

COMMUNITY ENHANCEMENT PROJECT APPLICATION

REC'D

Sponsor: Valley Art Association Tax ID # 93-0623083
 (N/A for City Board or Commission)
 Contact Person: Roylene Read; Phip Thias; Skip Buhler Daytime Phone: [REDACTED]
 Address: 2022 Main Street, P.O. Box 333 Email Address: [REDACTED]
 City: Forest Grove State: OR Zip: 97116

Signature:  3-21-18

PROJECT INFORMATION

A. Project Title

Amount Requested:

28th Annual Sidewalk Chalk Art Festival

\$ \$ 4,500.00

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

☒	Goals	How project meets this goal (be clear & specific)
☒	Improve the appearance or environmental quality of the community	The appearance of the downtown blocks become a community art gallery. The event draws attention to Forest Grove from all over the country and gives citizens pride.
☐	Reduce the amount or toxicity of waste	
☐	Increase reuse and recycling opportunities	
☐	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☒	Result in improvement to, or an increase in, recreational areas and programs	Unlike other Chalk Art festivals this is a non-competitive event which is solely based on the premise of making and enjoying art. It is a day that leave people with positive feelings.
☐	Result in improvement in safety	
☒	Benefit youth, seniors, low income persons and/or underserved populations.	While there is a participant fee to draw, there is no fee to see the art or to listen to the music in our vibrant downtown. Volunteers receive a free registration that includes a box of chalk.

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

Proposed schedule: Project Start Date: 3-1-18 Project Completion Date: 9-30-18

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

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

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

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

600 +

Who will benefit if this project is funded?

All visitors to downtown FG during and after the event and local businesses.

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

If so, amount received \$ \$ 4,250.00

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

If so, is the project completed? Yes

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

The project from last year was completed on September 16th, 2017. We had approximately 527 sidewalk squares drawn on (up from the previous year-380). The grant funds were spent on chalk, entertainment, supplies and advertising.

E. PROJECT BUDGET

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

Previous events and anticipated increase in costs.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$ 1,900.00	\$9656.00		
Supplies	\$ 425.00	\$425.00		
Capital	\$ 350.00	\$350.00		
Materials	\$ 1,475.00	\$1,475.00		
Other (please explain):	\$ 150.00	\$395.00		
Gift card for featured artists, poster design/volunteer Meals/Refreshments				
Total	\$ 4,300.00	\$ 12,301.00	\$ 0.00	\$ 0.00

Total Estimated Costs: \$ 16,601.00

% of Total Budget provided by Sponsor: 74.10%

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

This grant, registration fees and donations from local businesses provide the funding for this event. While we are not at risk of losing registration funding, we never know what businesses may or may not have extra funds to dedicate to this event. Without the CEP grant it would be hard to run this event. All the labor is provided by volunteers.

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

The event will be completed this year with funding. Since this is an annual event that the city benefits from we apply for the CEP grant each year.

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

Forest Grove benefits from the Sidewalk Chalk Art Festival in many ways. The festival provides a fun, wholesome venue for the citizens and visitors to attend. The event brings notoriety to our town in that it is the largest festival of its kind in the Northwest. The Sidewalk Chalk Art festival encourages families and others to express themselves artistically and attracts new people to town.

PROJECT MANAGEMENT

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

March-Write CEP Grant and begin planning meetings and search for entertainment performers.
March through September- Solicit volunteers.

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

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

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

August- Coordinate use of UCC lawn, chairs and power during event day. Contact city to have water turned off to hanging flower baskets during event week and to sweep the streets a few nights before the event.

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

This will be the 28th year that Valley Art has hosted this event. The number of attendees increases each year. Roylene Read has chaired the event for the past 15 years, is the Event Scheduling Coordinator at Pacific University and was on the design team for the Ford Foundation Cohort Sundial Project. Philip Thias has extensive experience being a co-chair of the Chalk Art Festival and engaging with local school students through his long career as an art educator in the Forest Grove School District. Skip Buhler has many years of participation at the Chalk Art Festival and is engaged downtown as a local business owner and active member of Friends of Historic Forest Grove.

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

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

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

N/A

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION



Sponsor: Parks and Recreation Commission

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

Contact Person: Paul Waterstreet

Daytime Phone: ██████████

Address: ██████

Email Address: ██████████

City: Forest Grove

State: Or

Zip: 97116

Signature: Paul Waterstreet

PROJECT INFORMATION

A. Project Title

Amount Requested:

Systematically Install Great New Signs (SIGNS III)

\$ \$ 9,000.00

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

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

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

Proposed schedule: Project Start Date: 7-1-2018 Project Completion Date: 6-30-2019

This is year 3 of 6 year project to replace all old signs located in each of the City's Parks. In addition signs will be installed in parks that currently have no identifying signs. (see attached pictures of new signs).

The goal is to replace 2-3 signs each year.

The CEP monies will be used to purchase signs for a cost of \$3,000 to \$5,000 each.

Lincoln Park will be the recipient of both signs. 1st sign will be located next to the new art work located on Sunset Drive. The second sign will replace the wooden sign on main street at the world's tallest barber pole.

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

23,080

Who will benefit if this project is funded?

All the residents and visitors to Forest Grove

Has the sponsor received a Community Enhancement grant for this project in the past? Yes ☐	
If so, amount received \$ <u>\$ 15,765.00</u>	
Has the sponsor received a Community Enhancement grant for the <u>current year</u> ? Yes ☐	
If so, is the project completed? No, partially complete ☐	
Please provide a brief summary of services for <u>current year</u> grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.	
The current project will be completed 6-30-18.	
A change was made in a sign placement.	
A neighborhood volunteer repainted the wooden sign at Talisman Park. The sign looks good and can wait another year to be replaced. Fortunately the volunteer completed the sign before our replacement sign was produced.	
That sign slated for Talismen Park was transfered to Thatcher Park.	

E. PROJECT BUDGET

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

used 2017-18 estimated costs

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital				
Materials	\$ 9,000.00			
Other (please explain):				
Total	\$ 9,000.00	\$ 0.00	\$ 0.00	\$ 0.00

Total Estimated Costs: \$ 9,000.00

% of Total Budget provided by Sponsor: 0.00%

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

NO

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

Future funding will be required as this is year three of a six year project.

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

The project will remove old, weathered out dated wood signs.

The signs will be replaced with updated stainless steel, concrete and weatherized iron.

This investment has shown to reduce mainteance, painting and repair, and vandalization.

The signs are easily cleaned.

PROJECT MANAGEMENT

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

1. Repeat use of previous companies
2. Use same timeline from 2017-2018
3. Remove old signs
4. Install new signs by June 2019

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

This is year three of the six year project. Previous 2 years have been completed on time and under requested amount.

Please note that the 2 previous years we have requested \$10,000 each year and have been awarded a reduced amount. Each year we been able to complete the projects with the lower amount.

We have been awarded an average of \$7,800 a year and I believe that might not be enough for this year.

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

1. Yes
2. Coordination with Parks Department, mother nature and manufacturing company for removal of old signs and installation of new signs.

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

All signs are located on City owned and maintained properties.

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Historic Landmarks Board Tax ID # _____
(N/A for City Board or Commission)

Contact Person: Holly Tsur (HLB Chair) Daytime Phone

Address: Email Address:

City: Forest Grove State: Oregon Zip: 97116

Signature: Holly L. Tsur



PROJECT INFORMATION

A. Project Title

Historic Landmarks Board Preservation Grant Program

Amount Requested:

\$10,000

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

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

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

Proposed schedule: Project Start Date: July 1, 2018 Project Completion Date: Funds to be used within one year.

The Historic Landmarks Board (HLB) will use these funds to continue Forest Grove's Historic Preservation Grant Program. Those eligible to receive preservation grants include owners of properties listed on the Forest Grove Local Historic Register and owners of contributing properties in Forest Grove's three historic districts – Clark, Painter's Woods, and Walker-Naylor. The number of contributing historic properties supported by the Preservation Grant Program tripled with the addition of Painter's Woods National Historic District in 2009 and the Walker-Naylor National Historic District in 2011. With codification of the *Historic Design Standards and Guidelines* in 2015, Historic District property owners now face additional requirements that we expect will increase the cost of some projects over the years ahead.

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

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

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

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

Who will benefit if this project is funded?

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

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

If so, amount received \$7,675

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

If so, is the project completed? No

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

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

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

As of the HLB's February meeting, we had awarded \$7,425 in Historic Preservation Grants to property owners of the \$7,675 awarded to us in CEP grant funding, leaving only \$250 uncommitted. So, we are very close to running out of CEP funding much earlier than in most years. In addition, we have already awarded **nine** Historic Preservation Grants in FY2017-18 – more than in most years. **This faster exhaustion of funding and greater number of grants awarded has occurred without any of our usual promotional efforts**, such as mailers and e-Blasts. We believe this increased interest in the Historic Preservation Grant program is due to several factors including 1) increased grant maximums for roofing and painting projects in 2017 from \$500 to \$1,000, 2) improved economic conditions providing applicants greater spending confidence, 3) our new streamlined Historic Preservation Grant Application form makes it easier for applicants to fill out, 4) HLB participation in Fire Department Open House events inform the public about earthquake risk and availability of Historic Preservation Grants to help fund Seismic Upgrade projects, 5) growing citizen awareness of the new Historic Design Standards and Guidelines adopted by the City of Forest Grove in 2015, and 5) growing citizen awareness of the Historic Preservation Grant program. We expect demand for Preservation Grants to continue to increase in FY2018-2019 as a result these factors.

SUMMARY OF SERVICES FOR FY2018-2019:

	Project	Cost	Grant	Multiplier
Morrison House	Painting	\$1,350	\$675	2
Renzema House	Chimney Repair	\$900	450	2
Rasmussen-Price House	Soffit Repair	\$12,540	1,000	12.54
Burlingham House	Structural Repair	\$4,850	1,000	4.85
Monroy House	Painting	\$8,846	1,000	8.85
Schulz House	Painting	7,500	1,000	7.5
Chandler House	Re-Roof	13,600	1,000	13.6
Agnes Moore House	Porch Repair	600	300	2
Samuel Todd House	Seismic Upgrade	4,625	1,000	4.63
Summary:		\$54,811	\$7,425	7.38

E. PROJECT BUDGET

Total Estimated Costs: \$55,500 How were these costs estimated (quotes, catalog, previous projects, etc.)? We request **\$10,000** for the grant. Historically, property owners contribute an average of **5.55** times the amount they receive from the grant. Please see *Historical Financial Summary Addendum* on p. 5.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	0	0	N/A	N/A
Supplies		0	N/A	N/A
Capital	\$10,000	0	\$55,500	0
Materials	0	0	N/A	N/A
Other (please explain):	0	0		N/A
			N/A	
Total	\$10,000	0	\$55,500	0

% of Total Budget provided by Sponsor: 0%

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

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

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

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

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

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

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

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

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

PROJECT MANAGEMENT

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

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

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

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

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

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

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

During the Historic Landmarks Board's presentation before the Forest Grove City Council on April 19, 2018, we will present photos showing actual examples of projects that have benefited from Historic Preservation Grant funds in the past.

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

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

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

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

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Adelante Mujeres Tax ID # 03-0473181
(N/A for City Board or Commission)
Contact Person: Kaely Summers Daytime Phone: 503-992-0078
Address: 2030 Main St., Suite A Email Address: ksummers@adelantemujeres.org
City: Forest Grove State: OR Zip: 97116

Signature: Kaely Summers Digitally signed by Kaely Summers
Date: 2018.03.27 10:11:12 -07'00'



PROJECT INFORMATION

A. Project Title

Forest Grove Farmers Market

Amount Requested:

\$ \$ 10,000.00

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

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

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

Proposed schedule: Project Start Date: 07/01/18 Project Completion Date: 01/31/19

Adelante Mujeres launched the Forest Grove Farmers Market in 2005, in the heart of downtown Forest Grove, with the mission to strengthen our local food system and economic vitality, increase financial security for low-income micro-entrepreneurs, and support low-income families to increase access to nutritious foods. As one of the most diverse events in the area, the outdoor Farmers Market serves approximately 65 small businesses and attracts a weekly average of more than 3,000 visitors of all ages and demographics to share good food and engage with their community.

While the market serves all members of our community, it is especially a wonderful resource for our low-income neighbors. As the market has nearly doubled in the number of visitors from 2016 to 2017, it is important that we continue to provide incentives and vouchers for our low-income residents to maintain a welcoming environment and ensure their health and wellness.

We are gratefully requesting \$10,000 to support incentives and vouchers to be provided to our low-income residents for healthy food purchases at the Forest Grove Farmers Market. Specifically, the incentives would be used to match SNAP (Supplemental Nutrition Assistance Program), WIC (Women, Infants, and Children), and Senior Farm Direct Nutrition Program dollars spent at the market on healthy produce. With current budgetary restraints, we are considering lowering the SNAP match by half during this market season. The CEP funds would help to continue to match SNAP purchases at \$10 per week per family and WIC and Seniors at \$8. Additionally, we will distribute market vouchers to Forest Grove and Cornelius residents who participate in Produce Rx, a partnership with Virginia Garcia Memorial Health that identifies low-income families at risk of diabetes and nutrition-related illnesses. As Cornelius does not have a local market, participants visit the Forest Grove Farmers Market to exchange their vouchers for fresh fruits and vegetables. We will also provide vouchers to our Adult Education students and students participating in the Chicas Youth Development Program, all of whom are considered to be of low-income.

Support from the Forest Grove CEP will help to ensure that our low-income neighbors have the support they need to maintain a healthy lifestyle.

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

3,000+

Who will benefit if this project is funded?

Approximately 500 low-income families and more than 2,000 individuals.

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

If so, amount received \$ \$ 3,978.00

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

If so, is the project completed? Yes

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

The awarded \$3,978 was fully expended to provide SNAP and WIC matching dollars, successfully increasing access to fresh fruits and vegetables for approximately 200 low-income families through the following nutrition initiatives:

\$5,218 was spent at the Market using WIC vouchers,

\$8,378 was spent at the market using SNAP, totaling 728 transactions

\$5,905 was matched with Oregon Double Up Food Bucks, totaling 692 transactions

\$1,108 was spent at the Market using Senior Farm Direct Nutrition Program

\$6,326 was matched by Adelante Mujeres in vouchers for SNAP, WIC, Senior Farm Direct Nutrition Program, Market Sprouts Kids Club and to participants in Adult Education and Chicas Youth Development Programs

\$9,354 was provided as vouchers to Produce Rx participants

E. PROJECT BUDGET

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

These costs are based on past participation in matching and voucher programs.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$ 1,000.00	40000		7500
Supplies	\$ 200.00	500		1000
Capital		3000		
Materials		500		500
Other (please explain):	\$ 8,800.00		5000	3000
Market incentives & vouchers to low-income families				
Total	\$ 10,000.00	\$ 44,000.00	\$ 5,000.00	\$ 12,000.00

Total Estimated Costs: \$ 71,000.00

% of Total Budget provided by Sponsor: 61.97%

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

The Farmers Market has secured funding from vendor booth fees and foundation and government partners. We have confirmed funding for this project through the Tualatin Soil & Water Conservation District and we have pending requests with Bob's Red Mill, HealthShare and Providence, to support personnel, supplies, materials, and some of the cost of vouchers.

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

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

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

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

- We promote the health and well-being of families and children by providing access to fresh, healthy foods and fruit and vegetable vouchers for low-income community members.
- Provide nutrition education activities to children to promote long-term change in healthy lifestyle habits for the whole family.
- The Farmers Market is creating a strong and sustainable local food network, supporting 65 small businesses and increasing the economic vitality of the city.
- Last market season, our Waste Center offered reusable eatery to divert the following from the landfill: 3,969 plates, 2,621 napkins, 1,965 cups, and 797 forks.
- Offer a family-friendly event in the heart of downtown Forest Grove that provides entertainment, activities, and a space for cross-cultural exchange among the diverse members of our community.

PROJECT MANAGEMENT

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

We anticipate distributing incentives and vouchers at the start of the market season (May 2, 2018), as we receive any confirmed funding from grant awards and market sponsorships that will cover these costs until CEP funds are announced and awarded. The timeline for project tasks include:

- April - Contact and outreach with WIC staff, Senior and Community Center Staff, and other Senior organizations, to promote programs.
- May - Match program begins with SNAP customers.
- June - Additional nutrition incentive programs begin for WIC & Senior FDNP customers. Special events and activities are provided.
- December - SNAP Match & other nutrition incentive programs conclude.
- Jan. 2019 - Program evaluation

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

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

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

We will work with Washington County's Services offices such as DHS, WIC, FG Senior and Community Center, Ride Connection and the office of Aging and Veteran Services in order to promote and outreach services for the market to disadvantaged populations. Virginia Garcia Memorial Health Center has also been a collaborative partner to help identify and recommend low-income community members with nutrition-related illnesses to participate in the Produce Rx Program.

Partnership and collaboration for the upcoming market season has already begun and we will continue working with them throughout the market season.

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

N/A

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

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

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

City: Forest Grove State: OR Zip: 97116

Signature: Andrea Chunga-Celis
 Digitally signed by Andrea Chunga-Celis
 Date: 2018.03.30 10:46:17 -07'00'



PROJECT INFORMATION

A. Project Title

Amount Requested:

Adelante Mujeres' Cultural Service Center

\$ \$ 10,000.00

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

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

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

Proposed schedule: Project Start Date: 7/1/2018 Project Completion Date: 6/30/2019

In April 2017, Adelante Mujeres (Women Rise Up) acquired a 17,000-square foot building. We purchased a new building to renovate, remodel, and create a center of empowerment and leadership for the Latino community in Washington County, Oregon. This unique combination of educational and microenterprise programming under one roof, to create a holistic wrap-around community center, will further our mission and organization by enabling us to offer high-quality direct services to Latina women and their families. At this moment in Forest Grove, Oregon there is a lack of culturally-inclusive centers, and Adelante Mujeres is responding to this need.

We are requesting an investment of \$10,000 to help us complete our Cultural Service Center, specifically our certified bilingual early childhood and adult education classrooms, and our commercial kitchen at our newly purchased building. Our new facility will give us the flexibility to respond to the changing needs of our community by offering a safe learning space and to launch our Food Incubator Program.

Adelante Mujeres began in Forest Grove and program services are tailored to the local needs of this demographic and we strategically bought our building in downtown Forest Grove to solidify our commitment to our community. We advocate in local and national spaces the importance of our growing diverse city, this rural-suburban center, and the increasing need to provide the same equitable opportunities as urban cities.

All Forest Grove residents in our programs will benefit from this project. Our programs impact a diverse group of residents: infants/toddlers, Latina youth in five Forest Grove schools, adult migrant women seeking their GED, women and men looking to open or expand their business, and our weekly Farmers Market visitors. Particularly, low-income Latina women and their families will significantly benefit from this project.

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

3,330

Who will benefit if this project is funded?

