

Wilsonville Community Sharing

WCS Relocation

Wilsonville-Metro Community Enhancement Program

Project Assessment by City Staff

Project Title Wilsonville Community Sharing Relocation

Reviewed By **Dan Pauly, Chris Neamtzu, Zach Weigel, Kerry Rappold, Kelsey Lewis, Brian Stevenson, Kris Ammerman_**
Date: March 11, 2025

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.

Benefit youth, seniors, low-income persons and/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 help Wilsonville Community Sharing support the community.

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

Response *Limited information was provided so it was unclear. What types of tools, technology, office supplies will be purchased and how much are these items expected to cost (please provide quotes).*

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

Response *There is not anticipated maintenance required.*

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

Response *There are no intended impacts on nearby businesses or homes.*

Issue 5 Does the project appear to have community support?

Response Wilsonville Community Sharing's services are supported by the community.

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

Response N/A

4. Does the applicant have any active Community Enhancement Grant projects, if applicable, and do they require an exemption? N A

Staff requested additional information about the requested supplies and an itemized budget. Staff were also concerned about moving costs, is this an eligible expense. (Metro confirmed this is an eligible expense.)

Published on *City of Wilsonville Oregon* (<https://www.wilsonvilleparksandrec.com>)

[Home](#) > [2025 Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #2

Submission information

Form: [2025 Project Nomination Form–Community Enhancement Program](#) ^[1]
Submitted by Visitor (not verified)
Thu, 02/20/2025 - 1:19pm
73.11.124.141

Applicant Information

Sponsor:

Wilsonville Community Sharing

Tax ID#

93-0851927

Contact Person:

Leigh Crosby

Daytime Phone:

5036826939

Email Address:

Leigh@wilsonvillecommunitysharing.org

Address:

29796 SW Town center loop E

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:

WCS relocation

Amount Requested:

\$ 11350.00

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

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

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

Community Impact: Our project is dedicated to providing critical support to youth, seniors, low-income persons, and underserved populations through our food pantry and rent and utility assistance programs. By addressing basic needs, we aim to alleviate financial stress and enhance the overall quality of life for these vulnerable groups.

Food Pantry Services: We operate a well-stocked food pantry that ensures individuals and families have access to nutritious food. Our pantry supports youth, who need healthy meals to grow and learn, and seniors, who may have limited access to fresh food. This service helps low-income individuals stretch their budgets and ensures that no one in our community goes hungry.

Rent and Utility Assistance: Our project offers rent and utility assistance to prevent homelessness and ensure safe living conditions for those in need. This program targets seniors who may be on fixed incomes, low-income families struggling to make ends meet, and underserved populations facing unexpected financial hardships. By providing financial relief, we help individuals maintain stable housing and avoid utility disconnections.

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

Organization: WCS (Wilsonville Community Services)

Purpose: Relocation to a permanent home

Timeline: July 2025 July 2026

Project Needs:

New Equipment: Modern tools and technology to support efficient operations.

Office Supplies: Essential supplies for daily operations, such as paper, pens, and other stationery.

Furniture: Comfortable and functional furniture to create a welcoming and productive environment.

Moving Assistance: Professional services to facilitate a smooth transition.

WCS is relocating to its permanent home in 2026, the move will require new equipment, office supplies, furniture and moving assistance. Project start and end dates July2025-July2026

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

The project will be located in the TOD building which will house Wilsonville Community sharing/food bank.

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.

Written permission is not needed from the landowner as it is for office equipment to fill the space

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

none

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

General maintenance and upkeep

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

Our data indicates that 4072 individuals and 1549 families used our emergency food pantry last year.

- Individuals: the number of individuals served by WCS increased by slightly more than 6 percent from 4072 in 2024 and 3817 in 2023.
- Families: The number of families saw the greatest increase with slightly more than 15 percent from 1549 families in 2024 up from 1312 families in 2023.

We anticipate the need growing over the next year and in the new location

How does the project serve diverse or traditionally underserved populations?

yes

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

We serve everyone and anyone

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep ^[2]

Upload Budget:

[project_budget_worksheet.xlsx](#) ^[3]

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

Home depot

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

We have stable funding to cover the costs as this is a reimbursement program. We have many public and private agencies that work with us.

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

This will complete our funding

Funds are available for projects after July 1, 2024. Is this project compatible with that timing? How and when might this project be implemented?

yes, the timeline is compatible as we are tentatively scheduled to move in April 2026

Identify if the project is included in an adopted Master Plan or Strategic Plan. (City of Wilsonville, school district, non-profit, etc.)

N/A

Project Management

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

Once we gain access to the building we can begin the process of acquisition of the needed furniture and additional equipment needed.

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

we have received a CEP grant many years ago. I have a lot of experience with grants and the process of reporting.

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?

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:

Leigh Crosby

Date Signed: Thu 2/20/25

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**Source URL:**<https://www.wilsonvilleparksandrec.com/node/129062/submission/64514>**Links**

[1] <https://www.wilsonvilleparksandrec.com/bc-mce/webform/2025-project-nomination-form%E2%80%93community-enhancement-program> [2] <http://www.ci.wilsonville.or.us/cep> [3] https://www.wilsonvilleparksandrec.com/system/files/webform/project_budget_worksheet.xlsx

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services				
Supplies	11,350			
Capital				
Materials				
Other (please explain)				
Total	11350	0	0	0

Total Estimated Cost

11,350

% of Total Budget provided by
Sponsor

\$