

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Forest Grove Community Garden (FGCG) Tax ID # 45-2543810 Dairy Creek CFW
(N/A for City Board or Commission)

Contact Person: Ellen Hastay Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Ellen T. Hastay



PROJECT INFORMATION

A. Project Title

Signs, Tools, Hoses, & Seeds

Amount Requested:

\$ 2210

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

✓	Goals	How project meets this goal (be clear & specific)
X	Improve the appearance or environmental quality of the community	Provides free seeds to FG Farmers Market attendees to begin home vegetable gardens, increasing environmental quality and appearance of community yards.
X	Reduce the amount or toxicity of waste	FGCG gardeners repurpose the green waste within their plots, thereby reducing the waste stream.
X	Increase reuse and recycling opportunities	FGCG gardeners reuse the leaves gathered by the City of Forest Grove on their plots as mulch and compost.
X	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	Improves the infrastructure of the FGCG through using soaker hoses for watering crops. Upgrades appearance of the garden with professional signage. FGCG partners with Adelante Mujeres, a 501(c)3 nonprofit organization.
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
X	Result in improvement to, or an increase in, recreational areas and programs	The FGCG, under the supervision of FG Parks and Recreation, provides healthful activity for gardeners cultivating and maintaining their plots.
	Result in improvement in safety	
X	Benefit youth, seniors, low income persons and/or underserved populations.	FGCG provides youth with opportunities to learn about gardening, and it provides economic and nutritional benefits to seniors and low-income residents from a variety of ethnicities.

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

Proposed schedule: Project Start Date: May 1, 2017/ Project Completion Date: June 30, 2018

The Forest Grove Community Gardens (FGCG) has provided space for local residents to grow vegetables, fruit, herbs, and flowers since 2009. Situated on Forest Grove City land at the north end of Maple St, it is composed of two parcels of land: to the east, the smaller parcel is operated by Adelante Mujeres for its members, and the one to the west is operated by a committee of volunteers as the Forest Grove Community Garden. The latter is divided into 145 plots, each approximately 240 sq ft. Yearly cost for a plot is \$30, with a discount for those eligible for SNAP benefits. This fee covers water, a portable toilet, and other on-going expenses. From the beginning, space has been set aside to grow fresh produce (1670 lbs last season) to supplement food for low-income residents at local food pantries.

This year we propose to continue improving signage at the garden, replace lost and worn out hand tools and wheelbarrows, provide more gardeners with soaker hoses to reduce the cost and environmental impact of watering their plots, and provide gardeners with commercial compost to amend the hard clay soil.

The past few years, representatives of FGCG and Dairy Creek Community Food Web have provided community members with sample packets of vegetable seeds and gardening instruction at a FG Farmers Market booth, once a month, to encourage residents to move beyond dependence on the industrial food chain, improve their nutrition, and value locally grown produce. These certified non-GMO seeds have been provided to FGCG by the OR Food Bank, and each commercial seed packet is divided to make multiple sample packets. We have been told by our contacts at the Food Bank that in the future, seed companies will be taking back their seeds from retailers at the end of the season rather than donating them to the Food Bank and they will therefore not be available for this project. We plan to use grant funds to purchase commercial seeds for this project. We also give out seeds raised organically by FGCG members.

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

Several thousand community residents will benefit from this project.

Who will benefit if this project is funded? Community gardeners and their families, recipients of fresh produce at the local food pantries, and recipients of seeds at the FG farmers market.

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

If so, amount received \$ __approximately \$14,000 since 2009. _____

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

If so, is the project completed?

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

E. PROJECT BUDGET

Total Estimated Costs: \$4010 How were these costs estimated (quotes, catalog, previous projects, etc.)? Quotes from Natures Needs and pricing at local retailers...

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		\$1780 in-kind labor to grow, save, distribute seeds and assist gardeners to set up soaker hose systems		
Supplies	\$800 compost \$50 vegetable seeds	\$20 approx value vegetable seeds raised by FGCG		
Capital	\$500 signage			
Materials	\$560 soaker hoses \$300 tools and wheelbarrows			
Other (please explain):				
Total	\$2210	\$1800 in-kind		

% of Total Budget provided by Sponsor: 45%

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

Yes, the sponsor's share of the total cost is in-kind labor donated by FGCG steering committee members and experienced gardeners @20/hr to help gardeners set up soaker systems in their plots and assist with on-going problem-solving. Experienced FGCG members will grow and save seeds organically and distribute them with gardening instruction to community members at the FG Farmers Market.

G. Will the project be completed with the proposed funding or will future funding be necessary? The project as described will be completed with the proposed funding.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

Providing seeds and gardening instruction to community members will enhance economic and environmental sustainability. Using soaker hoses in FGCG plots will decrease water use and thereby increase environmental sustainability. Compost, tools, and wheelbarrows will allow FGCG gardeners to better tend their soil for greater environmental sustainability. FGCG gardeners are required to repurpose their own green waste, thereby reducing both the city's and the garden's waste streams. The project provides youth with opportunities to learn about gardening, and it economically benefits seniors and low-income residents from a variety of ethnicities. The project promotes safe, livable, and sustainable neighborhoods and a prosperous dynamic green city through opportunities for raising nutritious food, recreation cultivating garden plots, and improved communities by planting home gardens with free seeds and gardening instruction. The project provides access to growing food for improved financial security and provides an example that could promote local, state, and national visibility.

PROJECT MANAGEMENT

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

Our proposal requests funds to improve the appearance and infrastructure of the FGCG and expand local food production through distribution of vegetable seeds and gardening instruction at the FG Farmers Market.

- Experienced gardeners grow and save seed for distribution – May to November 2017
- FGCG and DCCFW distributes seeds to FG Farmers Market attendees – May to December 2017
- FGCG donates produce from the garden to local food pantries – May to December 2017
- Purchase new signage for FGCG – July 2017
- Purchase commercial seed at a discount from retailers at the end of the growing season – July to August 2017
- Purchase soaker hoses and assist FGCG gardeners with irrigation systems – July 2017 to June 2018
- Purchase hand tools and wheelbarrows for use by FGCG gardeners – July 2017 to June 2018
- Purchase compost to amend clay soil at FGCG – March to June 2018.

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

FGCG steering committee members have successfully administered seven similar grants from CEP since 2009, including some many-faceted water system projects. We are familiar with the on-going demands of the community garden and ways to meet them creatively and economically.

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

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

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

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Adventures Without Limits Tax ID # 72-1572963
(N/A for City Board or Commission)

Contact Person: Larz Stewart Daytime Phone: [REDACTED]

Address: 1341 Pacific Avenue Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Larz Stewart



PROJECT INFORMATION

A. Project Title

Forest Grove Youth Climbing Club

Amount Requested:

\$ 4216

B. 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	
	Reduce the amount or toxicity of waste	
	Increase reuse and 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 Internal Revenue Service code	
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
✓	Result in improvement to, or an increase in, recreational areas and programs	We will be facilitating a recreational climbing club for residents.
	Result in improvement in safety	
✓	Benefit youth, seniors, low income persons and/or underserved populations.	This program will benefit youth.

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

Proposed schedule: Project Start Date: January 2018 Project Completion Date: June 30, 2018

We are requesting funding for a Forest Grove Climbing Club for middle school age youth. Classes will be held after school at a local climbing gym for 5 months from February to June 2018, with a cumulative 3-day adventure to Smith Rock to practice in the field and reflect on lessons learned and our time together.

The purpose of this program is to foster and create a positive outdoor culture with Forest Grove youth. In addition to the positive social impacts and value this adds to our city, these are future leaders and advocates for our city. Time spent in the bountiful natural resources that make up our backyard while recreating will be valued.

A subsidized participation fee of \$40 will be charged to youth participating to make this club accessible to youth from low-income families. We have also found that by charging a small fee, which families can afford, participants in the program have a higher level of commitment and attendance due to their investment.

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

12 Directly

Who will benefit if this project is funded?

Forest Grove Youth - Ages 12 - 14 (Middle School)

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

If so, amount received \$ 1458

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

If so, is the project completed?

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

E. PROJECT BUDGET

Total Estimated Costs: \$8913 How were these costs estimated (quotes, catalog, previous projects, etc.)? Previous projects and current gym rental rate

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$975	\$1215	\$240	
Supplies				
Capital				
Materials				
Other (please explain):	\$3241	\$3242		
(transport, activity expenses, insurance, etc)				
Total	\$4216	\$4457	\$240	

% of Total Budget provided by Sponsor: 47 %

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

Yes, we will have secure funding from the proceeds of the Banff Mountain Film Festival in April 2018.

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

The project/climbing club will operate twice a month from January 2018 to June 2018, and will be completed by July 2018. We would like this program to continue annually, and will thus be seeking funding for future years. Corporate or local event funding (Radical Reels Short Film Fest) could be an option.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

Our goal with this program is to foster and facilitate an outdoor culture among the youth in Forest Grove that promotes healthy living and recognizes our great sense of place. As the council has stated, Forest Grove is a "centrally located gateway to forests, waterways, beaches, and mountains; this wealth of resources is cherished and preserved to foster sport, recreation, reflection, and leisure.

By nurturing our youth and giving them an opportunity to foster and develop their skills in outdoor recreation, we are setting up the foundation for future city advocates that will honor both the culture of outdoor recreation here, and the natural resources in our backyard that host those activities. In addition, by offering the climbing club membership rate at a subsidized rate of just \$40 for the whole duration, we are ensuring that this opportunity is inclusive and available to youth from families of all income levels.

PROJECT MANAGEMENT

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

Once funding has been approved we will immediately reserve gym space in a nearby climbing gym. The next steps:

1. January 2018 - Accept new enrollment for climbing club for Forest Grove middle school age children.
2. February 2018 - Begin instruction and classes. 2 indoor climbing outings.
3. March 2018 - 2 indoor climbing outings with instruction and practice
4. April 2018 - 2 indoor climbing outings with instruction and practice
5. May 2018 - 2 indoor climbing outings with instruction and practice
6. June 2018 - 3-day outdoor climbing/camping field trip

Once complete, obtain feedback from youth and parents. Work to improve

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

We piloted this project this year, and have had great success! The want and need is here in Forest Grove. We just need support from the city to continue to offer subsidized funding, which is essential for making this program a success.

We operate an average of 133 outdoor recreation adventures per year, to people of all ability levels ages 7 and up. For our prior community enhancement project we facilitated Forest Grove Senior and Community Center adventures and the program was succesfull in both numbers of older adults participating and raising awareness about options still available to them to access outdoor recreation.

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

The only coordination will be with the local climbing gym, and we have obtained the permission for this. We're ready to go!

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

Unfortunately there are currently no public climbing gym's in Forest Grove, so we will be driving FG youth to Hillsboro for classes at the closest indoor climbing gym. We have obtained permission for this. The final 3-day field trip, will be on public land.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Adventures Without Limits Tax ID # 72-1572963
(N/A for City Board or Commission)

Contact Person: Larz Stewart Daytime Phone: [REDACTED]

Address: 1341 Pacific Avenue Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Larz Stewart



PROJECT INFORMATION

A. Project Title

Forest Grove Outdoor Film Festival

Amount Requested:

\$ 1850

B. 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	
	Reduce the amount or toxicity of waste	
	Increase reuse and 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 Internal Revenue Service code	
✓	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	This film festival shows films that include kayaking, climbing, hiking and mountain biking. This raises awareness about opportunities in our area to enjoy our lands and the Tualatin waterway.
✓	Result in improvement to, or an increase in, recreational areas and programs	This is an outdoor film festival, that will attract outdoor enthusiasts and promote programs
	Result in improvement in safety	
✓	Benefit youth, seniors, low income persons and/or underserved populations.	We will offer 20 free tickets to youth who might not otherwise attend.

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

Proposed schedule: Project Start Date: 9/8/2017 Project Completion Date: 9/8/2017

The past two years Adventures Without Limits has hosted a one-day outdoor film festival in Forest Grove, OR. We've had great turnout from both college students and residents. Our goal with this is to bring a fun, artistic outdoor film festival to our town that gets people excited about being outside and adds value to our community as a fun place to live, work and play.

Unfortunately due to the high screening costs and other associated fees, this is not a sustainable event for us - but we like the excitement it's generating. So we're asking support to cover the screening fees so that we can continue to host this film festival here.

While tickets will be sold to cover the rest of the costs, we will be distributing up to 20 free tickets to youth in the town who show interest in outdoor recreation and/or outdoor film and arts.

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

330 directly

Who will benefit if this project is funded?

Forest Grove Youth - Ages 12 - 14 (Middle School)

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

If so, amount received \$ 1458

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

If so, is the project completed?

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

E. PROJECT BUDGET

Total Estimated Costs: \$2980 How were these costs estimated (quotes, catalog, previous projects, etc.)? We've been hosting film festivals for 20 years

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$550			
Supplies				
Capital				
Materials		\$200		
Other (please explain):	\$1300	\$1650		
(transport, activity expenses, insurance, etc)				
Total	\$1850	\$1130		

% of Total Budget provided by Sponsor: 38 %

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

Yes, we have commitments from both Pacific University and the rest of the cost will be covered by ticket sales.

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

Yes, this is one-day film festival that will be completed on September 8, 2017. As popularity grows for this film festival, we hope to secure other local sponsors to cover the \$1850.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

All the films, usually from 8 - 10 selected, celebrate the arts and the outdoors. This adds value to Forest Grove as a cultural hub, a gateway to the outdoors, and promotes recreational activities to be enjoyed by our citizens in nearby forests and waterways. Outdoor enthusiasts have a vested interest in the well-being of our environment and our collective sustainable future.

We want to help continue to make Forest Grove a ideal place to live, raise a family, work, play and retire.

PROJECT MANAGEMENT

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

Once funding has been approved we will immediately sign an agreement with Forest Theatre to reserve the space. The next steps:

1. July 2017 - Coordinate with Pacific U and other local sponsors for outdoor block party and ticket release date.
2. August 2017 - Market event via social media and poster to the community. Distribute 20 tickets to youth. Select final films to be presented.
3. September 8 - Outdoor Film Festival! Radical Reels Tour.
4. October - Evaluate ticket sales, audience feedback, community excitement, prizes offered and final numbers. Adjust as necessary for next year.

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

We piloted this project the last two years, and have had great success! It just doesn't work financially unless we have more support these first few years.

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

We will coordinate with Pacific University to have students attend and with Forest Theatre as a venue. We have done this the past two years and both are eager to continue this event.

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

This event is located on private land (Forest Theatre), but as Forest Grove's only movie theater and the only film festival, we bring an exciting film event to Forest Grove in the most cost effective manner. I had several community members come up to me post event last year and say how exciting it was to have an outdoor film festival come to Forest Grove. It couldn't be a better fit!

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Historic Landmarks Board

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

Contact Person: Holly Tsur (HLB Chair)

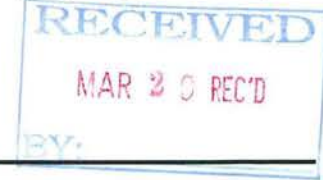
Daytime Phone: [REDACTED]

Address: [REDACTED]

Email Address: [REDACTED]

City: Forest Grove State: Oregon Zip: 97116

Signature: Holly L. Tsur



PROJECT INFORMATION

A. Project Title

Historic Landmarks Board Preservation Grant Program

Amount Requested:

\$10,000

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

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

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

Proposed schedule: Project Start Date: July 1, 2016 Project Completion Date: Funds to be used within one year.

The Historic Landmarks Board (HLB) will use these funds to continue Forest Grove's Historic Preservation Grant Program. Those eligible to receive preservation grants include owners of properties listed on the Forest Grove Local Historic Register and owners of contributing properties in Forest Grove's three historic districts -- Clark, Painter's Woods, and Walker-Naylor. The number of contributing historic properties supported by the Preservation Grant Program has tripled with the addition of Painter's Woods National Historic District in 2009 and the Walker-Naylor National Historic District in 2011. With codification of the Historic Design Standards and Guidelines, Historic District property owners face additional requirements that we expect will increase the cost of some projects.

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

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

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

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

Who will benefit if this project is funded? Historic property owners, local contractors, local businesses, and all Forest Grove residents as described above.

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

If so, amount received \$5,950

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

If so, is the project completed? No

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

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

Promoting historical preservation will have a greater long-term impact on the city and its residents than will the financial impact of any particular project. Please see table below. **We currently expect that at least one additional grant funding request will be reviewed by the HLB before end of the FY16-17 grant cycle.**

In early February, the HLB continued to promote the Preservation Grant Program by sending mailers to approximately 300 historic property owners of buildings in our three historic districts plus owners of all homes on the National Historic Register. In mid-March, Friends of Historic Forest Grove distributed an e-Blast promoting the Preservation Grant Program to their 100+ members. In FY15-16, the HLB secured a State Historic Preservation Office grant and launched a strategic planning process with help from Historic Preservation Northwest (HPNW) consultants. The result was a ten-year strategic plan to set goals and improve HLB outreach and education programs. HPNW provided many ideas to improve community outreach and restructure the Preservation Grant Program criteria to maximize citizen participation. One such improvement was to streamline Preservation Grant Application form to make it easier for applicants to fill out, and we implemented this recommendation in late February, 2017. We fully expect demand for Preservation Grants to increase from these efforts as well as from increased citizen awareness of the new Historic Design Standards and Guidelines.

SUMMARY OF SERVICES FOR FY2016-2017:

	Project	Cost	Grant	Multiplier
Broderson House	Front Door	\$3,200	\$1,000	3.2
Wilcox-Williams House	Gutters	\$7,372	1,000	7.37
Rasmussen-Price House	Seismic Upgrade	\$5,340	1,000	5.34
I.J. Hoar House	Painting	\$8,750	1,000	8.75
Oscar Brown House	Re-roofing	\$13,925	1,000	13.9
Summary:		\$38,587	\$5,000	7.72

E. PROJECT BUDGET

Total Estimated Costs: \$55,000 How were these costs estimated (quotes, catalog, previous projects, etc.)? We request \$10,000 for the grant. Historically, property owners contribute an average of 5.5 times the amount they receive from the grant. Please see *Historical Financial Summary Addendum* on p. 5.

Breakdown estimated costs by source:

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

% of Total Budget provided by Sponsor: 0%

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

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

Yes; property owners only apply for grants when they have the financial means to cover the remaining 50 percent or greater.

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

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

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

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

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

Through tourism and the projects themselves, the Preservation Grant Program also helps sustain the economic viability of local businesses in the Forest Grove community. The HLB encourages property owners to select local contractors and materials suppliers when making historic restorations. The economic viability of other commercial interests, such as restaurants and stores, is also enhanced through increased tourism associated with Forest Grove's historic neighborhoods.

PROJECT MANAGEMENT

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

We send mailers to hundreds of historic property owners informing them about grant funding available for historic renovations. Friends of Historic Forest Grove send eBlasts about available Preservation Grant funding to their 100+ members and also post this information on their Facebook page for us. Residents also learn about the program through word-of-mouth. While Preservation Grant projects are being completed, property owners are required to post signage in their front yards advertising the Preservation Grant Program.

Before a renovation project begins, the property owner submits a grant request along with multiple bids to the HLB. The HLB reviews grant requests on a first-come, first-served basis. For each grant request, the HLB determines its applicability and determines the amount of the grant. The HLB also evaluates if the grant request meets Preservation Grant Program requirements, and if so, approves the request.

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

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

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

Since 1997, the HLB has managed this program with increasing success. Over the past 20 years, the program has not only helped to improve the historic nature of our city, but through HLB project input and financial assistance, numerous renovation projects have been enhanced by property owners to improve the historical accuracy of the work. We receive many appreciative comments from the beneficiaries of these grants.

During the Historic Landmarks Board's presentation before the Forest Grove City Council on April 18, 2017, we will present photos showing actual examples of projects that have benefited from Preservation Grant funds in the past.

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

No; the Preservation Grant Program does not require coordination with other public or private organizations.

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

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

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

ADDENDUM

Historical Financial Summary:

Fiscal Year	CEP Grant	Preservation Grants	Total Cost of Renovations	Impact Multiplier
1997	\$5,110	\$3,965	\$16,000 (est.)	4.0
1998	\$7,000	\$10,171	\$41,345	4.1
1999	\$7,000	\$6,782	\$38,954	5.7
2000	\$12,000	\$8,610	\$48,592	5.6
2001	\$12,000	\$16,475	\$48,791	3.0
2002	\$10,000	\$15,484	\$79,842	5.2
2003	\$10,000	\$9,002	\$52,201	5.8
2004	\$11,500	\$11,269	\$37,233	3.3
2005	\$13,500	\$13,428	\$56,223	4.2
2006	\$10,000	\$4,790	\$11,820	2.5
2007	\$8,000	\$5,636	\$21,435	3.8
2008	\$5,600	\$5,600	\$37,430	6.6
2009	\$7,000	\$7,000	\$21,578	3.1
2010	\$7,500	\$7,485	\$33,485	4.47
2011	\$7,790	\$3,164	\$24,533	7.75
2012	\$4,050	\$4,050	\$27,821	6.87
2013	\$4,696	\$3,000	\$26,270	8.76
2014	\$4,585	\$2,795	\$18,392	6.6
2015	\$7,524	\$6,308	\$58,223	10.56
2016	\$5,950	\$5,000	\$38,587	7.2
Totals	\$160,805	\$181,188	\$738,755	5.5

COMMUNITY ENHANCEMENT PROJECT APPLICATION 2017

Sponsor: Forest Grove United Church of Christ (FG) Tax ID # 93-0419356

Contact Person: Jennifer Yocum Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: [Handwritten Signature]



PROJECT INFORMATION

A. **Project Title:** Forest Grove UCC Temporary Emergency Shelter (TEC) 2017/2018 Season
Amount Requested: \$10,000

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

☐	Goals	How project meets this goal (be clear & specific)
☐	Improve the appearance or environmental quality of the community	Providing proper receptacles and disposal of human and food waste, as well as indoor overnight shelter, reduces waste in public spaces and facilities supported by local government agencies.
☐	Reduce the amount or toxicity of waste	Providing access to proper receptacles and the disposal of human waste reduces the presence of bio-hazards in the waste stream and public lands.
☐	Increase reuse and recycling opportunities	● Reuse of linens; laundering and reusing 100% of blankets and barriers that are used by guests. ● Reuse of gently used clothing, shoes and blankets donated by residents; recycled personal goods.
☐	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	Option: Providing the capital for commercial laundry equipment upgrades the services available to guests and reduces long-term operating costs. (in lieu of commercial laundry services)
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	Providing regular overnight shelter for 4-5 months decreases the time individuals may have to spend camping on public lands, thereby preserving areas of wildlife, wetlands, forestlands and marine areas for a significant portion of the winter months.
☐	Result in improvement to, or an increase in, recreational areas and	Providing regular overnight shelter and reducing the time individuals spend camping on public

	programs	lands improves access and appeal of recreational areas (i.e., B St. Trail, Gales Creek).
□	Result in improvement in safety	Providing a safe place to sleep to those community members experiencing homelessness decreases time spent on the street/in public spaces, reducing the risk to personal health and potentially non-emergency calls requiring police support.
□	Benefit youth, seniors, low income persons and/or underserved populations.	Providing individuals and families experiencing low-income and homelessness an opportunity for social connection and bonding between community members.

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

Proposed schedule: Project Start Date: 10/1/2017 Project Completion Date: 03/31/2018

This project, in cooperation with the Sonrise FG TES Shelter, ensures that for the months of November through March, there will be four nights per week of low-barrier* emergency shelter in western Washington County serving individuals and families experiencing homelessness—coordinated as part of the Severe Weather Shelter system in Washington County, see <http://www.co.washington.or.us/Housing/EndHomelessness/severe-weather-shelter-response-plan.cfm> . The Forest Grove TES partnership (UCC + Sonrise) fosters a safe and compassionate place to sleep and routinely provides: two meals, a safe and welcoming shelter, and a sleeping mat with bedding.

* “Low-barrier” means there are as few barriers to entry as possible to entry—a practice recommended to providers of emergency shelter by the National Coalition to End Homelessness among other industry leaders.

The CEP funds will be used as follows:

- To pay for a Meal Coordinator staff position to plan menus, source food donations, maintain kitchen inventory, train/supervise volunteers in cooking, serving and cleanup, manage agency partnerships.
- Laundry Services: We will use a portion of this grant to EITHER pay for commercial laundry services for Shelter bedding OR to help create onsite commercial level laundry capability.
- To pay for Administrative support for shelter operations as a portion of grant funding assessed at 10% of grant award (\$1000). What this supports: administrative support services, utilities, repairs, and incidental operating costs.

In the 2016/2017 winter season, a CEP grant and other resources enabled the program to extend regular service from 3 nights to 4 nights a week with ~17 people either working as paid staff or volunteering each day of operation. In addition, Sonrise and UCC provide time from paid staff members to oversee and coordinate these efforts; while this reduces the total overhead that would be required if run by a separate organization, additional paid help is required to extend operations for 20 weeks intended for the 2017/2018 winter season.

- D. Estimate how many Forest Grove residents will benefit if this project is funded.
400+

Who will benefit if this project is funded?

Those community members currently experiencing homelessness will receive the most tangible benefit. An estimated 150 different individuals utilized our overnight shelter over the course of the 2016-17 shelter season; shelters hosted an average of 20 individuals per night. The 200+ staff members who cook and serve at the shelter also benefit from this grant, as they fulfill a personal commitment to enhancing our community.

Has the sponsor received a Community Enhancement grant for this project in the past? **Yes**
If so, amount received **\$5625**

Has the sponsor received a Community Enhancement grant for the current year? **Yes.**
If so, is the project completed? The 2016/17 TES Shelter program was completed.

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

In the 2016/2017 winter season the shelter served ~20 community members each of 4 nights a week; equivalent to 2560 meals (20 people*4 nights/week*2 meals*16 weeks in season) served over the course of our coldest and wettest 4 months of the year.

The Forest Grove shelter system is supported by the efforts of over 200 extraordinary staff and volunteers; each night is typically supported by ~17 staff serving in various capacities and timeframes, with an average of over 67 direct person hours each night; accumulating to 3,786 direct service staff hours over the season and the addition of 968 hours of indirect service during those same months.

E. PROJECT BUDGET

Total Estimated Costs: 169,059 How were these costs estimated (quotes, catalog, previous projects, etc.)? Previous project – 2016-17 season (14 weeks)

Budget assumptions:

- 20 weeks of Shelter, mid-November through the end of March
- 4 nights per week of direct service = 80 nights of Shelter

Breakdown estimated costs by source:

	CEP	Sonrise	Sponsor UCC TES	Other
Personnel Services:	\$4320 Meal Coordinator	*Staff Coordinator \$9000 \$17,000 (paid staff)	\$27,100 paid staff	\$ 9600 (Pacific work study + volunteer hours \$72,000
Supplies: cleaning, food (OFB, stores, donations)		\$3000	\$3000	\$3500(store + personal donations)
Capital: laundry appliances or services	\$4680			
Materials: clothing, shoes, protective gear		\$4000 (purchased items)		\$ 5000 (donations to clothes closet)
Other (please explain): services, utilities, repairs, insurance and other incidental expenses.	\$1000	*1000	\$4359	\$1500 (Trimet passes)
Total	\$10,000	\$33,000	\$34,459	\$91,600

* project depends on allocation of CEP funds toward the Sonrise TES project

staff = 4,800 hours * \$15/hr rate (60 hours/night* 4 nights each week * 20 weeks)

% of Total Budget provided by Sponsor: 89% ***Assumes full funding of CEP grant to Sonrise for TES program

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

Sponsor's share of personnel services is secured; funding for supplies and materials will be secured ahead of the 2017-18 shelter season (donations, fundraising (i.e. Run 4 Shelter, and other financial sources). This project is dependent on UCC TES securing a CEP grant award for essential paid staff and laundry services that also support the Sonrise TES.

