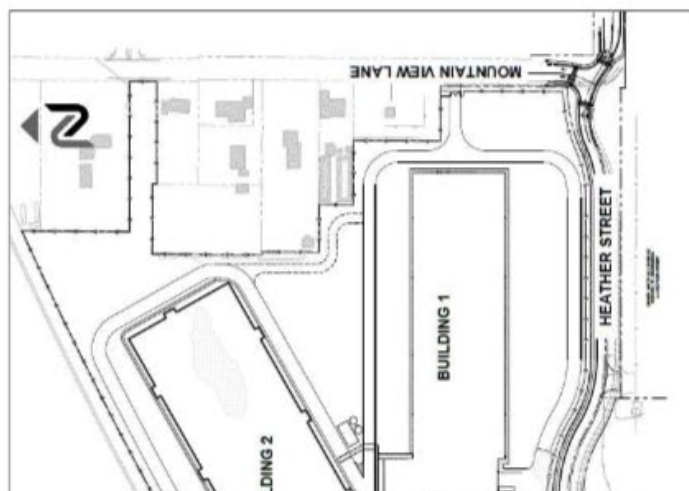
- §17.2.450 – *Site Development Review*
- §17.3.520 – *Industrial Zones Use Regulations* and Table 3-12: *Industrial Zones Use Table*
- §17.3.530 – *Industrial Zones Development Standards* and Table 3-13: *Industrial Zone Dimensional Requirements*
- §17.3.540 – *Additional Industrial Zone Standards*
- §17.8.000 – *General Development Standards*

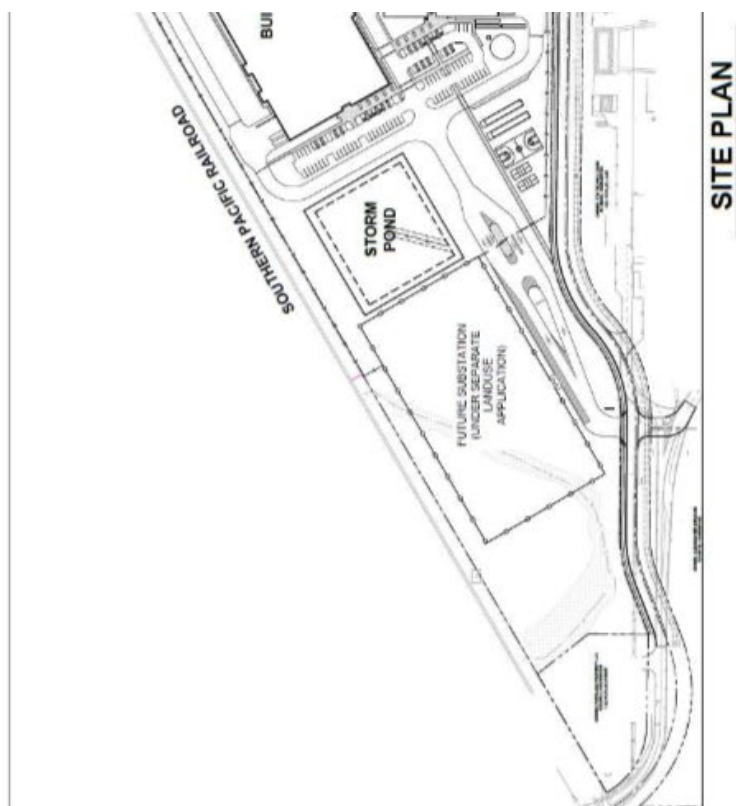
****Please see the proposed site map on the back side of this page****

A link to the City of Forest Grove Development Code (hosted by “*American Legal Publishing*”) can be located by navigating to the City of Forest Grove Planning web page, or a hard copy may be viewed between the hours of 8 a.m. – 5 p.m., Monday – Thursday and 8 a.m. – 4p.m. on Fridays.

If you wish to comment on this proposal, you must do so in writing, either via first class mail or email, prior to **Monday April 22, 2024, by 5:00 p.m.** If an issue is not raised during this comment period, or if the issue is not explained in sufficient detail to allow the applicant to respond, that issue can't be used as the basis for an appeal to the Planning Commission or to the Land Use Board of Appeals (LUBA). *Notice of final decision will be mailed only to those parties that have submitted written comments.*

CITY OF FOREST GROVE P. O. BOX 326 FOREST GROVE, OR 97116 503-992-3200 www.forestgrove-or.gov







David Haworth

9:10 AM

To: David Haworth >

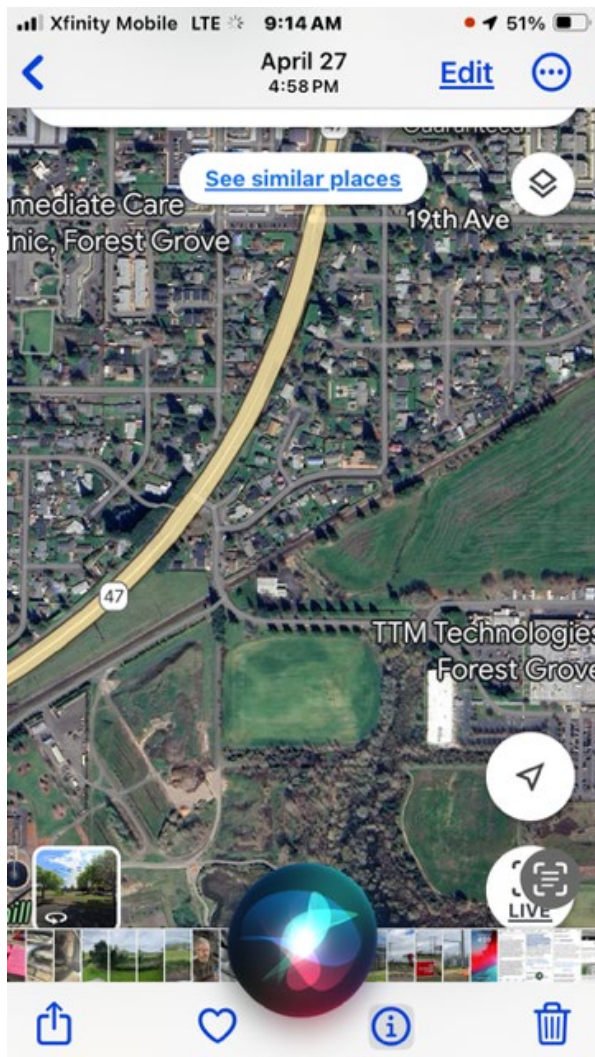


No Subject



Sent from my iPhone









Sent from my iPhone

From: [Chris B. Billman](#)
To: [City Councilors](#); [Brenda Camilli](#); [Jesse VanderZanden](#); [Bryan Pohl](#); [Gregory Robertson](#)
Subject: Diversity, Equity, Inclusion—and Accessibility: How Cities Can Lead - National League of Cities
Date: Sunday, May 26, 2024 11:38:52 AM
Attachments: [NLC-Diversity-Inclusion-Feature.png](#)

Caution: This message came from outside our organization. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

A quick reminder that accessibility is supported by the NLC



Diversity, Equity, Inclusion—and Accessibility:
How Cities Can Lead
[nlc.org](#)

Chris Billman

[REDACTED]

Forest Grove, Oregon
97116-9128

[REDACTED]

ChrisB.Billman@gmail.com

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Mariah Woods, City Recorder*

DATE: *May 28, 2024*

SUBJECT TITLE: *Annual Liquor License Renewals 2024*

BACKGROUND:

The Oregon Liquor Control Commission (OLCC) has notified the City of the eligible liquor licenses seeking renewal for 2024. City Code Sections §110.071-110.073 requires any applicant/business requesting endorsement for a new liquor license application or liquor license renewal to submit to a criminal background check and have a valid City business license in accordance with City Code. A first round of renewal application has been received by the City. The Police Chief has reviewed the applicable criminal records check of the licensee and has made recommendation to:

- ***Forward with approval – No legal basis for denial noted.***

The OLCC also conducts its investigation, i.e., if the business location has had problems with OLCC, police or neighbors; the applicant has a criminal history; the applicant has provided false information; and/or the applicant has a history of abusing drugs or alcohol.

