

Applicaiton Materials for the
FY 23-24
Community Enhancement
Grant Cycle

Project 1:
Heart of the City
Storefront Project

Wilsonville-Metro Community Enhancement Program

Project Assessment by City Staff

Project Title _____

Reviewed By Brian Stevenson, Zach Weigel, Dan Pauly, Sarah Roller, Dustin Schull, Kerry Rappold, Chris Neamtzu, Kelsey Lewis and Zoe Mombert _____ Date 1/20/23

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

Eligible: Meets both eligibility criteria and program goals; **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

Appropriate: The project appears to be of community value and is supported by staff as appropriate.

Inappropriate: The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

- (a) * The project location is in the city limits of the City of Wilsonville
-
- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
 - A school or institution of higher learning; or
 - A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.
-
- (c) * The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) * The project must not promote or inhibit religion.
- (e) * The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f) For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

- (a) Improve the appearance or environmental quality of the community.
- (b) Reduce the amount or toxicity of waste.
- (c) Increase reuse and recycling opportunities.
- (d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having IRS 501(c)(3) tax-exempt status.
- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and opportunities to enjoy them.
- (f) Result in improvement to, or an increase in, recreational areas and programs.
- (g) Result in improvement in safety.

- (h) Benefit youth, seniors, low income persons or underserved populations

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *More information is needed at this time. Will how will this project increase the number of people served or improve the experience of existing clients?*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response *Staff is concerned about the budget and suggests additional information regarding scope and project pricing. The cost estimates need to be done by a contractor and resubmitted.*

The project will likely require planning review for a sign and building permits which both have fees associated with them.

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *Grace Chapel will be responsible for any ongoing maintenance.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *N/A*

Issue 5 Does the project appear to have community support?

Response *The community seems to be supportive of providing services to people in need.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *This should be consistent with planning codes as long as the use does not change.*

4. Preferences for Consideration

Preference will be given to projects which meet one (1) or more of these project characteristics.

- (a) Grant requests that do not exceed \$20,000.
- (b) Meet more than one goal.
- (c) Projects including a financial or in kind match.
- (d) Benefit diverse or traditionally underserved populations.

Questions for the applicant:

How were the project costs estimated? A contractor's estimate is required as staff is very concerned that the scope is too large for the current budget.

Have you spoken to the building department about permit costs; the cost of permits is based on project valuation.

Have you talked to the planning department about sign permits and fees?

How will the building improvements benefit clients?

Will you be able to provide additional services with the improvements?

How will the improvements serve or improve client experience?

Suggestion:



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Submission #3

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Submission information

Form: **2023 Project Nomination Form–Community Enhancement Program**

Submitted by Visitor (not verified)

Thu, 01/12/2023 - 10:14pm

50.39.221.27

Applicant Information

Sponsor:

Grace Chapel

Tax ID#

93-1251371

Contact Person:

Lyn Whelchel

Daytime Phone:

503-582-8680

Email Address:

lyn@theheartofthecity.org

Address:

28925 SW Boberg Rd

City:

Wilsonville

State:

OR

Zip code:

97070

Type of Organization:

A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status

Project Information**Project Title:**

The Heart of the City Building Storefront and Safety Project

Amount Requested:

\$ \$ 20,000.00

Mark all of the goals below which your project meets and explain how in the boxes below:

- Improve the appearance or environmental quality of the community
- Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code
- Result in improvement in safety
- Benefit youth, seniors, low income persons and/or underserved populations

How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)

The Heart of the City Building Storefront and Safety Project aims to add a storefront to the newly identified Resource Center on the west side of the building. The Heart of the City expanded and divided portions of the building to meet the increased needs of our community. Heart of the City offers counseling services to the community and created a Resource Center with programs and services for individuals of vulnerable populations. We serve low-income and income instability individuals. We serve everyone in the community, regardless of race, sex, sexual orientation, and religion. Grace Chapel, a nondenominational Wilsonville church, owns the Boberg building and funds the operations of its campus. There are no expectations or requirements for

community members seeking assistance from The Heart of the City to participate in, affiliate with, or attend religious meetings to receive our services. We do not and shall not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations.

Changing the storefront and adding a waiting area will help community members have better access to available community services. Updating the storefront will beautify the appearance of the building and make it aesthetically pleasing for the community's non-profit sector.

The Heart of the City's expansion of the building will allow more programs and services for the community. The current storefront entrance is not visible and identifiable from the road, is cramped, and is confusing when entering. We want to create an entrance area that provides safety and security while creating a welcoming environment. The entrance door will move to make it more accessible and visible to the road, and we will add wheelchair accessibility. We are creating a new waiting area, which would utilize a current dedicated office. We will add a reception area with a closed-off door. We hope to add a buzz system to allow people into the educational/resource center area. With all of the changes, we want to fix the exterior storefront of the building to distinguish the counseling area from the resource center. It also includes updating signage and landscaping to help make the resource area more visible.

How project meets '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' (be clear & specific)

The storefront change and the waiting area of the Resource Center will help with curb appeal and visually make it easier for clients and guests to locate the entrance to the building. Being a Resource Center for the Wilsonville community, we want an inviting and professional environment. We recognize that this is part of the initial steps with client care. Suppose clients need help locating the entrance or feel the atmosphere could be more inviting; people may feel discouraged, frustrated, or apprehensive before seeking services. Our clients are generally at-risk, and we want them to feel valued in our building. The structural changes to the entrance door will hopefully provide that.

The new entry area will open the lobby space and provide a safer entry into the building. Extending the current dedicated office space into the waiting room will allow more than one person to fit inside this cramped area. It will open up visually for staff to see who is entering the building, which is vital if a potential client is in distress.

How project meets 'Result in improvement in safety' (be clear & specific)

As mentioned above, the current entrance to the Resource Center needs to be fixed and opened up. When someone walks through the door, the staff cannot see them from

the existing entry. They could only see someone walk in if they were in a closed-off office next to the door. It would be unsafe if a client came into the office and was upset or in distress because the door blocks any exits to the building. Changing the layout of the entrance door and turning the office into a waiting room will visually open up the area, giving visitors, staff, and volunteers a safer entrance.

How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)

Heart of the City serves all people, youth, seniors, low-income, and/or underserved populations. Everyone who walks through our doors will benefit from our building enhancements to the entryway and waiting room. Grace Chapel, a nondenominational Wilsonville church, owns the Boberg building and funds the operations of its campus. There are no expectations or requirements for community members seeking assistance from The Heart of the City to participate in, affiliate with, or attend religious meetings to receive our services. We do not and shall not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations.

From August 2022 to October 2022, the Resource Center completed 57 out of 98 referrals for those seeking assistance, including but not limited to financial needs, basic human needs, community resources, and professional counseling. We hold events for families to pick up filled backpacks with school supplies, gift card drives, warm clothes drives, and Christmas gifts.

Our Resource Center hosts yearly events such as Gear Up 4 School and Share the Warmth and has done so for several years - including during the Covid pandemic. Some community members who have attended or couldn't participate will contact us and ask if these supplies are available months after the completed events. They have used our resources previously or heard about the event through our local community. These families will visit our Resource Center, be welcomed into our building, and can leave with their needs met.

We hold community group meetings during and outside of our office hours. The waiting room is a place clients can utilize while the community gatherings are commencing in the large group room, giving privacy to both groups. For example, people seeking financial assistance attend meetings to discuss qualifications, services, and ways we can support and assist in their needs. Our building is a resource for community meetings.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

The CEP funds will aid the reconstruction costs of storefront entry and the waiting area. Yorke & Curtis is currently preparing an estimated quote for this project.

The reconstruction cost is around \$41,000 based on an internet search for prices of single-story projects on commercial buildings, which is \$289 per square foot. Based on Cumming's U.S. Construction Per Square Foot Data, the cost for commercial projects in the Portland Metro area is between \$277-\$377 per square foot. The \$41,000 estimate includes hard and soft costs for project completion. \$22,000 is from Grace Chapel and The Heart of the City donors, and \$20,000 of the remaining amount is from the grant with the Community Enhancement Program to complete the project cost.

Our anticipated project date will commence on July 1, 2023. The projected timeline for the project is six months in length, depending on the weather. We will schedule contractors, obtain permits and remove an office wall for the waiting room/lobby. It includes demolishing a wall, rebuilding the structure of the waiting area, moving the current door and closing it off, creating a half wall with a reception area, and updating the outside of the building for more cohesiveness. We will add a door closing off the reception area and a buzzer system to allow people into the educational/resource center area. There will be some landscaping and walkway construction, bringing it up to code and ADA-compliant. Finally, we will update the signage to give more visibility to the location of the entrance to the Resource Center.

Where would the project be located and who owns the property if applicable?

The project is at The Heart of the City building located at 28925 SW Boberg Rd, Wilsonville, OR, 97070. The Boberg campus is owned and operated by Grace Chapel, a nondenominational church in Wilsonville. Grace Chapel uses this location to provide community outreach and services to meet their vision of "giving itself away."

As good stewards of our resources, we create spaces for professionals to provide counseling services to people in the community, along with a resource center for individuals and families in the community that are vulnerable. Grace Chapel designates its benevolence funds to support The Heart of the City's vision, going directly to the community with those in need. The most significant area The Heart of the City has served our community is through financial assistance to those in need. We also utilize other resource connections to organizations that can assist.

We are expanding our program to include: a basic needs closet, washers and dryers, showers, financial education, addiction support groups, and other programs/services based on community needs.