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

The 2017-18 shelter project will be completed with proposed funding. Additional funding will be necessary for future seasons to provide shelter for those experiencing homelessness in the winter here in Forest Grove.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

The sustainability of Forest Grove residents is enhanced by providing low-barrier, emergency overnight shelter for those experiencing homelessness on all three levels mentioned.

Social Sustainability

When the resources needed are provided, individuals within the community feel supported and their investments into the community increase.

Environmental Sustainability

Providing indoor shelter four nights for 20 weeks decreases the impact that campers without adequate facilities have on surrounding forest lands and outdoor space.

Economic Sustainability

Having trained staff available on shelter nights allows individuals utilizing shelter to have the opportunity to de-escalate and problem solve without calling on the emergency services of Forest Grove unnecessarily.

Forest Grove Sustainability Action Plan, Social Equity Vision

Forest Grove welcomes and supports equitable and sustainable opportunities for all community members by providing the means for human needs to be met.

Target Area1: Support equitable access to opportunities, civic engagement, and the distribution of resources. 1b: Improve access to social services for all Forest Grove community members.

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

PROJECT MANAGEMENT

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

Key Dates	Task	Deliverables
August 2	Staff Coordinator starts	Interviewing work-study participants from Pacific Univ. & community volunteers Recruiting and training staff & team leaders
October 16	Meals Coordinator starts	Pantry inventory Menu planning Food acquisition
October 22 - 28	Staff Training	Multiple events to train staff - Site security - Site sanitation - Food handling - Code of Conduct
November 13 – March 31	Forest Grove Emergency Shelter open	4 nights / week serve ~20 guests / night
November 13 – March 31	Staff Coordinator ongoing responsibilities	Schedule, remind and ensure follow-through of ~17 staff for each of 4 nights/week 3-4 hosts for entire 12-hr stay 2-3 helpers during pm wake hours 3-4 prep dinner 2 helpers during am wake hours 2-3 prep breakfast
November 13 – March 31	Meals Coordinator ongoing responsibilities	Manage perishable and non-perishable food inventory (purchased & gifted) Create 8 meal menus weekly Shop for ingredients as necessary Ensure training & compliance of kitchen staff (sanitation, food handling, etc) On-site supervision of food preparation All regulatory documentation
April 1 - 2	Meals Coordinator wrap-up	Distribution of perishable foods Secure storage of non-perishable items
April 1 – 9	Staff Coordinator wrap-up	Finalize work-study paper work Write thank you notes to staff

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

Forest Grove UCC has operated our local Severe Weather Shelter in Forest Grove since 2008. Sonrise FG joined our efforts in 2015 expanding our Shelter nights offered. Both shelters prove adept at recruiting volunteers and donations. Both shelters came together to raise funds to hire a Staff Coordinator with degrees in social work and between both facilities, with incredible community support, the 2016/2017 season was a success.

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

The FG TES partnership is a coordinated effort between UCC, Sonrise, and Pacific University, with support from Washington County, the City of Forest Grove, Luke Dorf, Oregon Food Bank and shelters across the county. All organizations are committed to continue coordination to ensure temporary, low-barrier, emergency shelter continues into future seasons.

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

The Sonrise TES took place on leased property. The UCC TES is on private property. These two property holders came forward and volunteered their property, both absorbing the utility, janitorial, and employee costs associated. They are committed to doing so again, and are also in the process of exploring alternative space options to host future shelter seasons.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Sonrise Church Forest Gove (FG) Tax ID # 93-0785442
(N/A for City Board or Commission)

Contact Person: Brian Schimmel Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Brian Schimmel (3-28-17)



PROJECT INFORMATION

A. Project Title: Sonrise FG Temporary Emergency Shelter (TEC) 2017/2018 Season
Amount Requested: \$10,000

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

✓	Goals	How project meets this goal (be clear & specific)
✓	Improve the appearance or environmental quality of the community	Providing proper receptacles and disposal of human and food waste, as well as indoor overnight shelter, reduces waste in public spaces and facilities supported by local government agencies.
✓	Reduce the amount or toxicity of waste	Providing access to proper receptacles and the disposal of human waste reduces the presence of bio-hazards in the waste stream and public lands.
✓	Increase reuse and recycling opportunities	• Reuse of linens; laundering and reusing 100% of blankets and barriers that are used by guests. • Reuse of gently used clothing, shoes and blankets donated by residents; recycled personal goods.
✓	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	Option: Providing the capital for commercial laundry equipment upgrades the services available to guests and reduces long-term operating costs. (in lieu of commercial laundry services)
✓	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	Providing regular overnight shelter for 4-5 months decreases the time individuals may have to spend camping on public lands, thereby preserving areas of wildlife, wetlands, forestlands and marine areas for a significant portion of the winter months.
✓	Result in improvement to, or an increase in, recreational areas and programs	Providing regular overnight shelter and reducing the time individuals spend camping on public lands improves access and appeal of recreational

		areas (i.e., B St. Trail, Gales Creek).
✓	Result in improvement in safety	Providing a safe place to sleep to those community members experiencing homelessness decreases time spent on the street/in public spaces, reducing the risk to personal health and potentially non-emergency calls requiring police support.
✓	Benefit youth, seniors, low income persons and/or underserved populations.	Providing low-income and homeless individuals and families an opportunity for social connection and bonding between community members.

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

Proposed schedule: Project Start Date: 10/1/2017 Project Completion Date: 03/31/2018

This project, in cooperation with the UCC TEC Shelter, ensures that for the months of November through March, there will be four nights per week of low-barrier* emergency shelter in western Washington County serving individuals and families experiencing homelessness—coordinated as part of the Washington County Severe Weather Shelter system ([Response Plan link](#)). The Forest Grove TEC partnership (UCC + Sonrise) fosters a safe and compassionate place to sleep and routinely provides: two hot meals, a safe and welcoming shelter, and a sleeping mat with linens.

* “Low-barrier” means there are as few barriers to entry as possible to entry—a practice recommended to providers of emergency shelter by the National Coalition to End Homelessness among other industry leaders.

The CEP funds will be used as follows:

1. Staffing Coordinator: responsible for recruitment, training and supervision of shelter volunteers and paid student staff at both Sonrise and UCC shelters. Position responsibilities to be shared among a paid staff person and a Pacific University Social Work Practicum Student— grant request to fund 600 hours @ \$15 per hour = \$9000. What this supports:
 - 20 weeks of shelter, mid-November through the end of March
 - 4 nights per week of direct service= 80 nights of Shelter
2. Administrative support for shelter operations as a portion of grant funding = \$1000. What this supports: administrative oversight, services, utilities, repairs, and incidental operating costs.

In the 2016/2017 winter season, a CEP grant and other resources enabled the program to extend regular service from 2 nights to 4 nights a week with 17 people volunteering each day of operation. In addition, Sonrise and UCC provide time from paid staff members to oversee and coordinate these efforts; while this reduces the total overhead that would be required if run by a separate organization, additional paid-help is required to extend operations for 20 weeks intended for the 2017/2018 winter season.

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

400+ This figure includes our community of approximately 150 people experiencing homelessness we will see over the course of the season plus a volunteer base of 250 people.

Who will benefit if this project is funded?

Those community members currently experiencing homelessness will receive the most tangible benefit. An estimated 150 different individuals utilized our overnight shelter over the course of the 2016-17 shelter season; shelters hosted an average of 25 individuals per night. The 200+ volunteers who cook and serve at the shelter also benefit from this grant, as they fulfill a personal commitment to enhancing our community.

Has the sponsor received a Community Enhancement grant for this project in the past? No. However, Sonrise TES benefited from a 2016-17 grant awarded to the UCC TES (shared Volunteer Coordinator and Meal Coordinator).

If so, amount received \$5675

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

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

In the 2016/2017 winter season the shelter served ~23 adults each of 3-4 nights a week; equivalent to 2576 meals (23people*4nights/week*2meals*14 weeks in season) served over the course of our coldest and wettest 3 months of the year.

The Forest Grove shelter system is supported by the efforts of over 200 extraordinary volunteers from several churches, community groups and individuals in the area. Each night is supported by 17 volunteers serving in various capacities and timeframes, with a total of 60 person hours each night; equivalent to 4800 volunteer hours for our next season (60 hours/night* 4nights each week * 20 weeks of the year).

E. PROJECT BUDGET

Total Estimated Costs: \$169,059 How were these costs estimated (quotes, catalog, previous projects, etc.)? Previous project – 2016-17 season (14 weeks)

Budget assumptions:

- 20 weeks of Shelter, mid-November through the end of March
- 4 nights per week of direct service= 80 nights of Shelter

Breakdown estimated costs by source:

	CEP	Sponsor Sonrise TES	UCC TES	Other Pacific, Closet, other
Personnel Services:	\$9000 (staff coordinator)	\$17,000 (paid shelter staff + stipends)	\$4320 * (meal coordinator) \$27,100 (paid church staff)	\$ \$9,600 (Pacific work study) \$72,000** (volunteers)
Supplies: mats, gift cards, cleaning items, food (OFB), bus tickets		\$3000	\$3000	\$3500 (store + personal donations)
Capital: laundry appliances or services			\$4680 * (laundry)	
Materials: clothing, shoes, protective gear		\$4000 (purchased items)		\$5000 (donations to clothes closet)
Other (please explain): administrative oversight, professional services, utilities, repairs, insurance and other incidental expenses.	\$1000 (administrative costs)		\$4,359 (administrative costs)	\$1500 (Trimet passes)
Total	\$10,000	\$24,000	43,459	91,600

* project depends on allocation of CEP funds toward the UCC TES project

** volunteers = 4,800 hours * \$15/hr rate (60 hours/night* 4nights each week * 20 weeks)

Food: \$4800 = 80 nights*2meals/night*30plates/meal*\$1/plate

Other fundraising to offset costs or to avoid additional costs:

- \$10,000 (mercy fund) used for rent/utility assistance to keep people in their homes
- \$10,000 (Run for Shelter)
- \$1,000 (Bites fundraiser)

% of Total Budget provided by Sponsor: 89% (assumes full funding of CEP grant to Sonrise for TES program)

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

Sponsor's share of personnel services is secured, including volunteers, Pacific work study and personal donations; funding for supplies and materials will be secured ahead of the 2017-18 shelter season (donations, fundraising, and other financial sources), while a Trimet grant will be requested for bus passes. This project is dependent on UCC TES securing a CEP grant award for essential paid staff and laundry services that also support the Sonrise TES.

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

The 2017-18 shelter project will be completed with the proposed funding. Additional funding will be necessary for future seasons in order to provide shelter for those experiencing homelessness in Forest Grove.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

The sustainability of Forest Grove resident's is enhanced by providing low-barrier, emergency overnight shelter for those experiencing homelessness on all three levels mentioned.

Social Sustainability

When the resources needed are provided, individuals within the community feel supported and their investments into the community increase.

Forest Grove Sustainability Action Plan, Social Equity Vision

Forest Grove welcomes and supports equitable and sustainable opportunities for all community members by providing the means for human needs to be met.

Target Area1: Support equitable access to opportunities, civic engagement, and the distribution of resources. 1b: Improve access to social services for all Forest Grove community members.

Environmental Sustainability

Providing indoor shelter four nights for 20 weeks decreases the impact that homeless people camping without adequate facilities have on surrounding forest lands and outdoor space.

Economic Sustainability

Assisting all community members is essential to a thriving local economy. The TES shelter is a transitional service that provides for basic needs to those experiencing homelessness, conditions necessary for guests to work toward housing and employment. In addition, shelter staff is trained to provide safe space and de-escalate problems that may otherwise have to be dealt with by City Emergency Service Providers.

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

PROJECT MANAGEMENT

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

Key Dates	Task	Deliverables
August 2	Staff Coordinator starts	Interviewing work-study participants from Pacific Univ. Recruiting and training volunteer team leaders
October 16	Meals Coordinator starts	Pantry inventory Menu planning Food acquisition
October 22 - 28	Volunteer Training	Multiple events to train volunteers - Shelter culture and Guest relations - Site security - Site sanitation - Food handling - Code of Conduct
November 13 – March 31	Forest Grove Emergency Shelter open	4 nights / week serve ~25 guests / night
November 13 – March 31	Staff Coordinator ongoing responsibilities	Schedule, remind and ensure follow-through of ~12-16 volunteers for each of 4 nights/week 3-4 hosts for entire 12-hr stay 2-3 helpers during pm wake hours 3-4 prep dinner 2 helpers during am wake hours 2-3 prep breakfast
November 13 – March 31	Meals Coordinator ongoing responsibilities	Manage perishable and non-perishable food inventory (purchased & gifted) Create menu weekly Shop for ingredients as necessary Ensure compliance of volunteer kitchen staff (sanitation, food handling, etc) On-site supervision of food preparation All regulatory documentation
April 1 - 2	Meals Coordinator wrap-up	Distribution of perishable foods Secure storage of non-perishable items
April 1 – 9	Volunteer Coordinator wrap-up	Finalize work-study paper work Write thank you notes to volunteers

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

Brian Schimmel, and several volunteers, managed the Sonrise TEC shelter through the 2016-17 winter season; many of the same volunteers supported the 2015-15 season. We partner with UCC, namely Jennifer Yocum leading the TES partnership, who has been running a winter Severe Weather Shelter in Forest Grove since 2008. Jennifer recognized the need for an increase in support for guaranteed overnight shelter. Both shelters prove adept at recruiting volunteers and donations. Both shelters came together to raise funds to hire a volunteer coordinator with degrees in social work and between the three of them, with incredible volunteer support, the 2015/2016 season was a success.

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

The FG TES partnership is a coordinated effort between UCC, Sonrise, and Pacific University, with support from Washington County, Luke Dorf, Oregon Food Bank and shelters across the county. All organizations are committed to continue coordination to ensure temporary, low-barrier, emergency shelter continues into future seasons.

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

The Sonrise TES took place on leased property. The UCC TES is on private property. These two property holders came forward and volunteered their property, both absorbing the utility, janitorial, and staffing costs associated. They are committed to doing so again, and are also in the process of exploring alternative space options to host future shelter seasons.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Rebuilding Together Washington County, Inc.

Tax ID # 93-1120908

(N/A for City Board or Commission)

Contact Person: Danielle Schira

Daytime Phone: [REDACTED]

Address: [REDACTED]

Email Address: [REDACTED]

City: Beaverton

State Or

Zip: 97005

Signature: _____



PROJECT INFORMATION

A. Project Title

Critical Repair Program

Amount Requested:

\$ 5,000.00

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

✓	Goals	How project meets this goal (be clear & specific)
	Improve the appearance or environmental quality of the community.	
	Reduce the amount or toxicity of waste	
X	Increase reuse and recycling opportunities	When completing repairs and accessibility modifications of stairs, doorways, etc. all lumber is recycled whenever possible.
	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
	Result in improvement to, or an increase in, recreational areas and programs	
X	Result in improvement in safety	Our Critical Repair Program encompasses both our Urgent Repair and our Accessibility Modifications. The improvements we make under this program include building wheelchair ramps, installing grab bars and handrails, widening doorways to allow wheelchair access, and making bathrooms ADA compliant. These modifications can help senior homeowners and those with disabilities remain living in safety in their own homes

X	Benefit youth, seniors, low income persons and/or underserved populations.	100% of the homeowners who receive our free home repairs and modifications must meet the Portland Primary Metropolitan Statistical Area Low and Moderate Income Standards. Historically between 40-65% of the homeowners we assist annually are seniors.
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C. Brief Project Description and Explanation of how the CEP funds will be used: Proposed schedule: Project Start Date: 07/01/17 Project Completion Date: 06/30/18

Rebuilding Together Washington County has two main programs; the Critical Repair Program that encompasses both our Urgent Repairs and Accessibility Modifications mentioned in box titled "Result in improvement in safety above". In addition to those modifications listed in above box, repairs of furnaces, replacement of water heaters, electrical repairs and plumbing repairs also fall under this program as urgent repairs. This is the program we are seeking your funding for. If granted, your funds, for example, would be used for building materials for wheelchair ramps, furnace replacement parts, windows that need to be installed for legal egress and ingress, grab bars, ADA toilets, faucets, and other materials necessary to make a home safe and accessible. A portion would also be used to help offset administrative costs of our 1.70 fte staff that consists of a 50% project manager, a 100% executive director and a 20% grant manager.

Rebuilding Together also has a "Community Alliance for Home Repair Program" that now houses our National Rebuilding Day event on the last Saturday in April annually. On this day several hundred volunteers go out into the community to provide free repairs and rehabilitations to low-income homeowners in Washington County. Typically 12-20 homes are helped on this day. Then throughout the year, projects that are too urgent to wait until April, or that may need drier weather to complete such as roof replacements are performed under our "Summer and Fall Community Projects". During our last full fiscal year that ended on June 30th 2016 we completed a total of 100 projects for 84 low-moderate income underserved families throughout Washington County.

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

During our last full fiscal year 7 Forest Grove households consisting of 18 residents were assisted with repairs and modification that included one home receiving a new roof, two homes with extensive bathroom dry rot repair and replacement of tubs, toilets, flooring, sinks. Roof repair, stairs replaced, water heaters installed, supplies provided to homeowner with ability to effect own small repair, and a beam replaced at one home **resulted in \$26,793.37 fair market value of labor, materials and services expended on Forest Grove homeowners.**

Who will benefit if this project is funded?

It depends primarily on the applications we receive from Forest Grove residents and if they meet our income and ownership qualifications. Typically we assist 7 to 12 underserved Forest Grove households annually. During the prior fiscal year that ended June 30, 2015 we served 6 Forest Grove households on 7 separate occasions with the value of goods, services and labor of \$30,924.95

Has the sponsor received a Community Enhancement grant for this project in the past?	Yes
If so, amount received \$14,238.00 (since 06/30/2010).	

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

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

E. PROJECT BUDGET

Total Estimated Costs: \$24,423 (cash) How were these costs estimated (quotes, catalog, previous projects, etc.)? Previous project history for over two decades. Does not include in-kind donations of \$33,173. Total Program Budget \$146,905. (cash) & \$130,978 (in-kind)

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$1,700	\$6,834.		
Supplies	\$ 40	\$ 100		
Capital				
Materials	\$2,000	\$7,386		
Other (please explain): volunteer support costs ,licensing, dues & misc. support costs	\$1,260	\$5,103		
Total	\$5,000	\$19,423		

% of Total Budget provided by Sponsor: approx.80%

These totals are from our 16/17 fiscal year budget, and include only the budget for the Critical Repair Program. Additionally \$30,452 cash is allocated to our Community Alliance for Home Repair Program. It is under the Community Alliance for Home Repair Program that some of the repairs we do for City of Forest Grove homeowners are funded. Depends on project size and complexity.

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

Due to our fiscal year and the funding cycles of our donors, we have just begun to apply for fiscal year funding for 17/18. The following is a list of major funding received to date for current fiscal year 16/17and the historical data showing a partial list of previous funding commitments.

- City of Beaverton- \$5,000.00 - 20 + years funding.
- Office of Community Development- \$10,000.00- 20+ years funding
- Golf Tournament Proceeds (net) -approx. \$4,928 –13 year event
- City of Hillsboro- \$3,000.00 (17 years funding at some level)
- The Irwin Foundation -\$2,000 (new funder current year)
- Reser's Family Foundation-\$3,500- 4+years
- Henningsen Cold Storage- \$3,000.00- 14 years funding
- City of Hillsboro- \$3,000.00 funder for 15+ years
- Historically committed for current fiscal year-applications submitted or not yet available
- Collins Foundation -\$5,000.00 - 10 years funding
- Wells Fargo - \$3,000.00 –funder for 20 +years at some level. (Wells, prior First Interstate).
- US Bank -\$5,000.00 –23 years funding

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

As we perform a variety of free home repair and rehabilitation projects in Forest Grove and throughout Washington County, we are not indebted to any major projects that we might not be able to complete because of lack of funding. The projects we undertake, whether large or small are considered in light of our proposed budget and actuals. Because of the nature of the repairs and accessibility modifications that we complete, the more funding we receive, the more underserved homeowners we can assist

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

As the City Council has included Affordable Housing as one of their goals for this fiscal year we feel we can and do play an important role in helping to achieve this goal. We help preserve the affordable housing stock that is currently available in Forest Grove by repairing, rehabilitating and installing accessibility modifications for free for underserved homeowners so that they can remain living in a safe, healthy and affordable home.

PROJECT MANAGEMENT

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

Our National Rebuilding Day in April each year has a very precise and detailed time schedule, but the two programs under the "Critical Repair Program" that we are seeking your funding for have a different type of schedule as follows:

Homeowners send in applications, call or e-mail us seeking help for a myriad of problems throughout the year. All homeowners who apply for our free assistance will receive an in-person visitation from our office to verify their eligibility and review the requested repairs.

Small repairs that can be completed for under \$500.00 may be completed throughout the month but larger projects under our Accessibility Modifications such as the building of wheelchair ramps, installing a low-threshold shower, etc. require approval by our board of directors monthly.

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

We have been assisting underserved homeowners in Forest Grove and throughout Washington County since 1994. We have been responsible for oversight on Community Enhancement Projects for most of these years. We work on a substantial number of projects annually (average 80-100) throughout Washington County. We've repaired and replaced roofs, replaced mobile home skirting, replaced sagging, leaky ceilings, built ramps, installed new windows and doors, painted and repaired dry rot in bathrooms and kitchens. We have installed accessible showers, toilets and sinks. We've fixed plumbing problems as well as corrected dangerous electrical faults.

Our project manager is a journeyman carpenter who has been in the home remodeling business for over thirty-five years. Our Board of Directors is comprised of a general contractor, a certified public account, a bank manager, retired City of Hillsboro building inspector, a former professional painter and a mechanical engineer as well as several other committed members. We have a licensed electrician, HVAC specialist and plumber who perform repairs for us pro bono on occasion.

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

Our past history of cooperation with several other public and private agencies has led to our being asked to partner with them in a formalized manner. We have written agreements with the Disability, Aging and Veteran Services and had with Community Action Organization.

D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application. Public benefit would be reduction in possible homelessness and maintenance of some affordable housing stock in Forest Grove. Every homeowner grants permission to work on their home when they complete their application.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

Keeping Washington County homeowners safe, warm, and dry since 1994

City of Forest Grove
Mayor Truax
City Council Members
PO Box 326
Forest Grove, Or 97116

March 20, 2017

Dear Mayor Truax and City Council Members,

Thank you for giving us the opportunity to apply for funding this year under the Community Enhancement Project.

Some of you are familiar with how we have been accomplishing our mission of “Together we transform the lives of low-income homeowners by improving the safety and health of their homes and revitalizing their communities” since 1994. By utilizing the skills and talents of volunteers throughout the community, we are able to repair, renovate and install accessibility modifications without charge to low-income homeowners in Forest Grove and throughout Washington County.

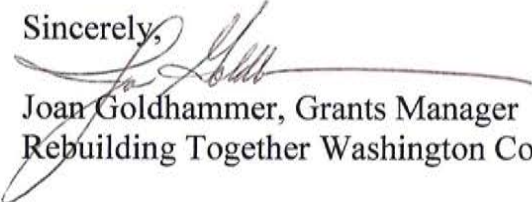
The City of Forest Grove has been instrumental in partnering with us to help underserved homeowners in Forest Grove remain living in health and safety for the majority of the years since we began our work.

Every homeowner we assist with our free repairs, rehabilitation and accessibility modifications must meet Portland Metropolitan Statistical Area Low/Moderate Income Standards. A preference is accorded to homeowners who are seniors, persons with disabilities, families with children in the home and veterans.

We are preparing now for our 24th National Rebuilding Day and plan on working on 10-12 homes on that day. Typically we are able to assist between 80-100 qualified households each year with repairs and accessibility modifications that dramatically improve the quality of their lives.

Thank you for considering our request.

Sincerely,



Joan Goldhammer, Grants Manager
Rebuilding Together Washington County Inc.

Rebuilding Together Washington County does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Forest Grove Sustainability Commission

Tax ID # N/A

(N/A for City Board or Commission)

Contact Person: Brian Schimmel

Daytime Phone: [REDACTED]

Address: [REDACTED]

Email Address: [REDACTED]

City: Forest Grove

State: OR

Zip: 97116

Signature: Brian Schimmel (March 29, 2017)



PROJECT INFORMATION

A. Project Title

Collaborative Sustainable Community

Amount Requested:

\$10,000

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

✓	Goals	How project meets this goal (be clear & specific)
	Improve the appearance or environmental quality of the community	Inspire and facilitate community efforts - e.g. school district, Pacific U., local non-profits - toward environmental innovation & advocacy
	Reduce the amount or toxicity of waste	Promote public education to reduce materials in our waste stream through increased recycling and use of reusable materials (e.g. reusable bags/dishes at the Farmers' Market)
	Increase reuse and recycling opportunities	Reduce the amount of disposable materials, food waste and recyclable materials going to the landfill - schools, households and community events.
	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	Provide for "hands on" experiences and developing an understanding of environmental conservation and sustainable practices - (e.g. wetland protection, local food systems).
	Result in improvement to, or an increase in, recreational areas and programs	Cultivate deeper connections to our community assets - (e.g., Nana Cardoons Farm, Fern Hill Wetlands)
	Result in improvement in safety	Provide for safe transportation of students to local field trips

Benefit youth, seniors, low income persons and/or underserved populations.	Understanding barriers to civic engagement. Accessibility of community gardens to the disabled. Enhanced educational project opportunities for youth.
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C. Brief Project Description and Explanation of how the CEP funds will be used:

Proposed schedule: Project Start Date: Aug 2016 Project Completion Date: June 2017

The Sustainability Commission will use these funds to continue its mini-grant program, still proving to be an exponent to buoy sustainability oriented projects that need equipment, resources, transportation and permits. The program is a year-round application process that improves the access and reach of CEP dollars to groups who would not otherwise participate, and adheres to the same eligibility criteria (goals) established by the CEPC for its annual process.

Grant guidelines:

- Provide seed money to local organizations offering sustainability projects addressing equity, economic, and/or environmental issues Forest Grove at **no charge** to the community.
- Preference is given to groups:
 - Serving underrepresented portions of the community such as children, seniors, low-income, and Latinos.
 - Providing a substantial in-kind contribution; volunteer support and/or donation of goods and services.
 - Demonstrating reuse, repurpose, recycled or local materials
- Eligible activities consistent with the Sustainability Commission's Action Plan
- Non-profit organizations and schools are eligible to apply
- Organizations are not required to be registered as a non-profit.

