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[Home](#) > [2024 Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #4

#### Submission information

Form: [2024 Project Nomination Form–Community Enhancement Program](#) [1]  
Submitted by Visitor (not verified)  
Thu, 01/11/2024 - 3:57pm  
23.141.176.72

#### Applicant Information

**Sponsor:**

Grace Chapel

**Tax ID#**

93-1251371

**Contact Person:**

Lyn Whelchel

**Daytime Phone:**

503-582-8680

**Email Address:**

info@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:**

Client Services Accessibility Project

**Amount Requested:**

\$ \$13,259.49

**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
- Increase reuse and recycling opportunities
- Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code
- Result in 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 is a non-profit organization based in Wilsonville, Oregon. Our mission is to care for and support community members needing assistance, utilizing a holistic approach that treats the whole individual. The front office of The Heart of the City serves as a welcome area for visitors, a place of rest for the physically and emotionally exhausted, and a refuge for vulnerable individuals seeking safety and support.

Our clients, particularly our transient clients, are regularly invited to sit and rest on the couches in our front office area. A moment of reprieve allows our clients to refresh, mentally and physically regroup, and prepare to engage actively with our service providers. These individuals sit on our couches as they share personal, sensitive information about their lives and request necessities, such as shoes, clothing, and food.

When clients feel comfortable and welcome, their demeanor shifts, their problem-solving skills improve, and they experience a sense of belonging. They feel safe with our staff and become more receptive to receiving assistance and resources offered at The Heart of the City.

Our clients must feel safe, comfortable, and respected to establish rapport and engage in constructive communication with our providers. New couches greatly enhance the warm, inviting atmosphere we are attempting to create and communicate to our clients that we care.

Currently, the used furniture in our waiting area is insufficient to meet the needs of our organization. The couches are worn out, fragile, and difficult to keep clean. We need furniture that is easy to clean, inviting, and professional in appearance. We plan to utilize the funds from this grant to purchase faux leather couches due to their durability, longevity, and ease of maintenance.

**How project meets 'Increase reuse and recycling opportunities' (be clear & specific)**

Our organization has experienced a significant uptick in service requests. New computers and iPads would provide immeasurable value to both our clients and staff. This technology would allow The Heart of the City to simplify the client intake process, enhance our organization's operational efficiency, and improve the overall client experience.

Using iPads in our waiting room would greatly benefit our clients directly and indirectly. Many of the individuals we serve do not have reliable access to computers, mobile phones, or other forms of technology. The availability of iPads and computers in our office will allow these individuals to fill out electronic forms and access digital systems from other organizations, including medical and financial documents.

The availability of iPads and computers would significantly reduce our environmental impact by decreasing our reliance on paper. Our staff regularly prints, stores, and transports physical documents, including data input and inventory tracking forms. iPads and computers would drastically decrease paper use in our office as we work to transfer our records online.

Furthermore, our staff members are frequently approached by individuals outside of the office setting to request additional services. Hard copies of the required forms are not always readily

available, and these requests risk being delayed, overlooked, or lost. For example, during the Gear Up 4 School event in August, a client spoke with a Heart of the City representative and expressed a need for financial assistance. The availability of technology at our events would have allowed us to address the client's concern immediately on-site. Technology enables quick initiation of the assistance process during the event, which makes the client feel attended to in real-time, enhances their experience, and aligns with a client-centered approach. The portability and convenience of iPads would allow us to access necessary documents at any time, record important information with ease, increase the accessibility of resources, streamline administrative tasks and systems, and allow staff to focus more of their time and attention on serving clients.

**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 proposed project involves the addition of Safe Lock Mailboxes to the Heart of the City, a property owned and operated by Grace Chapel and a 501(c)(3) nonprofit organization. These mailboxes measure 10 inches by 14 inches and will be affixed to the building, facilitating secure document transfer and check pickup for clients.

We contacted the Wilsonville building division to ensure compliance, anticipating a Class 1 permit requirement. The associated paperwork, estimated at \$409, will be promptly submitted upon confirmation. Sarah Pearlman from the City is working to verify if the permit is required. The approval process typically takes 7-10 business days if a permit is deemed necessary. The need for a permit was discussed with both Becky White and Sarah Pearlman from the City of Wilsonville's Planning Division to determine if we need a city permit. Both informed us the scope of this project does not require a permit. We did not include the fees in our final financial request. That correspondence is available per request.

This modest upgrade aligns with our mission to enhance client services at Heart of the City and contributes to the rehabilitation and functionality of our property. Your support will directly facilitate this improvement, enabling us to safely and efficiently serve the Wilsonville community.

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

Upgraded technology and the introduction of smart lock mailboxes contribute significantly to increased safety and security at our location. Both ensure the confidentiality of client information. Digital storage allows for improved organizational systems and electronic record keeping, which reduces environmental impact and the risk of breaches in confidential information.