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

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

If so, amount received \$ 11,326.00

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

If so, is the project completed? Yes

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

The amount of \$11,326 includes both our funding requests received for our Forest Grove Farmers Market (\$6,525) and Empresas Small Business Program (\$4,801). For the Forest Grove Farmers Market, we finished a successful 2017 market season with an average of 3,057 weekly visitors; a weekly increase of 557. The Farmers Market continues to provide SNAP matching funds and incentives to our underserved community for fruits and vegetables. With our recent building purchase, we were able to provide public bathrooms for visitors in our new building during the market season and have sufficient space for all equipment and materials needed for each market day. Finally, the Empresas Small Business Program is successfully engaging low-income Latino food-based businesses and providing each participant one-on-one coaching and access to a licensed commercial kitchen at the Forest Grove Senior Center. Twenty-seven participants graduated our most recent Empresas Business Course, and 11 businesses have access to the licensed the commercial kitchen.

E. PROJECT BUDGET

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

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

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital	\$ 10,000.00	1529441	669425	
Materials				
Other (please explain):				
Total	\$ 10,000.00	\$ 1,529,441.00	\$ 669,425.00	\$ 0.00

Total Estimated Costs: \$ 2,208,866.00

% of Total Budget provided by Sponsor: 69.24%

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

As of March 2018, we have secured \$1.87 million out of our \$3 million project budget. The CEP fund will directly support Phase 2 (\$2.2 million) of our cultural center. We have secured a diverse set of funding streams from foundations, corporate, and individual donors. Primary sources are the Collins Foundation, Murdock Charitable Trust, PGE, and Ford Family Foundation.

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

The CEP funding opportunity will directly support the efforts to fulfill our goal to complete all seismic upgrades by the end of June 30, 2019. Yet, our full Cultural Service Center will be completed by December 31, 2020, and this includes finishing all of our building payments.

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

This project will directly enhance the sustainability (Council Goal 1) of Forest Grove by 1) Supporting business and jobs for low-income Latino business owners that improve the livelihood of their families and the community; 2) Providing a culturally-specific venue for our certified ECE and Adult Education classrooms; and 3) Securing a space for the expansion of all Adelante Mujeres' culturally-specific programs.

1. Commercial Kitchen and Food Incubator Program: The development of a fully-licensed, affordable, commercial kitchen will serve the labor and needs of local food-based businesses. The commercial kitchen will launch Adelante Mujeres' Food Incubator Program to offer low-income Latino microbusinesses complete access to all of our Empresas Small Business Development programmatic services in one location. This establishes job security for Forest Grove microbusinesses.

2. Early Childhood and Adult Education Classrooms: Our cultural center will provide a venue for our certified ECE classrooms and ensure low-income and migrant children, pre-natal through pre-kinder, have access to an equitable and bilingual learning model that prepares them for kindergarten.

3. Future Leaders: The complete construction of our building will ensure that all education and microenterprise program services support the empowerment of our future leaders in Forest Grove. These leaders will promote and advocate for the needs of Forest Grove.

PROJECT MANAGEMENT

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

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

1. Activity: Build stable, state-certified ECE and Adult education classrooms. Start Date: July 1, 2018. Completed by: June 30,2019.
2. Activity: Build a commercial kitchen space for small food-based businesses to start operations. Start Date: July 1, 2018. Completed by: June 30,2019.

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

One key to our success is the strong relationships and partnerships built by the organization over the last fifteen years. Our Executive Director, Program Staff and Board, play a key role in this part. We could not have secured the funding we have without the reputation we have built for being a professional organization doing high-quality transformative work in the community. We are grateful for the past funding received by CEP for our Forest Grove Farmers Market, Empresas Small Business, and the Chicas Youth Development Programs. Past projects greatly impacted Forest Grove participants and ensured their access to education and nutritional services. The completion of the Cultural Service Center is our next step to ensure ongoing and incoming participants a stable center for their socioeconomic and cultural needs.

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

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

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

N/A.

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Friends of Historic F.G. (Historic District Sub-Team) Tax ID # 93-1057974
(N/A for City Board or Commission)

Contact Person: Neil Poulsen Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: Oregon Zip: 97116

Signature: Neil Poulsen 03/30/2018

PROJECT INFORMATION

A. Project Title

Amount Requested:

Forest Grove Historic Preservation Brochure (Design & Publish)

\$ \$ 1,324.00

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

☒	Goals	How project meets this goal (be clear & specific)
☒	Improve the appearance or environmental quality of the community	As more residents participate in, and as we can facilitate historic preservation efforts, we beautify Forest Grove's appearance and improve the livability of the community.
☐	Reduce the amount or toxicity of waste	
☒	Increase reuse and recycling opportunities	The more residents who participate in historic preservation projects, the more likely it is that we will increase reuse and recycling opportunities.
☒	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	A portion of those residents who become encouraged by the Preservation Brochure to participate in historic preservation projects will likely become part of the Friends of Historic Forest Grove's or similar organizations in effort's to restore Forest Grove historic landmarks and areas. (e.g. A. T. Smith House.)
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☒	Result in improvement to, or an increase in, recreational areas and programs	This brochure can enhance the historic context of recreational programs such as the historic architecture walking tours and garden tours.
☒	Result in improvement in safety	Historic renovations that this brochure can inspire and facilitate will likely improve the safety of the restored properties.
☒	Benefit youth, seniors, low income persons and/or underserved populations.	Involvement in preservation projects can be a beneficial lesson for youth and also a rewarding endeavor for seniors. This brochure makes these and other groups aware of, and helps facilitate these opportunities.



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

Proposed schedule: Project Start Date: June 15, 2018 Project Completion Date: April 30, 2019

The purpose of this project is to design and produce a trifold-brochure that will describe and provide contact information for historic preservation related resources accessible in Forest Grove. (Please see the attached "Draft: Historic Preservation Resources (F.G.)" for resources that we anticipate including.) With the information it provides, this brochure will help encourage residents to become involved in, and it will help to facilitate Forest Grove historic preservation projects. The brochure will include the following components.

- > A brief history of Forest Grove.
- > A summary of Forest Grove's existing National Historic Districts and historic areas.
- > An introduction to preservation in Forest Grove and encouragement to participate.
- > A brief description and contact information for each included historic preservation resource.
- > Photographs of historic Forest Grove would be included throughout the brochure.

Graphic artist Amy Rogers of TumbleWeed, and Lithtex Printing respectively designed and printed the three Historic Landmarks Board walking tour brochures. These same companies would design and print this Preservation Brochure, and thereby, it will have the same look & feel as the walking-tour brochures.

The Preservation Brochure would be distributed at preservation events, door-to-door, and at F. G. City Offices. While it can be distributed individually, it will also be an ideal companion to the walking-tour brochures. The latter do a great job of displaying our excellent architecture that contributes so much towards Forest Grove's identity and sense of self; the Preservation Brochure itself will both encourage and provide means for residents to become active participants in preserving that architecture and other historic resources for Forest Grove's future benefit.

Funds would be used to pay TumbleWeed and Lithtex Printing for their respective work on this project. Any left-over funds would be directed towards printing additional copies of the brochure.

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

Who will benefit if this project is funded? _____

All Forest Grove residents can directly or indirectly benefit from this project.

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

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

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

Not Applicable.

E. PROJECT BUDGET

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

Please see the attached estimates.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$ 950.00	\$ 724.20		
Supplies				
Capital				
Materials				
Other (please explain):	\$ 374.00			
Print 500 copies of the brochure.				
Total	\$ 1,324.00	\$ 724.20	\$ 0.00	\$ 0.00

Total Estimated Costs: \$ 2,048.20

% of Total Budget provided by Sponsor: 35.36%

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

Sponsor's share is entirely in-kind hours (@\$24.14/hr) to provide content for the brochure. (Design, photos, text content, etc.)

Note that whatever funds that remain from the grant can go towards printing additional copies.

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

No future funding will be needed for this project and in printing the initial number of copies specified.

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

This brochure will both encourage and facilitate historic preservation, and sustainability is the essence of historic preservation. Historic preservation helps us to sustain our livable environment, rich heritage, and certainly sustain our distinctive neighborhoods.

PROJECT MANAGEMENT

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

The following are the primary tasks anticipated to complete this project:

- >> Complete Content. [By 06/30/18]
- >> Initial Brochure Design. (e.g. text content, photos needed, placement, etc.) [By 9/30/18]
- >> Work with graphics designer to review and edit brochure design. [By 01/15/19]
- >> Complete design; create digital file. [By 03/15/19]
- >> Send to printer and complete printing. [By 04/30/19]

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

As both a past Chair and member of the Historic Landmarks Board, Neil Poulsen has had experience managing the HLB's Preservation Grant Program. Also a member of our team, Skip Buhler has also presented and managed previous CEP Grant requests.

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

While we will be conferring with other organizations (e.g Historic Landmarks Board) to help determine content in the proposed trifold/brochure, this coordination will not be essential to complete the project.

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

Not Applicable.

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: Charlene G. Murdock Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR

Zip: 97116

Signature: Charlene Murdock

PROJECT INFORMATION

A. Project Title

Tuality Plains Great Grains

Amount Requested:

\$ 10,000

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

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

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

Proposed schedule: Project Start Date: 7/12/2018 Project Completion Date: 6/30/2019

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

At this point, we have been able to supply local industry (Slow Rise Bakeshop, whose name changed as they went in to their retail shop at 1910), Borealis Bakeshop, Old Wilson Ferments, who malts for: Waltz Brewing, Kaiser Brewing, and Dogwood Distilling. We minimize the transportation costs and resulting carbon footprint (the cost of non renewable resources to transport products) and we have been able to open lines of communication with other local farmers interested to know more about our activities.

Personnel Services: CEP: cleaning and milling. Sponsor: Baking for markets Other #1; Soil prep, planting and harvesting

Supplies: CEP: bags, labels Barley. Sponsor: baking ingredients Other #1: Seed and fertilizer Other: Other#1 Ren, Irrigation, ETc

Marketing&Publicity: CEP: Grain Events at Spiesschaert Farm and other venues, website updating and market strategy.

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

The community of Forest Grove and surrounding areas. Community members that support local bakeries, brewers, distillers, and expose themselves to our educational tastings at the farmers markets.

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

If so, amount received \$ 2,150 and CEP mini grant \$580

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

If so, is the project completed?

Yes

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc. During the current year grant we were able to harvest, clean and bag the Red Fife and Northern Rye. The Rye and half the Red Fife was used as seed for the 2018 crop, planted in October 2017.

During the current year grant we were able to harvest, clean and bag the Red Fife, and Northern Rye. Most of the Rye and half of the Red Fife was used as seed for the 2018 crop. (planted in October 2017).

Our first annual Celebrate Great Grains (350 attendees), was held at Spiesschaert Farms on September 23, 2017 .

Community members benefitting from the project include those enjoying locally baked bread and crackers and those attending the Celebrate Great Grains Event.

E. PROJECT BUDGET

Total Estimated Costs: \$32,800_____ How were these costs estimated (quotes, catalog, previous projects, etc.)? We used \$20/hour for industry professionals and \$15/hour for volunteers.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$3,075	\$7,500	\$9,000	
Supplies	\$5,010		\$4,000	
Capital				
Materials				
Other (please explain):			\$2,000	
Marketing & Publicity	\$1,915			\$300
Total	\$10,000	\$7,500	\$15,000	\$300

Total Estimated Costs: \$32,000

% of Total Budget provided by Sponsor: _23%_____%

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

Yes sponsor's share and farmer's share of in-kind costs are secure. There are no other public or private agencies involved. We manage intern and volunteer hours from Adelante Mujeres, Pacific University, Eden Acres, and Dairy Creek Community Food Web.

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

We foresee the need for expanded infrastructure in terms of a mill and permanent housing for the mill, harvested grain and straw residue.

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

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

PROJECT MANAGEMENT

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

The consumer education portion of the project begins with the First Wednesday Farmers Market and lasts from July to October 2018 and May through June 2019 and indoor markets in November and December 2018.

August, 2018 Harvest, clean, bag and store grain, Lab test for nutritional content, Bail and store straw residue

September, 2018 Begin milling with Tabor Bread, Hold several grain events at Spiesschaert Farms, Plant grains for 2019 season, plant cover crop in field of 2018 harvest

October, 2018 Continue test marketing (bakeries, restaurants, retail, breweries, and distillers). March, 2019 Plant barley for 2019 season, April, 2019 Fertilize all grains June, 2019 Irrigation of all grains

July 1, 2018 to June 30 2019: Education, Cultivating Customers, Marketing Outreach

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

We have managed a CEP mini Grant, and we are currently managing our 2017-2018 Forest Grove Sustainability Commission CEP Grants.

We rely upon 30 plus years experience in marketing. As Murdock & White, our Seattle based firm marketed and brokered specialty foods throughout the Pacific Northwest.

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

We are collaborating with Spiesschaert Farms and Dairy Creek Community Food Web on an ongoing basis. We rely on professional expertise from Washington State University Extension at Mt. Vernon (The Bread Lab), and the School of Agriculture at Oregon State University. Foodways at Nana Cardoon maintains membership in: The Bread Bakers Guild of America, Portland Slow Food, Friends of Family Farmers, and the BioDynamic Association of North America

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

The grains are being grown on Lyle Spiesschaert Farm, with the farmer's expertise to grow grains in large, multiple-acre plots.

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Community Forestry Commission Tax ID # N/A
(N/A for City Board or Commission)

Contact Person: Mark Nakajima, CFC Chair Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Mark Nakajima Digitally signed by Mark Nakajima
Date: 2018.04.03 15:38:55 -07'00'



PROJECT INFORMATION

A. Project Title

Amount Requested:

Downtown Street Tree Assessment and Enhancement Project

\$ \$ 10,000.00

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

✓	Goals	How project meets this goal (be clear & specific)
☒	Improve the appearance or environmental quality of the community	This project will help improve the urban forest by promoting planting appropriate street trees in the downtown as well as better care and installation of new trees. This project will enhance community appearance and improve environmental quality through improvements to the urban forest.
☒	Reduce the amount or toxicity of waste	The City's urban forest helps to improve air quality by storing pollutants and sequestering carbon dioxide and harmful particulates.
☐	Increase reuse and recycling opportunities	Not applicable
☐	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	Not applicable
☒	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	The urban forest provides habitat for a variety of wildlife species, reduces stormwater runoff flow improving water quality, reduces infrastructure needs.
☐	Result in improvement to, or an increase in, recreational areas and programs	Not applicable
☒	Result in improvement in safety	This project will help safety by addressing tree conflicts with sidewalks and signs
☒	Benefit youth, seniors, low income persons and/or underserved populations.	This project benefits the entire community by improving the quality of the built and natural environment for all to enjoy regardless of age or income.

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

Proposed schedule: Project Start Date: July 1, 2018 Project Completion Date: June 30, 2019

The purpose of this project is to enhance downtown Forest Grove by improving the streetscape for property and business owners, residents and visitors alike. This project focuses on street trees a significant element of the downtown streetscape. The street trees downtown were planted decades ago. Over time problems with conflicts between street trees, sidewalks, signs and buildings have occurred. In some cases pedestrian safety has been compromised due to sidewalk damage causing tripping hazards. This is most notable along Main Street which is a high pedestrian area. Adjacent property owners have generally not kept up with maintenance of the street trees. As a result several trees have grown too large and roots have caused damage to sidewalks, sewer and water lines.

A baseline of information is needed to fully assess the situation and to serve as basis for preparing recommendations for managing street trees in the downtown. At a minimum, information is needed about street tree location, tree type, height, size, condition and presence of conflicts with buildings, sidewalks and signs if any. Assessment of conditions requires expertise by trained professionals certified in performing visual tree assessments based on generally accepted practices sanctioned by the organizations such as the International Society of Arboriculture. A portion of CEP funding would be used to pay for a consultant with this expertise. The consultant will be selected through a competitive selection process.

Information gathered by the consultant will be entered in the City's GIS and used to develop policy recommendations for management of the downtown street trees for consideration by the Community Forestry Commission and City Council. Recommendations will address appropriate tree varieties to plant in a downtown environment, locations for additional tree planting, location of trees recommended for removal based on the tree assessment and policies for ongoing maintenance and and shared responsibility for tree care between the City, property and business owners. The scope of the project is scalable based on the amount of CEP funding awarded.

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

Who will benefit if this project is funded?

N/A

This project benefits the entire community including residents and visitors.

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

If so, amount received \$ \$ 3,500.00

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

If so, is the project completed? Yes

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

Not applicable

E. PROJECT BUDGET

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

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$ 10,000.00			
Supplies				
Capital				
Materials				
Other (please explain):				
Volunteer Time (CFC Members)				
Total	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00

Total Estimated Costs: \$ 10,000.00

% of Total Budget provided by Sponsor: 0.00%

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

Volunteer members of the CFC will support this project by providing oversight, reviewing work products and preparing recommendations for consideration by City Council. Efforts of the CFC will be completed at no cost to the City.

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

This identified scope of work will be completed with the proposed funding. Additional funding may be needed for later phases such as planting additional trees in the Town Center or resolving tree conflicts with sidewalks and signs. This project is scalable to reflect available funds.

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

Environment: This project provides the basis for improving the natural environment in the Forest Grove Town Center through better street tree management. Research indicates street trees improve environmental quality by improving air quality, reducing the rate of stormwater runoff and providing a cooling effect during hot summer months.

Economy: This project promotes the vitality of the Forest Grove Town Center. Research suggests street trees improve property values and enhance the quality of business districts by providing shade thereby making business districts more attractive places to shop and gather.

This project complements the Forest Grove Vision Statement by promoting "A community recognized for its commitment to conserve, preserve, protect and restore our natural assets." Enhancement to the urban forest in a highly visible area such as downtown Forest Grove does just that. In addition this project supports City Council's goal to "Promote Safe, Livable and Sustainable Neighborhoods and a Prosperous Dynamic Green City."

PROJECT MANAGEMENT

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

Tasks are below. The project is scalable based on CEP funds awarded. Duration: 4 months.

1. Prepare Request For Qualifications
2. Conduct inventory of all street trees in the Town Center including tree variety, size, condition and conflicts present with buildings, sidewalks, or signs
3. Prepare GIS layer with tree data and tree locations using GPS
4. Prepare recommendations to reduce conflicts if present
5. Identify trees to retain or remove and cost for removal including excavation
6. Identify locations where street trees are missing or could be planted
7. Identify appropriate tree varieties for planting as street trees in the Town Center and recommendations for ongoing tree care and maintenance
8. CFC lead presentation of recommendations to City Council

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

The Community Forestry Commission has successfully managed a variety of Community Enhancement Projects including the Neighborhoods street tree infill planting project and arborist inspections of trees on the City's Register of Significant Trees.

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

This project requires coordination with the City's Community Development Department and Public Works Department. Outreach to property and business owners is also necessary and will be conducted as needed during the project.

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

This project does not involve private land and will take place entirely within the public right-of-way.

