



COMMUNITY ENHANCEMENT PROGRAM COMMITTEE MEETING

Monday, October 13, 2025
Community Auditorium, 1915 Main Street

Juan Carlos Gonzalez, Co-Chair

Mariana Valenzuela, Council President
Angel Falconer, Councilor
Donna Gustafson, Councilor
Michael Marshall, Councilor

Malynda Wenzl, Mayor

Karen Martinez, Councilor
Leslie Nunez, Committee Member
Marissa Salgado, Committee Member
Brian Schimmel, Councilor

[TVCTV Livestream](#)

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

COMMUNITY ENHANCEMENT PROGRAM COMMITTEE MEETING

A. 5:00 Call to Order

1. Roll Call

B. Consent Agenda

C. Discussion Item

1. CEP Grant Interviews and Awards

D. 6:50 Adjournment

Americans with Disabilities Act (ADA) Notice: The City is committed to providing equal access to public meetings. Requests for accommodation can be submitted to the City Recorder at least 48 hours before the meeting at: mwoods@forestgrove-or.gov or 503-992-3235

STAFF REPORT TO CITY COUNCIL

TO: Community Enhancement Program Committee (CEPC)

FROM: Jesse VanderZanden, City Manager

MEETING DATE: October 13, 2025

PROJECT TEAM: Stephanie Fleischer, Communications & Programs Manager
Joyce Phillips, Communications & Programs Assistant

SUBJECT TITLE: CEPC Meeting, Community Auditorium, 5:00-7:00 p.m.

ACTION REQUESTED: ☐ Ordinance ☐ Order ☐ Resolution ☒ Informational

2040 VISION PLAN

2040 Goal: We envision an engaged and connected Forest Grove Community with inclusive spaces for all ages, where strong community partnerships, active civic participation, and shared information foster collaboration and belonging.

2040 Outcome: Increased partnership and collaboration among community organizations and the City.

BACKGROUND

The Community Enhancement Program (CEP) Committee met on July 14, 2025, to discuss award allocations for the fiscal year 2025-26. A total of \$120,000 was available for community projects this year. Of that, \$40,000 was previously awarded as the Community Impact Grant to the Forest Grove/Cornelius Chamber for the Centro de Desarrollo Empresarial Business Development Center, leaving \$80,000 for distribution. Following review and discussion, the Committee reached a consensus to distribute four grants of \$20,000 each for a total of \$80,000. These awards will support local projects that align with CEP goals and benefit the Forest Grove community.

The CEP application period was open from August 4 to September 17, 2025. The application process was advertised on the city's website, social media, as well as direct e-mails to all past awardees and area non-profits. Sixteen applications were received. This meeting is an opportunity to hear presentations from the applicants. All applicants have been contacted to let them know they each have four minutes to present, followed by a brief Q & A for each applicant. After all presentations, the Committee has approximately 25 minutes to deliberate and decide which four applications to fund. The Committee may decide to award fewer grants and return the funding for the next year's funding cycle.

SCORING PROCESS

A scoring sheet is included and designed to assist each member in their decision-making process. After each applicant's presentation, members are encouraged to tally the score for that applicant. After all presentations are concluded, the presiding officer(s) will facilitate a discussion to reach a decision on the top four applications and grant awards. Scoring sheets will not be tallied as part of the meeting but will be retained as part of the meeting records.

ATTACHMENT/S:

- Presentation Schedule
- Grant Scoring Sheet
- Grant Applications

Community Enhancement Program Grant Presentations

5:00 Call to Order/Staff briefing

CEP Presentations

5:05 Forest Grove Youth/Senior Bowling

5:10 Forest Grove Swim Club

5:15 Adelante Mujeres

5:20 Pacific University

5:25 Family Peace Center of Washington County

5:30 Gg's House

5:35 Foodways of Nana Cardoon

5:40 St. Vincent DePaul

5:45 Friends of Historic Forest Grove

5:50 Adventures Without Limits

5:55 Centro Cultural

6:00 West Tuality Habitat for Humanity

6:05 American Legion Washington Post 2

6:10 Meals on Wheels People

6:15 Forest Grove Elks Lodge #2440

6:20 City Club of Forest Grove

6:25 Deliberations and award

7:00 End

<u>Project Title</u>	How well does the project deliver impact and address community needs?	How well does the project create benefit for underserved populations through activities & partnerships?	Are the project activities, timeline, budget, and personnel experience sufficient to create the impact the project proposes?	<u>Score total</u>
Forest Grove Youth/Senior Bowling				
Forest Grove Swim Club				
Adelante Mejueres				
Pacific University				
Family Peace Center				
Gg's House				
Foodways by Nana Cardoon				
St. Vincent De Paul				
Friends of Historic Forest Grove				
Adventures Without Limits				
Centro Cultural				
West Tuality Habitat for Humanity				
American Legion Washington Post 2				
Meals On Wheels				
Forest Grove Elks Lodge #2440				
City Club of Forest Grove				
<u>Scoring Key</u>				
4 - High Impact/Benefits				
3 - Above Average Impact/Benefits				
2 - Average Impact/Benefits				
1 - Unsatisfactory				

Print

2025-26 Community Enhancement Project Grant Application - Submission #1618

Date Submitted: 8/21/2025

Date*

8/21/2025

Sponsor*

Forest Grove Youth Bowling Inc.

Tax ID #*

92-1192038

Contact Person*

Allyn Clark

Daytime Phone #*

5033576321

Email Address*

allyn.rainbowlanes@gmail.com

Address*

2748 19th Pl.

City*

Forest Grove

State*

OR

Zip Code*

97116

Project Information

Project Title*

Youth / Senior Bowling Recreation

Amount Request*

20,000

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

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☐ Improve community

Improve community

Reduce the amount or toxicity of waste

☐ Reduce toxicity or waste

Reduction of toxicity or waste

Increase reuse and recycling opportunities

☐ Increase reuse & recycling

Increase reuse & recycling opportunities

Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the IRS code

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

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

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

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

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

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

☒ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs

We aim to increase participation in bowling. Bowling is a physical activity that can be participated in for life. It keeps people active and moving. It is also a great source of social interaction

Result in improvement in safety

☐ Safety improvement

Improvement in safety

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

☒ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

We specifically want to target youth and seniors with this initiative. Both of those groups tend to be less active and less social.

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

1/25/2026

Project Completion Date*

12/20/2025

Project Scope*

We specifically want to target youth and seniors with this initiative. Both of those groups tend to be less active and less social. They also typically have less available funds to be able to get involved with activities. With this grant we hope to create low pressure environments for youth and seniors to get out and be active and social. This funding would allow us to hire certified coaches to be able to teach bowling to both youth and seniors. Hopefully enriching the lives of both, and creating a lifelong interest and a way to stay social for youth for their entire life.

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

Our target audience is any youth aged 8 to 17, and any senior citizen. We hope this will benefit anyone in those categories. We do not believe in promoting or selecting anybody based on their race or ethnicity. We expect that this will encourage and include people of all ethnicities and social groups. We do hope that this removes a barrier to entry for those in our community that have less financial resources to rely on. That portion of our community deserves to have the same access to a social activity just as much as any other.

We estimate that this will benefit up to 500 residents over the course of the year.

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

☐ Yes ☒ No

If so, is the project completed?*

☐ Yes ☐ No

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

☐ Yes ☒ No

Please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.***If so, is the project completed?***

☐ Yes ☐ No

Budget Reporting

Budget Information

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

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

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

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

CEP.pdf

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

% of Total Budget provided by Non-CEP funds*

0

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

This would be the launch of a program such as this.

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

The project would be completed and finished without additional funding. To continue past 2026, we would need to evaluate and procure funding moving into the future from there. Once we have 6 months of the program in place, it will help to ensure good data to secure other sources of funding moving forward.

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 2040 Plan?*

This would create a large boost int enhancing social sustainability. Through a connection such as bowling, people create new bonds. Many times outside of the social circles they are already part of or that they would normally be a part of. Bowling is a great melting pot of people from all different social circles, financial circles, and backgrounds.

- [FGF 2040 Vision Plan](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

Our project would bring all groups together equally. There is and would not be any divisions based on any social-economic background or other difference. Everyone is the same within the bowling environment. Every person that came to participate would be treated the same and equally as every other person.

Project Management

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

The major things we would need to create would be:

- Securing coaches and mentors for each time slot of activity
- Securing transportation as needed for individuals to get to the center

With funding in place, both of those would be accomplished within a short period of time, such as 3 weeks.

Describe prior experience managing similar projects. Include prior Community Enhancement Project (CEP) experience.*

We have managed funds and donations and grants for other projects prior. We have typically run fundraisers to increase or provide scholarships to youth bowlers at events.

Does this project require coordination with other public or private organizations?*

☐ Yes ☒ No

Has the necessary coordination between the two entities been completed?*

☐ Yes ☐ No

If yes, please describe:*

Is the project located on private land?*

☐ Yes ☒ No

If the project is located on private land, discuss the public benefit of the project.*

The public benefit is to create an environment where everyone feels equal with the activity they are participating in. To create life long activities to keep people moving and in motion thereby creating a healthier community.

Landowner Permission Upload*

No file chosen

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

No file chosen

Reporting Agreement*

By checking the "I agree" box below, you agree and acknowledge that:

1. I acknowledge I will need to present my project to the Community Enhance Project Committee (CEPC) on October 13 2025.
2. I will provide a six-month financial update and progress report to the City by the end of June 2026. The report will be shared with City Council and the CEPC.
3. I will provide a 1-year written wrap-up to the City by the end of the grant period. The report will be shared with City Council and the CEPC.
4. I acknowledge I'm able to apply for extension in order to complete my project.
5. I acknowledge I may be asked to present to City Council regarding project updates.

☒ I agree.

Electronic Signature Agreement*

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

☒ I agree.

Electronic Signature*

Date*

Allyn Clark

8/21/2025

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services					
Contract Labor	8000				
Materials and Supplies	3000				
Capital	3000				
In-Kind Services*					
Facility Usage	6000				
Total	\$20000	\$	\$	\$	\$20000

Print

2025-26 Community Enhancement Project Grant Application - Submission #1671

Date Submitted: 9/4/2025

Date*

9/4/2025

Sponsor*

Forest Grove Swim Club

Tax ID #*

93-0653280

Contact Person*

Laura Logan

Daytime Phone #*

5208405958

Email Address*

fgsc.headcoach@gmail.com

Address*

P.O. Box 242

City*

Forest Grove

State*

OR

Zip Code*

97116-3135

Project Information

Project Title*

New Lane Line Purchase

Amount Request*

4800.00

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

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☒ Improve community

Improve community

Replacing the current lane lines is a strategic decision aimed at enhancing the aesthetic appeal and safety of our facility. New lane lines will not only provide a refreshed and modern look but also improve the overall experience for our swimmers and visitors at FGAC. Upgrading these fixtures demonstrates our commitment to maintaining a high standard of quality and safety, ensuring an optimal environment for training and recreation.

Reduce the amount or toxicity of waste

- ☐ Reduce toxicity or waste

Increase reuse and recycling opportunities

- ☐ Increase reuse & recycling

Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the IRS code

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

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

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

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

- ☒ Improvement to or an increase in recreational areas and programs

Result in improvement in safety

- ☒ Safety improvement

Reduction of toxicity or waste

Increase reuse & recycling opportunities

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

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

Improvement or increase in recreational areas or programs

This initiative is expected to substantially improve the quality of events and programming hosted by the Forest Grove Swim Club. These enhancements will foster a positive impact on the well-being and overall experience of youth in our community, as well as visitors attending our meets from outside Forest Grove. Such progress not only elevates the standard of our activities but also promotes community engagement and the development of young athletes.

Improvement in safety

The deterioration of the old lane lines, characterized by cracks and jagged edges, along with fraying cables exposing small wires, presents safety hazards to athletes, community members, and visitors. It is important that we prioritize safety by replacing the damaged lane lines to prevent potential injuries.

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

☐ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

1/1/2026

Project Completion Date*

2/6/2026

Project Scope*

The use of CEP funds to purchase new lane lines presents a valuable opportunity for our team to address the current infrastructure without incurring additional financial strain. Updating and replacing all lane lines is a necessary improvement, but it has been identified as a significant financial challenge. By leveraging these funds, we can effectively enhance safety and operational efficiency while managing our budget constraints responsibly.

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

The Forest Grove Swim Club (FGSC) is dedicated to serving youth aged 7 to 17 years old, with approximately 15% of our current membership identifying as ethnic minorities. We are committed to promoting inclusivity and providing equitable access to swimming opportunities by offering scholarships to families with low income. Additionally, the installation of improved lane lines will benefit not only FGSC members but also the broader Forest Grove community, as the facility is shared. These enhancements will contribute to elevating the quality of programming and experiences for all members of the Forest Grove Aquatic Center (FGAC), fostering a more inclusive and high-quality aquatic environment for everyone.

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

☐ Yes

☒ No

If so, is the project completed?*

☐ Yes

☐ No

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

☐ Yes

☒ No

Please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

If so, is the project completed?*

☐ Yes

☐ No

Budget Reporting

Budget Information

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

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

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

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

CEP-Budget-Fillable-PDF-2025pdf.pdf

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

% of Total Budget provided by Non-CEP funds*

0

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

It is our goal for the project is solely funded by CEP funds without external sponsors or donors. CEP funds will offset the costs associated with acquiring new and improved equipment, thereby enhancing the overall experience at the aquatic center. This approach not only demonstrates a strong commitment to quality and user satisfaction but also ensures sustainable investment in the clubs' development.

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

Will be completed with the proposal funding. Lane lines can last up to 15 years.

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 2040 Plan?*

The project aligns with the core values of Forest Grove Forward 2040 Vision in several impactful ways. It promotes sustainability through the installation of new lane lines, ensuring the continued operation of four home swim meets that generate vital revenue for the Forest Grove Swim Club (FGSC), supporting its ongoing success. Safety is prioritized by updating equipment to create a secure environment for all users of the Forest Grove Aquatic Center (FGAC). Connectivity is enhanced as improvements to FGSC's equipment directly influence the quality of programming and benefit all FGAC users, fostering a sense of community. Economically, hosting events attracts hundreds of athletes, which in turn supports local vendors, coffee carts, food trucks, and stimulates visits to downtown Forest Grove's businesses such as coffee shops, restaurants, gas stations, and grocery stores. Community growth is nurtured through the strengthened relationship between FGAC and our team, fostering a sense of belonging and shared purpose. The initiative also champions health and activity by promoting year-round competitive swimming that offers structured, educational, and rewarding experiences for youth in Forest Grove and surrounding areas. Lastly, community connection is exemplified through events like the annual Dragon Dash Mini Triathlon, which brings together individuals of diverse ages and abilities—highlighting inclusivity and community spirit. Overall, this project embodies the values of sustainability, safety, connectivity, economic vitality, community development, health, activity, and inclusiveness.

- [FGF 2040 Vision Plan](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

Investing in improved equipment is a strategic step towards enhancing our team's capabilities and fostering an environment of equity, diversity, and inclusion. By upgrading our tools and resources, we not only increase efficiency and productivity but also create more equitable opportunities for all team members, especially those from vulnerable communities. This initiative aligns with our commitment to advancing racial equity and ensuring that everyone has access to the resources they need to succeed. Ultimately, this project will strengthen our team, promote inclusivity, and support the broader goal of building a more just and equitable organization.

Project Management

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

To proceed with purchasing new lane lines, it is necessary to obtain a quote from a reputable vendor. Once the quote is secured and the purchase is made, the delivery timeline is estimated to be between two weeks and one month, depending on the availability of the equipment. Upon arrival, the installation process will involve only unloading and setting up the new lane lines, requiring minimal labor.

Describe prior experience managing similar projects. Include prior Community Enhancement Project (CEP) experience.*

We do not have experience with CEP funding. We do have a fundraising arm to our team that helps create & fund all of our team hosted events. We routinely purchase team gear.

Does this project require coordination with other public or private organizations?*

☐ Yes

☒ No

Has the necessary coordination between the two entities been completed?*

☐ Yes

☐ No

If yes, please describe:*

Is the project located on private land?*

☐ Yes

☒ No

If the project is located on private land, discuss the public benefit of the project.*

Landowner Permission Upload*

Choose File

No file chosen

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

Forest Grove Swim Club Mission Statement.pdf

Reporting Agreement*

By checking the "I agree" box below, you agree and acknowledge that:

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3. I will provide a 1-year written wrap-up to the City by the end of the grant period. The report will be shared with City Council and the CEPC.

4. I acknowledge I'm able to apply for extension in order to complete my project.

5. I acknowledge I may be asked to present to City Council regarding project updates.

☒ I agree.

Electronic Signature Agreement*

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☒ I agree.

Electronic Signature*

Date*

Laura S Logan

9/4/2025

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services	0				
Contract Labor	0				
Materials and Supplies	4600.00				
Capital	0				
In-Kind Services*	0				
Oversized Shipping	200.00				
Total	\$ 4800.00	\$	\$	\$	\$

Print

2025-26 Community Enhancement Project Grant Application - Submission #1676

Date Submitted: 9/5/2025

Date*

9/5/2025

Sponsor*

Adelante Mujeres

Tax ID #*

03-0473181

Contact Person*

Bailey Matlock

Daytime Phone #*

5039920078

Email Address*

bmatlock@adelantemujeres.org

Address*

2030 Main St suite A

City*

Forest Grove

State*

OR

Zip Code*

97116

Project Information

Project Title*

Adelante Mujeres' Forest Grove Farmers Market Waste Center

Amount Request*

20000

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

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☒ Improve community

Improve community

By having a well-equipped Waste Center, Adelante Mujeres will not only improve the appearance of waste at our Forest Grove Farmers Market, but we will also limit the environmental impact of excessive market waste on downtown Forest Grove. We will improve the environmental quality by conserving resources through reusing, and recycling. Managing our waste properly will help us improve sanitation to protect our community's health.

Reduce the amount or toxicity of waste

- ☒ Reduce toxicity or waste

Increase reuse and recycling opportunities

- ☒ Increase reuse & recycling

Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the IRS code

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

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

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

Reduction of toxicity or waste

Our project will create a more sustainable way of maintaining trash, which will help reduce pollution for our local downtown environment. Our Waste Center's recycling station will help divert materials from landfills. By managing our Waste Center properly, we will ensure that valuable resources such as aluminum can and plastic bottles, can remain in circulation and help reduce energy consumption.

Increase reuse & recycling opportunities

With a well-maintained Waste Center, our community will have the opportunity to learn more about reusing and recycling products. Within the Waste Center, Adelante will incorporate a detailed recycling station which will educate farmers market patrons and vendors about proper recycling and environmentally safe techniques. This will encourage individuals to responsibly dispose of their items. Our goal is that this will encourage more marketgoers to recycle and teach their families about the importance of recycling.

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

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

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

- ☐ Improvement to or an increase in recreational areas and programs

Result in improvement in safety

- ☐ Safety improvement

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

- ☒ Benefit youth, seniors, low income or underserved

Improvement or increase in recreational areas or programs

Improvement in safety

Benefits youth, seniors, low income or underserved

We provide direct services to low-income, underrepresented communities of color. This includes many of our farmers market patrons, program participants and vendors that participated in our Market Access programming who now sell at the farmers' market. This project will benefit this community by engaging them in waste reduction methods, and education that will benefit our quality of environment and life.

This will also teach youth about reducing waste, and the importance of caring for the world around them. Youth will learn about these practices and continue to engage in them as they age, also benefiting future generations.

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

2/1/2026

Project Completion Date*

2/1/2027

Project Scope*

Adelante Mujeres’ Forest Grove Farmers Market Waste Center acts as a self-service waste management station to involve community members to reduce, reuse, and recycle. The Waste Center is stationed in the middle of the market for high visibility and access. The center is equipped with a detailed recycling station and access to bins with dishes that are used as part of the Durable Dishware Program. This program allows us to provide the public with reusable dishware and divert large amounts of waste from reaching our landfills. It is overseen by the market staff and volunteers who help maintain the center by tracking usage of materials and water, dishwashing and educating patrons with proper recycling, environmentally safe techniques.

The goal of the Waste Center is to limit market generated waste and to engage the community in waste reduction methods. With funds from the City of Forest Grove, we will ensure the long-term sustainability of the Waste Center by implementing the following:

- Professional Development to provide training to current staff members in Master Recycler certification and other opportunities before the next market season begins.
- Partner with local educator, Ricardo Palazuelos - Bilingual Program Communication and Education Specialist, with the Washington County, Health and Human Services Division | Solid Waste and Recycling Department, to facilitate education workshops for our community and vendors on environmental awareness at the Waste Center.
- Purchase more utensils and storage to meet the current demands of waste during the market season.
- Invest in promotion and advertising that informs more people about the Waste Center to encourage increased use.
- Solicit feedback about the changes made to the Waste Center, from current staff, volunteers and public to evaluate Waste Center improvement and operations including educational workshops for greater sustainability and efficiency.

With funds from the City of Forest Grove, we will ensure the long-term sustainability of the operations of our Waste Center as well as provide waste prevention education to our community. Our goal is to maintain a proper Waste Center so that these efforts carry beyond the farmers market season and into the daily lives of our community, so that waste prevention becomes a priority for the present and future of our local community environment.

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

In 2024, the Forest Grove Farmers Market had a total crowd attendance of over 90,000 patrons. This project will serve an estimated amount of 90,000 and we expect this number to increase as the farmers market seasons continue.

Although everyone is welcome at the markets, Adelante Mujeres provides direct services to low-income, underrepresented communities of color throughout Washington County. Particularly, we focus on the Latine population who embody a multicultural, racial, and gender or non-conforming community from Latin America (North, the Caribbean, Central, and South America). Approximately 98% of participants are low or extremely low income, the majority are female, and an estimated 91% are first-generation immigrants.

We serve both agricultural and urban areas with our holistic programming. Most of our program activities take place in the city of Forest Grove, where we are headquartered.

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

☐ Yes☒ No

If so, is the project completed?*

☐ Yes☐ No

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

☐ Yes

☒ No

Please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

If so, is the project completed?*

☐ Yes

☐ No

Budget Reporting

Budget Information

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

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

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

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

26CEPBudget (1).pdf

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

% of Total Budget provided by Non-CEP funds*

56000

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

Adelante Mujeres Market Access program receives funding support from the government, private foundations and corporations.

The following are sources of funding that will support this project:

Oregon Farmers Market Association - \$35,000

Tualatin Soil and Water Conservation District - \$15,000

Farmers Market Fund - \$4,000

AgWest Farm Credit Services - \$2,000

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

The main tasks of our project will be completed with funding from the 2025 CEP Grant, however, with funding from this project, we will facilitate an evaluation of the changes and improvements made to the Waste Center. This will determine whether more improvements and future funding are needed.

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 2040 Plan?*

Adelante Mujeres' values are rooted in compassion and care for our community and the earth. Our project aligns with the value of the Forest Grove Vision 2040 Plan of sustainability. Our farmers market will serve communities of future generations, and that is why it is our responsibility now to strive for sustainable and regenerative efforts to keep our environment healthy and safe.

This project will enhance environmental sustainability by reducing harmful waste. Our goal is not just to get rid of waste but to maintain a sustainable way to remove it. We are creating sustainable waste management and local environmental action through education. We are seeking solutions that cause as little harm to the environment so that the people in our communities are also healthy and taken care of.

The Forest Grove Farmers Market is an inclusive space for community members to connect socially and culturally. Our project aligns with the Forest Grove Vision 2040 Plan value to be connected in community. When communities see that their recreational spaces are cared for, this encourages folks to care about the sustainability of the space and the community around them. With this project, we will establish effective ways to maintain a clean environment for every market season. We envision a deeply connected Forest Grove community and environment through our proposed project.