Smart lock mailboxes provide a secure location for clients to pick up checks, mail, and other documents and act as a safeguard against theft. Installation of lock mailboxes aligns with our client-centered approach, as their use provides our clients increased flexibility, security, and convenience.

The furniture in our waiting room serves as a safe space for clients to center themselves and experience a sense of community. A welcoming environment contributes to a sense of security and fosters a positive and supportive atmosphere, both critical elements in initiating solution-based thinking. Comfortable and supportive furniture reduces the risk of accidents or injuries while clients wait for resources or assistance. Our current furniture is not ideal, as it is old and unstable.

By leveraging technology, implementing secure smart lock mailboxes, and providing a safe and welcoming environment with supportive furniture, the Heart of the City seeks to enhance safety measures for our clients. This comprehensive approach protects sensitive information and

ensures physical and psychological safety, contributing to an overall positive and secure experience for individuals and families seeking assistance.

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

The Heart of the City clientele comprises low-income individuals or families or experiencing housing instability. The funds from this grant will be used to purchase a locker system, iPads, computers, and furniture for the office waiting area. The benefits of each item are outlined in the sections below:

1. Furniture: Our organization regularly engages with vulnerable individuals experiencing challenging, stressful circumstances. We aim to ensure everyone who walks through the door feels like they have come home. To achieve this, our office must embody an atmosphere of safety, competence, and stability to promote emotional and mental well-being. It is equally important that our clients feel welcome and respected. The environment of our waiting area is an essential part of communicating this message to our clients. When clients arrive at The Heart of the City, they are invited to sit down on our couches while waiting. In this space, they can rest, visit with office staff and other patrons, and build rapport with our service providers. We hope every client feels a sense of belonging and support when they enter our offices. New, quality furniture will provide a comfortable place to sit and convey that help is available, that all are welcome, and that each of our clients matters and is worthy of care and assistance.

2. Technology: Nearly all communication and information systems are accessed through technology. Many of our clients lack reliable, consistent mobile phone, iPad, or computer access. This places them at a significant disadvantage, as many healthcare and financial systems are electronic. The iPads we seek to purchase will be used to increase accessibility for clients who cannot access a computer. Many of our clients experience anxiety when using technology and become overwhelmed at the prospect of filling out online forms. These individuals require assistance and support as they learn new skills and work towards increased independence. iPads are more conducive to providing proximity assistance than computers and allow staff to support individual clients appropriately as they complete intake paperwork or fill out forms for other organizations that they cannot access otherwise.

Computers are a necessary administrative tool for event planning, community outreach, client services, volunteer coordination programs, inventory tracking, and monitoring finances and donations. Currently, our office possesses two computers and a small laptop for the entirety of The Heart of the City personnel. Due to the limited number of computers, staff and volunteers cannot promptly access our database to assist with client services, retrieve information, enter data, or research resources. Adding additional computers to our offices will improve administrative function, increase efficiency, and allow our organization to promptly deliver quality services and resources to our clients.

Additionally, although we intend to reduce overall waste with technology, we require a new printer. Our current printer is an outdated model that is unreliable and often malfunctions. This results in delayed services as we attempt to repair our printer and a lack of necessary materials due to an inability to print documents promptly. We often resort to printing documents at other locations.

Increased accessibility, reliability, and efficiency are integral to the success of The Heart of the City. The funds from this grant will be partially used to streamline and augment our organization's administrative components and enhance the client experience. A functional printer and updated technology allow the organization to function optimally, increase our reach in the community, and provide more efficacious services for individuals and families.

3. Locker System: A secure mailbox locker system is necessary for the convenience and security of our clients. Currently, our organization does not have a system that allows for the safe exchange of financial assistance checks or other materials after the building is closed. Our clients must come by our offices during hours of operation to pick up their checks, often requiring that they leave work. A secure locker system allows for greater security and flexibility, allowing clients to pick up their financial assistance at the most convenient time. A locker system also allows The Heart of the City to leave supplies for families and individuals, such as gift cards or important documents. We would like to purchase a locker that permits us to change the code and/or allows access to multiple people. This will simplify the process for our clients and streamline the service delivery model for our staff and volunteers.