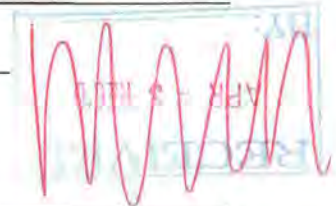
Applications must be submitted by 5:00 pm, April 6, 2018, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.



COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Community Action Organization Tax ID # 93-0554941
(N/A for City Board or Commission)
Contact Person: Susan Salisbury Daytime Phone: [REDACTED]
Address: 1001 SW Baseline St. Email Address: ssalisbury@caowash.org
City: Hillsboro State: OR Zip: 97123

Signature: Renee Bunn



PROJECT INFORMATION

A. Project Title

WESTCO

Amount Requested:

\$ \$ 5,000.00

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

✓	Goals	How project meets this goal (be clear & specific)
☐	Improve the appearance or environmental quality of the community	
☐	Reduce the amount or toxicity of waste	
☐	Increase reuse and recycling opportunities	
☐	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☐	Result in improvement to, or an increase in, recreational areas and programs	
☐	Result in improvement in safety	
☒	Benefit youth, seniors, low income persons and/or underserved populations.	By providing emergency rent assistance to Forest Grove residents experiencing a temporary housing crisis, the WESTCO program helps community members to remain in their homes, promoting family and community stability.

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

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

Low-income households are particularly impacted by insufficient affordable housing in Washington County. According to the American Community Survey 2016 1-year estimates, 45% of all renters pay more than 30% of their income for housing and 22.1% pay at least half of their income for rent. For renters with annual income below \$35,000 the housing cost burden is even higher, with nearly 85% of households paying more than 30% of their income for housing and 61% paying more than half of their income for housing costs. 53.2% of Forest Grove renters pay more than 30% of their income for rent and 33.2% pay at least half for housing costs. Low income families who are struggling financially can easily fall behind in rent and face eviction when an unexpected expense or job loss occurs.

WESTCO funds will be used to provide emergency assistance to low income Forest Grove households in crisis. WESTCO acts as a safety net for families at risk of eviction for non-payment of rent, providing one-time emergency rent assistance. Community Action now provides a full-month's rent whenever possible, as it has been determined that a full month's assistance, rather than a partial payment, is a more effective strategy in promoting family housing stability. Community Action advocates on the client's behalf for reduction/forgiveness of fees or accrued back rent and requires a signed statement from the landlord verifying that the household will not be evicted. Clients are also screened for other needs and are referred to other services which can help them maintain their housing stability, such as help with utility bills, energy conservation workshops and tenant education classes.

The Forest Grove community as a whole benefits from the emergency rent assistance programs in several ways: promoting greater community stability, preventing evictions which are costly for landlords as well as tenants; and preventing homelessness - a more cost-effective strategy than re-housing families after an eviction.

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

132 Individuals

Who will benefit if this project is funded?

Low-income Forest Grove residents with a 72-hour non-payment eviction notice.

Has the sponsor received a Community Enhancement grant for this project in the past? Yes If so, amount received \$ <u>\$ 4,725.00</u>
Has the sponsor received a Community Enhancement grant for the <u>current year</u> ? Yes If so, is the project completed? Yes
Please provide a brief summary of services for <u>current year</u> grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc. As of April 2, 2018, 17 Forest Grove households (approximately 54 individuals) have received emergency rent assistance funds to prevent eviction. Each of these households has been assisted in whole or in part by WESTCO funds, which include Community Enhancement funds. A total of \$13,305 has been spent to date to keep Forest Grove families in their homes. Emergency Rent Assistance is an ongoing Community Action program.

E. PROJECT BUDGET

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

Estimates are based on current program costs and funding.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		6800		
Supplies				
Capital				
Materials				
Other (please explain):	\$ 5,000.00	29500		
Client Services				
Total	\$ 5,000.00	\$ 36,300.00	\$ 0.00	\$ 0.00

Total Estimated Costs: \$ 41,300.00

% of Total Budget provided by Sponsor: 87.89%

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

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

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

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

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

By helping families maintain housing and avoid homelessness through the provision of emergency rent assistance, the WESTCO project supports the City Council's vision of a thriving and economically stable community as well as the Council Goal 1 for Fiscal Year 2018-19. Maintaining family stability promotes safe, livable and socially sustainable Forest Grove neighborhoods. Community Enhancement Project funds will provide much-needed assistance to families affected by the ongoing housing crisis. WESTCO and Community Action work together to divert families away from homelessness and towards stability.

PROJECT MANAGEMENT

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

This is a continuation of existing services. Community Action has efficient and effective systems in place to deliver the funds to Forest Grove families in need. Clients with a 72-hour notice due to non-payment of rent are assessed for a one-time emergency assistance payment of a full month's rent. Community Action negotiates with landlords on the client's behalf for reduction/forgiveness of fees or accrued back rent and requires a signed statement verifying that the household will not be evicted. Clients are also screened for other needs and are referred to other services which can help them maintain their housing stability - including energy assistance, energy conservation workshops and tenant education classes.

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

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

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

WESTCO is a collaboration between faith-based organizations in western Washington County and Community Action, a partnership that has been successfully providing assistance to at-risk families in Forest Grove for over ten years.

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

Not applicable

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: Brian Schimmel Daytime Phone: [REDACTED]

Address: City Hall Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Brian Schimmel Digitally signed by Brian Schimmel
Date: 2018.04.04 20:26:36 -07'00'



PROJECT INFORMATION

A. Project Title

Amount Requested:

Collaborative Sustainable Community (Mini-Grant Program)

\$ \$ 5,500.00

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

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

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

Proposed schedule: Project Start Date: July 2018 Project Completion Date: June 2019

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

Preference is given to groups:

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

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

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

10,000+

Who will benefit if this project is funded?

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

Has the sponsor received a Community Enhancement grant for this project in the past? Yes
If so, amount received \$ \$ 16,706.00

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

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

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

2017-18 project is on track to complete by end of June - all funds awarded and project reports received.

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

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

E. PROJECT BUDGET

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

Based on FY 2017-18 mini-grants

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$ 1,500.00	5000		
Supplies	\$ 1,000.00	1000		
Capital	\$ 500.00			
Materials	\$ 2,500.00	4000		
Other (please explain):				
Total	\$ 5,500.00	\$ 10,000.00	\$ 0.00	\$ 0.00

Total Estimated Costs: \$ 15,500.00

% of Total Budget provided by Sponsor: 64.52%

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

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

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

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

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

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

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

PROJECT MANAGEMENT

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

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

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

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

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

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

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

N/A

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Dairy Creek Community Food Web Tax ID # 45-2543810
(N/A for City Board or Commission)
Contact Person: Robin Lindsley Daytime Phone: [REDACTED]
Address: [REDACTED] Email Address: [REDACTED]
City: Forest Grove State: OR Zip: 97116

Signature: Robin B Lindsley



PROJECT INFORMATION

A. Project Title

Amount Requested:

Expanding Our Forest Grove Gleaning Program

\$ \$1419.00

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

☒	Goals	How project meets this goal (be clear & specific)
☐	Improve the appearance or environmental quality of the community	
☒	Reduce the amount or toxicity of waste	Gleaned food is rescued food, so lowering food waste!
☐	Increase reuse and recycling opportunities	
☐	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☐	Result in improvement to, or an increase in, recreational areas and programs	
☐	Result in improvement in safety	
☒	Benefit youth, seniors, low income persons and/or underserved populations.	Pantries with more fresh gleaned food serve youth, seniors and underserved folks.

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

Proposed schedule: Project Start Date: August, 2018 Project Completion Date: August, 2019

The CEP funds will be used to provide regular Gleaning Program training sessions and small stipends for those community members who become certified Forest Grove Harvest Leaders.

Trainings will be offered twice in August, 2018 and twice in September, 2018.

Instructors will be experienced Harvest Leaders from the Dairy Creek Community Food Web (DCCFW) and from Portland Fruit Tree Project.

The certification-worthy evidence will include both a verbal discussion with candidate by an experienced Harvest Leader following an observation during a harvest event (a "PICK"), and the candidate's written reaction to a list of questions concerning key activities that happen during every Pick.

Our goal is to achieve safe events that lead to collecting fresh produce to share between harvester teams and to take to local food pantries.

The program is designed so that home owners or farmers - who have signed a release agreement indicating their produce is free for the harvesting team to pick - may have a share if desired. Land owners receive a tax receipt for sharing their produce. All harvested produce is sorted for quality, with less desirable fruit going for animal feed. Harvesters take home half the gleaned produce - divided between them by food weight and common agreement - and the other half is delivered to pantries in the Forest Grove area.

Our equipment (orchard ladders, gloves, buckets, harvesting aprons, pole harvesters, scales, and so on), is maintained by the DCCFW Gleaning Team. Deliveries to pantries are made by volunteer members of the Team. Records are kept of the food pounds delivered to each pantry. Receipts are also kept as given from each receiving pantry. These records are available to the public and interested officials or researchers.

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

400 to 600 in 2018

Who will benefit if this project is funded?

Trained leaders - increased leadership skills; pantry customers & harvesters
eating fresh, nutritious food

Has the sponsor received a Community Enhancement grant for this project in the past? Yes
If so, amount received \$ \$2000.00

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

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

Our current grant is for expansion of School Gardens in FGSD, not gleaning.

Our CEP awards have all been successful, which is why we are now working to expand each project you have funded: Forest Grove Senior and Community "Side Yard Gardens" ; Mobile Garden Carts Project; FGSD School Gardens; Gleaning Project/Program (now heading into year four!); Heritage Kitchen Garden and Water for AT Smith House; Upgrading and Increasing Garden and Farming books for our public library, etc. Final reports are available for each of those awarded grants.

E. PROJECT BUDGET

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

Previous experience, Oregon Food Bank data, current volunteer in-kind hourly wage v

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$150.00	\$1932.00		
Supplies	\$428.00			
Capital	\$200.00	\$140.00		
Materials	\$512.00			
Other (please explain):	\$129.00			
Total	\$1419.00	\$2072.00	0	0

Total Estimated Costs: \$3491.00

% of Total Budget provided by Sponsor: 59%

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

As sponsor, DCCFW will continue to fund printing costs, online and paper communication efforts through media and with the public, office expenses, collaboration and training events, donated transportation by our volunteer members, insurance coverage for our events and activities, etc. We are funded by grants and donations from public and our Board/Core members.

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

We are confident our expansion efforts will increase will increase with this CEP award, and we will continue to support our ongoing work by applying for grants, collaboration and future financial support from within the City of FG by being included in the regular city budget.

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

Our city is working continuously to support our community members so they can thrive. Feeding hungry people of all ages is an important recognition of how local efforts can meet many of the basic needs of every person. Our work to achieve a sturdy, local "Circle of Food" as a sustainable city will need to include wise actions for food security, whether daily or in emergencies. Gleaning will continue to be an important piece of meeting city food goals. Resilience is an over-arching goal of sustainability. We Forest Grove residents are working to become a resilient city...in so many ways. Hooray for the CEP grant awards that are supporting us in our vital work!

PROJECT MANAGEMENT

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

July 2018: Arrange for training sessions - location, dates, time, Instructor commitment, advertising, certificate design and production. Completed by August 1, 2018.

Training sessions: TBA: Tuesday, August 7, 2018 and Thursday, August 16, 2018

TBA: Monday, September 10, 2018 and Tuesday, September 11, 2018.

Gleaning Events: during August, September, October. Publish update reports to public after each Pick.

November: Final report of season completed. Distribute the report in local media.

Final CEPC report due.

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

We have held ongoing harvesting events ("Picks") since receiving our Pilot Gleaning Project using our CEP grant award in 2015. We also held Picks in 2016 and 2017.

Other CEP projects have included Expanding and Enhancing School Gardens, Upgrading "SideYard Gardens" at the FG Senior and Community Gardens, and so on. Reports are available for each of our efforts to support local food security.

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

Yes, we have worked with food pantries at St Anthony Church, Four Square Church and GiveAway Table at the FG Sr & Community Center at this point. After a gleaning event, we bring food to the pantries, leave a tax receipt for them and receive a receipt stating the food pounds we have delivered. This year, we also gleaned after the Farmers Markets in November and December. This food was taken to the same pantries. Every Pick involves gleaning, dividing amounts of food between the number of pantries and harvesters, enlisting volunteer distribution drivers, notifying media, advertising for more potential locations and harvesters. With more trained Leaders, we will have a broader team of gleaners.

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

We have signed permission forms from each landowner completed prior to each Pick. A copy is available to view.

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

COMMUNITY ENHANCEMENT PROJECT APPLICATIONSponsor: FOREST GROVE ELKS 2440Tax ID # 93-0582827

(N/A for City Board or Commission)

Contact Person: ALICE CUSTODIODaytime Phone: [REDACTED]Address: 1618 PACIFIC AVEEmail Address: [REDACTED]City: FOREST GROVEState: ORZip: 97116Signature: Alice M. CustodioDigitally signed by Alice M.
Custodio
Date: 2018.04.04 22:04:50 -07'00'**PROJECT INFORMATION****A. Project Title****Amount Requested:**WEEKEND BACKPACK PROGRAM\$ \$ 10,000.00**B. Mark all of the goals below which your project meets and explain how:**

✓	Goals	How project meets this goal (be clear & specific)
☐	Improve the appearance or environmental quality of the community	
☐	Reduce the amount or toxicity of waste	
☐	Increase reuse and recycling opportunities	
☐	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☐	Result in improvement to, or an increase in, recreational areas and programs	
☐	Result in improvement in safety	
☒	Benefit youth, seniors, low income persons and/or underserved populations.	Serving students from low income or homeless families in the Forest Grove, Cornelius Area by preparing food backpacks to take home each weekend

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

Proposed schedule: Project Start Date: August 2018 Project Completion Date: June 2019

The Forest Grove Elks and volunteers from the Forest Grove community join together to fight hunger. We purchase, store, stock and distribute food in backpacks for students of Forest Grove and Cornelius. We currently have students from the following schools in our program: Echo Shaw, Cornelius, CALC, Joseph Gale, Neil Armstrong, Forest Grove High School, Harvey Clarke, Tom McCall Upper Elementary East and West and Forest Grove Community School. We also supply Granola Bars to one of the Tutors who tutors students from CALC and Forest Grove Community School. She indicated that they do their work for her better with a little something to eat. Backpacks have been donated by various schools within the district, so we do not have to spend money for them. We do have incidental expenses for labels and tags. Often times the volunteers will bring in additional items to allow us to maintain continuity with the project. We usually Purchase items on Monday, Stock shelves on Tuesday and fill backpacks on Wednesday. During the Christmas break, we also provide an application for a Christmas food basket to assist the family, but that is through another project we share with the community. We have a Restricted Bank account for the backpack program and all monies target for that program are placed exclusively into that account. Our Lodge year is from April through March each year. Any monies in the backpack restricted project remain with the project until spent on that project. We do a final report with Forest Grove for the CEP grant and also with the Elks National Foundation for their Impact Grant, which we have to report quarterly.

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

90+

Who will benefit if this project is funded?

Low Income, under served and homeless students in the FGSD

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

If so, amount received \$ 8,650.00

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

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

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

When school started in September, we had several students on board by week 3 in September. By October we already had 60 Students and by November we approached 80 students. As of this writing, we have 90 students and that at the moment is the capping point unless we are able to acquire more funds. We have expended the funds we received from the CEP grant and are waiting for a final bank statement to complete the final report for the current year. The project is continuing with funds from the Elks National Foundation Impact Grant which was \$10,000 this year. Currently 90 students are benefiting from this project, but there is usually enough food so that the family can share at least one meal over the weekend. We can't overlook the fact that if the children are hungry, their parents may be going without as well. It currently costs approximately \$657 and week to feed 90 students for a weekend. Can you survive on \$7.40 of food for 3 days? It doesn't seem like much, but for a hungry child it means the world to them.

E. PROJECT BUDGET

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

From Actual receipts

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies	\$ 10,000.00	8000.00	4000.00 in kind	
Capital		1000.00		
Materials		1200.00		
Other (please explain):				
Total	\$ 10,000.00	\$ 10,200.00	\$ 4,000.00	\$ 0.00

Total Estimated Costs: \$ 24,200.00

% of Total Budget provided by Sponsor: 42.15%

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

Yes, we received a grant from Elks National Foundation for \$10,000 and smaller grants from Sodexo, The Sunset Ladies Golf Assoc and UCC. We hope to once again request assistance from those sources as well.

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

This project is one of hunger and children. It will continue to be an issue that we are trying to find ways to resolve. It may be necessary to request more funding in the future. We are endeavoring to find new resources to help provide for this project.

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

Forest Grove has always been a community that helps each other. We had hoped that as the economy got better, the low income and homeless situations would get better. Unfortunately, as the economy improved, prices of rent has got up and wages have not. This still leaves a void to fill. That is of making sure children who are caught in the middle get fed and have an opportunity to break the bonds of poverty. Education is the key to children breaking free of the poverty bond and excelling in the future. Many of these children may become the leaders of this city. We need to give them a positive outlook and a nourishing and nurturing point of view.

PROJECT MANAGEMENT

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

We acquire food and stock shelves to distribute food through the backpack program on a weekly basis during the school year. We start in August and the project will end in June. Our volunteers are constantly finding new sources of inexpensive yet nutritious food for our youngsters. We were able to order more food in bulk this year and it cut down on the amount of volunteer time for individuals to go out and purchase items. This project takes between \$17,000 and \$20,000 dollars to provide the proper type of food for the students. We not only try to provide a good amount of protein and nutrition, we also consider what a young child would like to eat and make it an enjoyable eating experience.

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

We will be entering our third year for this project and it has grown each year. The first year our goal was 60 students, we wound up with 70. This past year we set a goal of 70 and are already at 90. The need seems to be going up not down. School personnel are very helpful and communications is very good. This past year was the first time we applied for a CEP grant. We are constantly having to redefine the needs of the students we provide food for. We have had tooth brushes, tooth paste, can openers and combs donated to help youngsters with grooming needs. We invite members from the community to view our project and the process we go through. This has helped us be more successful. Our goal is to provide for the youngsters as long as we can fund the project.

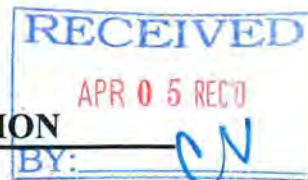
C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

We are working with several other public and private organizations. We have volunteers from St Anthony's and Son Rise Church. UCC has provided us with support and funding as well. The Sunset Ladies Golf Assn also made donations to the backpack program. Sodexo provided us with a grant through their "Fight Hunger" program. UMC asked if we had more volunteers to assist with their program. They do most of the backpacks at Joseph Gale. We are providing weekend backpacks to 11 students from Joseph Gale as well as 79 other students. FGHS and TMUE/E and TMUE/W have also provided canned food for our project. We accept donations from the community. We follow the School calendar and adjust our packing and distribution.