Changing the storefront and adding a waiting area will help community members have better access to available community services. Updating the storefront will beautify the appearance of the building and make it aesthetically pleasing for the community's non-profit sector.

The Heart of the City's expansion of the building will allow more programs and services for the community. The current storefront entrance is not visible and identifiable from the road, is cramped, and is confusing when entering. We want to create an entrance area that provides safety and security while creating a welcoming environment. The entrance door will move to make it more accessible and visible to the road, and we will add wheelchair accessibility. We are creating a new waiting area, which would utilize a current dedicated office. We will add a reception area with a closed-off door. We hope to add a buzz system to allow people into the educational/resource center area. With all of the changes, we want to fix the exterior storefront of the building to distinguish the counseling area from the resource center. It also includes updating signage and landscaping to help make the resource area more visible.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

See Attachement

What impact might the project have on nearby homes and businesses?

The building is in a business area between a veterinarian and Wilsonville SMART Transit Operations Office. The Moose Lodge is adjacent to the Boberg building and has partnered to support the community numerous times. The closest residential area is the Walnut Mobile Home Park, down the street on Boberg. There are a few industrial facilities across the street from our location. The project impact on the surrounding businesses should be minor, as most of the construction will occur in our parking lot. There will be some noise during regular business hours due to construction. The project timeline is estimated to be five weeks of active construction, weather permitting.

The project's purpose is to accommodate the increased number of community members we serve. There will be an increase in traffic; however, our parking lot will be able to accommodate this growth. We have had a rise in transit houseless individuals. The built-in office space would provide a professional setting for people to enter and leave without hanging outside in the parking lot area. With our current layout/building structure, we often have had the entrance closed to the public except for appointments only for safety reasons. With this new expanded layout, we would have a closed-off space to allow clients a place to wait. With some of our clientele, it would reduce wandering around the nearby businesses. Moving the door location and adding

appropriate signage to the Resource Center would make the site more visible and help clientele quickly locate our office.

What kind of on-going maintenance needs and costs might be required by the project?

The ongoing maintenance needs will include the general upkeep of the building, such as touch-ups, lights, cleaning, and essential building maintenance, which Grace Chapel will provide. Grace Chapel incorporates the maintenance costs of the building in their operations budget. However, to complete this project, Heart of the City is seeking funding sources to complete this project for the storefront of the Resource Center and the waiting area. Once the project is complete, Grace Chapel will continue providing the upkeep and maintenance services.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

The project's design is to give a safe environment for the community, volunteers, and staff serving vulnerable populations. Frequently, potential clients coming through our doors are highly stressed and in crisis. The change to the entrance allows better visibility and space to allow for a safe space for clientele. It also allows separate entries for those seeking professional counseling services and those needing the resource center.

We have a Counseling Internship Program, utilizing counselors from local universities to provide low-cost counseling services in the community. The Heart of the City counseling services provide both private and low-cost counseling. Our counseling internship program provided 213 hours of counseling to individuals in the community in 2022.

From August 2022 to October 2022, the Resource Center completed 57 out of 98 referrals for those seeking assistance, including but not limited to financial needs, basic human needs, community resources, and professional counseling. We hold events for families to pick up filled backpacks with school supplies, gift card drives, warm clothes drives, and Christmas gifts. We do not and shall not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations.

Two significant increased needs are individual walk-ins experiencing extreme loneliness and individuals/families seeking rental assistance. In most recent months we have had an increase in calls from individuals referred by Clackamas County Housing Authority (CCHA) for rental assistance because CCHA has limited resources.

With the current building design, it is hard to distinguish the different entrances of the Resource Center and the Counseling Center. Regularly, people would enter the front door of the building seeking the previous tenants because the door needed to be more visible and distinguished. It has been disruptive to counseling services, and the client is

frustrated trying to find assistance. With the increase in volume of services people are seeking, we want to streamline the services and provide the most efficient service for the community.

The current population of Wilsonville, based on the 2021 U.S. Census, is 26,519, with a poverty rate of 9.5%. With those statistics, around 2,519 residents could walk through the doors at the Heart of the City seeking resources.

How does the project serve diverse or traditionally underserved populations?

The Heart of the City serves at-risk and vulnerable populations. Potential clients must complete documentation regarding their financial needs to qualify when seeking assistance or resources. We are flexible with our financial resources to allow us to help prevent homelessness.

For example, suppose a family seeks rental assistance due to a previous medical emergency and high medical bills. In this case, we could help with the medical bill so they can pay rent or vice versa. We will also help the family find resources to give them longer-term support. We want to provide a temporary solution while they seek long-term support. Our goal is to help them not lose their home.

We offer counseling services to individuals of all ages, both low-income and private pay, to ensure we can support the mental well-being of those in need.

Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.

This project will serve anyone in the community that walks through our doors. We have a high percentage of financially vulnerable people. In Wilsonville, we serve houseless people needing resources or support services. We also help families and individuals at risk of financial instability and homelessness.

Heart of the City serves all people, youth, seniors, low-income, and/or underserved populations. Everyone who walks through our doors will benefit from our building enhancements to the entryway and waiting room. Grace Chapel, a nondenominational Wilsonville church, owns the Boberg building and funds the operations of its campus. There are no expectations or requirements for community members seeking assistance from The Heart of the City to participate in, affiliate with, or attend religious meetings to receive our services. We do not and shall not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep

Upload Budget:

[cep_grant_for_the_storefront_project_budget_.xlsx](#)

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

The CEP funds will aid the reconstruction costs of storefront entry and the waiting area. Yorke & Curtis is currently preparing an estimated quote for this project.

The reconstruction cost is around \$41,000 based on an internet search for prices of single-story projects on commercial buildings, which is \$289 per square foot. Based on Cumming's U.S. Construction Per Square Foot Data, the cost for commercial projects in the Portland Metro area is between \$277-\$377 per square foot. The \$41,000 estimate includes hard and soft costs for project completion. \$22,000 is from Grace Chapel and The Heart of the City donors, and \$20,000 of the remaining amount is from the grant with the Community Enhancement Program to complete the project cost.

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?

Grace Chapel and private community donors financially support the Heart of the City. Grace Chapel will fund the improvements to develop a visible entrance and lobby area. Its benevolence fund provides direct services in and for the community. The funds help community members with support in times of need.

The Heart of the City's annual operating budget is \$7,000. It includes the programming expenses, supplies, sliding-scale counseling services, internship programs, and basic office needs. Grace Chapel covers the ownership costs of building maintenance and staff salaries in its operations budget.

The Heart of the City also uses the benevolence fund to cover financial assistance services for direct client services. The Heart of the City is seeking support from the Community Enhancement Program to serve our clients better.

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

The proposed funding will allow us to complete the project.

Funds are available for projects after July 1, 2023. Is this project compatible with that timing? How and when might this project be implemented?

Grace Chapel will designate the funding to have the project ready to begin on or after July 1, 2023. The Heart of the City Building Team will plan and seek out contractors for the project. Grace Chapel has previously secured Yorke & Curtis for its building projects.

Our projected start date for The Heart of the City Building Storefront and Safety Project is July 1, 2023. If we secure this grant, we will follow the grant guidelines.

Project Management

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

Our anticipated project date will commence on July 1, 2023. The projected timeline for the project is six months in length, depending on the weather. We will schedule contractors, obtain permits and remove an office wall for the waiting room/lobby. It includes demolishing a wall, rebuilding the structure of the waiting area, moving the current door and closing it off, creating a half wall with a reception area, and updating the outside of the building for more cohesiveness. We will add a door closing off the reception area and a buzzer system to allow people into the educational/resource center area. There will be some landscaping and walkway construction, bringing it up to code and ADA-compliant. Finally, we will update the signage to give more visibility to the location of the entrance to the Resource Center.

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

We have yet to complete a project through the Community Enhancement Program. However, our Building Team members have completed projects for Grace Chapel in several previous Wilsonville locations before moving into their first home on Parkway Avenue in 2021.

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

The project coordination is between Grace Chapel and the Heart of the City Counseling Center and Resource Center. Grace Chapel owns the Boberg campus and is the resource center available to the greater Wilsonville community it funds. Grace Chapel has worked with York & Curtis on several remodel projects, including the renovation and addition of the Parkway campus. The Heart of the City is consulting with York & Curtis regarding updating the Resource Center's front entry. The Heart of the City and Grace Chapel will collaborate throughout the building development. The Grace Chapel Facilities Director will work with the Building Plan Coordinator to assist the Heart of the City with the project through completion.

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:

See the attachment for landowner permission.

Upgrading the entrance to The Heart of the City Resource Center will provide a cohesive curb appeal for the City of Wilsonville. It will also give the City's vulnerable population a place that is welcoming, safe and gives a sense of dignity. We want to treat everyone who walks through our door with dignity and respect. We also want our volunteers to feel safe and, welcome, proud to serve our community.

The Resource Center moved locations within its building to the west side, and its entrance is now closed-off and needs to be clarified. There is no waiting area or front desk/reception area to make it welcoming. Also, the entry needs to be visible to the road. Since Counseling services are available on the east side of the building, we want to distinguish between the two, so our clients know where the Resource Center is. Grace Chapel believes both programs are vital to the well-being of Wilsonville. They support the changes to the Boberg Campus, knowing it will help the community it serves.

Do you have currently have an active CEP grant?