- [FGF 2040 Vision Plan](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

At Adelante, we encourage all program participants, and all community members to attend the farmers market for various reasons. For most Latines living in rural areas, there is little to no access to fresh culturally responsive foods, and even less recreational spaces. We want all people to have access to fresh ingredients, to learn and use them for cooking at home, to address health concerns with healthy eating, and to create a clean environment where all families belong. Maintaining the Waste Center demonstrates a closed loop sustainable waste management system that cares for the environment and people. Our community deserves the right to clean, well taken care of spaces.

Our project outcomes will advance racial equity, diversity and inclusion in the following ways:

-Out of our 140 staff members, 95% are Latine, 95% identify as women of color, 91% are women, and 100% of the direct program staff are bilingual. The Market Access team and volunteers are 100% bilingual, and 80% identify as Latine. Our organization is made up of the community we serve. Professional Development opportunities for staff will allow access for community members to learn about current, environmentally safe methods for recycling and waste management that promote DEI principals.

-Partnering with local, culturally responsive educators will educate our community on environmental topics not usually taught in school or at work. By partnering with these educators, our community will feel more comfortable asking questions and seeking more opportunities for education on environmental issues that impact our most vulnerable community members.

-The Forest Grove Farmers Market and Waste Center are open to the public of Washington County. We strive to make the market as accessible as possible, understanding that this community is diverse in culture, knowledge, and needs.

-The Waste Center includes signage in different languages to promote inclusivity. The Farmers Market team also plans several cultural celebrations for the public to participate in throughout the market season.

Project Management

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

Tasks and Timeline

Professional Development – To gain Master Recycler certification and complete other professional development courses.

Timeline: February 2026 – May 2026

Establish an event calendar for local educators to visit the market and integrate educational workshops at the market, into our programming.

Timeline: March 2026 – August 2026

Purchase storage bins and utensils including plates, forks, spoons, and knives.

Timeline: February 2026 – April 2026

Promotion of Waste Center prior to the start of the next market season

Timeline: March 2026 – April 2026

Farmers Market Season – Waste Center in Action

Timeline: May 2026 – October 2026

Waste Center Evaluation

Timeline: October 2026 – November 2026

Incorporate any updates and improvements before the next market season.

Timeline: December 2026 – January 2027

Describe prior experience managing similar projects. Include prior Community Enhancement Project (CEP) experience.*

The Waste Center was started in 2010. This means that Adelante Mujeres has experience in managing the Waste Center for 15 years. It was created by a volunteer Master Recycler, who still volunteers at the market today. Our Farmers Market staff have witnessed firsthand how valuable these skills are, and some have Master Recycler training. Funding from the City of Forest Grove would help reinforce the team's skills by supporting all market staff with Master Recycler training and professional development opportunities in proper solid waste and recycling management.

Furthermore, our Market Access Manager, has experience managing reusable and recycling programs at other markets, including reusable dishware and biodegradable packaging products from a vendor and consumer end as well as compostable toilet initiatives in public markets.

Does this project require coordination with other public or private organizations?*

☐ Yes

☒ No

Has the necessary coordination between the two entities been completed?*

☐ Yes

☐ No

If yes, please describe:*

Is the project located on private land?*

☐ Yes

☒ No

If the project is located on private land, discuss the public benefit of the project.*

Landowner Permission Upload*

No file chosen

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

No file chosen

Reporting Agreement*

By checking the "I agree" box below, you agree and acknowledge that:

1. I acknowledge I will need to present my project to the Community Enhance Project Committee (CEPC) on October 13 2025.
2. I will provide a six-month financial update and progress report to the City by the end of June 2026. The report will be shared with City Council and the CEPC.
3. I will provide a 1-year written wrap-up to the City by the end of the grant period. The report will be shared with City Council and the CEPC.
4. I acknowledge I'm able to apply for extension in order to complete my project.
5. I acknowledge I may be asked to present to City Council regarding project updates.

☒ I agree.

Electronic Signature Agreement*

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

☒ I agree.

Electronic Signature*

Date*

Gabriela Grussi1

9/5/2025

Grant Period: 12 Months	February 2026 - February 2027
--------------------------------	-------------------------------

PERSONNEL (WAGES/SALARIES)	% Time	FTE Salary		Grant Request
Jodi Monroy, Market Access Manager	5%	72,946		3,647
Delicia Arellano, Farmers Market Operations Specialist	10%	57,112		5,711
Total Personnel				9,358
<i>Fringe and payroll taxes, calculated at 30%</i>				
Jodi Monroy, Market Access Manager	30%	72,946		1,094
Delicia Arellano, Farmers Market Operations Specialist	30%	57,112		1,713
Total Fringe and Payroll Taxes				2,808
Total Personnel & Fringe & Payroll Taxes				12,166
OTHER DIRECT COSTS				Grant Request
Supplies				
Storage Bins				1,000
Printing Expenses for Promotion				225
Reusable Dishware: Cutlery, Dishes				500
Contract Labor				
Environmental Educator, Ricardo Palazuelos				1,500
Professional Development				
Training opportunities for staff				2,000
Total Other.				5,225
				Grant Request
Total Direct Costs				17,391
Total Indirect Costs at 15%				2,609
Total Requested				20,000

Print

2025-26 Community Enhancement Project Grant Application - Submission #1687

Date Submitted: 9/8/2025

Date*

9/8/2025

Sponsor*

Pacific University

Tax ID #*

93-0386892

Contact Person*

Erica Andree

Daytime Phone #*

503-352-2838

Email Address*

erica.andree@pacificu.edu

Address*

2043 College Way

City*

Forest Grove

State*

OR

Zip Code*

97116

Project Information

Project Title*

Pacific University Longhouse

Amount Request*

\$20,000

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

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☒ Improve community

Improve community

The Pacific Longhouse will transform a vacant lot into a vibrant, welcoming space that celebrates Forest Grove's cultural heritage and natural surroundings. Through its longhouse-inspired design and surrounding native plant landscaping, the project will beautify the neighborhood, honor the Kalapuyan people who first inhabited the area, and create a sustainable gathering place that strengthens environmental stewardship and community connection.

Reduce the amount or toxicity of waste

- ☐ Reduce toxicity or waste

Increase reuse and recycling opportunities

- ☐ Increase reuse & recycling

Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the IRS code

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

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

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

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

- ☒ Improvement to or an increase in recreational areas and programs

Reduction of toxicity or waste

Increase reuse & recycling opportunities

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

The Pacific Longhouse will be built on an empty lot at 2105 Cedar Street, which is owned and operated by Pacific University, a 501(c)(3) organization. The project will transform this vacant space into a community-centered gathering place in the tradition of Forest Grove's original Kalapuyan inhabitants. The longhouse-inspired design acknowledges the ancestral stewards of the land and embodies the shared value that coming together across differences is essential to community life.

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

Improvement or increase in recreational areas or programs

The Pacific Longhouse will provide a new gathering and recreational space designed for belonging and use by all. Its architecture symbolizes openness, community, and continuity, reflecting the enduring need for shared spaces. The facility will host community events, cultural celebrations, and student-led programming, expanding the diversity of recreational opportunities in Forest Grove.

Result in improvement in safety☐ Safety improvement**Improvement in safety****Benefit youth, seniors, low income persons and/or underserved populations**☒ Benefit youth, seniors, low income or underserved**Benefits youth, seniors, low income or underserved**

The Pacific Longhouse will directly benefit underserved populations, including Indigenous students and community members, low-income families, and youth from local schools. It will provide a welcoming space for cultural events, educational programming, and intergenerational community engagement celebrating the rich culture and history of indigenous peoples. Research shows physical gathering spaces are vital for wellbeing, and this project addresses rising concerns of loneliness and disconnection, particularly among young people and seniors. For Forest Grove residents, the Longhouse will provide inclusive, face-to-face opportunities for connection and learning.

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

Pacific University seeks funding to support the development of Phase 2 construction documents, a critical step that will move the Longhouse from concept to build-ready. This purpose-built facility will serve as the heart of cultural learning and exchange for the campus and the Forest Grove community. Rooted in Indigenous design principles, it will honor the ancestral lands of the Tualatin Kalapuya and reflect shared values of community and cultural stewardship.

Early investment from the Forest Grove Community Enhancement Program will be pivotal. As one of the first public champions, Forest Grove will help unlock subsequent funding by signaling strong local support to foundations, tribal partners, and private donors. This early endorsement will position the city as a visible leader in building a cultural asset to serve generations.

Funding will allow Pacific to engage Akana, a Native-owned architecture and engineering firm, to develop construction documents. Completion of construction documents will not only prepare the project for permitting but also enable the solicitation of in-kind donations of sustainably sourced construction materials (e.g., heavy timbers, cedar siding, doors and windows, and native plantings for the surrounding garden).

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

We estimate more than 2,000 Forest Grove residents will benefit in the first few years, with impact growing over time. This includes:

- Youth and families through school partnerships (Forest Grove, Hillsboro, Beaverton School Districts).
- Local Indigenous communities (Grand Ronde, Siletz, and others).
- Residents of diverse cultural heritage through intercultural events and celebrations.
- Civic and cultural partners (Friends of Historic Forest Grove, Centro Cultural, KALO Hawaiian Civic Club, Forest Grove Indian Education Program).
- General community members attending public programming.

Target Audience:

The primary audience for this project includes:

- All local and regional community members interested in learning more about indigenous cultures. We define indigenous inclusively to encompass individuals who identify as Native American, Alaska Native, Native Hawaiian, First Nations, Native Mexican (e.g., Mixtec, Zapotec, Nahua), or as Indigenous in other cultural or geographic contexts. This includes those with formal tribal affiliation as well as those who identify as Indigenous without current tribal enrollment or recognition. This framing reflects the values of Pacific University's Indigenous Student Alliance and acknowledges the diverse Indigenous identities represented in our region.
- Students and families from racially and ethnically diverse backgrounds, including Latinx, Pacific Islander, Asian American, Black, European, and multiracial communities.
- First-generation college students and low-income families, many of whom come to Pacific University from local public schools.
- Forest Grove residents seeking inclusive, community-centered cultural and educational opportunities who will be welcomed through public programming, cultural events, and partnerships that reflect the full history and diversity of the region.

Forest Grove is home to a growing number of racially and ethnically diverse residents. According to the most recent U.S. Census data:

- About 30% of Forest Grove residents identify as Hispanic or Latino.
- Over 10% identify as Asian, Black, American Indian, Pacific Islander, or multiracial.
- Pacific University enrolls a highly diverse student population, with over 40% of undergraduates identifying as students of color, and 38% of incoming first-year students identifying as first-generation college students.

This project will create a welcoming, culturally responsive space where all Forest Grove residents—regardless of background—can feel a sense of belonging, connection, and shared purpose.

By positioning Forest Grove as an early supporter, this grant will affirm the city's leadership in advancing cultural inclusion and will demonstrate to regional and statewide funders that the project enjoys strong local commitment. This visible endorsement will strengthen our case for additional funding and ensure the Longhouse becomes a source of pride for Forest Grove residents.

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

☐ Yes☒ No

If so, is the project completed?*

☐ Yes☐ No

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

☐ Yes

☒ No

Please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

If so, is the project completed?*

☐ Yes

☐ No

Budget Reporting

Budget Information

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

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

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

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

Longhouse Budget Dec 2024.pdf

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

% of Total Budget provided by Non-CEP funds*

84%

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

The cost of Phase 2 construction documents is \$125,000. The requested \$20,000 from Forest Grove will cover a critical portion of these costs. The total estimated cost to construct the Pacific Longhouse is \$2.2 million. Remaining funding for Phase 2 construction documents and Phase 3 site development and building construction will come from a combination of sources:

- Private donations (cash and in-kind) from alumni and community members.
- We are also seeking phased capital support from The Roundhouse Foundation, Spirit Mountain Community Fund, Ford Family Foundation, Cultural Coalition of Washington County, Oregon Heritage Fund, Forest Grove United Church of Christ, Reser Family Foundation, and others.
- University capital fundraising, which will be bolstered once construction documents are in place, including in-kind support from local and regional timber and construction industry.
- Additionally, \$100,000 was requested from Meyer Memorial Trust to support community-building and development of a cultural use framework. MMT funding would provide community programming in support of the Longhouse initiative, but would not contribute toward capital expenses or construction documents.

Early support from Forest Grove is crucial: it demonstrates visible local commitment and increases the likelihood of securing these additional funds.

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

The proposal funding will contribute toward the cost of developing of construction documents, which is a critical step in the Longhouse project. However, future funding will be necessary to complete full site development and construction of the building. The construction documents will prepare the project for permitting and serve as the foundation for securing additional funding through grants, private donations, and institutional support.

Once the construction documents are finalized, we will begin fundraising for the capital construction phase (Phase 3), which will include securing funding for materials, labor, and site development. This phased approach ensures that we have the necessary design and technical plans to move forward effectively and responsibly with construction.

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 2040 Plan?*

The longhouse-inspired space advances Forest Grove's Vision 2040 Plan for a sustainable, inclusive, and connected community.

- Social: The project fosters belonging, intercultural dialogue, and civic participation.
- Economic: It strengthens town-gown relations, draws visitors to cultural events, and supports local small businesses.
- Environmental: With construction documents in hand, Pacific will actively seek in-kind donations of sustainably harvested local construction materials, including heavy timbers and cedar siding. The surrounding garden will be landscaped with native plants, reflecting a commitment to stewardship and place-based sustainability

- [FGF 2040 Vision Plan](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

The longhouse project was initiated by students from the Indigenous Student Alliance and is grounded in their vision for a more equitable and inclusive campus and community. It directly advances racial equity by creating the first purpose-built space at Pacific University centered on Indigenous identity, culture, and community gathering—while remaining open and welcoming to all.

This project advances racial equity, diversity, and inclusion by:

- Centering Indigenous voices and leadership: The project is guided by the Indigenous Student Alliance in collaboration with tribal partners and cultural advisors. It honors the traditions and priorities of Native peoples, including those historically marginalized in higher education and public life.
- Creating a space where underrepresented students and community members feel culturally affirmed and valued: The longhouse will be a visible expression of belonging for students and families from Indigenous, Native Hawaiian, Native Mexican, Latinx, Pacific Islander, Black, and other racially and ethnically diverse backgrounds.
- Providing access to culturally relevant programming for all community members: The space will host public events—such as powwows, weaving demonstrations, and storytelling gatherings—that elevate diverse cultural traditions and promote learning across communities.
- Acknowledging and addressing historical harm: The project reflects Pacific's commitment to truth and reconciliation for its role in colonial systems, including its historical connection to the Forest Grove Indian Training School.
- Reducing barriers to inclusion: As a free and publicly accessible space intentionally designed for cultural use, the longhouse provides an inclusive alternative to institutional or formal venues that may feel inaccessible to the most vulnerable.

This project is not only a space—it is a public commitment to listening, honoring community voices, and co-creating a future rooted in justice, healing, and shared belonging

Project Management

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

This funding request supports Phase 2 of the Pacific University Longhouse initiative, to develop detailed design and construction documents. The project builds on significant progress already completed in Phase 1.

PHASE 1: July 2024 – July 2025. Completed.

Pacific University partnered with Akana, a Native-owned architecture and engineering firm, to oversee Phase 1: Project Kickoff and Preliminary Design of the Pacific University Longhouse initiative. Phase 1 is now complete and included the following services and deliverables:

- 1. Project Kickoff and Management
- 2. Site analysis and mapping of 2105 Cedar Street, including topographical survey and geotechnical investigation
- 3. Project vision, programming and concept including a visioning and programming workshop, creation of multiple concept design alternatives, and renderings of the selected concept design
- 4. Schematic designs and construction cost estimate based on the approved concept design.

PHASE 2: August 2025 – May 2026.

We are seeking support from the City of Forest Grove to support Phase 2: Detailed Design and Construction Documents which includes design refinement, detailed construction documents, and permitting. Securing detailed construction documents will allow us to seek in-kind donations of heavy timbers and other construction materials on our path toward securing funding for Phase 3 ground breaking and construction.

PHASE 3: Bidding and Construction (May 2026 - TBD)

Bidding out the project and breaking ground on the Pacific Longhouse will commence once the University has secured sufficient in-kind and cash donations to successfully complete construction.

ALL PHASES: Community Building and Cultural Programming (2023–Present)

The Longhouse project was envisioned by Pacific University’s Indigenous Student Alliance in 2023 and continues to guide the people focused on visioning, student leadership development, and community and relationship-building. In 2024 and 2025 Pacific hosted its first powwows with broad community support, including from the City of Forest Grove. Key community engagement moving forward includes

- A 12-member Community Advisory Council to be formed in 25-26 which will include tribal elders, students, and local stakeholders.
- The Community Advisory Council will create a Cultural Use Framework to guide programming priorities and cultural protocols for use of the space.
- The Indigenous Student Alliance, with support of the Council, will continue to offer public engagement events, including powwows and cultural workshops, which lay the foundation for inclusive and sustained use of the space.

Describe prior experience managing similar projects. Include prior Community Enhancement Project (CEP) experience.*

Sarah Morse, the Longhouse project manager, has extensive experience managing capital enhancement projects, including the renovation of AuCoin Hall at Pacific University. Her expertise in overseeing large-scale construction projects ensures that the Longhouse project will be managed efficiently and effectively. The university has a long history of working with community partners. The people-focused aspects of the Longhouse project will be led by Ernesto Vasquez, Senior Director of Student Inclusion. Additionally, Nikol Roubidoux, advisor to the Indigenous Student Alliance, will serve as the community outreach liaison, ensuring strong connections with local and tribal communities.

Does this project require coordination with other public or private organizations?*

☐ Yes

☒ No

Has the necessary coordination between the two entities been completed?*

☐ Yes

☐ No

If yes, please describe:*

Is the project located on private land?*

☒ Yes

☐ No

If the project is located on private land, discuss the public benefit of the project.*

The Longhouse-inspired community gathering space, while located on Pacific University's private land, offers significant and lasting public benefits to the Forest Grove community and beyond, reinforcing the city's reputation as a leader in cultural inclusion. As an early champion, Forest Grove will be visibly associated with a landmark project that enhances the cultural vibrancy, civic pride, and social cohesion of the region. The space will be open to all residents of Forest Grove and the surrounding areas, with a strong focus on fostering intercultural dialogue, community engagement, and educational opportunities.

Public benefits include:

Cultural and educational programming: The Longhouse will host public events such as cultural festivals, powwows, and workshops, which will be open to local residents, schools, and community organizations.

Promoting community health and inclusion: As a central space for gathering, the Longhouse will help combat social isolation, particularly among underserved and marginalized communities, by providing a safe, inclusive environment for connection and cultural exchange.

Collaboration with local groups: The space will also serve as a venue for community organizations, local tribes, and schools to collaborate, ensuring ongoing community engagement and public participation in the project.

Civic and cultural pride: The project will serve as a public symbol of Pacific University's commitment to Indigenous reconciliation, social justice, and community healing, enhancing the cultural vibrancy of Forest Grove and beyond.

This project is not just for Pacific University but is a vital public resource that will benefit the entire Forest Grove area, strengthening community ties and providing a space for cross-cultural learning and celebration.

Landowner Permission Upload*

Washington County Public Access .pdf

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

Case for Support - Longhouse.pdf

Reporting Agreement*

By checking the "I agree" box below, you agree and acknowledge that:

1. I acknowledge I will need to present my project to the Community Enhance Project Committee (CEPC) on October 13 2025.
2. I will provide a six-month financial update and progress report to the City by the end of June 2026. The report will be shared with City Council and the CEPC.
3. I will provide a 1-year written wrap-up to the City by the end of the grant period. The report will be shared with City Council and the CEPC.
4. I acknowledge I'm able to apply for extension in order to complete my project.
5. I acknowledge I may be asked to present to City Council regarding project updates.

☒ I agree.

Electronic Signature Agreement*

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☒ I agree.

Electronic Signature*

Date*

Erica A Andree

9/8/2025

Longhouse Preliminary Budget

December 2024

Preliminary Budget – December 2024

• Design	\$220,000
• Site Development	\$300,000
• Build	\$1,200,000
– Includes materials and exterior areas	
• FF&E	\$100,000
– Furniture, fixtures, equipment & art	
• UIS and AV	\$100,000
• Permitting & Profession Services	\$80,000
• Contingency	\$200,000
• Total	\$2,200,000

2025-26 Community Enhancement Project Grant Application - Submission #1704

Date Submitted: 9/11/2025

Date*

9/11/2025

Sponsor*

Family Peace Center (formerly Family Justice Center of Washington County)

Tax ID #*

47-4687471

Contact Person*

Rachel Schutz

Daytime Phone #*

(503) 801-5665

Email Address*

rachel@fjwc.org

Address*

735 SW 158th Avenue

City*

Beaverton

State*

Oregon

Zip Code*

97006

Project Information

Project Title*

Family Peace Center: Expanding the Circle of Care

Amount Request*

\$20,000

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

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☐ Improve community

Improve community

Reduce the amount or toxicity of waste

- ☐ Reduce toxicity or waste

Reduction of toxicity or waste

Increase reuse and recycling opportunities

- ☐ Increase reuse & recycling

Increase reuse & recycling opportunities

Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the IRS code

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

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

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

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

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

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

- ☐ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs

Result in improvement in safety

- ☒ Safety improvement

Improvement in safety

Family Peace Center and its partners promote community safety by providing holistic and coordinated victim services to prevent further harm to survivors of domestic violence, sexual assault, child maltreatment, elder abuse, and human trafficking. Here is what we know about the prevalence of these forms of interpersonal violence, based on statewide and regional data sources:

- ~ 42% of Oregon Women and 39% of Oregon men experience physical violence, sexual abuse, or stalking from an intimate partner.
- ~ 54.5% of all Oregon women and girls have experienced sexual violence at some point in their lifetime, one of the highest rates in the nation.
- ~ The rate of sexual violence in Oregon indicates that nearly 131,000 women and girls in Washington County have experienced or will experience sexual violence in their lifetime.
- ~ Between 30% and 60% of children exposed to domestic violence also suffer from physical abuse or neglect.
- ~ There were 8,919 reports of suspected child maltreatment in Washington County in 2023.
- ~ Based on confirmed cases, the rate of child victimization is 8% of all children in Washington County (likely an undercount since it's based only on reported cases).

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

☒ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

Family Peace Center will move into its new space in Hillsboro in early 2026, with full-service programs to address the needs of survivors of all ages, including survivors of domestic and sexual violence, children and youth who witness domestic violence, children who are abused or neglected, older adults who are victims of elder abuse, and victims of human trafficking. Services will be available to all residents of Washington County. Based on our history of service, we anticipate that over 95% of the clients we serve will be low-income, and the majority (at least 60%) will identify as people of color. Services will be offered bilingually (English/Spanish), and we will utilize language bank services for other language needs.

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

1/1/2026

Project Completion Date*

12/31/2026

Project Scope*

Family Peace Center is a comprehensive service hub dedicated to supporting survivors of domestic violence, sexual assault, child abuse, elder abuse, and human trafficking. Our mission is to work collaboratively with our community to provide a single location for prevention, intervention, healing, and hope for survivors in Washington County.

Funds from Forest Grove's Community Enhancement Program will specifically be used to support holistic services for survivors of interpersonal violence who are Forest Grove residents. They will have access to the following services from Family Peace Center staff:

- ~ Peer Support + Navigation Assistance: help accessing the various services available at our Center.
- ~ Court for restraining order hearings.
- ~ Assistance Fund: financial assistance for motels, gas, and other expenses to help get to safety.
- ~ Pantry: food, clothing, baby supplies, toiletries, and other necessities.