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

The Forest Grove Elks have room to store food and stock shelves for easy distribution. Members from the community that volunteer for the program have limited access to our facility on the days that we prepare the backpacks. Because we are a Fraternal organization, we do explain the purpose of our organization and invite our volunteers to join our group if they would like full access to our facility. By packing at our facility and delivering to the schools, we are saving the schools valuable time. All the back packs are labeled and ready for them to disburse on the day they have scheduled for the students.

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



COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: John Wilder Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Gaston State: OR Zip: 97119

Signature: John Wilder

PROJECT INFORMATION

A. Project Title

Amount Requested:

Veteran's Independence Project

\$ \$ 10,000.00

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

✓	Goals	How project meets this goal (be clear & specific)
☐	Improve the appearance or environmental quality of the community	
☐	Reduce the amount or toxicity of waste	
☐	Increase reuse and recycling opportunities	
☐	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☐	Result in improvement to, or an increase in, recreational areas and programs	
☐	Result in improvement in safety	
☒	Benefit youth, seniors, low income persons and/or underserved populations.	We provide varying services for low income, under served people who qualify as a Veteran or spouse thereof within the Forest Grove or Washington County communities

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

Proposed schedule: Project Start Date: 06-01-2018 Project Completion Date: 05-29-2018

This Project is designed to assist Veterans in becoming or maintaining their independence. We encourage Veterans to contact us to assist them with their specific needs. These needs can be essential for Veterans to maintain a lifestyle many of us take for granted. We are prepared to take on tasks both familiar and unfamiliar to our regular duties. We will make a list of Veterans and their needs and our Volunteers will select them based closely to their own skill sets; expecting often times to work in a team environment to efficiently resolve the concern and to assist with any follow up or adaptation requirements.

Some things we hope to offer:

Home Cooked Meals
Resume Writing
Clothing
Personal Hygiene
Porch Ramp Construction
Balance Beams
Emotional Advocate
Exercise Buddy
Energy Efficiency/ Energy Bills
Family/ Friends visitation assistance
Electrician Work
Odds/ Ends Construction Work
Yard Maintenance
Phone Calls/ Forms & Application Assistance
Referrals
Gifts, Christmas Cards, Letter Writing
Special Requests!

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

Who will benefit if this project is funded?

52 and families

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

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

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

We have provided 90 backpacks per week to students of the Forest Grove School District. This has not only impacted the students but their families as well. We have had more applications this year; having started earlier than last year. A final report will be filed as soon as our March bank statement arrives. We have expended the funds from the C.E.P. but the program continues. Full details will be provided in the final report for the year 2017-2018.

E. PROJECT BUDGET

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

From Previous Project Receipts and Statistics Analysis.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		30 Vol Hrs/ Wk	Spec Serv	
Supplies		\$6000	\$2000	
Capital				
Materials	\$ 10,000.00	\$6000 In Kind		
Other (please explain):				
Total	\$ 10,000.00	\$ 12,030.00	\$ 2,000.00	\$ 0.00

Total Estimated Costs: \$ 24,030.00

% of Total Budget provided by Sponsor: 50.06%

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

We have scheduled 2 monthly fundraising dinners along with silent auctions to provide funding. We are also eligible to apply for The \$2000 Freedom Grant from the Elks National Veterans Service Commission Annually.

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

We expect to leave many Veterans with better peace of mind, more independence and overall greater happiness. We understand there is great potential for further assistance to be needed. We would like to elevate our affect and welcome even more Veterans in the years to come.

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

The Veteran's Independence Project we have started for this year is designed toward Sustainability by giving Veterans and their spouses more freedom to resolve their needs and maintain or improve their current living standards. If they have mobility concerns we have several ideas in place to assist them with getting back on their feet. If their needs are financial, we can assist to reduce those expenses through assisting with applications for state programs, reduce the outgoing money by fixing their residences with energy efficiency tools. We also strive to give them the things they need for personal hygiene to boost morale, sociability and approachability. The Key Words which are seen within the 3 City Council Goals which we will help to improve are: "Safe" "Livable", "Sustainable Neighborhoods", "Full Service City", and the full verbiage of the final Goal 3 "Promote the interests of Forest Grove in Local, State, and National Affairs."

PROJECT MANAGEMENT

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

We are striving to achieve more than 1 Veteran project/ week whether at their home or in our facility. We have many talented people on hand ready to offer their personal skill sets to achieve the best results and create positive change for people of which few other programs provide. We expect to complete a weekly agenda on a continual basis.

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

The Forest Grove Elks #2440 currently offers meals and gathering for Veterans 5 days per week. This has been ongoing for 4 years and serves 1700-2500 Veterans per year. We have discovered the needs for these Veterans vary in ways that cannot all be helped and we intend to change that on an ongoing basis starting this year.

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

We currently maintain a close working relationship with the Veteran Services Coordinator for Washington County who visits our lodge at least 1 time per week who can provide us the referrals for needed services for Veterans that have needs which other programs only partially or do not at all offer.

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

The Forest Grove Elks Lodge is a non-profit fraternal organization located on private property to protect the welfare and well being of Veterans.

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

COMMUNITY ENHANCEMENT PROJECT APPLICATIONSponsor: Friends of Historic Forest GroveTax ID # 93-1057974
(N/A for City Board or Commission)Contact Person: Skip BuhlerDaytime Phone: [REDACTED]
Email Address: fhfg07@gmail.comAddress: P. O. Box 123City: Forest Grove State: OR Zip: 97116Signature: [Handwritten Signature]**PROJECT INFORMATION****A. Project Title****Amount Requested:**A.T. Smith House Exterior Renovation\$ \$ 10,000.00**B. Mark all of the goals below which your project meets and explain how:**

☒	Goals	How project meets this goal (be clear & specific)
☒	Improve the appearance or environmental quality of the community	This project will help preserve the building, which is a recreational and educational site in Forest Grove. It will improve the appearance of the developing area in south Forest Grove, and encourage tourism.
☐	Reduce the amount or toxicity of waste	
☐	Increase reuse and recycling opportunities	
☒	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	Through painting and other exterior improvements, this individually-contributing Historic structure (listed on the National Register, and owned by FHFG, a 501(c)(3) non-profit), will be upgraded.
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☒	Result in improvement to, or an increase in, recreational areas and programs	Painting will extend the life of the building and will increase future recreational opportunities to the site.
☒	Result in improvement in safety	Painting the house will eliminate exposure to lead.
☒	Benefit youth, seniors, low income persons and/or underserved populations.	Preservation through painting will create the opportunity for school and tourist groups to visit and experience this representative of the Pioneer era.

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

Proposed schedule: Project Start Date: August 2018 Project Completion Date: March 2019

The ATS Exterior Renovation project is a major step in making Forest Grove's oldest house a destination site for education, recreation and tourism. By upgrading the exterior of the house, through restoration and painting, the A.T. Smith House will be protected from the elements, and stand for years to come. The project will involve the following:

- Prior to painting, repair exterior structural details, including soffits, siding and windows
- Professionally remove any paint from exterior features, following SHPO standards
- Professionally prime and paint exterior, doors and windows.

The exterior of the House has not had any significant renovation or painting for several decades, and has suffered greatly from the Oregon weather. The goals of this renovation treatment will have a long-lasting beneficial impact on the aesthetic character of Forest Grove and add to the tourist attractions of the city. The City has a vested interest in the future of the building, and has been a valued shareholder in the past projects with the House. In addition, this project will help assure that future Oregonians can visit the home of one of its founders.

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

Who will benefit if this project is funded?

unlimited

The entire population of the city and the state.

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

If so, amount received \$ _____

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

If so, is the project completed? Yes

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

E. PROJECT BUDGET

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

Quotes

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital	\$ 10,000.00	\$22000	20000 (SHPo)	2000 (HLB)
Materials				
Other (please explain):		\$3,000 (volunteer hours)		
Total	\$ 10,000.00	\$ 29,999,997,092,789,111,368,400.00	\$ 20,000.00	\$ 2,000.00

Total Estimated Costs: \$ 57,000.00

% of Total Budget provided by Sponsor: 43.86%

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

There is secure funding. We are seeking funding from other sources, including State Historic Preservation Office, the FG Historic Landmarks Board, and other granting organizations, as well as member donations.

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

No

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

The dual mission of Friends of Historic Forest Grove (FHFG) is education and conservation. We believe these goals complement each other, and in many ways, our mission mirrors most of the criteria as stated in the City's Vision Statement. Improving and preserving the A.T. Smith House will help make the city a more inviting place to live and recreate, and attract the young, and the not-so-young, to this historic treasure and to the beauty of our surrounding region. Making the A.T. Smith House more accessible to all citizens is one of the central missions of our organization, and this exterior renovation, once completed, will allow the home to survive into the future, while allowing more visitors to experience this historic treasure. By providing an historical center for public enjoyment and education, as well as a recreational destination, the project will enhance the community near and far, making our unique settlement history accessible to young and old alike. Listed on historic register, the A.T. Smith House is well known to Oregonians as one of the oldest surviving residences in Washington County, built by an Oregon pioneer and founder of the City. After years of neglect, FHFG purchased the House and surrounding property in order to preserve and protect the structure from further damage and development, and has done much over the last decade to make the building secure. This project compliments those earlier stages of preservation. The A.T. Smith House offers the rich heritage of Forest Grove, and serves as a model for environmental and social sustainability, as a centerpiece in the preservation of our history for students and tourists. Thank you for your consideration!

PROJECT MANAGEMENT

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

The Restoration and Painting project will take place in stages:

First, portions of the exterior will be replaced with historically accurate siding and trim elements. (We plan to begin this in August 2018)

Second, the Doors and Windows will be restored and prepped in a professional manner,

Third, remaining paint will be removed in a professional manner.

(First 3 steps, estimated cost - \$30,000.)

Fourth, exterior, windows and doors will be primed and painted. (estimated completion date in October 2018, weather permitting)

Estimated cost of painting - \$25,850.

Total cost of project - \$55,850-\$57,000

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

Friends of Historic Forest Grove (FHFG) have been the caretakers of this historic property for over a decade and have overseen several CEP grants over that time to treat specific issues with the House, namely the windows (in 2005), the roof (in 2007), and the basement supports (in 2009). We were awarded a CEP grant in 2014 for safety improvements on the House, which has greatly improved the visitor ' s experience, and allowed more visitors to the property. In 2016, we were awarded a CEP grant to install a water line from Elm Street to the house, which has served the organization and City well in terms of safety and fire prevention. We have several members of our board who have been involved in the above mentioned projects, and have seen them to their completion.

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

We will not be coordinating with any other organization

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

By providing an historical center for public enjoyment and education, as well as a recreational destination, the project will enhance the community near and far, making our unique settlement history accessible to young and old alike. Our intention in preserving the AT Smith House, at its core, is for the public to enjoy fully and benefit from. We are its current caretakers, but we want the whole city to embrace the treasure that we have, and work towards its longevity.

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION



Sponsor: Forest Grove United Church of Christ

Tax ID # 93-0419356

(N/A for City Board or Commission)

Contact Person: Jennifer Yocum

Daytime Phone: [REDACTED]

Address: P.O. Box 265

Email Address: jennifer@fgucc.org

City: Forest Grove

State: OR

Zip: 97116

Signature: _____

Digitally signed by Rev. Dr.
Jennifer Yocum
Date: 2018.04.04 13:39:49 -07'00'

PROJECT INFORMATION

A. Project Title

Amount Requested:

Temporary Emergency Shelter (TES)

\$ \$ 10,000.00

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

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

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

Proposed schedule: Project Start Date: 10/1/18 Project Completion Date: 3/30/19

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

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

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

The CEP funds will be used as follows:

1. Meal Coordinator=\$5000: Sources food from community partners, oversees menus and meal preparation for guests. Keeps kitchens stocked and safe. What this supports: 20 weeks of shelter, mid-November through the end of March.
2. Laundry services= \$5000. What this supports: laundry for bedding used by guests over the course of the Shelter program.

In the 2017/2018 winter season, a CEP grant and other resources enabled the program to extend regular service from 14 weeks to 20 weeks with 17 people volunteering each day of operation. In addition, Old Town provides time from paid staff members to oversee and coordinate these efforts. While this reduces the total overhead that would be required if run by a separate organization, additional paid-help is required to recruit and train about 100 volunteers that join throughout the season.

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

Who will benefit if this project is funded?

300

Approximately 200 people experiencing homelessness and 100 area volunteers

Has the sponsor received a Community Enhancement grant for this project in the past? Yes
If so, amount received \$ 7,850.00

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

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

The Forest Grove shelter system served over 200 individuals, including families, and was supported by the efforts of over 100 extraordinary volunteers from several churches, businesses, civic groups and individuals in the community. Each night is supported by 17 volunteers serving in various capacities and time frames, with a total of 60 person hours each night; equivalent to 4800 volunteer hours (60 hours/night* 4nights each week * 20 weeks of the year). The program included social service referral support, in partnership with Community Action and Washington County Housing.

E. PROJECT BUDGET

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

Previous project – 2017-18 season

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$ 5,000.00	27000 (staff)	20000 (staff)	80000
Supplies	\$ 5,000.00	3000	3000	3500
Capital				
Materials		4000		5000
Other (please explain):		10000(run)	700 (Bites)	3000 (Trimet)
Total	\$ 10,000.00	\$ 44,000.00	\$ 23,700.00	\$ 91,500.00

Total Estimated Costs: \$ 169,200.00

% of Total Budget provided by Sponsor: 26.00%

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

Sponsor's share of personnel services is secured, including volunteers. "Other" funding for Pacific work study and supplies will be secured ahead of the 2018-19 shelter season (includes donations, fundraising, and other financial sources). A Trimet grant will be requested for bus passes. This project is dependent on the Sonrise TES securing a CEP grant.

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

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

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

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

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

PROJECT MANAGEMENT

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

May: apply for Trimet fare relief program grant

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

October: initiate food acquisition, meal planning and volunteer training

November: execute operational tasks to open shelter

April: shelter season debrief - best practices learned

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

An experienced staff managed the two local shelters through the 2017-18 winter season; many of the same volunteers supported the 2016-17 season. We partner with Old Town Church/Sonrise, and have been running a winter Severe Weather Shelter in Forest Grove since 2008. Both shelters prove adept at recruiting volunteers and donations. Both shelters came together to raise funds, increase the level of services provided, and recruit exceptional volunteer support.

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

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

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

To this date, leased property has been offered. We are in the process of exploring alternative space options to host future shelter seasons.

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Washington County Wood Stove Exchange Program Tax ID # _____
 (N/A for City Board or Commission)

Contact Person: Tim Davis (Housing Rehabilitation Specialist) Daytime Phone: [REDACTED]

Address: 328 West Main St., Suite 100 Email Address: tim_davis@co.washington.or.us

City: Hillsboro State: OR Zip: 97123

Signature: [Signature]



PROJECT INFORMATION

A. Project Title

Wood Stove Exchange Program

Amount Requested:

\$ \$ 10,000.00

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

✓	Goals	How project meets this goal (be clear & specific)
☒	Improve the appearance or environmental quality of the community	Wood smoke particulate matter and hazardous pollutants would be reduced in the area of Forest Grove and the surrounding county and Portland metro airshed. This CEP assistance with the Exchange could prevent 30 tons of particulate, pollution, & hazardous gases.
☒	Reduce the amount or toxicity of waste	Preventing pollution at the source. 20 exchanges would prevent 1.5 tons of wood smoke particulate, 1.5 tons of methane, 5 tons of carbon monoxide and another 2 tons of hazardous pollutants and gases.
☒	Increase reuse and recycling opportunities	Old, uncertified wood stoves are removed and recycled. Program approved contractors complete the Oregon DEQ Heat Smart submission for uncertified wood stove removal notification.
☐	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☐	Result in improvement to, or an increase in, recreational areas and programs	
☒	Result in improvement in safety	New heating devices, smoke detectors and CO monitors are installed according to current residential and mechanical code.
☒	Benefit youth, seniors, low income persons and/or underserved populations.	Improving outdoor and indoor air quality benefits those with respiratory conditions, children, older adults (over 62), and/or populations sensitive to air pollutants. And the Grant and Rebate scale is designed to best serve low income persons/households.

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

Proposed schedule: Project Start Date: July 1, 2018 Project Completion Date: June 30, 2019

Washington County currently administers the Wood Stove Exchange (WSE) program, awarding grants and rebates, based on income. The upfront costs of transitioning to a cleaner source of home heat can be a barrier for many in our community. CEP funds would be used to augment the current Wood Stove Exchange Grants or Rebates for qualifying residents of Forest Grove. Participants from Forest Grove would utilize a specific amount (suggesting \$500 per project) to offset costs of new cleaner heating devices. After determining the participant eligibility and the amount of the Grant or Rebate, and after leveraging all other funds from existing utility incentives/rebates (including FG L & P), state and federal tax credits, manufacturer discounts, if necessary, the CEP fund would assist with \$500 per project.

To benefit those most in need of assistance, the \$500 payment would only be utilized on the Grant or \$2500 and \$3500 Rebate participants. The \$500 payment would only be utilized on the households eligible for the \$1500 rebate only if the funds for Grant or \$2500 and \$3500 Rebate participants were not fully expended.

The Wood Stove Exchange is estimating 15 - 20 residents qualifying per year for this additional CEP fund. The program would coordinate with the City of Forest Grove on educating the public and promoting the program - 1) with a post card to 2000 households 2) through events and presentations, announcements on city newsletters, websites, and other local partners 3) announcements in Light & Power newsletter.

The program will report to the City of Forest Grove each quarter, providing info and data on number of completed projects and funds utilized.

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

Who will benefit if this project is funded?

15-20 per year

All of Forest Grove and all households currently using old, uncertified stoves.

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

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

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

E. PROJECT BUDGET

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

Sponsor costs estimated from current program costs scaled to 15-20 projects for FG.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		5000		
Supplies		250		
Capital	\$ 9,000.00	40000		
Materials		250		
Other (please explain):	\$ 1,000.00			
Post card distribution by the WSE program to 2000 households in FG				
Total	\$ 10,000.00	\$ 45,500.00	\$ 0.00	\$ 0.00

Total Estimated Costs: \$ 55,500.00

% of Total Budget provided by Sponsor: 81.98%

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

Funding for the Wood Stove Exchange comes from the Washington County general fund, City of Hillsboro, and local industry partner.

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

The project will be completed with the proposed funding. Future funding may be requested in each of the following two years (19/20 and 20/21). The Wood Stove Exchange program began in 2016 and expects to continue through June, 2021.

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

This program would reduce particulate matter pollution, potentially improve indoor air quality in homes with older wood stoves, improve energy efficiency and reduce energy costs for participants, ultimately resulting in better air quality and a healthier community for Forest Grove.

Economically, the program will help avoid costs to public health and economic consequences of violating the federal Clean Air Act (i.e. nonattainment designation in Washington County).