STAFF RECOMMENDATION:

Staff recommends that the Council authorize endorsement of the attached Annual Liquor License Renewal. The City's endorsement will be submitted to OLCC and OLCC approves, denies, restricts, or makes recommendations to OLCC Commissioners. If application is approved, the OLCC will issue the license. If application is denied or restricted, there is a process by OLCC to contest the decision.

ATTACHMENTS:

OLCC Reasons to Deny or Restrict a License
Annual Liquor License Renewal Application

REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC **can** consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location.

The problems can include:

- Obtrusive or excessive noise, music or sound vibrations
- Public drunkenness
- Fights or altercations
- Harassment
- Unlawful drug sales
- Alcohol or related litter

OLCC is **not** able to consider the following issues when deciding to renew a liquor license:

- Lack of parking
- Increase in traffic
- Too many licenses in a specific area (saturation)
- Entertainment type - nude dancing, gambling, live bands, etc.
- Increased noise
- Zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

RECEIVED: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Kama'Aina

BUSINESS LOCATION ADDRESS: 1910 Main St, A

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 30570

1. TYPE OF LICENSE:	2. LICENSE FEE:
☒ F-COM – Full On-Premises Sales	☐ L – Limited On-Premises Sales
☐ F-CAT – Full ON-Premises Sales, Caterer	☐ O – Off-Premises Sales
☐ F-FPC/F-CLU – Full On-Premises, Private	☒ SEW – Special Event Winery
☐ F-PL – Full On-Premises Public Location	☐ SEG – Special Event Grower
☐ TSL – Temporary Sales License	☐ SED – Special Event Distillery
☐ BP – Brewery Public House	☐ Distillery
☒ FULL ON-PREMISES SALES	☐ OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
BREWERY – PUBLIC	
Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE

☒ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL

☐ REJECT APPLICATION (Memorandum Required)



Chief of Police/Designee

5.8.24

Date



A place where families and businesses thrive.

Parks & Recreation Commission Meeting
Wednesday, January 17, 2024
City Auditorium Conference Room, 1915 Main St.

Minutes are unofficial until approved by the B/C.

1. CALLED TO ORDER:

The meeting was called to order at 7:02 a.m. by Paul Waterstreet, Chair of the Parks and Recreation Commission.

ROLL CALL: Paul Waterstreet, Chair; Joe Offer, Vice Chair; Brad Bafaro; Aaron Johnson; Mackenzie Johnston Carey; Michelle Beck; Mike Marshall, Council Liaison

ABSENT: Susan Taylor; Glenn VanBlarcom; Shari Exo

STAFF PRESENT: Anne Lane, Parks & Recreation Director; Tom Martin, Parks Supervisor; Sherri Mead, Aquatics Supervisor; Cody Jeffers, Recreation Coordinator; Melissa Williams, Admin. Specialist II

2. CITIZEN COMMUNICATIONS: None

3. CONSENT AGENDA:

- a. *Approve Parks & Recreation Commission meeting minutes of December 20, 2023.*

MOTION: Brad Bafaro moved to approve the minutes from December 20, 2023. Joe Offer seconded. MOTION CARRIED unanimously.

4. ADDITIONS/DELETIONS: None

5. DISCUSSION/DECISION ITEMS:

- a) 2024 Parks & Rec. Commission meeting time, day, and dates were discussed further. Commission will continue with the third Wednesday of each month. For 2024, Commission will not meet in June due to it falling on the Juneteenth holiday.
- b) Election of Officers was held. Motion was made by Joe Offer and seconded by Mackenzie Johnston Carey to elect Brad Bafaro as Chairperson. Motion was made by Brad Bafaro and seconded by Aaron Johnson to elect Joe Offer as Vice Chairperson. Both motions were carried unanimously.
- c) Anne Lane reviewed a copy of the DRAFT of the Capital Improvement Plan

(CIP) proposal for fiscal year 2024-25 (FY 24-25). A copy of the draft proposal will be emailed to members.

- d) Anne Lane provided a recap of the January 8th joint work session with City Council and Kyle Park Zone Change 1st reading that occurred at the last meeting.
- e) Paul Waterstreet reported on the Red Cross Lifesaving Award that was presented to Ryan Perez on January 22nd. There was also a small reception before the Council Meeting.
- f) Annual volunteer service awards – it was discussed to bring forward names to submit for this award. Possibly align the presentation just ahead of July being National Park & Recreation month.

6. **COUNCIL LIAISON REPORT:** nothing to report at this time

7. **SCHOOL DISTRICT REPRESENTATIVE REPORT:**

Brad Bafaro reported that there haven't been many changes due to the weather. District is working on some HVAC change outs.

8. **COMMUNICATIONS:**

Paul Waterstreet suggested maybe Commission members could do some research on the history of our various parks. McKenzie Johnston Carey mentioned that the FG Historical Society might already have much of that information and could reach out to them.

9. **STAFF COMMUNICATIONS:**

- a) Parks & Recreation Department report (attached)
- b) Parks report – Tom Martin
 - o Restroom have been closed during winter weather – heaters inside
 - o Cameras at Stites Park seem to be helping
 - o Ongoing branch/debris clean-up from weather
 - o Kickoff meeting for Eastside Park project
 - o Some Thatcher Park equipment repairs are being done
 - o Anna & Abby's carousel – still trying to get repair plan finalized

10. **ANNOUNCEMENT OF NEXT MEETING:** Wednesday, February 21st, 7:00am at the City of Forest Grove Auditorium, Conference Room, 1915 Main St, Forest Grove.

11. **ADJOURNMENT:** The meeting was adjourned at 7:57am.



A place where families and businesses thrive.

Parks & Recreation Commission Meeting
Wednesday, February 21, 2024
City Auditorium Conference Room, 1915 Main St.

Minutes are unofficial until approved by the B/C.

1. CALLED TO ORDER:

The meeting was called to order at 7:00 a.m. by Brad Bafaro, Chair of the Parks and Recreation Commission.

ROLL CALL: Paul Waterstreet, Chair; Joe Offer, Vice Chair (issues logging in but did try); Brad Bafaro; Aaron Johnson; Mackenzie Johnston Carey; Michelle Beck; Susan Taylor; Glenn VanBlarcom; Shari Exo; Mike Marshall, Council Liaison

ABSENT: none

STAFF PRESENT: Anne Lane, Parks & Recreation Director; Tom Martin, Parks Supervisor; Sherri Mead, Aquatics Supervisor; Cody Jeffers, Recreation Coordinator; Melissa Williams, Admin. Specialist II

2. CITIZEN COMMUNICATIONS: It was noted that the City website is having some issues.

3. CONSENT AGENDA:

- a. *Approve Parks & Recreation Commission meeting minutes of January 17, 2024.*

MOTION: Paul Waterstreet moved to approve the minutes from January 17, 2024. Glenn VanBlarcom seconded. MOTION CARRIED unanimously.

4. ADDITIONS/DELETIONS: None

5. DISCUSSION/DECISION ITEMS:

Nominations for the annual Volunteer Service Awards, both groups and individuals were discussed.

6. COUNCIL LIAISON REPORT: Councilor Marshall reported on the Council Creek Regional Trail plans. They are planning on holding a work session in the future. There will be more information to come related to financial impacts, staffing impacts, etc. Planning process being led by Washington County. Discussion scheduled for Council agenda on 2/26/24. Forest Grove has approximately 1.7 miles of trail which

equates to about 35% overall. Tri-met owns the property but the expectation is that the trail will be maintained by the jurisdictions.