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

The purpose of the Heart of the City's Client Services Accessibility Project is to ensure the process of accessing services and securing resources is convenient and efficient for our clients. CEP funds will streamline services for increased efficiency and accessibility, enhance technological resources to meet growing program needs and create a welcoming environment for clients through a functional sitting area. An outline of the purposes and the benefits has been included below. A breakdown of items, costs, and place of purchase has also been included for the benefit of the committee

**Locker System - Smart Mailboxes:**

**Purpose:** Provide secure after-hours access for clients to pick up rental assistance checks and mail.

**Benefits:** Increases accessibility and convenience for clients.

**Items to purchase:**

4 WeHere Mailbox with Electronic Lock, Wall Mount Mailbox for Outside Waterproof Design, One Time Code/Permanent code/Spare Keys Unlock, Medium Capacity for Collect Letters, Magazines 14x10x4 Inch from Amazon - \$99.99 each for a total of \$400  
 WeHere Wi-Fi Bridge (W100) & Door Sensor Suitable Smart Key Box & Smart Parcel Box, Record Door Opening/Closing Status- Amazon- \$69.99  
 Cost: 469.99

**iPads:**

**Purpose:** Increase availability of technology for clients who may need more regular access to a computer, streamline events, and reduce paperwork.

**Benefits:** Enhances client services, enables mobile data entry, and supports partnerships with other organizations.

**Items to purchase:**

2 iPad 10 generation Personalized 10.9-inch iPads Wi-Fi 256GB for Client Services from the Apple Store for \$599.00 for a total \$1,198.00  
 iPad10 generation Personalized 10.9-inch iPad Wi-Fi 256GB for Events from the Apple Store for \$599.00  
 iPad 10 generation Personalized 10.9-inch iPad Wi-Fi 256GB for Inventory from the Apple Store for \$599.00  
 Pad 10.9" 10th Gen PowerMove Core Counter Stand or Wall Mount for security of iPad from Maclocks by Compulocks for \$399 with a Swivel Base and VHB Pad for Core Stand at \$19.95 for a total of \$418.95  
 4 Universal Tablet Lock Adhesive Security Plate for security iPads from Maclocks by Compulocks for \$39.95 for a total of \$159.80  
 4 Anchor point for security cable for security iPads from Maclocks by Compulocks \$12.95 for a total of \$51.80  
 2 iPad Pencils (USB-C) 12345678910+ for iPads from the Apple Store- at \$79.00 each for a total of \$158.00

2 Magic Keyboard Folio for iPad (10th generation) US English for iPads from the Apple Store- at \$249.00 each for a total of \$498.00  
Cost: \$3682.55

Technology (Desktops, Laptop, and Printer):

Purpose: Expand technology for staff and volunteers, allowing for better client services, research, and administrative tasks.

Benefits: Increases efficiency in program management, event planning, and volunteer coordination.

Items to purchase:

Mac Computer 15-inch MacBook Air with M2 chip -Inventory/Events Laptop from the Apple Store for \$1,499.00

Mac Computer Blue iMac 12345678910+ for New Staff from the Apple Store for \$2,299.00

Mac Computer iMac 12345678910+ for Volunteer from the Apple Store for \$2,299.00

Brother® Business MFCL8905CDW Wireless Laser All-In-One Color Printer Item # 8330987 from Office Depot for \$699.99

2 Brother® Genuine TN437BK Ultra High-Yield Black Toner Cartridge from Office Depot for \$123.49 for a total of \$246.98

2 Brother® Genuine TN437C Ultra High-Yield Cyan Toner Cartridge from Office Depot for \$231.99 for a total of \$463.98

Cost: \$7,507.95

Sitting Area Furniture:

Purpose: Create a welcoming environment for clients to rest and engage with staff in a comfortable space.

Benefits: Promotes dignity and a sense of community.

Items to purchase:

LLappuil Faux Leather Fabric Modular Sectional Sofa 3 Piece Furniture Sofa Set with Storage, Modern Reversible 6 Seater Couch Sets for Living Room, Office, Dark Grey from Amazon- \$1599.99

Cost: \$1,599.99

Total Budget: \$13,259.49

The project timeline would start July 1st, 2024, with an estimated completion date within six months, depending on product availability and installation timelines. As a sponsor, Grace Chapel in Wilsonville financially supports the project with the intention of reimbursement from the Community Enhancement Program's grant. The Client Accessibility Project aims to address the community's evolving needs, providing a more efficient and welcoming environment for clients. The proposed budget of \$13,259.49 will contribute to the purchase, delivery, and installation of the essential components outlined in this project plan.

The rationale for our Client Services Accessibility Project is to provide quality services to our clients. The expansion of technology is crucial to meet the community's growing needs. As our organization grows, documentation and program requirements become more complex, necessitating additional computers. iPads streamline event planning and inventory, reduce paperwork, and improve efficiency. The sitting area creates a welcoming space, promoting dignity and community. The smart mailboxes enhance after-hours accessibility for clients. These improvements reflect the client-centered approach to the central client service program.

The Heart of the City operates on a modest budget of \$8,500 to run the Resource Center. Other funds from Grace Chapel are allocated to cover the cost of two paid staff. Funds for the Client Service program to assist with financial services come from Grace Chapel's benevolence fund.