The program will also educate the public on proper wood burning methods, options for cleaner heating devices, health and safety issues in the home and the community, and existing energy assistance/reduction and efficiency programs. Consistent with community demographics, materials and outreach are available in English and Spanish.

PROJECT MANAGEMENT

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

Outreach for Forest Grove residents will begin within 30 days of award.

Major tasks for each participating household/project include 1) a 20-30 minute initial assessment by program staff where the eligibility of the old stove is confirmed and next steps in the exchange are presented. 2) Exchange of the old device for new by a program approved contractor. 3) Post-assessment of the exchange by program staff and final inspection by code official of the local jurisdiction. The time-line from the initial assessment through completion and final inspection is generally 6-8 weeks.

For reporting - Quarterly reports will be provided on the number of completed projects and funds utilized. These reports would be delivered within 30 days of the end of each quarter.

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

The WSE is administered by Tim Davis. Tim has over 40 years experience in residential construction and managing energy efficiency/air quality programs with the Energy Trust and NEEA. The program is implemented in a partnership between the experienced teams of the Office of Community Development and Health and Human Services. Since August 2016, over 200 old wood stoves have been exchanged to cleaner devices. Outreach and education is on-going from staff and through very successful partner efforts. Intake of applications includes tracking participant demographics, requested devices, and the effects of outreach efforts. Participants are surveyed on effectiveness of the new device, the program process, and their experience with the contractors. Contractors are measured on their efforts and participant satisfaction. Reports are created each quarter on program progress and emissions prevented.

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

Coordination with public and private organizations is on-going through the county program. The program works with and promotes the program with multiple partners, including Cities of Cornelius, Forest Grove, Hillsboro, Beaverton, Gaston, etc. Partner agencies include Community Action, Centro Cultural de Washington County, Oregon Dept. of Forestry - Forest Grove District, Westside Economic Alliance, and the Energy Trust. Participating utilities include PGE, NW Natural, Forest Grove Light and Power, and Gaston Water Department.

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

Not applicable

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: Raeen Johnston Daytime Phone: [REDACTED]

Address: 2037 Douglas St Email Address: director@fgscc.org

City: Forest Grove State: OR Zip: 97116

Signature: Raeen Johnston



PROJECT INFORMATION

A. Project Title

Mobil Pantry Organization carts

Amount Requested:

\$ \$ 10,000.00

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

✓	Goals	How project meets this goal (be clear & specific)
☒	Improve the appearance or environmental quality of the community	The chrome pantry carts are sturdy, washable and attractive. These carts can be taken outdoors and easily washed and sanitized as needed. The cart shelves can be adjusted and can accommodate many size pans and other kitchen supplies.
☐	Reduce the amount or toxicity of waste	
☐	Increase reuse and recycling opportunities	
☒	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	Currently the Center has unfinished wood shelving that can not be adequately cleaned or accommodate all equipment and supplies the Center has. The purchase of these carts will be combined with the upcoming kitchen remodel project (upgrade the existing kitchen).
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☐	Result in improvement to, or an increase in, recreational areas and programs	
☒	Result in improvement in safety	The carts are mobile and can be used to move the heavy equipment to the area needed, they can be washed/ sanitized as needed
☒	Benefit youth, seniors, low income persons and/or underserved populations.	The Center's higher percentage of patrons are those of limited income, handicapped and of our Senior population here in Forest Grove and our surrounding communities.

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

Proposed schedule: Project Start Date: January 2019 Project Completion Date: March 2019

The Center does not have a definite date the remodeling will begin from The City of Forest Grove at this time. The Forest Grove Senior & Community Center is assuming the kitchen remodeling project will begin January 2019. As soon as the contractors begin the Center remodel project, the Center will order the shelving and assemble them, keeping them stored until the kitchen project is completed.

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

Who will benefit if this project is funded? 10,000.00

Meals on Wheels, Adelante', the Center for funding events to name a few.

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

If so, amount received \$ _____

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

If so, is the project completed? Yes

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

Our project was updating the toilets to low water/self flushing toilets and hand dryers in the restrooms. This has saved water usage and on paper products for the Center. This effort improves infection control efforts for our patrons.

E. PROJECT BUDGET

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

Online catalog

Breakdown estimated costs by source:

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

Total Estimated Costs: \$ 10,000.00

% of Total Budget provided by Sponsor: 0.00%

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

N/A

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

This funding will cover all the expense for the necessary shelving needed for the Kitchen area.

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

This project will support the City's current kitchen remodeling project. The City is trying to accomplish the Kitchen Rehabilitation Project with very limited CDBG funding. In the beginning the plans provided built-in cabinets for storage. But necessary cuts to the plans were needed and the built in shelving was one of the cuts. The updating of the kitchen is a progressive project for producing more of what the Center offers to the community, other organizations that use the building/kitchen and the patrons that enjoy and frequent the Center on a routing bases. This form of shelving will add multiple function, is less expensive and last much longer than the wood cabinets originally planned.

PROJECT MANAGEMENT

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

This is a simple process, ordering the shelving units, organizing a crew to assemble the units. When the kitchen project is done, the units will be wheeled into place.

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

This will be my fifth CEP project I have had the pleasure to execute and this will possibly be one of the easiest to complete and one of the most satisfying. This project will bring the visual improvement needed in the kitchen. And what a satisfaction this will bring.

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

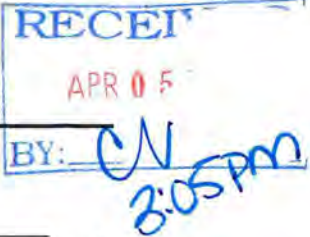
No, we will be able to accomplish this and not interrupt the contractors work schedule.

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

The Center is owned by the City of Forest Grove yet operated by the Senior & Community Center and the Board of Directors. The kitchen is used by many groups in Forest Grove for seasonal market food prep, non-profit fundraising dinners/auctions that benefit families and the disabled, Seniors and much much more.

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION



Sponsor: Old Town Forest Grove Tax ID # 82-2220667
(N/A for City Board or Commission)
Contact Person: Jack Koran Daytime Phone: [REDACTED]
Address: [REDACTED] Email Address: [REDACTED]
City: Forest Grove State: OR Zip: 97116

Signature: 
Digitally signed by Jack Koran
Date: 2018.04.01 13:21:44 -07'00'

PROJECT INFORMATION

A. Project Title

Amount Requested:

Lovelight Forest Grove

\$ \$ 1,000.00

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

☒	Goals	How project meets this goal (be clear & specific)
☐	Improve the appearance or environmental quality of the community	
☐	Reduce the amount or toxicity of waste	
☐	Increase reuse and recycling opportunities	
☐	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☐	Result in improvement to, or an increase in, recreational areas and programs	
☒	Result in improvement in safety	Improves public health by increasing access to services
☒	Benefit youth, seniors, low income persons and/or underserved populations.	Connects individuals in need with the services designed to meet those needs.

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

Proposed schedule: Project Start Date: 07/2018 Project Completion Date: 07/2019

The Lovelight Resource Guide (LRG) is an info-sharing project designed to shine a light on non-profit, governmental and faith community resources available to low-income and homeless individuals and families in the city of Forest Grove. Highlighting resources for youth and seniors, the LRG will categorize, describe, and list hours and contact information for all relevant resources in the Forest Grove area, as well as those resources our community shares with the city of Cornelius.

The Lovelight Resource Guide will be printed twice during the grant cycle. A fall/winter guide will be published in September 2018 and will include information about winter sheltering options. An updated spring/summer guide will be published in April 2019 and include updated information for summer meal programs for youth.

Research, design, editing and distribution of the LRG will be completed by a team of volunteers. Over the course of the grant cycle we will reach out to schools, churches, non-profit organizations and government agencies to make a full accounting of the services offered in our city.

CEP grant funds will be used solely to pay for printing costs associated with the LRG. We plan to print 1,000 copies of the fall/winter guide, and another 1,000 updated copies for spring/summer. Materials used for printing will balance cost considerations with the need for the guide to hold up to wear and tear.

Once printed, the guide will be distributed to organizations, agencies, street outreach teams, and others who have direct contact with families and individuals in need of services. Additionally, a regularly updated, printable PDF of the Lovelight Resource Guide will be maintained throughout the grant cycle so that it can be printed and distributed by service providers once the initial round of printings have been distributed.

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

Who will benefit if this project is funded? 1,500

Homeless and low-income individuals and families; service providers.

Has the sponsor received a Community Enhancement grant for this project in the past? No If so, amount received \$ _____ Has the sponsor received a Community Enhancement grant for the <u>current year</u>? Yes If so, is the project completed? Yes Please provide a brief summary of services for <u>current year</u> grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc. The Forest Grove shelter system, a partnership of Old Town and UCC Forest Grove, served over 200 individuals, including families, and was supported by the efforts of over 100 volunteers. Shelter guests were served AM and PM meals, given safe beds for the night, and were able to access winter clothing, toiletries, bus tickets, and other necessities. The program also included social service referral support in partnership with Community Action and Washington County Housing. Communities as a whole also benefit from the provision of emergency shelter, which reduces the load on local police and medical services by reducing the risk of exposure and mitigating the stress of street life, which can lead to the disruption of public health and safety.

E. PROJECT BUDGET

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

Printing quotes from vistaprint.com, Volunteer hours valued by Independent Sector

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		3621		
Supplies	\$ 1,000.00			
Capital				
Materials				
Other (please explain):				
Total	\$ 1,000.00	\$ 3,621.00	\$ 0.00	\$ 0.00

Total Estimated Costs: \$ 4,621.00

% of Total Budget provided by Sponsor: 78.36%

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

Yes. Costs associated with research, design and distribution of the guide will be covered by in-kind contributions of volunteer time and transportation.

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

The project will be completed with the proposed funding.

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

The Lovelight Resource Guide is a social sustainability project designed to ensure that individuals and families in need are able to access the services that best suit their needs in a timely and effective manner. In times of crisis, access to relevant, accurate information can make the difference between being rescued by the social safety net, or becoming entangled in it. The Lovelight Resource Guide will make it easy for both clients and service providers to identify and connect to services, reducing investments of time, labor and travel for both parties.

PROJECT MANAGEMENT

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

July-September 2018: Contact and interview service providers for relevant information.
September 2018: Format information for Fall/Winter edition and submit for printing.
September 2018-October 2018: Distribute Fall/Winter Lovelight Resource Guide.
November 2018-February 2019: Continue to update Lovelight Resource Guide PDF, notifying service providers of any changes.
March 2019: Format information for Spring/Summer edition and submit for printing. Assess current reach and value of project and determine whether to seek funding for 2019-2020.
March 2019-April 2019: Distribute Spring/Summer Lovelight Resource Guide.
May 2019-July 2019: Continue to update Lovelight Resource Guide PDF, notifying service providers of any changes. Assess overall reach and value of the project.

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

Sonrise Church has worked with the Forest Grove United Church of Christ for the past several years to provide temporary emergency shelter to homeless individuals and families in our community.

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

Over the course of the grant cycle, we will coordinate with public and private organizations to ensure that the Lovelight Resource Guide Fall/Winter and Spring/Summer editions reach the individuals and families who need it most.

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

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: Brian Schimmel Daytime Phone: [REDACTED]

Address: 2224 15th Ave Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Brian Schimmel Digitally signed by Brian Schimmel
Date: 2018.04.05 16:35:29 -07'00'



PROJECT INFORMATION

A. Project Title

Amount Requested:

Temporary Emergency Shelter (TES)

\$ \$ 10,000.00

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

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

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

Proposed schedule: Project Start Date: 10/1/18 Project Completion Date: 3/30/19

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

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

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

The CEP funds will be used as follows:

1. Staffing Coordinator(s): responsible for recruitment, training and supervision of shelter volunteers and paid student staff at 1-2 local shelters = \$9000. What this supports: 20 weeks of shelter, mid-November through the end of March

2. Administrative support for shelter operations as a portion of grant funding = \$1000. What this supports: administrative services, utilities, supplies, repairs, and incidental operating costs.

In the 2017/2018 winter season, a CEP grant and other resources enabled the program to extend regular service from 14 weeks to 20 weeks with 17 people volunteering each day of operation. In addition, Old Town provides time from paid staff members to oversee and coordinate these efforts. While this reduces the total overhead that would be required if run by a separate organization, additional paid-help is required to recruit and train about 100 volunteers that join throughout the season.

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

300

Who will benefit if this project is funded?

Approximately 200 people experiencing homelessness and 100 area volunteers

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

If so, amount received \$ 7,850.00

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

If so, is the project completed? Yes

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

The Forest Grove shelter system served over 200 individuals, including families, and was supported by the efforts of over 100 extraordinary volunteers from several churches, businesses, civic groups and individuals in the community. Each night is supported by 17 volunteers serving in various capacities and time frames, with a total of 60 person hours each night; equivalent to 4800 volunteer hours (60 hours/night* 4nights each week * 20 weeks of the year). The program included social service referral support, in partnership with Community Action and Washington County Housing.

E. PROJECT BUDGET

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

Previous project – 2017-18 season

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$ 9,000.00	20000 (staff)	27000 (staff)	80000
Supplies	\$ 1,000.00	3000	3000	3500
Capital				
Materials		4000		5000
Other (please explain):			10000 (Run)	3000 (Trimet)
Total	\$ 10,000.00	\$ 27,000.00	\$ 40,000.00	\$ 91,500.00

Total Estimated Costs: \$ 168,500.00

% of Total Budget provided by Sponsor: 16.02%

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

Sponsor's share of personnel services is secured, including volunteers. "Other" funding for Pacific work study and supplies will be secured ahead of the 2017-18 shelter season (includes donations, fundraising, and other financial sources). A Trimet grant will be requested for bus passes. This project is dependent on the UCC TES securing a CEP grant.

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

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

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

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

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

PROJECT MANAGEMENT

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

May: apply for Trimet fare relief program grant

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

October: initiate food acquisition, meal planning and volunteer training

November: execute operational tasks to open shelter

April: shelter season debrief - best practices learned

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

An experienced staff managed the two local shelters through the 2017-18 winter season; many of the same volunteers supported the 2016-17 season. We partner with UCC, who has been running a winter Severe Weather Shelter in Forest Grove since 2008. Both shelters prove adept at recruiting volunteers and donations. Both shelters came together to raise funds, increase the level of services provided, and recruit exceptional volunteer support.

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

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

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

To this date, leased property has been offered. We are in the process of exploring alternative space options to host future shelter seasons.

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: Jeffrey King Daytime Phone: [REDACTED]

Address: 1924 Council Street Email Address: jking@forestgrove-or.gov

City: Forest Grove State: OR Zip: 97116

Signature: [Signature] Forest Grove EDC Chair



PROJECT INFORMATION

A. Project Title

Amount Requested:

Junior Achievement Partnership Youth Training Program

\$ \$ 8,000.00

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

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

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

Proposed schedule: Project Start Date: July 1, 2018 Project Completion Date: June 15, 2019

This project will be to establish a Junior Achievement (JA) program for students in the Forest Grove School District. JA focuses on work readiness, financial literacy and entrepreneurship with a purpose to inspire and and empower young people to succeed in a global economy and own their economic success. In partnership with business and educators, JA Oregon brings the real world to students opening their minds to their potential and preparing them for the world of work. The JA programs will be delivered at Forest Grove Schools by business and community volunteers. This CEP project is a partnership of the Portland metro area Junior Achievement Organization , Forest Grove School District, Chaucer Foods, the Forest Grove Economic Development Commission and community volunteers.

CEP funds will be used to for pay for class and teacher materials and supplies to offer JA programs for the 5th grade, 7th & 8th grade and 12th grade. Training will cover: 50-75 students in grade 5 including BizTown capstone project; 20-25 students in grade 8; and 450 students in grade 12. Grades 5 and 12 will have classes in both fall and spring semesters while grade 7/8 will be for the spring semester.

The programs will be taught in the 2018-19 School year. CEP funding will help seed the first year as a pilot program. In future years the programs will be sustained by other ongoing private and JA resources. The need for the program in Forest Grove was developed to address several concerns 1) Lack of financial awareness and literacy 2) Declining entrepreneurship trends 3) Worker readiness needs -how to prepare for job search, exploring potential careers and work right here in Forest Grove 4) A lack of understanding of economics and opportunities in the capitalist system. 5) Ability to compete- Hillsboro, Beaverton, Newberg, Sherwood and others are on the leading edge by offering JA Programs in their schools. A successful JA program in Forest Grove will open up more opportunities for Forest Grove students. Financial literacy will lead to greater future success in their personal lives. Work readiness and job search skills will open up career opportunities right here in Forest Grove with local companies desperate for good employees. Students with good ideas and know how can own and operate their own companies.

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

Who will benefit if this project is funded?

550

Forest Grove youth in grades 5, 7 & 8 and 12 will directly benefit

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

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

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

The Forest Grove EDC received two CEP grants. 1) Design services for Urban Renewal Storefront Improvement Program. Design is completed for four projects. Improvement work is completed for 1 storefront, in progress for one other and two will be begin improvement work shortly. Impact has been positive in developing more attractive and inviting storefronts. Will help encourage more visitors to these stores and attract more visitors to downtown as a whole. 100% of design funds have been expended 2) English Training for Latino workers in Food Processing Companies. Planning mostly complete. Will sign contract in early April with Centro Cultural. Training will begin later this spring. 0% funds drawn down.

E. PROJECT BUDGET

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

Actual costs of previous project by Junior Achievement in Oregon

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		13773	3024	
Supplies				
Capital				
Materials	\$ 8,000.00		17479	2000
Other (please explain):				
Total	\$ 8,000.00	\$ 13,773.00	\$ 20,503.00	\$ 2,000.00

Total Estimated Costs: \$ 44,276.00

% of Total Budget provided by Sponsor: 31.11%

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

Match funding from Forest Grove EDC/business community, Junior Achievement and Chaucer Foods is secure. Junior Achievement will provide for all class management, class and teacher materials, and training volunteers; EDC/Business Community \$13,773: for in-kind labor of 68 teaching volunteers and in kind program. Chaucer Foods \$2,000 toward JA class materials

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

Yes, project for 2018-19 will be completed with proposed funding. Program will be self-sufficient in future years through use of volunteers, local business community pledges and Forest Grove School District.

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

The project would enhance economic and social sustainability in Forest Grove. It would provide social sustainability by providing our youth with the tools and understanding to develop life long financial skills, understand the US economic system, make informed personal financial and career decisions and empowered to be self reliant and own their success in the economy. It also provides economic sustainability by providing the ability to start and operate their own business, improve work readiness for local businesses in need of talented employees including managers.

The project supports Council Goal #1 Economic prosperity. It also helps achieve the Forest Grove Vision Statement by nurturing and encouraging young people to achieve their full potential. The program helps youth make good career choices and successfully manage their personal finances which contributes to the economic vitality and economic development of the community.