7. **SCHOOL DISTRICT REPRESENTATIVE REPORT:** Brad Bafaro reported that the district is moving forward on Cornelius Elementary project. The track at NAMS is complete and the turf portion of the project is next. Work on refurbishment of all playgrounds will begin in about a month.
8. **COMMUNICATIONS:** None
9. **STAFF COMMUNICATIONS:**
 - a) Parks & Recreation Department report (attached)
10. **ANNOUNCEMENT OF NEXT MEETING:** Wednesday, March 20th, 7:00am at the City of Forest Grove Auditorium, Conference Room, 1915 Main St, Forest Grove.
11. **ADJOURNMENT:** The meeting was adjourned at 7:40am.



A place where families and businesses thrive.

Parks & Recreation Commission Meeting
Wednesday, March 20, 2024
City Auditorium Conference Room, 1915 Main St.

Minutes are unofficial until approved by the B/C.

1. CALLED TO ORDER:

The meeting was called to order at 7:05 a.m. by Brad Bafaro, Chair of the Parks and Recreation Commission.

ROLL CALL: Brad Bafaro, Chair; Joe Offer, Vice Chair; Paul Waterstreet; Susan Taylor; Mike Marshall, Council Liaison (**quorum not reached**)

ABSENT: Aaron Johnson; Mackenzie Johnston Carey; Michelle Beck; Glenn VanBlarcom; Shari Exo

STAFF PRESENT: Anne Lane, Parks & Recreation Director; Tom Martin, Parks Supervisor; Sherri Mead, Aquatics Supervisor; Cody Jeffers, Recreation Coordinator; Melissa Williams, Admin. Specialist II

2. CITIZEN COMMUNICATIONS: none

3. CONSENT AGENDA:

- a. *Approve Parks & Recreation Commission meeting minutes of February 21, 2024.*

MOTION: none as quorum not reached with members present, minutes could not be approved. Will need to be approved at next meeting on April 17, 2024 along with minutes from this meeting.

4. ADDITIONS/DELETIONS: None

5. DISCUSSION/DECISION ITEMS:

- a. Recap of March 18th joint work session with City Council: Commission members would have liked to receive information from consultant prior to the meeting. It would have been helpful to receive clarification on some of the specifics. It was noted that they feel "Equity Services" should be removed as a Service Category. Project allows us to "start somewhere". Need to consider vision vs. budget in the process as well.
- b. Annual Volunteer Service Award nominations: tabled since there was no quorum.

6. COUNCIL LIAISON REPORT: Councilor Marshall indicated he might be able to

assist in looking for someone interested in non-profit oversight. What about engagement of a 501(c)(3)? It was mentioned that staff cannot participate in that process. What about a foundation similar to "Friends of the Library"? These are both potential options. Councilor Marshall also indicated that the Senior Center is interested in being included in any P&R levy potential as they are looking for additional funding resource options.

7. **SCHOOL DISTRICT REPRESENTATIVE REPORT:** Brad Bafaro reported that fencing is going up at Cornelius Elementary and the soccer fields are closed. Fencing projects for elementary schools with access points are for safety/security. NAMS turf project is in the works. School District Superintendent search has narrowed to five candidates.
8. **COMMUNICATIONS:**
 - a. Commission Chair – Brad Bafaro
9. **STAFF COMMUNICATIONS:**
 - a. Parks & Recreation Department report (attached)
 - b. staff to provide highlights, Q&A
10. **ANNOUNCEMENT OF NEXT MEETING:** Wednesday, April 17, 2024, 7:00am at the City of Forest Grove Auditorium, Conference Room, 1915 Main St, Forest Grove.
11. **ADJOURNMENT:** The meeting was adjourned at 7:57am.



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Parks & Recreation Commission Meeting
Wednesday, April 17, 2024
City Auditorium Conference Room, 1915 Main St.

Minutes are unofficial until approved by the B/C.

A. CALL TO ORDER: [approved as presented on 5.15.2024](#)

The meeting was called to order at 7:02 a.m. by Joe Offer, Vice Chair of the Parks and Recreation Commission.

ROLL CALL: Joe Offer, Vice Chair; Paul Waterstreet; Glenn VanBlarcom; Aaron Johnson; Mackenzie Johnston Carey; Michelle Beck; Mike Marshall, Council Liaison

ABSENT: Brad Bafaro, Chair; Shari Exo; Susan Taylor

STAFF PRESENT: Anne Lane, Parks & Recreation Director; Tom Martin, Parks Supervisor; Sherri Mead, Aquatics Supervisor; Cody Jeffers, Recreation Coordinator; Melissa Williams, Admin. Specialist II

B. PUBLIC COMMENT: none

C. CONSENT AGENDA:

- a. *Approve Parks & Recreation Commission meeting minutes of February 21, 2024.*
- b. *Approve Parks & Recreation Commission meeting minutes of March 20, 2024.*

MOTION: Glenn VanBlarcom moved to approve minutes from February 21, 2024 and March 20, 2024. Paul Waterstreet seconded. MOTION CARRIED unanimously.

D. ADDITIONS/DELETIONS: None

E. DISCUSSION/DECISION ITEMS:

1. Recap: April 8th joint work session with Forest Grove School District, Pacific University and City of Cornelius on recreation at FGSD office - Anne explained the purpose was for the various agencies to determine how they might collaborate to expand and enhance recreation for the community. The meeting was facilitated by a moderator. This discussion evolved and included some additional feedback from the previously discussed March 18th joint work session with City Council and our contractor 110%. It was mentioned by Councilor Marshall, that he felt that the collaboration meeting is good lead into the Fee & Assessment process but there is

some disconnect between agencies and what services/facilities each have available. Would like to see continued progress in coordinating that information jointly. Paul Waterstreet felt there wasn't a consistent message between the groups.

2. Recap: April 9th Eastside Park Open House event – held at new park site (3705 19th Ave), approximately 30 people in attendance and some coming in just by chance they were walking by. Consensus is excitement about the new park and with a good turnout, you provide that human connection to these neighbors. Our consultants were there and some games/snacks were offered to those in attendance. Currently awaiting a recap from the event as well as next steps in the process.

3. Annual Volunteer Service Award nominations (continued discussion from previous meeting) – additional names were offered as potential nominations. Vote will need to be held at the next meeting with final selection(s).

- F. **COUNCIL LIAISON REPORT:** Councilor Marshall stated that there haven't been any updates on the Council Creek Trail project as funding continues to be a barrier, as most agencies do not have the resources to take care of their portions. Councilor Marshall also mentioned that the Senior Center has rental space available.
- G. **SCHOOL DISTRICT REPRESENTATIVE REPORT:** Brad Bafaro, Chair was not present at this meeting but provided some written updates on various school district items. The district has broken ground on the new Cornelius Elementary School which means the soccer fields there are now closed. They are also developing a plan for a turf field at the Cornelius Elementary site for soccer. April/May the work at NAMS for the turf field will begin. District Superintendent search will be complete in two weeks, down to three candidates.
- H. **COMMISSION COMMUNICATIONS (COMMISSION CHAIR – BRAD BAFARO):**
1. Commission Vice Chair – Joe Offer (Brad Bafaro was absent) None
- I. **STAFF COMMUNICATIONS:**
- a. Parks & Recreation Department report (attached)
b. Staff to provide highlights, Q&A
- J. **ANNOUNCEMENT OF NEXT MEETING:** Wednesday, May 15, 2024, 7:00am at the City of Forest Grove Auditorium, Conference Room, 1915 Main St, Forest Grove.
- K. **ADJOURNMENT:** The meeting was adjourned at 7:46am.