The mini-grant program has limited liability as grants average \$600 unless approved by the commission, and oversight includes City Council and staff liaisons. Mini-grants will be awarded to a diversity of projects that support the city's vision and fulfill the Sustainability Action Plan. The program has proven to generate increased involvement by local non-profits and schools, which benefit from the year-round opportunity and oversight; the Commission guides organizations through an application process, administration of reimbursements and reporting. The Commission also brings awareness to the projects, increasing their reach and impact, while cultivating greater civic engagement.

A mini-grant system administered by the commission ensures projects are planned, funded and fulfilled in the next fiscal year cycle. The goal is to achieve a >50% match from sponsors + others. The process includes the following audit trail for the funds: 1) a mini-grant application; 2) approval - copy of the meeting minutes - when the mini-grant was approved or an award letter from the staff liaison; 3) transaction noted in Commission's finance report; 4) a completed Evaluation Summary from applicant when project is finished; 5) email from a Commission appointee to review the summary noting that the project was completed per the approved mini-grant; 6) a copy of payment request for reimbursement of funds; and 7) transaction noted in Commission's finance report as Paid.

- D. Estimate how many Forest Grove residents will benefit if this project is funded.**
> 20,000

Who will benefit if this project is funded?

The community; households; students & under-represented residents; local non-profits

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

If so, amount received **\$6175 (FY 2016-17); \$4924 (FY 2015-16)**

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

If so, is the project completed? 10 projects complete or in progress – due to complete by June

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

Projects benefited thousands of Forest Grove's residents, including students attending FGSD, FGCS, ALCEA and Roots & Shoots, the Farmer's Market and participating residents. Over 10 organizations and non-profits were directly involved and authored the majority of the projects - returned an in-kind value in excess of our 50% target.

E. PROJECT BUDGET

Total Estimated Costs: ~\$64,000 How were these costs estimated (quotes, catalog, previous projects, etc.)? Based on FY 2016-17 mini-grants (see Exhibit A)

Breakdown estimated costs by source:

	CEP	Sponsor (mini-grant applicants)	Other #1	Other #2
Personnel Services	~\$3500	~\$50,000		
Supplies	~\$1500	~\$1000		
Capital	-	-		
Materials	~\$5000	~\$3000		
Other (please explain): *				
Total	\$10,000	~\$54,000		

* Other: site fees, bus transportation, cash awards, screening fees, stipends

% of Total Budget provided by Sponsor: 85%

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

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

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

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

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

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

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

PROJECT MANAGEMENT

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

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

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

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

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

In 2016/2017 over 10 non-profits and schools authored the majority of the projects & coordinated with other local organizations. Specific organizations and individuals that have committed involvement to ensure the Commission's success include the Dairy Creek Community Food Web, Pacific University, Adelante Mujeres, Forest Grove School District and others.

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

N/A

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

EXHIBIT A: Summary of CEP Mini-Grant Program

Collaborative Sustainable Community grant– summary results from the 2015-16 FY and 2016-17 cycles

Objective: facilitate a source for seed money and advocacy toward sustainability efforts in the community

Funded: graphic design, printing, fundraising event, sponsorship, stipends, marketing video, seed, tools, instructor time, transportation, rental, Spanish language translation, advertising, screening rights, reusable bags, garden bed materials, awards.

Partners: EdenAcres, Foodways at Nana Cardoos, FGCS, FGSD, Adelante Mujeres, Farmers Market, Centro Cultural, Pacific University, Dairy Creek Community Food Web (DCCFW), UCC, Westside Master Recyclers, Westside Waist Nots, Forest Grove Greens

Benefited: All residents have opportunity to benefit. Organizations that benefit include: Farmers Market, Eden Acres, Foodways at Nana Cardoos, Farmers Market, DCCFW, and student attending CALCEA, FGCS, FGSD, Roots and Shoots kids

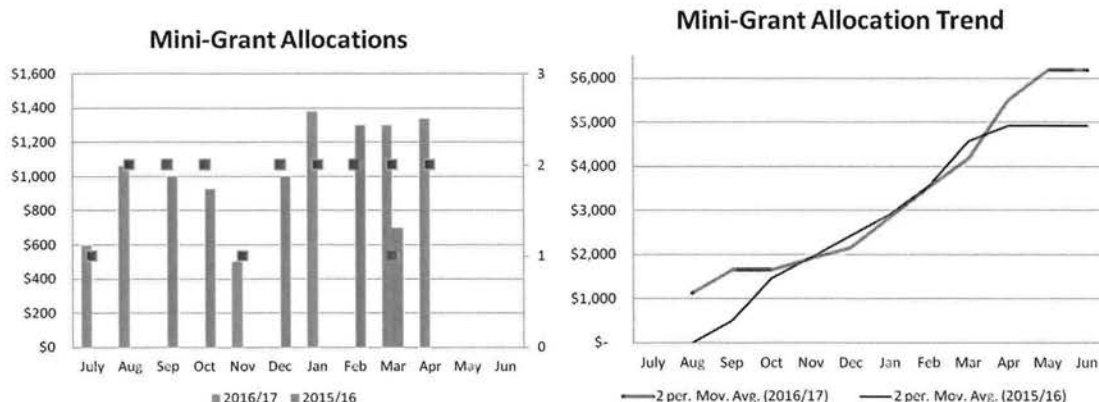
Oversight & Uniformity – auditable process (checks & balances)

- A comparable process is employed with three boards & commissions
- The same CEPC criteria is used by the commission to evaluate applications
- City council liaison + city staff overseas commission evaluation and process
- A paper trail on CEP mini-grants is retained with the City's Finance department

The commission provides support to community groups both through the application process and in prompting community participation. Many projects are not envisioned until the fall or following spring.

Graphs:

- Mini-Grant Allocations: amount of dollars allocated and corresponding number of applications each month. Spring proves to be a high-activity season – short-term project interest and use of dollars.
- Mini-Grant Allocation Trend: consumption of the CEP grant over the fiscal cycle. Applications align with seasonal activity, notably in the Fall and Spring.



CEP Mini Grant Allocations

Mini-grants approved by the commission are awarded to a diversity of projects that support the City's vision, fulfill the Sustainability Action Plan and satisfy CEP criteria. The mini-grant system ensures projects are planned and fulfilled within the fiscal year cycle. The goal is to achieve a 50% match from recipients.

CEP Title	Allocated	Benefited	% in-kind	Action Plan Topic Area	Sponsor
2015-16 cycle					
EdenAcres CALCEA	\$500	18	60%	Sustainable Schools	Terry O'Day
FGCS - Field Studies & Symposium;	\$500	102	75%	Sustainable Schools	Erin Morgan
Latino Community Summit	\$500	70	80%	Social Equity	Karin Pfeiffer-Hoyt
One Bag a Week Challenge	\$500	500	83%	Materials Management	Edgar Fausbo
DCCFW Screening	\$500	400	91%	Food	Ellen Hastay
Roots and Shoots kids	\$500	25	64%	Sustainable Schools	Charlie Graham
Reusable Chico Bags	\$800	250	94%	Materials Management	Cecilia Warner
The Welcome Garden	\$500	50	88%	Food	Paul Edwards (UCC)
Recycle Building Materials	\$699	1000+	50%	Materials Management	Dale Wiley (Restore)
Total	\$4924	2415	86% ave		
2016-17 cycle					
Shake & Fold	\$595	all	96%	Materials Management	Cecelia Warner
Run-Walk for Shelter	\$500	500	91%	Social Equity	Elena Parker
Recycling Expo	\$560	4,000	82%	Materials Management	Brian Schimmel
Reusable Bag Delivery	\$500	2,000	79%	Materials Management	John Hayes
Short Video	\$800	all	89%	All topic areas	Megan Clark
Foodways at Nana Cardoon	\$580	all	95%	Food	Charlene Murdock
Roots & Shoots	\$ 800	60	64%	Food	Charlie Graham
Eden Acres Environmental Education	\$500	200	96%	Natural Resources	Terry O'Day
*Shake & Fold-Spanish	\$687	all	95%	Materials Management	Cecelia Warner
* FGCS Field Studies	\$653	52	89%	Natural Resources	Erin Morgan
Total	\$6,175		92% ave		

* applications earmarked for the April 17 Sustainability Commission meeting; fund are expected to be used before the end of the school year.

[Link to MINI-GRANT applications](#)

CEP Mini Grant Project Budgets

Breakdown of estimated costs by source

Projects		Personnel	Mktg	Materials	Other	Total
2015-16 cycle						
EdenAcres CALCEA	grant	\$500				\$500
	in-kind	\$760				\$760
Field Studies & Symposium	grant			\$500		\$500
				\$1,000	\$500	\$1,500
Latino Community Summit	grant	\$180		\$320		\$500
	in-kind	\$ 1,735	\$25	\$225		\$1,985
One Bag a Week Challenge	grant			\$425		\$425
	in-kind	\$1,950			\$500	\$2,450
DCCFW Screening	grant			\$500		\$500
	in-kind	\$1,320	\$360	\$500	\$1,680	\$3,860
Roots and Shoots kids	grant	\$134		\$260		\$394
	in-kind	\$157			\$750	\$907
Reusable Chico Bags	grant			\$800		\$800
	in-kind	\$13,190				\$ 13,190
The Welcome Garden	grant			\$ 500		\$500
	in-kind	\$2,006		\$1,500		\$3,506
Recycle Building Materials	grant	\$ 200	\$ 350	\$ 150		\$ 700
	in-kind	\$700				\$ 700
2016-17 cycle						
Shake & Fold	grant	\$200		\$395		\$595
	in-kind	\$13,052				\$13,052
Run-Walk for Shelter	grant	\$200		\$300		\$ 500
	in-kind			\$700	\$4,400	\$5,100
Recycling Expo	grant		\$560			\$ 560
	in-kind	\$2,256		\$305		\$2,561
Reusable Bag Delivery	grant	\$500				\$500
	in-kind	\$1,900				\$1,900
Short Video	grant	\$800				\$800
	in-kind	\$1,500	\$150	\$5,000		\$6,650
Foodways at Nana Cardoon	grant			\$580		\$580
	in-kind	\$9,480	\$640	\$669		\$10,789
Roots & Shoots	grant	\$ 360		\$440		\$800
	in-kind				\$1,512	\$1,512
Eden Acres Env. Education	grant			\$500		\$500
	in-kind	\$10,000		\$3,000		\$ 13,000
Shake & Fold - Spanish (review in April 27)	grant			\$687		\$687
	in-kind	\$13,052				\$13,052
FGCS Field Studies (review in April 27)	grant		\$103		\$550	\$653
	in-kind	\$4000		\$200	\$700	\$4900

CEP funds spent for the “other” category: entry fees for third party environmental programs (e.g., Zoo School, Jackson Bottom, and Tillamook Forestry)

CEPC Criteria Match

Mini-grant projects average over 4 of the 8 goals list in the application

Projects	Goals							
>	1	2	3	4	5	6	7	8
2015-16 cycle								
EdenAcres CALCEA	X		X		X			X
FGCS - Field Studies & Symposium	X		X		X			X
Latino Community Summit								X
One Bag a Week Challenge	X	X	X					X
DCCFW Screening		X	X		X			X
Roots and Shoots kids	X		X		X			X
Reusable Chico Bags		X	X					X
The Welcome Garden	X		X		X			X
Recycle Building Materials	X	X	X					
2016-17 cycle								
Shake & Fold	X	X	X	X	X			
Run-Walk for Shelter							X	X
Recycling Expo	X	X	X	X	X	X	X	X
Reusable Bag Delivery	X	X	X		X	X		X
Short Video	X	X	X		X	X		X
Foodways at Nana Cardoon	X	X	X	X	X	X	X	X
Roots & Shoots	X	X	X	X				X
Eden Acres Env. Education			X	X	X			X
Shake & Fold - Spanish lanuage	X	X						X
FGCS Field Studies	X				X			X

CEP Goals (Criteria)

1. Improve the appearance or environmental quality of the community
2. Reduce the amount or toxicity of waste
3. Increase reuse and recycling opportunities
4. Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code
5. Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them
6. Result in improvement to, or an increase in, recreational areas and programs
7. Result in improvement in safety
8. Benefit youth, seniors, low income persons and/or underserved populations

EXHIBIT B: Collaborative Sustainable Community Mini-Grant Application

Forest Grove Sustainability Commission Mini-Grant Application

Grant Guidelines:

- Provide seed money to local organizations offering sustainability projects addressing equity, economic, and/or environmental issues Forest Grove at **no charge** to the community.
- Preference is given to groups:
 - Serving underrepresented portions of the community such as children, seniors, low-income, and Latinos.
 - Providing a substantial in-kind contribution; volunteer support and/or donation of goods and services.
 - Demonstrating reuse, repurpose, recycled or local materials
- Eligible activities consistent with the Sustainability Commission's Action Plan
- Non-profit organizations and schools are eligible to apply
- Organizations are not required to be registered as a non-profit.



Please print clearly or type your responses.

Sponsor (organization, school, committee): _____

Contact Person: _____ Contact Phone: _____

Address: _____ E-Mail Address: _____

Signature: _____

A. Project Title: _____ Amount Requested: _____

B. 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	
Reduce the amount or toxicity of waste	
Increase reuse and 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 Internal Revenue Service code	
Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
Result in improvement to, or an increase in, recreational areas and programs	
Result in improvement in safety	
Benefit youth, seniors, low income persons and/or underserved populations.	

Note: The Forest Grove Sustainability Commission makes every effort to ensure that a representative will participate in a project or attend events sponsored in part by the commission.

C) Brief Description and Explanation of how the CEP funds will be used:

Proposed schedule: Project start Date: _____ Project Completion Date: _____

D) Estimate how many residents will benefit if this project is funded: _____

Who will benefit if this project is funded? _____

E) Projected Budget

Total Estimated Costs: \$ _____

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

List the payee(s) name and address (if known)

Categories	Mini-Grant Funds	Sponsor *	Other * (specify)
Personnel Services (explain):			
Marketing & Publicity (explain):			
Materials & Supplies (explain):			
Other (explain):			
Total	\$	\$	\$

% of Total Budget provided by Sponsor? _____ %

* In-Kind Contribution

F) Name of organizations that will partner or collaborate with this project:

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

H) Will the project be completed with the proposed funding or will future funding be necessary?

I) Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially?

Application needs to be submitted 10 days prior to a regular Sustainability Commission meeting (held the 4th Thursday of each month) to be considered. Applicants should plan to attend the meeting to present the request and answer questions (10 minute presentation and 10 minutes for questions).

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: Raeen Johnston Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR. Zip: 97116

Signature: *Raeen Johnston*



PROJECT INFORMATION

A. Project Title LED Solar Exterior Path & Yard Lights Amount Requested: \$ 1500

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

✓	Goals	How project meets this goal (be clear & specific)
X	Improve the appearance or environmental quality of the community	Lighting will enhance/improve the grounds, giving the area a warm, welcoming glow.
	Reduce the amount or toxicity of waste	
	Increase reuse and 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 Internal Revenue Service code	
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
	Result in improvement to, or an increase in, recreational areas and programs	
X	Result in improvement in safety	Lighting the pathways in the evening.
X	Benefit youth, seniors, low income persons and/or underserved populations.	Our visitors average over 100 daily. 83% of these are of low/moderate income level.

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

Proposed schedule: Project Start Date: Aug. 2017 Project Completion Date: Aug. 2017

When (and if) the Center is awarded funds for the CEP Grant, the Executive Director will order the Solar powered LED exterior lights, assemble them and place them on the Center grounds, lighting pathways and entrances to building.

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

Hundreds

Who will benefit if this project is funded?

The visitors to the Center as well as passers-by in the evenings.

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

If so, amount received \$ _____

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

If so, is the project completed? **Not yet**

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

I have purchased the hand dryers and they will be installed end of April.

New toilets are waiting for a plumber.

We were waiting for the kitchen remodel to close bathrooms down, but have bids out to plumbers for this project currently.

E. PROJECT BUDGET

Total Estimated Costs: \$1000.00 How were these costs estimated (quotes, catalog, previous projects, etc.)? Priced on Amazon

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital	\$1000.00			
Materials				
Other (please explain):				
Total	\$1000.00			

% of Total Budget provided by Sponsor: 0 %

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

N/A

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

No, 1x project

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

These are LED lights with a 10 year life. These lights will not need any expense for an electrician, no electricity needed - all solar power and a simple set it & forget it.

PROJECT MANAGEMENT

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

This will take 10 minutes on the computer to order and about four hours to assemble and place outside on the grounds of the Center.

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

The Executive Director has executed many projects here at the Center in the past 2+ years as well as her prior career as an Administrator. This one will be very simple.

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

N/A

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

This property is owned by the City of Forest Grove, but the lights are removable.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: Raeen Johnston Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR. Zip: 97116

Signature: 



PROJECT INFORMATION

A. Project Title Gas Restaurant Range w/ Griddle **Amount Requested:**
\$ 8,500.00

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

✓	Goals	How project meets this goal (be clear & specific)
	Improve the appearance or environmental quality of the community	
	Reduce the amount or toxicity of waste	
	Increase reuse and recycling opportunities	
X	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	The City of Forest Grove owns the building and the property that the Senior & Community Center operates the non-profit. The current kitchen is very old and in need of repair and upgrading. The kitchen is utilized & benefits so many in our community. The Center was awarded \$325,000.00 CDBG funds to remodel the current 1970's kitchen. Even though this is a lot of money, it will not cover all that is needed to complete this project to standards. If the Center is awarded the funds to purchase a large item, this would result in stretching the remodeling dollars.
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
	Result in improvement to, or an increase in, recreational areas and programs	
	Result in improvement in safety	
X	Benefit youth, seniors, low income persons and/or underserved populations.	Besides the M-F MOWP lunch program and the many community events the Center puts on, individuals and entrepreneurs benefit from this commercial kitchen to assist them to run their business.

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

Proposed schedule: Project Start Date: Aug-Dec'17 Project Completion Date: March 2018

These CEP funds will be used to purchase the gas range and installed by the construction crew, using CDBG, so no CEP funding would be needed for labor.

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

An average of 500 per month

Who will benefit if this project is funded?

Adelante, MOWP, FGSCC, the community at large that rents the kitchen.

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

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

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

I have purchased the hand dryers and they will be installed end of April.

New toilets are waiting for a plumber.

We were waiting for the kitchen remodel to close bathrooms down, but have bids out to plumbers for this project currently.

E. PROJECT BUDGET

Total Estimated Costs: \$9000.00 How were these costs estimated (quotes, catalog, previous projects, etc.)? Online price quotes

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital	\$9000.00		CDBG \$	
Materials			CDBG \$	
Other (please explain):				
Total	\$9000.00			

% of Total Budget provided by Sponsor: 0 %

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

N/A

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

Yes

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

This project would enhance the FGSCC events, the community that uses the kitchen for their own events, families that host their family functions and use the kitchen, encourage many social gatherings for weekly breakfast, MOWP noon meals, club/organization meetings/banquets, recognition/fundraising event venue for the community. Our kitchen is used for entrepreneurship of individuals and families. The have food carts, they cater, make and sell jams 7 jellies, etc.

PROJECT MANAGEMENT

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

The major task will be co-ordinating the purchase of this range within the specs of the architect/contract the City of Forest Grove secures for the kitchen remodel. Then the ED will order/purchase the range and be ready for the installation.

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

As the ED here at the Center for over 2 years, I have applied for 2 other CEP grants and was awarded funds. It was my responsibility to manage the purchase and implementation of the projects.

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

Yes - This would need coordination with the City of Forest Grove. It is the City of Forest Grove that is in charge of the the kitchen remodeling. The City/architect will need to factor in this grant funding.

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

This property is owned by the City of Forest Grove with the purpose of the Center to provide services to the community. The kitchen is used by many groups and individuals benefiting families, youth entrepreneurs, seniors, low to moderate income individuals.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: FOREST GROVE ELKS 2440

Tax ID # 93-0582827

(N/A for City Board or Commission)

Contact Person: Alice Custodio

Daytime Phone: [REDACTED]

Address: [REDACTED]

Email Address: [REDACTED]

City: Forest Grove

State: Or

Zip: 97116

Signature: _____

Alice M. Custodio



PROJECT INFORMATION

A. Project Title Weekend Backpack Program

Amount Requested:

\$ 10,000.00

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

./	Goals	How project meets this goal (be clear & specific)
	Improve the appearance or environmental quality of the community	
	Reduce the amount or toxicity of waste	
	Increase reuse and 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 Internal Revenue Service code	
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
	Result in improvement to, or an increase in, recreational areas and programs	
	Result in improvement in safety	
XX	Benefit youth, seniors, low income persons and/or underserved populations.	We provide food for students of Low income, homeless or under served in the Forest Grove School District, this includes Echo Shaw and Cornelius Elementary.

C. Brief Project Description and Explanation of how the CEP funds will be used: Proposed schedule: Project Start Date: July 15, 2017 Project Completion Date: June 2018

The Forest Grove Elks along with community volunteers store and stock food and provide backpacks which we fill on a weekly basis for the students of low income, under served and homeless students. The actual identification of the students are not provided to us from the school district Liaison David Pero. The student's names are not released, we only have their first and last initials and their student ID number. The funds will be used to provide weekend food for the students. We currently have 70 students in our program and it should remain as such until school is out in June, 2017. The actual start date of school is in September after Labor Day, but we need to have our shelves stocked and ready to go.

All the monies go to food for the program and are kept in a separate Restricted account that can only be used for the program. We maintain all receipts and attach a voucher to explain their use. There are no administrative costs associated with this program.

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

Who will benefit if this project is funded? 70 students from the Forest Grove area and their families.

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

If so, amount received \$

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

NO If so, is the project completed?

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

We have not received a Community Enhancement Grant before, but we are finishing a \$9000.00 grant we received from the Elks National Foundation. That Grant allowed us to purchase food and volunteers packed the back packs and delivered them to schools. We are at the depletion point of our current grant funds, but have acquired other funding to finish the school year. We have served 70 students and their families.

E. PROJECT BUDGET

Total Estimated Costs: How were these costs estimated (quotes, catalog, previous projects, etc.)? From previous project receipts
Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		Vol hrs 20 per week		
Supplies	\$10000.00	\$4000	\$4000. In-kind	
Capital	Space provided			
Materials	Service aids provided			
Other (please explain):	Transportation			
	Provided by volunteers			
Total	\$10,000.00	\$4000.00	\$4000.00	

%of Total Budget provided by Sponsor: 44%

- F. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding? **The funding for Forest Grove Elks part are from application for future grants that will not be announced until Sept 2017 or later. These grants will be from the Elks National Foundation and our potential for securing the grants is 90% due to our community efforts in previous years. We would be eligible for 2 \$4000.00 grants and possibly more. We have also had food donations from Tom McCall elementary and The Dollar Tree has raised food products for our program.**
- G. Will the project be completed with the proposed funding or will future funding be necessary? **Fighting hunger is very hard to judge. There is always the potential of serving more needy students. It will cost roughly \$18,000 to support 70 students all school year. This is figured at \$7.50 per student for 35 weeks out of the year. We may start off slow at the beginning of September, but by October we will be in full swing with filling close to the max goal. If there is a need and we can help more students, we would entertain asking for additional funding.**
- H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program. **Children who do not eat well tend to be tired in class and not attentive, they also may miss school more than other students. Children are our future and they need nourishment to grow and develop. They are not responsible for their parent's low income status and need not be penalized. We help these youngsters learn to help others, which is what our community is all about. Forest Grove wants all its citizens to thrive. These students, one day, could enrich our community with their talents. We need to afford them the opportunity.**

PROJECT MANAGEMENT

- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task. **The major task is replenishing our pantry to be ready for the school year. We would start in July with food purchases from a menu we create to provide different items each week. We try to balance protein, nutrition and some children friendly foods. We are careful to watch for expiration dates on food to have a large time frame with which to work.**
- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects. **We will be completing our first year of the backpack program with the completion of school in June. At first it was quite a challenge, but we became acquainted with the principals, secretaries and counselors of the schools, we received great responses from all.**
- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe. **We have worked with other private and public organizations. St Bede's, Forest Grove Church of God, Sodexo, Son Rise Church and the Dollar Tree. We sent out letters as our funding was dwindling, and these organizations stepped forward to assist us.**
- D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application. **The Forest Grove Elks is a Fraternal organization and it is the largest civic organization in Forest Grove, I believe. Part of their mission statement is to assist the community through Brotherly Love, Charity, Justice and Fidelity. The Forest Grove Elks welcomes members of the community into our Lodge and the backpack storage area to assemble the backpacks and take them and deliver them to the schools. We realize that the teachers and other assistants at the schools have a very hectic schedule and we have volunteers who want to provide a meaningful service. Children will always be a priority for aiding. The Forest Grove Elks is a private organization and as such we limit the public to certain areas that we use for the community good.**

Applications must be submitted by 5:00pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Valley Art Association

Tax ID # 93-0623083

(N/A for City Board or Commission)

Contact Person: Roylene Read, Philip Thias,

Daytime Phone: [REDACTED]

Skip Buhler

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Roylene Read April 4, 2017



PROJECT INFORMATION

A. Project Title

27th Annual Sidewalk Chalk Art Festival

Amount Requested:

\$ 4285.

B. 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	The appearance of the downtown blocks become a community art gallery. The event draws attention to Forest Grove from all over the country and gives citizens pride.
	Reduce the amount or toxicity of waste	
	Increase reuse and 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 Internal Revenue Service code	
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
✓	Result in improvement to, or an increase in, recreational areas and programs	Unlike other Chalk Art festivals this is a non-competitive event which is solely based on the premise of making and enjoying art. It is a day that leave people with positive feelings.
	Result in improvement in safety	

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

Project Start Date: March 2017

Completion Date: Sept. 30, 2017

The Sidewalk Chalk Art Festival has occurred annually in Forest Grove since 1991. During the event, squares of sidewalk in the down town area are covered with vibrant and beautiful chalk drawings which can be enjoyed by all. In addition to drawing or viewing art, those who attend will also be entertained throughout the day by local musicians and performers. Artists who draw must register and "rent" a square and their registration fee includes a box of artist quality pastel chalk which they keep after the event.

In addition to registration fees, event funding is derived from financial help from the City of Forest Grove CEP Grant, business sponsorships and In-Kind Support. Valley Art Association is the financial home for the event and provides the mechanism for processing registration payments and for holding donations. Additionally, many event volunteers come from Valley Art Association in addition to Forest Grove High School students and community members.

CEP funds will help pay for chalk, entertainment, advertising, equipment rental (event tent) and supplies.

D. Estimate how many residents will benefit if this project is funded. *400-500 squares will be sold and filled with drawings, all citizens and visitors can attend the event and see the art and, depending on the weather, the drawings can remain for a few weeks and be enjoyed by anyone visiting downtown.*

E. Who will benefit if this project is funded? *Residents of Forest Grove benefit from this colorful event each year. In addition to being a wonderful outlet for our community to show its creativity, it benefits the businesses in the downtown area who have increased patronage of their restaurants and shops. The planning committee endeavors to hire local entertainment groups, such as the Una Vos grade school Mariachi Band, to perform during the event. Forest Grove High School students are encouraged to volunteer and are welcome to promote clubs during the event, such as Drama Club face painting. High School art students whose posters are selected to advertise the event have a professional piece of art for their portfolios and proceeds from the event fund scholarships for graduating FG High School art students. The Sidewalk Chalk Art Festival is mentioned in local and statewide newspapers and social media giving great publicity to Forest Grove as a friendly and exciting place to live. People who grew up with this event and live out of town are now bringing their own children back to FG to participate.*

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

If so, amount received \$ 3378 in 2016

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

We have not received a Community Enhancement Grant this year 2017.