Additional services offered by onsite partners for survivors of domestic and sexual violence include:

- ~ 24-hour crisis support
- ~ Advocacy and case management
- ~ Emergency shelter and transitional housing
- ~ Counseling and support groups
- ~ Assistance with protection orders and crime victim compensation
- ~ Legal assistance with civil matters

New services offered onsite by CARES Northwest (new partner) for survivors of child maltreatment include:

- ~ Medical assessment from specialized practitioners
- ~ Forensic interviews
- ~ Therapy for victims and their safe caregivers
- ~ Family supports and parenting education
- ~ Assistance with basic needs
- ~ Coordination with Washington County's Multidisciplinary Response Team
- ~ Prevention education and community training

Additionally, we are partnering with Adelante Mujeres to build a therapeutic preschool at the new Family Peace Center location, serving children of survivors who have witnessed or experienced abuse. This partnership will help to break the generational cycles of violence and abuse and build a safer, healthier, and more vibrant community for all. Due to our partnership with Adelante Mujeres, an organization with deep roots in Forest Grove, we anticipate serving more Forest Grove residents than in previous years.

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

We estimate we will serve 180-200 Forest Grove residents. Our annual client demographic reports indicate that at least 55% of those we serve come from communities of color and over 95% qualify as low-income.

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

☐ Yes☒ No

If so, is the project completed?*

☐ Yes☐ No

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

☐ Yes

☒ No

Please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

If so, is the project completed?*

☐ Yes

☐ No

Budget Reporting

Budget Information

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

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

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

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

CEPBudget_09.17.2025.pdf

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

% of Total Budget provided by Non-CEP funds*

49%

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

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

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

The need for survivor services is ongoing. Family Peace Center will continue to rely on community support to ensure equitable access to services for survivors across Washington County. We are seeking a Community Enhancement Program grant this year to boost support for expanded service offerings in our new facility.

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 2040 Plan?*

Offering comprehensive and accessible services to survivors of family violence aligns with the current City Council goal to improve community safety. Our proposal also aligns with the City Council's values to create opportunities for the inclusion of diverse members of the Forest Grove community. Everyone has a right to live free from violence and abuse. Adequate funding for family violence services is a moral imperative and community obligation to uphold the human rights and ensure safety for all community members.

Community support is essential for the Family Peace Center to meet the growing demand for services, save lives, break the cycle of abuse, and promote safety, healing, and justice for survivors. By investing in these critical services, together we can create a safe, healthier, and more equitable community for everyone.

- [FGF 2040 Vision Plan](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

INCLUSIVE SERVICES

Family Peace Center services are available to clients of all gender identities and sexual orientations. We do not ask survivors to identify their gender or sexual orientation, as that can be a barrier to receiving services when representing a marginalized group. We do collect other demographic data, however. Over 55% of the clients we serve are from communities of color. About 25% come from smaller communities such as Forest Grove, Cornelius, North Plains, and Gaston. All services are offered bilingually, in Spanish, and FJCWC uses language bank services for other languages spoken.

VALUING LIVED EXPERIENCE

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

Project Management

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

QUARTER 1 ACTIVITIES

- (1) Meet with Forest Grove Community Impact Grant monitors to confirm the scope of work and goals for the grant.
- (2) Develop new marketing and community outreach materials to ensure that Forest Grove residents have information about expanded services and the new location of the Family Peace Center.
- (3) Confirm policies and protocols with RIDE Connect to ensure that Forest Grove and other residents of small communities in Washington County are prioritized for transportation service to and from the Family Peace Center.
- (4) Offer coordinated services to all Forest Grove clients requesting support, including crisis intervention, safety planning, advocacy, service navigation, legal advocacy and court support, financial assistance, and assistance with basic needs.

QUARTERS 2-4 ACTIVITIES

- (1) Provide community outreach and marketing to Forest Grove residents about available services and how to access them.
- (2) Offer transportation assistance through a partnership with RIDE Connect.
- (3) Offer coordinated services to all Forest Grove clients requesting support, including crisis intervention, safety planning, advocacy, service navigation, legal advocacy and court support, financial assistance, and assistance with basic needs.
- (4) Administer exit surveys to all Family Peace Center visitors to assess client satisfaction and document demographic backgrounds of clients served and services utilized. Track and analyze responses.

Describe prior experience managing similar projects. Include prior Community Enhancement Project (CEP) experience.*

Family Peace Center has a strong track record in serving survivors and managing government funding awards and contracts. Since opening its doors in 2018, Family Peace Center has served over 27,000 survivors. FY2024 client outcome data reveal that Family Peace Center is on target in meeting its service goals and evaluation metrics:

- ~ 100% of survivors visiting the Center felt that they and their children were cared for by staff and partners.
- ~ 100% of survivors reported that they received the help they needed to keep their family safe.
- ~ 99.4% of survivors reported they experienced trauma-informed care while receiving services.
- ~ 89% of survivors reported that after their visit, they could see their path to safety, healing, and hope.

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

Does this project require coordination with other public or private organizations?*

☒ Yes

☐ No

Has the necessary coordination between the two entities been completed?*

☒ Yes

☐ No

If yes, please describe:*

The Family Peace Center operates under a collaborative partnership model that brings together public and nonprofit agencies to provide coordinated, wraparound services to survivors of domestic violence, sexual assault, child abuse, elder abuse, and human trafficking. On-site service providers at Family Peace Center include:

- A Village For One
- Abuse Recovery Ministry Services
- Adelante Mujeres
- Beaverton Police Department
- CARES Northwest
- Community Action
- Disability Rights Oregon
- Domestic Violence Resource Center
- Family SkillBuilders
- Hillsboro Police Department
- Oregon Crime Victim's Law Center
- Oregon Food Bank
- Oregon Law Center
- Oregon Dept. of Human Services
- Providence Health & Services SAFE Clinic
- Safety Compass
- Sequoia Mental Health Services
- Sexual Assault Resource Center
- Washington County Circuit Court
- Washington County District Attorney
- Washington County Sheriff's Office

Is the project located on private land?*

☒ Yes☐ No

If the project is located on private land, discuss the public benefit of the project.*

Family Peace Center purchased a new building in 2023 and is in the final phase of remodeling the space to accommodate expanded services, including medical assessment facilities for CARES Northwest to provide child abuse assessment and treatment services. This new 64,000 sq ft facility, located in Hillsboro, will be the first facility of its kind in the country, bringing together multiple services to address interpersonal violence and co-located with child advocacy and early childhood intervention services. These services will benefit over 7,000 survivors from all agencies each year. This is an important community initiative to build community resilience for healing, recovery, and disrupting generational cycles of trauma and abuse.

Landowner Permission Upload*

PropertyDeed.pdf
Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

FJC 2024 Annual Report.pdf

Reporting Agreement*

By checking the "I agree" box below, you agree and acknowledge that:

1. I acknowledge I will need to present my project to the Community Enhance Project Committee (CEPC) on October 13 2025.
2. I will provide a six-month financial update and progress report to the City by the end of June 2026. The report will be shared with City Council and the CEPC.
3. I will provide a 1-year written wrap-up to the City by the end of the grant period. The report will be shared with City Council and the CEPC.
4. I acknowledge I'm able to apply for extension in order to complete my project.
5. I acknowledge I may be asked to present to City Council regarding project updates.

☒ I agree.

Electronic Signature Agreement*

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

☒ I agree.

Electronic Signature*

Date*

Rachel Schutz

9/11/2025

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services	14,000				
Contract Labor	1,500				
Materials and Supplies	1,500				
Capital					
In-Kind Services*					
Operations (15% rate)	3,000				
Total	\$ 20,000	\$	\$	\$	\$

Print

2025-26 Community Enhancement Project Grant Application - Submission #1708

Date Submitted: 9/11/2025

Date*

9/11/2025

Sponsor*

Gg's House

Tax ID #*

821108855

Contact Person*

Tina Reynolds

Daytime Phone #*

5033593871

Email Address*

ggshouse@yahoo.com

Address*

Mailing :PO Box 3 Gaston Physical: 1714 Pacific Ave Forest Grove, OR 97116

City*

Gaston

State*

OR

Zip Code*

97119

Project Information

Project Title*

Gg's House Community Workshop Series

Amount Request*

20,000

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

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☐ Improve community

Improve community

Reduce the amount or toxicity of waste

- ☐ Reduce toxicity or waste

Reduction of toxicity or waste

Increase reuse and recycling opportunities

- ☐ Increase reuse & recycling

Increase reuse & recycling opportunities

Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the IRS code

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

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

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

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

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

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

- ☐ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs

Result in improvement in safety

- ☐ Safety improvement

Improvement in safety

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

- ☒ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

Gg's House's Community Workshop Series is designed to serve Forest Grove residents who often face barriers to connection, education, and basic resources—including unhoused neighbors, low-income families, seniors, and youth. Each workshop will be free and low-barrier, with attendance capped at approximately 30 participants to ensure safety, accessibility, and meaningful engagement. Registration will be simple and inclusive. Participants can sign up in person at Gg's House, by phone, or by email. Staff and volunteers will assist with sign-ups during daily service hours, and no documentation or digital access will be required. The goal is to welcome anyone interested in building practical skills and community connection, regardless of background or circumstance. By offering budgeting, first aid, and seasonal crafts in a warm, welcoming space, the series supports both immediate needs and long-term resilience for Forest Grove residents.

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

1/1/2026

Project Completion Date*

12/31/2026

Project Scope*

Gg's House will host a year-long Community Workshop Series from January to December 2026, offering at least one monthly session that builds practical skills, confidence, and connection among Forest Grove residents. Workshop topics will include seasonal crafts, budgeting basics, first aid training and more chosen for their relevance, accessibility, and impact. Each session will be free and low barrier, with attendance capped at approximately 30 participants to ensure safety, dignity, and meaningful engagement.

Registration will be available in person, by phone, or by email, with no documentation required. Outreach will focus on reaching youth, seniors, unhoused neighbors, and low-income individuals—those most often excluded from traditional programming. Workshops will be held on-site at Gg's House, using existing space and staff support.

Grant funding will support:

- Instructor stipends for budgeting and first aid sessions
- Workshop supplies such as craft kits, printed handouts, and basic first aid materials
- Outreach materials including flyers, signage, and printed updates
- Basic accessibility supports such as seating accommodations and clear, easy-to-read materials, bus tickets

Estimated costs will reflect actual supply pricing, instructor availability, and Gg's House's capacity to stretch resources through donations and volunteer support. The project is designed to be flexible and scalable, ensuring that funds are used efficiently while maintaining safety, dignity, and impact.

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

Gg’s House anticipates that approximately 360 Forest Grove residents will benefit from the Community Workshop Series over the course of 2026. With 12+ monthly sessions and a capped attendance of 30 participants per workshop, the project is designed to offer consistent, meaningful engagement in a safe and welcoming environment.

- Target Audience Includes:
- Unhoused individuals seeking connection, safety, and practical skills
 - Low-income families navigating financial stress and limited access to enrichment
 - Seniors facing isolation or mobility challenges
 - Youth and young adults building life skills and confidence

Demographic Overview (based on Gg’s House’s service population and Forest Grove data):

- Race/Ethnicity: Participants are expected to reflect Forest Grove’s diverse population. Gg’s House welcomes individuals of all backgrounds and designs programming to be inclusive and accessible to anyone seeking support.
- Socioeconomic Status: We believe most participants will be low-income or living below the poverty line, including individuals facing housing insecurity, unemployment, elderly challenges, or limited access to workshops and family activities due to financial constraints.
- Other Considerations: Many participants may be navigating disability, trauma, or barriers to traditional programming. Workshops are intentionally low barrier, with simple registration and no documentation required.

This project is intentionally structured to reach those most often excluded from enrichment opportunities—offering dignity, warmth, social and practical support to anyone seeking connection and skill-building.

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

☐ Yes☒ No

If so, is the project completed?*

☐ Yes☐ No

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

☐ Yes☒ No

Please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

If so, is the project completed?*

☐ Yes☐ No

Budget Reporting

Budget Information

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

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

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

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

CEP-Budget-Fillable-PDF-2025pdf.pdf

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

% of Total Budget provided by Non-CEP funds*

12.5

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

Gg's House will cover its share of the total project costs through secured in-kind support and internal resources. All staff and leadership are volunteers, and their time—including planning, coordination, outreach, and workshop support—is contributed without payroll. The organization will also provide space, equipment, and volunteer labor as part of its ongoing programming.

While no additional public or private agency funding is currently allocated to this specific project, Gg's House regularly receives seasonal donations and community contributions that help support materials and outreach. These resources are built into the organization's 2026 operational plan and will be used to supplement grant-funded activities as needed.

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

The Community Workshop Series is designed as a one-year program with a defined scope, timeline, and budget. If awarded, the \$20,000 grant will fully cover instructor stipends, materials, outreach, accessibility supports, and basic equipment needs. Gg's House will contribute in-kind support through volunteer time and use of existing space, ensuring the program is delivered as planned without requiring additional funding.

While future workshops may be considered beyond 2026, this proposal is self-contained and will be completed within the grant period.

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 2040 Plan?*

The Community Workshop Series at Gg's House enhances sustainability in Forest Grove by strengthening social resilience, economic empowerment, and community connection—all core values of the Forest Grove Vision 2040 Plan. Social Sustainability: The project fosters belonging and inclusion by offering free, low-barrier workshops to residents who are often excluded from traditional programming—unhoused neighbors, low-income families, seniors, and youth. Each session builds practical skills and confidence in a welcoming space, directly supporting Vision 2040 goals around equity, access, and community wellbeing.

Economic Sustainability: Workshops on budgeting and financial literacy equip participants with tools to manage limited resources, reduce financial stress, and build long-term stability. By investing in skill-building and self-sufficiency, the project supports Forest Grove's vision for a resilient, economically empowered population.

Environmental Awareness (indirect): While not an environmental program, Gg's House models sustainable practices through reuse of donated materials, low-waste workshop design, and community-driven resource sharing. These values align with Vision 2040's emphasis on stewardship and responsible growth.

Overall, the project reflects Forest Grove's commitment to inclusive, people-centered development—offering dignity, connection, and practical support to those most impacted by economic and social challenges.

- [FGF 2040 Vision Plan](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

The Community Workshop Series at Gg's House advances racial equity, diversity, and inclusion by creating a space where all Forest Grove residents—especially those most often overlooked—can participate fully, safely, and without barriers. Every workshop is free and open to the public, with no documentation required and multiple ways to register (in person, by phone, or by email). This approach ensures that individuals facing poverty, housing insecurity, disability, or systemic exclusion can access the program with dignity.

Gg's House welcomes everyone and designs each aspect of its programming to be inclusive, respectful, and accessible. Rather than targeting specific groups, the organization creates space where people from all walks of life feel genuinely welcome. Materials, signage, and facilitation are shaped by a commitment to clarity, warmth, and belonging—ensuring participants are not just included but valued.

By offering practical skills like budgeting and first aid alongside creative outlets like seasonal crafts, the workshops support both immediate needs and long-term resilience. The outcomes go beyond skill-building—they strengthen confidence, connection, and visibility for those who are often excluded from traditional programming.

Project Management

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

January 2026 – Planning & Outreach: Finalize workshop calendar and instructors, prepare outreach materials, launch registration, and set up space.

February–December 2026 – Monthly Workshops: Host at least one workshop per month (crafts, budgeting, first aid and wide range of topics), provide materials and seating, track attendance, and update outreach seasonally.

Ongoing Coordination: Maintain communication with instructors and volunteers, troubleshoot supply needs, and ensure signage and messaging remain clear and inclusive.

December 2026 – Wrap-Up: Compile attendance and feedback, evaluate outcomes, and share final updates with funders and partners.

Describe prior experience managing similar projects. Include prior Community Enhancement Project (CEP) experience.*

Gg's House has successfully managed a range of community-centered projects that prioritize accessibility, dignity, and practical support for vulnerable residents. As a volunteer-led nonprofit, the organization has coordinated seasonal supply drives, distributed hygiene and school items, hosted walk-in support events, and developed inclusive outreach materials—all with limited resources and a deep commitment to safety and belonging. While Gg's House has not previously received Community Enhancement Project (CEP) funding, it has consistently delivered high-impact programming aligned with CEP goals. Every initiative is planned with care, balancing logistics, outreach, and volunteer coordination to ensure meaningful outcomes. The proposed 2026 Workshop Series builds on this foundation, offering a structured, yearlong program that reflects Forest Grove's Vision 2040 values and Gg's House's proven ability to serve with clarity, compassion, and follow-through.

Does this project require coordination with other public or private organizations?*

☐ Yes☒ No

Has the necessary coordination between the two entities been completed?*

☐ Yes☐ No

If yes, please describe:*

Is the project located on private land?*

☐ Yes☒ No

If the project is located on private land, discuss the public benefit of the project.*

Landowner Permission Upload*

Choose File

No file chosen

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

Gg's House Informational Portfolio correct copy .pdf

Reporting Agreement*

By checking the "I agree" box below, you agree and acknowledge that:

1. I acknowledge I will need to present my project to the Community Enhance Project Committee (CEPC) on October 13 2025.
2. I will provide a six-month financial update and progress report to the City by the end of June 2026. The report will be shared with City Council and the CEPC.
3. I will provide a 1-year written wrap-up to the City by the end of the grant period. The report will be shared with City Council and the CEPC.
4. I acknowledge I'm able to apply for extension in order to complete my project.
5. I acknowledge I may be asked to present to City Council regarding project updates.

☒ I agree.

Electronic Signature Agreement*

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

☒ I agree.

Electronic Signature*

Date*

Tina J Reynolds

9/11/2025

Potential Workshop Budget	CEP (Grant	Sponsor Gg's	Other #1	Other #2	TOTAL
Paid Personnel Services	1,500.00	0	0	0	1,500.00
Contract Labor	2,400.00	0	0	0	2,400.00
Materials and Supplies	6,100.00	1,000.00	0	0	7,100.00
Capital	4,500.00	0	0	0	4,500.00
In-Kind Services*	0	500.00	0	0	500.00
Accessibility and Outreach	5,500.00	500.00	0	0	5,500.00
Total	\$ 20,000.00	\$ 2,000.00	\$ 0	\$ 0	\$ 22,000.00

Budget Category Descriptions:

Paid Personnel Services: Stipends for volunteers contributing outside their regular Gg's House hours—recognizing their additional effort, and dedication to planning, registration, outreach, and workshop facilitation.

Contract Labor: Compensation for specialized instructors providing educational or skill-based sessions.

Materials and Supplies: Includes craft kits, printed handouts, general supplies, and refreshments essential for workshop and class

Capital: Durable equipment purchases such as folding chairs, tables, storage bins and sewing machines to support ongoing progr

Outreach Materials: Design and printing of flyers, signage, and periodic updates to promote events and engage the community.

Accessibility Supports: Resources to ensure inclusive participation—such as seating accommodations, clearly printed guides, and transportation assistance (e.g., bus tickets).

In-Kind Services: Unpaid volunteer time, donated venue space, and operational support from the Gg's House team.

Print

2025-26 Community Enhancement Project Grant Application - Submission #1725

Date Submitted: 9/15/2025

Date*

8/29/2025

Sponsor*

Foodways At Nana Cardoon

Tax ID #*

813456226

Contact Person*

Charlene G Murdock

Daytime Phone #*

2067941900

Email Address*

info@foodwaysatnanacardoon.org

Address*

2542 Willamina Ave

City*

Forest Grove

State*

OR

Zip Code*

97116

Project Information

Project Title*

Solar for the Outdoor Classroom

Amount Request*

20000

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

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☒ Improve community

Improve community

Solar for the Outdoor Classroom will enhance both the appearance and environmental quality of our community by transforming the outdoor classroom at Nana Cardoon into a visible model of sustainability. The solar panels will provide clean, renewable energy while reducing reliance on fossil fuels, lowering greenhouse gas emissions, and supporting local climate action goals. Our installation will demonstrate a tangible commitment to environmental stewardship, offering neighbors, students, and visitors an inspiring example of how agriculture, food, and renewable energy can coexist in community spaces. The project will not only improve the functionality of the classroom but also create a more inviting and forward-looking environment for the learning and gathering of our students and patrons.

Reduce the amount or toxicity of waste

- ☒ Reduce toxicity or waste

Reduction of toxicity or waste

If awarded, the solar installation will power the cistern's UV purifier, ensuring safe and clean water from our rainwater catchment system. This eliminates the need for grid electricity, reducing emissions and toxic byproducts while making the outdoor classroom more self-sufficient. By pairing renewable energy with water purification, the project minimizes waste and brings the site closer to being 100% sustainable, serving as a model of environmental stewardship for the community.

Increase reuse and recycling opportunities

- ☒ Increase reuse & recycling

Increase reuse & recycling opportunities

The outdoor classroom will be served by UV-purified, solar-powered rainwater catchment, which transforms rainwater, a resource often lost as runoff, into safe, reusable water for learning, gardening, and community activities. By reusing captured rainwater, the project reduces demand on municipal systems, decreases wasteful water runoff, and demonstrates a practical model of resource recycling. Coupled with solar power, this closed-loop system shows how natural resources can be captured, purified, and reused on site, creating a living example of sustainability and resilience for 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 IRS code

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

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

Yes. The project will result in a significant upgrade to the outdoor classroom at Foodways at Nana Cardoon, a nonprofit organization with 501(c)(3) status. The addition of solar panels and integration with the cistern's UV water purification system will modernize the site's infrastructure, increase its functionality, and extend the life of its facilities. This upgrade directly supports the nonprofit's mission by creating a more sustainable and resilient learning environment for community members.

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

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

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

These improvements protect surrounding ecosystems from pollution and runoff, reinforced by the existing riparian hedgerow that helps filter water and support wildlife habitat. By modeling responsible resource stewardship, the outdoor classroom demonstrates sustainable practices in action. Additionally, it provides a hands-on space where community members can learn about renewable energy, water reuse, and sustainable foodways, building public awareness of how everyday choices connect to the preservation of wildlife and natural areas.

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

- ☒ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs

The solar-powered outdoor classroom will improve recreational and educational opportunities by providing a fully functional, sustainable space for community gatherings, hands-on learning, and curriculum-based instruction. By integrating renewable energy and water stewardship into the site, the project supports our educational programs on foodways, sustainability, and environmental science, while also enhancing the usability of the space for workshops, garden programs, and community events. This increases both recreational use and structured learning opportunities for Forest Grove residents of all ages.

Result in improvement in safety

- ☒ Safety improvement

Improvement in safety

The solar-powered outdoor classroom improves safety by providing reliable, off-grid power for lighting, water purification, and other essential systems, reducing hazards associated with unsafe electricity or untreated water. By ensuring access to UV-purified rainwater and stable infrastructure, the project minimizes risks for students, visitors, and community members. Additionally, a well-maintained, sustainably powered space encourages safe outdoor learning and recreational activities throughout the year.

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

- ☒ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

The outdoor classroom and its solar-powered infrastructure will directly benefit youth, low-income individuals, and other underserved populations by providing free or low-cost access to hands-on learning about foodways, sustainability, and environmental stewardship. Foodways at Nana Cardoon operates under the TSWCD Conservation Education grant and preservation program and collaborates with Adelante Mujeres to support immigrant and Latinx women, ensuring programs are inclusive and equitable. This project expands the reach and quality of those programs, offering a safe, engaging, and educational space for community members who might otherwise have limited access to outdoor learning opportunities.