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CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Miles Glowacki, Economic Development Coordinator
Bryan Pohl, Community Development Director*

MEETING DATE: *May 28, 2024*

SUBJECT TITLE: *Tourism Event Sponsorship Awards*

ACTION REQUESTED:	☐ Ordinance	☐ Order	☐ Resolution	☒ X	☐ Motion	☐ Informational
--------------------------	------------------------------------	--------------------------------	-------------------------------------	---------------------------------------	---------------------------------	--

X all that apply

BACKGROUND:

The City Council approved a 2.5% local Transient Lodging Tax (TLT) effective January 1, 2018. The TLT is a tax collected from lodging guests, defined as daily or weekly renters at hotels, motels, and other lodging establishments within the city limits.

Furthermore, the City Council approved Resolution 2023-52 on November 13, 2023, establishing a Tourism Event Sponsorship Program, funded by TLT. The Event Sponsorship Program was in addition to the Tourism Capital Grants Program and Tourism Installation Art Program.

The Tourism Events Sponsorship Program allows groups to apply for up to \$5,000. In exchange for the funds, the city receives recognition as a sponsor in marketing materials including social media, the website, flyers, announcements and booth space, as applicable. According to the program requirements, sponsorship awards are placed on the Consent Agenda for approval by City Council as the applications come in. The Program is currently funded at \$40,000 for FY 23-24.

The purpose of the Tourism Event Sponsorship Program is to provide financial assistance to events that directly contribute to the growth, development, and promotion of tourism with the objective increasing overnight lodging stays in the City of Forest Grove. The program is open to all businesses and non-profits located in Forest Grove. Event organizers can apply for City sponsorship through the city's website. Staff have reviewed the applications to ensure they meet the goals and criteria of the program.

Each request for sponsorship is scored with the following matrix to determine eligibility and funding levels.

Scoring Rubric	100
Overnight Stays – Will attendees likely stay overnight in Forest Grove? Up to 30 points	
Brand Alignment – How does the event's theme and audience align with the City's brand? Up to 20 points	
Audience Reach – What is the estimated reach of the event's attendance? Up to 10 points	
Brand Reach – What is the total marketing budget and how will the City be recognized? Up to 10 points	
Brand Visibility - How prominent is the City's tourism brand on event materials? Up to 10 points	
Experience – Do the organizers have a proven record of producing successful events? Up to 10 points	
Seasonality – Will the event attract visitors during non-peak tourism times? Up to 10 points	

Scores of 80-100 are eligible for \$5,000 in sponsorship funding. Scores of 60-79 are eligible for \$3,000 in sponsorship funding. Scores of 59 and below are not eligible to receive funding.

SUMMARY:

Event:	Organizer:	Staff Recommendation:	Amount
Pickleball Tournament	Chamber	Approve	\$5,000

Pickleball Tournament

The Forest Grove Cornelius Chamber of Commerce (Chamber) has applied for a sponsorship award for a pickleball tournament Forest Grove and Cornelius. The event is scheduled for May 4. The Chamber is requesting \$5,000. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program. Staff recommend funding the sponsorship at \$5,000.

STAFF RECOMMENDATION:

Approve sponsorship for the Pickleball Tournament for \$5,000.

FISCAL IMPACT:

\$5,000 from the TLT fund.

ATTACHMENT(s):

- Pickleball Tournament Sponsorship Application

Tourism Sponsorship Applications: May 28, 2024

Event Name: Pickleball Tournament

Event Date(s): September 14/15

Event Website: fgcchamber.org

Organization: Forest Grove Cornelius Chamber of Commerce

Event Social Media: @fgcchamber

Event Location: Multiple business downtown FG

Requested Funding Amount: \$5,000

Event Hours: 8:00 a.m. – 5:00 p.m.

Expected Number of Attendees: 400

Describe the Event:

The Tualatin Valley Pickleball Tournament is a fun family friendly amateur level Pickleball Tournament. Over the course of two days players compete to receive medals. The two-day event could lead to players staying in local hotels or Airbnb. The tournament is organized on pickleballbrackets.com. Players get a rating to determine their division of play based on other tournaments they play in. Pickleball has been growing in popularity over the last 4 years. Many cities have put in pickleball courts and have pickleball organizations. Forest Grove is no exception. The local club is organized by volunteers. They play weekly, including in the winter when they play at indoor courts. This club is helping the Forest Grove Cornelius Chamber of Commerce organize and run this year's Tualatin Valley Pickleball Tournament. A Portion of the registration fees will go to the local club. They plan to spend the funds on upgraded equipment, organizational costs, and outreach.

This tournament provides a sports activity in Forest Grove that anyone can register to play. The host location will be Rogers Park. Light refreshments are provided to the players. Medals are awarded to the top three places in each division (about 60 medals). This year will be the third annual event.

Last year's tournament was a huge success with 191 players participating. A document is attached that shows a description of where each player is from. Several were from outside of the state of Oregon. The document also includes a breakdown of age and sex of the players. You can see from the graphic that a vast swath of ages participates. This event is very inclusive, and we encourage anyone to participate.

This fun event shows off some of the great locations in Forest Grove and brings visitors to town from other locations. This sports-related tourism event is a perfect way for Forest Grove to show its assets.

Describe your marketing plan including anticipated reach:

The marketing plan for the 2024 Tualatin Valley Pickleball Tournament includes:

- * Paid advertising in News Times and Pamplin media.
- * Paid advertising on Facebook and Instagram posts for the event.
- * Press release written and submitted to over 10 press contacts in Oregon.
- * Event added to Travel Oregon, Travel Portland, and Explore Tualatin Valley calendars and more.
- * Banner with QR code for registration hung at PB courts in Forest Grove and in Hillsboro.
- * Inclusion in the Forest Grove Cornelius Chamber of Commerce Newsletter.
- * Inclusion on Forest Grove clubs Facebook account.
- * Email marketing to past registrants.

The reach is expected to be over 5000 viewers on Facebook and Instagram, and over 3000 viewers on pickleballbrackets.com. The attached document shows the views and more of the tournament on the pickleballbrackets.com website where the registration is hosted for the 2023 tournament. There were 3616 online views and 3745 mobile views for last year's tournament. We expect to see similar views this year.

The tournament hosted 191 players last year. We expect a similar turnout this year. Last year nearly every player had a support team along with them whether it was a mother or father or spouse or an entire family,

Tourism Sponsorship Applications: May 28, 2024

which we saw many of, everyone loves to watch and support their loved ones playing pickleball. While we did not count the actual attendance of the event, we know that there were at least 400 people in attendance or playing.

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	Yes
Will food be served or sold?	Yes
Will alcohol be served or sold?	No
Will there be product, merchandise or service sales?	No
Will there be canopies or tents?	Yes
Will there be amplified sound?	Yes
Are you seeking other sponsorships?	Yes
Sponsorship levels if applicable:	Yes



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CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Miles Glowacki, Economic Development Coordinator
Bryan Pohl, Community Development Director*

MEETING DATE: *May 28, 2024*

SUBJECT TITLE: *Tourism Capital Grant Program Awards*

ACTION REQUESTED:

☐ Ordinance

☐ Order

☐ Resolution

☒ X

☐ Motion

☐ Informational

X all that apply

BACKGROUND:

The City Council approved a 2.5% local Transient Lodging Tax (TLT) effective January 1, 2018. The TLT is a tax collected from lodging guests, defined as daily or weekly renters at hotels, motels, and other lodging establishments within the city limits.

Furthermore, the City Council approved a Tourism Capital Grant Program funded by the TLT, effective November 13, 2023. This program allows groups to apply for a reimbursement of up to \$2,500 to purchase durable goods to support an event that attracts attendees from outside of Forest Grove and encourages them to stay overnight. Applicants have six months from the grant award to request a one-time reimbursement.