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

The project from last year was completed on September 17th, 2016. We had approximately 380 sidewalk squares drawn on (down from the previous year due to inclement weather). The grant funds were spent on chalk, entertainment, supplies and advertising.

F. PROJECT BUDGETTotal Estimated Costs: \$16,392.

How were these costs estimated (quotes,

catalog, previous projects, etc.)? Previous projects and anticipated increase in costs.**Breakdown estimated costs by source:**

		CEP	Sponsor	Other #1	Other #2	
Personnel		\$1900. Ente.	\$9542. (Vol.			
Supplies		\$425.	\$425.			
Capital –tent	Tent-stage	\$340.(1/2)	\$340. (1/2)			
Materials -	Chalk	\$1470.(1/2)	\$1470.(1/2)			
Gift. Cert. for Featured artists, Poster award.		\$150	\$150.			
Volunteer meals			\$180.			
Total		4285.	\$12107.			

% of Total Budget provided by Sponsor: 74%**G. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

The financial footing of the event is reliant on registration fees, donations from local businesses and this grant. While we do not run the risk of losing registration funding, we are at the whim of donors who may or may not feel that they have extra funds to dedicate to the event. Without the CEP funding it would be hard to run this event. Labor is provided 100% by volunteers.

H. Will the project be completed with the proposed funding or will future funding be necessary? The event will be completed this year with funding. Since this is an annual event that the city benefits from, we apply for the CEP grant each year.**I. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.**

Forest Grove benefits from the Sidewalk Chalk Art Festival in many ways. It provides a fun, wholesome venue for the citizens and visitors to attend. The event brings notoriety and positive attention to our town in that it is the largest festival of its kind in the Northwest. Since many art programs have been cut from our schools, the Sidewalk Chalk Art Festival helps fill a much needed gap by encouraging families and others to express themselves artistically and to have fun in the community.

PROJECT MANAGEMENT

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

March-Write CEP Grant and begin planning meetings and search for entertainment performers.

March through September- Solicit volunteers.

May-June- High School Students submit drawings to be judged to use as advertising poster.

June- Contact City Light and Power to have banners hung on light poles and across Pacific Avenue. Take banner to Miracle Signs for updates. Order Chalk.

July- Contact Waste Management to line up extra waste containers for use on day of event. Prepare letters to potential sponsors to be mailed by the 1st of August. Apply for street closure permit. Begin publicity with local newspapers. Rent tent for event day.

August- Coordinate use of UCC lawn, chairs and power during event day.

Contact city to have water turned off to hanging flower baskets during event week and to sweep the streets a few nights before the event.

*September- Confirm volunteers and performers. Hold Pre-Registration event on the Wednesday before event day. Mark squares that do not have the brass number markers the weekend before event day. **Day of Event-** Set up event furnishings and staff registration booth. Have staff to assist musicians and other performers needing help. Make sure everything is cleared and cleaned up by the end of the day. **Post Event-** Balance books, put all supplies and equipment away, retrieve banners from Light and Power and write report to submit to city.*

- B.** Describe prior experience managing similar projects. Include prior Community Enhancement Projects. This volunteer led event has taken place, annually for 27 years and the 2017 co-chairs have experience leading this, and other projects.

Roylene Read has in-depth event planning experience through Chalk Art, her work in the Events Office at Pacific University and her participation in the Ford Foundation Cohort Sundial Project. Philip Thias has extensive experience planning the Chalk Art festival and engaging with local school students through his long career as an educator in the Forest Grove School District. Skip Buhler has many years of participating at the Chalk Art Festival and is engaged downtown as a local business owner and active member of Friends of Historic Forest Grove.

- C.** Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe. Yes, we coordinate with the city to close the streets to traffic, sweep the streets prior to the event, and stop watering the hanging flower baskets a few days prior to the event. We contact Waste Management of Oregon to empty the trash can around Main Street before the event and to provide extra trash containers during the event. Forest Grove High School art students compete to have their poster selected for advertising. We also have high school students volunteer the night before the event to sweep the sidewalks and help get supplies ready as well as helping run the booth the day of the event. We work with the Chamber of Commerce to coordinate running both the Annual Corn Roast and the Sidewalk Chalk Art Festival side-by-side without competing, and Pacific University to close and mark the streets in

"no parking" areas. We work with UCC church to use their lawn areas and they provide power and chairs for the entertainment area. News-Times provides news articles about the event.

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

N/A

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Forest Grove School District

Tax ID # 93-0566292

(N/A for City Board or Commission)

Contact Person: Yvonne Curtis

Daytime Phone: [REDACTED]

Address: 1728 Main Street Forest Grove, OR 97116

Email Address: [REDACTED]

Signature: *Yvonne Curtis*

PROJECT INFORMATION

A. Project Title Community Equity Leadership Development

Amount Requested: **\$9,999**



B. 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	
	Reduce the amount or toxicity of waste	
	Increase reuse and 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 Internal Revenue Service code	
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
	Result in improvement to, or an increase in, recreational areas and programs	
	Result in improvement in safety	
X	Benefit youth, seniors, low-income persons and/or underserved populations.	Community leaders will collaboratively further develop an understanding and how to take unified action for eliminating systems of advantage and disadvantage in their practices, thus better serving our most underserved and vulnerable community members from children, families, and from underserved populations.

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

Proposed schedule: Project Start Date: September 2017

Project Completion Date: May 2017

The Community Collaboration group began in 2015 with the support of the Nonprofit Association of Oregon. The group is represented by civic, faith and non-profit leaders in Forest Grove and Cornelius, and includes participating agencies and elected officials across Washington County, Metro and State of Oregon. The Community Collaborations Program ([link](#)), facilitated by the Nonprofit Association of Oregon and funded by the Ford Family Foundation, is designed to increase connections, collaboration, and networks in the community. Our goals are to increase understanding of community strengths and challenges, spark collaborative possibilities, and find strategies for creating positive change together!

The Forest Grove School District will sponsor, plan and facilitate equity training for the Community Collaboration group during the 2017-18 school year. These experiences will take place from September to May, during the 2017-18 school year. A group of community leaders will be invited to participate in 6 half-day engaging experiences that will provide the foundation for creating an inclusive community to further develop their cultural competence and more importantly how to take unified action for social justice to eliminate systems of advantage and disadvantage. Participants will experience frameworks, learn vocabulary; develop relationships, and a deeper understanding of the systems, and practices that are oppressive to our most underserved and vulnerable community members. Participants will apply an equity lens and the frameworks to their work and community life, practice strategies and build community within the group.

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

The project may involve 20-125 community leaders. Enrollment in this project is only limited to the room size

Who will benefit if this project is funded?

The work of these leaders has the potential to impact the entire community served by the Community Collaboration group and beyond, especially the most underserved and under represented.

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

If so, amount received \$ _____

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

If so, is the project completed?

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

E. PROJECT BUDGET

Total Estimated Costs: \$27,350

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

- **Teachers** - contract rates for teachers for 2017-18 at 2016-17 rates. Sub cost for subs and curriculum rate for planning time.
- **Administrator and Superintendent** - daily rates
- **Consultant** - quote from National Equity Project
- **Capital** - District charge for ½ day facility use for non-profits
- **Food** - quote from Sodexo
- **Supplies** – used same price for district equity trainings

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
4 teachers (1/2 day sub) 4 x \$111 x 6	\$2,664			
2 facilitators (full day sub) 2 x \$222 x 6 sessions	\$2,664			
2 facilitators (1/2 day prep time) 2 x \$164 x 6 sessions (preparation time)	\$1,968			
1/2 day training for all involved 24 x \$111	\$1,332	\$1,332		
NEP Consultant 500 x 6		\$5,000		
7 days of Superintendent facilitation and prep		\$5,300		
7 days of Administrator facilitation and prep		\$4,700		
Supplies		\$50		
Capital (Meeting Room)		\$240		
Materials \$25 x 6	\$350	\$100		
Other (please explain): Food Continental Breakfast \$110 x 6	\$660			
Indirect 3.75%	\$358	\$627		
Sub Totals	9,999	17,351		
Total = \$27,350				

% of Total Budget provided by Sponsor: 63%

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

Staff in the Forest Grove School District (FGSD) could replicate this training for any community leader who wants to have their group or agency experience this training. These agencies include but are not limited to City of Forest Grove, City of Cornelius, Centro Cultural, Adelante Mujeres, Vision Action Network, Human Rights Council of Washington County, Forest Grove School District, Nonprofit Association of Oregon, Susan McLain-State of Oregon, Forest Grove Sustainability Commission, and agencies. Most agencies or groups have resource within their operating budgets for professional development. They could prioritize this training. The Forest Grove School District staff, also have the capacity to host further equity training focused on developing equity consciousness and taking action for social justice and equity. This expertise in the Forest Grove School District is a great gift that has unlimited potential to support the development of an inclusive community.

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

Future funding will be necessary if the collaborative wants to continue receiving training together beyond this first year.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

The proposed project provides an intentional, focused, and concrete action the leaders in this Community Collaboration group that aligns with the Forest Grove CITY COUNCIL GOALS AND OBJECTIVES FY 2017-18. GOAL 1: PROMOTE SAFE, LIVABLE AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY. **1.9:** Latino and Ethnic Outreach: Develop a plan to educate existing efforts, increase civic engagement (Library, Latino Summit, Farmers Market, National Night Out, demographic study, increased involvement in Boards, Commissions, faith-based communities, and Council, etc.), and conduct training consistent with community demographics. **PROPOSED NEXT STEPS:** Educational Campaign

Additionally, this project could be the foundation for welcoming and supporting equitable and sustainable opportunities for all community members as the Forest Grove Sustainability Action Plan describes in their vision:

Social Equity ([link](#)) **Vision:** Forest Grove welcomes and supports equitable and sustainable opportunities for all community members by providing the means for human needs to be met. **Target Area1:** Support equitable access to opportunities, civic engagement, and the distribution of resources. **1c.** Promote more involvement of low-income, minorities, youth, seniors, and other underserved populations. **1e.** Identify and address barriers to civic engagement among underserved populations in Forest Grove with the assistance of community groups and organizations. **1f.** Increase representation from the Latino community and other

underserved populations on all City boards and commissions. **1g.** Evaluate the feasibility of establishing a Social Equity Committee that would examine barriers to service within the city

The Forest Grove School District offers our staff equity leaders expertise to help Community Collaboration leaders to take actions for equity. This project mirrors the work already underway for the past three years in the Forest Grove School District. By engaging civic, faith and non-profit community leaders in the same equity training as administrators, teachers and instructional assistants in the school district, families will benefit when we all use common language, common practices and have a shared understanding of the needs of our underserved community members. Together we can develop a shared vision and take action together to eliminate barriers to all people feeling included and valued. This program could be the "Educational campaign" the City can adopt to fulfill both council goals and actions in the sustainability action plan.

When all members feel valued and are treated with respect, they see where their gifts and assets can contribute to the common good. Individuals who participate will further develop their equity consciousness and develop their own personal stance in becoming advocates for equity and social justice.

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

The participants will meet for 6 half-day sessions (4 hours) in September, October, November, February or March, April, May. (Scheduling may be adjusted depending on weather). Two facilitators will teach the content and practices then guide the participants through small conversations and large group reflections. The participants will identify how they will apply the practices in their setting and then share with their groups the progress they are making at subsequent meetings. At each session participants will learn new concepts, however, our recommendation will be that participants participate in all six sessions in order to develop a cohesive community and vision for equity in our community.

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

These FGSD administrators and teacher leaders from every school have been developing their capacity to facilitate equity training over the past three years with guidance from the National Equity Project (NEP). The expert from NEP will collaborate with the Superintendent (Dr. Yvonne Curtis) and staff in developing the curriculum for these six meetings. Yvonne Curtis, who has over 30 years of experience in leading the development of equitable systems, will oversee and co-lead the project. School Board members will participate. Administrators from FGSD will guide the small group discussions.

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

We have a commitment from National Equity Project expert Tom Malarkey to provide recommendations to the six sessions. The Forest Grove and Cornelius Collaboration has asked FGSD to provide this opportunity on behalf of their shared interests and collaborative work given that our students and families reside in both cities and participate in both communities. Additionally, Centro Cultural and Adelante Mujeres are a part of the collaborative work and Centro Cultural hosted the first sessions.

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

FGSD will host these sessions at 1728 Main Street in the Grove Room, our boardroom.

Community Enhancement Project Application 2017

Sponsor: Adelante Mujeres/Forest Grove Farmers Market

Tax ID #: 03-0473181

Contact Person: Kaely Summers

Daytime Phone: [REDACTED]

Address: [REDACTED], Forest Grove, OR 97116

Email Address: [REDACTED]

Signature:

Kaely Summers

4/6/2017



A. Project Title: "Nutrition Incentives & Market Advocates" Requested Amount: \$10,000

B. Goals:

X	Goals	How the project meets this goal (be clear & specific)
X	Improve the appearance or environmental quality of the community	For 8 months of the year, the Forest Grove Farmers Market creates an esthetically rich event every week that improves environmental quality by supporting local farmers.
X	Reduce the amount or toxicity of waste	The Market's Waste Center reduces the amount of waste typically created at a large event by using durable dinnerware and cloth napkins. Little to no food packaging is used by vendors, also minimizing waste.
X	Increase reuse and recycling opportunities	The Market's Waste Center provides information about reuse and recycling opportunities and the market is the main venue for the City to outreach to the community about composting, plastic bag ban, etc.
	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	N/A
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	N/A
X	Result in improvement to, or an increase in, recreational areas and programs	The Market provides a weekly, family-friendly and free event. We provide recreational programming such as kid's activities, recipe demos, music, and other special events.
X	Result in improvement in safety	By encouraging more involvement of diverse community members, we are not only providing a space, but also a captive audience for the Forest Grove Fire and Public Safety Departments to conduct outreach and education to improve safety.

X	Benefit youth, seniors, low income persons and/or underserved populations.	Our nutrition incentive programs directly benefit low-income families, seniors and other underserved neighbors by increasing their access to fresh fruits and vegetables. The Market Advocate program will also target these populations directly.
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C. Project Description:

Project Start Date: July 1, 2017

Project Completion Date: Dec. 31, 2017

The Forest Grove Farmers Market is the main weekly event where the local community gathers 8 months out of the year. We would like to ensure that the market continues to be a destination for fresh local foods and welcomes everyone in our community. This is why we are seeking support for our nutrition incentive programs and market advocates.

This year, we will continue our partnership with the Farmers Market Fund and 50+ other Farmers Markets in Oregon to offer "Oregon Double Up Food Bucks." This program allows shoppers to use SNAP benefits (Supplemental Nutrition Assistance Program, formally known as food stamps) at the farmers market and matches their SNAP with additional funds to purchase fruits, vegetables, beans, and plant-based products. We will continue offering low-income customers an increase in matching funds, up to \$10 a week; and the DUFBS currency customers receive will be redeemable at all participating farmers markets.

The Oregon Double Up Food Bucks program is thanks to a grant award from USDA FINIP (Food Insecurity Nutrition Incentive Program). However, they require organizations to provide matching funds. We hope that with both CEP funds and sponsorship support we will be successful in raising the \$2,500 needed to cover matching bucks for all SNAP customers.

The FINIP grant funds are tied to SNAP benefits only, but we would like to continue matching Women Infants & Children (WIC) and Senior Farm Direct Nutrition Program participants' benefits as well. Approximately 50% of our low-income customers participate in WIC and it has increased the diversity of our customer base tremendously.

To promote and help clarify the various nutrition incentive programs, we propose to identify Market Advocates. We will work with WA Co. WIC staff to find two women who are currently enrolled in the WIC program and who can promote the matching component with other families who receive WIC. Likewise, we will find two Senior Market Advocates who can speak with other Seniors about the Farm Direct Nutrition Incentive Program and how to receive extra funds for fresh produce. In return for their time, Market Advocates will be awarded incentives that can be redeemed at the Farmers Market.

Beyond the nutrition incentives, we also seek support for special events that will help attract and retain new customers as well as add extra benefit to the community offerings in Forest Grove. These include cooking demos, Market Sprouts Kids club, veggie bingo nights, and other special events.

D. Estimate how many residents will benefit if project is funded and who?

The Forest Grove Farmers Market is free and open to anyone. Our crowd counts range from 1,500-4,000 visitors a week, so we estimate that we are reaching about 10% of the population. Specifically for the

funds used on this project, we estimate: SNAP – 800 transactions (200 families), WIC – 800 transactions (200 families), Seniors – 200 transactions (50 seniors), Market Advocates – 4 individuals, customers attending special events and participating in weekly activities – 1,5000 for a total = 2,000+

Past CEP Funds Received: Yes, we've received CEP grants since 2006 and our awards for ranged from \$2,000 - \$6,080

Summary of Current Year Project:

Grant funds allowed us to offer WIC (Women Infants & Children) matching nutrition incentives at the market. All the \$3,978 of grant funds have been expended.

- \$5,192 was spent at the market using WIC vouchers
- \$5,192 was matched in fruit & vegetable tokens
- \$10,384 total went directly to local farmers selling at the Forest Grove Farmers Market

E. PROJECT BUDGET

Total Estimated Costs: \$67,636

How are these estimated: From past projects and projections of customer participation in SNAP/WIC/Senior Matching program. Please see detailed budget attached.

	CEP	Sponsor (Adelante Mujeres)	Farmers Market Fund	W.K. Kellogg
Personnel Services	\$1,000	\$30,000		\$15,000
Supplies	\$650	\$1,000		\$1,000
Capital		\$3,000		
Materials	\$50	\$1,000		\$1,000
Other (incentives & stipends)	\$8,300	\$536	\$5,100	\$0
Total	\$10,000	\$35,536	\$5,100	\$17,000

85% Provided by the Sponsor

F. Secure Funding for Sponsor's share?

The Forest Grove Farmers Market has secured funding through vendor booth fees, sponsorships and grant funds from the Farmers Market Fund, W.K. Kellogg Foundation. Additional funds and in-kind services will be provided by merchandise sales and volunteer efforts.

G. Will future funding be necessary?

The proposed activities, such as the Market Advocate program can be completed with the proposed funding. Each year, however, we will need additional funds for administrative costs and to continue the nutrition incentive programs. We do have efforts to help fund this program through donations and social ventures such as program income and merchandise sales.

H. How the projects will enhance sustainability in Forest Grove:

The Forest Grove Farmers Market directly aligns with the City's goal to "promote safe, livable, and sustainable neighborhoods and a prosperous dynamic green city." Our weekly activities demonstrate this in a variety of ways:

- We help nurture youth by providing access to fresh, healthy foods; by creating a safe and fun event; and by providing educational activities.
- We educate all residents by connecting directly with farmers and food artisans who are growing fresh foods as well as acting as stewards to our natural world. Our Waste Center volunteers provide reuse and recycling advice and resources. We have recipe demonstrations and welcome a variety of community organizations that also provide free information.
- We attract visitors with live music, special events and a pleasant environment to experience Forest Grove as a destination with a bounty of opportunities.
- We are home to over 45 small businesses that strengthen our economic development and promote sustainable practices. The nutrition incentives requested in this proposal will also directly contribute to the health of our local economy.

PROJECT MANAGEMENT

A. Brief narrative of major tasks and projected time schedule for completing tasks:

Project tasks such as the Double Up Food Bucks program will begin with the start of the market season (May 3, 2017). Additional grant awards and market sponsorships will cover these costs until CEP funds are announced and awarded. The timeline for project tasks include:

- April - Contact and outreach with WIC staff, Senior and Community Center Staff, and other Senior organizations, to identify potential Market Advocate candidates
- May – Double Up Food Bucks begins with SNAP customers
- June – Additional nutrition incentive programs begin for WIC & Senior FDNP customers. Market Advocate program begins to increase outreach efforts and special events and activities are provided
- Sept –Market Advocate program concludes
- December – Double Up Food Bucks & other nutrition incentive programs conclude
- Jan. 2017 – Program evaluation

B. Describe prior experience:

Adelante Mujeres has managed CEP grant awards for projects at the Forest Grove Farmers Market since 2006. We have used funds for a variety of projects that enhance the visitor's experience, livability for residents, and sustainability for the environment and economic development. The current Farmers Market Manager has managed CEP projects since 2011 and has additional experience coordinating larger federal and private foundation grants.

C. Coordination with other public and private organizations:

We will work closely with the Farmers Market Fund to continue promoting and implementing "Double Up Food Bucks." We have been a partner with this organization for the last 4 years and will continue to collaborate with them throughout the delivery of this project.

We will also work with Washington County's Services offices such as DHS, WIC, FG Senior and Community Center, Ride Connection and the office of Aging and Veteran Services in order to promote and outreach services for the market to disadvantaged populations. Likewise, we will ask these organizations to help identify potential Market Advocate candidates. We have met with many in the past and we look forward to continuing these outreach partnerships.

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

This is not applicable to our proposed project.

2017 CEP Detailed Budget for Adelante Mujeres - Forest Grove Farmers Market

SNAP - Double Up Food Bucks	Qty	Cost	Total
Administration of program			\$1,000
Nutrition incentives (Grant Match)			\$2,500
			\$3,500

WIC Nutrition Incentives & Promotion			
Family Advocates (stipends)	2	\$50	\$100
Promotional materials/printing costs			\$25
Nutrition Incentives (\$5,192 spent in 2016)	1200	\$4	\$4,800
			\$4,925

Senior Market Promotion			
Senior Advocate (stipends)	2	\$50	\$100
Promotional materials/printing costs			\$25
FDNP Matching incentives (\$944 spent in 2016)	200	\$4	\$800
			\$925

Special Events/Activities	Qty	Cost	Total
Cooking Demo ingredients/supplies			\$300
Market Sprouts Kids Club Activity supplies			\$250
Bingo prizes			\$100
			\$650
TOTAL CEP FUNDS REQUESTED:			\$10,000

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Forest Grove United Methodist Church Tax ID # 93-0429010
(N/A for City Board or Commission)

Contact Person: Laura Thompson-Aue Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Laura M. Thompson-Aue



PROJECT INFORMATION

A. Project Title Birch Street playground enhancements Amount Requested: \$ 7,615

B. 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	Fresh fill and a new area border will enhance the appearance of this playground located next to the Birch Street sidewalk.
	Reduce the amount or toxicity of waste	
	Increase reuse and 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 Internal Revenue Service code	The playground is owned by Forest Grove United Methodist Church.
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
✓	Result in improvement to, or an increase in, recreational areas and programs	The playground serves children under ten, who are not always comfortable at Rogers Park. This smaller playground is better suited to their needs.
✓	Result in improvement in safety	New wood-fiber fill will improve children's safety.
✓	Benefit youth, seniors, low income persons and/or underserved populations.	The playground serves both Anglo and Hispanic families. This enhancement will also make the playground ADA-accessible.

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

Proposed schedule: Project Start Date: July 3, 2017 Project Completion Date: August 15, 2017

This project will replace the playground border and surface to improve safety, and also make the playground accessible to those with disabilities. The border includes a wheelchair ramp and the surface material provides a firm, stable, slip-resistant surface.

We will remove the existing treated-wood playground border and replace it with high-density polyethylene border purchased from Cascade Recreation, Inc. This work will be done by volunteers under the supervision of our board of trustees, with the assistance of a representative of Cascade Recreation.

We will remove the current fill of wood chips and replace it with a surface from Fibar Playground Surfaces. This includes an underlying felt layer and drainage material, a thick layer of engineered wood fiber chips, and wear mats under the swings and slides. This surface comes with a 25-year warranty.

We are requesting CEP funds to cover capital expenditures for the playground border and surface.

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

100-200 people

Who will benefit if this project is funded?

Families with children or grandchildren who live in the area south of Pacific Avenue, between B Street and Hawthorne. Children with disabilities may come from farther away.

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

If so, amount received \$ _____

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

If so, is the project completed?

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

E. PROJECT BUDGET

Total Estimated Costs: \$14,200 How were these costs estimated (quotes, catalog, previous projects, etc.)? Vendor quotes & previous volunteer projects.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		\$4,600		\$720
Supplies			\$750	
Capital	\$7,615			
Materials		\$65	\$200	
Other (please explain):		\$250		
Equipment rental				
Total	\$7,615	\$4,915	\$950	\$720

% of Total Budget provided by Sponsor: 35 %

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

Yes. We have verbal commitments from Thrivent Financial and Cascade Recreation, and some funds donated from church members and friends.

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

The proposed funding will complete the project.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

The project will promote a safe, livable neighborhood in our area of Forest Grove. It also replaces raw wood chips with an engineered wood fiber product guaranteed to last 25 years.

PROJECT MANAGEMENT

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

Week of July 23 - Materials delivered.

Sat. July 29 - Remove the old wood border and chips. (Re-use the chips on landscaping church grounds and neighboring yards.) Fence the playground with barriers and caution tape.

Week of July 30 - Prepare the area: grade the ground if needed, install Fibar felt and drainage layer, and install the playground border.

Sat August 5 - Spread engineered wood chips and install wear mats.

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

The church regularly uses volunteers for landscaping and maintenance. We have playground work projects every few years. Twenty is a typical playground team, not counting the younger children.

We have cooperated before with Thrivent Financial to support community service projects.

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

We have spoken with Thrivent Financial about the project. We will finalize the arrangements when funding is secure.

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

The project is located on church-owned land, but it is open to the sidewalk and a sign on the play structure invites the public to use it. Since the playground was installed it has been used freely not just by the children of the church and of the Montessori school located at the church, but also by the general public.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: Susan Salisbury Daytime Phone: [REDACTED]

Address [REDACTED] Email Address: [REDACTED]

City: Hillsboro State: OR Zip: 97123

Signature: *Susan Salisbury*



PROJECT INFORMATION

A. Project Title WESTCO

Amount Requested:
\$ 5,000

B. 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	
☐	Reduce the amount or toxicity of waste	
☐	Increase reuse and 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 Internal Revenue Service code	
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☐	Result in improvement to, or an increase in, recreational areas and programs	
☐	Result in improvement in safety	
X	Benefit youth, seniors, low income persons and/or underserved populations.	Helping families maintain their housing ensures that community members have the most basic building block for achieving full family and community potential – a home.

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

Proposed schedule: Project Start Date: 7/1/2017__Project Completion Date: 6/30/2018__

Washington County lacks sufficient affordable housing, particularly for low-income households. According to the American Community Survey 2015 1-year estimates, 46% of all Washington County renters pay more than 30% of their income toward their housing costs and 14% pay at least half of their income to rent. The U.S. Census Bureau 2011-2015 estimates for Forest Grove indicate that over 50% of renters pay more than 30% of their income toward housing costs, while 31% of Forest Grove renters pay more than half their income for housing costs. Families struggling financially to maintain housing can easily fall behind and face eviction when an unexpected essential expense or job loss occurs.

To address the housing crisis in Washington County WESTCO acts as a safety net, providing one-time emergency rent assistance for families at risk of eviction and homelessness. Clients can benefit from this \$650 maximum in emergency assistance once every two years. Community Action negotiates with the landlord on the client's behalf for a reduction or forgiveness of fees or back rent. Each household is also screened for other services that can help them to maintain their housing such as short-term rent assistance, help with utility bills, weatherization programs and tenant education classes.