No

If yes, will you be seeking and exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote of inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Lyn Whelchel

Date Signed: Thu 1/12/23

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

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CITY INFO

Phone: 503-682-1011
Fax: 503-682-1015
After hours emergency:
1-866-252-3614
[Email](#)
[Staff Directory](#)
City Hall Address:
29799 SW Town Center Loop E
Wilsonville, OR 97070

[Staff Login](#)

SITE INFO

- [Home - City of Wilsonville](#)
- [Home - Economic Development](#)
- [Home - Parks & Rec](#)
- [Home - Public Library](#)
- [Home - Transit \(SMART\)](#)
- [Sitemap](#)
- [Dashboard](#)
- [Logout](#)
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Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services				
Supplies	3,000	3,300		
Capital				
Materials	14,000	15,400		
Other (please explain) contract services, possible hard and soft cost, landscaping, site equipment, land leveling, LEED certification, employee training, and concrete foundation, taxes, contracts, legal fees, architectural design, insurance	3,000	3,300		
Total	20000	22000	0	0

Total Estimated Cost **\$20,000** 22,000
 % of Total Budget provided
 by Sponsor \$

based on the average cost
 per sq ft for construction on
 commercial building is
 \$289; Cummings U.S
 Construction Per Square
 foot Data at

[https://insights.cumming-
 group.com/costs-per-
 square-foot/](https://insights.cumming-group.com/costs-per-square-foot/)

42,000



Project: **Heart of the City - Boberg Campus**
Location: 28925 Sw Boberg Road, Wilsonville, OR
Owner: Heart of the City
Architect: N/A

Estimate No.: 1.0
Date: January 13, 2023
Estimator: Erik Timmons

Project Description:

This project is to replace an existing entrance to the building with a storefront door in the existing opening and add a fabric awning above it. This work will not include any other exterior work to the building. Shower room and Laundry facility work assumes all services to the building are sized appropriately for the expansion. No other work is included in this estimate.

Item	Quantity	Unit Price	Price	Comments
Revised Resource Center Entrance	1 Is	\$20,000.00	\$20,000	Includes New Storefront & Fabric Awning
New Shower Room	1 Is	\$15,000.00	\$15,000	
New Laundry Hookups	1 Is	\$25,000.00	\$25,000	Does not include Laundry equipment
Subtotal			\$60,000	
Contingency		10.00%	\$6,000	
GCs		15.00%	\$9,900	
Markups		20.00%	\$15,180	
			\$91,080	

Thank you!

Sincerely,



Erik Timmons

January 13, 2023

City of Wilsonville
Attn: Zoe Mombert
Project Coordinator
29799 SW Town Center Loop E
Wilsonville, OR 97070

Re: Community Enhancement Program Grant for Grace Chapel

To the Community Enhancement Committee:

Jeff Chase, the lead Elder and Mike Tatlock, the lead Pastor of Grace Chapel approve of our Community Outreach Center, The Heart of the City, to apply for the CEP Grant to assist in the Heart of the City Building Storefront and Safety Project with the City of Wilsonville.

Our heart beat for Heart of the City is to be a resource for our entire community, There are no expectations or requirements for community members seeking assistance from The Heart of the City to participate in, affiliate with, or attend religious meetings to receive our services. We do not and shall not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations.

We are excited to begin this project in the summer of 2023.

We are available if you have any questions.

With gratitude,



Jeff Chase
Lead Elder



Mike Tatlock
Lead Pastor

Grant CEP 2023 Storefront Response Questions

How were the project costs estimated? The cost estimates need to be done by a contractor and resubmitted, staff is very concerned that the scope is too large for the current budget. (The project will likely require planning review for a sign and building permits which both have fees associated with them.)

Initially we looked on the internet to look at average costs for construction and we talked with York and Curtis, Inc. about a rough estimate.

Initially the cost estimates were determined to be

York and Curtis, Inc. rough estimate is included as an attachment.

Have you spoken to the building department about permit costs; the cost of permits is based on project valuation.

The contractors, York and Curtis, Inc said they would be the ones to handle this with the city.

Have you talked to the planning department about sign permits and fees?

The contractors, York and Curtis, Inc said they would be the ones to handle this with the city.

How will the building improvements benefit clients?

The Resource Center opened up in the back of the building on January 9th, 2023. Since it opened to the public, we've had clients searching for the entrance to the building. Also when they find the entrance they have to ring a doorbell for someone to let them in. In the past week and a half, at least 5 clients were wandering in the parking lot, trying to figure out how to get into the building. We had volunteer training, with 3 potential volunteers, with 2 new Wilsonville community members struggling to find the entrance. The building improvements will benefit the clients by ensuring they don't walk away from getting services before even meeting us. It will make the process of getting services easier, because our entryway will be safer and more efficient to access.

The improvements to the building provide efficiency and accessibility to services for people in the Wilsonville community. Why is this important? Clients are struggling financially, stressed and generally have limited time to see us. This affects if they are able to get services or give up. For some of the Wilsonville community, it means they are facing evictions. We are one of the last resources they seek to prevent from becoming homeless. Recently we have been directing community members seeking rental assistance to apply for Clackamas Housing Authority, CHA, for longer term

solutions. But, CHA is having an influx of inquiries causing delays in response time, per their website. So we have provided temporary rental assistance until clients can find longer term solutions. When those clients have access to our building we have a chance to help them get the services they need efficiently. Same with the houseless community, when they are seeking for services, having visibility and accessibility is essential for them to access services. We had two families reach out for services, needing personal items. Both were having to schedule times to pick up items, because our door is locked. Prior to the move, walk-ins regularly occurred, allowing us to give out essential needs, like blankets and warm clothing, especially in the winter.

For our community volunteers it is a place they are looking to become connected in the community. During that training, both people expressed they wanted to start volunteering to become connected in the community. For our volunteers, safety is generally one of the biggest concerns, especially when we are one of the locations in Wilsonville, our homeless population come to seek support. Although we don't have a large population of belligerent people walking through our doors. The fear is there because our geographic region has unfortunately had negative experiences or media coverage that reinforce this fear. We try our best to make our volunteers feel safe, because we need them to help increase our programs at the Heart of the City. We have one full time staff and one part time contracted staff. Meaning most of our programs and services are impacted greatly by the number of volunteers we have. We cannot leave our doors open if we don't have enough volunteers when staff is in the community. When our doors are closed we are missing families that need help in Wilsonville. At the current time, most volunteers leave the door locked while they are here because of the current set up of the entryway. This again is because you cannot see the entrance from where the volunteers sit because of the current layout of the storefront. That means they don't know who is walking through the door. The change to the storefront will allow them to see, leaving the door open and allowing more walk-ins the opportunity to seek assistance.

We plan to utilize the waiting room with a resource library with local agencies' information. That way community members can self advocate and discover programs and resources available to them in the community and surrounding areas. A few of the resources we include are mental health resources, domestic violence, veteran services to name a few, with the intention to cover an array of resources. At times, clients may walk through our doors not wanting to discuss certain needs, but would be willing to grab a flier to help them find the services they need. It also helps having a resource library area so when clients mention certain services, we can give them information and educate about questions they may have on the process of getting resources. Part of our mission is to help the whole person and the community in which we value connecting

people with resources and vice versa. The waiting area gives us space to provide clients with these services.

Will you be able to provide additional services with the improvements?

As mentioned earlier, by adding the improvements to the storefront and the waiting area we would immediately be able to expand on our resource library in the waiting area. It will give us opportunities to utilize our volunteers, hopefully expanding that program and creating classes in the resource area to offer to clients. It will allow us to be accessible for walk-in clients because our doors and waiting area will allow for the doors to remain unlocked during business hours. We want to expand our hours, but we need more volunteers. The entryway makes a difference with our volunteers, because currently we conduct most business, technologically and by appointment since our doors are locked and require ringing a doorbell. This is limiting the use of volunteers, as well as, limiting access to walk-in clients. With the doors open, our volunteers can have a more active role with the community, which builds community empathy. The best way to build community empathy is through direct services, face to face contact. This overall helps community members as it is a factor in community development. These volunteers are also community members that become empathetic to their communities needs, especially the needs of the vulnerable.

We can expand on our other programs at The Heart of the City with the entrance and waiting area. Like our counseling services are working to expand adding a child therapy room. Although they are in another area of the building, this separation of the counseling services and resource services allows us to meet specific needs for clients, while not interrupting the services of others. The resource center started a basic needs section in the resource area. When people need clothing, basic food supplies (until they can get to Wilsonville Community Shares food bank), toiletries, among other items they can come to us and get some assistance. We want to continue to expand with future plans of having laundry services and a shower to help people with job readiness or emergency situations. The change in our storefront and waiting area will be the start of giving us space for clients to receive these services. A space to wait until it is their turn to access services we provide or plan to provide.

How will the improvements serve or improve client experience?

The change in the storefront will allow us to keep the building open at all times during business hours. Again, as mentioned before the current system is our door is locked with a doorbell to get service. The waiting area will have the resource library section for clients to self advocate and educate themselves on services in the surrounding area. The waiting area will be a place we can greet and welcome clients, while allowing us to serve other clients in the resource area. The area will be more accessible and inviting to

potential clients, initiating a process of client dignity. This will improve the counseling area for clients to have a separate quieter space providing privacy and dignity to those community members. It will improve the accessibility and efficiency of services. A client's services do get delayed because of the current layout. It is harder to do walk-in services and get the help they need. We often have community members stop by our office during a lunch break to see if we can help. They have limited time and the time taken away trying to locate our office and figure out how to get in the building limits the time they could have gotten additional help or information. With our current increase in people seeking rental assistance and threats of evictions, time becomes a big issue for some of our clients.