The purpose of the Tourism Capital Grant Program is to provide financial assistance for capital expenditures that directly contribute to the growth, development and promotion of tourism with the objective of increasing overnight lodging stays within the City of Forest Grove.

SUMMARY:

The Senior Center of Forest Grove is requesting a grant of \$2,500 to purchase canopies, coolers, misters, outdoor chairs, and tables.

Staff has reviewed the application and finds that it meets the eligibility requirements of the program. Staff recommends approval of the funding request.

FISCAL IMPACT:

\$2,500 from the TLT fund.

ATTACHMENT(s):

Adelante Mujeres Tourism Capital Grant Request Form

Tourism Capital Grant Applications: April 22, 2024

Organization: Forest Grove Senior and Community Center

Requested Funding Amount: \$2,500

Describe the item to be purchased or approved:

Six to eight large pop-up canopies plus coolers, misters, outdoor chairs and tables to be used for the annual Cruis'n the Grove Car Show.

Describe how the purchase will further the city's tourism goals:

Thank you for the opportunity to request financial assistance for our event.

The annual Cruis'n the Grove Car show not only draws cars and their drivers from the local area but from Oregon cities including Eugene, Bend and Portland. "Cruis'n the Grove" focuses on hot rods and muscle cars while Concours D'Elegance which shares the same weekend displays classic cars. Both shows complement each other and allow car lovers to enjoy both variety of cars.

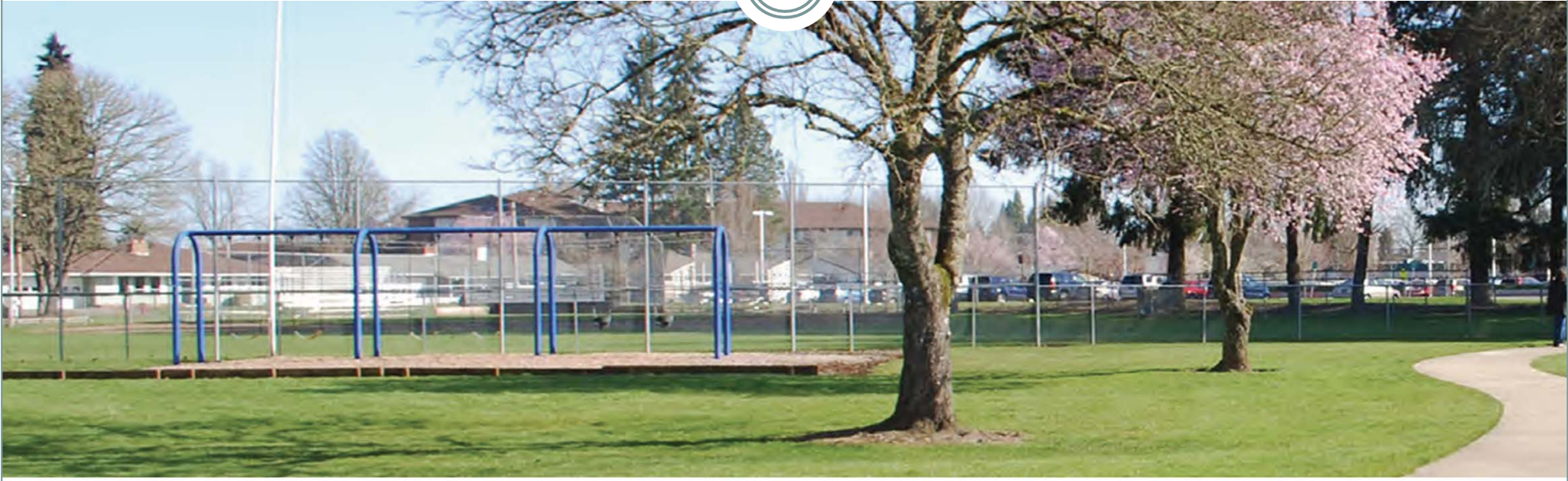
Last year, over 90 cars registered for Cruis'n the Grove. Last year's event brought to the forefront the unprecedented and unpredictable heat of summer temperatures. The items listed above will assist in keeping volunteers and visitors safe from the heat.

Concours D'Elegance car owners have the opportunity to participate in Cruis'n the Grove the day before their show.

The event is more than a car show. The morning begins with a pancake breakfast. Throughout the day there are raffle drawings, food, judging and voting for your favorite car. Visitors outside from other cities will have the opportunity to participate in warm hospitality Forest Grove is known for.

EMERGENCY OPERATIONS PLAN PROJECT CITY COUNCIL BRIEF

MAY 28, 2024



CITY OF FOREST GROVE, OREGON



CITY OF FOREST GROVE EMERGENCY OPERATIONS PLAN PROJECT



STACY M. BURR, CONSULTING



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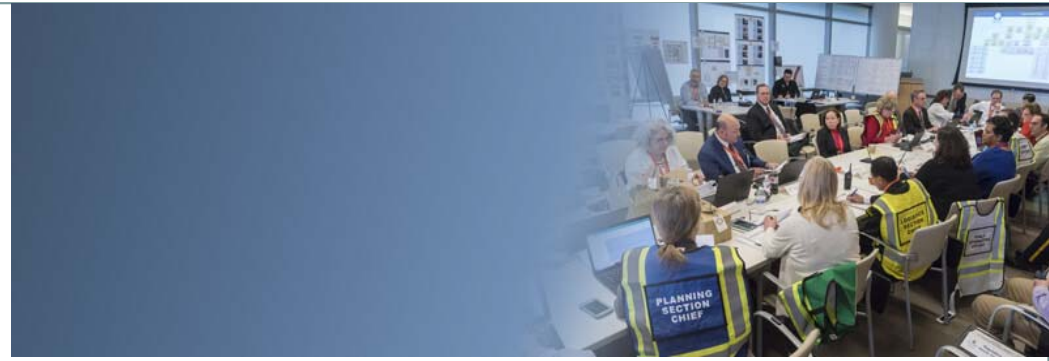
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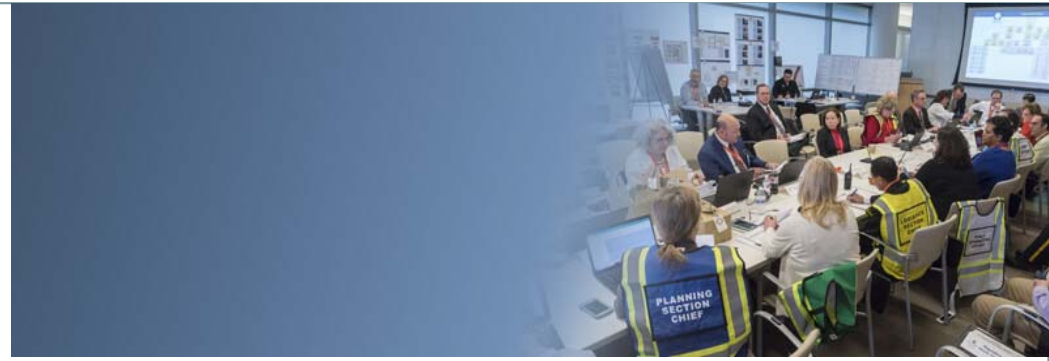
CITY OF FOREST GROVE EMERGENCY OPERATIONS PLAN PROJECT



Emergency Operations Plan Overview

- Assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency, e.g., the fire department.
- Sets forth lines of authority and organizational relationships and shows how all actions will be coordinated.
- Describes how people and property will be protected in emergencies and disasters.
- Identifies personnel, equipment, facilities, supplies, and other resources available during response and recovery operations.
- Identifies steps to address mitigation concerns during response and recovery activities.