The Forest Grove community as a whole benefits from this project in several ways:

- Greater community stability, with positive impacts on schools, public safety and increasing community engagement
- Fewer evictions—evictions are costly for landlords and the cost often passed on to residents in the form of higher rents and larger security deposits.
- Fewer families at risk of homelessness—preventing homelessness is more cost-effective than re-housing families after a loss of home.

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

155 individuals

Who will benefit if this project is funded?

Has the sponsor received a Community Enhancement grant for this project in the past?no application for 2015-16

If so, amount received

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

Yes \$3,611 FY 2016-17 If so, is the project completed?

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

As of March 31, 2017, 28 Forest Grove households (92 individuals) have received emergency rent assistance funds to prevent eviction. Each of these households has been assisted in whole or in part by West County Emergency Funds which include Community Enhancement funds. A total of \$12,145 has been spent to date to keep Forest Grove families in their homes.

E. PROJECT BUDGET

Total Estimated Costs: \$41,000

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

Estimates based on previous program history

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		\$5,838		
Supplies				
Capital				
Materials				
Other (Client Assistance)*	\$4,500	\$26,562		
Administration	\$500	\$3,600		
Total	\$5,000	\$36,000		

% of Total Budget provided by Sponsor: 88 %

*Funds indicated in "Other" are funds provided directly to Forest Grove families in need of emergency rent assistance to prevent eviction and homelessness.

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

WESTCO has provided secure funding for this program. WESTCO funds are raised through grass-roots efforts of local faith community. These funds are then used to leverage additional federal, state and county support for emergency rent assistance.

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

The need for emergency rent assistance to prevent eviction and homelessness is ongoing.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

The Forest Grove City Council has convened a community advisory group to examine ways to address the housing crisis in Forest Grove, asking for input from residents to identify local housing needs. An effective solution to the housing crisis is to assist residents with emergency rent assistance and is in line with the City Council's Affordable Housing objective under the City Council's Goal 3. WESTCO supports the social sustainability of Forest Grove, improvement of public safety and the stability of the City's residential areas by helping families maintain housing and avoid homelessness. Community Enhancement Project funds will provide much-needed assistance to families affected by the ongoing housing crisis. WESTCO and Community Action work together to divert families away from homelessness and towards stability.

PROJECT MANAGEMENT

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

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

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

Community Action will administer Community Enhancement funds. Community Action has been providing assistance to low income to low-income families and individuals for over 50 years. In addition to successfully administering WESTCO funds (including Forest Grove Community Enhancement funds) in the past, Community Action administers the Neighborshare Emergency Fund in the South County area and the Hillsboro Emergency Fund, modeled after the WESTCO program.

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

WESTCO is a collaboration between faith-based organizations in western Washington County and Community Action, a partnership that has been successfully providing assistance to at-risk families in Forest Grove for over ten years. Participants during the current program year to date include Mt. Olive Lutheran Church, St. Vincent de Paul, The Wesleyans of Forest Grove, Visitation Altar Society and the United Church of Christ.

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

Not applicable

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: West Tuality Habitat for Humanity

Tax ID # 93-1078791
(N/A for City Board or Commission)

Contact Person: Virginia Ohler Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Virginia Ohler



PROJECT INFORMATION

A. Project Title

Infrastructure for 22nd PI Project

Amount Requested:

\$ 10,000.00

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

✓	Goals	How project meets this goal (be clear & specific)
X	Improve the appearance or environmental quality of the community	This is a minor side-effect of our project: a weedy, overgrown and neglected area will become a neighborhood of neat, tidy homes, enhancing a blighted area.
	Reduce the amount or toxicity of waste	
X	Increase reuse and recycling opportunities	Again, a minor side effect. We build sustainably and also utilize repurposed materials when possible. This project affords us an opportunity to divert materials from the landfill to be used in construction of this project.
X	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	This property has been purchased by us – a nonprofit organization, and will be off the tax rolls until completed, when it will return at a much higher value.
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
	Result in improvement to, or an increase in, recreational areas and programs	
X	Result in improvement in safety	We will construct 150' of sidewalk for safety to school.

X	Benefit youth, seniors, low income persons and/or underserved populations.	This project is for infrastructure needed to build 6-7 affordable homes for families in economic need in Forest Grove. This is the core benefit & purpose of this project. We serve underserved populations.
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C. Brief Project Description and Explanation of how the CEP funds will be used:

Proposed schedule: Project Start Date: 7/1/17 Project Completion Date: 12/31/17

Project is to provide public improvements for a Habitat for Humanity development, which includes 110 feet of public roadway with sidewalks to school. Public improvements will include underground water, sanitary sewer, storm sewer, electrical service, gas service, communications service (Comcast, Frontier); includes all material and installation to City of Forest Grove specifications as outlined by city development agreement.

The dates given above are approx. for this phase of infrastructure development, not for the project as a whole.

West Tuality Habitat for Humanity is one of the few builders in our community specifically building for owner-occupied low income housing. Owner occupied housing is far more stable than low-income rentals and is proven to help break generational poverty cycles.

Subsidizing our costs for infrastructure greatly impacts the total project cost. When completed, project-built homes are sold to qualifying low-moderate income families who provide sweat equity in lieu of down payments, with zero-interest mortgages.

A reduction of \$10,000 in the project cost will affect 6-7 families (approx. 20 persons), and will lower the cost of each home by approximately \$1667.

Most importantly, the mortgages are set to be affordable for each qualifying family, regardless of the "market value" of the home. Thus, most homes are transferred to their owners at considerably less than real market value and frequently, at less than our hard cost to build them. That is why fundraising and cost-reduction are so essential to what we do.

Helping us to reduce the cost of the project has a direct and lasting effect on how many homes we can build, in what period of time, and thus impacts how many families we can serve and how quickly.

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

Six-to-seven family units, approximately 23 individuals, and neighborhood area of several hundred individuals.

Who will benefit if this project is funded? Low-moderate income families in need. Also, some of the homes in this project will be *accessible* for handicapped/disabled persons.

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

If so, amount received \$ 4868.00

Has the sponsor received a Community Enhancement grant for the current year? 4868.00

If so, is the project completed? The 2016-17 portion of the project is complete. The 2017-18 portion of the project is underway.

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

The 2016-17 grant was expended to the City of Forest Grove for costs related to development of the infrastructure needed for the 22nd Street Project. The empty, previously weedy lots are now under construction and will soon be home to a small development of affordable homes for low-moderate income families. Some of the homes will be accessible homes to accommodate homeowners with physical disabilities. This infrastructure is essential in reducing costs in order to make affordable housing possible. The project will eventually accommodate 6-7 homes, and impact approximately 23 persons directly.

E. PROJECT BUDGET

Total Estimated Costs: 46,400 How were these costs estimated (quotes, catalog, previous projects, etc.)? _____Engineers estimate_____

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital				
Materials				
Other (please explain):	\$10,000	\$36,400		
Total				

% of Total Budget provided by Sponsor: 77 %

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

Yes, Forest Grove Habitat ReStore, various fundraising events, bequests, grants from other philanthropic organizations, and mortgage payments from previous home builds.

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

Yes, this phase will be completed.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

The project will enhance sustainability and resilience for low-income families according to city goals #3, by providing affordable housing to meet state, county and Metro aspirations.

Will support goal #2 by providing capital infrastructure to city infrastructure.

This project meets goal #1 by contributing to livable and sustainable neighborhoods and a prosperous and dynamic green city.

PROJECT MANAGEMENT

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

This portion of the development will be accomplished between July and December, 2017. Project as a whole will be completed as outlined in Exhibit B of the development agreement with City of Forest Grove.

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

West Tuality has experience in managing similar projects in Forest Grove, including CEP grants for the past 20 years. A recent development project was our Coopers Corner project at 19th and Oak.

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

Yes, ongoing coordination with City of Forest Grove Public Works, Light and Power, and related organizations like Clean Water Services.

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

The project is owned by West Tuality Habitat for Humanity.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

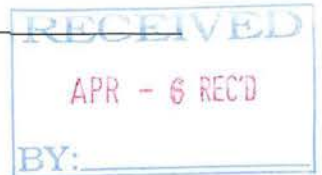
Sponsor: Forest Grove Economic Development Commission Tax ID # _____
(N/A for City Board or Commission)

Contact Person: Jeffrey King Daytime Phone: 503-992-3293

Address: 1924 Council St., P.O. Box 326 Email Address: jking@forestgrove-or.gov

City: Forest Grove State: OR Zip: 97116

Signature:  James Draznin, Chair



PROJECT INFORMATION

A. Project Title

Downtown Storefront improvement Design Assistance

Amount Requested:

\$ 10,000

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

☒	Goals	How project meets this goal (be clear & specific)
☒	Improve the appearance or environmental quality of the community	This project will support the sustainability and viability of the downtown by improving the appearance and attractiveness of downtown stores through design improvements
☐	Reduce the amount or toxicity of waste	
☐	Increase reuse and 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 Internal Revenue Service code	
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☐	Result in improvement to, or an increase in, recreational areas and programs	
☐	Result in improvement in safety	
☒	Benefit youth, seniors, low income persons and/or underserved populations.	Improving appearance of stores and downtown will help increase activity and sales and sustain or increase employment opportunities benefiting diverse groups.

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

Proposed schedule: Project Start Date: July 10, 2017 Project Completion Date: Feb. 2018

This project will provide design assistance to eight downtown business/ property owners who apply for the City's new Downtown Storefront Improvement Program. Specifications developed by an Architect or professional Designer will insure more attractive and appropriate storefront improvements. These higher quality improvements will support the prosperity of both the individual business and the downtown overall. As a result, Downtown Storefront Improvement program dollars will be more effectively spent. An existing Downtown Design Improvements pilot program funded by CEP and Metro for 2016-2017 was very successful resulting in demand greater than funding available. As a result there is a waiting list of businesses for the program. This CEP project will improve the readiness to proceed in the Downtown Storefront Improvement Program providing a smooth transition to constructing actual improvements. Many storefront façade programs around the country provide some sort of design assistance upfront.

IN-DEPTH DESIGN CONSULTATION/SPECIFICATIONS: A qualified professional consultant will work with up to 8 businesses to prepare design concepts and specifications. These design specifications can then be used to receive quotes from contractors who will complete the improvements under the City of Forest Grove urban renewal funded Downtown Storefront Improvement Program. Participating businesses will provide small match. Emphasis will be on sustainable materials such as low VOC or recycled paints, LED lighting, etc.

Property and business owners in the downtown are mostly small local independent enterprises and often family enterprises. Profit margins are very tight. While these owners are interested in making improvements by applying for the Downtown Storefront Improvement Program, they are often skeptical on how spending scarce dollars on storefront revitalization can help increase revenue over the long term. Additionally, they do not have the awareness or the vision of possibilities what a quality design could look like. The result may be to rely on construction contractors which could lead to a lower quality design or one that is inappropriate for the downtown. The result is a storefront project that will neither contribute to enhancing the sustainability of the their business nor the attractiveness of the Forest Grove downtown.

In 2016, the City received a \$10,000 Metro grant matched by \$8,000 in CEP funds to undertake a small Storefront Design Improvements Program. Unexpectedly, there was more demand than funds available. Twelve businesses applied to the program for design assistance and improvements. Only five projects were funded and grants for the improvement work was limited to \$2,000 per business. Findings/lessons learned were that 1) that was some pent up demand and a desire to improve the attractiveness of the store and 2) Design assistance from a professional consultant was critical to developing a high quality improvements that would help attract more business while contributing to a more vibrant and inviting downtown.

This grant application was unanimously supported by the Forest Grove EDC at their March 2nd and April 6th meetings.

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

1,000+

Who will benefit if this project is funded?

Directly: downtown business owners, employees and their families, downtown property owners. Indirectly: downtown shoppers, visitors , downtown residents

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

If so, amount received \$ 8,035

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

If so, is the project completed? **60% complete**

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

Project still in progress. Design workshop completed, downtown business short consultation to 11 businesses have been completed. Design specifications leading to implementation of improvements is being completed for 5 businesses.

E. PROJECT BUDGET

Total Estimated Costs: \$12,800 How were these costs estimated (quotes, catalog, previous projects, etc.)? previous project, vendor estimated quote

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$10,000	\$2,000	\$800	
Supplies				
Capital				
Materials				
Other (please explain):				
Total	\$ 10,000	\$2,000	\$800	

% of Total Budget provided by Sponsor: 22 %

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

Yes, \$1,000 will come from City staff as in-kind; \$1,000 funds are in the City economic development budget. \$800 will come from program applicants as \$100 application fee from each business -8 businesses total

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

Project will be completed with proposed funding. This will be the last year funds are needed. Future funds will come from the Urban Renewal (UR) program. This is a new program and it takes some time for funds to build up. As the UR fund grows, the program will be self-sufficient. Adequate monies will then be available annually for the storefront façade program.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

Downtown Forest Grove serves as both an economic and social center. This project supports improvement of the attractiveness and beautification of both downtown stores and downtown as a whole. Economic sustainability is enhanced by strengthening businesses including ownership and employment opportunities; social sustainability is enhanced by supporting the downtown as an attractive place for residents of all races and incomes to gather for events and to purchase an increased variety of goods and services. The project achieves the following values:

(A) Council Goals

Goal 1: Promotes a prosperous green city.

(B) Vision Statement: project contributes to a-Community by Design-Economic Development encourages innovative, diverse ecologically sound enterprises; Forest is a Destination - a rich heritage, a centrally located gateway that is preserved.

PROJECT MANAGEMENT

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

July 2017: Sign Contract with professional design consultant. City will make available Urban Renewal Downtown Storefront Improvement Program applications.

August 2017: Kick off meeting with consultant to lay out work plan

August 30, 2017 Application deadline for design assistance

September, 2017: Review applications, select project that have also applied to urban renewal storefront façade improvement program.

Late September 2017: Consultant commences design improvement plans with 8 individual businesses.

February 2018: Design improvement specifications. Project complete. Businesses begin construction of improvements under urban renewal Storefront Improvement Program.

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

The project would be managed by Forest Grove Economic Development staff, coordinated with Forest Grove Community Development Department as well as oversight by the Forest Grove Economic Development Commission. Economic Development Manager, Jeffrey King is currently managing the CEP & Metro funded Downtown Store Design Improvement Program. That project will be completed before June 30, 2017. For over 30 years, Mr. King has applied for and successfully managed dozens of community and economic development grants from \$2,000 to \$2,000,000. He has provided coordinated management of 10 CEP grants for the Forest Grove Chamber, City Club and Forest Grove EDC.

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

Coordination will be carried out with the Forest Grove City Club, Forest Grove Chamber of Commerce and individual business and property owners. Initial outreach and confirmed interest from downtown businesses has been received.

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

The project is not located on a specific piece of private land. Design Improvements assistance however will be made on multiple private businesses in the downtown. Property owners, when different from applicant will provide approval. Public benefits will be more attractive and inviting businesses contributing to the overall beautification of the downtown. Secondly it will help sustain locally owned small business and provide for local jobs and income opportunities for the proprietors and local residents.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

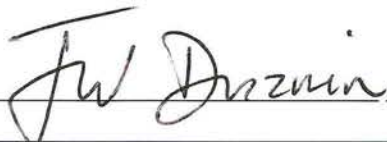
COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: Jeffrey King Daytime Phone: 503-992-3293

Address: 1924 Council Street, P.O. Box 326 Email Address: jking@forestgrove-or.gov

City: Forest Grove State: OR Zip: 97116

Signature:  James Draznin, Chair



PROJECT INFORMATION

A. Project Title **Amount Requested:**

English Language Training for Latino Workers in Food Processing Industry \$ 8,950

B. 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	
☐	Reduce the amount or toxicity of waste	
☐	Increase reuse and 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 Internal Revenue Service code	
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☐	Result in improvement to, or an increase in, recreational areas and programs	
☐	Result in improvement in safety	
☒	Benefit youth, seniors, low income persons and/or underserved populations.	English Language training for Latino worker will enhance employment opportunities add create path for job promotions

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

Proposed schedule: Project Start Date: 7/10/17 Project Completion: 4/30/18

Food processing manufacturers are one of the largest and fastest growing sectors of the Forest Grove economy. All of these companies employ Latino workers. There are opportunities for Latino workers to insure secure employment, be promoted, take on additional responsibilities, including supervisory roles, and increase their wages. However the lack the necessary English language skills specific to manufacturing is a barrier to advancement

This project is to provide Latino food processing workers with language training to advance within their companies. The training would be customized to general manufacturing environments that would provide the necessary skills and a path to promotions. Additionally there are also Latino workers that are currently temporary workers or at the entry level. This Sub-group would also benefit from customized English language training to provide more secure employment and allow them to broaden their skills. Overall the project would provide training to 45-50 Latino workers

CEP funds will be used to provide higher level conversational and reading English language training. Classes will be 1.5-3 hours a week and last approximately six months. The training will be held on-site in Forest Grove to encourage participation. The work scope include curriculum development, language assessment and a proficiency training plan for each company.

Some of the objectives and benefits of the project are:

- Gain higher order conversational and reading English skills customized to food processing
- Lead to promotions or a path to promotion for Latino workers and higher wages.
- Provide more skills and increasing value of Latino workers to food processors
- Open up more secure job opportunities and ability to complete broader work tasks
- Reduce turnover and increase productivity of employees
- Training will also provide some life skills such as opening a bank account, or applying for a driver's license
- Contribute to anti-poverty efforts
- Increase diversity, understanding and inclusion of the workforce and community.

This grant application was unanimously supported by the Forest Grove EDC at their March 2nd and April 6th meetings.

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

45-50 directly; 425-440 directly & indirectly

Who will benefit if this project is funded? Latino employees in the food processing industry, their families and the food processing companies that employ these Latino workers

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

If so, amount received \$ _____

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

If so, is the project completed? 60% complete

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

Project is still in progress; will result in design improvements to 5 downtown businesses. Will contribute to downtown being more attractive and inviting. Will help 5 small businesses attract customers to their store. Will create a more visually pleasing and attractive storefront.

E. PROJECT BUDGET

Total Estimated Costs: \$15,650 How were these costs estimated (quotes, catalog, previous projects, etc.)? quotes from vendors

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$8,950	\$1,100		
Supplies		\$ 400		
Capital				
Materials				
Other (please explain): Classroom space		\$5,200		
Total	8,950	6,700		

% of Total Budget provided by Sponsor: 43 %

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

Yes, Forest Grove food processing companies have pledged a minimum of 104 hours of classroom space, supplies, project development. Sponsor staff is in place to provide a minimum of 20 hours of in-kind grant oversight and project administration

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

Future funding will not be necessary. There are one-time cost such as designing the curriculum that is customized toward manufacturing companies, developing an initial proficient plan for each company and refining the training. Future or follow on training can then be handled by companies collaboratively,

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

The project will enhance sustainability both economically and socially. The training will enhance employment and lead to job promotions and higher wages. This will strengthen Latino workers and their families. Social sustainability is improved through a diverse workforce that promotes understanding and support. Economically, companies will benefit by being economically sustainable by retaining high quality productive employees and reducing turnover. Specifically this project supports Goal 1, Objective 1.9 Latino and Ethnic Outreach

PROJECT MANAGEMENT

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

July 2017: select a non-profit vendor to provide language training

August –September, 2017: meeting with companies and training vendors to complete:

- Customized training curriculum
- Proficiency training plan for each company
- Language assessment of each student

October 2017: Begin language training

April, 2017: Complete language training

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

The grant will be managed by the Economic Development Director, Jeffrey King with oversight by the Forest Grove Economic Development Commission and in coordination with Forest Grove food processors. Mr. King has applied for and successfully managed dozens of community and economic development grants from \$2,000 to \$2,000,000. He has provided coordinated management of 10 CEP grants for the Forest Grove Chamber, City Club and Forest Grove EDC. Project management tasks have included RFP preparation contract administration, financial record-keeping, payment draws, overall administration and project-close-out.

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

Yes. There has been coordination with public and private organizations that all strongly support the project. The two main groups are: 1) Organizations that provide support as well as language training for Latinos, and 2) Forest Grove food processing manufacturing companies. In addition there has been coordination and support within the Forest Grove EDC, of which Adelante Mujeres is a board member, to develop and seek funding the project. Specifically, there has been outreach and coordination with Adelante Mujeres, Centuro Cultural and People-Places-Things, a nonprofit that provide intercultural communications services and has worked with both Adelante Mujeres and Centuro Cultural. Also of these support organizations assist Latinos and among them will able to provide language training services. This project also supports the Sustainability Commission. This grant application was also unanimously supported by the Forest Grove EDC at their March 2nd and April 6th meetings.

There has also been coordination with Portland Community College-Rock Creek and Worksystems, Inc. that are also involved in workforce and language training. They are helping with the program design and follow –on support. There has also been coordination with Forest Grove food processing companies including Chaucer, Old Trapper, Lieb Foods and Summit Foods. These companies have defined the need, and identified Latino employees and explained the benefits to both the individuals and the company.

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

This is not a private land project. However, language training will be held at one of the food processing companies which have already agreed to provide. There are multiple public benefits that are financial and social. The project provides improved skills for Latino workers leading to more secure employment and financial gains. The enhances job retention in Forest Grove and results in greater productivity and competitive Forest Grove companies participating in this project. It also improves diversity and inclusion.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

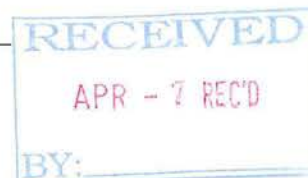
Sponsor: Forest Grove Sustainability Commission Tax ID # N/A
(N/A for City Board or Commission)

Contact Person: Mitch Taylor Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: [Signature]



PROJECT INFORMATION

A. Project Title

Forest Grove Pilot Bike Share Program

Amount Requested:

\$ \$10,000

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

✓	Goals	How project meets this goal (be clear & specific)
/	Improve the appearance or environmental quality of the community	Bike Share programs have proven to reduce vehicle use, traffic congestion and parking requirements, providing alternative active transportation connecting mass transit to local business and offers an alternative for short trips in town.
/	Reduce the amount or toxicity of waste	A 3% reduction in vehicular traffic is common when Bike Share programs are implemented, reducing vehicle CO2 emissions.
	Increase reuse and 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 Internal Revenue Service code	
/	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	A Bike Share program can connect users to Fernhill Wetland, Beal Pond, and the B Street Wetland via active transportation.
/	Result in improvement to, or an increase in, recreational areas and programs	Bike Share offers a way to utilize local trails (i.e. Emerald Necklace, B Street Trail) and visit recreational areas and parks while recreating on a bike. Future application for funding of trail expansion may be more competitive with a Bike Share in place.
	Result in improvement in safety	
/	Benefit youth, seniors, low income persons and/or underserved populations.	Low income and underserved populations will directly benefit from a Bike Share by providing a connection from mass transit to their destination. All users, including Seniors, can improve health.

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

Proposed schedule: Project Start Date: July 1, 2017 Project Completion Date: June 30, 2018

A Bike Share program in Forest Grove would consist of providing a fleet of bicycles available to the public for transportation in and around the city center, adjacent businesses and public outdoor spaces. This project will implement a pilot program, offering ten to twenty bicycles for public use, without charge. The bikes will be staged at various bike racks located at key areas in town (i.e. Tri-Met stops, Pacific University, local parks, Fernhill Wetland, library). The system will be administered by a smart phone application (APP), which will require acceptance of a liability waiver before allowing checkout. It will be capable of registering users, collecting their contact and credit card information (for security against theft), recording where the bike is checked out and checked back in, and reporting any mechanical issues. The bikes will be secured to bike racks in specific locations using a cable locking system that is controlled by the APP through a Bluetooth system.

Maintenance of bicycles used by the public is necessary on a regular basis. It can be accomplished through an agreement/contract with the non-profit Washington County Bicycle Transportation Coalition (Washcobtc). The Washcobtc operates a bike shop in Hillsboro. They have agreed in principle to a contract that would call for routine maintenance every two weeks during the late spring-summer-early fall and every six weeks during the wet season. A small number of bikes will be available to replace a bike needing more involved repair.

Re-distribution of the bicycles is also necessary. Some stations may collect more bikes than others, potentially leaving one or more without any bikes. As the program is utilized we will learn more about how many stations to have, where to locate them, and how many bikes to stage at each one. The Washcobtc has also agreed in principle to re-distribute bikes on the same schedule as the maintenance.

The bikes will be outfitted with fenders, a white front light and a red rear light. They will have large baskets mounted on the handle bars for cargo. They will be relatively simple, single speed with hand brakes. Each bike will be painted to make them more visible, thus safer to ride and less likely to be stolen.

The program is likely to be much more successful by promoting it through the media and with community events. An education component also needs to be included so users know how the program works. At least two articles will go in the local paper, one prior to launch and one soon after to report on the level of use and success of the program. At least two events will also be held to promote the program and educate users prior to launch. A follow up event may also be held as the program gains popularity. Signs, either attached to the bike baskets or located at each specified bike rack, will explain the system and how to use it.

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

24,000

Who will benefit if this project is funded?

Bike Share programs contribute to public health by increasing citizen activity, so anyone who rides reaps the benefit. Anyone can connect to local business or recreational opportunity without using a car. Bike Share programs are attractive to tourists, benefiting local business. Opportunity for future funding of local regional trails or bike lanes will be enhanced.

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

NO

If so, amount received \$ _____

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

If so, is the project completed?

YES. One grant has 10 projects complete or in progress with completion due to be complete by June. The second grant is in progress and expected to reach the grant completion by June.

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

See Exhibit A

E. PROJECT BUDGET

Total Estimated Costs: \$16,506 How were these costs estimated (quotes, catalog, previous projects, etc.)? contractor quotes, info from Washcobtc/Westside Transportation Alliance, estimates

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$4150	\$2356		
Supplies	4600			
Capital				
Materials	1000	3750		
Other (please explain):	250	400		
Total	\$10,000	\$6506		

% of Total Budget provided by Sponsor: 39 %

Personnel Services: CEP=maintenance/redistribution, Sponsor=program development; Supplies: CEP=APP, locks, racks; Materials: CEP=signs, Sponsor=25 Bikes; Other: CEP=WTa basic membership, Sponsor=Bike Storage

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

Yes, Sponsor's funding is secure through donation of bicycles (25 @ \$150/bike) and volunteer time at 100 hours x \$23.56/hr. There is potentially future funding available through Economic Development, Metro, Transit Lodging Tax, etc.

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

This portion of the program is intended to be a "pilot", utilizing the donated bikes. Need for future funding is dependent upon data collected, such as usage and functionality. There are successful programs in other communities that could be utilized. Fee based systems generate as much as 20% of the revenue required to support them.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

There are a number of ways a Bike Share program will enhance the sustainability of Forest Grove.

It will provide an alternative to the use of vehicles in the downtown and surrounding area, especially for events such as First Wednesday, Chalk Art Festival, Concourse D'Elegance, The Corn Roast and the Wednesday Market, thereby reducing traffic congestion and the need for parking while improving air quality. Low income and underserved residents who do not have a vehicle, as well some commuters who convert to public transit, will use the bike share to connect the "last mile" to their destination. A Bike Share program can grow the local economy by connecting people to local business and attracting tourism. The Forest Grove Economic Development Commission sees cycling as a valuable future draw for increased tourism, as does the Chamber of Commerce.