PROJECT MANAGEMENT

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

July -August 2018: Volunteer training for in-class curriculum teaching, contracts executed, student placement

September -December 2018: Fall semester JA training begins for one class-Financial Literacy at high school and one class for 5th graders -JA Biz Town

January -Assessment and Planning for 2019-2020 Junior Achievement Program

January -June 2018: Spring semester JA training 1 class at High School, one class for 7-8 grade and one for 5th grade

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

Program management would be provided by Junior Achievement organization, Forest Grove Economic Development Office and Forest Grove School District. Junior Achievement has been managing student training, economic success and empowerment, training volunteers and collaborating with school districts for nearly 100 years. They are are a national organization with skilled management staff in Oregon. JA will provide direct management and coordination. The Forest Grove School District has long standing expertise in educating, grant management and volunteer organizing. The Forest Grove Economic Development Office through Jeffrey King has over 30 years of community and economic development project management, grant oversight and coordination with the business community.

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

Yes. Coordination is required with Junior Achievement, Forest Grove School District, Forest Grove business community/Forest Grove Chamber of Commerce. Coordination to establish framework, program design and schedule has been completed. Should grant be funded the final coordination steps will be completed.

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

Not Applicable

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION**RECEIVED**

APR 06 REC'D

BY: CN 10:25 am

Sponsor: Forest Grove ReStore Tax ID # 93-1078791
(N/A for City Board or Commission)
Contact Person: Virginia Ohler Daytime Phone: [REDACTED]
Address: PO Box 806 Email Address: executivedirector@westtualityhabitat.org
City: Forest Grove State: OR Zip: 97116

Signature: Virginia Ohler**PROJECT INFORMATION****A. Project Title****Amount Requested:**"Building the Future" Capital Campaign 2.0 - Forest Grove ReStore\$ \$ 10,000.00**B. Mark all of the goals below which your project meets and explain how:**

☒	Goals	How project meets this goal (be clear & specific)
☒	Improve the appearance or environmental quality of the community	As owners of the building, we will paint and beautify the building and repave the parking lot.
☒	Reduce the amount or toxicity of waste	ReStore recycles, reuses and repurposes more than 600,000 pounds of materials each year, keeping them from the waste stream.
☒	Increase reuse and recycling opportunities	While this may not INCREASE reuse and recycling opportunities, it benefits a significant recycling center in the community.
☒	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	We are a 501-c-3 charitable organization. Your contribution will help us purchase the site. The terms of the purchase include a number of significant improvements for safety and appearance of the facility.
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☐	Result in improvement to, or an increase in, recreational areas and programs	
☒	Result in improvement in safety	The building and parking lot will be upgraded as part of the deal.
☒	Benefit youth, seniors, low income persons and/or underserved populations.	We serve more than 29,000 customers per year -- primarily seniors and low income. We also provide 2000 hours of job training and 1500 disabled-worker hours annually. Proceeds are used to fund our affordable housing and home repair programs.

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

Proposed schedule: Project Start Date: 07-01-2018 Project Completion Date: 11-30-2018

In July 2016 you awarded us with CEP funds to help purchase this site. That deal sale-failed and all the funds were returned to you. We have negotiated a new deal with the seller and we have also secured a lender for the portion which will be financed with a mortgage.

Your funds will help us purchase the site. The impact of your contribution is even more significant. As part of our financing plan, we have applied to the Murdock Trust for a grant. One of their requirements is that we are able to demonstrate "significant civic and community participation." A meaningful gift from the City would help to fulfill this requirement and help us qualify for up to \$250,000 in grants.

The reasons we are purchasing the site, rather than continuing to lease it, are manifold:

- * The mortgage payment will be less than the lease; the difference allows us more cash for building and repairing homes in our community;
- * We will secure a permanent location for our ReStore;
- * We will be able to improve the facility to enhance the safety and comfort of our staff, volunteers, donors and customers;
- * As owners, we can fundraise for further improvements to the building, whereas funders have demonstrated reluctance to fund the same improvements for us as tenants.

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

Who will benefit if this project is funded? _____

Primarily our 15 staff ,100+ volunteers, 29,000 shoppers, and 6000 donors.

Has the sponsor received a Community Enhancement grant for this project in the past? Yes ☒
If so, amount received \$\$ <u>6,820.00</u>
Has the sponsor received a Community Enhancement grant for the <u>current year</u> ? No ☐
If so, is the project completed? No, not started ☐
Please provide a brief summary of services for <u>current year</u> grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.
In 2016, you awarded \$6820 in CEP funding for this same purpose. That deal sale-failed and the funds were returned to you.
We have negotiated a new, better deal, and made arrangements with a new bank for financing. We believe this deal will work. Please give fresh consideration to making a significant gift, which serves both to help us buy the building and -- more importantly -- helps us qualify for up to \$250,000 in additional grants.

E. PROJECT BUDGET

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

1,750,000.00

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital	\$ 10,000.00	150000.00	1300000.00	290000.00
Materials				
Other (please explain):				
Total	\$ 10,000.00	\$ 150,000.00	\$ 1,300,000.00	\$ 290,000.00

Total Estimated Costs: \$ 1,750,000.00

% of Total Budget provided by Sponsor: 8.57%

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

We have \$150,000 cash set aside for this purchase. We have some grant funding secured, plus a pending request for an additional \$250,000. The seller is contributing \$150,000.

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

It will be completed with the proposed funding.

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

We enhance sustainability in the community in many ways: by recycling, reusing, and repurposing more than 600,000 pounds of material annually; by providing decent affordable housing and repairs for low-income, elderly and disabled residents; and by proving 29,000 shoppers per year a place to get inexpensive building materials and specialty items such as enhanced-mobility recliners which might be otherwise out of their financial reach.

We create jobs. We provide more than 2000 hours of job training, 1500 disabled-worker hours, and community service hours for persons in the correctional system.

We have enhanced the appearance of the site already and will do so even more in the near future to improve its' appearance on one of the city's' busiest byways.

The building currently has some serious deficiencies which will be corrected as part of the deal. This will greatly enhance the safety and comfort of our shoppers, volunteers and staff.

Proceeds from our operation go right back into the community in the delivery of affordable housing and home repairs for low-income, elderly and disabled residents.

PROJECT MANAGEMENT

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

Complete CEP grant application: April 7th, 2018.
Conduct "public" phase of campaign May - August.
Complete repairs/upgrades: July - October.
Close on the purchase: between July 1st and November 30th.

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

Our management team includes retired professional contractors, professional project managers, teachers, and active and retired managers/leaders from commerce and government.

Projects we have completed to date include the construction of 12 homes, several remodels, a dozen or more critical home repairs, the opening of the original ReStore, it's move to our current location, and a number of previous facility upgrades and repairs.

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

Yes, we will coordinate with the City and several contractors, the seller, the bank and the funding organizations. We have partners lined up and ready to proceed.

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

As a 501-c-3 charitable organization, our entire purpose is for public benefit. The ReStore helps fund our programs and service delivery. Our store is located prominently on Pacific Avenue so enhancing the site creates a more attractive impact for residents and visitors. The planned upgrades will improve the safety and comfort of the shoppers, donors, staff and volunteers who frequent the store. The programs funded by our store benefit low-income, elderly and disabled residents.

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: Sig Unander Daytime Phone: [REDACTED]

Address: P. O. Box 806 Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: [Signature]



PROJECT INFORMATION

A. Project Title

Amount Requested:

Infrastructure for homes being built -- Kidd Court project -- "House #14"

\$ 10,000.00

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

✓	Goals	How project meets this goal (be clear & specific)
☒	Improve the appearance or environmental quality of the community	This is a minor benefit of our project. A weedy vacant lot will become neatly manicured homes/yards, providing play areas for children and gathering places for families.
☐	Reduce the amount or toxicity of waste	
☒	Increase reuse and recycling opportunities	This is a nominal benefit of our project. We build sustainability and also utilize repurposed materials for some purposes.
☒	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	We purchased this property to develop it. It will return to the tax rolls with much higher values and eliminate two blighted areas in the community.
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☐	Result in improvement to, or an increase in, recreational areas and programs	
☒	Result in improvement in safety	We will construct 150' of sidewalk for safe travel to schools.
☒	Benefit youth, seniors, low income persons and/or underserved populations.	We serve persons between 30 and 60% of AMI exclusively. One third of the families served in this project have disabled family members.

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

Proposed schedule: Project Start Date: 01/01/2018 Project Completion Date: 06/30/2019

This project will build 7 homes, including 110 feet of public roadway with sidewalks to school. The dates shown above are for this phase of the project only, and will include the start and completion of two homes.

West Tuality Habitat for Humanity is one of the few builders in our community specifically building for owner-occupied low-income housing. Owner occupied housing is far more stable than rentals and is proven effective in breaking generational poverty cycles. Children in Habitat homes are 25% more likely to graduate from high school and 116% more likely to graduate from college (often the first member(s) of their family to do so). On average, they have 9% higher math scores, 7% higher reading scores, 3% fewer behavior problems and are 59% more likely to become home owners themselves within 10 years of moving from their parents' households.

Subsidizing our costs greatly impacts the total project cost. When completed, project-built homes are sold to qualifying low-moderate income families who provide sweat equity in lieu of down payments. We "match" donations of cash with discounts on materials, labor, permits and other expenses in order to keep the homes affordable. For completed homes, mortgages are set to be affordable for each qualifying family, regardless of the "market value" of the home. Most homes are transferred to owners at far less than market values, and often at less than the hard cost to build them.

Helping us to reduce the cost of the project has a direct and lasting effect on how many homes we can build and how quickly we can build them and thus impacts how many families we can serve and how quickly. Your support of this home impacts all of the other work we do because it frees up our resources, allowing us to serve more households with the resources we have.

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

low-income families

Who will benefit if this project is funded?

Seven family units, approx. 23 individuals, plus impact on neighborhood families.

Has the sponsor received a Community Enhancement grant for this project in the past? Yes ☒
If so, amount received \$\$ 7,025.00

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

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

We received \$4,868. in 2016 and \$7,025. in 2017. These were to (a) defray the costs for infrastructure (b) for "House #13" expense. This request is for the next house, "House #14". All funds to date have been expended in line with the funding requests.

Your support via the CEP program is a vital part of keeping housing prices affordable for the families served. This past year, our affiliate completed 2 new homes and provided critical horn repair to 7 more. This coming year we plan to build 2 more and repair 10.

E. PROJECT BUDGET

How were these costs estimated (quotes, catalog, previous projects, etc.)?
actual costs to date, plus quotes from vendors

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		5000.00		
Supplies		1000.00		
Capital		114000.00		
Materials		59000.00	25000.00	
Other (please explain):	\$ 10,000.00	18000.00		
Permits/Fees				
Total	\$ 10,000.00	\$ 197,000.00	\$ 25,000.00	\$ 0.00

Total Estimated Costs: \$ 232,000.00

% of Total Budget provided by Sponsor: 84.91%

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

Sponsors portion of funding is at hand. We will continue to fundraise (for cash and inkind services) as we progress, working to continue to defray hard costs.

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

This house will be completed with proposed funding. Future funding will be necessary to accomplish the entirety of the project.

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

This projects creates additional units of affordable housing which is consistent with City Council goals.

Sustainability: This project increases economic sustainability (replacing two previously vacant lots with 7 units of family homes with average market values of \$225-250,000 each.

Homeowners contribute to the sustainability of the neighborhood and city:

- * they are 15% more likely to vote
- * they are twice as likely to know the names of their school board representative
- * they are statistically happier and healthier than renters
- * Homeowners save taxpayers an estimated \$34,000 in public expenditures (i.e. the cost of juvenile delinquency, teenage pregnancy, etc) that would have been spent had they remained in rental housing

PROJECT MANAGEMENT

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

We are starting another house - House #14 - in early summer 2018 (July 1st). Ground breaking will take place in mid-summer. We anticipate that the house will be completed and occupied by December, 2019.

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

West Tuality has experience in managing similar projects in Forest Grove, including CEP Grants, for the past 20 years. Recent projects include a 5-house project at 19th and Oak "Coopers Corner" and the first home in this project at D Street and 22nd Place, "Kidd Court".

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

Yes, ongoing coordination with the City of Forest Grove Planning Department, Light and Power, Fire Department and related organizations such as Clean water Services.

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

This project is owner by West Tuality habitat for Humanity.

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

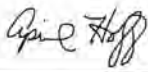
COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: April Hoff, Education Chair Daytime Phone: [REDACTED]

Address: PO Box 333 Email Address: education@valleyart.org

City: Forest Grove State: OR Zip: 97116

Signature: 

PROJECT INFORMATION

A. Project Title

Keep it Clean!

Amount Requested:

\$ 1,817.65

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

☒	Goals	How project meets this goal (be clear & specific)
☒	Improve the appearance or environmental quality of the community	Keep it Clean! will use Clear Water Services materials to promote community action toward better watershed responsibility.
☒	Reduce the amount or toxicity of waste	See above. Additionally we will use non-toxic soy / honey based Akua ink, preventing additional toxins from entering the project area runoff.
☐	Increase reuse and recycling opportunities	
☐	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
☒	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	Keep it Clean! will support direct increase of public awareness regarding preservation of the Tualatin River Watershed and enjoyment opportunities by both utilizing Clear Water Services and facilitating hands on education through art creation.
☐	Result in improvement to, or an increase in, recreational areas and programs	
☐	Result in improvement in safety	
☒	Benefit youth, seniors, low income persons and/or underserved populations.	Keep it Clean! anticipates the majority of project participants will be Forest Grove youth attending the day's Farmer's Market due to coincidental appearance or as a result of project advertising.

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

Proposed schedule: Project Start Date: 6/5/19 Project Completion Date: 6/19/19

Keep it Clean! is a free-to-public art project designed to engage the Forest Grove community in clean water awareness by focusing on our Tualatin River freshwater resource, and CleanWater Services' efforts to maintain effective watershed techniques. The one day project will consist of a large printmaking activity where community members attending the Forest Grove Farmer's Market, including children, will create a massive walking mural of artwork using fish and water motif through relief printmaking techniques with flip-flops and inked foam cutouts. Additionally, the walking path will include a large cardboard open-aired structure that depicts painted representations of waste material in a processing unit, allowing participants to attach decals of beneficial microorganisms consuming the waste. Provided the project receives full funding and support, it may also include participant opportunity to paint other wetland wildlife, and provide educational take-home materials to encourage residential improvements to watershed. CEP funds will ensure crucial tools and materials can be obtained, as well as professional services to advertise and execute the project. Without this grant, the project may not be possible. Project coordinators hope to solicit subsequent no-charge display opportunities for the printed mural, perhaps in the Community Auditorium, or other publicly accessible venues.

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

$250 \leq x \leq 4000$

Who will benefit if this project is funded?

Forest Grove Farmer's Market attendees that engage as participant or viewer

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

If so, amount received \$ \$ 0.00

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

If so, is the project completed? Yes

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

Valley Art Sidewalk Chalk Art Festival - \$4,250. "The project from last year was completed on September 16th, 2017. We had approximately 527 sidewalk squares drawn on (up from the previous year-380). The grant funds were spent on chalk, entertainment, supplies and advertising.

E. PROJECT BUDGET

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

Online suppliers, local supplier quotes, in store research, wage rates.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$ 495.00	825.00		
Supplies	\$ 581.75	853.97		
Capital	\$ 560.90	0		
Materials	\$ 156.00	260.00		
Other (please explain):	\$ 24.00	120.00		
Advertising				
Total	\$ 1,817.65	\$ 2,058.97	\$ 0.00	\$ 0.00

Total Estimated Costs: \$ 3,876.62

% of Total Budget provided by Sponsor: 53.11%

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

There is secure funding through in-kind service, supply, and labor donations from small businesses, volunteers, public agencies, and corporate sponsorships.

Valley Art Association, Willamette Print & Blueprint, Artingales, Assist Potential, Miracle Sign, and Wingtip Press are among the sources for funding.

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

No future funding will be necessary.

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

Keep it Clean! will enhance environmental sustainability by increasing clean water awareness and education, and social sustainability through a no-charge, hands on (and feet on!) art project designed to engage our community during one of its most popular social gatherings, the Forest Grove Farmer's Market. Part of Forest Grove's vision is supporting a community that nurtures our youth, educates all residents, and attracts and welcomes visitors. Interactive public art projects achieve all three. Forest Grove prides itself on being a community recognized for its commitment to conserve, preserve, protect and restore our natural assets, and City Council's fiscal year '18-'19 goal to promote safe, livable and sustainable neighborhoods, and a prosperous dynamic green city aligns perfectly with the intent of the Keep it Clean! project. What better way to promote a green city than to educate about environmental concerns, one as important as our water, through fun art making with non-toxic materials?

PROJECT MANAGEMENT

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

Obtain Valley Art Board approval for project - March 2018 (completed)
Submit for grant, secure in-kind labor, supply, and service donors - on or before April 2018
Meet with education director for CleanWater Services, May 2018
Draw up project manager contract - July 2018 Upon grant approval, purchase ink, large brayers, flip-flops, adhesive foam, other supplies - from July 2018 to May 2019
Rent or obtain use of tables and tents for market - approx. 3rd week in May 2019
Apply to Adelante Mujeres' Farmer's Market booth spaces - by 2nd week April 2019
Contract graphic designer and sign company for advertising materials - March 2019
Order printed advertising materials - Early May 2019
Coordinate volunteer meetings - various times March 2019 through June 2019
Commence project on market day with acceptable weather, June 2019

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

The sponsor as a whole has long experience with managing public art projects even larger in scope than Keep it Clean! Notedly, the Sidewalk Chalk Art Festival, a regular CEP grant recipient. Education Chair, April Hoff, has experience co-managing public art education activities in Boise's Saturday market, facilitating hundreds of art projects as an arts educator to diverse participants ranging from children to senior citizens, including differently abled individuals, demonstrating printmaking in the Boise Art Museum, presiding over Boise Open Studios, including writing and executing awarded grants on its behalf, coordinating the Valley Art Association roster of teaching artists, making professional connections, managing online calendars and timelines, and creating multiple opportunities for community engagement with the arts.

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

Yes, and mostly. Secured Artingales director will act as project coordinator and volunteer some supplies, Clean Water Services' education director is scheduled to facilitate a one-on-one educational meeting with project manager at Fern Hill Wetlands May 2018, after reviewing goals and grant; may become a partner/sponsor, Wingtip Press' 50% distributor discount for ink supply is secured and waiting for grant approval/order, Assist Potential graphic designer is secured and awaiting approval/directive, Miracle Sign's owner is secured and awaiting directive for decals/banners, Willamette Print & Blueprint has already provided two paper rolls, we're anticipating 3rd according to agent. Adelante Mujeres' market policy taken into consideration.

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

Not applicable, the project is not on private land.