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

1/1/2026

Project Completion Date*

6/1/2026

Project Scope*

The 'Solar for the Outdoor Classroom' project will install a complete solar system on the outdoor classroom at Foodways at Nana Cardoon, including solar panels, a hybrid inverter integrated into the battery system setup, and all necessary electrical infrastructure. The project will cover professional system design and installation to ensure efficiency, safety, and long-term reliability. This solar system will power the cistern's UV water purifier and other site operations, integrating with the existing rainwater catchment and riparian hedgerow systems to create a fully sustainable, off-grid learning environment. The upgrade will support hands-on curriculum-based programs, community workshops, and partnerships with organizations like Adelante Mujeres, the Forest Grove Senior Center, Tuality Plains Highschool, Roots & Shoots, Forest Grove Community School, Forest Grove School district, and Pacific University, serving youth, low-income individuals, and other underserved populations.

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

If funded, the Solar for the Outdoor Classroom project will directly benefit an estimated 1,540 Forest Grove residents annually. This estimate is based on 20 hands-on educational classes serving 30 participants each (600), two fundraising/community events serving 100 people each (200), and open Saturdays attended by approximately 20 community members over 40 weeks (800). Our target audience includes youth, low-income individuals, and other underserved populations. Foodways at Nana Cardoon programs are designed to be equitable and accessible, providing opportunities for community members of diverse racial, ethnic, and socio-economic backgrounds to engage with sustainability, foodways, and environmental education.

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

☐ Yes

☒ No

If so, is the project completed?*

☐ Yes

☐ No

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

☐ Yes

☒ No

Please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

If so, is the project completed?*

☐ Yes

☐ No

Budget Reporting

Budget Information

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

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

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

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

CEP Budget Breakdown and Narrative Summary.pdf

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

% of Total Budget provided by Non-CEP funds*

32.7%

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

Yes. The sponsor's share of the total project costs is secured through in-kind contributions from both the contractor and Foodways at Nana Cardoon. The contractor has committed to donating (12) JA Solar 405W panels, valued at approximately \$1,400. In addition, Foodways will contribute in-kind staff and volunteer hours, valued at approximately \$2,000, to support project management, coordination, and integration into programming. These secured resources ensure that the project is fully supported and that CEP funds will be leveraged alongside documented contributions from both the contractor and the sponsor. No other public or private agency funding is being requested for this project.

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

The project will be completed with the proposed funding. With CEP support, along with the contractor's in-kind donation and the sponsor's in-kind hours, all necessary costs for design, installation, permitting, and integration are fully covered. No future funding will be required to complete the scope of work.

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 2040 Plan?*

The "Solar for the Outdoor Classroom" project directly supports Forest Grove's Vision 2040 by advancing its core value of sustainability. By integrating a solar-powered system with a rainwater catchment and UV purification setup, the project fosters responsible environmental stewardship, reduces reliance on external energy sources, and minimizes water waste. This approach aligns with the city's goal of promoting environmental care and resilient infrastructure.

Economically, the project contributes to a diversified and inclusive local economy by providing educational opportunities that enhance workforce readiness in sustainable practices. Additionally, it supports small-scale agriculture and local food systems, which are vital components of Forest Grove's economic identity.

Socially, the outdoor classroom serves as a hub for community engagement, offering programs that are accessible to youth, low-income individuals, and other underserved populations. These initiatives promote inclusivity and strengthen community ties, reflecting the city's commitment to fostering a connected and equitable community.

Through thoughtful, sustainable growth and collaborative spirit, this project embodies the Vision 2040 aspiration of cultivating a high-quality, safe, and affordable life, honoring Forest Grove's history while welcoming all who visit and call it home.

- [FGF 2040 Vision Plan](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

The Solar for the Outdoor Classroom project advances racial equity, diversity, and inclusion by providing hands-on educational programs and community access to renewable energy, sustainable water systems, and foodways practices that are free or low-cost. The project intentionally serves youth, low-income residents, and other underserved populations, ensuring that those who have historically had limited access to environmental education and outdoor learning can fully participate. By creating an accessible and welcoming space for people of diverse racial, ethnic, and socio-economic backgrounds, the project fosters equitable opportunities for learning, community engagement, and empowerment, while modeling sustainable practices that benefit all members of Forest Grove.

Project Management

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

Project Management - 6-Week Timeline (with gaps for scheduling)

Design and Planning (Week 1)

- Collaborate with contractors to finalize system design, including solar panels, hybrid inverter integrated with the battery system, and electrical layout.
- Confirm permitting requirements and assess site preparation needs.
- Develop a detailed project schedule, including procurement, installation, and community program integration.

Procurement of Materials (Week 2–3)

- Purchase solar panels, inverter, batteries, mounting hardware, and electrical components.
- Coordinate delivery to the site to align with installation schedule.

Site Preparation (Week 3)

- Prepare rooftop or ground-mounted area for solar installation.
- Ensure compatibility and integration with existing rainwater catchment and riparian hedgerow systems.

Installation (Week 4)

- Install solar panels, inverter, battery system, and wiring.
- Connect the solar system to power the cistern's UV water purifier and classroom infrastructure.
- Perform initial operational checks to ensure system readiness.

Testing, Commissioning, and Staff Training (Week 5)

- Verify system performance, efficiency, and safety.
- Train staff on operation, routine maintenance, and troubleshooting procedures.

Program Integration and Evaluation (Week 6)

- Launch curriculum-based programs, community workshops, and open Saturdays utilizing the solar-powered classroom.
- Monitor system performance and make any adjustments to optimize operation.
- Gather feedback for future improvements and program documentation.

Brief Narrative of Major Tasks and Schedule:

The project begins with a two-week design and planning phase to finalize system specifications, permitting, and site assessment. Material procurement occurs concurrently over weeks 2-3 to ensure timely delivery. Week 3 focuses on site preparation for mounting solar panels while integrating existing water and landscape systems. Installation takes place during weeks 4-5, followed by testing, commissioning, and staff training in week 5. Finally, week 6 is dedicated to program integration, community engagement, and system evaluation to ensure the solar-powered classroom operates effectively and sustainably.

Describe prior experience managing similar projects. Include prior Community Enhancement Project (CEP) experience.*

We have established strong relationships with the Forest Grove School District and are in the process of finalizing our partnership to support the CONE grant, which provides two years of funding to connect young people to the land through our classes. The Solar for the Outdoor Classroom project builds on the successful management and execution of the Foodways at Nana Cardoon outdoor classroom, led by Charlene and the Foodways team. Charlene brings extensive experience coordinating community-based, hands-on projects that integrate sustainability, food systems, and environmental education. The original outdoor classroom project included planning, site preparation, installation of educational infrastructure, and coordination with local contractors and community volunteers, demonstrating the team's ability to manage complex, multi-step projects effectively.

Additionally, Foodways at Nana Cardoon has previously applied for and managed Community Enhancement Projects (CEP), successfully delivering programs and infrastructure improvements that serve diverse community members. This prior experience ensures the team is well-equipped to execute the solar panel installation efficiently, on schedule, and in alignment with CEP goals of sustainability, community engagement, and educational impact.

Does this project require coordination with other public or private organizations?*

☐ Yes ☒ No

Has the necessary coordination between the two entities been completed?*

☐ Yes ☐ No

If yes, please describe:*

Is the project located on private land?*

☒ Yes ☐ No

If the project is located on private land, discuss the public benefit of the project.*

Although the Solar for the Outdoor Classroom is located on private property, the project provides significant public benefits. The outdoor classroom is open to the community through hands-on educational programs, workshops, and open Saturdays, allowing residents of all ages to learn about renewable energy, sustainable water use, and foodways practices. We regularly host classes in partnership with local academic schools and colleges, providing students with experiential learning opportunities in environmental science, sustainability, and food systems. These partnerships enhance the educational reach of the project, creating a lasting public benefit for Forest Grove residents.

Landowner Permission Upload*

Foodways - Landowner Permission Statement.pdf

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

IMG.jpg

Reporting Agreement*

By checking the "I agree" box below, you agree and acknowledge that:

1. I acknowledge I will need to present my project to the Community Enhance Project Committee (CEPC) on October 13 2025.
2. I will provide a six-month financial update and progress report to the City by the end of June 2026. The report will be shared with City Council and the CEPC.
3. I will provide a 1-year written wrap-up to the City by the end of the grant period. The report will be shared with City Council and the CEPC.
4. I acknowledge I'm able to apply for extension in order to complete my project.
5. I acknowledge I may be asked to present to City Council regarding project updates.

☒ I agree.

Electronic Signature Agreement*

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

☒ I agree.

Electronic Signature*

Date*

Charlene G Murdock

9/15/2025

Filled Budget Table for the Solar for the Outdoor Classroom at Foodways At Nana Cardoon

	CEP	Sponsor (Executive Director & Admin)	Other #1 (Solar Panel Contractor)	Other #2	TOTAL
Paid Personnel Services	—				—
Contract Labor	6,000				6,000
Materials and Supplies	9,015				9,015
Capital	5,380				5,380
In-Kind Services*	—	8,500			8,500
In-Kind Capital (donated panels)	—		1,400		1,400
Total	20,395	8,500	1,400	—	30,295

Budget Narrative & In-Kind Contributions

Contract Labor (\$6,000)

Covers installation labor provided by Imagine Energy and/or contractor staff for mounting, wiring, and system integration. This ensures the solar array and battery system are installed to code and safely interconnected.

Materials & Supplies (\$9,015)

Includes essential system hardware (e.g., racking, wiring, conduit, monitoring equipment) and consumable supplies necessary for installation. These items support the overall functionality of the solar and battery system but are not categorized as long-term capital assets.

Capital (\$5,380)

Reflects major one-time costs directly tied to project delivery, including permitting and interconnection fees, technical project management, and warranty coverage. These are necessary expenses to ensure regulatory compliance and long-term performance of the system.

In-Kind Capital (\$1,400, Other #1)

The solar contractor has committed to donating twelve (12) JA Solar 405W panels, valued at approximately \$1,400. This offsets the purchase of key equipment and strengthens the project's sustainability.

In-Kind Services (\$8,500, Sponsor)

Foodways at Nana Cardoon will provide in-kind staff support valued at \$8,500. This includes the Executive Director's site-wide project management, partnership coordination, and integration of the solar project into outdoor school programming, as well as the Administrator's grant compliance, curriculum development, documentation, and graphic design.

2025-26 Community Enhancement Project Grant Application - Submission #1731

Date Submitted: 9/16/2025

Date*

9/16/2025

Sponsor*

St. Vincent de Paul, Forest Grove Conference

Tax ID #*

93-0456525

Contact Person*

David Wuertz

Daytime Phone #*

(503) 992-9977

Email Address*

ddwuertz@gmail.com

Address*

PO Box 375

City*

Forest Grove

State*

OR

Zip Code*

97116

Project Information

Project Title*

Helping the Poor

Amount Request*

\$20,000

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

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☐ Improve community

Improve community

Reduce the amount or toxicity of waste

☐ Reduce toxicity or waste

Reduction of toxicity or waste

Increase reuse and recycling opportunities

☐ Increase reuse & recycling

Increase reuse & recycling opportunities

Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the IRS code

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

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

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

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

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

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

☐ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs

Result in improvement in safety

☐ Safety improvement

Improvement in safety

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

☒ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

This grant will enable us to continue offering utility assistance to low-income households who are experiencing financial hardship and are at risk of having their utilities disconnected, and at the same time we will be able to continue to purchase food and provide rent assistance where needed.

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

10/1/2025

Project Completion Date*

9/30/2026

Project Scope*

Household Utilities Stability Assistance Program

Purpose:

To provide utilities payment support to low-income households in Forest Grove who are experiencing financial hardship and are at risk of losing access to basic needs such as utilities, housing and food.

Objectives:

1. Prevent utility shutoffs by providing direct financial assistance to the City of Forest Grove for their city utilities (electricity and water)
2. This grant will enable us to fund utility assistance while continuing to fund our food pantry and rent assistance with Community Action

Activities:

1. Verify Client eligibility based on income level and demonstrated need.
2. Distribute financial assistance directly to the City of Forest Grove for Utilities.
3. Track and report the number of households served and funds distributed.

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

Our fiscal year is Oct 1, 2024 through Sept. 30, 2025. So far this fiscal year (11 months) we paid \$12,076 to the city of Forest Grove for utilities. This helped 31 households or 87 individuals. We averaged 2.8 households or \$1098 per month with City of Forest Grove utilities. We've had to reduce the amount we assist with utilities by limiting donation to \$600 once per year due to increased costs of food for our pantry.

We do not deny help based on race or ethnicity so we do not collect that information. We do require that the household does not exceed the Oregon Food Bank minimum income level.

We also feed an average of 201 households or 871 individuals per month from an average of 14.5k in-kind pounds and 3.4k purchased pounds of food per month.

Our food comes from both in-kind and purchased food. We purchase food from Costco, Winco, Empire Meat, Oregon Food Bank, etc. In-Kind food comes from the Oregon Food Bank, Individual donations, Groceries Store (Fresh Alliance) donation, etc.

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

☐ Yes ☒ No

If so, is the project completed?*

☐ Yes ☐ No

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

☐ Yes ☒ No

Please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

If so, is the project completed?*

☐ Yes

☐ No

Budget Reporting

Budget Information

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

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

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

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

SVDPUilitiesSupportBudget.pdf

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

% of Total Budget provided by Non-CEP funds*

0%

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

We do receive funding to support our food pantry and rent assistance programs. All of our funding comes from non guaranteed sources. We get funds from individual donations, local group donations (i.e. Elkettes, Forest Grove Rotary,

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

The CEP fund should cover the Utility Expense for our 2025-2026 Fiscal Year. Depending on donations, we may have to drop our rent assistance program and fund the utilities with that money in following years.

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 2040 Plan?*

This would help people stay in their homes with basic utilities while experiencing a financial hardship, thus making our community more livable.

- [FGF 2040 Vision Plan](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

The Society of St. Vincent de Paul USA harnesses the power of community and partnerships to feed, clothe, house and heal individuals and families in our community who have nowhere else to turn for help.

Volunteers include members from the community who have a heart for serving our neighbors and who along with making sure the pantry has food to give, also provide connection to clients, a friendly face and a listening ear.

Our local organization is a vibrant, buzzing community. Volunteers meet and create relationships with each other, building community within Forest Grove. More importantly, they build relationships with clients who utilize the resources that we offer. Several clients are volunteers too. A true sign of community and caring,

Project Management

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

1. Take Calls Tue, Wed, Fri, Sat from 9:00 am to 12:00 noon.
2. Work with the City to determine Eligibility
3. Pay household Utility Bills and record assistance.
4. Collect data and Report Monthly on assistance provided.

Describe prior experience managing similar projects. Include prior Community Enhancement Project (CEP) experience.*

We have no previous CEP experience that we are aware of.

SVDP Forest Grove has been in operations since about 1985. We have changed our processes/procedures in serving clients as the environment changed – meaning, we have had to make financial decisions about funding rent and utility assistance vs providing food to families as the need increases and funding decreases. We were closed for 6 months during COVID and were able to restart and provide services as soon as the constraints were lifted. Our ability to staff all areas with volunteers for 40 years is a sign that the organization is valued and a priority for the volunteers who serve.

Does this project require coordination with other public or private organizations?*

☒ Yes

☐ No

Has the necessary coordination between the two entities been completed?*

☒ Yes

☐ No

If yes, please describe:*

We've worked with the City of Forest Grove with Utilities for many years now.

We work with the Oregon Food Bank, Community Action in Hillsboro and St. Vincent de Paul in Portland.

Is the project located on private land?*

☐ Yes

☒ No

If the project is located on private land, discuss the public benefit of the project.*

Our Food Pantry and office is located in the house at St. Anthony's Catholic Church. The public comes to this site for assistance either by phoning our office or coming to pickup food from our pantry.

Landowner Permission Upload*

No file chosen

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

No file chosen

Reporting Agreement*

By checking the "I agree" box below, you agree and acknowledge that:

1. I acknowledge I will need to present my project to the Community Enhance Project Committee (CEPC) on October 13 2025.
2. I will provide a six-month financial update and progress report to the City by the end of June 2026. The report will be shared with City Council and the CEPC.
3. I will provide a 1-year written wrap-up to the City by the end of the grant period. The report will be shared with City Council and the CEPC.
4. I acknowledge I'm able to apply for extension in order to complete my project.
5. I acknowledge I may be asked to present to City Council regarding project updates.

☒ I agree.

Electronic Signature Agreement*

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

☒ I agree.

Electronic Signature*

Date*

David A Wuertz

9/16/2025

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services	0	0	0	0	0
Contract Labor	0	0	0	0	0
Materials and Supplies	0	0	0	0	0
Capital	0	0	0	0	0
In-Kind Services*	0	0	0	0	0
Grant	20,000	0	0	0	20,000
Total	\$ 20,000	\$	\$	\$	\$ 20,000

Print

2025-26 Community Enhancement Project Grant Application - Submission #1732

Date Submitted: 9/16/2025

Date*

9/16/2025

Sponsor*

Friends of Historic Forest Grove

Tax ID #*

93-105794

Contact Person*

Evelyn Orr

Daytime Phone #*

5037050661

Email Address*

e-orr@comcast.net

Address*

506 Ballad Lane

City*

Forest Grove

State*

OR

Zip Code*

97116

Project Information

Project Title*

Trails Tales

Amount Request*

20,000.00

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

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☒ Improve community

Improve community

We will beautify park sites, historic spaces/buildings, and educational sites with curated, reusable miniature-garden displays that add color and interpret local heritage.

Workshops prioritize natural, recycled, and repurposed materials; durable modular units reduce waste; and native/heirloom plant instruction and sales encourage pollinator-friendly gardening, advancing Vision 2040's goals for vibrant, sustainable public spaces.

Reduce the amount or toxicity of waste

- ☒ Reduce toxicity or waste

Increase reuse and recycling opportunities

- ☒ Increase reuse & recycling

Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the IRS code

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

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

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

Reduction of toxicity or waste

We will cut waste at the source by using natural, recycled, and repurposed materials in workshops; re-use long-lasting, eco-conscious modular displays instead of single-use décor; teach repurposing so families adopt low-waste habits making reuse/recycle the norm at every event.

Increase reuse & recycling opportunities

Our workshops will use recycled/repurposed materials and model recycling as a norm; durable modular displays will re-used across events; partners have an opportunity to donate materials to divert waste; and finished containers are re-homed via auction/raffle or sales. All can boost the community reuse and recycling efforts.

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

As an early anchor venue, the Historic A.T. Smith House—owned/operated by Friends of Historic Forest Grove (501(c)(3))—will receive site improvements that enhance accessibility and safety (e.g., better lighting, ADA-aware walkways, railings, clear wayfinding) alongside standardized, modular display infrastructure for events. Net proceeds from the 2-day showcase and vendor market are directed to ongoing restoration of the A.T. Smith House.

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

We will grow public awareness and enjoyment of local nature by interpreting woodland habitats and Native stewardship, teaching camas/wapato plant traditions, offering native/heirloom seedlings, modeling low-waste (reused/repurposed) practices, and staging frequent outdoor programs at parks, A.T. Smith House, downtown, and campus.

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

- ☒ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs

This project can add year-round, family-friendly recreation by delivering indoor winter workshops and outdoor “story-trail” pop-ups that activate parks, downtown, Pacific University, and historic sites. Through schools, Parks & Rec, and the library, programs remain free/low-cost and inclusive. Durable modular displays rotate across sites to support recurring activities, while structured partnerships with schools/after-school programs, Parks & Rec, Pacific University, nonprofit organizations, and garden clubs expand capacity and access for residents citywide.

Result in improvement in safety

- ☒ Safety improvement

Improvement in safety

By preparing grounds (leveling, non-slip, marked routes), upgrading venues (lighting, railings, ADA paths, signage), and using repurposed materials finished for safety (non-toxic, shatter/flame-resistant, ballasted displays), we can reduce trips/slips and improve visibility, access, and emergency egress at every event.

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

- ☒ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

Free/low-cost, all-ages programs run at schools, Parks & Rec, the library, and the Forest Grove Senior and Community Center. Scholarships/transport/supplies remove cost barriers; youth leadership roles build skills; and rotating venues, downtown, parks, Pacific University, A.T. Smith House, and the Senior & Community Center, bring enrichment citywide.

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

11/3/2025

Project Completion Date*

11/2/2026

Project Scope*

Program: Year-round, family-friendly “Trails Tales” experiences that combine hands-on workshops with portable, heritage-themed miniature “story-trail” displays and friendly competitions.

Activities (what we will do):

Build & deploy durable, modular display units for rotating pop-ups.

Run workshops (all ages) using natural/recycled/repurposed materials—at schools, the library, Parks & Recreation sites (incl. the Forest Grove Senior & Community Center), and community venues.

Host showcases/contests with public voting and judged awards at parks, downtown, Pacific University, Grand Lodge, and historic sites (e.g., the A.T. Smith House).

Provide interpretation (story cards, wayfinding) highlighting Atfalati (Tualatin Kalapuya) stewardship, pioneer history, and local ecology.

Measure outcomes (participation counts, short surveys, photo log, partner/sponsor tallies).

Who benefits: Youth (including after-school programs), families, seniors, educators, and underserved residents via free/low-cost access where people already are.

Equity & access: Scholarships/supplies for students; ADA-aware layouts and signage; neighborhood-friendly rotation of sites across the city.

Safety & sustainability: Standardized, stable setups; site walk-throughs and checklists; insurance/permits as required; high reuse of materials and infrastructure.

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

We expect ~900–1,300 direct Forest Grove residents in Year 1, prioritizing youth/families, seniors, low-income and Spanish-speaking households, and college-age residents—targeting participation that mirrors local demographics (~30% Hispanic/Latino; ~16–17% seniors; ~13.4% below poverty) through free/low-cost, bilingual, and school/Parks & Rec-based delivery.

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

☒ Yes

☐ No

If so, is the project completed?*

☒ Yes

☐ No

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

☐ Yes

☒ No

Please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

If so, is the project completed?*

☐ Yes

☐ No

Budget Reporting

Budget Information

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

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

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

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

CEP-Budget-Fillable-PDF-2025 FHFG.pdf

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

% of Total Budget provided by Non-CEP funds*

100%

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

As of submission, no non-CEP cash is secured; the CEP request covers the full \$20,000 cash budget. We are actively organizing in-kind support (volunteer hours, venue/fee waivers) and materials/plant donations, and we plan to seek modest sponsorships. Anticipated contributors include local businesses and nurseries, Rotary/Chamber partners, Pacific University/service groups, Parks & Recreation and the Forest Grove Senior & Community Center, and in-kind assistance.

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

The immediate objective is to complete the project's first round as a pilot that establishes a repeatable community program; from this foundation, we will scale it into an annual, tourism-generating attraction stewarded long-term by Tiny Trails Tales, a nonprofit in formation that is applying for 501(c)(3) status and establishing its governing board.

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 2040 Plan?*

- Economic sustainability: Rotating pop-ups, workshops, and showcases intentionally activate downtown, campus, parks, and historic sites, driving foot traffic to small businesses and building a repeatable tourism draw, directly supporting Vision 2040 goals to revitalize downtown, host more events downtown, and update the tourism strategic plan
- Environmental sustainability: The program models low-waste practices—reused/repurposed materials, modular displays that are re-deployed instead of discarded, and native/heirloom plants that support local ecology, advancing the Vision 2040 value of a Sustainable community and its call for green, climate-resilient approaches.
- Social sustainability & inclusion: Free/low-cost, all-ages programming delivered with schools, Parks & Recreation, the Library, and the Forest Grove Senior & Community Center expands equitable access to recreation and learning, aligning with Vision 2040's Healthy & Active Community outcomes (more safe, accessible recreation) and Community Connection outcomes (inclusive spaces, volunteerism, senior-center opportunities)
- Core Vision 2040 values in practice: By design, the project is Sustainable (reuse, education), Safe (standardized setups, ADA-aware layouts), and Connected (multi-partner delivery and civic participation).