CITY OF FOREST GROVE EMERGENCY OPERATIONS PLAN PROJECT

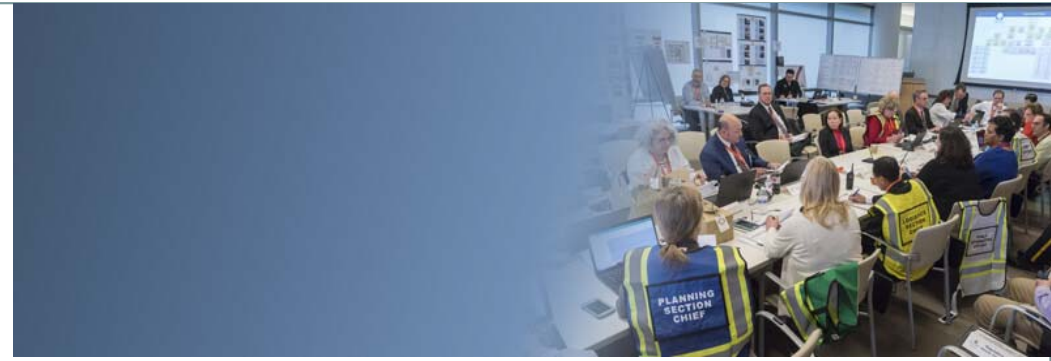


Emergency Operations Plan Overview



- **Concept of Operations**
- **Command and Control**
- **Emergency Operations Center**
- **Policy/Procedure/Process**
- **Roles and Responsibilities**
- **Hazard Specific Plans**
- **Functional Plans**

CITY OF FOREST GROVE EMERGENCY OPERATIONS PLAN PROJECT



PROJECT DELIVERABLES



1

TASK #1: Project Organization and Kickoff Meetings

2

TASK #2: Review city, county, and regional emergency operations plans, City Emergency Codes, and additional policy and procedures that support city emergency response and recovery activities.

3

TASK #3: Conduct a series of planning sessions with city leadership, staff, partnering agencies, emergency volunteer groups, and the community to gather information on staffing, infrastructure, services, and other factors critical to emergency response.

4

TASK #4: Develop and facilitate executive tabletop exercise and train on planning documents.

CITY OF FOREST GROVE EMERGENCY OPERATIONS PLAN PROJECT



PROJECT TIMELINE



**EOP
PLANNING
SESSIONS**
June - July
2024

**EXECUTIVE
PLAN
EXERCISE**
August 2024

DRAFT EOP
August 2024

**STAFF
TRAINING**
September
2024

FINAL EOP
September
2024

CITY OF FOREST GROVE EMERGENCY OPERATIONS PLAN PROJECT



QUESTIONS

CHARTER REVIEW

Work Session: May 28, 2024
Ashley Driscoll, City Attorney

Purpose

- Recap previous meetings
- Review draft specific Charter language
- Review draft Ballot language

ReCap

Work Session April 22, 2024

Work Session May 13, 2024

Process:

- November 2024 ballot
- One ballot measure

Charter Language

- Geography: no change
- Term limits: no change

ReCap

- Role of Mayor: change
 - From Political Head to Primary Representative of the Council
- Role of Council President: change
 - Serve more than two consecutive one-year terms as the President, but shall be eligible to serve again after at least a one-year break in service.
- City Manager Residency: change
 - The Manager need not reside in the City
- Ordinances, Resolutions & Orders: change
 - Make available in writing for public prior to adoption
- Council Term: change
 - Assume office at the first council meeting of the year immediately after the election

ReCap

- Filling Vacancies: change
 - Notwithstanding any quorum or voting requirements of this Charter.
 - The appointee's term of office shall begin immediately upon appointment and qualification and shall continue until the first council meeting of the year immediately after the general election; and if the term of office does not then expire, the remainder of the term shall be filled by election at such general election.
 - The Council must adopt by ordinance a process for appointing members to vacant council positions. not serve more than 2 years.
- Reasons for Vacancies: change
 - Conviction of a misdemeanor or felony crime

Next Steps

- Review and comment on draft City Charter
- Review and comment on:
 - Resolution
 - Ballot Title
 - Ballot Summary
 - Ballot Explanatory Statement
- Resolution tentatively scheduled for July 8

RESOLUTION NO. _____

**A RESOLUTION CALLING AN ELECTION IN THE CITY OF FOREST GROVE ON
NOVEMBER 5, 2024 TO AMEND THE CITY'S HOME RULE CHARTER**

WHEREAS, in February 2023 the City Council convened a Charter Review Committee ("Committee") to review the City of Forest Grove's current Charter (last updated in 2009); and

WHEREAS, the primary function of the Committee was to review the existing Charter to determine if it would adequately serve the community well into the future; and

WHEREAS, the Committee originally consisted of eleven voting members appointed by the Council after an open recruitment. The Council appointed at least two members of the Committee who reside in each of the four quadrants of the City of Forest Grove (northeast, northwest, southeast, and southwest). The remaining members were at large; and

WHEREAS, the Committee met regularly in open public meetings between August 2023 and March 2024 to develop recommendations and receive public input;

WHEREAS, the Committee finalized its recommendations and final report on March 20, 2024; and

WHEREAS, the City Council considered the recommendation at work sessions held on April 22, 2024 and May 13, 2024; and

WHEREAS, the proposed amendments include updating the duties of the mayor (section 8), requiring the council president position to rotate after two consecutive years (section 9), updating the reasons that may create a council vacancy, and clarifying and updating the process for appointments to vacant positions (sections 31 and 32), creating procedural efficiency (sections 16, 19, 22 and 29), and removing the city manager residency requirement (section 33).

WHEREAS, as a result of the above process, the City Council has determined to submit to Forest Grove voters proposed changes to the City Charter.

Now, Therefore, The City of Forest Grove Resolves as follows:

Commented [AD1]: Update to standard format

Section 1. An election is hereby called for the City of Forest Grove, Washington County, Oregon, to submit to City voters the charter amendments attached as Exhibit A to this resolution.

Section 2. Tuesday, November 5, 2024 is designated as the date for holding the election for voting on this measure.

Section 3. The Washington County Elections Office will conduct the election. The precincts for said election shall be and constitute all of the territory included within the corporate limits of the City of Forest Grove.

Section 4. The ballot title certified and filed by the City Council shall be as follows:

CAPTION: City of Forest Grove Home Rule Charter

QUESTION: Shall the City of Forest Grove amend the existing Charter?

SUMMARY: This measure would update the City's existing home rule Charter. The Oregon Constitution gives city voters the right to adopt and amend charters. Charters grant legal authority to cities and assign duties to city officials. Forest Grove voters last amended the current Charter in 2009.

The proposed Charter amendments include updating the description of the mayor's duties (section 8), requiring the council president position to rotate after two consecutive years (section 9), updating the reasons that may create a council vacancy, and clarifying and updating the process for appointments to vacant positions (sections 31 and 32), amending procedures for council action and the start of officer's term (sections 16, 19, 22 and 29), and removing the city manager residency requirement (section 33).

This measure was referred to the voters by the City Council based on recommendations of the Charter Review Committee.

Section 5: The explanatory statement certified and filed by the City Council for submission in the Washington County Voters' Pamphlet on behalf of the City shall be as follows:

EXPLANATORY STATEMENT:

If approved, this measure would amend the City's current Charter.

The new charter would update the current city charter that was adopted by Forest Grove voters in 2009. The proposed charter amendments are based on the work of the City's 2023-2024 Charter Review Committee. The Committee included the following individuals:

Elysha Johnson, Chair
Adolph Valfre, Vice Chair
Bryan Dennis
Isaac Echeverria
Wolanda Groombridge
LaAna Littlefield
Katherine MacDonald
Tammi McLaughlin
Tacy Steele
Dale Thaler

The City Council approved submitting the amended Charter to voters for approval.

The Oregon Constitution gives city voters the right to adopt home rule charters. A charter grants legal authority to a city government and defines the roles and responsibilities of city officials.