How will this project increase the number of people served?

With our current setup, the entry door to the Resource Center is locked at all times with a doorbell to ring for someone to let them in. We want to be able to have our door accessible for someone to feel they can walk in to be greeted by front desk personnel. By changing the storefront and changing the front office area into a waiting area it will be inviting for potential clients. It will make it accessible, where people do not have to ring a doorbell but can enter the building, be greeted by someone and efficiently start the process of receiving services. We want to open up freely to the serve community. A snapshot of the difference we are seeing in the amount of people seeking assistance has changed. Last January we had 18 requests for services, assisting 13 financially, this January we had 30 requests. Of those 30 requests we referred 4, financially assisted 11, and are still working with the remainder of the requests. Some of our current delays have been related to accessibility to our building. Our building has a feeling of "being closed" even when we are open. We want to change that to help our community. We want to help our community address issues involving risks of poverty and homelessness. Often, services to help those at risk are difficult to find and receive. Currently Clackamas County Services stated on their website, "Staff will call or text you as soon as possible to set up a phone screening. At times, it could take up to 5 weeks to receive a call back." (<https://www.clackamas.us/communitydevelopment/cccha.html>). With such high volumes of families seeking housing assistance, we have been able to provide temporary support with rent while waiting to get these services. It is important for our community to have the best accessibility to get them.

It will allow us to keep our office doors open for easy access to services. As mentioned earlier, currently our door stays locked and we have a doorbell system for when people need to visit the office. We would like to keep the office door unlocked and accessible throughout the day. The increased visibility with the new storefront will further our accessibility.

Project 2:
Friends of the Library Book
Bank

Wilsonville-Metro Community Enhancement Program

Project Assessment by City Staff

Project Title Library Book Bike

Reviewed By Brian Stevenson, Zach Weigel, Dan Pauly, Sarah Roller, Dustin Schull, Kerry Rappold, Chris Neamtzu, Kelsey Lewis and Zoe Mombert Date 1/20/23

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

Eligible: Meets both eligibility criteria and program goals; **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

Appropriate: The project appears to be of community value and is supported by staff as appropriate.

Inappropriate: The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

- (a) * The project location is in the city limits of the City of Wilsonville
-
- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
 - A school or institution of higher learning; or
 - A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.
-
- (c) * The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) * The project must not promote or inhibit religion.
- (e) * The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f) For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

- (a) Improve the appearance or environmental quality of the community.
- (b) Reduce the amount or toxicity of waste.
- (c) Increase reuse and recycling opportunities.
- (d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having IRS 501(c)(3) tax-exempt status.
- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and opportunities to enjoy them.
- (f) Result in improvement to, or an increase in, recreational areas and programs.
- (g) Result in improvement in safety.

- (h) Benefit youth, seniors, low income persons or underserved populations

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *The project will get books to more community members by going to them.*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response *Appears reasonable.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *The bike may require regular maintenance to be provided by the Library.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *N/A*

Issue 5 Does the project appear to have community support?

Response *Support is anticipated as it was helps the Library meet their strategic goals and sustainability goals.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *Consistent with the Library's strategic goals.*

4. Preferences for Consideration

Preference will be given to projects which meet one (1) or more of these project characteristics.

- (a) Grant requests that do not exceed \$20,000.
- (b) Meet more than one goal.
- (c) Projects including a financial or in kind match.
- (d) Benefit diverse or traditionally underserved populations.

Questions for the applicant:

Suggestion:



Search

Submission #2

[Print](#) [Resend e-mails](#)

[Previous submission](#) [Next submission](#)

Submission information

Form: **2023 Project Nomination Form–Community Enhancement Program**
Submitted by Visitor (not verified)
Thu, 01/12/2023 - 10:09am
198.236.192.245

Applicant Information

Sponsor:
Wilsonville Friends of the Library

Tax ID#
93-0813402

Contact Person:
Katie Howe, Board President

Daytime Phone:
503-779-5005

Email Address:
kthow2014@gmail.com

Address:

8200 SW Wilsonville Rd

City:

Wilsonville

State:

OR

Zip code:

97070

Type of Organization:

A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status

Project Information**Project Title:**

Library Book Bike

Amount Requested:

\$ 6,250.00

Mark all of the goals below which your project meets and explain how in the boxes below:

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

How project meets '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' (be clear & specific)

The Library Book Bike will provide a collaborative connection between the Friends and the library. The bike will allow the Friends to support library programs and services in an outreach capacity.

How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)

The book bike helps broaden access to all members of the Wilsonville community, regardless of age or income.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

Electric-assist Book Bike containing books, activity sets, library card sign-up. Project starts after purchase 7-1-23. The project is ongoing.

Where would the project be located and who owns the property if applicable?

The Wilsonville Friends of the Library would own the Book Bike. The Book Bike will be displayed and secured in the library when it is not being used at local events.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

The Book Bike would be used on private land only with the property owner's approval.

What impact might the project have on nearby homes and businesses?

The Book Bike is not expected to have an impact on nearby homes and businesses.

What kind of on-going maintenance needs and costs might be required by the project?

Estimated up to \$500/year.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

We anticipate the Book Bike will have a positive impact on our community members. This project will provide an outreach service with high visibility as we travel to community and local events. This will help us promote library services and contact citizens who may not be library card holders. In this regard, we could be reaching an additional 6,500 Wilsonville residents who do not have library cards.

How does the project serve diverse or traditionally underserved populations?

Because it is mobile, the Book Bike will bring library services to people who might not otherwise use the library building. We are planning to target many community events and connect with new residents, preschools, and schools. Sample calendar will be sent under a separate attachment.

Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.

Aligning with the Library's strategic plan, the Book Bike project would look for opportunities to reach the Spanish-speaking population of Wilsonville. The Book Bike would be available for events serving a wide range of cultural and ethnic groups. This project will also help reduce socioeconomic barriers that may dissuade community members from using library services.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep

Upload Budget:

[book_bike_budget.xlsx](#)

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

Costs estimated via product on-line research and email correspondence with book bike vendors and other libraries who have book bikes.

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, secure funding for Sponsor's share with up to \$6,250.00 in current bank funds set aside by Sponsor's Board of Directors.

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

Project will be completed with proposed funding. On-going maintenance costs will be arranged with the Wilsonville Friends of the Library and the Library.

Funds are available for projects after July 1, 2023. Is this project compatible with that timing? How and when might this project be implemented?

Yes, project compatible with timing. Once ordered and operational, the Book Bike could be immediately implemented.

Project Management

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

Communicate with other libraries that have established book bike programs- by 6-30-23

Coordinate and finalize a time-line for ordering and start of service date with book bike

vendors. Pending funding approval - by 7-31-23

Design a graphic for the Book Bike wrap. Pending funding approval - by 7-31-23.

Finalize the WFOL and Wilsonville Library operational agreement - by 7-31-23

Schedule library staff training and safety procedures. Pending bike delivery.

Purchase promotional materials and other equipment as needed. Pending funding - by 8-31-23.

Finalize Events Calendar- by 8-31-23.

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

The Library staff has extensive experience managing on-going, diverse outreach activities in Wilsonville.

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

The Book Bike project will coordinate with Wilsonville Public Library staff to select materials to be provided, and staffing at events. A letter from the Library Director, Shasta Sasser, confirming coordination between the two groups will be sent under a separate attachment.

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 book bike will be used on public property.

Do you currently have an active CEP grant?

No

If yes, will you be seeking an exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Katie Howe

Date Signed: Thu 1/12/23

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification

will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

[Previous submission](#) Next submission

Select Language 

TOP REQUESTS

- Job Opportunities
- Utility Billing
- Bids & Proposals
- Permits & Licenses
- Police
- Mayor & City Council
- City Projects
- Contact Us

CURRENT INFO

- Agendas & Minutes
- Boones Ferry Messenger
- Calendar
- Let's Talk, Wilsonville!
- News
- Public Hearing Notices
- Social Media
- Subscribe
- Wilsonville TV

CITY INFO

Phone: 503-682-1011
Fax: 503-682-1015

After hours emergency:

1-866-252-3614

[Email](#)

[Staff Directory](#)

City Hall Address:

29799 SW Town Center Loop E

Wilsonville, OR 97070

[Staff Login](#)

SITE INFO

[Home - City of Wilsonville](#)

[Home - Economic Development](#)

[Home - Parks & Rec](#)

[Home - Public Library](#)

[Home - Transit \(SMART\)](#)

[Sitemap](#)

[Dashboard](#)

[Logout](#)

[Privacy Policy & Disclaimer](#)

[Accessibility](#)

Wilsonville Public Library

8200 SW Wilsonville Road

Wilsonville, Oregon 97070

Phone: 503-682-2744

Fax: 503-682-8685

Dear Community Enhancement Grant Committee,

January 12, 2023

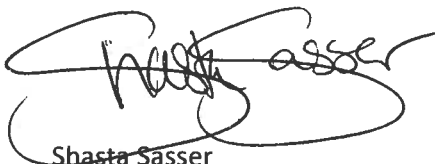
The library is committed to serving the residents of Wilsonville both inside and outside of the library. As such, the library fully supports the grant application for a book bike submitted by the Wilsonville Friends of the Library (Friends). While the Friends would own the bike, the library is eager and willing to take on the responsibility of managing the bike's implementation and use (staffing the bike, materials selection, marketing and promotion, maintenance, and determining the bike's calendar). The library shares a close relationship with the Friends and we are confident that this endeavor will enhance the lives of Wilsonville residents.