The Bike Share will connect local residents to nearby parks, outdoor areas and trails. Opportunities for other sources of funding for regional trails (i.e. Council Creek), bike lanes (i.e. TV Highway) and perhaps even the Max can be leveraged and enhanced with an actively used Bike Share system established in Forest Grove.

Public health can only be enhanced for local residents and visitors, including seniors, with greater access to active transportation.

PROJECT MANAGEMENT

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

Research, purchase and implement smart phone APP: July 1, 2017
Contract for maintenance and bike re-distribution: July 1, 2017
Develop/produce how-to signs for bike racks/baskets: August 1, 2017
Refurbish donated bicycles so they are ready to ride: August 1, 2017
Begin promotion in local paper, 2x, 2 weeks apart: August 1, 2017
Hold two events for promotion and public education: August 31, 2017
Officially Launch Bike Share at Chalk Art Festival September 2017

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

Current members of the Sustainability Commission do not have personal experience developing a Bike Share Program. However, we will consult with the Westside Transportation Alliance (basic annual membership @ \$250 included in budget) and the Washcobtc (Sustainability Commission Chair, Mitch Taylor, is involved with this non-profit), both of whom have developed, or are developing, such programs for local communities and corporations.

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

Discussions have been had with the City's Economic Development Manager (Jeff King) and the Economic Development Commission Chair (James Draznin). The Chamber of Commerce Executive Director (Howard Sullivan) has been consulted. The Public Works Director (Rob Foster) and the Parks and Recreation Director (Tom Gamble) have also been part of discussions. All are very supportive of the project. cursory discussion has been had with the City Manager (Jesse VanDerZanden) with more to come. The Mayor (Pete Truax) is the City Council Liaison to the Sustainability Commission and is also supportive.

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

Bike stations may be located on private land (i.e. Pacific University/Lincoln Park, McMenamins, Chamber of Commerce). Permission has not been requested at this time, however, if permission is not granted it will not jeopardize the program.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

EXHIBIT A: Continuation of Section D, FOREST GROVE PILOT BIKE SHARE

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

For the grant awarded: Collaborative Sustainable Community

Projects benefited thousands of Forest Grove's residents, including students attending FGSD, FGCS, ALCEA and Roots & Shoots, the Farmer's Market and participating residents. Over 10 organizations and non-profits were directly involved and authored the majority of the projects - returned an in-kind value in excess of our 50% target. \$4,835 of the awarded \$6,175 has been allocated to date with two more mini-grant applications being presented at the April Sustainability Commission meeting. If these two grants are approved at the requested amounts the full amount of the grant will be allocated.

For the grant awarded: Expanding School Nutrition Gardens

In the 2016/17 academic year we have: added a new garden classroom at Echo Shaw Elementary; provided funding for tools, seeds, plants, and labor in existing and new school garden classrooms; and have provided professional development opportunities in the form of providing fuel stipends for attending related workshops, talks, and seminars; and hosted monthly Garden Educator Meetings for teachers and community members where we have had guest speakers who are experts in the fields of gardening, farm/garden to school, and learning gardens. Our part-time School Garden Coordinator (SGC) has been developing our district-wide understanding of how a school garden can be regarded as a learning space or outdoor classroom by visiting schools and teachers in order to understand the barriers to using a garden classroom or outdoor learning space. The SGC has also shared with teacher's lesson plan ideas, garden curriculum, and strategies for teaching Common Core and Next Gen Science in the garden classroom.

The total funds granted have not been spent. This is due to planting season. With spring upon us, plans are in the works to continue building garden boxes, filling boxes with compost and soil and then to begin planting.

The scope of the grant awarded is expected to be complete by the end of the grant cycle.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsors: Dairy Creek Community Food Web AND Eden Acres Environmental Education

Tax ID: DCCFW: #45-2543810 EA: # 47-3491528

(N/A for City Board or Commission)

Contact Person: Robin Lindsley

Daytime Phone: [REDACTED]

Contact Person: Fallon Harris

Daytime Phone: [REDACTED]

Address: [REDACTED]

Email Address: [REDACTED]

Address: [REDACTED]

Email Address: [REDACTED]

City: Forest Grove

State: OR

Zip: 97116

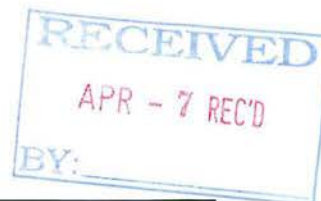
City: Forest Grove

State: OR

Zip: 97116

Signature: Robin B. Lindsley

Signature: _____



PROJECT INFORMATION

A. **Project Title:** Expanding and Enhancing School Nutrition Garden Classrooms

Amount Requested: \$9,300.00

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

	Goals	How project meets this goal (be clear & specific)
X	Improve the appearance or environmental quality of the community	School gardens improve & encourage environmental stewardship, connection to place, and support local food security.
X	Reduce the amount or toxicity of waste	Each garden classroom will be equipped with compost and vermiculture systems. These systems will be coupled with curriculum that will teach children how to reduce food and yard waste at school and at home.
	Increase reuse and 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 Internal Revenue Service code	
X	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	School gardens help to preserve and enhance native pollinators, such as the endangered Western Bumble Bee, as well as provide important habitat for birds and other native fauna. Garden Classrooms will also have signs that inform community visitors, parents, and students of the systems, plants, and methods used.
	Result in improvement to, or an increase in, recreational areas and programs	
	Result in improvement in safety	

X	Benefit youth, seniors, low income persons and/or underserved populations.	Garden classrooms strengthen local sustainable food security by developing basic knowledge, skills, and experience in growing healthy food and incorporating nutrition education. In addition, school garden classrooms present ongoing opportunities for hands-on learning in all curricular STEAM areas. School gardens provide essential health and learning benefits to students in the Forest Grove School District, of which 63% are on free or reduced lunch.
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C. Brief Project Description and Explanation of how the CEP funds will be used:

Proposed schedule: Project Start Date: July 1, 2017 Project Completion Date: June 30, 2018

We have gained much momentum in this project throughout this last year thanks to the CEP funds we were granted in 2016. In the coming year we will continue on the trajectory of expanding and enhancing school garden classrooms by:

- *Developing and distributing garden-based curriculum that supports Common Core, Next Generation Science Standards, and the Oregon Environmental Literacy Plan*
- *Assisting garden educators in using this curriculum in their garden classrooms by bringing at least 3 different classes outside twice, once in the fall and once in the spring, for a seasonal activity*
- *Observing teachers with students in the garden classroom and provide constructive feedback to improve the garden learning experience for both teachers and students*
- *Organizing and facilitating monthly Garden Educator Meetings (GEMs)*
- *Organizing volunteers, staff, equipment, and materials in the creation and maintenance of FGSD school gardens.*
- *Hiring a School Garden Coordinator to work 20 hours each month (includes mentoring, site maintenance, and meetings) July 2017 - June 2018*
- *Working directly with schools to develop landscape plans for new school garden classrooms.*
- *Continuing the installment of new school garden classrooms throughout the Forest Grove School District.*

Work will continue throughout the summer and the 2017/18 academic year to work with each school in the Forest Grove School District to design, implement, and expand school garden classrooms. Our part time garden coordinator from Eden Acres works to enhance each particular school's garden program by meeting its specific needs as expressed by individual schools. Dairy Creek Community Food Web volunteers are working to expand the number of gardens in the district by meeting with school administrators, teachers, staff, and community members. In the past year these meetings have provided clarity as to what individual school needs are and have built excitement about the project from schools and the community. Our conversations and work will continue to include Department of Education officials, district administrators and staff, parent organizations at schools, other Oregon school district garden programs, area OSU Learning Gardens and Master Gardeners, instructors from Foodways at Nana Cardoon Urban Farm, Sustainability Commission members, and both Forest Grove and state representatives elected officials.

Funds will be used to provide professional development for Garden Educators and interested teachers through our experienced School Garden Coordinator, plus OSU Extension Master Gardeners, collaborative teacher discussions, learning garden tours, and the sharing of resources such as books, films, and written materials. The grant will also be used to purchase materials for building the garden classrooms and to support the existing gardens through the purchase of materials and supplies.

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

18,000 (students + their families)

Who will benefit if this project is funded?

Students and families in the Forest Grove School District - plus an educated, well-fed and ecoliterate population, as years go on.

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

No. \$1000.00 of the CEP Grant awarded to the Sustainability Commission in 2015-16 was used as seed money for the expanding school gardens initiative. Six schools with existing gardens were given \$100 each for materials and supplies. We used the remaining \$400 to purchase a tiller that is available to loan by any school in the Forest Grove School District.

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

No. The funding for this project was granted to the Forest Grove Sustainability Commission who collaborated with EdenAcres and DCCFW to carry out the project goals.

If so, amount received was

\$7,125.00 for 2016-17

If so, is the project completed?

No, this project will be ongoing until each school has a fully functional, sustainable and utilized school garden classroom.

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

We are in our second year of expanding and enhancing school garden classrooms. In the 2016/17 academic year we have: added a new garden classroom at Echo Shaw Elementary; provided funding for tools, seeds, plants, and labor in existing and new school garden classrooms; and have provided professional development opportunities in the form of providing fuel stipends for attending related workshops, talks, and seminars; and hosted monthly Garden Educator Meetings for teachers and community members where we have had guest speakers who are experts in the fields of gardening, farm/garden to school, and learning gardens. Our part-time School Garden Coordinator (SGC) has been developing our district-wide understanding of how a school garden can be regarded as a learning space or outdoor classroom by visiting schools and teachers in order to understand the barriers to using a garden classroom or outdoor learning space. The SGC has also shared with teachers lesson plan ideas, garden curriculum, and strategies for teaching Common Core and Next Gen Science in the garden classroom.

[Insert budget below]

E. PROJECT BUDGET

Total Estimated Costs: \$19,054.40 How were these costs estimated
(quotes, catalog, previous projects, etc.)? quotes and previous projects

Breakdown estimated costs by source:

	CEP	Sponsor #1	Sponsor #2	
¹ Personnel Services	\$4,800	\$1,500	\$5,654.40	
Supplies		\$300		
Capital				
^{2 & 3} Materials:	\$2,500	\$300		
Other (please explain):				
⁴ DCCFW-	\$1,000			
⁵ Professional Development	\$1,000			
EA Insurance		\$1,000		
DCCFW Insurance			\$1,000	
Total	\$9,300	\$3,100	\$6,654.40	

% of Total Budget provided by Sponsor: 51%

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

Sponsor #1 - EdenAcres (fiscal agent)

Sponsor #2 - Dairy Creek Community Food Web (Project Management)

Personnel Services: *EdenAcres hires work study students through Pacific University and has committed to use up to \$1,500 of our annual allotment of \$3,000 for this project. Dairy Creek Community Food Web will commit 20 hrs per month, July 2017 through June 2018, at \$23.56/hr in volunteer services*

Materials: *EdenAcres will print flyers and posters for events, as well as have an EdenAcres staff person promote events on social media and on EdenAcres website. Dairy Creek Community Food Web will advertise and promote events on the DCCFW website and associated social media.*

Other: *EdenAcres will provide insurance coverage, \$1,000, for events and activities. Dairy Creek Community Food Web will provide liability insurance, \$1,000, for events and activities.*

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

be necessary?

The nature of this project is ongoing. With this funding we will be able to continue our work enhancing current garden classrooms and will design and build at least one new garden classroom as well as provide support and professional development opportunities for our teachers.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

In Forest Grove, and across the nation, communities are becoming more focused on resilience as the effects of climate change are becoming more and more present. Our food systems will help to ensure the health of our community through these critical times. These systems are generally based on circular models that include recycling, reuse, and recombining resources in order to reduce the need for fossil fuels. Such systems also have an "eco-literacy" component where members of the community understand the complex interactions and connections of the natural systems that make life possible here on Earth. Furthermore, ecoliteracy includes the ability to apply this knowledge in order to create more sustainable human communities.

An ecoliterate community and future begins in our schools with our children. It is our responsibility to prepare our students for tomorrow's world. Although we do not know what that world looks like, we can help students ask relevant questions, develop problem-solving skills and processes for thinking and searching for answers, and how to live, work, and communicate cooperatively. The garden classroom provides the context for learning about the real world we live in. Endless opportunities to learn about systems and the principles of ecology exist in the garden. These spaces provide a living context in which to learn about cycles, interdependence, energy and resources, scale and limits, diversity, succession, and sustainability. By giving ALL of our students the opportunity to become ecoliterate, we become a healthier, more resilient, and sustainable community.

PROJECT MANAGEMENT

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

Beginning in July and continuing through June 2018:

- *Developing and distributing garden-based curriculum that supports Common Core, Next Generation Science Standards, and the Oregon Environmental Literacy Plan*
- *Organizing and planning monthly (Sept.-June, excluding Dec.) Garden Educator Meetings (GEMs)*
- *Organizing volunteers, staff, equipment, and materials in the creation and maintenance of FGSD school gardens.*
- *Hiring a School Garden Coordinator to work 20 hours each month (includes mentoring, site maintenance, and meetings) July 2017 - June 2018*
- *Working directly with schools to develop landscape plans for new school garden classrooms. Continuing the installment of new school garden classrooms throughout the Forest Grove School District.*

Beginning in the fall of 2017 and continuing through June 2018

- *Assisting garden educators in using this curriculum in their garden classrooms by bringing at least 3 different classes outside twice, once in the fall and once in the spring, for a seasonal activity*

- Observing teachers with students in the garden classroom and provide constructive feedback to improve the garden learning experience for both teachers and students
- Facilitating monthly (Sept.-June, excluding Dec.) Garden Educator Meetings (GEMs)

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

Dairy Creek Community Food Web has been functioning in western Washington County since August 24, 2011 as a food systems networking non-profit organization. Specific grants have allowed the following events and activities to grow our food community:

- Upgrading raised garden beds at the FG Senior & Community Gardens (2015-16/CEP)
- Creating and sharing a Mobile Garden Carts development activity (2014/CEP)
- Third Thursday Food Film Festival monthly films (2012-17, 2016-17/Sustainability Commission CEP mini-grant)
- Farm Your Yard: Kitchen Garden Tours (2013 through 2015)
- A Gathering of Gardeners conference (2016)
- Created and managed Fill Your Pantry farmers markets at FG Grange (2012 & 2013)
- Collaborated with Adelante Mujeres to hold Winter Farmers Markets (2014-15-16)
- Pop-Up Planting Party Sale (2016)
- FG Gleaning Project (2015/CEP, 2016/DCCFW)

Current efforts include:

- Supporting work of the FG Sustainability Commission
- Further support for enhancing the FG Senior & Community Center "Side-Yard Gardens" (2016-17/CEP)
- Screening free public food films at the FG Community Auditorium on a quarterly basis.
- Partnered with EdenAcres Environmental Education (School Gardens Expansion - 2016-17/CEP)
- Oregon Food Bank (Seed to Supper series)
- FG Community Gardens (free seeds) booth at FG Farmers Market and North Plains Farmers Market

In addition, DCCFW has collaborated with Nana Cardoon Urban Farm, Adelante Mujeres, and other food and health organizations at local, county and state levels, such as Friends of Family Farmers.

EdenAcres works every day to foster growth and learning through place-based, experiential education. In our first 3 years of operation, we have partnered with local organizations and schools to bring hundreds of communities and learners outdoors year-round through a variety of programs. We have:

- Started and operated a summer nature camp
- Enrichment activities for after school clubs (Roots & Shoots at Tom McCall Upper Elementary, Sustainability Commission Mini Grants 2016 & 2017 and CLC grant 2016 & 2017)
- Farm days for private schools and homeschool families (Swallowtail School, 2015-present)
- Credit-bearing courses embedded in high school curricula (Community Alternative Learning Center, CEP grant 2016 & 2017)
- Teacher development activities and expanding school garden classrooms (FG schools, teachers, community members and organizations, and DCCFW. CEP grant 2016)

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

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

EdenAcres Environmental Education (EA) and Dairy Creek Community Food Web (DCCFW) have approved an MOU for partnership on this project. Both organizations will continue to work collaboratively with schools in the Forest Grove School District. We have been in contact with schools throughout the past year both in person and through email. In addition, DCCFW and EA will continue to collaborate with Nana Cardoon, Community Gardens, Oregon Food Bank ("Cooking Matters" series for teens), OSU Extension Master Gardeners, FG Senior and Community Center, Friends of Family Farmers, Adelante Mujeres, Pacific University, and FG Library ("Grow It!" classes). We will continue to work toward a strong network of local food systems that include garden classrooms, the educators and students who use these gardens, and the community members and organizations who support them.

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

N/A

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

Detailed Budget Description

1. \$4,800 will be used for hiring school garden coordinator and development staff.
2. \$1,500 will be designated for materials and supplies for the development of new school garden classrooms
3. \$1,000 will be used for maintenance and expansion of existing school garden classrooms
4. \$1,000 will go to DCCFW for project management
5. \$1,000 will provide professional development for FGSD educators

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: Maribel De Leon, Director of Microenterprise Programs

Daytime Phone: **Address:**

Email Address: **City:** Forest Grove **State:** OR

Zip: 97116

Signature:

Maribel De Leon

PROJECT INFORMATION

A. Project Title

Amount Requested:

Forest Grove Community Senior Center Empresas Project

\$7,500

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

X	Goals	How the project meets this goal (be clear & specific)
	Improve the appearance or environmental quality of the community	
	Reduce the amount or toxicity of waste	
X	Increase reuse and recycling opportunities	Reduce, reuse, recycle is an important part of our Empresas Program. For example, we currently have a partnership with Master recycle that help to reduce the use of disposal tableware and our participants reuse washable tableware. At the same time, recycle all the waste from the food vendors. They are implementing activities that help the planet, at the same time reduce their expenses and create a positive impact in the community.
	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas,	



and/or improve the public awareness and the opportunities to enjoy them.

Result in improvement to, or an increase in, recreational areas and programs

Result in improvement in safety

- | | | |
|----------|--|--|
| X | Benefit youth, seniors, low income persons and/or underserved populations. | Empresas serves low-income Latino business owners in Forest Grove. |
|----------|--|--|

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

Proposed schedule: Project Start Date: July 2017 Project Completion Date: June 2018

Empresas is a business development program that teaches and supports Latino small business owners to create a vibrant local economy and opens up opportunities to pursue their dreams. Through training, networking experience, technical assistance, and access to capital, Empresas helps Latino entrepreneurs launch successful and sustainable small businesses.

The CEP grant will be used to enhance the Empresas program by managing the Forest Grove Community Senior Center Commercial kitchen, schedule usage, communicate with participants, provide on-site supervision of each participant's use of the kitchen, and open and close the kitchen.

Participants will enroll and attend a Empresas business class, receive personal business coaching, access a commercial kitchen and access the Forest Grove Farmers Market and Empresas Directory for catering services.

D. Estimate how many Forest Grove residents will benefit if this project is funded. 20-30

Who will benefit if this project is funded?

The Empresas program will target low income Latino food-based businesses located in Forest Grove.

Has the sponsor received a Community Enhancement grant for this project in the past? Adelante Mujeres has not received CEP funding for this project.

If so, amount received \$ N/A

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

Adelante Mujeres received two CEP grants. One for the Forest Grove Farmers Market and for our Chicas Youth Development Program. The Chicas project will be completed in June 2017.

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

During this year we met our projected objective by supporting more than 200 Latina youth and their families within the Forest Grove School District. While we have not done our final evaluation for this school year, the majority of the Chicas participants are maintaining regular attendance not only

within the Chicas program, but at their school. We have also met our second objective by offering the family gathering events. We know that engaging families is critical to ensuring that students are academically successful. Most importantly we are on track to continue our percentage of 100% graduation rates of Chicas participants from high school and we are close to 100% enrollment in post-secondary education for these graduates.

The impacts of our Forest Grove Farmers Market will be addressed in a separate proposal.

E. PROJECT BUDGET

Total Estimated Costs: \$70,888 How were these costs estimated (quotes, catalog, previous projects, etc.)? Previous projects

Breakdown estimated costs by source:

	CEP	Sponsor	Other # 1	Other # 2
Personnel	6,000	33,250		
Services				
Supplies	500	500		
Capital				
Materials				
Other (please explain):	1,000	3,000		
subsidized				
commercial				
kitchen rental				
Rental Space			20,000	
Indirect costs (15%)		6,638		
Total	7,500	43,388	20,000	

% of Total Budget provided by Sponsor: 61 %

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

Yes, our agency has secure funding. We have funded a significant portion of the Forest Grove Community Senior Center Empresas Project budget from both private and public agencies including: Collins foundation, Harbourton foundation, Wells Fargo and Business Oregon. We have also identified other sources of funding for next fiscal year to cover the full costs of not only this project, but the full Empresas budget.

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

Supporting small businesses in Forest Grove with the use of a commercial kitchen is part of an ongoing objective of the Empresas Small Business Program. Adelante Mujeres is currently conducting a capital campaign to purchase a building on Main St. in Forest Grove. Phase two plans include the creation of a

commercial kitchen space within our building, which will help to make this project more sustainable in the future. Construction is projected for 2019-20.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

By creating services that target women and minority Latino food-based businesses we help bridge the gap of economic development and community diversity.

Adelante Mujeres' Microenterprise Programs provide training, technical assistance, access to market, access to capital, and networking opportunities to aspiring and existing Latino entrepreneurs.

We create more sustainable businesses that want to have profit in their businesses and have a positive impact in the community by creating part-time and full-time employment opportunities and implementing business activities that benefit our planet by reducing, reusing and recycling.

PROJECT MANAGEMENT

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

Forest Grove Senior Center Commercial Kitchen Operation	July 2017- June 2018
Business Coaching to FG Residents	July 2017- June 2018
Access to Capital to FG Residents	July 2017 – June 2018
Empresas Spring Class	April 2018 – June 2018
Empresas Fall Class	October 2017 – December 2017

Empresas teaches entrepreneurs through a ten-week business development course, taught in Spanish, that covers the foundations of business plan creation and business administration, from registering a company to setting up a marketing and operations system. The current course runs once in the Spring and once in the Fall.

The Empresas Program, in partnership with the Forest Grove Senior and Community Center, manages the Empresas Commercial Kitchen, which gives small local food businesses access to certified kitchen space.

The Empresas Commercial Kitchen is a great opportunity for Latino entrepreneurs to create their authentic products and recipes in a state and health certified kitchen. Access to kitchen space helps these entrepreneurs formalize and grow their business and create more product.

Program members also receive marketing support, networking support, the ability to rent commercial kitchen space, and market access opportunities through our business directory and the Forest Grove Farmers Market,

Recognizing that many small businesses struggle to obtain financing, Empresas also offers a suite of alternative capital products, including Individual Development Accounts (IDAs) and KIVA ZIP crowd-funded loans.

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

We are grateful to have received a number of Community Enhancement Project grants including the Farmers Market and our Education programs, including Early Childhood Education and Chicas Youth Development.

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

We work with a number of complimentary organizations to provide the best possible programming for our participants. These high quality relationships help us to increase our reach and enhance services with fewer dollars. We coordinate with the Forest Grove Senior and Community Center and have developed an MOU to ensure that we are mutually benefiting from the partnership. We also partner with the Cities of Forest Grove, Hillsboro and Beaverton as well as their chambers of commerce and Forest Grove Downtown Business Association. We also have a longstanding partnership with the National Association of Latino Asset Builders.

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

N/A

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: Juanita Lint for Howard Sullivan Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Howard Sullivan



PROJECT INFORMATION

A. Project Title

Forest Grove Vin d'Elegance Wine Competition

Amount Requested:

\$ 8000

B. 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	
	Reduce the amount or toxicity of waste	
	Increase reuse and 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 Internal Revenue Service code	
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
✓	Result in improvement to, or an increase in, recreational areas and programs	This project will leverage the message of Forest Grove being the home of Pinot Noir, expand an existing event being held in Forest Grove and draw attention to all the wineries within a short distance of Forest Grove.
	Result in improvement in safety	
	Benefit youth, seniors, low income persons and/or underserved populations.	

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

Proposed schedule: Project Start Date: Aug 1, 2017 Project Completion Date: June 30, 2018.

This project will consist of a wine competition held in conjunction with one of the existing Forest Grove events. After examining a number of community events this competition could pair with— Corn Roast, UnCorked, Chalk Art Festival— the Concours d'Elegance was identified as a best-fit to enhance interest in the Concours, draw new audiences to participating local vineyards and wineries, and to build fresh excitement and awareness for tourism in the Forest Grove area. While not a final decision, Forest Grove Concours d'Elegance 2018, either during the Sunday event or during one of the Saturday activities would be ideal. The basis of this grant application assumes Concours d'Elegance but can be adjusted including timeline for another Forest Grove event as mentioned above. In either case, the competition would be similar to other wine competitions where invitations would be issued to Northwest wineries with a fee to participate. Wines would be judged in categories by highly regarded judges. The competition could also include wine sales, wine tours and/or wine tasting passes with proceeds from those activities going towards preservation or enhancement of wildlife, benefit of youth, seniors or Tillamook Forestry center. The CEP funds would be used to hire a project coordinator for the wine competition, media placement, collateral and advertising, vetted judges, and awards.

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

10,000. **Who will benefit if this project is funded?** Those residents of Forest Grove who are interested in tourism either from an economic perspective or social aspect will benefit but business owners and employees as well as those with an interest in wine will benefit the most.

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

If so, amount received \$ NA

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

If so, is the project completed?

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

E. PROJECT BUDGET

Total Estimated Costs: \$10,000 How were these costs estimated (quotes, catalog, previous projects, etc.)? Quote from proposed Project Coordinator..

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$2750		\$2000	
Supplies				
Capital				
Materials	\$2000			
Other (please explain): Judges and Awards	\$3250			
Total	\$8000		\$2000	

% of Total Budget provided by Sponsor: 0 %

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

The other sources of funding would be the wine contest submission fees. In other such contests, these fees range from \$25-50 per wine. We are targeting 20 local wineries submitting 4 wines at \$25 each for the shared cost of \$2000. It is hoped this grant funding will launch an annual event that, after this inaugural year, will become self-sustaining. This event cannot launch without grant funding.

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

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program. This project will enhance the sustainability of Forest Grove by building on the brand of Forest Grove as the home of Pinot Noir and draw more attention to Forest Grove as a town in the center of many great wineries and vineyards. In addition, adding a wine competition as a feature to a well-known event can only enhance and grow that event. Leveraging the wineries surrounding Forest Grove will certainly build on the prosperity and thus sustainability of the Forest Grove community. Lastly, part of the proceeds from wine sales, tours or tastings will create local ongoing benefits to tourism and greater awareness to stay/eat/shop, and contributions to Senior Center and/or Tillamook Forest Center.

PROJECT MANAGEMENT

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

The exact timeline of this project would be dependent on which event the wine competition would be associated. Preliminary discussions have already occurred with Rotary regarding the Concours. Assuming Rotary agrees that the competition will be held in conjunction with Concours, it must be associated with Concours d'Elegance 2018 because of the timing of the CEP grant designation and allocation of funds. Again, under that same assumption, planning for the project would begin following the 2017 Concours in August. Detailed competition planning and coordination, including web and print design would begin in February 2018. Judges, categories and awards would be finalized April. Applications for the wine competition would also need to be sent out in April. Again, given the timing of Concours versus the timing of the CEP grant schedule, the completion of the competition will not occur before the project completion. However, the completion report will be based on the interest in the competition, particularly by the wineries, but also by media.