Specific amendments from the existing charter to new charter include:

- Updating the description of the mayor's duties (section 8) to replace the description of the mayor as serving as the City's "political head" with the mayor serving as the "primary representative of the city council." This amendment is not intended to substantively impact the mayor's duties, but rather to better reflect the mayor's role as an apolitical council and city representative.
- Requiring the council president position to rotate after two consecutive years (section 9). Although the council appoints the council president annually, this amendment would make a councilor ineligible to serve a third consecutive year as council president. The councilor may be eligible again after a one year break in service.
- Updating the reasons that may create a council vacancy to include any conviction for a misdemeanor or felony offense (section 31).

- Clarifying and updating the process for appointments to vacant positions (section 32). These proposed amendments include allowing any remaining councilors to fill vacant council positions even if the number of remaining councilors falls below the Charter's quorum and voting requirements.

Because the current Charter does not address this issue, if the number of remaining councilors falls below the quorum (or four seated councilors), state law requires the City either conduct a special election to seat enough councilors to reach the quorum or, if there are no remaining councilors, state law requires the Washington County Board of Commissioners to appoint four councilors. These solutions under state law create delay and expense for the City, and may impact local control. The proposed Charter amendments allow the remaining councilors to immediately appoint a sufficient number of councilors to conduct other city business.

The proposed amendments also limit an appointed councilor's term length only to the next general election, rather than the remaining term of the vacating councilor.

- Removing the city manager residency requirement to allow for more flexibility in the recruitment and selection of city managers (section 33).
- Amending the start date of each officer's term and procedures for council action term (sections 16,19, 22 and 29).

Full text of the proposed amendments and committee report are available here [LINK](#).

Section 6. The City Manager and City Recorder shall take all steps on behalf of the City as necessary to carry out the intent and purposes of this resolution in compliance with state and local law, including but not limited to publishing the ballot title as provided by state law, and filing this measure with Washington County Elections Division.

Section 7. This resolution is effective immediately upon adoption by the City Council.

PRESENTED AND PASSED this ____ day of ____, 2024.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this ____ day of ____, 2024.

Malynda H. Wenzel, Mayor

EXHIBIT A

TABLE OF CONTENTS

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CHAPTER I

NAME AND BOUNDARIES

SECTION 1. TITLE This Charter may be referred to as the 2009 **2025** City of Forest Grove Charter.

SECTION 2. NAME The City of Forest Grove, Washington County, Oregon continues as a municipal corporation with the name City of Forest Grove.

SECTION 3. BOUNDARIES The City includes all territory within its boundaries as they now exist or are legally modified. The City will maintain as a public record an accurate and current description of its boundaries.

CHAPTER II

POWERS

SECTION 4. POWERS The City has all powers that the constitutions, statutes and common law of the United States and State of Oregon expressly or impliedly grant or allow the City, as fully as though this Charter specifically enumerated each of those powers.

SECTION 5. CONSTRUCTION This Charter will be liberally construed so that the City may exercise fully all powers possible under this Charter and under United States and Oregon law.

SECTION 6. DISTRIBUTION The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to City voters. This Charter vests all other City powers in the Council, except as the Charter otherwise provides. The Council has legislative, administrative, and quasi-judicial authority. The Council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The Council may not delegate its authority to adopt ordinances.

CHAPTER III

COUNCIL

SECTION 7. COUNCIL The Council consists of a Mayor and six Councilors nominated and elected from the City at large.

SECTION 8. MAYOR

- (a) The Mayor presides over and facilitates Council meetings, preserves order, enforces Council rules, and determines the order of business under Council rules.
- (b) The Mayor is a voting member of the Council and has no veto authority.
- (c) The Mayor, with the consent of Council, appoints members of boards, commissions and committees established by ordinance or resolution.
- (d) The Mayor must sign all records of Council decisions.
- (e) The Mayor serves as the **primary representative of the Council political head of the City government.**

SECTION 9. COUNCIL PRESIDENT At its first meeting each year, the Council must elect a President from its membership. **No councilor shall serve more than two consecutive one year terms as the President, but shall be eligible to serve again after at least a one year break in service. The President shall not serve for more than two consecutive years.** The President presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform duties.

SECTION 10. COUNCIL RULES The Council must adopt by resolution rules to govern its meetings and proceedings.

SECTION 11. MEETINGS The Council must meet at least once a month at a time and place designated by Council rules, and may meet at other times in accordance with the Council rules.

SECTION 12. QUORUM A majority of the Council members is a quorum to conduct business, but a smaller number may meet and compel attendance of absent members as prescribed by Council rules.

SECTION 13. VOTE REQUIRED The express approval of a majority of a quorum of the Council is necessary for any Council decision, except when this Charter requires approval by a majority of the Council.

SECTION 14. RECORD A record of Council meetings must be kept in a

manner prescribed by the Council rules.

CHAPTER IV

LEGISLATIVE AUTHORITY

SECTION 15. ORDINANCES The Council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state “The City of Forest Grove ordains as follows:”

SECTION 16. ORDINANCE ENACTMENT

- (a) Except as authorized by subsection (b), enactment of an ordinance requires approval by a majority of the Council at two meetings.
- (b) The Council may enact an ordinance at a single meeting by unanimous approval by at least five members, provided the proposed ordinance is available to the public at least seven days before the meeting as prescribed by Council rules.
- (c) Any substantive amendment to a proposed ordinance must be read aloud ~~before the Council enacts the ordinance.~~ **or made available in writing to the public before the council adopts the ordinance at that meeting.**
- (d) After the enactment of an ordinance, the vote of each member must be entered into the Council minutes.
- (e) After enactment of an ordinance and signature by the Mayor, the City Recorder must attest to the ordinance by name, title, and date of enactment.

SECTION 17. EFFECTIVE DATE Ordinances take effect on the 30th day after enactment, or on a later day provided in the ordinance. An ordinance may take effect as soon as enacted or other date less than 30 days after enactment if the ordinance contains an emergency clause.

CHAPTER V

ADMINISTRATIVE AUTHORITY

SECTION 18. RESOLUTIONS The Council will normally exercise its administrative authority by adopting resolutions. The adopting clause for all resolutions must state “The City of Forest Grove resolves as follows:”

SECTION 19. RESOLUTION ADOPTION

- (a) Adoption of a resolution or any other Council administrative decision requires approval by the Council at one meeting.
- (b) Any substantive amendment to a resolution must be read aloud **or made available in writing to the public before the council adopts the resolution at that meeting** ~~before the Council adopts the resolution.~~
- (c) After adoption of a resolution or other administrative decision, the vote of each member must be entered into the Council minutes.
- (d) After adoption of a resolution and signature by the Mayor, the City Recorder must attest to the resolution by name, title, and date of adoption.

SECTION 20. EFFECTIVE DATE Resolutions and other administrative decisions take effect on the date of adoption, or on a later day provided in the resolution.

CHAPTER VI

QUASI-JUDICIAL AUTHORITY

SECTION 21. ORDERS The Council will normally exercise its quasi-judicial authority by adopting orders. The adopting clause for all orders must state “The City of Forest Grove orders as follows:”

SECTION 22. ORDER ADOPTION

- (a) Adoption of an order or any other Council quasi-judicial decision requires approval by the Council at one meeting.
- (b) Any substantive amendment to an order must be read aloud **or made available in writing to the public before the council adopts the order at that meeting** ~~before the Council adopts the order.~~
- (c) After adoption of an order or other Council quasi-judicial decision, the vote of each member must be entered in the Council minutes.
- (d) After adoption of an order and signature by the Mayor, the City Recorder must attest to the order by name, title, and date of adoption

SECTION 23. EFFECTIVE DATE Orders and other quasi-judicial decisions take effect on the date of final adoption, or on a later day provided in the order.