The book bike project aligns with several of the library's strategic plan goals including enhancing services and resources, raising awareness of the library, extending access to library services, increasing library resources. The book bike will help the library's endeavors to extend more outreach to the Latinx community and broaden partnerships within the community. It will also assist in helping the library reach non-library users in the community by meeting them where they are.

While the library attends many outreach events already, the book bike will allow everything to be contained and ready to go. Staff can check materials in and out, set up new library cards, and help with account issues all right there on site and in the moment. The book bike also has room for displays, where librarians can encourage the love of reading out in the community.

The Wilsonville Library wholeheartedly supports the Wilsonville Friends of the Library's grant application.

Thank you,

A handwritten signature in black ink, appearing to read "Shasta Sasser", written over a large, loopy flourish.

Shasta Sasser

Library Director

Wilsonville Public Library

8200 SW Wilsonville RD

Wilsonville, OR

97070

BookBike Calendar

February	Winter Walk to School Day - SMART
March	City Egg Hunt
April	Bike Tune-ups! Wilsonville Library Repair Fair
April	Earth Day Walk+Roll - SMART
April	SMART Learn-to-Ride Bike Clinics
May	National Bike Month
May	Walk + Roll Challenge
June	Summer Reading Sign ups! Roll with us!
June	City Arts Festival
June	Juneteenth Celebration
July	Farmers Market
August	National Book Lovers Day - Honk for Books!
August	Movies in the Park
September	ALA National Library Card Sign up Month
October	International Walk and Roll to School Day
October	Wilsonville Harvest Festival
October	Dolly Parton Imagination Library
November	Ruby Bridges Walk to School Day - SMART
December	Community Tree Lighting

Other Opportunities

Deliver flyers and posters for library events to businesses
Preschool Board Book Deliveries - Saying HI!
Community Lunches at Senior Center
Little Library visits
Community Garden
City Dog Park



Item	Cost	Notes	Link
Bike	3550	Quote from Icicle	
Electric Assist	1200	Quote from Icicle	
Book Bike Shipping	600	Quote from Icicle	
Custom Graphics/Wrap	500	estimate	
Reflective Vests with custom logo	60		https://www.amazon.com/Customize-Pockets-Reflective-Visibility-Workwear/dp/B09JWLRCGP/ref=sr_1_1_sspa?keywords=custom%2Bsafety%2Bvest&qid=1
Helmets (3 sizes)	320		https://www.rei.com/product/171282/bontrager-starvos-wavecel-cycling-helmet
Rain Gear for Biking (3 sets)	840	jackets, rain pants	https://www.rei.com/product/175338/rei-co-op-junction-cycling-rain-jacket-mens https://www.rei.com/product/889701/showers-pass-transit-bike-pants-mens
Bike Repair Kit	50		https://www.amazon.com/Portable-Inflator-Maintenance-Essentials-Emergency/dp/B079K5N7KF/ref=sr_1_5?crd=3FF8GW2I5NI06&keywords=bicycle+repair
Book Bike Cover	120		https://www.amazon.com/Badass-Moto-Waterproof-Motorcycle-Accessories/dp/B0B1S1YS7F/ref=sr_1_2_sspa?keywords=trike%2Bcover&qid=1673374503&e
Outdoor Mat	65		https://www.amazon.com/CGEAR-Comfort-Mat-Sand-Free-Technology/dp/B09S547822/ref=sxin_24_pa_sp_search_thematic_sspa?content-id=amzn1.sym.3e
Attachable Custom Flag	100	estimate	
Laptop	2000	City IT will order	
Hotspot	200	~\$40/per month see Verizon	https://www.bestbuy.com/site/verizon-jetpack-mifi-8800l-4g-lte-mobile-hotspot-gray/6337080.p?skuld=6337080&ref=212&loc=1&extStoreId=1422&ref=212&loc
Barcode Scanner	400	LINCC will order	
Shade Umbrella	30		https://www.amazon.com/AlveyTech-Universal-Umbrella-Holder-Scooters/dp/B08XY7ZGXF/ref=sr_1_3?crd=VG2TYHSUDXEP&keywords=bike+shade+umbr
Bike Light - front	20		https://www.amazon.com/BLITZU-Rechargeable-Powerful-Headlight-Flashlight/dp/B014QEWX2I/ref=sr_1_1_sspa?crd=6V403QKCK96B&keywords=bike+ligh
Book Light - back	20		https://www.amazon.com/AaiLucky-Rechargeable-Heart-Shape-Flashlight-Waterproof/dp/B08863TW7T/ref=sr_1_51?crd=1FBGV1UBO9R9Q&keywords=bike
Bluetooth speaker	60		https://www.amazon.com/Sony-SRS-XB13-Waterproof-Bluetooth-SRSXB13/dp/B08ZJ1QLCW/ref=sr_1_13?crd=1NF2VF6VHSRKA&keywords=portable%2Bbl
Megaphone	60		https://www.amazon.com/MyMealivos-Megaphone-Detachable-Microphone-Lightweight/dp/B07MXCXCTT/ref=sr_1_1_sspa?crd=YSK64GVVZXC8&keywords
Party Light	20		https://www.amazon.com/s?k=rechargeable+party+light&crd=3R2TUKHSFXZNS&srefix=rechargeable+party+light%2Caps%2C166&ref=nb_sb_noss_1
Travel sized first aid kit	20		https://www.amazon.com/First-Pieces-Water-Resistant-Shell-Small/dp/B0974SGHVP/ref=sr_1_7?crd=1XJ34M8I734ZH&keywords=travel%2Bfirst%2Baid%2E
Handlebar Mirror	25		https://www.amazon.com/Hafny-Handlebar-Mirror-Blast-Resistant-HF-MR095/dp/B06XWRMZZF/ref=sxin_15_b2b_sx_top_picks_acb?content-id=amzn1.sym.
Lock box	20		https://www.amazon.com/Xydstay-Book-Safe-Combination-Lock/dp/B08GC7D95J/ref=sxin_17_ac_d_hl?ac_md=5-2-S2V5-ac_d_hl_hl_rf&content-id=amzn1.s
Traffic cones	20		https://www.amazon.com/Alyoen-Training-Basketball-Practice-Obstacle/dp/B07BJ2VXLQ/ref=sr_1_25?crd=1SU6KHXRNX5SM&keywords=bicycle%2Broadsi
Roadside Flares	40		https://www.amazon.com/Tobfit-Emergency-Roadside-Flashing-Batteries/dp/B07K3YFMVH/ref=sr_1_25?crd=EH7CZE6DK5HC&keywords=flares&qid=16730
Giant Library Card	50		https://www.ala.org/ala/pio/campaign/prtools/supersizedlibrary.htm
with logo	300	estimate	
Gloves (3 pair, various sizes)	150		https://www.rei.com/product/177955/rei-co-op-junction-wind-cycling-gloves
Waterproof Helmet Cover (2)	60		https://www.amazon.com/GripGrab-Waterproof-Windproof-Reflective-High-Visibility/dp/B00NNHBTKC/ref=sr_1_5?keywords=cycling%2Bhelmet%2Bcover&qid
Matt to secure when on display	50		
Bike Lock + 4' cable	100		
Bike Bell	5		https://www.amazon.com/Schwinn-Bell-Colors-Black-Chrome/dp/B000OMQ5LC/ref=sr_1_6?crd=3R8CNJG6NFFF3&keywords=bike+bells+for+adults&qid=1
Backpack	70		https://www.amazon.com/dp/B07DQ6GVC?linkCode=oji&tag=bicycling-auto-20&ascsubtag=%5Bartid%7C2143.g.25007509%5Bsrc%7C%5Bch%7C%5Blt%
Battery Pack (lap top/phone charging)	200	Goal Zero	https://www.goalzero.com/collections/portable-power/products/new-sherpa-100pd-wireless-power-bank
	11325	Total	
	12458	Total plus 10% contingency	

Project 3:
Arts, Culture and Heritage Committee
Memorial Park Skate Park Mural

Wilsonville-Metro Community Enhancement Program

Project Assessment by City Staff

Project Title Memorial Park Skate Park Mural

Reviewed By Brian Stevenson, Zach Weigel, Dan Pauly, Sarah Roller, Dustin Schull, Kerry Rappold, Chris Neamtzu, Kelsey Lewis and Zoe Mombert Date 1/20/23

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

Eligible: Meets both eligibility criteria and program goals; **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

Appropriate: The project appears to be of community value and is supported by staff as appropriate.

Inappropriate: The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

(a) * The project location is in the city limits of the City of Wilsonville

(b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):

A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or

A school or institution of higher learning; or

A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

(c) * The project funds do not replace any other readily available source of federal, state, local or regional funds.

(d) * The project must not promote or inhibit religion.

(e) * The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.

(f) For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

(a) Improve the appearance or environmental quality of the community.

(b) Reduce the amount or toxicity of waste.

(c) Increase reuse and recycling opportunities.

(d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having IRS 501(c)(3) tax-exempt status.

(e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and opportunities to enjoy them.

(f) Result in improvement to, or an increase in, recreational areas and programs.

(g) Result in improvement in safety.

- (h) Benefit youth, seniors, low income persons or underserved populations

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *The project will beautify a currently blank wall at the Memorial Park Skate Park.*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response *Appears reasonable.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *There could be some clean up required, however there has not been any vandalism or extra upkeep at the skate park so far. Any cleanup or maintenance would come from the parks maintenance budget.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *N/A*

Issue 5 Does the project appear to have community support?