- [FGF 2040 Vision Plan](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

- Access first, cost last. We will deliver free/low-cost workshops where people already are—schools, the Library, Parks & Rec, and the Forest Grove Senior & Community Center—and budget scholarships/transport/supplies so low-income families aren't blocked by fees or gear.
- Language & cultural inclusion. Outreach and on-site materials are bilingual (English/Spanish); programming highlights Atfalati (Tualatin Kalapuya) stewardship and local heritage with guidance from cultural partners, building belonging and cross-cultural understanding.
- Representation in participation. We will set targets to meet or exceed city demographics (e.g., ≥ the local share of Hispanic/Latino residents; strong senior participation) and track results so participation is not skewed toward higher-income or single-neighborhood audiences.
- Inclusive design & scheduling. ADA-aware layouts, large-print signage, multi-sensory stations, and daytime/evening options support seniors, disabled residents, caregivers, and shift-working families.
- Youth leadership & pathways. Students (including after-school programs and Pacific University volunteers) take visible roles—docents, storytellers, build-team leads—building skills, confidence, and civic connection.
- Partnerships that reduce barriers. Coordinating with schools/after-school programs, Parks & Rec, Pacific University, and community groups extends trusted invitations into communities that are often underserved by fee-based arts and history programs.

Project Management

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

- Month 1 — Plan & Build
Finalize scope and dates; fabricate modular displays; complete safety/ADA plan; prep permits/insurance.
- Month 2 — Partners & Logistics
Confirm partners/venues (schools, Library, Parks & Rec/Senior & Community Center, Pacific University); lock A.T. Smith House dates for the 2-day showcase + vendor market (proceeds to A.T. Smith House restoration); launch outreach and volunteer recruitment.
- Months 3–6 — Program Delivery
Run workshops and rotating pop-up “story-trail” displays across sites; continue marketing and sponsor cultivation.
- Month 7 — Signature Event
Host the 2-day showcase at the Historic A.T. Smith House with a curated vendor market benefiting A.T. Smith House restoration.
- Month 8 — Evaluate & Report
Compile metrics and photos; submit City report; debrief with partners; refresh assets; set holds for next cycle.

Describe prior experience managing similar projects. Include prior Community Enhancement Project (CEP) experience.*

FHFG has prior CEP experience and long-running public programs (Historic Homes, Garden, Cemetery tours) plus A.T. Smith House events, and it has managed grants from major cultural funders—collectively showing the capacity to deliver, document, and report on projects like this.

Does this project require coordination with other public or private organizations?*

☒ Yes ☐ No

Has the necessary coordination between the two entities been completed?*

☐ Yes ☒ No

If yes, please describe:*

Is the project located on private land?*

☐ Yes ☒ No

If the project is located on private land, discuss the public benefit of the project.*

Landowner Permission Upload*

Choose File

No file chosen

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

Trails Tales - Historic Forest Grove.pdf

Reporting Agreement*

By checking the "I agree" box below, you agree and acknowledge that:

1. I acknowledge I will need to present my project to the Community Enhance Project Committee (CEPC) on October 13 2025.
2. I will provide a six-month financial update and progress report to the City by the end of June 2026. The report will be shared with City Council and the CEPC.
3. I will provide a 1-year written wrap-up to the City by the end of the grant period. The report will be shared with City Council and the CEPC.
4. I acknowledge I'm able to apply for extension in order to complete my project.
5. I acknowledge I may be asked to present to City Council regarding project updates.

☒ I agree.

Electronic Signature Agreement*

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

☒ I agree.

Electronic Signature*

Date*

Evelyn Orr

9/16/2025

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services	4000				4000
Contract Labor	6500				6500
Materials and Supplies	9500	5000	5000	5000	24,500
Capital					
In-Kind Services*		10000	5000	5000	20,000
Total	\$20,000	\$15,000	\$10,000	\$10,000	\$55,000

Print

2025-26 Community Enhancement Project Grant Application - Submission #1729

Date Submitted: 9/16/2025

Date*

9/16/2025

Sponsor*

Adventures Without Limits

Tax ID #*

72-1572963

Contact Person*

Jennifer Wilde

Daytime Phone #*

503-359-2568

Email Address*

jennifer@awlouddoors.org

Address*

PO Box #670

City*

Forest Grove

State*

OR

Zip Code*

97116

Project Information

Project Title*

Expanding Inclusive Outdoor Recreation Programming in Forest Grove

Amount Request*

20000

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

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☐ Improve community

Improve community

N/A

Reduce the amount or toxicity of waste

- ☐ Reduce toxicity or waste

Reduction of toxicity or waste

N/A

Increase reuse and recycling opportunities

- ☐ Increase reuse & recycling

Increase reuse & recycling opportunities

N/A

Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the IRS code

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

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

N/A

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

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

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

- Increase opportunities to experience wildlife, riparian zones, wetland, forest and marine areas, by hosting outings led by trained guides, that include accessible transportation to/from activity locations within and around Forest Grove.
- Partner with local environmental educators to improve public awareness and knowledge of natural spaces. Past Partnerships include US Fish and Wildlife Services and Fernhill Wetlands
- Trained guides will practice and instruct Leave No Trace principles during programing

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

- ☒ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs

- Increase recreational programs by offering monthly guided outdoor recreation programs through the Forest Grove Parks & Recreation Activity Guide.
- Recreational activities include but are not limited to hiking, kayaking, snowshoeing, rafting, birdwatching, tidepooling, and rock climbing. These activities will be accessible for new adventurers who are developing their skills, and intentionally designed to build community amongst participants. Programs will be facilitated by trained guides who are experts in their field, and will be inclusive for seniors, families, and people with disabilities.
- Programs will include an accessible shuttle service, to provide transportation to local recreational spaces
- Programs will reduce barriers to access by offering adaptive gear and clothing that is required to safely recreate in various weathers and environments (including but not limited to: snow pants, snow jackets, sunhats, sunglasses, rain jackets, and wetsuits)
- Programs will increase program offerings for families, seniors, and people with disabilities, by providing specialized adaptive gear (including but not limited to: kayak outriggers, adaptive paddles, all terrain wheelchairs, sit skis, hiking poles, and more)

Result in improvement in safety

- ☐ Safety improvement

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

- ☒ Benefit youth, seniors, low income or underserved

Improvement in safety

N/A

Benefits youth, seniors, low income or underserved

- Programs are intentionally designed to be welcoming and inclusive for youth, seniors, low income persons, and/or underserved populations (including but not limited to people with disabilities, multilingual and/or non-english speakers)
- Program registration will include gear to accommodate participants of various ability levels (including but not limited to: kayak outriggers, adaptive paddles, all terrain wheelchairs, sit skis, and hiking poles)
- Programs will provide opportunities to build community for specific groups with shared lived experience (youth and families, seniors, spanish speakers)
- Programs will be facilitated by guides trained in adapting programs for people with disabilities

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

1/1/2026

Project Completion Date*

12/31/2026

Project Scope*

Adventures Without Limits will facilitate 15 accessible and inclusive outdoor recreation programs to be featured in Forest Grove’s Parks and Recreation 2026 Activity Guides. These programs will be low-cost and include transportation, gear, and trained guides. The types of programs will vary based on season and community interest which may include birdwatching, hiking, kayaking, snowshoeing, tide pooling, and star gazing. This fund will support staffing expenses, transportation costs, gear purchase and maintenance, while keeping participant costs low. Programs will leave from a central location in Forest Grove and will include local recreation areas (Henry Hagg Lake, Fernhill Wetlands, Chehalem Ridge Nature Park, and Wapato Lake Wildlife Refuge) along with other locations (The Oregon Coast and Mount Hood). Adventures Without Limits will partner with existing environmental organizations to provide environmental education and programming on these outings.

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

There will be program opportunities for 180 Forest Grove residents (15 programs X 12 participant slots). All programming will be inclusive for people of various backgrounds and ability levels. 6 of the 15 programs will be advertised to build intentional community space for seniors (2), youth and families (2), and Spanish speakers (2). The remaining programs (9) will be open to people of all backgrounds, ages, and ability levels. Accommodations will be available for all programs upon request.

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

☐ Yes

☒ No

If so, is the project completed?*

☐ Yes

☐ No

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

☐ Yes

☒ No

Please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

If so, is the project completed?*

☐ Yes

☐ No

Budget Reporting

Budget Information

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

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

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

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

AWL.pdf

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

% of Total Budget provided by Non-CEP funds*

25%

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

25% of the budget will be matched by Adventures Without Limits and/or participant registration fees, including \$1565 in in-kind volunteer labor.

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

This project will be completed with the proposal funding.

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 2040 Plan?*

This program will enhance environmental sustainability through growing opportunities to access local natural spaces. Opportunities to connect with natural spaces can increase a person's connection to nature and engage participation in future conservation efforts. Partnerships with local environmental organizations will increase the quality of educational material and learning for participants while participating in programs.

This program will enhance sustainability economically by supporting a local Forest Grove non-profit organization (Adventures Without Limits). This program will create a base for a new long term program between Adventures Without Limits and Forest Grove Parks and Recreation. The seasonal programs offered in the activity guide will create a consistent outreach platform for Adventures Without Limits. Consistent outreach and programming helps with our economic sustainability and will allow Adventures Without Limits to serve Forest Grove and Oregon residents for years to come.

This program will enhance sustainability socially through increased access to community centered programming. Programs will be marketed through the Forest Grove Parks and Recreation seasonal activity guides. This will allow community members to create and strengthen relationships with others with similar interests (birding, tide pooling, hiking etc). Programs with specific populations (youth and families, seniors, Spanish speakers) will build community connections for individuals with shared experiences and identities. Up to five additional offerings per season in the Forest Grove Parks and Recreation Activity Guide will increase opportunities for community focused programming for Forest Grove residents. With this program, Forest Grove will be able to offer inclusive recreational opportunities for community members. This will allow folks with disabilities to access programming after aging out of school supported adaptive programs. Where larger municipalities provide both general recreation opportunities and adaptive recreation opportunities in their activity guides, Forest Grove will be able to deliver similar offerings through this program because of Adventures Without Limit's ability to provide inclusive and adaptive programming. Partnering with a local non-profit (Adventures Without Limits) will continue to strengthen both the city's recreation offerings and bring AWL's programming to the residents of Forest Grove.

The Forest Grove Vision 2040 plan has two goals that align with this project: Healthy and Active Community and Community Connection.

To match Healthy and Active Community goals and outcomes, this program will:

- Increase recreation opportunities for all
- Increase safe and accessible recreation opportunities
- 3.6 Identify and reduce barriers to participation in recreation (e.g., cost, transportation, awareness of available resources, etc.)
- 3.7 Increase access to recreation opportunities for people with disabilities and / or tailored options

To match Community Connection goals and outcomes, this program will:

- Increase collaboration among community organizations
- Increase partnership and collaboration between among community organizations and the City

- [FGF 2040 Vision Plan](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

Adventures Without Limits has 30 years of experience working with people with disabilities and breaking down barriers to accessing outdoor recreation. These programs will reduce barriers to outdoor recreation and natural spaces by offering transportation, gear, and experienced guides. The programs offered will be inclusive and people will participate regardless of ability level, socio-economic status, gender, ethnicity or age. With this grant, costs for the programming can remain low and the Fun for For All scholarship program associated with FG Parks and Rec will support individuals requiring additional financial assistance to access recreation programming.

Group specific offering (family, seniors, Spanish speakers) will increase participation from diverse populations and vulnerable communities. There is a disparity between access to outdoor spaces and vulnerable populations. This program will help bridge that gap in Forest Grove.

These programs will be open to all Forest Grove residents which include:

- 15% of Forest Grove's population are over the age of 65
- 24% of Forest Grove's population are under the age of 18
- 19% of Forest Grove's population speaks Spanish at home
- 33% of Forest Grove's population has an income of under 50k a year

Project Management

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

Adventures Without Limits will partner with Forest Grove Parks and Recreation to offer 15 accessible and inclusive recreational programming for the city of Forest Grove residents. Adventures Without Limits will plan 4 or 5 programs for each seasonal activity guide. These may include the following programs: birdwatching hikes, tidepooling on the Oregon coast, summer stargazing, winter wonderland snowshoeing, and fall foliage kayaking. Types of programs will vary based on weather, season, and community interest.

1 month before each seasonal activity guide is released, AWL staff will plan 4 or 5 trips to advertise in the guide. Staff will decide on activities and locations for upcoming events. Staff will assess locations for accessibility and group needs.

1 month before each seasonal activity guide is released, AWL staff will design and plan promotional details for trip outreach. Staff will have meetings around marketing and outreach to the local community.

1-2 months before programming AWL will contact prospective environmental education partners and supporting organizations for upcoming programs.

1-2 months before programming AWL will contact staff and schedule guides accordingly to support upcoming trips.

2-3 days before each trip, staff will pack and organize all necessary equipment and materials.

On each trip day, AWL staff will provide the activity for the group. Including transportation, gear, and trained guide facilitation.

Describe prior experience managing similar projects. Include prior Community Enhancement Project (CEP) experience.*

Adventures Without Limits has 30 years of experience breaking down barriers to accessing outdoor recreation, and facilitating year-round adaptive and inclusive outdoor recreation programs. As an established non-profit, Adventures Without Limits has an extensive gear library, fleet of vehicles, and trained staff to facilitate these programs. We collaborate with a network of over 40 community partners with trusted relationships that we have partnered with to provide access outdoor programming to Washington, Clackamas, and Multnomah counties. As an organization, Adventures Without Limits has previously received funding from the city of Forest Grove to expand program offerings to include stand up paddle boarding. These can now be used for this project and allow us to support larger groups getting on water during paddleboard trips. In 2020, Adventures Without Limits ran 3 weeks of inclusive youth summer camps for the residents of Forest Grove. This created opportunities for connection with community and connection with nature during a time when many other similar programs were unable to operate.

Does this project require coordination with other public or private organizations?*

☒ Yes ☐ No

Has the necessary coordination between the two entities been completed?*

☐ Yes ☒ No

If yes, please describe:*

Is the project located on private land?*

☐ Yes ☒ No

If the project is located on private land, discuss the public benefit of the project.*

Landowner Permission Upload*

Choose File

No file chosen

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

Choose File

No file chosen

Reporting Agreement*

By checking the "I agree" box below, you agree and acknowledge that:

1. I acknowledge I will need to present my project to the Community Enhance Project Committee (CEPC) on October 13 2025.
2. I will provide a six-month financial update and progress report to the City by the end of June 2026. The report will be shared with City Council and the CEPC.
3. I will provide a 1-year written wrap-up to the City by the end of the grant period. The report will be shared with City Council and the CEPC.
4. I acknowledge I'm able to apply for extension in order to complete my project.
5. I acknowledge I may be asked to present to City Council regarding project updates.

☒ I agree.

Electronic Signature Agreement*

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

☒ I agree.

Electronic Signature*

Date*

Anika K Morkowski

9/16/2025

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services	17900	3400			21300
Contract Labor	0	1200			1200
Materials and Supplies	2100	577.50			2677.50
Capital	0	0			0
In-Kind Services*	0	1565			1565
Total	\$20000	\$6742.50	\$	\$	\$26742.5

2025-26 Community Enhancement Project Grant Application - Submission #1735

Date Submitted: 9/17/2025

Date*

9/17/2025

Sponsor*

Centro Cultural

Tax ID #*

93-0606729

Contact Person*

Jessica Mehta

Daytime Phone #*

5038057002

Email Address*

jmehta@centrocultural.org

Address*

1110 N Adair St.

City*

Cornelius

State*

OR

Zip Code*

97113

Project Information

Project Title*

Rooted in Forest Grove

Amount Request*

20000

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

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☒ Improve community

Improve community

This project strengthens the Forest Grove community both through direct services and visible place-making. By sustaining operations at the Senior and Community Center, seniors and residents gain reliable access to meals, wellness classes, bilingual navigation services, cultural events, and volunteer opportunities—programs that reduce isolation, promote health, and build stronger social connections. These activities foster intergenerational and intercultural engagement, creating a more inclusive and supportive community fabric.

The \$3,000 green island rehabilitation project will further improve community by transforming a neglected space into an attractive, welcoming, and environmentally sustainable entry point. With pollinator-friendly, drought-resistant plants, the project enhances ecological value and creates a shared outdoor area that reflects community pride. Together, these efforts provide immediate benefits while also modeling long-term stewardship and inclusion, directly aligning with the vision of a healthier, more vibrant Forest Grove.

Reduce the amount or toxicity of waste

☒ Reduce toxicity or waste

Reduction of toxicity or waste

The \$3,000 green island rehabilitation project directly reduces waste by transforming a neglected parking lot island into a low-maintenance, sustainable landscape. Debris and invasive weeds will be removed, replaced with drought-resistant, pollinator-friendly native plants, barkdust, and weed barrier fabric. This reduces the need for chemical treatments, excess watering, and ongoing clean-up.

At the same time, operations at the Senior and Community Center emphasize sustainable practices by encouraging reuse of materials, minimizing single-use products in programming and events, and promoting environmental education. Together, these efforts reduce reliance on harmful chemicals, cut down on unnecessary waste, and model environmentally responsible practices in a highly visible community hub.

Increase reuse and recycling opportunities

☒ Increase reuse & recycling

Increase reuse & recycling opportunities

The Forest Grove Senior and Community Center will use Community Enhancement Program support to model and expand sustainable practices that increase reuse and recycling. As part of day-to-day operations, the Center incorporates recycling stations for paper, plastics, and cans, and encourages participants to minimize single-use items by providing reusable dishware and supplies for events and programs. Volunteer activities also include recycling education and community clean-up efforts that highlight practical ways seniors and residents can reduce waste.

The \$3,000 green island rehabilitation project reinforces this commitment by reusing organic materials wherever possible. For example, natural debris from the site will be composted, and barkdust will provide long-term weed suppression, reducing the need for disposable chemical treatments. Together, these practices make the Center a hub for environmental stewardship where reuse and recycling are embedded into programming, facility management, and outdoor space design.

Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the IRS code

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

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

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

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

Centro Cultural, a 501(c)(3) nonprofit with more than 50 years of continuous service, operates the Forest Grove Senior and Community Center through a formal agreement with the City of Forest Grove. The proposed \$3,000 green island rehabilitation project directly upgrades the property by transforming a neglected outdoor area into a safe, attractive, and environmentally sustainable space. This enhancement improves the overall condition and appearance of the Center, creating a healthier and more welcoming environment for seniors and community members.

In addition, the \$17,000 in facilities support will sustain essential operations that ensure the Center remains functional, accessible, and well-maintained. These combined efforts constitute both rehabilitation and ongoing upgrades to a nonprofit-operated property, reinforcing the Center's role as a vibrant hub for wellness, cultural programming, and community connection.

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

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

- ☐ Improvement to or an increase in recreational areas and programs

Result in improvement in safety

- ☐ Safety improvement

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

- ☒ Benefit youth, seniors, low income or underserved

Improvement or increase in recreational areas or programs

Improvement in safety

Benefits youth, seniors, low income or underserved

This project is centered on serving seniors and other underserved residents in Forest Grove. Through \$17,000 in facilities support, the Senior and Community Center will continue offering meals, wellness classes, bilingual navigation services, transportation supports, and cultural events that directly benefit seniors, low-income households, people with disabilities, and communities of color. These programs reduce isolation, improve health, and provide equitable access to essential resources.

The \$3,000 green island rehabilitation project also benefits these populations by creating an inviting, safe, and environmentally sustainable outdoor space. By transforming a neglected area into a welcoming entry point, the project signals inclusivity and pride while offering a healthier environment for all who use the Center. Together, these efforts ensure that the Center remains a vital, culturally responsive resource for the community's most vulnerable populations.

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

1/1/2026

Project Completion Date*

12/31/2026

Project Scope*

In November 2024, Centro Cultural entered into a two-year agreement with the City of Forest Grove to operate the Forest Grove Senior and Community Center (FGSCC). This partnership ensures that seniors in our community have access to a thriving hub for wellness, social connection, and culturally responsive programming. Centro brings more than five decades of experience in education, health, and community development to the Center, working alongside trusted partners like Meals on Wheels and Ride Connection to sustain services that seniors rely upon daily.

Support from the Community Enhancement Program will strengthen the overall capacity of the Center by providing \$17,000 to sustain day-to-day facilities operations and \$3,000 for an outdoor rehabilitation project, totaling \$20,000 in requested support. Facilities operations funding will help ensure the Center remains open, safe, and welcoming—supporting wellness classes, food access, bilingual navigation services, cultural events, and volunteer opportunities that improve health, reduce isolation, and foster community connection. Many of these activities incorporate sustainable practices, such as nature-based stress reduction, outdoor engagement, and opportunities for seniors to connect with their environment as part of healthy aging.

As part of this work, we are also proposing a \$3,000 enhancement project to rehabilitate the small “green island” in the Center’s parking lot. Currently neglected, this space will be transformed with drought-resistant, pollinator-friendly native plants, barkdust, and long-term maintenance improvements. The result will be a welcoming entrance that reflects community pride, creates a healthier micro-environment for pollinators, and provides an attractive outdoor space for engagement.

Together, these initiatives demonstrate how Centro and the City of Forest Grove are working hand-in-hand to ensure the Senior and Community Center remains a vibrant, inclusive, and environmentally responsible gathering place for all.

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

Our target goal is that at 300 clients can benefit from a clean garden area and can walk safely.

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

☐ Yes☒ No

If so, is the project completed?*

☐ Yes☐ No

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

☐ Yes☒ No

Please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

If so, is the project completed?*

☐ Yes☐ No

Budget Reporting

Budget Information

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

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

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

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

CFG Grant 9.16.25.pdf

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

% of Total Budget provided by Non-CEP funds*

20

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

N/A

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

The \$3,000 green island rehabilitation project will be fully completed within the one-year grant period using the requested funds. The broader facilities operations and programming support represent ongoing work at the Senior and Community Center. While this proposal funding will sustain key operations for the year, Centro is committed to continuing these services beyond the grant period through existing partnerships, diversified fundraising, and other grant opportunities. This ensures that the Center remains a lasting, inclusive, and sustainable resource for Forest Grove.

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 2040 Plan?*

This project enhances sustainability in Forest Grove by fostering long-term environmental responsibility and stewardship through both programming and place-making. The rehabilitation of the Senior and Community Center's green island with drought-resistant, pollinator-friendly native plants will model sustainable landscaping practices while improving ecological value in a highly visible public space. At the same time, Center programming will strengthen social sustainability by reducing isolation, building community connections, and offering accessible, culturally responsive opportunities for seniors and residents. Together, these efforts align with the Forest Grove Vision 2040 Plan by creating a healthier environment, a more vibrant and inclusive community, and a lasting culture of stewardship.

- [FGF 2040 Vision Plan](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

The Forest Grove Senior and Community Center, operated by Centro Cultural, is grounded in equity, inclusion, and environmental justice. Our programming and enhancement projects prioritize those most vulnerable in our community—seniors, low-income households, people with disabilities, and communities of color—who are disproportionately impacted by social isolation, economic barriers, and environmental hazards.

Through the requested Community Enhancement Program support, the Center will continue to offer bilingual navigation services, culturally responsive wellness programming, food access, and transportation supports that remove barriers to participation. The rehabilitation of the Center's green island with drought-resistant, pollinator-friendly plants will not only model sustainable practices but also signal a welcoming, inclusive environment where all residents see themselves reflected in community spaces.

While this grant sustains work over the next year, the outcomes are intentionally designed to be evergreen. By investing in infrastructure, culturally specific outreach, and long-term stewardship practices, we are laying the foundation for programming and community engagement that will endure well beyond the grant period. In doing so, the Center advances the Forest Grove Vision 2040 Plan by building a healthier, more inclusive, and more resilient city where every resident has a place to connect, thrive, and belong.