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

Both Juanita Lint and the proposed project manager have been involved in many community, wine and culinary events. Juanita helped to create North Willamette Vintners' signature event, Wine Trail which has drawn as many as 700 guests into Western Washington county. She also continues to create and manage events for her own winery. The proposed project manager has been involved in Uncorked and Valley Art events as well many privately-owned winery events and has 20+ years of marketing experience. Neither have been involved in CEP projects.

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

Yes, this event would require coordination with the organization in charge of the chosen event where the competition will be held. As stated before, preliminary discussions have been held with Rotary regarding Concours.

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

Given this project would be associated with an established event, this question does not apply.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

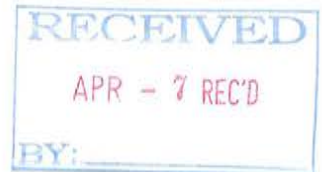
Sponsor: Parks & Rec. Comm. Tax ID # _____
(N/A for City Board or Commission)

Contact Person: Paul Waterstreet Daytime Phone: 5 [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Paul Waterstreet



PROJECT INFORMATION

A. Project Title **Amount Requested:**

Systematically Install Great New Signs - II \$ 10,000

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

☐	Goals	How project meets this goal (be clear & specific)
☒	Improve the appearance or environmental quality of the community	Install updated signage Remove old Park signs
☒	Reduce the amount or toxicity of waste	low to zero maintenance
☐	Increase reuse and 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 Internal Revenue Service code	
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☐	Result in improvement to, or an increase in, recreational areas and programs	
☐	Result in improvement in safety	
☐	Benefit youth, seniors, low income persons and/or underserved populations.	

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

Proposed schedule: Project Start Date: 7-1-2017 Project Completion Date: 6-30-18

This is year 2 of a 6 year project to replace all old wood signs located in each of the City's Parks. In addition signs will be installed in parks that currently have none. [see attached pictures of old signs and new signs]

The goal is to replace 2-3 signs each year, using the City's new logo.

The CEP monies will be used to purchase the signs for a cost of \$3-5,000 each. Last year we received a great price and were able to install 3 signs instead of 2.

[See photos on next page]

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

20,000

Who will benefit if this project is funded?

All residents and visitors to FG

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

If so, amount received \$8,325.00

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

If so, is the project completed? Currently completing project for SIGNS-YEAR 1.

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

The current project has been Completed. The current project was Completed under budget. Additional sign was ordered and is waiting installation.

Final invoice is awaiting additional Park Sign Completion.

old signs to
be Replaced.





New Signs
Installed
June 2017



E. PROJECT BUDGET

Total Estimated Costs: \$10,000 How were these costs estimated (quotes, catalog, previous projects, etc.)? Used 2016-17 Final Costs.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital				
Materials - Signs	1,800			
Other (please explain):				
Construction/install	8,200			
Total	10,000			

% of Total Budget provided by Sponsor: 0 %

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

NO

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

Future funding will be necessary as this is a 6 year project. This is year #2

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

This project will remove old outdated wood signs and replace them with updated, stainless steel, weatherized iron and concrete. The investment has shown to reduce to maintenance. Signs were vandalized last year [graffiti]. Signs were easily cleaned.

PROJECT MANAGEMENT

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

1. Repeat use of previous companies
2. use same timeline from 2016-17
3. Remove old signs
4. Install new signs by June 2018

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

Year one of SIGNS project is completed, except, additional work because of great budgeting.

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

1. yes.
2. Coordinate with Parks department for removal of old signs and installation of new signs

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

All signs are on City owned lands.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Public Arts Commission Tax ID # NA

(N/A for City Board or Commission)

Contact Person: Dana Zurcher Daytime Phone: [REDACTED]

Email Address: [REDACTED] Address: [REDACTED]

City: Forest Grove State: Oregon Zip: 97116

Signature: [Signature]



PROJECT INFORMATION

A. Project Title Amount Requested:

Promoting and Expanding Others Through the Arts \$ 10,000

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

X	Goals	How project meets this goal (be clear & specific)
x	Improve the appearance or environmental quality of the community	Mini-grants have assisted in funding outdoor mural or art projects which add to the appearance of downtown. Local artist sponsorships will produce the next art acquisition of public art for Forest Grove.
	Reduce the amount or toxicity of waste	
	Increase reuse and 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 Internal Revenue Service code	
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
x	Result in improvement to, or an increase in, recreational areas and programs	Mini-grants have helped to fund summer children's theatre programs and park activity programs for kids.
	Result in improvement in safety	
x	Benefit youth, seniors, low income persons and/or underserved populations.	A requirement of a mini-grant is that the activity or product of the activity is available to all citizens at no cost. This is particularly beneficial to low income and underserved populations. PAC Art Acquisitions benefit all citizens equally

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

\$5,000 will fund ten (10) mini grants at \$500 each. The mini grant process is well established and has been used as a means for a number of non-profit organizations in the city to bring art activities and programs to the population. Valley Art, Adelante Mujeres, FGSD, Theatre in the Grove, Community School (to name a few) are all organizations that have been able to enhance their performing, literary and visual arts efforts because of mini-grants. In the past two years, our ability to fund the number of grants received was cut by a shortage in monies. By increasing the number of mini grants, we increase the number of those who benefit by the hands on effort of the activity, as well as the citizens who benefit by the outcome.

\$1,000 will be used to publicize the availability of the mini-grants.

\$4,000 will fund the Artist Sponsorship Program which will, via a juried process, select four (4) local artists who will be granted \$1,000 each to assist them in their artistic endeavors. The project is designed to provide the next art acquisitions of Public Art for the City of Forest Grove. Rather than spend upwards of \$25,000 for a single piece of art from an artist who may not be local, we will "commission" - through the sponsorship - four pieces created for Forest Grove by citizens of Forest Grove. The Artist Sponsorship Program will give a "leg up" to four deserving artists who, in turn, enhance the artistic environment of Forest Grove.

Proposed schedule: Project Start Date: 7/01/2017 Project Completion Date: 6/30/2018

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

A minimum of 200 directly, and the general population overall.

Who will benefit if this project is funded? Those who participate in the mini grant programs. The artists who are chosen for sponsorship, and the general population with the outcome.

Has the sponsor received a Community Enhancement grant for this project in the past? **Yes, for the mini-grants.** If so, amount received: **\$3,000 in 2015/16 CEP**

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

Yes

If so, is the project completed?

The project will be complete by the deadline.

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

A sculpture was acquired and this grant helped to fund a foundation/path/patio of bricks to be placed around the sculpture for easier access to the public. This will impact the community by allowing for its residents access to and enjoyment of public art.

E. PROJECT BUDGET

Total Estimated Costs: \$10,000 How were these costs estimated (quotes, catalog, previous projects, etc).

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital	5,000 (mini-grants)			
Materials				
Other (please explain): advertising & Artist Sponsorships	1,000 4,000			
Total	10,000			

% of Total Budget provided by Sponsor: 0 %

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

The mini grants require that the applicants provide funding to cover costs not covered by the grant. The Artist Sponsorship Program is funded entirely by the CEP grant with all monies going to the artists. The administration and guidance of both of these programs will be done by PAC commissioners.

G. Will the project be completed with the proposed funding or will future funding be necessary?
Future funding will not be necessary.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

Given that the creative life of any community develops collaboration, pride, permanence, and improved environment, it stands to reason that creating a community whose standing as a destination is enhanced by the public art present, serves to increase economic sustainability. The absence of a creative community life denies our children the opportunity to participate in all forms of art and to perpetuate what they learn into general community livability. Science, technology, economics, agricultural and business development AND art create the synergistic effect that creates sustainability in all forms.

PROJECT MANAGEMENT

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

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

The call for artists to participate in the Artist Sponsorship program would go out through the City website and social media in late July. Through a juried process, much like the art acquisition artist selection process used previously, four artists would be selected to work for the remainder of the year on art projects, in their medium, that will be acquired for the City Public Arts collection.

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

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

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

Mini grants are all collaboration with other organizations. Which organizations those will be will be determined by the grants awarded.

As the Artist Sponsorship program rolls out during the year, PAC will collaborate with the city, businesses and other art organizations to determine the placement of these four acquisitions and the promotion of the four local artists.

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

Does Not Apply

2017 CEP Application Page 4

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

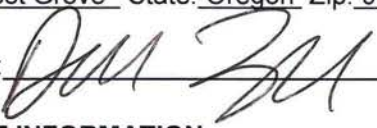
Sponsor: Public Arts Commission Tax ID # N/A

(N/A for City Board or Commission)

Contact Person: Dana Zurcher Daytime Phone: [REDACTED]

Email Address: [REDACTED] Address: [REDACTED]

City: Forest Grove State: Oregon Zip: 97116

Signature: 



PROJECT INFORMATION

A. Project Title Amount Requested:

Enriching and Promoting PAC in the Community Amt. Requested \$2,000

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

X	Goals	How project meets this goal (be clear & specific)
x	Improve the appearance or environmental quality of the community	The greater awareness of PAC and the services provided encourages participation in PAC activities which enrich the community and Public Art Collection
	Reduce the amount or toxicity of waste	
	Increase reuse and 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 Internal Revenue Service code	
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
	Result in improvement to, or an increase in, recreational areas and programs	
	Result in improvement in safety	
x	Benefit youth, seniors, low income persons and/or underserved populations.	The brochure provides a map to not only art in FG, but to art activities in the area sponsored by PAC which are available at no cost to all. Awareness of PAC enriches those who participate in its efforts and services.

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

The Public Arts Commission goal and mission is to support the community. We feel that even though we have been in existence for almost 12 years we are unknown to the community. We are determined to get our name out there so that we can support more artists, art enthusiasts, children's art experiences and art organizations. In order to do this we need to advertise! We are planning to go about this in a variety of ways detailed below.

Ten years ago PAC had a display board donated. Commissioners took the pictures and a volunteer donated the mounting costs of pictures and headings. Commissioners maintain the board. It is time to update the display board, which is used at all First Wednesdays, Meet the Artist Dinners, or any other PAC sponsored activities. The cost to update will be \$100.00.

Through a sign and banner company in FG we have received a discount for a new banner that we will use for First Wednesday or any other PAC sponsored activity. The cost to PAC is \$100.00.

Through a previous CEP grant, a brochure was developed that provides visitors to and citizens of Forest Grove. This brochure was made available at venues throughout the community. With new acquisitions and art efforts, the brochure needs to be updated. Commissioners, the design, take photographs and production of the brochure is also done by commissioners on a volunteer basis. The printing of new brochures will cost \$800.00.

PAC has been in existence for 12 years. With multiple - but very different - arts organizations in the community, an awareness of exactly what PAC's goals are through mini-grants, art acquisition, art preservation and cataloguing, as well as collaboration with other non-profits in the area has not been well publicized. With the dollars for the arts diminishing, a greater awareness of the role PAC plays in the community can foster collaboration with other, different, arts organizations. This will give the community a more full benefit from all those organizations. PAC will pay for newspaper public service space, will update the presence on the city website, and utilize social media in order to better make the public aware of what PAC does. Commissioners will work with the City to update pictures and information. A PAC commissioner will post specific information and promotions to social media and PACC commissioners will provide the copy and pictures for the newspaper spots. The cost will be only for the News-Times at a cost of \$1,000.

PAC is hosting a Fine Arts Festival in September 2017. This is our way of giving artists a venue to show and sell their artwork as well as a venue for the community to see and purchase fine art work. Our advertising costs mentioned above will also help publicize this event.

Proposed schedule: Project Start Date: 7/01/2017 Project Completion Date: 6/30/2018

D. Estimate how many Forest Grove residents will benefit if this project is funded. **Potentially all citizens will be exposed to PAC through these activities.**

Who will benefit if this project is funded? **Those citizens who choose to take advantage of the services offered by the Public Arts Commission.**

Has the sponsor received a Community Enhancement grant for this project in the past? **yes**
If so, amount received:

\$800

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

If so, is the project completed?

The project will be completed by the deadline.

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

A sculpture was acquired and this grant helped to fund a foundation/path/patio of bricks to be placed around the sculpture for easier access to the public. This will impact the community by allowing for its residents access to and enjoyment of public art.

E. PROJECT BUDGET

Total Estimated Costs: 3,000 How were these costs estimated (quotes, catalog, previous projects, etc)_Previous projects, quotes from printer, sign company and paper.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		1,000 In kind-design and production of brochure		
Supplies	200			
Capital				
Materials	800			
Other (please explain):Advertising	1000			
Total				

% of Total Budget provided by Sponsor: 33.3 %

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

Yes

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

No future funding will be necessary.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

Forest Grove is rich in the services provided by boards and commissions - all of which are volunteer. The services offered by PAC bring quality public art to FG, assist in funding the performing arts and visual arts for the community, enhance the diminishing art programs in the schools by providing art experiences at no cost to any child who wishes to participate in appropriate offered activities and assists in developing Forest Grove as a destination for those not in the community, thereby enhancing economic development.

PROJECT MANAGEMENT

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

All tasks will be completed in an ongoing fashion throughout the funding year. The commission will perform all tasks specific to the outcome of the request made. The banner and display board will be done immediately, the brochures will be updated by Fall and the publicity in the paper will be ongoing through the year.

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

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

C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe. Coordination will occur with the newspaper. Coordination has occurred for the banner and for the reprint of the brochures. Our presence at First Wednesday, which includes hands-on activities for children, is an ongoing coordination with Adelante Mujeres.

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

Does not apply.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Theatre in the Grove Tax ID # 93-0587688
(N/A for City Board or Commission)

Contact Person: Leslie Crandell Dawes Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Leslie S. Crandell Dawes



PROJECT INFORMATION

A. Project Title

Preservation, Enhancement, & Beautification of Theatre in Grove's
19th Avenue Wall.

Amount Requested:

\$ 10,000.00

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

✓	Goals	How project meets this goal (be clear & specific)
x	Improve the appearance or environmental quality of the community	The project will repair a water-damaged corner and upgrade the appearance of the exterior rear wall of the Theatre in the Grove building. The wall, which has recently been exposed due to tree removal and is visible to pedestrians and the parking lot, will be transformed into an artistic façade with welcoming signage to advertise the theatre.
	Reduce the amount or toxicity of waste	
	Increase reuse and recycling opportunities	
x	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	The project will rehabilitate the exterior rear wall of the building owned by the Theatre in the Grove.
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
	Result in improvement to, or an increase in, recreational areas and programs	
	Result in improvement in safety	
	Benefit youth, seniors, low income persons and/or underserved populations.	

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

Proposed schedule: Project Start Date: July 1, 2017 Project Completion Date: September 30, 2017

Theatre in the Grove (TitG) is proud and fortunate to be one of the very few theatre companies to own its performance space. The historic 1912 Star Theatre has contributed so much to the community and it deserves all the attention it needs to be properly maintained. The southeast corner of the theatre's rear exterior wall was damaged because the roof had leaked for several years. A new membrane roof, funded by donations, was installed just last summer, which will prevent further damage. However, the corner still needs to be repaired. There had been a row of trees hiding the majority of the rear wall, but those trees were recently removed due to snow damage this past winter. So, the entire bare wall is currently exposed to pedestrians and people who park their cars in the rear parking lot. This project provides a perfect opportunity for the theatre to 1) repair damage to the building, 2) improve the appearance of the building and 3) promote the theatre's presence in the community through the use of creative artwork and signage on the wall, which will serve to attract more people to come to the theatre. Funds from CEP will be used to purchase materials, pay a mason to repair the corner, pay a painting contractor to paint the entire wall, and to pay a sign painting company to paint the signage.

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

>10,000 theater attendees per year

Who will benefit if this project is funded? The entire community will benefit from the improved building appearance.

Has the sponsor received a Community Enhancement grant for this project in the past? If so, amount received <u>\$1,589</u> Has the sponsor received a Community Enhancement grant for the <u>current year</u>? No. If so, is the project completed? Not Applicable. Please provide a brief summary of services for <u>current year</u> grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc. There is no current grant from the CEP. However, the 2016 CEP Grant that was awarded for \$1,589.00 entitles Environmental Air Controls Upgrade was completed and has been serving our patrons since September of 2016. The upgrade was incredibly useful with heating the theatre space this past winter. Our patrons were very happy to be warm during the shows.
--

E. PROJECT BUDGET

Total Estimated Costs: \$13,000.00 How were these costs estimated (quotes, catalog, previous projects, etc.)? Estimate from J&S Signs and discussions with a painting contractor.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	7250	3000		
Supplies				
Capital				
Materials	1850			
Other (boom rental):	900			
Total	10,000	3000		

% of Total Budget provided by Sponsor: 30 %

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

Funding for the current project will come from our savings account, all of which has been acquired through donations and fundraising such as our annual "Gala in the Grove" event.

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

Future funding will not be necessary.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

According to the Forest Grove Vision Statement, Forest Grove offers visitors and residents "a rich heritage preserved by honoring the city's natural, cultural, and historic treasures while also embracing the future." This project provides enhancements for a treasured, historical building that has housed cultural experiences of live theatre for visitors and residents year-round.

The Vision Statement also refers to "supporting a community that nurtures our youth educates all residents, and attract and welcomes visitors." TitG has provided children's theatre, summer theatre opportunities for youth, and has attracted many visitors and residents to the community for the past 45 years. And finally, the Vision Statement mentions that Forest Grove offers visitors and residents

- "a rich heritage preserved by honoring the city's natural, cultural, and historic treasures while also embracing the future, and
- arts & culture that abound throughout the year; we celebrate our cultures and participate in a wide variety of visual and performing arts and festivals."

This project would enhance sustainability of this historic building so TitG can continue to contribute economically and socially to help meet the City Council's goals to "promote safe, livable, and sustainable neighborhoods and a prosperous dynamic green city," and promote the interests and needs of Forest Grove in local, state, and national affairs."

PROJECT MANAGEMENT

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

The work for this project will need to be completed while the weather is conducive for outdoor work. We are not constrained by our show schedule since all the work is on an exterior wall.

May 13 (at the Gala in the Grove event) – Solicit donations and artwork from the public for the wall signage

July 1 – Request bids from masonry and painting contractors

July 31 – Begin repair of corner

Aug 10 – Begin painting entire wall

Aug 20 – Begin painting signage on wall

Sept. 30 – Project completion

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

TiTG received a previous Community Enhancement Project award for “Environmental Air Controls Upgrade” in the amount of \$1,589 in 2016-17. Additionally, TiTG funded the repair of the roof through donations and matching operating funds which totaled \$60,000.00. That project was managed by the theater’s nine-person Board of Directors.

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

This project does not require coordination with other public or private organizations.

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

Not applicable, because the property is not located on private land

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Theatre in the Grove Tax ID # 93-0587688
(N/A for City Board or Commission)

Contact Person: Leslie Crandell Dawes Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Leslie Crandell Dawes



PROJECT INFORMATION

A. Project Title

Theatre in the Grove Innovative Facelift (TGIF)

Amount Requested:

\$ 8,800.00

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

✓	Goals	How project meets this goal (be clear & specific)
x	Improve the appearance or environmental quality of the community	The project will improve the appearance of the front, main entrance to the Theatre in the Grove with energy-efficient lighting and signage without disrupting the historical integrity of the theatre building.
	Reduce the amount or toxicity of waste	
	Increase reuse and recycling opportunities	
x	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	The project will upgrade the main entrance to the building owned by Theatre in the Grove, a non-profit organization with 501(c)(3) status, by replacing signage and lighting to improve visibility and energy efficiency.
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
	Result in improvement to, or an increase in, recreational areas and programs	
	Result in improvement in safety	
	Benefit youth, seniors, low income persons and/or underserved populations.	

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

Proposed schedule: Project Start Date: July 1, 2017 Project Completion Date: September 30, 2017

Theatre in the Grove (TitG) is proud and fortunate to be one of the very few theatre companies to own its performance space. The historic 1912 Star Theatre has contributed so much to the community and it deserves all the attention it needs to be properly maintained. The front entrance and marquee were re-painted in 2008 to maintain its historical look, but nine years later some repainting needs to be done. Also, the chase lights underneath the marquee are not energy efficient and need to be replaced often. In addition, the signs on either side of the marquee advertising each show are quite worn and not lighted and cannot be seen well at night. Funds from CEP will be used to make the following enhancements: We will 1) wash and repaint portions of the signage, 2) replace the chase lights with LED lamps of similar shape and size compared to the current ones, but which are much more energy efficient, 3) replace the marquee signs with LED panels, which will also be energy efficient and clearly visible at night, and 4) install four LED floodlights to highlight the existing mural above the marquee, which is consistent with the historical look of the building. These upgrades of the main entrance will enhance the appearance of this historical building and will serve to attract more people to the theatre.

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

Who will benefit if this project is funded?

TitG serves approximately 10,000 members of the community a year. However, the entire community will benefit from the project because of the increased exposure and recognition will attract more people to visit downtown.

Has the sponsor received a Community Enhancement grant for this project in the past? Yes.
If so, amount received \$ 1,589.00

Has the sponsor received a Community Enhancement grant for the current year? No.
If so, is the project completed? Not Applicable.

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

There is no current grant from the CEP. However, the 2016 CEP Grant that was awarded for \$1,589.00 entitles Environmental Air Controls Upgrade was completed and has been serving our patrons since September of 2016. The upgrade was incredibly useful with heating the theatre space this past winter. Our patrons were very happy to be warm during the shows.

E. PROJECT BUDGET

Total Estimated Costs: \$11,800.00 How were these costs estimated (quotes, catalog, previous projects, etc.)? Contractor quote and website catalog.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	2500			
Supplies				
Capital				
Materials	6300	3000		
Other (please explain):				
Total	8800	3000		

% of Total Budget provided by Sponsor: 34 %

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

Funding for the current project will come from our savings account, all of which has been acquired through donations and fundraising such as our annual "Gala in the Grove" event.

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

Maintenance costs will involve purchasing new LED light bulbs to replace any that burn out. However, it is anticipated that the new lights will last much longer than the old bulbs and that replacement costs can be covered by TitG's operating budget.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

According to the Forest Grove Vision Statement, Forest Grove offers visitors and residents "a rich heritage preserved by honoring the city's natural, cultural, and historic treasures while also embracing the future." This project provides enhancements for a treasured, historical building that has housed cultural experiences of live theatre for visitors and residents year-round.

The Vision Statement also refers to "supporting a community that nurtures our youth educates all residents, and attract and welcomes visitors." TitG has provided children's theatre, summer theatre opportunities for youth, and has attracted many visitors and residents to the community for the past 45 years. And finally, the Vision Statement mentions that Forest Grove offers visitors and residents

- "a rich heritage preserved by honoring the city's natural, cultural, and historic treasures while also embracing the future, and

- arts & culture that abound throughout the year; we celebrate our cultures and participate in a wide variety of visual and performing arts and festivals."

This project would enhance sustainability of this historic building so TitG can continue to contribute economically and socially to help meet the City Council's goals to "promote safe, livable, and sustainable neighborhoods and a prosperous dynamic green city," and promote the interests and needs of Forest Grove in local, state, and national affairs."

PROJECT MANAGEMENT

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

All of our summer camps will be indoors. There will be minimal impact to our Summer schedule. Our Fall season begins in September. We need to have the project completed before our Fall 2017 season opens to reduce the impact of construction on our patrons. The following timeline outlines are proposed schedule:

July 1 - Washing and paint touch up of the front facade and "GROVE" sign.

July – Order and purchase LED light bulbs for the marquee chase lights, flood lights and order LED marquee signs

August – Begin replacing LED chase light bulbs and install marquee LED signs

September – Project completion

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

TiTG received a previous Community Enhancement Project award for “Environmental Air Controls Upgrade” in the amount of \$1,589 in 2016-17. Additionally, TiTG funded the repair of the roof through donations and matching operating funds which totaled \$60,000.00. That project was managed by the theater’s nine-person Board of Directors.

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

This project does not require coordination with other public or private organizations.

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

Not applicable, because the property is not located on private land.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: FG Holiday Display Team/ FG/C Chamber of Commerce Tax ID # 93-0420710
(N/A for City Board or Commission)

Contact Person: Mary Jo Morelli Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: 



PROJECT INFORMATION

A. Project Title Downtown Winter Light Enhancement **Amount Requested:**
\$ \$10,000

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

☒	Goals	How project meets this goal (be clear & specific)
☒	Improve the appearance or environmental quality of the community	Enhance community appreciation, economic activity and also promote tourism
☐	Reduce the amount or toxicity of waste	
☒	Increase reuse and recycling opportunities	Longevity and durability of LED lighting
☐	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☐	Result in improvement to, or an increase in, recreational areas and programs	
☐	Result in improvement in safety	
☒	Benefit youth, seniors, low income persons and/or underserved populations.	Participation in Holiday events spans all ages and economic status as there are NO costs to enjoy.

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

Proposed schedule: Project Start Date: July 15, 2017 Project Completion Date: Nov. 21, 2017

Purchase of a new star for a tree topper is imperative for the continuation of a holiday tree lighting event. The star from the previous tree has served for many years and needs replacement with an LED unit. \$ 200
LED snow-flake decorations in place of lighted scrolls in the town center can be left up longer to brighten and enhance our streets at night in the winter months. 25 distributed along Main Street, 21st Ave., College Way. \$400 each.
Supplies and volunteer hours for work parties.
Decorations all in place on streets and tree ready for lighting by Nov. 21, 2017

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

Entire community and visitors

Who will benefit if this project is funded?

Community Pride will result with this lighting and lead to the economic commerce in Forest Grove.

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

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

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

E. PROJECT BUDGET

Total Estimated Costs: \$14,100 How were these costs estimated (quotes, catalog, previous projects, etc.)? Quotes, catalog pricing, previous grant experience

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		\$800		\$800
Supplies		\$200		
Capital	\$10,000	\$1,100	\$1,000	
Materials				
Other (please explain):				
Tree top star		\$200		
Total	\$10,000	\$2,300	\$1,000	\$800

% of Total Budget provided by Sponsor: 29 %

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

Yes. This enhancement to holiday decorations will fulfill a committee goal of bringing the community celebration to a new tree and freshen our winter holiday look.

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

Yes. This is a progressive endeavor that changes as the community changes and refreshment of design is necessary.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

With this grant we will economically provide added winter lighting throughout the winter months to engage the community and support the local economy.

This committee has dedicated many years to the enjoyment of the holiday season in Forest Grove. The transition to LED bulbs has been a long process which has shown an 80% improvement of efficiency and significantly reduced maintenance cost by use of durable, high quality components. We can now further enhance our city center and the festive spirit of our historic community by re-theming our city center pole decorations which would free up our more traditional LED lighted scrolls to expand lighting in areas outside the town center. We will continue offer indoor LED ice-blue lights to our business community to encourage green practices while maximizing the holiday experience of Forest Grove residents and visitors.