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION



Sponsor: FG Holiday Display Team/FG/C Chamber of Commerce Tax ID # 93-0420710
(N/A for City Board or Commission)
Contact Person: Mary Jo Morelli Daytime Phone: [REDACTED]
Address: c/o FG/C Chamber of Commerce
2417 Pacific Ave Email Address: [REDACTED]
City: Forest Grove State: OR Zip: 97116

Signature: Mary Jo Morelli

PROJECT INFORMATION

A. Project Title

Winter Lighting Expansion Downtown

Amount Requested:

\$ \$10,000

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

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

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

Proposed schedule: Project Start Date: August 2018 Project Completion Date: November 2018

Expansion of 'snow-flake' LED pole lights in the downtown will enhance the downtown business area throughout the winter months. Changing to snowflake lights honors all traditions and can stay up longer than the previous scroll and bell pole lights. Expanding the area lit by snow-flake lights will free up more of the traditional scroll & bell lights to enhance an expanded area of the 19th & Pacific Avenue corridor.

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

Who will benefit if this project is funded? Entire community

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

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

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

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

E. PROJECT BUDGET

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

Breakdown estimated costs by source:

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

Total Estimated Costs: \$14,500

% of Total Budget provided by Sponsor: 24%

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

Yes. As well as expanding seasonal lighting in the downtown a plan is in place for planting new trees for future use as a community tree. Working with the Chamber of Commerce and FG Senior and Community Center.

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

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

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

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

PROJECT MANAGEMENT

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

Order additional snowflake pole lights in July/August prior to optimize the timing and not have a time crunch near the holidays.

Coordinate with City Light & Power for scheduling maintenance of current decorations.

Schedule time for putting up decorations

Plan event for lighting of tree at the FGSCC and coordinate all participants on Friday, Nov. 23.

Schedule of removal of ornaments after holidays.

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

This committee has been together for many years and has the ability to perform the required tasks. Members depend upon one another and know that the work will be accomplished to a high standard.

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

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

FG Light & Power

Decorators

FG Senior & Community Center

volunteers

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

City property as in light poles and a tree on the city property are involved.

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: EdenAcres Environmental Education & Dairy Creek Community Food Web Tax ID # 47-3491528
(N/A for City Board or Commission)

Contact Person: Fallon Harris, Robin Lindsley Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: Fallon Harris Digitally signed by Fallon Harris
Date: 2018.04.03 13:42:35 -07'00'



PROJECT INFORMATION

A. Project Title

Growing Garden Classrooms in FGSD

Amount Requested:

\$ \$ 10,000.00

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

☒	Goals	How project meets this goal (be clear & specific)
☒	Improve the appearance or environmental quality of the community	School gardens improve & encourage environmental stewardship, connection to place, and support local food security. School gardens provide opportunities for our teachers to engage their students in environmental education & give students a sense of pride in their school.
☒	Reduce the amount or toxicity of waste	Gardens will have compost systems, such as vermiculture. These systems coupled w/ standards based curriculum, will provide hands-on experiences that teach children how to reduce waste at home & school.
☒	Increase reuse and recycling opportunities	Waste reduction, lowering one's carbon footprint, & sustainability are topics explored in the garden classroom
☐	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
☒	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	School gardens help to preserve and enhance native pollinators, such as the endangered Western Bumble Bee, as well as provide important habitat for birds and other native fauna. Garden Classrooms will also have signs that inform community visitors, parents, and students of the systems, plants, and methods used.
☐	Result in improvement to, or an increase in, recreational areas and programs	
☐	Result in improvement in safety	
☒	Benefit youth, seniors, low income persons and/or underserved populations.	Garden classrooms strengthen local food security by developing knowledge, skills, & experience growing healthy food, providing opportunities for families to take home garden produce, empowering our youth to be self-sufficient, & by establishing healthy habits

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

Proposed schedule: Project Start Date: June 31 Project Completion Date: Ongoing

We have gained much momentum over the past two years thanks to the CEP funds we were granted in 2016/17 & 2017/18 and our growing partnership with FGSD administration, teachers, and students. In the coming year, we will continue expanding and enhancing school garden classrooms by:

Continuing our School Garden Coordinator, Colleen Walker, at 20 hours per month (includes mentoring, site maintenance, and meetings) July 2018 - June 2019

Developing and distributing garden-based curriculum that supports Common Core, Next Generation Science Standards, and the Oregon Environmental Literacy Plan

Assisting garden educators in using this curriculum in their garden classrooms

Provide funding & opportunities for professional development for teachers to become confident in using the garden classroom as a teaching & learning tool

Organizing and facilitating monthly Garden Educator Meetings (GEMs)

Organizing volunteers, staff, equipment, and materials in the creation and maintenance of FGSD school garden classrooms

Working directly with Cornelius Elementary & Fernhill Elementary to develop landscape plans for new school garden classrooms

Continuing the care and enhancement of new school garden classrooms for all schools within the Forest Grove School District

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

Who will benefit if this project is funded?

18,000 +

Students & families in the FGSD

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

If so, amount received \$ \$ 4,563.00

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

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

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

756 people were directly benefited from project activities that include: after school clubs, outdoor/garden based education, professional development, community meetings, & volunteering.

E. PROJECT BUDGET

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

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$ 9,000.00	2000	1500	
Supplies		1500		
Capital				
Materials		1500		
Other (please explain):	\$ 1,000.00	3500	1000	
Administrative, insurance				
Total	\$ 10,000.00	\$ 8,500.00	\$ 2,500.00	\$ 0.00

Total Estimated Costs: \$ 21,000.00

% of Total Budget provided by Sponsor: 40.48%

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

\$2,000 from the Sponsor is secured and will be funded by EdenAcres. The additional \$6,500 will be secured via fundraising and a \$5,000 grant from Oregon Agriculture in the Classroom.

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

The nature of this project is ongoing. With this funding we will be able to continue our work enhancing and expanding garden classrooms. Our goal is to garner sustainable financial support from the school district by 2020.

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

In a world where the complex challenges of climate change, diminishing resources, & increasing environmental degradation continue to threaten the Earth's life support systems, preparing children w/ the tools necessary to address such complex issues while also provoking values of care & stewardship towards the environment is at an all time high. Yet, children are spending less and less time in the natural world, creating distress that 'de-natured' children will lack care & concern to protect the natural environment. In response to this, the state approved the Oregon Environmental Literacy Plan which provides a framework for schools to ensure that all Oregon students graduate w/ environmental literacy. School gardens provide a space where children can explore the natural world & learn to ask relevant questions, develop problem-solving skills & processes for thinking and searching for answers, & learn how to live, work, & communicate cooperatively. The garden classroom provides the context for learning about the real world we live in. Endless opportunities to learn about systems and the principles of ecology exist in the garden. These spaces provide a living context in which to learn about cycles, interdependence, energy and resources, scale and limits, diversity, succession, and sustainability. By giving ALL of our students the opportunity to become environmentally literate, we become a healthier, more resilient, & sustainable community.

PROJECT MANAGEMENT

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

Beginning in July 2018 and continuing through June 2019:
Developing and distributing garden-based curriculum that supports Common Core, Next Generation Science Standards, and the Oregon Environmental Literacy Plan
Organizing and planning monthly Garden Educator Meetings (GEMs) (Sept.-June, excluding Dec.);
Organizing volunteers, staff, equipment, and materials in the creation and maintenance of FGSD school gardens;
Working directly with Cornelius & Fernhill Elementary schools to develop landscape plans for new school garden classrooms (Sept-Jan);
Implementing new school garden classrooms (Feb-June);
Organizing and facilitating professional development opportunities for FGSD teachers

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

EdenAcres works every day to foster growth and learning through place-based, experiential education. In our first 3 years of operation, we have partnered with local organizations and schools to bring hundreds of learners outdoors through a variety of programs including the school gardens project, a nature and STEAM based summer camp, home school and after school programs, & credit-bearing courses embedded in high school curricula (Community Alternative Learning Center, CEP grant 2016 & 2017). Dairy Creek Community Food Web has: facilitated Mobile Garden Carts (2014/CEP); supported FG Senior & Community Gardens (2015-16/CEP); FG Gleaning Project (2015/CEP, 2016/DCCFW); & Third Thursday Food Film Festival (2012-17).

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

EdenAcres Environmental Education (EA) and Dairy Creek Community Food Web (DCCFW) have approved an MOU for partnership on this project. Both organizations will work collaboratively w/ schools in the FGSD. Partnerships with school teachers and administration has been established. In addition, DCCFW and EA will continue to collaborate with Nana Cardoon, Community Gardens, Oregon Food Bank, OSU Extension Master Gardeners, FG Senior and Community Center, Friends of Family Farmers, Adelante Mujeres, Pacific University, and FG Library. We will continue to work toward a strong network of garden classrooms, the educators & students students who use them & community that supports them.

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

N/A
All garden classrooms are located on FGSD property.

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: Jennifer Wilde Daytime Phone: [REDACTED]
1341 Pacific Ave. Email Address: jennifer@awlouddoors.org

Address: 1341 Pacific Ave. City: Forest Grove State: OR Zip: 97116

Signature: [Signature]
Ashley Borman - Program Director



PROJECT INFORMATION

A. Project Title

Amount Requested:

Forest Grove Stand Up Paddle Boarding Program

\$ \$ 3,200.00

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

✓	Goals	How project meets this goal (be clear & specific)
☐	Improve the appearance or environmental quality of the community	
☐	Reduce the amount or toxicity of waste	
☐	Increase reuse and recycling opportunities	
☒	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	Adventures Without Limits (AWL) will purchase 4 Stand Up Paddle (SUP) boards and paddles with this funding to add to our fleet of outdoor recreation equipment.
☐	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
☒	Result in improvement to, or an increase in, recreational areas and programs	AWL will be able to offer SUP programming and rentals to residents and visitors of Forest Grove.
☐	Result in improvement in safety	
☒	Benefit youth, seniors, low income persons and/or underserved populations.	AWL's mission driven programming serves at-risk youth, seniors, low income persons, and individuals with disabilities with low or no cost programming. Individuals with an Oregon Trail Card may rent gear at a reduced cost.

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

Proposed schedule: Project Start Date: July 2018 Project Completion Date: June 30, 2019

We are requesting funding for the purchase of 4 Stand Up Paddle Boards (SUP) and paddles. This equipment will expand Adventures Without Limits (AWL)'s program offerings to include a popular new water-based recreation activity that has been long requested by our community partners and program participants. We believe we will be able to serve more than 1000 Forest Grove residents over the life of the equipment, including 200 members of under-served communities annually (including at-risk youth, individuals with disabilities, low-income families, and seniors). Hagg Lake will be a primary destination for our SUP programming, and we will also promote other local waterways, including the Tualatin and Willamette Rivers.

The goal of this program is to promote a culture of outdoor recreation in Forest Grove by highlighting some of the scenic natural areas the region has to offer, as well as providing an outlet to connect under-served communities to the outdoors. Stand Up Paddle Boarding is a great way to access nature as it provides a full body workout with little to no impact on the environment. AWL participants report greater appreciation for the outdoors, as well as increased confidence and positive social interactions after participating in our adventure programs.

The majority of our programming will occur during the Summer, Fall, and Spring months when the weather is more favorable, though the SUP boards will be available to the public for rent when they are not in use year round. We will partner with local organizations such as the Community Based Activity Program, Forest Grove High School SEC students, and Virginia Garcia Memorial Health Center to provide low cost guided SUP trips to our target demographics. Additionally, we will offer several public open enrollment trips throughout the year.

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

Who will benefit if this project is funded?

1000

FG residents & visitors, low-income & at-risk youth, ind. with disabilities, seniors

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

If so, amount received \$ \$1,750.00

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

If so, is the project completed? Yes

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

E. PROJECT BUDGET

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

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital	\$ 3,200.00	3200	1600	
Materials				
Other (please explain):				
Total	\$ 3,200.00	\$ 3,200.00	\$ 1,600.00	\$ 0.00

Total Estimated Costs: \$ 8,000.00

% of Total Budget provided by Sponsor: 40.00%

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

We have secure funding coming from our annual fundraiser: the Banff Mountain Film Festival to cover the sponsors portion of funding. We have secured in-kind support valued at \$1600 from REI for the first 2 SUP boards.

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

Proposed funding will allow us to expand our fleet to 10 SUP boards and paddles, which will be sufficient for us to begin SUP programming immediately.

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

Adventures Without Limits, at it's core, adheres to the Forest Grove Vision Statement to create a space where "Individuals who are respected and valued for their experience, abilities, and differences, and where all residents are included in the life of the community through excellent education, recreation, and social programs." As the region's only fully inclusive outdoor recreation program, we strive to create a culture where all people are valued, differences are celebrated, and we find common ground and mutual respect for one another in the outdoors.

While the outdoor industry has flourished across the state, Forest Grove remains a singular destination for individuals who are seeking an inclusive outdoor recreation program, as has been noted by industry leaders seeking to improve diversity and equity within their companies. With the addition of SUP programming, Adventures Without Limits and the City of Forest Grove will continue to be a model for inclusion by offering a wide variety of opportunities to access outdoor recreation, and accommodating for individuals of all backgrounds and ability levels. This program not only improves the social and environmental livability of the local community, we also contribute to the economic sustainability of Forest Grove by remaining relevant in the growing outdoor industry.

PROJECT MANAGEMENT

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

Upon receipt of grant funding, AWL will immediately purchase 4 SUP boards and paddles (July 2018). This equipment will be used throughout the summer, July - August 2018, to host outdoor adventure trips for students of Forest Grove School District to participate in the Community Based Activity Program. This fully inclusive summer camp primarily serves students with disabilities, and AWL facilitates outdoor activities for 150 students each year.

The majority of programming will take place monthly in Summer, Fall, and Spring, including public open enrollment trips, and custom trips for at-risk youth, seniors, and individuals with disabilities. The SUP boards will serve the Forest Grove community for the life of the product, which we anticipate to be more than 7 years.

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

Adventures Without Limits has operated as a commercial outfitter, specializing in adaptive and inclusive outdoor adventure programming since 1995. We have a long track record of being good stewards of donations from our community by extending the life of our gear through proper care and maintenance. Additionally, we have been a staple in the Forest Grove community, particularly those who experience disability, as an outlet to develop leadership skills and explore the outdoors in fun, safe, and social setting.

Previously, AWL was awarded \$1750 to host 3 adventure trips serving 48 youth and 7 adults, including 2 whitewater rafting trips and 1 team-building ropes course in 2012-2013.

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

Yes, Adventures Without Limits regularly communicates with the Oregon State Marine Board to obtain permits to guide commercial trips on public waterways. We are up to date and in compliance with all regulations of these permits.

We also coordinate with CBAP and other community partners to recruit trip participants. We have ongoing partnerships with Virginia Garcia Wellness Center, CBAP, Forest Grove School District, Adelante Mujeres and many other organizations in the area.

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

The project will not take place on private land. All programming will take place on public watersheds where AWL is permitted to guide trips.

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

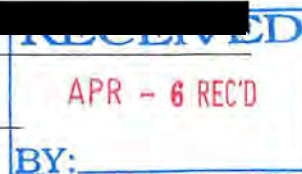
Sponsor: Public Arts Commission Tax ID # NA
(N/A for City Board or Commission)

Contact Person: Dana Eytzen Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: _____



PROJECT INFORMATION

A. Project Title

Community Arts

Amount Requested:

\$ \$ 10,000.00

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

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

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

Proposed schedule: Project Start Date: July 1, 2018 Project Completion Date: June 30, 2019

\$6,000 will fund up to twelve (12) mini grants at \$500 each. The mini-grant process is well established and has been used as a means for a number of non-profit organizations in the city to bring art activities and programs to the population. Valley Art, Adelante Mujeres, FGSD, Theatre in the Grove, Community School (to name a few) are all organizations that have been able to enhance their performing, literary and visual arts efforts because of mini-grants. By increasing the number of mini grants, we increase the number of those who benefit by the hands on effort of the activity, as well as the citizens who benefit by the outcome.

\$1,000 will be used to publicize the availability of the mini-grants and to showcase the arts in Forest Grove, including PAC fund-raisers and events.

\$3,000 will be used for permanent collection management and upgrades. We plan to evaluate the City's collection and update any needed frames, or displays.

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

500+

Who will benefit if this project is funded?

The organizations and community members who participate in the programing.

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

If so, amount received \$ \$ 5,800.00

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

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

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

We currently have a grant to fund our mini-grant program. We currently have given 6 mini-grants and hope to give a few more before the fiscal year is over.

Three mini-grants we awarded this year were to Theater in the Grove for their CAST program. This program allows children to participate in theater at no cost. This is an amazing opportunity for kids to be involved, be able to express themselves in creative ways and learn new skills. This program benefits over 100 children from our community.

We have done some creative advertising for mini-grants and will be doing more before the fiscal year end.

We also received another CEP grant for Printing, advertising and updating our display board. This will also be complete before the fiscal year ends.

E. PROJECT BUDGET

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

Previous projects and our standard mini-grant award amount.

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services		in-kind volunteer		
Supplies				
Capital				
Materials	\$ 3,000.00			
Other (please explain):	\$ 7,000.00			
Advertising costs, mini-grants				
Total	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00

Total Estimated Costs: \$ 10,000.00

% of Total Budget provided by Sponsor: 0.00%

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

PAC will be raising money for other projects that all showcase the Arts in Forest Grove.

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

Yes the project will be completed with the proposed funding.

We plan to give mini-grants out every year.

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

Given that the creative life of any community develops collaboration, pride, permanence, and improved environment, it stands to reason that creating a community whose standing as a destination is enhanced by the public art present, serves to increase economic sustainability. The absence of a creative community life denies our children the opportunity to participate in all forms of art and to perpetuate what they learn into general community livability. Science, technology, economics, agricultural and business development AND art create the synergistic effect that creates sustainability in all forms.

PROJECT MANAGEMENT

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

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

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

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

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

Mini grants are all collaboration with other organizations. Which organizations those will be will be determined by the grants awarded.

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

Does not apply.

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

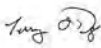
COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: EdenAcres Environmental Education Tax ID # 47-3491528
 (N/A for City Board or Commission)

Contact Person: Terry O'Day Daytime Phone: [REDACTED]

Address: [REDACTED] Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: 

Digitally signed by fischer@employee.pacificu.edu
 DN: cn=fischer@employee.pacificu.edu, o=Pacific
 University, st=Oregon, c=US
 Date: 2018.04.06 13:06:52 -08'00'



PROJECT INFORMATION

A. Project Title

Amount Requested:

Leadership Through Design course for CALC students

\$ \$ 2,500.00

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

✓	Goals	How project meets this goal (be clear & specific)
☒	Improve the appearance or environmental quality of the community	Students in the class complete projects such as building building and planting garden beds at their school and helping to maintain and improve other sites, such as Nana Cardoon
☒	Reduce the amount or toxicity of waste	Students learn to lower their impact on the planet and are challenged to consider the procurement and waste cycle of all materials used in their projects.
☒	Increase reuse and recycling opportunities	Building on the idea of reducing impact, students are encouraged to look to repurposing materials where possible and appropriate for their projects.
☒	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	Civic engagement is an important part of this course. Students do service learning projects throughout the course at sites including other schools, non-profits such as Nana Cardoon and EdenAcres, Pacific University, and more.
☒	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	Many of the students in the program have not spent much time in nature and are not familiar with the natural areas in and around Forest Grove. We bring students on field trips to these natural areas in order to consider natural systems, discuss biophilic design, and to simply enjoy the beauty of our community.
☐	Result in improvement to, or an increase in, recreational areas and programs	
☐	Result in improvement in safety	
☒	Benefit youth, seniors, low income persons and/or underserved populations.	By measure of qualifying for free or reduced lunch, 75% of CALC students are low-income, 69% are Latino, and 75% will be the first in their families to graduate from high school.