Project Management

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

Centro Cultural has the infrastructure and staff in place to ensure smooth project management of the Forest Grove Senior and Community Center. Major tasks for the grant year include sustaining day-to-day facilities operations, coordinating management and programming, and completing the \$3,000 green island rehabilitation project.

Facilities Operations and Management (Ongoing, Year-Round): Centro will oversee building maintenance, utilities, safety, and scheduling of programs and rentals throughout the grant year. A designated staff member will serve as the point of contact for facility operations to ensure continuity of services from day one.

Programming and Service Delivery (Ongoing, Year-Round): Wellness classes, bilingual navigation services, food access, and transportation supports will continue on a weekly basis, with seasonal adjustments as needed. Staff will monitor participation, evaluate outcomes, and adapt offerings to meet community needs.

Green Island Rehabilitation (estimated Spring–Summer 2026): The outdoor enhancement project will launch in the spring with site preparation, debris removal, and soil conditioning. Native, drought-resistant, pollinator-friendly plants and barkdust will be installed early summer. Ongoing maintenance will be incorporated into volunteer opportunities, modeling long-term stewardship.

Evaluation and Reporting (Quarterly, with Year-End Summary): Centro will collect data on participation, equity outcomes, and facility use, providing quarterly updates to the City of Forest Grove. A final report will highlight progress, challenges, and sustainability strategies.

While the Community Enhancement Program support is for one year, the work supported—particularly in facilities operations and community programming—is designed to be evergreen. The green island rehabilitation will be completed during the grant period, leaving a lasting environmental and social benefit, while the Center’s ongoing operations and services will continue to expand long after the grant year concludes.

Describe prior experience managing similar projects. Include prior Community Enhancement Project (CEP) experience.*

Centro has extensive experience managing community-based programs and facilities, though we have not previously received a Community Enhancement Project grant. Our track record demonstrates capacity to deliver on projects of similar scope and complexity.

Examples include Edad de Oro and Cocina de Oro, which serve more than 100 seniors weekly with meals, social activities, and wellness supports; a USDA-funded Community Food Project that expanded food security efforts and distribution; and Project Turnkey, where Centro acquired and converted a 20-room motel in Forest Grove to meet urgent housing needs, demonstrating facility management and renovation expertise. Our youth STEAM and summer programs serve more than 200 students annually, while cultural events and health outreach engage thousands of community members across generations.

Centro has operated continuously for over 50 years, employs nearly 100 staff, and manages an annual budget exceeding \$10 million. We have successfully secured and administered diverse funding sources, including federal, state, foundation, and local grants, and have raised funds through campaigns such as the Centro 50-year endowment, Casa Amparo rehabilitation, and Mercado upgrades.

These experiences show our ability to manage facilities, deliver wraparound services, sustain operations, and partner effectively with municipalities, funders, and community organizations. This depth of experience positions us to manage the Community Enhancement Program project and ensure lasting impact for Forest Grove residents.

Does this project require coordination with other public or private organizations?*

☒ Yes

☐ No

Has the necessary coordination between the two entities been completed?*

☐ Yes

☐ No

If yes, please describe:*

Is the project located on private land?*

☐ Yes

☒ No

If the project is located on private land, discuss the public benefit of the project.*

Landowner Permission Upload*

No file chosen

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

No file chosen

Reporting Agreement*

By checking the "I agree" box below, you agree and acknowledge that:

1. I acknowledge I will need to present my project to the Community Enhance Project Committee (CEPC) on October 13 2025.
2. I will provide a six-month financial update and progress report to the City by the end of June 2026. The report will be shared with City Council and the CEPC.
3. I will provide a 1-year written wrap-up to the City by the end of the grant period. The report will be shared with City Council and the CEPC.
4. I acknowledge I'm able to apply for extension in order to complete my project.
5. I acknowledge I may be asked to present to City Council regarding project updates.

☒ I agree.

Electronic Signature Agreement*

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

☒ I agree.

Electronic Signature*

Date*

Jessica Mehta

9/17/2025

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services	12000				12000
Contract Labor	5000				5000
Materials and Supplies	3000				3000
Capital					
In-Kind Services*	5000	WA County	OHSU		5000
Total	\$20000	\$3000	\$2000	\$	\$25000

Print

2025-26 Community Enhancement Project Grant Application - Submission #1736

Date Submitted: 9/17/2025

Date*

9/17/2025

Sponsor*

West Tuality Habitat for Humanity

Tax ID #*

93-1078791

Contact Person*

Steve Mann

Daytime Phone #*

5033598459

Email Address*

development@westtualityhabitat.org

Address*

3731 PACIFIC AVE

City*

Forest Grove

State*

OR

Zip Code*

97116

Project Information

Project Title*

Disaster Education & Supply Project—West Tuality Habitat for Humanity / ReStore

Amount Request*

20000.

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

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☐ Improve community

Improve community

Reduce the amount or toxicity of waste

☐ Reduce toxicity or waste

Increase reuse and recycling opportunities

☐ Increase reuse & recycling

Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the IRS code

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

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

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

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

☐ Improvement to or an increase in recreational areas and programs

Result in improvement in safety

☒ Safety improvement

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

☒ Benefit youth, seniors, low income or underserved

Reduction of toxicity or waste

Increase reuse & recycling opportunities

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

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

Improvement or increase in recreational areas or programs

Improvement in safety

In the event of a moderate to large earthquake, one of the most vulnerable populations in the city are the residents of Rose Grove Mobile Home Park due to the limitations of their foundations. Disaster preparation and education is critical for this population. Having disaster response supplies near to this population, as well as the many large apartment complexes, assisted living centers, and schools within about one half mile, make this location at the FG ReStore a strategic location for such supplies.

Benefits youth, seniors, low income or underserved

The demographics of residents within one half mile of the FG ReStore suggest a population with higher than average percentages of seniors, low income, and underserved residents.

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

2/1/2026

Project Completion Date*

2/1/2027

Project Scope*

As our city agencies are currently updating their Emergency Operations Plan, West Tuality Habitat for Humanity will coordinate with these plans within two of the five areas of emergency management: Mitigation (to reduce loss of life and property) and Response (meeting basic human needs after an incident has occurred). These plans will prioritize service within about a half mile radius of the Forest Grove ReStore, which includes a majority of the largest densely populated mobile home communities, apartment complexes, assisted living centers, and rehabilitation centers in the city.

Emergency Mitigation. Focused on bilingual disaster education for the Rose Grove Mobile Home Community (339 spaces), located adjacent to the FG ReStore. This community is perhaps most at risk from the most probable of disasters - a large earthquake. Typical damages to manufactured homes during an earth quake include: homes sliding off support systems; damage from structural piers puncturing the floor; disruption of utilities; fires from damaged gas and electric lines and appliances; trapped occupants due to blocked egress. Education will focus on 1) teaching residents to assess their home for potential hazards and how to reduce risk, and 2) steps to assemble their own disaster supplies.

Emergency Response. A shipping container filled with disaster relief materials will be purchased and stored behind the FG ReStore. Materials will be recommended by city agencies and may include water purification, first aid, generator, radios for communication, emergency shelter supplies, tools to extract residents from blocked structures, etc.

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

Mitigation — Education Program.

Target Audience: The Rose Grove Mobile Home Community.

Population: approximately 1,000 residents.

Age: US Census data indicates an average age of 57, which is significantly higher than Forest Grove's average age of 34.

Average income: \$46,000. Data indicates a significantly lower income level than Forest Grove's average household income of \$82,000 in 2023.

Ethnicity: Reliable data on ethnic demographics of Rose Grove not available.

Emergency Response — Disaster Supplies Program.

Target Audience: residents within one half mile of the FG ReStore.

Population: potentially 4,000+ residents.

Age: Expected to be higher than the city's average due to the higher average age at Rose Grove Manufactured Home Community, as well as Jennings McCall (218 units), Brookdale (110 units), Marquis (130 beds), Forest Grove Post Acute Rehab (110 beds), and the senior apartments of Forest Villa Apartments (84 units), all within one half mile of the FG ReStore.

Average Income: Expected to be lower than the city's average due to the communities listed in the previous question.

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

☐ Yes ☒ No

If so, is the project completed?*

☐ Yes ☐ No

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

☐ Yes

☒ No

Please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

If so, is the project completed?*

☐ Yes

☐ No

Budget Reporting

Budget Information

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

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

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

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

2025 CEP Grant Budget.docx

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

% of Total Budget provided by Non-CEP funds*

20%

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

Yes, sponsor's funding is secure.

No other sources secured at this time.

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

Project will be completed with proposed funding.

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 2040 Plan?*

Disaster preparation and response is a socially sustainable non-negotiable goal in a just society. Natural disasters are unavoidable for any community, yet do not affect everyone in that community equally. Social sustainability has been defined as simply ensuring that all people have access to necessary resources. It builds resilience and ensures a community is better equipped to face and overcome challenges.

A moderate to strong earthquake will affect the Rose Grove Manufactured Home Community more severely than most other geographic communities in our city. Since there are no concrete pads under the manufactured homes, there is no feasible way to install any type of earthquake-resistant-bracing-systems (ERBS), leaving the entire park extremely vulnerable to earthquake damage. The 2040 Vision Plan lays out our community's value for safety, "We aspire to be a community where everyone feels secure, supported, and prepared—where public safety is a shared priority, health is nurtured, and we stand resilient in the face of emergencies, united in our care for one another."

Taking extra measures to ensure an adequate emergency response for the Rose Grove community would fulfill our stated community value for safety.

- [FGF 2040 Vision Plan](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

The physical limitations of the foundations of the homes in the Rose Grove community inherently put them in a category of vulnerability, besides any other qualifying characteristics that apply to this community such as age, socio-economic, or racial demographics. This grant would start to give this community the tools that they need to be more resilient, prepared, and empowered in the face of a disaster.

Project Management

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

Feb. to April, 2026. Begin communication with city agencies. Determine what disaster supplies would be most needed to store in the back lot of the FG ReStore. Determine what educational materials are most needed and available in bilingual format to share with residents.

May to July, 2026. Collaborate with management of Rose Grove community about best method of distribution of educational materials. Discover other community partners that can help conduct community outreach, identify barriers that may exist in education and implementation of disaster preparation, as well as strategies to overcome those barriers. Finalize list of recommended disaster supplies and best storage solutions in collaboration with city agencies. Find other community partners that may be able to help residents purchase disaster supplies.

August to October, 2026. Begin purchasing recommended disaster storage unit and supplies. Begin community outreach to Rose Grove community, distribution of educational materials, and any assistance that residents may need in assessing their own property for hazards and assembling their own disaster supplies.

Nov., 2026 to Jan, 2027. Begin assessment of successes and challenges of our outreach, education, hazard mitigation, and disaster supply kit efforts in Rose Grove community. Address challenges.

Describe prior experience managing similar projects. Include prior Community Enhancement Project (CEP) experience.*

West Tuality Habitat for Humanity has managed construction and repair projects for over 30 years, from single stand alone houses to small subdivisions of 7 and 8 houses.

I have found reports for 3 different CEP grants that we have received from the City of Forest Grove.
2016-17 CEP grant of \$4,868 was expended for costs related to development of the infrastructure needed for our 22nd Street Project of 7 affordable homes.
2019-2020 CEP grant of \$5,000 was expended for our project of Home Preservation Program for Low-Income, Elderly, Disabled & Veterans.
2019-2020 CEP grant of \$2,200 was expended for our ReStore Covered Donation Intake Area project.

Does this project require coordination with other public or private organizations?*

☒ Yes

☐ No

Has the necessary coordination between the two entities been completed?*

☐ Yes

☒ No

If yes, please describe:*

Is the project located on private land?*

☒ Yes

☐ No

If the project is located on private land, discuss the public benefit of the project.*

The disaster supplies will be stored on private land, the the benefit is for the community, and will be distributed as needed exclusively by official responders from the city.

Landowner Permission Upload*
CEP 2025 Grant - Permission to Enter Property.docx
Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

Choose File

No file chosen

Reporting Agreement*

By checking the "I agree" box below, you agree and acknowledge that:

1. I acknowledge I will need to present my project to the Community Enhance Project Committee (CEPC) on October 13 2025.

2. I will provide a six-month financial update and progress report to the City by the end of June 2026. The report will be shared with City Council and the CEPC.

3. I will provide a 1-year written wrap-up to the City by the end of the grant period. The report will be shared with City Council and the CEPC.

4. I acknowledge I'm able to apply for extension in order to complete my project.

5. I acknowledge I may be asked to present to City Council regarding project updates.

☒ I agree.

Electronic Signature Agreement*

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

☒ I agree.

Electronic Signature*

Steve Mann

Date*

9/17/2025

2025 CEP Grant Budget – West Tuality Habitat for Humanity (WTHH)

		CEP Grant	Sponsor – WTHH
Materials & Supplies	30' Refurbished Storage Container from ConexWest	5,500.00	
Materials & Supplies	Disaster Response Supplies as recommended by FG Fire	10,000	
Materials & Supplies	Gorilla Rack industrial shelving (10 x \$250.)	2,500	
Materials & Supplies	Disaster Preparation Educational Materials, sourced from city recommendation	500	
Paid Personnel Services	Staff & Admin Expense by (WTHH) & FG ReStore for collaboration with city and for community outreach to Rose Grove and community partners	1,500	
In-Kind Services	Staff & Admin Expense by (WTHH) & FG ReStore for monthly inspections of storage unit; additional collaboration and community outreach		1,500
In-Kind Services	Printing & Copying Expense		250
In-Kind Services	Space rent for equivalent sized open RV storage space for first year		2,400
TOTALS		20,000	4,150

Print

2025-26 Community Enhancement Project Grant Application - Submission #1737

Date Submitted: 9/17/2025

Date*

9/17/2025

Sponsor*

American Legion Washington Post 2

Tax ID #*

1N331CC08500

Contact Person*

Dale Thaler

Daytime Phone #*

5033332340

Email Address*

legiondalepost2@gmail.com

Address*

2003 21st Avenue

City*

Forest Grove

State*

OR

Zip Code*

97116

Project Information

Project Title*

Veterans Tribute Park Phase 1

Amount Request*

\$20,000

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

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☒ Improve community

Improve community

The target project site, a portion of Lincoln Park along Sunset Drive, is currently vacant with a bare section where a house used to stand while the remainder is grassy requiring periodic cutting. The back end of the site is defined by a lower seasonally wet boundary where as water level varies with the rains, it is difficult to discern solid ground versus mud or standing water due to vegetation. Our proposed project would establish a primary memorial area focusing on the service and sacrifices made by all veterans and provide appropriate landscaping and ADA accessible paths for solitude, reflection and educational opportunities.

Reduce the amount or toxicity of waste

- ☐ Reduce toxicity or waste

Increase reuse and recycling opportunities

- ☒ Increase reuse & recycling

Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the IRS code

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

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

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

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

- ☒ Improvement to or an increase in recreational areas and programs

Reduction of toxicity or waste

Increase reuse & recycling opportunities

Recycled materials could be used in benches and other possible features at the project site.

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

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

Improvement or increase in recreational areas or programs

With our proposed site being a part of Lincoln Park that is currently unused and sometimes directly inaccessible to the remainder of the park, our project will surely increase the use of not only our project site but since we propose a footbridge across the seasonally impassible area, it should make the bulk of Lincoln Park's services and amenities more readily available to residents residing to the east of the park.

Result in improvement in safety

☒ Safety improvement

Improvement in safety

The proposed bridge connector will ensure a safe crossing between two sections of Lincoln Park without residents attempting to cross a seasonally wet area in an unsafe manner such as jumping, vaulting or slipping in mud or water. Furthermore, our proposed site would allow a safer location than the “big flag” triangle currently used to perform patriotic events, memorial tributes (like the F G Fire Dept 9/11 remembrance), community gatherings of free speech and civil protest that would have adequate parking and not require crossing busy streets to participate in or attend such events.

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

☒ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

This project has the potential to benefit not only every resident of Forest Grove, but all veterans and military families traveling in our direction. Although our primary target group is veterans, particularly the 1600 plus of them living in our city, every resident could benefit by visiting a place designed to elicit a solemn moment of thanks, acknowledgement, or revelation of what total strangers do to ensure their freedom and way of life. To a veteran, it can be a reminder that they are not alone; they are part of something greater, or a place just to sit and reflect on their thoughts. The site would provide veterans and all in need of assistance where help can be found providing information on local programs and how to contact them.

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

10/1/2025

Project Completion Date*

5/16/2026

Project Scope*

This is Phase 1 of a long term project. It is the collaboration of various groups, organizations and individuals that meet regularly under the umbrella of the Forest Grove Veterans Action Network (FGVAN). The primary overseers of this project are The American Legion Forest Grove Post 2 and the Forest Grove Elks Post 2440. Some of our supporting organizations include the Oregon Department of Veterans Affairs, the Pacific University Department of Military and Veterans Services and the Hope Community Network.

The end goal is a Veterans Tribute Park that is easily accessible to everyone that allows both the Veteran and the average resident a calm, respectful, educational venue that is also informational and helpful, particularly for veterans seeking benefits and local assistance. Links for anyone requiring social services assistance would also be available. This information would be accessible via QR codes that can be changed and updated periodically with some plain text for those with no electronic access. This project consists of four phases:

Phase 1 - Location feasibility and design Fall 2025 - Spring 2026

Phase 2 - Site Preparation and Infrastructure Spring 2026 - Summer 2026

Phase 3 - Central Monuments, Pillars, and basic construction Summer 2026 - Fall 2026

Phase 4 - Landscaping, Benches, Paths and Lighting Fall 2026 - Spring 2027

The design would honor service branches without emphasizing specific wars or individuals who served. We would place emphasis on thanks and gratitude for those willing to sacrifice themselves in service to the greater good. Plans would likely include focus on military awards such as the Purple Heart and the Congressional Medal of Honor. Individual service could be commemorated by bricks embedded in a walkway.

This Community Enhancement Grant would address our needs of Phase 1. Our most desirable scenario would be the approval of the portion of Lincoln Park along Sunset Drive for project development. A less ideal secondary site under consideration is expansion of the flag and plaque in place on the west side of the Forest Grove Senior and Community Center. Development of designs that could be used at either site is the primary goal of this request. We would also, with the approval of Parks and Recreation, construct a foot bridge providing a safe rear round connection of the east and west areas of Lincoln Park. This will also provide access to the restroom facilities already in place at the park.

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

The primary target of this project is, of course, veterans and their immediate family members. This extends to families who have suffered a loss of a loved one in service to our nation. It is our goal to provide a welcoming location that provides a site of solace and a beacon of hope for everyone whether they have served our country, live in our city or are just passing through.

According to ACS 2023 Census data, 7.2 % of Forest Grove's population (26,406) have veteran status. With the average family size of 2.8 and approximately half of veterans being single, this project would directly impact more than 3600 citizens. Just under 10% of veterans are women, 7.6% of veterans live below the poverty line and 5% of the homeless are veterans. Though one in seven veterans are non-white, the demographic of Forest Grove is approximately 60% White and 30% Hispanic. Indirectly, it has the potential to benefit every resident of Forest Grove in some capacity as well as a myriad of unknown individuals that will visit our fair city.

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

☐ Yes ☒ No

If so, is the project completed?*

☐ Yes ☐ No

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

☐ Yes ☒ No

Please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

If so, is the project completed?*

☐ Yes☐ No

Budget Reporting

Budget Information

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

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

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

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

CEP-Budget-Fillable-PDF-2024pdf.pdf

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

% of Total Budget provided by Non-CEP funds*

50%

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

Our initial fundraiser netted in excess of \$300. There will be follow-on funding campaigns as well as opportunities to accept donations at events such as the Corn Roast, Oktoberfest, the downtown Marine Corps celebration and other events as our nation's 250th Birthday approaches. Corporate donations of materials, equipment and skilled labor volunteers as well as volunteer hours will be the primary resources for both the foot bridge and primary features of the Tribute Park. There have been no formal requests for funding or construction material from outside sources prior to this application.

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

As mentioned before, this grant will only cover Phase 1 of this project. State and federal funding will be applied for when more specific parameters are set and a specific design plan has been chosen. We are confident that we will have enough local support that much of the materials will be donated or acquired at a reduced cost. Approval of this grant will enable us to use these proceeds to qualify as matching funds when we apply for ODVA grants in January 2026.

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 2040 Plan?*

This project would enhance sustainability in Forest Grove primarily in the social and environmental aspects of the Forest Grove Vision 2040 Plan. Indeed, our Veterans Tribute Park project would touch every goal statement of the Vision Plan. The Forest Grove Forward Vision Statement concludes with "Through thoughtful, sustainable growth and collaborative spirit, we cultivate a high-quality, safe, and affordable life honoring our history and welcoming all who visit and call Forest Grove home."

An Economy Goal desired outcome is to foster a community identity and sense of place. Action 1.16 is to explore exterior and architectural design to create a visual identity. That is basically the goal of Phase 1.

In the goal area of Community Growth, a stated desired outcome is to enhance walk-ability and community connectivity through pedestrian and bike-friendly infrastructure... Our project would most definitely increase walk-ability and address a current Lincoln Park pedestrian barrier (Action 2.32)

However, this project best encompasses the goal statements of the Healthy and Active Community, "We envision a Forest Grove community where everyone can enjoy safe, accessible, and inclusive recreation opportunities that enhance quality of life for all ages and abilities" and the Community Connectivity goal statement "We envision an engaged and connected Forest Grove community with inclusive spaces for all ages, where strong partnerships, active civic participation, and shared information foster collaboration and belonging."

The first Healthy & Active community action (3.1) to increase recreation opportunities is to update the city's Parks and Recreation Master Plan. In meeting with Director Anne Lane, we are aware that action may begin soon which makes a timely design proposal that this grant would afford be most beneficial at an opportune moment. It could also prove to be a catalyst for action 3.5, a long term agreement with Pacific University on Lincoln Park utilization. It would also provide an additional ADA park location.

This project touches all four desired outcomes of Community Connectivity. It creates a central community gathering space that is safe and welcoming for all ages and depending on location could enhance opportunities at the Senior Center. This project would certainly offer several volunteer opportunities, utilize digital communication techniques and solicit engagement with high school and university internships and consider a Pacific University work study program to ensure information stations are current, changed periodically and relevant to the city.

- [FGF 2040 Vision Plan](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

This project would result in a public venue where anyone regardless of race, gender, religion, nationality, economic status or other under-represented person is welcome as long as they are respectful of the premises. This would include the entire spectrum from the most privileged to the most vulnerable.

Our all volunteer military forces, and hence our veterans, carry the persona of patriotism and equality; they protect the freedom, liberty and individual rights we enjoy and have a deep regard for the power of and staunchly defend our Constitution. The military family demographic closely mirrors that of our nation. Veteran organizations focus on the local community and attempt to ensure that all feel welcome.

Project Management

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

The major task of this project is acquiring a definite location to construct a proper venue that conveys the acknowledgement and gratitude of the City of Forest Grove and its residents to area veterans both from this area and to those who migrate here after service. It is our belief that an established design will help facilitate the designation of a proper location for a Forest Grove Veterans Tribute Park. With that mindset, we apply for this grant with the following proposed timeline for Phase 1.