CHAPTER VII

ELECTIONS

SECTION 24. COUNCILORS At each general election after adoption of this Charter, three Councilors will be elected for four-year terms. The term of a Councilor in office when this Charter is adopted is the term for which the Councilor was elected.

SECTION 25. MAYOR At the 2010 general election and every other general election thereafter, a Mayor will be elected for a four-year term. The term of the Mayor in office when this Charter is adopted is the term for which the Mayor was elected.

SECTION 26. STATE LAW City elections must conform to State law, except as this Charter or ordinances provide otherwise. All elections for City offices must be nonpartisan.

SECTION 27. QUALIFICATIONS

- (a) The Mayor and each Councilor must be a qualified elector under State law, and reside within the City for at least one year immediately before election or appointment to office.
- (b) No person may be a candidate at a single election for more than one City office.
- (c) Neither the Mayor nor a Councilor may be employed by the City.
- (d) The Council is the final judge of the election and qualifications of its members.

SECTION 28. NOMINATIONS The Council must adopt an ordinance prescribing the manner for a person to be nominated to run for Mayor or a Councilor position.

SECTION 29. TERMS The term of an officer elected at a general election begins at the first council meeting of the year immediately after the election ~~at the first Council meeting immediately after the election is certified by county elections officials,~~ and continues until the successor qualifies and assumes the office.

SECTION 30. OATH The Mayor and each Councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and State of Oregon, and the Charter, ordinances and resolutions of the City.

SECTION 31. VACANCIES The Mayor or a Councilor office becomes vacant:

- (a) Upon the incumbent's:
 - (1) Death,
 - (2) Adjudicated incompetence, or
 - (3) Recall from the office.
- (b) Upon declaration by the Council after the incumbent's:
 - (1) Failure to qualify for the office within 10 days prior to the time the term of office is to begin,
 - (2) Absence from the City for 30 days or from all Council meetings within a 45-day period, without Council consent,
 - (3) Ceasing to reside in the City,
 - (4) Ceasing to be a qualified elector under State law,
 - (5) ~~Conviction of a public offense punishable by loss of liberty,~~
Conviction of a misdemeanor or felony crime,
 - (6) Resignation from the office, or
 - (7) Violation of Section 33(i).

SECTION 32. FILLING VACANCIES

- (a) A Mayor or Councilor vacancy will be filled by appointment by a majority of the remaining Council members **notwithstanding any quorum or voting requirements of this Charter.**
- (b) **The appointee's term of office shall begin immediately upon appointment and qualification and shall continue until the first council meeting of the year immediately after the next general election; and if the term of office does not then expire, the remainder of the term shall be filled by election at such general election.** ~~The term of office for the appointee runs from appointment until expiration of the term of office of the last person elected to that office.~~
- (c) **The Council must adopt by ordinance a process for appointing members to vacant council positions.**

- (d)** If a disability prevents a Council member from attending Council meetings or a member is absent from the City, a majority of the Council may appoint a Councilor pro tem.

CHAPTER VIII

APPOINTIVE OFFICERS

SECTION 33. CITY MANAGER

- (a) The office of City Manager is established as the administrative head of the City government. The Manager is responsible to the Mayor and Council for the proper administration of all City business. The Manager will assist the Mayor and Council in the development of City policies and carry out policies established by ordinances and resolutions.
- (b) A majority of the Council may appoint and may remove the Manager. The appointment must be made without regard to political considerations and be solely on the basis of education and experience in competencies and practices of local government management.
- (c) ~~The Manager need not reside in the City. at the time of employment, but must within six months become and remain a resident of the City while appointed as Manager. A majority of the Council may modify the contract to extend the time to comply.~~
- (d) The Manager is appointed for a definite or an indefinite term, and may be removed at any time by a majority of the Council. The Council must fill the office by appointment as soon as practicable after a vacancy occurs.
- (e) The Manager must:
 - (1) Attend all Council meetings unless excused by the Mayor or Council;
 - (2) Make reports and recommendations to the Mayor and Council about the needs of the City;
 - (3) Administer and enforce all City ordinances, resolutions, franchises, leases, contracts, permits, and other City decisions;
 - (4) Appoint, supervise, and remove City employees;
 - (5) Organize City departments and administrative structure;
 - (6) Prepare and administer the annual City budget;
 - (7) Administer City utilities and property;
 - (8) Encourage and support regional and intergovernmental cooperation;
 - (9) Promote cooperation among the Council, staff and residents in developing City policies, and building a sense of community;

- (10) Perform other duties as directed by the Council; and
- (11) Delegate duties, but remain responsible for acts of all subordinates.
- (f) The Manager has no authority over the Council or over the judicial functions of the Municipal Judge.
- (g) The Manager and others designated by the Council may sit at Council meetings but have no vote. The Manager may take part in all Council discussions.
- (h) When the Manager is temporarily disabled from acting as Manager or when the office becomes vacant, the Council must appoint a Manager pro tem as prescribed by Council rules. The Manager pro tem has the authority and duties of Manager, except that a Manager pro tem may not appoint or remove employees without Council approval
- (i) No Council member may directly or indirectly attempt to coerce the Manager or a candidate for that office in the appointment or removal of any City employee, or in administrative decisions regarding City property or contracts. Violation of this prohibition is grounds for removal from office by a majority of the Council after a public hearing. In Council meetings, Council members may discuss or suggest anything with the Manager relating to City business.

SECTION 34. CITY ATTORNEY The City Attorney is appointed by the Council as the chief legal officer of the City. A majority of the Council will appoint and may remove the Attorney.

SECTION 35. MUNICIPAL COURT AND JUDGE

- (a) A majority of the Council may appoint and may remove a Municipal Judge. A Municipal Judge will hold court in the City at such place as the Council directs. The court will be known as the "Municipal Court of the City of Forest Grove".
- (b) All proceedings of this Court will conform to State laws governing justices of the peace and justice courts.
- (c) All areas within the City and areas outside the City as permitted by State law are within the territorial jurisdiction of the Court.
- (d) The Court has jurisdiction over every offense created by City ordinance. The Court may enforce forfeitures and other penalties created by

ordinances. The Court also has jurisdiction under State law unless limited by City ordinance.

- (e) The Municipal Judge may:
 - (1) Render judgments and impose sanctions on persons and property;
 - (2) Order the arrest of anyone accused of an offense against the City;
 - (3) Commit to jail or admit to bail anyone accused of a City offense;
 - (4) Issue and compel obedience to subpoenas;
 - (5) Compel witnesses to appear and testify and jurors to serve for trials before the Court;
 - (6) Penalize contempt of Court;
 - (7) Issue processes necessary to enforce judgments and orders of the Court;
 - (8) Issue search warrants; and
 - (9) Perform other judicial and quasi-judicial functions assigned by ordinance.
- (f) The Council may appoint and may remove Municipal Judge pro tems.
- (g) The Council may transfer some or all of the functions of the Municipal Court to a State court.

CHAPTER IX

PERSONNEL

SECTION 36. PERSONNEL RULES. The Council by resolution will adopt the rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of City employees based on merit and fitness.

CHAPTER X

MISCELLANEOUS PROVISIONS

SECTION 37. CITY AUDIT The Council by resolution will approve contracts for annual audits of City accounts and fiscal affairs as required by State law.

SECTION 38. DEBT City indebtedness may not exceed debt limits imposed by State law. A Charter amendment is not required to authorize City indebtedness.

SECTION 39. ORDINANCE CONTINUATION All ordinances consistent with this Charter in force when it takes effect remain in effect until amended or repealed.

SECTION 40. REPEAL All Charter provisions adopted before this Charter takes effect are repealed.

SECTION 41. SEVERABILITY The terms of this Charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other term of the Charter.

SECTION 42. TIME OF EFFECT This Charter takes effect ~~July 1, 2029~~
January 1, 2025.

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