Response *The skate park community is supportive as well as the Arts, Culture and Heritage Committee as they are interested in increasing community art and working on a project as their program gets off the ground.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *Consistent with the Arts, Culture and Heritage Strategy.*

4. Preferences for Consideration

Preference will be given to projects which meet one (1) or more of these project characteristics.

- (a) Grant requests that do not exceed \$20,000.
- (b) Meet more than one goal.
- (c) Projects including a financial or in kind match.
- (d) Benefit diverse or traditionally underserved populations.

Questions for the applicant:

Suggestion:



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Submission #4

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Submission information

Form: **2023 Project Nomination Form–Community Enhancement Program**

Submitted by Visitor (not verified)

Fri, 01/13/2023 - 3:50pm

73.164.201.215

Applicant Information

Sponsor:

Erika Valentine, City of Wilsonville Arts & Culture Program Coordinator

Tax ID#

Contact Person:

Erika Valentine

Daytime Phone:

503-570-1629

Email Address:

evalentine@ci.wilsonville.or.us

Address:

29600 Park Pl.



Zip code:

97070

Type of Organization:

A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

Project Information

Project Title:

Memorial Park Skate Park Mural

Amount Requested:

\$ 20,000.00

Mark all of the goals below which your project meets and explain how in the boxes below:

- Improve the appearance or environmental quality of the community
- Result in improvement to, or an increase in, recreational areas and programs
- Benefit youth, seniors, low income persons and/or underserved populations

How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)

Artwork will liven up the space and park, create a greater sense of community, and get people talking about a new element of the park. Artwork improves the appearance of a space by adding creativity and color to a space.

How project meets 'Result in improvement to, or an increase in, recreational areas and programs' (be clear & specific)

There is not currently any art within Memorial Park. By adding a new mural to the Skate Park in Memorial Park the area is being enhanced and improved. Murals often bring new people to the space (whether skaters or not), can serve as a photo-op, and bring more artists/art supporters to the space.

How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)



Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

The CEP funds will be utilized to commission a talented and qualified local artist(s) to create an artistic mural at the skate park within Memorial Park. Memorial Park is the city's oldest and largest park. The park contains both active and passive use areas, and includes significant natural areas with an extensive trail system.

The site contains all of the athletic fields owned by the city, which are heavily used by local organizations. In addition to the skate park, other active recreation facilities at the park include basketball courts, tennis courts, pickleball courts, and a sand volleyball court. Memorial Park is also home to dog park area and community garden.

The sites two reservable group picnic areas, the River Shelter and Forest Shelter, are well used and booked throughout the spring and summer seasons for events such as corporate picnics and private parties. A centrally located, non-reservable picnic shelter is also very popular for ball game gatherings, smaller birthday parties, family events, and other activities.

The Skate Park was recently rebuilt and renovated, resulting in a new Skate Park that opened in the summer of 2023.

The mural at the Skate Park will be on all outward or side facing walls and visible by all traffic that enters the Park. No portion in the bowl/inside will be painted where people skate as this can create a slicker surface for skaters as well as can be damaged at a quicker rate due to the constant use of it.

The CEP funds will be utilized to fund the entirety of the mural project, which will be awarded to one artist or team of artists. This selection process would go through a RFQ process, which the City's newly formed Arts, Culture and Heritage Commission would be screening and selecting. The CEP funds would allow the City of Wilsonville to support a local artist(s) to create a mural for the entire community to enjoy. Featuring art in the park would also enliven the space. The funding would be going directly to the artist and/or artist team for their design proposal, supplies, and appropriate artist stipend for a project of this scale. The Arts, Culture and Heritage Commission will be establishing Public Art best practices and policies which the City does not currently have. These policies would be approved and in place prior to the RFQ process starting.



to gather knowledge on types of artwork, designs, themes that are desired.

Aug - Sept 2023 RFQ released for artist qualifications, ACHC to review and score qualifications and make recommendations.

Oct - Nov 2023 Top artists from RFQ process identified and invited back to the community to engage with skate community, prior to creating their site-specific design proposals.

Jan - Feb 2024 Top artists site-specific design proposals are due for ACHC and Community review. Skate Community invited to this review process as well as other potential stakeholders (i.e Parks and Rec Advisory Board).

March 2024 Artist selected, contract executed

April 2024 and onward painting taking place which is weather dependent. Completion by June 2024.

Where would the project be located and who owns the property if applicable?

The skate park at Memorial Park, owned by the City of Wilsonville.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

Property is owned by City of Wilsonville.

What impact might the project have on nearby homes and businesses?

The location of the skate park itself is not visible by any homes or businesses. However by having art within the park, the art would liven up the space making it more colorful and exciting to park go-ers and skaters.

What kind of on-going maintenance needs and costs might be required by the project?

A proper Anti-graffiti coating will be completed on the mural. This should remedy most issues that may come up as the anti-graffiti creates a barrier and makes any vandalism (pen, graffiti, etc.) easy to wipe off. Historically it is known that public art actually deters graffiti-like vandalism, due to a mutual respect of not damaging an artists work. Most tagging-like vandalism occurs where there is not art.



The entire Wilsonville Community will benefit from this project, especially the skaters who represented many minority groups.

How does the project serve diverse or traditionally underserved populations?

Memorial Park is a huge hub of the Community for both Wilsonville residents and visitors from other communities. Within the park are a wide range of elements including: Disc Golf, Trails, Playground, sports fields serving youth/adults for tournaments and leagues, special events, water features, dog park, gardens, and the skatepark it self. The skate park as a stand-alone element serves a diverse and traditionally underserved population, which is why this is a desired site for a mural. Community Engagement with the skate community would be a large portion of this project to assure the skaters are in favor of the selected artwork and feel a part of the process from the beginning.

Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.

While the project does not serve a specific cultural or ethnic group, the skate park as a location is one of the places within Wilsonville that we see many different cultural and ethnic groups come together for a shared hobby of skating.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep

Upload Budget:

[project_budget_worksheet_skate_park_mural.xlsx](#)

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

A sample budget was given to local and regional Public Art Experts to assure the estimated costs are in line with current standards for muralists which is \$25/ ft2 (Skate Park total sq ft estimated 600 ft2). Feedback was received by City of Hillsboro Public Art Supervisor, the Director of local arts organization Tualatin Valley Creates, and Public Art Director of the Regional Arts and Culture Council out of Portland.

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 total cost of the project would be funding through the CEP Grant aside from City of Wilsonville Arts and Culture Program Coordinator's staff time who will be



necessary aside from minimal maintenance costs, which will be funded through a public art budget. Public art policies and procedures are being developed via the City of Wilsonville's Arts, Culture & Heritage Commission which will include best practices for maintenance.

Funds are available for projects after July 1, 2023. Is this project compatible with that timing? How and when might this project be implemented?

Yes.

June – July 2023 Initial Wilsonville & Community Outreach and engagement activities to gather knowledge on types of artwork, designs, themes that are desired.

Aug - Sept 2023 RFQ released for artist qualifications, ACHC to review and score qualifications and make recommendations.

Oct – Nov 2023 Top artists from RFQ process identified and invited back to the community to engage with skate community, prior to creating their site-specific design proposals.

Jan - Feb 2024 Top artists site-specific design proposals are due for ACHC and Community review. Skate Community invited to this review process as well as other potential stakeholders (i.e Parks and Rec Advisory Board).

March 2024 Artist selected, contract executed

April 2024 and onward painting taking place which is weather dependent. Completion by June 2024.

Project Management

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

The RFQ would be developed by City of Wilsonville Arts staff, Parks and Recreation Director, and reviewed by the ACHC. The ACHC would review the applications that come in and select the best few qualified artists and invite them to create design proposals. Once the design proposals are returned the ACHC would discuss, score and/or interview the top artists. The ACHC would invite members of the skate community and members of the DEI Committee to be a part of this process which would happen in the spring. Community engagement activities at the skate park would also be scheduled to get more input from the skate community. Once an artist/artist group is selected by late spring, and contract is fully executed, work can begin. Depending on artist schedule and weather mural should be complete in June.



projects through an Arts, Culture and Heritage Commission to assure community input is involved with art/artist selection. Additional resources include consultant Bill Flood and Hillsboro Public Art Supervisor Karl LeClair. Arts Program Development and Management as well as being the staff Liaison to the Arts, Culture and Heritage Commission are within the Arts and Culture Program Coordinator job description.

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

Success of the project will require connecting with the local skate community organizations. Because the Memorial Park Skate Park was recently improved/renovated, the Parks and Recreation department already have these connections and partnerships established.

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

Do you currently have an active CEP grant?

No

If yes, will you be seeking an exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Erika Valentine

Date Signed: Fri 1/13/23

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be



also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

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Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services (artist(s) stipend/f	15,000	1,200*		
Supplies (priming materials, brushes	3,000			
Capital				
Materials (anti graffiti coating, poster	2,000			
Other (please explain)				
Total	20000	1200	0	0

*Estimated City Staff Time

Total Estimated Cost **20,000**
 % of Total Budget provided by
 Sponsor **6%**

Project 4:
Parks Department's Murase
Arboretum

Wilsonville-Metro Community Enhancement Program

Project Assessment by City Staff

Project Title Murase Arboretum

Reviewed By Brian Stevenson, Zach Weigel, Dan Pauly, Sarah Roller, Dustin Schull, Kerry Rappold, Chris Neamtzu, Kelsey Lewis and Zoe Mombert Date 1/20/23

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

Eligible: Meets both eligibility criteria and program goals; **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

Appropriate: The project appears to be of community value and is supported by staff as appropriate.