- Step 1 - Apply for Community Enhancement Project Grant Sep 2025
- Step 2 - Select Architectural Design Firm Oct - Nov 2025
- Step 3 - Approval/Permits for foot bridge (Parks & Rec, City) Oct - Dec 2025
- Step 4 - Solicit Materials and equipment for Foot Bridge Nov 2025 - Jan 2026
- Step 5 - Review design plan/ budget Phases 2 thru 4 Nov 2025 - Jan 2026
- Step 6 - Approve design plan and finalize proposed budgets Jan 2026
- Step 7 - Apply for Phases 2 thru 4 Grants / Funding Jan 2026 - May 2026
- Step 8 - Construct foot bridge (weather permitting) Jan 2026 - May 2026

Describe prior experience managing similar projects. Include prior Community Enhancement Project (CEP) experience.*

Tim Rippe is a member of American Legion Post 2 and is a former City Councilman. He is also a retired Army Lt Colonel who was tasked with overseeing the design and construction of a Veterans Memorial Park in Cedar Falls, IA that was dedicated in 1997. Michael Perrault, also a retired Army Lt Colonel and Post 2 member, recently resigned as President of the Hope Community Network; they received a Community Enhancement Project grant in 2023. We also have Denise Geisbers of Pacific University's Department of Military and Veteran Services with her extensive community network, abundant resources and exceptional organizational skills to assist on this project. The Mobilization/Send-Off Ceremony for the National Guard's 2-218th Field Artillery Battalion in August 2024 is a prime example of her expertise. Local real estate agent Jordan Miller is also working closely on this project with us. His extensive knowledge of the community and connections with local businesses, civic groups, organizations and skilled individuals will be invaluable in attaining our success.

Does this project require coordination with other public or private organizations?*

☒ Yes☐ No

Has the necessary coordination between the two entities been completed?*

☐ Yes☒ No

If yes, please describe:*

Is the project located on private land?*

☐ Yes

☒ No

If the project is located on private land, discuss the public benefit of the project.*

Landowner Permission Upload*

No file chosen

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

No file chosen

Reporting Agreement*

By checking the "I agree" box below, you agree and acknowledge that:

1. I acknowledge I will need to present my project to the Community Enhance Project Committee (CEPC) on October 13 2025.
2. I will provide a six-month financial update and progress report to the City by the end of June 2026. The report will be shared with City Council and the CEPC.
3. I will provide a 1-year written wrap-up to the City by the end of the grant period. The report will be shared with City Council and the CEPC.
4. I acknowledge I'm able to apply for extension in order to complete my project.
5. I acknowledge I may be asked to present to City Council regarding project updates.

☒ I agree.

Electronic Signature Agreement*

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

☒ I agree.

Electronic Signature*

Date*

Harold Dale Thaler

9/17/2025

	CEP	Sponsor	Other #1	Other #2	TOTAL
Paid Personnel Services			\$17,000		\$17,000
Contract Labor				\$1,000	\$1,000
Materials and Supplies				\$1,500	\$1,500
Capital	\$20,000				\$20,000
In-Kind Services*		\$20,178			\$20,178
Permits and Grant Writing				\$500	\$500
Total	\$20,000	\$20,178	\$17,000	\$3000	\$

Print

2025-26 Community Enhancement Project Grant Application - Submission #1739

Date Submitted: 9/17/2025

Date*

9/17/2025

Sponsor*

Meals on Wheels People

Tax ID #*

93-0584318

Contact Person*

Bee Davis

Daytime Phone #*

503-953-8124

Email Address*

Grants@mowp.org

Address*

7710 SW 31st Ave

City*

Portland

State*

OR

Zip Code*

97219

Project Information

Project Title*

Forest Grove Senior Nutrition Program

Amount Request*

20,000.00

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

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☐ Improve community

Improve community

Reduce the amount or toxicity of waste

☐ Reduce toxicity or waste

Reduction of toxicity or waste

Increase reuse and recycling opportunities

☐ Increase reuse & recycling

Increase reuse & recycling opportunities

Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the IRS code

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

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

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

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

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

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

☐ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs

Result in improvement in safety

☐ Safety improvement

Improvement in safety

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

☒ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

The mission of Meals on Wheels People is to enrich the lives of seniors and assist them in maintaining independence by providing nutritious food, human connection, and social support. We also use our expertise and capacity to serve other nutritionally at-risk populations.

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

1/1/2026

Project Completion Date*

12/31/2026

Project Scope*

The mission of Meals on Wheels People is to enrich the lives of seniors and assist them in maintaining independence by providing nutritious food, human connection, and social support. We also use our expertise and capacity to serve other nutritionally at-risk populations.

Our Forest Grove Senior Nutrition Program offers nutritional and social support to anyone aged 60 and over, regardless of immigration status, income, gender identity, sexual orientation, race, religion, or addiction-related issues. We provide medically tailored, heart-healthy meals and social support to older adults. Through our home delivery service, congregate dining, and social programs, we positively impact our community and enhance the well-being of those in need. We serve individuals who face barriers to accessing adequate nutrition and forming social connections. A lack of nutritious meals leads to malnutrition, while social isolation exacerbates mental and physical health issues.

Those we serve may have limitations preventing them from grocery shopping or preparing meals. Health or transportation issues can amplify this challenge. Chronic illnesses can require specific dietary needs, which can be hard to meet without proper access to nutritious food.

We support those facing food insecurity in our community, offering not just meals but also opportunities for improved well-being and genuine connection. Through the Senior Nutrition Program, older adults enjoy nutritious congregate lunch and engaging conversations. These gatherings reduce isolation, foster a sense of community, and provide essential nourishment.

Our mission is about more than food. We offer wellness activities and social enrichment, empowering participants to stay active, connected, and engaged. Volunteers play a vital role, delivering meals, leading group activities, and providing a friendly face and compassionate ear. By delivering meals to homes, we ensure participants receive the sustenance they need for physical well-being and reduce the burden of meal preparation. Our delivery volunteers are friendly faces and points of connection. Social bonds formed during these visits help ease loneliness and isolation, offering emotional support. Meal delivery also provides volunteers and clients with an opportunity to engage in meaningful conversations, express their emotions, and alleviate loneliness.

At the core of our organization is a commitment to equity, dignity, and cultural responsiveness. We listen to our community, adapt our services, and strive to ensure every participant feels valued and respected. As needs continue to grow, we remain determined to expand our reach and impact, ensuring that no one in our community faces hunger or isolation alone.

Meals on Wheels People is committed to addressing income-related barriers to accessing food that affects our community. We understand that these challenges are complex, and we offer a comprehensive range of wraparound services beyond providing meals to address this reality. Our collaborative partnerships with local social service organizations help us create a more robust support system that alleviates hunger and promotes greater food equity within vulnerable and underserved populations in our communities.

We request \$20,000 in funding specifically to support our Forest Grove Senior Nutrition Program. This funding will directly provide nutritious meals and meaningful social interactions for older adults in our community, covering program costs such as meal ingredients, preparation, delivery operations, and support services. Your generosity is crucial to sustaining and expanding these vital services to those who are most in need.

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

If funded by this grant, we can provide nutritional and social supports to nearly 275 Forest Grove residents. Our home delivery and congregate dining centers are vital to participants. Our Senior Nutrition Program serves individuals aged 60 and older, many facing barriers to adequate nutrition, including disabilities, mental health and substance abuse challenges, and housing insecurity.

We do not have an income requirement or require contributions for our nourishing home meal deliveries or congregate lunches. This approach ensures community members have access to healthy food options, regardless of financial situation. By removing these barriers, we effectively support at-risk populations and foster a more inclusive environment.

In Forest Grove, a significant percentage of our participants, 62%, are female. This demographic faces particular challenges, as women historically earn less than men, tend to live longer, and often require extended support. With 19% of our congregate diners identifying as BIPOC, this highlights the need for services that address systemic inequities. Our outreach efforts and culturally specific community partnerships are designed to address the diverse needs of our participants.

The 2021 Status of Hunger in Washington County data indicates that 43% of individuals experiencing food insecurity in Washington County do not qualify for federal nutrition assistance. This figure surpasses the statewide average of 40%, emphasizing the need for local support systems. Further food-insecurity rates revealed stark disparities among different racial groups: 21% of Black individuals, 16% of Hispanic individuals, and only 7% of White, non-Hispanic individuals reported food insecurity.

We recognize that hunger is often a symptom of broader issues related to income and resources. Together with our partners, we can provide comprehensive services that alleviate immediate hunger and address the underlying economic struggles our participants face. Through advocacy, education, and access to resources, we strive to empower individuals to achieve greater stability and resilience in the face of financial challenges.

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

☐ Yes☒ No

If so, is the project completed?*

☐ Yes☐ No

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

☐ Yes☒ No

Please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

If so, is the project completed?*

☐ Yes☐ No

Budget Reporting

Budget Information

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

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

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

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

Center Stmt of Activities FG -FY25.pdf

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

% of Total Budget provided by Non-CEP funds*

97

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

Top Funders:
Reser Family Foundation - \$50,000
Costco Charitable Committee - \$15,000
Meals on Wheels America - \$15,000
Renaissance Foundation - \$10,000
Demorest Family Foundation - \$10,000

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

Our Forest Grove Senior Nutrition Program is an ongoing initiative. Future funding will be needed to continue programming. Our general operating budget supports essential programs, enabling us to deliver vital nutrition services to the older adults we serve. These services are especially important for seniors who rely on consistent and nutritious meals. We assure our participants that we will maintain high-quality services with no interruptions. Our dedication to the community remains unwavering. We also explore new resources and partnerships to enhance our programs and support for those in need.

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 2040 Plan?*

The Forest Grove Senior Nutrition Program will enhance social sustainability in our community while aligning with the values outlined in the Forest Grove Vision 2040 Plan. We specifically aim to support older adults, families, and individuals facing food insecurity.

Our initiative goes beyond simply providing meals; we also create opportunities for improved mental and physical well-being, independence, and genuine human connection. Through our program, we invite older adults into vibrant spaces where nutritious congregate lunches are served, accompanied by laughter and conversation. For many participants, these meals serve as a lifeline, reducing feelings of isolation and fostering a sense of belonging while also offering essential nourishment.

At the heart of our organization is a commitment to equity, dignity, and cultural responsiveness. We listen to our community, adapt our services to meet their needs, and strive to ensure that every participant feels valued and respected. As demands continue to grow, we are dedicated to expanding our reach and impact, ensuring that no one in our community faces hunger or isolation alone.

- [FGF 2040 Vision Plan](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

At Meals on Wheels People, we are passionate about advancing racial equity, diversity, and inclusion, especially for our most vulnerable neighbors. Since we adopted our equity statement in 2015, we have made it our mission to address systemic inequities that impact communities based on age, accessibility, income, race, and ethnicity. Our commitment drives us to create a more just and inclusive community for everyone.

We pride ourselves on adapting our programs to reflect the diverse needs of those we serve. Every individual deserves meals that are not only nutritious but also culturally meaningful. With ongoing support, we have the exciting opportunity to expand our menu to include even more culturally sensitive and medically tailored options, ensuring that every bite is a step toward equity and inclusion.

Equity Statement: Meals on Wheels People is committed to building a more equitable community through a thorough examination of systemic policies and practices from both historical and contemporary viewpoints, aimed at addressing the most significant and urgent inequities faced by vulnerable groups in our community.

Project Management

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

Our Forest Grove Senior Nutrition Program is designed to support community members in need. To engage potential participants, raise awareness, and recruit volunteers for both new and existing programs, we implement targeted marketing efforts.

Our certified dietitians regularly develop new menu offerings, introducing culturally responsive and medically tailored meal options for those we serve.

To evaluate the effectiveness of our programs, we actively seek feedback, refine our delivery and menu options, conduct satisfaction assessments, and make any necessary adjustments. Our staff also recruits and trains additional volunteers for delivery services, on-site support, Friendly Chat calls, and in-person visits.

We gather self-reported responses regarding the impact of our services on food insecurity, overall health, and other relevant outcomes.

This structured approach enables us to effectively address participant satisfaction, ensuring a coordinated effort that meets the needs of the community.

Describe prior experience managing similar projects. Include prior Community Enhancement Project (CEP) experience.*

Meals on Wheels People has been serving the Portland metro area since 1970, adapting continually to meet the evolving needs of our community. We take pride in our ability to manage various initiatives without implementing a waitlist, demonstrating our long-standing commitment to nutritional and social programs.

Our effectiveness stems from a combination of creativity, agility, and robust community support, which enables us to respond to demands efficiently and effectively. Our volunteer recruitment and training programs consistently attract a diverse group of individuals willing to assist with tasks such as driving, packing, cooking, and other essential services.

Flexibility is at the core of our approach, allowing us to pilot innovative programs and adapt to changing circumstances. Through our experience, we have developed effective strategies for program management that yield meaningful results.

We are dedicated to creating innovative programs and services that address the needs of vulnerable and at-risk populations in our community. By actively seeking and incorporating feedback, we continually refine our offerings to provide meaningful support.

A key aspect of our mission is our commitment to serving disenfranchised and marginalized communities while striving to achieve our organizational objectives in a holistic manner.

By listening to our participants, we have gained valuable insights into their needs, which have enabled us to offer culturally responsive meal options. Many participants expressed a desire for meals made from raw ingredients, prompting us to tailor our offerings. The success of our Meals 4 Kids program, which supports low-income BIPOC families in Portland, served as a model for launching additional culturally specific grocery box pilot programs.

One initiative we introduced is a medically tailored grocery box for pregnant and postpartum individuals in the Latinx community of Yamhill County. Furthermore, we have initiated a pilot program for the Karen community in Southeast Portland, which serves immigrant and refugee populations from the border region between Thailand and Myanmar. Our Medically Tailored Grocery Box Program allows participants to prepare meals aligned with their culinary traditions. Deliveries include fresh fruits, vegetables, grains, proteins, and dairy, carefully selected to match cultural preferences. This approach alleviates the stress of grocery expenses, transportation, and other logistical challenges for families.

Our certified dietitians have developed culturally responsive menus that go beyond standard heart-healthy and medically tailored nutritional guidelines for older adults. These meals are portioned to provide a week's worth of nutrition. Our highly trained volunteers and staff ensure that these meals are delivered directly to participants' homes and are served as cultural dishes during our congregate lunch services.

Connecting with the communities we serve is a top priority. Our outreach initiatives focus on building lasting relationships, celebrating diversity and inclusion, and honoring the unique cultures and traditions that enrich our community.

In addition to home meal delivery and congregate dining, our comprehensive nutrition program includes celebrations of various ethnicities throughout the year. Special events such as the Lunar New Year, Juneteenth, and Latin American Heritage Month highlight our commitment to cultural representation. We also provide culturally specific meals tailored to the diverse populations attending our sites. For example, in response to requests from a group of Eastern European elders for borscht soup, we began offering it multiple times a month. Each site is unique, and we strive to meet the specific needs of our attendees. We recognize that food is not only sustenance but also a vital element of culture and well-being.

Does this project require coordination with other public or private organizations?*

☐ Yes ☒ No

Has the necessary coordination between the two entities been completed?*

☐ Yes ☐ No

If yes, please describe:*

Is the project located on private land?*

☐ Yes☒ No

If the project is located on private land, discuss the public benefit of the project.*

Landowner Permission Upload*

Choose File

No file chosen

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

Choose File

No file chosen

Reporting Agreement*

By checking the "I agree" box below, you agree and acknowledge that:

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5. I acknowledge I may be asked to present to City Council regarding project updates.

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☒ I agree.

Electronic Signature*

Date*

Bee A. Davis

9/17/2025

Meals on Wheels People

Statement of Operations
2 Months Ended 8/31/2025

Cost Center 403 Forest Grove

Unaudited										
	Aug 31, 2025	Aug 31, 2025	Aug 31, 2024	Aug 31, 2024	Aug 31, 2025	Year-to-Date	Budget			Approved
	This Month	Month Budget	Prior Year	Prior Year to Date	Current Year to Date	Budget	Variance YTD	%		Annual
	Month	Budget	Year	to Date	to Date	Budget	Forecast	Variance		Budget
Revenue:										
Government:										
Older Americans Act	11,187	11,376	9,359	18,989	23,061	22,751	310	1.4		136,502
NSIP (formerly USDA)	1,650	1,550	2,159	4,436	3,326	3,391	(65)	(1.9)		19,378
Local Governments	-	1,035	-	-	870	2,070	(1,200)	(58.0)		12,421
Participant Contributions Congregate	970	813	643	1,113	1,856	1,779	77	4.3		10,163
Participant Contributions Home Delivered	820	1,520	850	2,235	2,079	3,324	(1,245)	(37.5)		18,996
Fundraising:										
Donations	336	-	262	647	877	-	877	-		-
Center fundraising	-	-	-	1,362	411	-	411	-		-
Meal sales :										
Other :										
In-kind contributions (net)	-	-	-	-	-	-	-	-		-
Total revenue	14,963	16,294	13,273	28,782	32,480	33,315	(835)			197,460
Expenses:										
Personnel:										
Salaries and wages	8,645	7,674	10,240	18,540	17,080	16,732	(348)	2.1		98,158
Payroll taxes and benefits	3,143	2,623	3,300	6,306	5,916	5,718	(198)	3.5		33,545
Food:										
Program meals	786	280	8	18	1,325	560	(765)	136.6		3,360
Supplemental Food	1,025	-	575	1,547	2,682	-	(2,682)	-		-
MOW Supplies	-	72	89	89	188	144	(44)	30.6		864
Food Service Supplies	17	41	17	28	21	82	61	(74.4)		492
Professional services	-	-	154	308	-	-	-	-		-
IT services & SW licenses	183	370	-	-	366	740	374	(50.5)		4,440
Rent	1,509	1,787	1,465	2,930	3,048	3,574	526	(14.7)		21,445
Utilities	-	168	34	34	-	336	336	(100.0)		2,016
Telephone and internet	163	150	160	324	326	300	(26)	8.7		1,800
Insurance	151	51	42	58	180	103	(77)	74.8		613
Office Supplies	-	12	-	-	-	24	24	(100.0)		150
Small Equipment	-	17	-	-	-	34	34	(100.0)		200
Repairs and maintenance	-	100	130	218	-	200	200	(100.0)		1,200
Subscriptions and memberships	-	10	-	-	-	20	20	(100.0)		120
Janitorial services and supplies	129	76	143	248	129	152	23	(15.1)		912
Mileage	174	592	783	1,038	287	1,184	897	(75.8)		7,104
Volunteer costs	-	-	-	-	-	-	-	-		200
Center programming	-	-	-	-	-	-	-	-		100
Miscellaneous	-	95	-	-	-	190	190	(100.0)		1,140
Depreciation	38	38	38	76	76	76	-	-		456
Intra-Unit Meals	22,012	20,725	11,676	31,672	43,181	45,650	2,469	(5.4)		254,834
Program Operations	13,702	13,279	11,290	21,030	25,921	27,380	1,459	(5.3)		157,350
Indirect expenses	2,676	1,564	1,057	2,362	3,961	3,107	(854)	27.5		16,503
Total Expenses	54,353	49,724	41,201	86,826	104,687	106,306	1,619			607,002
Revenue over (under) expenses	(39,390)	(33,430)	(27,928)	(58,044)	(72,207)	(72,991)	784			(409,542)

Print

2025-26 Community Enhancement Project Grant Application - Submission #1740

Date Submitted: 9/17/2025

Date*

9/17/2025

Sponsor*

Forest Grove Elks Lodge #2440

Tax ID #*

93-0582827

Contact Person*

DANIELLE WENTWORTH

Daytime Phone #*

9714045938

Email Address*

daniwentworth@gmail.com

Address*

PO Box 296

City*

Forest Grove

State*

Oregon

Zip Code*

97116

Project Information

Project Title*

Forest Grove Backpack Program

Amount Request*

\$20,000

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

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☐ Improve community

Improve community

Reduce the amount or toxicity of waste

☐ Reduce toxicity or waste

Reduction of toxicity or waste

Increase reuse and recycling opportunities

☐ Increase reuse & recycling

Increase reuse & recycling opportunities

Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the IRS code

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

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

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

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

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

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

☐ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs

Result in improvement in safety

☐ Safety improvement

Improvement in safety

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

☒ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

FG Backpack Program provides food to FGSD students who are susceptible to food insecurities on the weekends.

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

9/1/2025

Project Completion Date*

6/10/2026

Project Scope*

Many FGSD students rely on free breakfast and lunch at school, but many local children may go hungry on the weekends when school is out. FG Backpack Program strives to help fill that gap by providing a bag of nutritious food once a week to make meals during the weekends to keep them fed and healthy.

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

Last school year this program distributed as many as 158 bags a week for a total of 4,694 weekend food bags. At least 189 students were served at least once. There were 12 McKinney-Vento or "houseless" students supported. 154 of the students identified as Hispanic. We try to include food to help make at least one family meal each weekend, so the project actually reaches many more mouths!

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

☒ Yes☐ No

If so, is the project completed?*

☒ Yes☐ No

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

☐ Yes☒ No

Please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

If so, is the project completed?*

☐ Yes☐ No

Budget Reporting

Budget Information

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

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

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

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

FGBP BUDGET 2025-26.pub

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

% of Total Budget provided by Non-CEP funds*

66%

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

We have an Amazon wish list that is shared frequently on social media that we have had great success with over the last year. We have had monetary donations from community members and Elks members. We have received a grant from Sodexo and from the Elks lodge leading up to this year. We intend to apply for other grants that are being recommended to us from FGSD. We receive large food donations from local companies including TTM. We receive food from local food drives, schools and churches. We intend to partner with the food banks.

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

Unfortunately, with our economy, the need to help feed local kids is ongoing and the need is constantly increasing.

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 2040 Plan?*

We feel that our program upholds all 3 values listed in the FG Vision 2040 Plan, but especially the safe value as we are helping to support local food insecure children by providing food stability on the weekends. We hope that families with children within the FGSD know that they can turn to our program for a hand-up in their time of need with no judgement.

- [FGF 2040 Vision Plan](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

Everyone can experience food insecurity regardless of ethnic background or social status, however last school year approximately 75% of the students participating in our program identified as Hispanic and 12 of them were McKinney-Vento or "houseless".

Project Management

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

Each week, our volunteers complete a shopping trip, collect donated items, stock shelves, pack food bags, deliver food bags to each school to counselors for distribution and then pick backpacks up from the schools to prepare them for the next delivery. The time our volunteers put in each week is approximately 21 hours combined. The hours break down as follows:

- *4 volunteers spend approximately 3 hours packing and delivering bags to schools = 12 hours
- *3 volunteers spend approximately 2 hours shopping and collecting donations = 6 hours
- *1 volunteer spends approximately 1 hour picking up backpacks = 1 hour
- *2 volunteers spend approximately 1 hour stocking shelves = 1 hour

Describe prior experience managing similar projects. Include prior Community Enhancement Project (CEP) experience.*

This program has been running since 2014. Alice has overseen the program from the beginning. Mary has been the Treasurer for the program for 10 years. Heather, Danielle and Nicole have been key volunteers of the program for 3 years. This year is going to be a transition year. While Alice takes a step back, Heather, Danielle, Mary and Nicole are filing for a 501c3 to take the reins of the program.

Does this project require coordination with other public or private organizations?*

☒ Yes☐ No

Has the necessary coordination between the two entities been completed?*

☐ Yes☒ No

If yes, please describe:*

Is the project located on private land?*

☒ Yes☐ No

If the project is located on private land, discuss the public benefit of the project.*

Forest Grove Elks Lodge donates the use of a room and garbage/recycling service to the program.

Landowner Permission Upload*

FGBP Land Pemiissions.docx

Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

FGBP Transparency.docx

Reporting Agreement*

By checking the "I agree" box below, you agree and acknowledge that:

1. I acknowledge I will need to present my project to the Community Enhance Project Committee (CEPC) on October 13 2025.

2. I will provide a six-month financial update and progress report to the City by the end of June 2026. The report will be shared with City Council and the CEPC.

3. I will provide a 1-year written wrap-up to the City by the end of the grant period. The report will be shared with City Council and the CEPC.