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

Proposed schedule: Project Start Date: Sept 2018 Project Completion Date: May 2019

Funds will be used to facilitate the "Leadership by Design" course offered by EdenAcres Environmental Education for students at the Community Alternative Learning Center. (CALC is a subsidiary of FGHS that serves at-risk students.)

In this course, design is presented as a universally applicable method for envisioning change, developing effective plans for achieving that change, and then efficiently putting those plans into action through hands-on practice. The coursework teaches students the skills and best practices necessary to communicate and work with diverse groups of people toward common goals to implement beneficial societal changes in their school, community, and world. The design process is taught through hands-on projects. These projects are STEAM (Science Technology Engineering Arts and Mathematics) based and are formed from student-led inquiries where students identify a problem or need in their school or community and design a solution. For example, a strong area of interest for students was to improve the health of school lunches. One proposed solution was to install an aquaponics system that could both produce fresh greens and provide a research lab that science curriculum could be developed around.

The aquaponics project has become a collaborative project with students in design courses at Pacific University. This spring, college students designed and procured funding for the solar energy system to run the pump. Other college students worked with EdenAcres and CALC faculty to design a course students can take for science credit while they learn to operate the aquaponics system for their school.

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

Who will benefit if this project is funded? _____

Students at the school and the community the students graduate into.

Has the sponsor received a Community Enhancement grant for this project in the past? Yes
If so, amount received \$ \$ 2,799.00

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

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

Funds have been spent to hire instructors to teach the class in both the fall and spring semesters of the 2017-18 academic year. Over three years of offering the course, 34 CACL students and 18 Pacific students have participated in the course with an increasing amount of interest each term. The entire CALC population (70-80 students) has benefitted from the course activities on an annual basis. The community benefits by supporting at-risk students to become environmentally literate productive members of society

E. PROJECT BUDGET

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

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$ 2,500.00	\$2500		
Supplies				
Capital				
Materials				
Other (please explain):			\$1000	\$2400
Total	\$ 2,500.00	\$ 2,500.00	\$ 1,000.00	\$ 2,400.00

Total Estimated Costs: \$ 8,400.00

% of Total Budget provided by Sponsor: 29.76%

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

Yes, EdenAcres has confirmed \$2500 in matching funds to pay instructors for the class. Pacific University donates the use of its classrooms, art studio, and computer labs at \$50/day (20 days) RideConnection donates the use of a 14 passenger bus at \$60/day.(40 days)

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

With the proposed funding we will be able to run the course through the 2018/19 academic year. EdenAcres continues to pursue additional funding sources to run the course on an ongoing basis.

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

The Oregon Environmental Literacy Plan published by the Oregon Department of Education identifies and describes 5 strands that comprise an environmental education:

- 1) Systems Thinking
- 2) Physical, Living and Human Systems
- 3) Inter-connectedness of People and the Environment
- 4) Personal and Civic Responsibility
- 5) Investigate, Plan, and Create a Sustainable Future

The Leadership Through Design curriculum directly engages with each of these strands, giving students multiple opportunities to consider the concept of sustainability from many perspectives. In addition, the place-based nature of project activities will help to develop the sense of efficacy and empowerment that is essential to effective responsibility-taking. By supporting students in their desire to make positive changes in their school environment and community at large we encourage the development of a responsive, entrepreneurial, and engaged citizenry and demonstrate that Forest Grove truly is a community that nurtures its youth and educates all residents.

PROJECT MANAGEMENT

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

- August 2018 - planning and prep
- September 2018 - begin 10 week fall quarter, will meet twice per week
- November 2018 - end fall quarter
- April 2019 - begin 10 week spring quarter, will meet twice per week
- June 2019 - end spring quarter

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

Since 2015, EdenAcres has:

- Started and operated a summer nature camp
- Provided enrichment activities for after school clubs (Roots & Shoots at Tom McCall Upper Elementary, Sustainability Commission Mini Grants 2016 & 2017 and CLC grant 2016 & 2017)
- Provided farm days for private schools and homeschool families (Swallowtail School, 2015-present)
- Provided credit-bearing courses embedded in high school curricula (Community Alternative Learning Center, CEP grant 2016 & 2017)
- Provided teacher development activities and expanding school garden classrooms (FG schools,

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

We hold our course at sites located on public and private lands including, but not limited to: the CALC facility, Pacific University, Nana Cardoon, Fernhill Wetlands, Tillamook State Forest, and more. We have been working with these partners for more than 2 years now. Each summer and winter, when we are in our planning phase for the fall and spring quarters, we contact each site provider and confirm dates we will visit their sites. They look forward to hosting our class each year.

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

We hold our course at sites located on public and private lands including, but not limited to: the CALC facility. EdenAcres is in the process of developing it's own in-house site that focuses on design/build STEAM projects for learning.

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Center for a Sustainable Society Tax ID # 93-0386892
 (N/A for City Board or Commission)

Contact Person: Michelle Larks Daytime Phone: [REDACTED]

Address: 2043 College Way Email Address: [REDACTED]

City: Forest Grove State: OR Zip: 97116

Signature: _____



PROJECT INFORMATION

A. Project Title

Amount Requested:

Bridging the Gap: A Pacific University Internship with the Sustainability

\$ \$ 900.00

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

☒	Goals	How project meets this goal (be clear & specific)
☒	Improve the appearance or environmental quality of the community	The student intern will inspire and facilitate community efforts toward sustainability innovation and advocacy. They will actively work to increase dialogue and participation between Pacific University and Forest Grove, as well as opportunities for collaboration.
☐	Reduce the amount or toxicity of waste	
☐	Increase reuse and recycling opportunities	
☐	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
☒	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	Grant funds will help provide first-hand experiences for the student intern and broader community to engage with community issues like watershed awareness— for example, the CSS Director serves on the Fernhill Wetland Council, and the intern could engage in these efforts. Student intern will develop understanding of environmental conservation and sustainable food systems at the local level.
☐	Result in improvement to, or an increase in, recreational areas and programs	
☐	Result in improvement in safety	
☒	Benefit youth, seniors, low income persons and/or underserved populations.	The student intern will promote civic engagement, awareness of social equity issues like houselessness and discrimination, and educational projects for youth (e.g. sustainable schools and gardening education).

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

Proposed schedule: Project Start Date: _____ Project Completion Date: _____

Community Enhancement Program funds are critical to piloting a student internship program at Pacific University in collaboration with the Sustainability Commission. Granted CEP funds will partially support one student with hourly wages.

The CSS is thrilled to partner with the Forest Grove Sustainability Commission to create an internship that will enhance our partnerships, and level of community engagement. As a liaison between the Center and the Commission, this student will be a critical component of communicating opportunities for Pacific students to become involved in ongoing Forest Grove initiatives, for FG residents to become involved on campus, and short and long term opportunities for service.

The position serves as the main student role in creating a more sustainable community by working on collective efforts between the Center for a Sustainable Society (CSS) and the Forest Grove Sustainability Commission (FGSC). Students will develop and demonstrate their individual abilities towards achieving a more sustainable local community by assisting the FGSC with their 2018 Work Plan. This position requires a highly motivated student that has the drive, focus and interest in creating a sustainable community; on and off-campus, the student will help bridge the City's County's, Community partner's, and the University's sustainability efforts. Students will be given a leadership role in organizing community-wide sustainability events (such as the ongoing "Knowledge Pub" speaker series), create opportunities to students to attend events, foster effective communication between the FGSC and CSS, and will champion their own locally-focused sustainability initiative.

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

Who will benefit if this project is funded? 24,058

All of Forest Grove's estimated 24,058 residents will benefit from this project

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

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

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

E. PROJECT BUDGET

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

Standard wages from Pacific University

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$ 900.00	\$900.00		
Supplies				
Capital				
Materials				
Other (please explain):				
Total	\$ 900.00	\$ 900.00	\$ 0.00	\$ 0.00

Total Estimated Costs: \$ 1,800.00

% of Total Budget provided by Sponsor: 50.00%

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

The Center for a Sustainable Society will provide \$900 of their own funding.

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

The CSS is able to continue a 50% funding commitment for the next three years. If the FGSC is interested in continuing this relationship with the CSS, we would partner with them to seek additional monies, if the CEP grant is not available for this purpose.

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

The student internship position will be another strong partnership between Pacific University and the City of Forest Grove. The Center for a Sustainable Society has been undergoing a period of assessment and strategic planning underneath the new director, and will be actively launching programming that foregrounds healthy communities-- e.g. food systems and access, economic equity, environmental justice, intersectional perspectives-- as integral to sustainability. The CSS works from the following framework "Sustainability is a conceptual framework, and set of practices that recognize the complexity, embeddedness, and interconnections between ecological integrity, social equity, and economic vitality; and actively works toward ethical, transdisciplinary solutions across local and global scales that advance the wellbeing of people and places now and in the future." Using this, we hope this internship collaboration will help us to actively gather the diverse voices of our community and work toward projects that improve wellbeing in our region, and position Forest Grove as an example of innovation to other localities.

PROJECT MANAGEMENT

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

Attend all FGSC meetings

9/27/18 - 4/24/19

Attend monthly FGSC meetings on 4th Thursdays

Assist with "Knowledge Pub" speaker series

10/1/18 - 5/1/19

Support FGSC Materials Management Sub-Committee with "Hard to Recycle" Event

9/28/18 - 5/14/18

Help with Social Equity projects such as the Latino Summit and Homelessness / Affordable Housing

9/28/18 - 5/14/18

[INCOMPLETE LIST] -- other tasks and descriptions will be presented at CEP Grant Hearing

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

This is Michelle Larkins' first year with Pacific University, however during this academic year she has supervised seven student workers, two interns, and one public health practicum placement. These students work an average of 8-10 hrs/week. She has previous oversight of undergraduate interns from her time at Michigan State University and Pikes Peak Community College.

Prior to coming to Pacific, Michelle was a Community Engagement Specialist under the National Institutes of Health, Superfund Research Program.

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

The CSS and FGSC have been working over the past two years to develop a meaningful connection between Pacific University and the City. Developing internship vision statements, goals, and description has been a joint effort since the project's inception. Student advisor to the FGSC, Commissioner Rose, has worked with former CSS directors David Knaus and Ramona Ilea as well as CSS staff, Nicholas Levesque and Tabitha Merten. Current CSS Director, Michelle Larkins and Commissioners Rose and Merten collaborated to develop the internship's roles and responsibilities as well as to write the CEP grant application.

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

N/A

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

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Forest Grove-Cornelius Chamber of Commerce Tax ID # 93-0427010
(N/A for City Board or Commission)
Contact Person: Nikki DeBuse Daytime Phone: [REDACTED]
Address: 2038 Pacific Ave. Email Address: ndebuse@pamplinmedia.com
City: Forest Grove State: OR Zip: 97116

Signature: Howard Sulek



PROJECT INFORMATION

A. Project Title

Amount Requested:

Small Business/Tourism/Recreational Opportunities Statewide Marketing

\$ 3,000.00

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

✓	Goals	How project meets this goal (be clear & specific)
☐	Improve the appearance or environmental quality of the community	
☐	Reduce the amount or toxicity of waste	
☐	Increase reuse and recycling opportunities	
☐	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
☒	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	Provide for statewide marketing of Discover Forest Grove-Cornelius Guide and Forest Grove Tourism Map, two publications that promote public awareness of recreational opportunities in and around Forest Grove and promote statewide tourism in this area, specifically through distribution in conjunction with Oregon Travel Experience and Certified Folder distribution programs along the I-5 corridor, Salem and central Oregon coast distribution zones.
☒	Result in improvement to, or an increase in, recreational areas and programs	We promote local recreational opportunities. The project will increase visitor counts, which in turn boosts the local economy and stimulates investment in stewardship of the land and maintenance or expansion of recreational programs.
☐	Result in improvement in safety	
☒	Benefit youth, seniors, low income persons and/or underserved populations.	A coordinated, statewide tourism marketing plan promotes local small businesses and farms. Tourism in turn creates jobs, resulting in low-barrier, full- and part-time employment opportunities to youth, seniors and low-income residents.

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

Proposed schedule: Project Start Date: July 1, 2018 Project Completion Date: Nov. 30, 2018

Grant funds will pay for statewide distribution of Forest Grove-Cornelius Discover Guide and Forest Grove Tourism Map in order to create a comprehensive statewide marketing program that promotes the businesses and services of Forest Grove, Cornelius and western Washington County, and brands Forest Grove as the gateway to outdoor and recreational opportunities in the Tillamook Forest, and specifically as Portland's gateway to wine country and the Tillamook Forest. Discover Forest Grove-Cornelius Guide is printed in May of 2018. Local distribution takes place through insertion in the News-Times and along local and regional distribution routes serviced by the Chamber of Commerce and News-Times that include local kiosks, chambers of commerce, motels, restaurants, wineries and other destinations. The remainder, approximately 7000 copies, will be distributed through Certified Folder and Oregon Travel Experience locations for the duration of the product shelf life, June 1, 2018 through May 31, 2019. Forest Grove Tourism Map is printed in October of 2018. Local distribution takes place along local and regional distribution routes serviced by the Chamber and News-Times that include counter-top pockets at local motels, restaurants, wineries and other travel destinations, with the bulk, approximately 15,000 copies, to be distributed through Certified Folder and Oregon Travel Experience locations for the duration of the product shelf life, Nov. 1, 2018 through October 31, 2019.

Chamber of Commerce has existing contracts for distribution of 2017-2018 editions of these materials. Contract with Certified Folder will be renewed in July of 2018. Anticipated cost is \$1689. Contract with OTE will be renewed in October of 2018. Anticipated cost is \$750. CEP grant funding would be applied towards costs to renew these contracts for 2018-2019 publication cycle. CEP funding would also be used to pay postage and materials distributed by mail in response to online inquiries generated by digital advertising in support of a PDF "flip book," or digital version of Discover Guide that is linked to a variety of local business, Chamber and tourism-related websites, and through targeted digital advertising, as well as relocation packets distributed to new residents. Anticipated cost is \$552.

Distribution cost per piece for materials with distribution funded by grant funds will average 14 cents per piece. Cost for distributing the remaining 6000 pieces are funded by the News-Times.

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

24,058

Who will benefit if this project is funded?

4962 non-farm, non-manufacturing jobs, indirectly benefits 24058 residents

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

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

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

Chamber of Commerce has received CEP funding for other tourism-related projects, but not for distribution of Discover Forest Grove-Cornelius Guide and/or Forest Grove Tourism Map. Details of prior CEP grants are available.

E. PROJECT BUDGET

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

Estimates, previous project expenses, project budget

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$ 2,448.00	425	28660	3050
Supplies	\$ 552.00			
Capital	\$ 0.00			
Materials	\$ 0.00			
Other (please explain):	\$ 0.00		16900	
Total	\$ 3000	\$ 425	\$45560	\$ 3050

Total Estimated Costs: \$ 52035

% of Total Budget provided by Sponsor: 5.77% *total non-CEP match 94 2/3*

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

Yes. Sponsor share of expenses comes from Chamber general fund.

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

Future funding is not anticipated. Future requests for grant funding are not anticipated as TLT funding will become available during 2018 cycle and this project will qualify for TLT support. All other aspects of the project are self-supporting.

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

Goal 1: This project promotes livable, sustainable neighborhoods and a prosperous, dynamic city by creating a cohesive, statewide marketing plan for our local tourism industry that drives business to locally-owned small businesses that create and maintain jobs and power the local economy. This project provides an affordable avenue for small business and non-profits to market their goods and services across Oregon under the umbrella of the Chamber of Commerce, using a cohesive marketing message and 12-month statewide distribution plan aimed at high-traffic destinations most likely to create new visitor traffic for Forest Grove. Average cost for each piece to be distributed with CEP funds is 14 cents, creating an excellent return on investment. Many small businesses and non-profit organizations served by this publication would not be able to afford on their own a marketing program with this extended reach. Small business operators like restaurants, shops, wineries and others benefit from a cohesive, attractive marketing vehicle aimed at branding Forest Grove as the gateway to Oregon's Tillamook Forest recreational opportunities and wine country, leveraging our proximity to the Portland metropolitan area. Goal 3: Through its statewide distribution, this project promotes the interests and needs of Forest Grove in local, state and national affairs by providing cohesive marketing vehicles that are accessible to local business operators and non-profit agencies at a low price point, as printed materials are expensive to design and distribute and therefore out of reach to most Mom and Pop business owners. CEP funding will extend the reach of these materials to a network of 153 visitor centers and travel kiosks that increase visibility, increase visitor activity, and boost our economy.

PROJECT MANAGEMENT

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

This outline applies only to distribution of materials funded by the grant and does not reflect the entire project. Local distribution takes place through News-Times insertion and through local distribution routes not supported by the grant. Chamber assumes responsibility for regional and statewide distribution expenses related to this grant application.

July 2018, Chamber of Commerce will execute annual distribution contract with Certified Folder to distribute 7000 copies of Discover Forest Grove and Cornelius Guide (92 pages) and 11,280 copies of Forest Grove Tourism Map at 153 visitor center and travel kiosk locations in its Central Oregon Coast and Salem Area distribution zones.

October 2018, Chamber of Commerce will execute annual distribution contract with Oregon Travel Experience to distribute 7500 copies of Forest Grove Tourism Map at three Oregon Visitor Center locations along Interstate 5.

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

Discover Partners have overseen the production of five annual editions of Discover Forest Grove-Cornelius and two issues of Forest Grove Tourism Map. In 2017, both projects saw expanded, statewide distribution utilizing visitor centers and kiosks managed by Certified Folder and Oregon Travel Experience to cohesive marketing message for Forest Grove, Cornelius and western Washington County with 17,500 pieces distributed. Applicant Chamber of Commerce has prior experience with tourism marketing and prior CEP-funded projects, including Savor Forest Grove tear-off map. Partner Forest Grove Economic Development Office coordinates marketing, tourism and business development programs. Partner City of Cornelius coordinates business marketing, tourism and economic development efforts. Partner News-Times has produced and distributed similar publications in the region for many years.

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

This project is produced through a partnership made up of Forest Grove-Cornelius Chamber of Commerce, City of Forest Grove, City of Cornelius and Forest Grove News-Times newspaper, referred to as Discover Partners. The group meets regularly during production season. The Discover Guide project is currently in production and on schedule for May publication. Tourism Map will begin production in August for October publication.

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

This project is not land or site based.

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