PROJECT MANAGEMENT

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

This committee is committed to maintaining the longstanding tradition of a holiday tree and light pole decorations throughout the community. The traditional scrolls have required some adapting to fit the lighting in the downtown. We will purchase new LED Snow flake decoration to replace (but re-use) the scrolls that have multi-colored LED lights in the town center and purchase a new tree topper star for the tree that has been selected on College Way for the 2017 Tree Lighting on Friday, November 24.

Lighting the tree will not require the same equipment or personnel that has been necessary for the past several years. We have the tree lights and there will be minimal electrical modifications to install on the new tree. This will be accomplished by professionals and qualified volunteers.

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

This team of volunteers has been in place for many years and successfully administered prior grants coordinating with City Departments and other community groups such as the FG Senior/Community Center, Fire Department, business owners.

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

Yes. The tree selected for lighting is on the Pacific University Campus and there is confirmed agreement that they will facilitate access and power for lighting the tree. Communications with City Departments and other community groups and business owners have established a collaborative platform for this process.

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

Attendance has increased in recent years for the variety of holiday events (Tree Lighting, Holiday in the Grove, Holiday Light Parade) that are open to the public. Pacific University has agreed to collaborate with the committee to involve more students & staff in community engagement. Pacific University letter to follow.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: Diane Wiley Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: *Diane Wiley*



PROJECT INFORMATION

A. Project Title **Exterior Painting of the Forest Grove Habitat ReStore**

Amount Requested: \$ \$8,000.00

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

✓	Goals	How project meets this goal (be clear & specific)
X	Improve the appearance or environmental quality of the community	Improving the appearance of the ReStore will present a favorable impression to people entering Forest Grove, and attract additional shoppers and donors all of which benefit the mission of providing low cost housing in our local community.
X	Reduce the amount or toxicity of waste	By its operation, the ReStore diverts over 500 tons of recyclable products from the landfills every year.
X	Increase reuse and recycling opportunities	Any increase in shoppers to our store increases the amount of recycled materials that are NOT diverted to landfills.
X	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	The ReStore building has not been painted in over 20 years and is a drab brown color. With the upcoming development across Pacific Avenue, we feel painting the store in ReStore branded colors will attract more shoppers and donors.

	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
	Result in improvement to, or an increase in, recreational areas and programs	
	Result in improvement in safety	
X	Benefit youth, seniors, low income persons and/or underserved populations.	The ReStore serves all of the populations mentioned. Our housing programs serve low income families by providing opportunities for low cost housing and, we provide services to special education youth in training programs in the ReStore, and our discounted furniture and appliances allow seniors to stretch their fixed income dollars farther.

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

The CEP funds will be used to hire a contract commercial painting company to paint the front portion of the ReStore building. We have wanted to paint this portion of the ReStore for quite some time now, but not being the building owners and the fact that the net profits from our store operations help fund the West Tuality Habitat Building programs in Forest Grove, it has been difficult to divert funds from that purpose.

Despite not owning the building, we feel that improving the appearance of the building to our branded colors of white with blue and green trim is an effective marketing program, that will make our building stand out to the 32,000 cars per day that are going by on Pacific Avenue. This in turn will attract additional shoppers to purchase merchandise and donors to donate items to be resold. This becomes a full cycle program when we return those dollars to the community in the form of building low cost homes for qualified and deserving families.

Additionally, the upcoming development of the property across the street from our location is going to result in additional impressions by the public, and we want to present a positive image of our business to the retail public.

Proposed schedule:

Project Start Date: Summer 2017

Project Completion Date: **Late Summer 2017**

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

28,000

Who will benefit if this project is funded?

The primary benefit will be to the people who are served by our house building program in Forest Grove area that serves the lower income housing problem. The Forest Grove ReStore is operated by West Tuality Habitat for Humanity and all proceeds after expenses help fund the operations of West Tuality Habitat and its home building operations for low income families in the Forest Grove area.

We utilize a full range marketing program to attract shoppers and donors to our store, and part of that is creating an attractive appearance to the public. By creating a more pleasing and eye catching store front we will increase customer traffic and the corresponding sales increase which will provide continued flow through dollars to our building program.

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

Not for this specific project.

If so, amount received \$ _____

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

If so, is the project completed?

We applied for a CEP grant last year and received one for \$ 6,800 to put towards the purchase of our currently rented building. Unfortunately, the planned purchase was not able to be completed and we returned the grant funds to the City of Forest Grove.

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

community, how many people benefited from the project, have the total funds been spent, etc.

Our intended purchase of the building we are currently renting at 3731 Pacific Avenue was to lower our operating cost of our ReStore business, which in turn would allow a greater portion of our net operating dollars to be directed to our ultimate business goal and operations, the building of low cost homes for deserving families in the Forest Grove community.

E. PROJECT BUDGET

Total Estimated Costs: \$ 10,000 How were these costs estimated
(quotes, catalog, previous projects, etc.)? Contractor quote

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$ 5,200.00	\$ 1,000.00		
Supplies	\$ 2,800.00	\$ 1,000.00		
Capital				
Materials				
Other (please explain):				
Total	\$ 8,000.00	\$ 2,000.00		

% of Total Budget provided by Sponsor: 20 %

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

We have a portion of the costs allocated in our marketing budget in the coming fiscal year. We will try and find low cost materials if suitable thorough the Metro paint program. That being the case, we will be dependent upon the CEP Grant funds to complete this project, since we need to maintain our normal profit allocations and the monthly contributions to our home building program.

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

The project will be able to be completed with the CEP Grant funding and the ReStore contribution through various fund reallocations in our budget. This is a huge expenditure for us on a rented property, but one we feel will increase customer and donor recognition and traffic.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

One of the purposes of the Forest Grove Habitat ReStore and Habitat ReStores in general is to reduce the amount of materials going to the landfills, divert those materials to our stores where they can be resold to the general public and not enter the landfill or other disposal systems.

It is generally accepted that a Habitat ReStore in normal operations diverts over 1 ton of materials per thousand dollars of gross sales volume away from the landfill. At our anticipated sales volume of \$ 562,000 in sales this year, that means our Forest Grove ReStore will divert 562 tons of materials that would otherwise go to local landfills or non recycleable means of disposal.

In this diversion process that are numerous other positive environmental impacts that are difficult to quantify. By reducing the distance that donors have to travel to dispose of these products, the traffic impact is reduced, the exhaust gas impact is reduced, and the carbon footprint is greatly reduced.

Many of the materials that are donated are able to be used in our construction process for our homes, which greatly reduces environmental impacts throughout the product distribution system.

Socially, our store provides products at prices 50% or more less than comparable retail pricing. This allows people in lower social economic income levels access to goods they might not normally be able to afford at normal retail prices.

PROJECT MANAGEMENT

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

The painting project will occur in a fairly short period of time early in July 2017. We anticipate a 5 day period the project will occur in, and our ReStore will remain open and functioning during this time.

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

The project will be managed by our ReStore Manager, Diane Wiley. Diane has extensive project management experience in the construction business. She managed our fencing and security projects that were accomplished with our 2015 CEP grant fundings.

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

The project will require cooperation between a private contractor and the ReStore. This is a simple arrangement and will be easily accomplished in the project management aspect of the project.

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

The public benefit of the project will be in several areas. The improvement of the appearance of the building that is located in a high traffic area of the City of Forest Grove will help improve local image and public perceptions of this particular portion of the business district.

The public benefit of any increase store sales and customer traffic will be a flow through dollar impact of more money reaching our home building programs, which in turn helps the housing shortage for low income persons in our community.

Our landowner has agreed to allow this improvement to our property, as it increase the value of his asset as well as helping the ReStore achieve growth to continue serving its mission.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

**Proposed Paint Job on the front of the
Forest Grove Habitat for Humanity ReStore
3731 Pacific Avenue Forest Grove, OR**



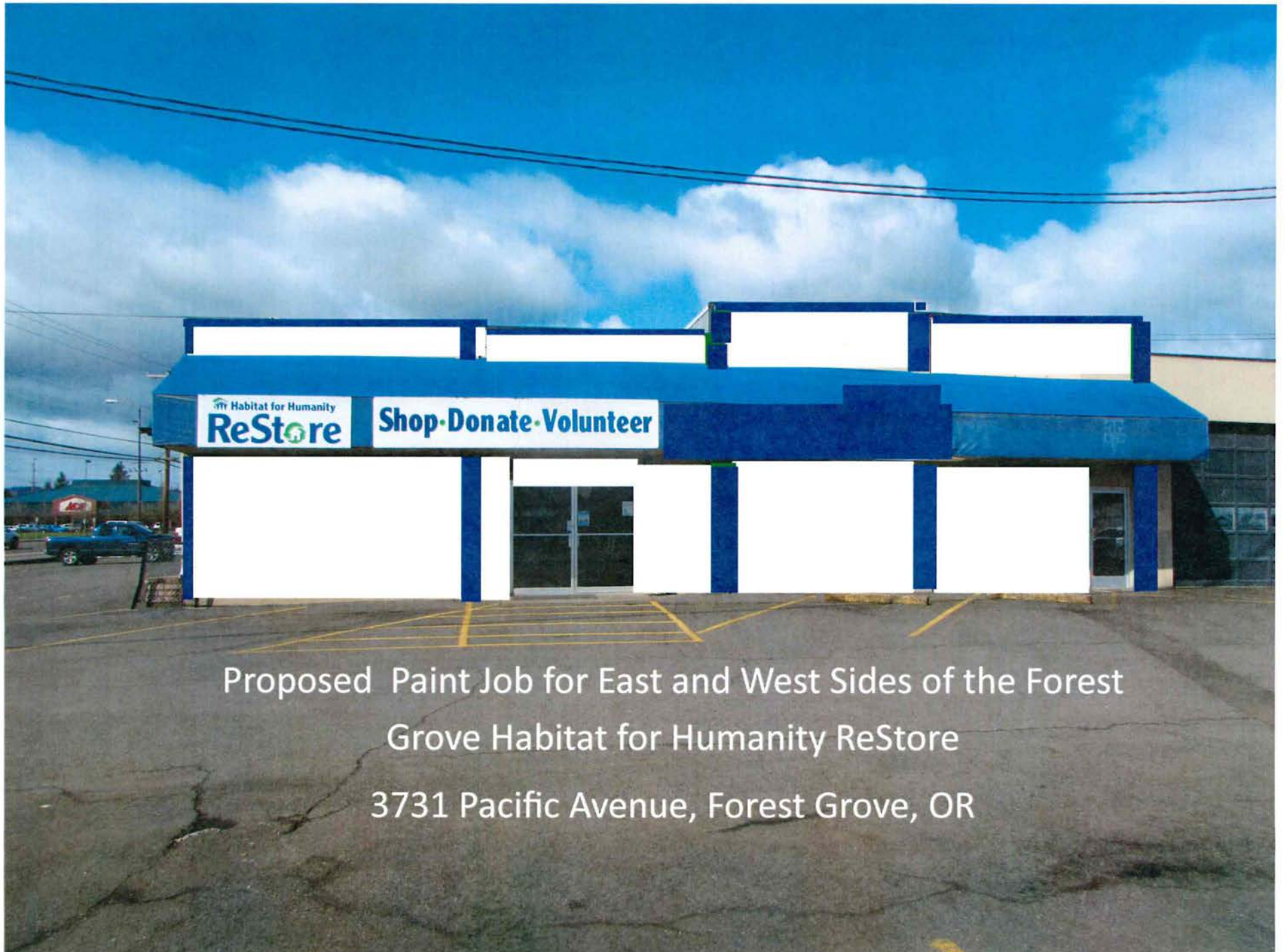
Shop • Donate • Volunteer

West Seattle
Habitat for Humanity
ReStore
The Home Your Future Needs

BUILDING MATERIALS
PAINTS & FINISHES
WINDOWS ELECTRICAL
CUMMERBUNDLES

West Seattle
Habitat for Humanity

OPEN



Proposed Paint Job for East and West Sides of the Forest
Grove Habitat for Humanity ReStore
3731 Pacific Avenue, Forest Grove, OR



Habitat for Humanity
ReStore

Shop • Donate • Volunteer

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Foodways at Nana Cardoon

Tax ID # 81-3456226

(N/A for City Board or Commission)

Contact Person: Charlene Murdock Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Charlene Murdock



PROJECT INFORMATION

A. Project Title

Tualatin Plains Grain Culture project

Amount Requested:

\$11,435 \$9,990

B. 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	Lessening the of levels of chemical additive residues produced by current commercial farming methods by engaging the community in soil building; soil building is a proven way to enhance environmental quality. Transition conventional farmed areas to soil restoration farming.
	Reduce the amount or toxicity of waste	We will not use chemicals in the farmed area. Current farming practices used in commercial grain and grass seed production, and in commercial nursery, orchard and berry production require use of chemical additives to achieve optimum production.
	Increase reuse and recycling opportunities	Reuse and reduce harvest residue (straw) for mulch and animal bedding.
	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	During this second phase we will purchase an Austrian Grain Mill to mill sustainably and locally grown grain into flour.
	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	The Tualatin Plains Grain Culture project will serve to build a community of those interested in supporting farmers, millers, bakers, brewers, and distillers in their use of sustainably-produced, local grains.

	Result in improvement to, or an increase in, recreational areas and programs	There is a growing list of educational opportunities from the Tualatin Plains Grain Culture project. Grain trials at Nana Cardoon create a site for hands-on educational curriculum for the Forest Grove Community School, Adelante Mujeres, Pacific University and interest groups from Forest Grove schools. Test plots at Spiesschaert Farm will be featured in several community events in September 2017. Nana Cardoon will participate in 10 Forest Grove Farmers Markets, where we will offer tasting and education regarding the grains we are growing. The Nana Cardoon big green farmers market truck will be home to our bicycle grinder for students of all ages to grind whole grains into flour. Baking demonstrations with grains from Tualatin Plains Grain Culture are scheduled to show case interactive, hands on use of locally and sustainably grown grains.
	Result in improvement in safety	We will not use chemicals in the farmed areas; this will result in lower levels of chemical additive residue in our grains than in conventionally farmed grains, allowing us to provide highly nutritious, locally grown food.
	Benefit youth, seniors, low income persons and/or underserved populations.	The outcome of the Tualatin Plains Grain Culture project will benefit both underserved populations and the general population by providing the option of sustainably-produced local grains and value added products (bread, flour, malted grains). Underserved populations, like youth, seniors, and low income persons, will be reached through various educational programs such as Nana Cardoon student and adult education programs, Adelante Mujeres, Pacific University, and Forest Grove Charter School. The on farm educational center at Foodways at Nana Cardoon includes a scholarship fund for targeted underserved individuals who would benefit from attending a class that has a registration fee.

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

Proposed schedule: Project Start Date: _____ 7/1/17 _____ Project Completion

Date: _____ 6/30/17 _____

The CEP funds will go a long way toward helping re-establish a grain culture that will produce nutritious, high quality, local grains. The CEP funds will enable us to purchase a grain mill and complete the cycle of growing, harvesting and milling grain into value-added products such as malted grain, flour and baked goods. Also, the grain in its “raw” form can be used by brewers and distillers. Successful completion of this project could lead to conversion of additional conventional farmland. Any local farmland we can reclaim and restore for food production for our community is a step forward to restoring the soil in our farmscape, and creating a wider community of good, clean and fair food.

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

Who will benefit if this project is funded?

The residents of the Tualatin Plain and surrounding area.

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

If so, amount received \$ _____

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

If so, is the project completed?

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

E. PROJECT BUDGET \$21,690

Total Estimated Costs: \$23,135 How were these costs estimated (quotes, catalog, previous projects, etc.)? We used \$20/hr industry professionals and \$15/hr for volunteers. Supplies and capital were from catalogs.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	2569 2,115	9000	1500	
Supplies	675	700		
Capital	8000 7,000			
Materials				
Other (please explain):				
Marketing/Publicity	200	500		
Total	11,435 9,990	10,200	1500	

Personnel Services: CEP: Part time miller, Sponsor: baking for markets, Other #1: soil/planting preparation

Supplies: CEP: grain seed & fertilizer, Sponsor: baking ingredients

Capital: CEP: Grain mill

Marketing/ Publicity: CEP: Grain Events at Spiesschaert Farms(2), Sponsor: Updating Social Media & Press Releases

% of Total Budget provided by Sponsor: 44%

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

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

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

We foresee the need for expanded infrastructure in terms of permanent housing for the grain mill, harvested grain and straw residue.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

We will provide a renewable resource of grain grown without chemicals and with a minimum carbon footprint. The entire community will benefit as a result of the availability of whole grain products: baked goods, flour, or whole berries. The project should pave the way for expanded grain production in our farmscape.

PROJECT MANAGEMENT

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

The consumer education portion of the project begins with the July 1st Wednesday Farmers Market and lasts through December, 2017. A number of different breads, flatbreads, and crackers will be offered for taste and sale. This gives us a chance to use our new grain to explain the different grains and their diverse nutritional advantages.

Ongoing activities from September, 2017 to July, 2018, will be focused on milling grain and marketing.

July, 2017 Secure any necessary permits

August, 2017 Harvest, Clean, Bag and Store Grain

Lab tests for nutritional content

Bale and store straw residue

Purchase grain mill

Sept., 2017 Begin Milling

Hold 2 grain events at Spiesschaert Farm

Plant grains for 2018 season, plant cover crop in field of 2017 harvest

Oct., 2017 Begin test marketing (bakeries, restaurants, retail, breweries, and distillers)

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

We are currently managing our 2016-17 Forest Grove Sustainability Commission Mini Grant.

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

We are coordinating with DCCFW and Spiesschaert Farms on an ongoing basis.

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

The grains are being grown on Lyle Spiesschaert's farm. We could not carry out this project without the ability to grow grains in large, multiple-acre plots.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Eden Acres Environmental Education

Tax ID: # 47-3491528

Contact Person: Fallon Harris

Daytime Phone: [REDACTED]

Address: [REDACTED]

Email Address: [REDACTED]

City: Forest Grove

State: OR Zip: 97116

Signature: Fallon Harris



PROJECT INFORMATION

A. Project Title: *Leadership by Design*

Amount Requested: \$5,893

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

✓	Goals	How project meets this goal (be clear & specific)
X	Improve the appearance or environmental quality of the community	<i>Encourages environmental stewardship, creates connection to place, and provides tools/skills necessary to create a more sustainable future. In addition to fostering behaviors in kids who care for and want to improve their community and environment, the class completes projects such as building and planting garden beds at their school, helping maintain and improve other sites such as Nana Cardoon.</i>
X	Reduce the amount or toxicity of waste	<i>Imbedded in the class curriculum is the concepts of reducing our environmental/carbon footprint. Students learn various ways to lower their impact on the planet and are challenged to consider the procurement and waste cycle of all materials used in any of their projects.</i>
X	Increase reuse and recycling opportunities	<i>Building on the idea of reducing impact, students are encouraged to look to repurposing materials where possible and appropriate for their projects.</i>
X	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	<i>Civic engagement is an important part of this course. Students do service learning projects throughout the course at sites including other schools, non-profits such as Nana Cardoon and EdenAcres, Pacific University, and more.</i>
X	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and	<i>In addition to teaching design thinking, we also understand the value of exposure to the natural world. Many of the students in the program have not had much time in nature and are not familiar with all</i>

	marine areas, and/or improve the public awareness and the opportunities to enjoy them.	<i>the wonderful natural areas in and around Forest Grove. We bring students on field trips to these natural areas in order to consider natural systems, discuss biomimicry, and to simply enjoy the beauty of our community.</i>
	Result in improvement to, or an increase in, recreational areas and programs	
	Result in improvement in safety	
X	Benefit youth, seniors, low income persons and/or underserved populations.	<i>By measure of qualifying for free or reduced lunch, 75% of CALC students are low-income, 69% are Latino, and 75% will be the first in their families to graduate from high school.</i>

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

Proposed schedule: Project Start Date: September 2017 Project Completion Date: June 2018

Funds will be used to facilitate the "Leadership by Design" course offered by EdenAcres Environmental Education for students at the Community Alternative Learning Center. (CALC is a subsidiary of FGHS that serves at-risk students.) We have offered this course four times now, fall and spring of the academic years 2015/16 and 2016/17. In two years we have had 51 students participate in the course with an increasing amount of interest each term. In this course, design is presented as a universally applicable method for envisioning change, developing effective plans for achieving that change, and then efficiently putting those plans into action through hands-on practice. The coursework will teach students the skills and best practices necessary to communicate and work with diverse groups of people toward common goals to implement beneficial societal changes in their school, community, and world. The design process is taught through hands-on projects. These projects are STEAM (Science Technology Engineering Arts and Mathematics) based and are formed from student-led inquiries where students identify a problem or need in their school or community and design a solution. Examples of a few of these projects include:

Project #1: *Front face-lift - Many students identified an interest in improving attitudes about the school saying "pride of place" would help them care more about coming to school and encourage them to do good work out of that pride. One suggestion was to replace the faded entrance sign. Students drew new designs after gathering input from their peers. Another suggestion was to improve the look of the entrance by installing flower planter boxes, shade trees, and benches. Students created a site map and drew site plans and designs. EdenAcres is working with the district and through granting organizations to develop funding to implement projects that have not yet been completed.*

Project #2: *Aquaponics and greenhouse - Another strong area of interest was to improve the health of school lunches. One proposed solution was to install an aquaponics system that could both produce fresh greens and provide a research lab that science curriculum could be developed around. This spring, students are improving the aquaponics system their peers began in the previous year. The system will be planted this spring and they will have fresh produce to harvest and share with their school this year and for years to come. In order to ensure that future students and teachers will be able to use the system, students will create a guide on how to use the system with suggestions of what to plant according to recorded observations. In this proposal, we are requesting funding to purchase materials for building a greenhouse classroom (to be built by students) for the aquaponics lab.*

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

80 - 100 students at CALC in the year the course is run, plus hundreds of students will benefit from the projects the students complete that improve their school and community.

Who will benefit if this project is funded?

Equipping our youth with the tools they need to be the leaders, makers, politicians, and teachers of tomorrow's world will ripple through our community for years to come. Next years class will directly benefit the students, staff, and faculty at CALC. Indirectly, it will benefit future students and the community at large.

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

Yes. The "Leadership by Design" received seed money through a CEP mini-grant from the Sustainability Commission in 2015.

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

Yes.

If so, amount received was

We received \$2,678 in the 2016/17 grant cycle. We had requested \$10,000 to build a greenhouse science lab that would house a full size aquaponics and run the course but funding only supported teaching staff and materials for the course. We still aspire to build the greenhouse science lab.

If so, is the project completed?

Yes, we are now in our second term of teaching Leadership by Design in this academic year. The spring quarter will be completed on June 8th, 2017.

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

In the academic year 2016/17, we had 24 students in the course. There are approximately 100 students who attend CALC. Students in this year's classes will have completed the following projects by June 2017 when the class ends:

- Developed a recipe for a protein bar using sustainably sourced and healthy ingredients. The bars were sold at the Forest Grove Indoor Farmer's Market as a fundraiser. Students in the class also made enough bars for each student at their school to have one.

-Designed and created ceramic mugs

-Designed and carved wooden spoons using two types of wood

-Completed and improved aquaponics at CALC - includes research, recombining system elements, planting, growing and harvesting produce, and creating an instruction manual on how to use the system for future students

Students will also have visited Pacific University, Fernhill Wetlands, Pacific University, Tillamook State Forest, Nana Cardoon, B-street Farm, Helvetia Harvest Aquaponics, Hood River Elementary School, and more.

E. PROJECT BUDGET

Total Estimated Costs: \$15,500 How were these costs estimated (quotes, catalog, previous projects, etc.)? *running the class over the past two years has informed our budget*

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$3,593	\$5,247	\$500	
Supplies				
Capital				
Materials <i>\$2300 for materials to build a greenhouse classroom for the aquaponics lab to be built by students</i>	\$2300	\$500		
Other (please explain): <i>EA fuel for bus</i> <i>EA Insurance</i> <i>Ride Connection</i> <i>Pacific University Classrooms</i>		\$120 \$600		\$2,400 \$1,200
Total	\$5,893	\$6,467	\$500	\$2,640

% of Total Budget provided by Sponsor: 62%

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

Yes, EdenAcres will use will provide funding for a teaching assistant, bus driver, fuel for the bus, class materials for projects, and liability insurance. CALC has committed \$500 to help pay for teaching staff. Pacific University donates the use of its classrooms, art studio, and computer labs at \$50/day. Ride Connection donates the use of a 14 passenger bus at \$60/day.

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

With the proposed funding we will be able to run the course for both fall and spring term of the 2017/18 academic year. To run the course the following year we will need additional funding. In order to ensure the classes sustainability, EdenAcres is working to support the class with funds generated from our other programs and by finding multi-year funding sources.

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council

Goals? Sustainability is intended to have a broad definition under this program.

The Oregon Environmental Literacy Plan published by the Oregon Department of Education identifies and describes 5 strands that comprise an environmental education:

1) Systems Thinking 2) Physical, Living and Human Systems 3) Inter-connectedness of People and the Environment 4) Personal and Civic Responsibility 5) Investigate, Plan, and Create a Sustainable Future

The Leadership Through Design curriculum directly engages with each of these strands, giving students multiple opportunities to consider the concept of sustainability from many perspectives. In addition, the place-based nature of project activities will help to develop the sense of efficacy and empowerment that is essential to effective responsibility-taking. By supporting students in their desire to make positive changes in their school environment and community at large we encourage the development of a responsive, entrepreneurial, and engaged citizenry and demonstrate that Forest Grove truly is a community that nurtures its youth and educates all residents.

PROJECT MANAGEMENT

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

- *August 2017 - planning and prep*
- *September 2017 - begin 10 week fall quarter, will meet twice per week*
- *November 2017 - end fall quarter*
- *April 2018 - begin 10 week spring quarter, will meet twice per week*
- *June 2018 - end spring quarter*

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

EdenAcres works everyday to foster growth and learning through place-based, experiential education. In our first 3 years of operation, we have partnered with local organizations and schools to bring hundreds of learners in our community outdoors year-round through a variety of programs. We have:

- *Started and operated a summer nature camp*
- *Provided enrichment activities for after school clubs (Roots & Shoots at Tom McCall Upper Elementary, Sustainability Commission Mini Grants 2016 & 2017 and CLC grant 2016 & 2017)*
- *Provided farm days for private schools and homeschool families (Swallowtail School, 2015-present)*
- *Provided credit-bearing courses embedded in high school curricula (Community Alternative Learning Center, CEP grant 2016 & 2017)*
- *Provided teacher development activities and expanding school garden classrooms (FG schools, teachers, community members and organizations, and DCCFW. CEP grant 2016)*

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

C. Does this project require coordination with other public and private

organizations? Has the necessary coordination been completed? If yes, please describe.

We hold our course at sites located on public and private lands including, but not limited to: the CALC facility, Pacific University, Nana Cardoon, Fernhill Wetlands, Tillamook State Forest, and more. We have been working with these partners for more than 2 years now. Each summer and winter, when we are in our planning phase for the fall and spring quarters, we contact each site provider and confirm dates we will visit their sites. They look forward to hosting our class each year.

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

We hold our course at sites located on public and private lands including, but not limited to: the CALC facility. EdenAcres is in the process of developing it's own in-house site that focuses on design/build STEAM projects for learning.

Applications must be submitted by 5:00 pm, April 7, 2017, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.