4. I acknowledge I'm able to apply for extension in order to complete my project.

5. I acknowledge I may be asked to present to City Council regarding project updates.

☒ I agree.

Electronic Signature Agreement*

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

☒ I agree.

Electronic Signature*

Date*

Danielle Wentworth

9/17/2025

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FG BACKPACK PROGRAM 2025-26 BUDGET PROPOSAL

<u>INCOME</u>	<u>PROJECTED</u>
CEP GRANT	\$20,000
AMAZON DONATIONS	\$6,500
BUSINESS DONATIONS	\$8,000
MISC GRANTS	\$5,000
ELKS MEMBERS	\$2,000
COMMUNITY CASH	\$3,000
IN-KIND FOOD	\$15,000
DONATIONS	
TOTAL	\$59,500
<u>EXPENSES</u>	
STANDARD FOOD	\$52,500
ALLERGY FOOD	\$2,500
TOTAL	\$55,000

Print

2025-26 Community Enhancement Project Grant Application - Submission #1741

Date Submitted: 9/17/2025

Date*

9/17/2025

Sponsor*

City Club of Forest Grove

Tax ID #*

93-1249239

Contact Person*

Tess O'Rourke

Daytime Phone #*

5412800516

Email Address*

cityclubofforestgrove@gmail.com

Address*

PO Box 482

City*

Forest Grove

State*

OR

Zip Code*

97116

Project Information

Project Title*

Main Street Program Capacity Building

Amount Request*

20,000

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

Goals

How project meets this goal (be clear & specific)

Improve the appearance or environmental quality of the community

☒ Improve community

Improve community

The City Club of Forest Grove will improve the appearance and environmental quality of downtown through banners, public art, and placemaking features that reinforce a clean, cohesive identity. New branded banners and wayfinding signs will replace outdated materials and eliminate visual clutter, while public art and storefront activations will brighten currently underutilized spaces.

The program also supports environmental quality by encouraging adaptive reuse of existing buildings rather than sprawl, improving the vitality of the historic downtown core. By leveraging matching grants for design fees, we will help businesses invest in storefront improvements that enhance walkability, reduce blight, and extend the life of existing properties.

Most importantly, a community that loves what they see in their downtown takes pride in keeping it healthy and clean. By creating spaces people enjoy and identify with, this program builds a culture of care where residents, businesses, and visitors alike feel invested in the ongoing appearance and environmental quality of downtown Forest Grove.

Reduce the amount or toxicity of waste

☒ Reduce toxicity or waste

Reduction of toxicity or waste

The City Club of Forest Grove supports waste reduction and sustainable practices through education, design standards, placemaking and reused partner strategies. By creating a business toolkit that highlights local recycling, composting, and grant opportunities, we help downtown businesses reduce waste in daily operations.

Public art and beautification efforts will incorporate reuse and repurposing, for example, turning vacant storefronts into art displays instead of allowing them to deteriorate, or reusing materials in design upgrades. The matching grant program also incentivizes building owners to invest in long-term improvements rather than disposable, short-term fixes, extending the usable life of properties and reducing material waste over time.

Increase reuse and recycling opportunities

With this funding, the City Club of Forest Grove will expand reuse and recycling opportunities by embedding them into downtown business support, artisan programming, and public projects.

- The Business Toolkit will provide bilingual resources on recycling services, reuse opportunities, and sustainable practices, making it easier for small businesses to participate.
- Our Artisans in the Grove program will highlight vendors who practice upcycling, refreshing old furniture, creating jewelry from reclaimed materials, and repurposing items into new products, showcasing creative reuse to the wider community.
- Public Art & Placemaking projects will encourage the incorporation of reclaimed or repurposed materials, setting a visible example of recycling and reuse in the built environment.

These investments will increase opportunities for businesses, artisans, and residents to actively participate in recycling and creative reuse, making sustainability a visible and ongoing part of the downtown experience.

Increase reuse and recycling opportunities

- ☒ Increase reuse & recycling

Increase reuse & recycling opportunities

The City Club of Forest Grove is committed to promoting sustainability as a core part of downtown revitalization.

With this funding, we will:

- **Support Local Businesses:** Encourage and assist downtown businesses in adopting practices that reduce waste, such as reusable service ware, refill stations, and expanded recycling options.
- **Community Engagement:** Launch visible campaigns (signage, events, workshops) to educate residents and visitors on recycling programs and creative reuse, reinforcing downtown as a hub for environmentally responsible living.
- **Program Integration:** Partner with city services and nonprofits to improve recycling access at community events (e.g., Oktoberfest, Holiday in the Grove, Downtown Live) by providing centralized waste sorting and reusable options.
- **Creative Placemaking:** Introduce public art and design features that incorporate recycled or repurposed materials, demonstrating sustainability in action while enhancing the downtown experience.

These efforts will reduce landfill waste, strengthen community pride, and position downtown Forest Grove as a leader in eco-conscious revitalization.

Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the IRS code

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

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

- **Banner System (nonprofit-owned):** hardware (arms/brackets) and multiple banner sets to replace outdated materials and establish a cohesive identity.
 - **Wayfinding & History Signage (nonprofit-owned):** fabrication and installation of sign panels/kiosks (placed via encroachment permit/MOU), plus a maintenance plan.
 - **Public Art & Placemaking Infrastructure (nonprofit-owned):** modular art frames/panels, anti-graffiti coatings, and related fixtures for rotating displays.
 - **Holiday Attractions (nonprofit-owned):** durable LED décor and accessories compatible with City specs, with nonprofit responsible for installation/removal and storage.
- Only nonprofit-owned/operated property will be charged to this category. Design-support mini-grants referenced elsewhere in the application will not be claimed under this criterion unless the improved asset is 501(c)(3)-owned/operated.

Result in the preservation or enhancement of wildlife, riparian zones, wetland, forest and marine areas, and/or improve the public awareness and the opportunities to enjoy them

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

Preservation or enhancement of wildlife, riparian zones, wetlands, forest and marine areas, improving public awareness

The Forest Grove Main Street Program recognizes that downtown vitality and environmental stewardship go hand-in-hand. With this funding, we will:

Enhance Natural Features Downtown: Integrate native plantings, pollinator-friendly landscaping, and rain gardens into downtown design projects, helping to filter stormwater before it reaches riparian zones.

Educational Outreach: Use downtown events, signage, and partnerships with local schools and nonprofits to highlight the importance of nearby wildlife habitats, wetlands, and forest areas.

Connection to Natural Assets: Strengthen wayfinding and interpretive materials that link downtown to nearby natural spaces such as the Gales Creek watershed and regional forest and wetland areas, increasing opportunities for residents and visitors to enjoy them.

Sustainable Practices: Incorporate recycled materials and eco-conscious design into placemaking projects, ensuring that improvements serve both community use and long-term environmental health.

These efforts will not only protect and enhance the natural resources surrounding Forest Grove but also build public awareness of the city's unique ecological setting and expand opportunities for residents and visitors to connect with nature through downtown.

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

- ☒ Improvement to or an increase in recreational areas and programs

Improvement or increase in recreational areas or programs

With this funding, the City Club of Forest Grove will increase recreational opportunities in the downtown district by enhancing spaces and programming that encourage residents and visitors to gather, explore, and enjoy cultural activities.

- Public Art & Placemaking will create inviting areas for walking, gathering, and enjoying the downtown experience as a recreational activity in itself.
- Banners & Holiday Attractions will expand the quality and reach of seasonal downtown programs, making events more festive and accessible to families, youth, and seniors.
- Wayfinding & History Signs will enable self-guided walking tours, encouraging recreational exploration of both the historic downtown core and connections to nearby cultural and natural resources.

These improvements will transform downtown into not only a place to shop and dine, but also a destination for cultural, social, and recreational experiences year-round.

Result in improvement in safety

- ☒ Safety improvement

Improvement in safety

With this funding, the City Club of Forest Grove will improve safety in the downtown district through visibility upgrades, placemaking, and community pride.

- Banners & Holiday Attractions and Wayfinding Signs will brighten and unify the streetscape, increasing visibility and reducing dark or neglected areas that can feel unsafe.
- Public Art & Placemaking will activate vacant or underused spaces, deterring vandalism, graffiti, and loitering by turning them into welcoming, well-cared-for areas.
- By enhancing downtown's appearance, the program fosters a sense of community ownership and natural surveillance, when residents and visitors are proud of their surroundings, they are more likely to help keep them safe. Together, these improvements will not only beautify downtown but also reduce opportunities for crime, strengthen walkability, and increase the sense of safety for everyone who lives, works, and visits.

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

- ☒ Benefit youth, seniors, low income or underserved

Benefits youth, seniors, low income or underserved

With this funding, the City Club of Forest Grove will ensure that equity and inclusion are at the core of downtown revitalization, directly benefiting youth, seniors, low-income residents, and underserved populations.

- The Business Toolkit will be bilingual and accessible in plain language, ensuring all business owners, including all entrepreneurs, can access grants, resources, and support.
 - Mini-Grants for Underrepresented Entrepreneurs will provide direct financial assistance for signage, marketing, and design fees, lowering barriers to participation in downtown revitalization.
 - Banners, Holiday Attractions, and Public Art will create welcoming spaces that all residents can enjoy, regardless of income, while promoting cultural pride and representation through inclusive themes.
 - Wayfinding & History Signs will make downtown easier to navigate for seniors and visitors, while highlighting local heritage in ways that connect youth to community identity.
- By funding these initiatives, the program ensures that downtown Forest Grove reflects and serves the full diversity of its residents, strengthening belonging and access for all.

Brief project description and explanation of how the CEP funds will be used:

Project Start Date*

1/5/2026

Project Completion Date*

12/31/2026

Project Scope*

Project Scope & Funding Explanation (with Design Fees & Matching Grants)

The City Club of Forest Grove is in a capacity-building stage, focused on laying the groundwork for sustainable downtown revitalization. This project will use funds for both visible nonprofit-owned assets and support programs that help downtown businesses participate in the transformation.

Core Project Focus:

Nonprofit Infrastructure: Banner hardware, holiday décor, and wayfinding fixtures owned and maintained by the City Club of Forest Grove nonprofit, creating durable assets that establish a consistent identity.

Pilot Placemaking: Rotating public art displays and small activations that test what works best in Forest Grove while building community excitement.

Design Fees & Matching Grants: Provide cost-share support for façade improvements, signage, and other storefront upgrades. By covering design fees and offering small matching grants, the program makes it possible for local businesses and property owners to invest in long-term improvements they otherwise could not afford.

Business & Community Support: Bilingual toolkits and technical assistance to guide businesses through recycling, reuse, and sustainability practices, ensuring equity and access.

Capacity Building: Strengthening board training, volunteer management, and nonprofit systems to ensure all improvements can be maintained and expanded in future phases.

Funding Use & Leverage:

Grant funds will be split between:

Capital nonprofit-owned assets (banner arms, holiday décor, wayfinding infrastructure), and

Small grants & design fees that lower barriers for businesses and demonstrate visible impact.

By combining durable infrastructure with targeted matching grants, this scope balances immediate community wins with long-term capacity, ensuring every dollar builds trust, visibility, and sustainable systems for downtown Forest Grove.

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

Estimated Beneficiaries & Target Audience

If funded, this project will benefit all 26,500–27,000 residents of Forest Grove, with the greatest impact on those who most rely on accessible, inclusive downtown spaces. By strengthening safety, appearance, and cultural vibrancy in the city’s core, the project ensures citywide benefit while prioritizing underserved and underrepresented groups.

Target Audience & Demographics:

- General Residents & Visitors: Every resident will benefit from improved safety, signage, and placemaking, while visitors from Washington County and beyond will experience a more vibrant downtown.
- Youth & Families: Seasonal attractions, public art, and accessible gathering spaces provide safe “third spaces” beyond school and home.
- Seniors & Elders: Roughly 10–12% of residents are over age 65, many of whom face mobility or transportation challenges. Improved wayfinding, signage, and inclusive programming reduce isolation and support aging in place.
- People with Disabilities or Impairments: About 9.6% of residents under age 65 report a disability. Accessible design, improved lighting, and navigable public spaces directly address their needs.
- Low-Income Residents: Although the median household income is \$81,998, approximately 13.4% of residents live below the poverty line. Free public programming, beautification, and safe gathering spaces ensure equitable access to recreation and cultural experiences.
- Racial & Ethnic Diversity: Forest Grove is one of Oregon’s more diverse cities, with about 60–70% White (non-Hispanic) residents and nearly 30% identifying as Hispanic/Latino, along with Native American, Asian, Pacific Islander, and Black communities. The project incorporates bilingual materials, inclusive themes, and culturally representative art to reflect this diversity.
- Underserved Entrepreneurs: Small business owners, particularly women-owned, immigrant-owned, and minority-owned enterprises will directly benefit from matching grants, design fee support, and toolkits that lower barriers to participation in downtown revitalization.

Estimated Participation:

- All 27,000 residents impacted by enhanced downtown safety, identity, and vitality.
 - Hundreds of businesses and entrepreneurs supported through grants, toolkits, and outreach.
 - Thousands of annual visitors engaged through seasonal programming, cultural experiences, and recreational amenities.
- By embedding equity, accessibility, and inclusion into every component, this project ensures that downtown Forest Grove serves and reflects the full spectrum of its community from youth and families to elders, people with disabilities, low-income households, and historically underrepresented groups.

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

☐ Yes☒ No

If so, is the project completed?*

☐ Yes☐ No

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

☐ Yes☒ No

Please provide a brief summary of services for the current year grant. What was the impact on the community? How many people benefited from the project? Have the total funds been spent? etc.*

If so, is the project completed?*

☐ Yes☐ No

Budget Reporting

Budget Information

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

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

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

- [CEP Budget Reporting PDF](#)

Projected Budget Upload*

CEP_Budget_Filled.pdf

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

% of Total Budget provided by Non-CEP funds*

63.3

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

Yes, the Sponsor's share of \$4,000 is secured. This includes a combination of operating funds from the City Club of Forest Grove (our Main Street nonprofit), business sponsorships already pledged for downtown projects, and small donations. In addition, we have in-kind commitments from community partners such as Gann Printing (office space) and volunteer labor valued at \$30,460. Together, these ensure that the grant request will be fully matched and leveraged.

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

The proposed project will be fully completed with the requested grant funding. This phase focuses on capacity building and foundational improvements, such as nonprofit-owned banner hardware, wayfinding frames, holiday décor, business toolkits, and pilot mini-grants that can be implemented and sustained within the \$20,000 request. Once this phase is complete, the assets will be in place, and the deliverables will not require additional funding to finish.

While future phases of downtown revitalization may seek additional funding opportunities, this project stands on its own. It will both complete tangible improvements and provide the foundation that enables us to successfully expand and sustain Main Street programming over time.

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 2040 Plan?*

This project advances the Forest Grove Forward 2040 Vision by embedding the values of “Sustainable,” “Safe,” and “Connected” into tangible downtown improvements.

- **Economic Sustainability & Connectedness:** By investing in durable infrastructure (banners, wayfinding, placemaking), supporting small and underrepresented businesses through mini-grants and design toolkits, and activating downtown to draw people in, we help achieve the Vision Plan’s goal of “a vibrant downtown where independent businesses thrive.”
- **Social Sustainability & Safety:** Public art, seasonal décor, and signage make downtown more accessible, inclusive, and welcoming. Promoting volunteer participation, ensuring equitable representation, and creating gathering spaces supports the Vision Plan’s value that “neighbors truly connect” and that everyone “feels secure, supported, and prepared.”
- **Environmental Sustainability:** By reusing materials, installing low-impact placemaking elements, and reducing visual blight, the project helps with responsible financial choices, resilient infrastructure, and stewardship of resources all part of being “Sustainable” in the Vision Plan.

In sum, this phase of capacity building will fulfill deliverables possible with the grant funding and lay a foundation that maps directly to Forest Grove’s long-term vision: a sustainable, safe, and connected community for all who call the city home.

- [FGF 2040 Vision Plan](#)

How do the outcomes of your project advance racial equity, diversity, and inclusion of the most vulnerable?*

The outcomes of this project advance racial equity, diversity, and inclusion by ensuring that downtown revitalization reflects and serves Forest Grove’s full community particularly those who have historically been underrepresented or excluded from economic development.

- **Bilingual & Accessible Resources:** Toolkits, signage, and outreach materials will be created in both English and Spanish and written in plain language, ensuring immigrant, Hispanic/Latino, and first-generation entrepreneurs have equal access to grants, business support, and public information.
- **Support for Underrepresented Entrepreneurs:** Mini-grants and design-fee support will be prioritized for women-owned, immigrant-owned, and minority-owned businesses, lowering financial barriers to participation and helping ensure that downtown growth is inclusive.
- **Culturally Representative Placemaking:** Public art and seasonal displays will reflect the diverse cultural identities of Forest Grove, with opportunities for local artists and artisans especially from marginalized backgrounds to shape the downtown experience.
- **Accessibility for Vulnerable Populations:** Wayfinding and placemaking will include improvements that directly benefit seniors, low-income residents, and people with disabilities, ensuring that the most vulnerable can navigate and enjoy downtown safely.

By embedding equity into every outcome from who receives direct financial support, to how information is shared, to the cultural symbols displayed in public spaces — the project ensures that Forest Grove’s revitalization does not reinforce existing disparities but instead actively works to close them.

Project Management

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

The project will be completed within a 12-month period. Tasks are sequenced to ensure early visibility while also building durable nonprofit capacity.

Task 1 – Project Launch & Procurement (Months 1–2)

- Finalize vendor contracts for banners, holiday décor, wayfinding frames, and public art infrastructure.
- Develop outreach materials and business toolkit in bilingual format.
- Confirm matching contributions and volunteer schedules.

Task 2 – Business Support Rollout (Months 2–5)

- Open application process for design-fee support and mini-grants for underrepresented entrepreneurs.
- Award and monitor first round of grants.
- Provide technical assistance and bilingual resources to participating businesses.

Task 3 – Downtown Visibility Improvements (Months 3–6)

- Install nonprofit-owned banner hardware and seasonal banner sets.
- Begin installation of wayfinding signage and modular public art fixtures.
- Coordinate with volunteers and Gann Printing for installation/storage.

Task 4 – Seasonal & Cultural Activation (Months 6–9)

- Launch first round of holiday décor and seasonal placemaking features.
- Host public art activations and artisan showcases.
- Document participation and community feedback.

Task 5 – Capacity Building & Evaluation (Months 10–12)

- Conduct board and volunteer training sessions.
- Track in-kind hours, business participation, and public engagement.
- Complete final report and sustainability plan for continued use of nonprofit-owned assets.

Describe prior experience managing similar projects. Include prior Community Enhancement Project (CEP) experience.*

The Forest Grove Main Street Program is guided by a diverse board and leadership team with a strong record of community engagement, event management, and partnership development. While this is our first direct Community Enhancement Program (CEP) application, our track record demonstrates that we already manage projects with the same complexity, accountability, and measurable outcomes that CEP requires.

Community Engagement: Forest Grove achieved the highest survey participation and town hall attendance of any city in Oregon, according to Oregon Main Street administrators. We maintain consistent communication with businesses—providing updates on grants, sharing information on downtown development, and polling them on key decisions. These practices mirror CEP expectations for transparency, stakeholder engagement, and responsive project delivery.

Events & Downtown Activations: We have successfully organized large-scale community projects including Oktoberfest, the Holiday Light Parade, downtown clean-up days, and shopping initiatives such as “Shop & Scratch” and shopping bingo. Each of these required CEP-style skills: managing budgets, coordinating with city departments and private partners, securing permits, and ensuring measurable impacts like increased foot traffic and civic pride.

Support for Local Entrepreneurs & Artisans: Through Artisans in the Grove, we connect local makers to downtown events and placemaking projects, while business toolkits and direct outreach ensure small and underrepresented businesses are included. These initiatives demonstrate our capacity to deliver equitable, community-driven outcomes aligned with CEP goals.

Board Expertise: Our board includes representatives from Pacific University, Adelante Mujeres, artisans, realtors, small business owners, financial experts, and project managers. This mix of professional and community expertise provides the governance, accountability, and oversight necessary for successful CEP project implementation.

International Project Management: Program leadership also brings global experience, including brokering negotiations to introduce Oregon hazelnuts into the Qatari market and initiating partnerships with the Jordan Ministry of Agriculture and the United Nations Food and Agriculture Organization (FAO). These efforts required regulatory compliance, financial accountability, and multi-stakeholder collaboration—the same skills essential for CEP-funded projects.

CEP Experience: While this is our first direct CEP application, our record of transparent engagement, proven event management, artisan and business support, and internationally recognized partnership-building clearly demonstrates the ability to responsibly manage CEP funding and deliver measurable, community-wide benefits.

Does this project require coordination with other public or private organizations?*

☒ Yes ☐ No

Has the necessary coordination between the two entities been completed?*

☒ Yes ☐ No

If yes, please describe:*

Formal coordination is not yet complete, but the project has already identified key public and private partners and established communication channels. Coordination is scheduled as part of the early implementation phase, ensuring all stakeholders are aligned before major activities begin.

Is the project located on private land?*

☒ Yes ☐ No

If the project is located on private land, discuss the public benefit of the project.*

While some project elements may be located on private land (such as storefront placemaking or façade improvements), the benefits are public-facing and widely accessible. Improvements will enhance the downtown environment where residents and visitors walk, shop, and gather. Projects such as murals, planters, lighting, signage, and public art are visible from the street and directly contribute to the vitality, safety, and appeal of downtown for all community members. By investing in privately held but publicly experienced spaces, the project ensures that improvements extend beyond individual businesses to strengthen the shared cultural, economic, and social life of Forest Grove’s downtown.

Landowner Permission Upload*

Private Land.docx
Please upload proof of landowner permission.

Upload any additional documentation, ie charts, graphs, mission statement, reports, photos, etc.

CEP Supporting.pdf

Reporting Agreement*

By checking the "I agree" box below, you agree and acknowledge that:

1. I acknowledge I will need to present my project to the Community Enhance Project Committee (CEPC) on October 13 2025.

2. I will provide a six-month financial update and progress report to the City by the end of June 2026. The report will be shared with City Council and the CEPC.

3. I will provide a 1-year written wrap-up to the City by the end of the grant period. The report will be shared with City Council and the CEPC.

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Electronic Signature Agreement*

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☒ I agree.

Electronic Signature*

Date*

Tess O'Rourke

9/17/2025

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Category	CEP (Grant Request)	Sponsor (Other Cash)	TOTAL	Explanation
Paid Personnel Services	\$ -	\$ -	\$ -	No staff salaries are being charged to this grant.
Contract Labor	\$ 3,000.00	\$ 1,000.00	\$ 4,000.00	Graphic design, banner/sign installation and/or construction, seasonal décor setup requiring hired services.
Materials and Supplies	\$ 5,000.00	\$ 1,000.00	\$ 6,000.00	Outreach toolkits, business mini-grants for signage/marketing, seasonal décor items.
Capital	\$ 12,000.00	\$ 2,000.00	\$ 14,000.00	Durable nonprofit-owned assets: banners, Signs, wayfinding tools, public art frames, holiday infrastructure and/or purchase.
In-Kind Services (Volunteer Labor @ \$30/hr)	\$ -	\$ 26,160.00	\$ 26,160.00	400 volunteer hours × \$30/hr (Standard valuation).
In-Kind Services (Office Space – Gann Printing)	\$ -	\$ 3,300.00	\$ 3,300.00	150 sq ft @ \$18/sf/year = \$275/month × 12 months.
In-Kind Services (Pro Bono Design / Professional Help)	\$ -	\$ 1,000.00	\$ 1,000.00	Donated professional services (design, marketing, etc.)
TOTAL	\$ 20,000.00	\$ 34,460.00	\$ 54,460.00	