Inappropriate: The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

- (a) * The project location is in the city limits of the City of Wilsonville

- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
 - A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
 - A school or institution of higher learning; or
 - A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

- (c) * The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) * The project must not promote or inhibit religion.
- (e) * The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f) For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

- (a) Improve the appearance or environmental quality of the community.
- (b) Reduce the amount or toxicity of waste.
- (c) Increase reuse and recycling opportunities.
- (d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having IRS 501(c)(3) tax-exempt status.
- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and opportunities to enjoy them.
- (f) Result in improvement to, or an increase in, recreational areas and programs.
- (g) Result in improvement in safety.

- (h) Benefit youth, seniors, low income persons or underserved populations

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *The project will increase the number of trees in the community and provide additional educational opportunities.*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response *Appears realistic.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *There will be an ongoing cost to prune the trees and an annual cost to add trees as well as associated signage which will be covered by the parks budget.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *N/A*

Issue 5 Does the project appear to have community support?

Response *Yes, an arboretum was included as a part of the Boones Ferry Park Master Plan which went through a public review process. Murase in Memorial Park is a better location due to the existing trees and available land.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *See above.*

4. Preferences for Consideration

Preference will be given to projects which meet one (1) or more of these project characteristics.

- (a) Grant requests that do not exceed \$20,000.
- (b) Meet more than one goal.
- (c) Projects including a financial or in kind match.
- (d) Benefit diverse or traditionally underserved populations.

Questions for the applicant:

N/A

Suggestion:

N/A



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Submission #1

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Submission information

Form: [2023 Project Nomination Form–Community Enhancement Program](#)

Submitted by Visitor (not verified)

Wed, 01/11/2023 - 8:02am

143.244.98.165

Applicant Information

Sponsor:

City of Wilsonville Parks

Tax ID#

Contact Person:

Chris Delk

Daytime Phone:

(503) 407-7398

Email Address:

cdelk@ci.wilsonville.or.us

Address:

29600 Park Pl

City:

Wilsonville

State:

Oregon

Zip code:

97070

Type of Organization:

A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

Project Information**Project Title:**

Murase Arboretum

Amount Requested:

\$ 13,000

Mark all of the goals below which your project meets and explain how in the boxes below:

- Improve the appearance or environmental quality of 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
- Benefit youth, seniors, low income persons and/or underserved populations

How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)

By installing an arboretum in Murase Plaza situated in Memorial Park, the project will improve and enhance the city's urban forest. By utilizing a passive use recreation area, the arboretum will transform a grass field into a thriving and beautiful urban forest.

How project meets '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' (be clear & specific)

Through the installation of the city's first arboretum, this project will increase public awareness of the value of tree and our urban forest. This project will also provide a unique education opportunity for all in the community to learn about forest lands.

How project meets 'Result in improvement to, or an increase in, recreational areas and programs' (be clear & specific)

This project will be taking a passive green space and will be turning it into a arboretum that will be used for informal and programed recreational opportunities.

How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)

This project will be nondiscriminatory and serve the Wilsonville community and surrounding communities. Youth, seniors, low income persons and/or underserved populations will all have the opportunity to benefit from this project.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

The Murase Plaza Arboretum project will bring a unique forestry and educational experience to the Wilsonville Community. The arboretum's first phase will feature 10 trees and a matching number of educational signs allowing the community to gain a deeper connection to Wilsonville's urban forest. Situated along an existing hard surface trail in Murase plaza this arboretum will be the first of its kind in Wilsonville and will provide an educational opportunity that exceeds a traditional arboretum.

The initial cost of 10 signs and 5 new trees for the arboretum are the driving factor behind this grant request. The city team will provide a small in-kind match to the requested funds through installation, time and the ongoing maintenance of the trees and signs.

As a part of creating the arboretum the community will be presented the opportunity to select two of the trees that go in the arboretum. This is envisioned to be an opportunity to select 2 trees out of a group of 3 pre-selected trees. A small education section will be included with each tree during the voting process giving the community an additional opportunity to learn about 6 trees even if they are not selected for the arboretum. The team is optimistic it will be able to continue adding one tree a year to the arboretum through this method as a way to continue to engage the community. . Ongoing arboretum additions could be planted in collaboration with the community each year as a celebration of Arbor Day.

Ongoing maintenance and arboretum growth would be made possible through the parks operation budget. The cost associated with starting the Murase Plaza arboretum can however not be funded out of the operation fund as it is too large of a cost for meaningful establishment. Without the assistance of the Wilsonville- Metro Community Enhancement Grant this project would not be possible.

Installation of Wilsonville's one of a kind arboretum would begin in July of 2023 with sign design and construction. Once the signs were received they would be installed for several existing trees in the arboretum space. The team would also secure the needed new trees in the summer of 2023. New trees would be planted in the winter of 2023/2024 and signs for those trees would be installed at the same time. The team expects this project, if funded, to be fully completed by May of 2024.

Where would the project be located and who owns the property if applicable?

The project will be located at Murase Plaza Park, and it's owned by the City of Wilsonville.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

N/A

What impact might the project have on nearby homes and businesses?

N/A

What kind of on-going maintenance needs and costs might be required by the project?

This project will require 2 years of hand watering to establish new trees. Furthermore, the new trees will need structural pruning in for the first 5 years. This will be done by the parks and recreation arborist. Cost for this tree maintenance will be taking out from parks operations budget.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

Every Wilsonville resident, as well surrounding community members, will benefit from this arboretum. Furthermore, local schools and community groups will have an outdoor classroom that can be used to connect students to the urban forest.

How does the project serve diverse or traditionally underserved populations?

While the Murase Plaza Arboretum does not specifically target any demographic or population it will be an amenity that all in the community will be able to enjoy and learn from. The arboretum will be a place where all members of the community, regardless of background, can engage with nature and learn about our urban forest and the valuable role trees play in all of our lives.

Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.

While the Murase Plaza Arboretum does not specifically target any cultural group or ethnic population it will be an amenity that all in the community can enjoy and learn from.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep

Upload Budget:

[murase_plaza_arboritum_budget.xlsx](#)

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

Cost were estimated based on a signage quote received in early January, and subject matter expert knowledge on tree procurement cost and install.

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?

Park operation budgets are a general fund funded. They are applied for as a part of the annual budget process.

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

This grant funding will be use create the arboretum by installing new trees and signage for those trees. Future funding for new trees and signs will come from the parks operation fund.

Funds are available for projects after July 1, 2023. Is this project compatible with that timing? How and when might this project be implemented?

If this project is fortunate to be funded, the project will begin in July when the funds are made available. This project is expected to take 10 months at a maximum and will be completed by May of 2024.

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

Enter into Sign Production Contract – July 2023

Community Survey on New Arboretum Trees – July 2023

Source and Order New Arboretum Trees – August 2023

Develop and Review Educational Arboretum Signs with Consultant – September 2023

Receive and Install Signs at Existing Arboretum Trees – October 2023

Install New Trees and Tree Signs – January 2024

Formally Open and Celebrate the Arboretum – Arbor Day 2024

This schedule should complete the project ahead of schedule and is dependent on sign production time.

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

The Wilsonville Parks Team and Wilsonville – Metro Community Enhancement Grant and Grant Committee have an excellent record of collaborative community focused projects. These past projects continue to be exemplary grant projects that are loved by the community and have even received recognition through state agency awards. Recent successful projects include The Nature Play Area in Memorial Park, The Pollinator Garden in Murase Plaza and The Community Stump Grinding project following the 2021 ice storm.

Does this project require coordination with other public and private organizations?

Has the necessary coordination been completed? If yes, please describe.

No

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

Do you currently have an active CEP grant?

Yes

If yes, will you be seeking an exception?

Yes, an exception is requested since we have an active grant and the project will not be complete by May 22, 2023.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Chris Delk

Date Signed: Wed 1/11/23

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

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Project 5:
Natural Resources
Department's Watching
Wilsonville Wildlife

Wilsonville-Metro Community Enhancement Program

Project Assessment by City Staff

Project Title Watching Wilsonville Wildlife

Reviewed By Brian Stevenson, Zach Weigel, Dan Pauly, Sarah Roller, Dustin Schull, Kerry Rappold, Chris Neamtzu, Kelsey Lewis and Zoe Mombert _____
Date 1/20/23

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

Eligible: Meets both eligibility criteria and program goals; **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

Appropriate: The project appears to be of community value and is supported by staff as appropriate.

Inappropriate: The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

(a) * The project location is in the city limits of the City of Wilsonville

(b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):

A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or

A school or institution of higher learning; or

A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

(c) * The project funds do not replace any other readily available source of federal, state, local or regional funds.

(d) * The project must not promote or inhibit religion.

(e) * The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.

(f) For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

(a) Improve the appearance or environmental quality of the community.

(b) Reduce the amount or toxicity of waste.

(c) Increase reuse and recycling opportunities.

(d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having IRS 501(c)(3) tax-exempt status.

(e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and opportunities to enjoy them.

(f) Result in improvement to, or an increase in, recreational areas and programs.

(g) Result in improvement in safety.

- (h) Benefit youth, seniors, low income persons or underserved populations

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *Nature based learning opportunity building on an existing program. This will take the program city wide. The data collected will be available for the schools as well as the greater public.*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response *Appears realistic.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *There will be an annual maintenance contract to be funded by natural resources or sponsorships. One sponsorship for ongoing costs is secured.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *N/A*

Issue 5 Does the project appear to have community support?

Response *Yes, there is school support and the engineer department often hears requests for more this type of project.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *N/A*

4. Preferences for Consideration

Preference will be given to projects which meet one (1) or more of these project characteristics.

- (a) Grant requests that do not exceed \$20,000.
- (b) Meet more than one goal.
- (c) Projects including a financial or in kind match.
- (d) Benefit diverse or traditionally underserved populations.

Questions for the applicant:

N/A

Suggestion:

N/A



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Submission #5

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Submission information

Form: **2023 Project Nomination Form–Community Enhancement Program**

Submitted by Visitor (not verified)

Fri, 01/13/2023 - 3:52pm

143.244.98.165

Applicant Information

Sponsor:

City of Wilsonville

Tax ID#

Contact Person:

Kerry Rappold

Daytime Phone:

503-570-1570

Email Address:

rappold@ci.wilsonville.or.us

Address:

29799 SW Town Center Loop E



Zip code:

97070

Type of Organization:

A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

Project Information

Project Title:

Watching Wilsonville's Wildlife

Amount Requested:

\$ 18,914

Mark all of the goals below which your project meets and explain how in the boxes below:

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

How project meets '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' (be clear & specific)

Information about the diversity and abundance of Wilsonville's wildlife will be shared with the community, which will inspire the public to do more to conserve native habitat and support local wildlife.

How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)

The project will reach a broad array of community members and focus on place- and nature-based learning opportunities in Wilsonville's schools.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:



A consultant, Samara Group, will install and maintain the cameras located on city-owned and School District property (see attached proposal). In addition, the consultant will collect, review, and organize the photos, and then work with the City to make the monitoring data available through a platform and distribution plan.

To document the progress of the project, the consultant will provide an annual summary of wildlife data collected. These updates will be designed to be public facing and engaging to a wide range of audiences. The consultant will also work with the city to ensure the updates are useful in the various outreach methods (newsletter, city website, social media etc).

For more than a decade, in cooperation with Portland State University and Samara Group, the City has documented through wildlife monitoring the extensive use and effectiveness of the Boeckman Road and Kinsman Road wildlife passages. This project will extend the network of wildlife monitoring and provide community members with a unique opportunity to learn about Wilsonville's wildlife.

The project will commence on July 1, 2023 and run for two years. It's anticipated the project will continue in subsequent years. Future funding and support may include the City, School District, grant programs, and/or sponsorships (e.g., local businesses). An annual sponsorship from a local business has already been secured. Additional sponsorships are being explored with other local businesses.

Where would the project be located and who owns the property if applicable?

The motion detect cameras will be installed on city-owned and School District property, including Memorial Park, Boones Ferry Park, Boeckman Creek corridor, Boones Ferry Primary School, and Boeckman Creek Primary School. Working with City and School District staff, the consultant will determine the best locations for the six cameras, taking into consideration viewshed, wildlife activity, and potential for theft/vandalism. Once locations are approved, the consultant will securely install the cameras.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by



What impact might the project have on nearby homes and businesses?

There will be no impact to nearby homes and businesses.

What kind of on-going maintenance needs and costs might be required by the project?

The consultant will maintain the motion detect cameras. These costs are included in the consultant's proposal.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

The project will benefit the entire community because it offers an opportunity to learn about Wilsonville's wildlife and participate in the project.

How does the project serve diverse or traditionally underserved populations?

The project will reach a broad array of community members, including diverse or traditionally underserved populations.

Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.

No.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep

Upload Budget:

[project_budget_worksheet_watching_wilsonvilles_wildlife.xlsx](#)

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

Based on project proposal provided by consultant.

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 project is sponsored by the City of Wilsonville.

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

The project will be completed with the proposed funding.



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

See attached proposal from Samara Group. The project will be managed by Kerry Rappold, Natural Resources Manager.

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

As previously noted, the City has worked with Samara Group on wildlife monitoring for more than a decade. In addition, Kerry Rappold has successfully managed previous Community Enhancement projects, which have included partnering with the School District.

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

No. See attached letter of support from the School District.

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

NA

Do you currently have an active CEP grant?

No

If yes, will you be seeking an exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Kerry Rappold

Date Signed: Fri 1/13/23



in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

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TOP REQUESTS

- Job Opportunities
- Utility Billing
- Bids & Proposals
- Permits & Licenses
- Police
- Mayor & City Council
- City Projects
- Contact Us

CURRENT INFO

- Agendas & Minutes
- Boones Ferry Messenger
- Calendar
- Let's Talk, Wilsonville!
- News



West Linn-Wilsonville School District 3Jt

Administration Building

22210 SW Stafford Rd • Tualatin, OR 97062 • (503) 673-7000 or Fax (503) 673-7001 • www.wlww.k12.or.us

To: Wilsonville-Metro Community Enhancement Program
From: Amy E. S. Schauer, CREST Director, West Linn-Wilsonville School District
Date: 6 January 2023
Re.: Wildlife camera installation on school properties and public access to images

This memorandum pertains to the proposed urban wildlife education project to be conducted via collaboration between the City of Wilsonville and West Linn-Wilsonville School District, specifically the placement of trail cameras near CREST and Boones Ferry Primary School, and Boeckman Creek Primary School. The School District is fully in agreement with the proposed project, which integrates well with our adopted Next Generation Science Standards and will directly support curriculum in grades 2, 3, 5, 7, and 9-12. Further, we believe this project will provide our students and their families with a better understanding of the diverse ecosystem in which they live, learn and work. The extensibility of the project to learning both inside and outside of school is appealing; the CREST program represents the West Linn-Wilsonville School District's commitment to connection with children and families as well as to place- and nature-based learning, and we believe that the images this project will provide will inspire a sense of wonder and appreciation for the natural world, a critical first step if children are to be empowered to protect it. The District will support the project through CREST staff by facilitating teacher and student engagement with the planning and implementation phases, as well as planning and conducting professional development sessions with teachers to collaboratively create curriculum plans using the trail camera image database, which may be shared among all schools in our district. In addition, CREST will coordinate a student art project based on the trail camera data for use in a student-published field guide to wildlife species in our community.

Director, Center for Research in Environmental Sciences and Technologies (CREST)
West Linn-Wilsonville School District



SAMARA GROUP LLC
10940 SW BARNES RD #426
PORTLAND, OR 97225
(971) 266 - 4307

City of Wilsonville

Community Wildlife Connection 2023 - 2025

Prepared by Samara Group, LLC for the City of Wilsonville

Scope of Work

Coordination and Planning Meetings

Samara Group will meet with the City of Wilsonville and additional project partners at key points during the project to coordinate, plan and prepare, and align project objectives. These meetings may take place remotely (via Zoom) or in Wilsonville at monitoring locations.

Community Member Engagement

Samara Group will work with the City of Wilsonville and project partners to develop a strategy to share information about the diversity and abundance of the city's wildlife, support partnerships with local K-12 schools and other community members, and engage with community members who are inspired to do more to support local wildlife. In order to increase awareness about this project and engage interested members of the community, Samara Group will develop media content, such as a slideshow or similar recorded presentation, based on a summary of wildlife photos collected within the City of Wilsonville. To enhance the engagement materials, Samara Group will develop a project logo and style guide, designed to complement the look and feel of the current City of Wilsonville branding. Samara Group will also work with the city to develop the best platform and distribution plan for sharing this content with community members.

Installation of Cameras

Working with the City of Wilsonville, Samara Group will determine the best locations for six remote monitoring cameras installed within, or in proximity to, Memorial Park, Boones Ferry Park, Boones Ferry Primary school, Boeckman Creek Primary school, and Boeckman Creek corridor (x2). Viewshed, wildlife activity, and potential for theft/vandalism will be considered when choosing the specific camera location at each site. Once locations have been scouted, Samara Group will securely install the cameras and maintenance activities will begin.

Camera Maintenance & Photo Data Management

Initial camera maintenance and photo data management will be conducted by Samara Group for the six cameras planned for installation. As community engagement plans are formed, the cameras located at Boones Ferry Primary school, and Boeckman

Creek Primary school may transition to being managed by associated teachers or staff, as appropriate.

Documented Engagement & Monitoring Process

At the conclusion of the contract period, in conjunction with the final annual report, Samara Group will provide detailed documentation of the activities required to continue the project, including maintenance of cameras and photo data management. This documentation will provide enough detail so that any future project lead will be able to duplicate the established student/volunteer engagement process and camera monitoring efforts.

Annual Reports

Samara Group will provide the City of Wilsonville with a progress report at the halfway point and a final report at the conclusion of the project. These reports will include a status and/or outcome of the scope items and deliverables described above.

Fee Estimate

Scope Item	Cost (\$80/hr)
Coordination and Planning Meetings	\$2,600
Community Member Engagement	\$3,600
Installation of Cameras	\$640
Camera Maintenance & Photo Data Management	\$5,850
Documented Engagement & Monitoring Process	\$2,000
Reporting (Annual Reports x2)	\$1,600
Cameras, Equipment & Accessories Cameras x4 (\$459.99 each): \$1840, Rechargeable Batteries x64 AAs (16 per pack/\$41 each): \$164, Security enclosure swivel kit x4: \$559.96, Combination locks x4: 59.96	\$2,623.92 (flat fee)
Total:	\$18,913.92



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Wildlife Camera Locations

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services	16,290			
Supplies				
Capital	2,624			
Materials				
Other (please explain)				
Total	18,914	0	0	0

Total Estimated Cost **18,914**
 % of Total Budget provided by
 Sponsor \$