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

The project is located at The Heart of the City building at 28925 SW Boberg Rd, Wilsonville, OR, 97070. Grace Chapel, a nondenominational church in Wilsonville, owns and operates the property. The Boberg campus serves as a community outreach and services hub, aligning with Grace Chapel's vision of "giving itself away."

Grace Chapel is the proprietor of the Boberg campus, providing spaces for professionals to offer counseling services to the community and hosting The Heart of the City's Resource Center. The benevolence funds allocated by Grace Chapel are specifically designated to support The Heart of the City's vision, focusing on direct community outreach and assistance to individuals and families in vulnerable circumstances.

The collaboration between Grace Chapel and the Heart of the City underscores the commitment of both organizations to act as good stewards of resources and to create a positive impact in the community by providing financial assistance, resource connections, and counseling services.

**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 project is located at the Heart of the City in Wilsonville, at 28925 SW Boberg Rd. The Heart of the City operates as the Resources Center for Grace Chapel Church, primarily serving the Wilsonville community. As a key hub for community programs and services, the Heart of the City supports the city's vulnerable population.

It's important to note that Grace Chapel owns the building where the Heart of the City operates. Given this ownership structure, we have diligently sought and obtained written permission from Grace Chapel to implement our project. An attachment containing the approval letter from Grace Chapel, which confirms their authorization for the proposed project on their property, has been included.

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

The proposed project at the Heart of the City in Wilsonville is meticulously designed to have no adverse impact on nearby homes and businesses. Our goals align seamlessly with our services, specifically focusing on increasing accessibility and streamlining our operations.

The project entails no structural changes or alterations to the property, ensuring the physical integrity of nearby homes and businesses remains unaffected. Our project objectives perfectly harmonize with the ongoing services the Heart of the City offers. This ensures a seamless integration of the proposed changes with our existing operations. The project's overarching goal is to enhance accessibility by optimizing our service delivery. This strategic enhancement is designed to benefit the community without causing any disruption to the surrounding environment. While we anticipate a potential increase in clients accessing our services, this is a positive outcome. It reflects a heightened responsiveness to community needs and a strengthened commitment to our mission.

Our commitment to professionalism, efficiency, and community welfare underscores every aspect of this project. The proposed changes will fortify our ability to serve the community and contribute positively to the surrounding neighborhood.

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

The Client Services Accessibility Project has been strategically planned to minimize ongoing maintenance needs and costs. Here's a breakdown of the approach:

**Technology Setup and Maintenance:**

**Responsibility:** Grace Chapel, our sponsor, will manage the setup and programming of all technology devices.

**Staff Expertise:** Grace Chapel has dedicated staff who will provide ongoing maintenance for the technology devices.

**Volunteer Assistance:** Grace Chapel will mobilize volunteers to assist with the setup of technology and furniture.

**Furniture Setup and Maintenance:**

**Setup Assistance:** Grace Chapel staff will facilitate furniture setup upon delivery.

**Volunteer Support:** Volunteers from Grace Chapel will be involved in the setup process, ensuring efficient installation.

**Smart Lock Mailboxes:**

**Equipment Setup:** Grace Chapel staff will assist with installing the equipment related to smart lock mailboxes.

**App Usage:** The app associated with the smart lock mailboxes is deemed to be included as part of the service, eliminating any anticipated ongoing costs.

**Printing Supplies:**

**Ink Costs:** Ongoing costs for printer ink are included in the budget allocated for supplies under the Heart of the City.

**Financial Coverage:** The Heart of the City has accounted for the continual financial obligation of ink costs within its overall budget.

The project has been designed to focus on sustainability and cost-effectiveness. The use of Grace Chapel staff and volunteers to address ongoing technology and property maintenance issues negates the need for additional funding. Including printing supplies within the budget ensures continued operational efficiency and guards against unexpected financial obligations. This proactive approach aims to maintain the longevity and effectiveness of the Client Services Accessibility Project.

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

If funded, the Client Services Accessibility Project at the Heart of the City in Wilsonville will benefit many residents facing financial challenges and/or seeking essential resources. The estimated population in need is approximately 2,519 Wilsonville residents, according to the 2021 U.S. Census, and a poverty rate of 9.5%. Our recent engagement in the community highlights the impactful work we've achieved in the past year, with 332 clients receiving financial assistance, 439 seeking services, and significant support from 57 community volunteers. During a recent event planned and hosted by the Heart of the City, more than 330 backpacks were distributed to local students, and 900 items were collected for families in the area.

Our primary service area includes Wilsonville, West Linn-Wilsonville School District, and North Marion School District, focusing on at-risk groups, low-income families, and individuals with limited income. The project's potential impact extends to houseless individuals, offering assistance with mail, supplies, and support in finding stable housing resources.

Our commitment to collaboration and resource access has allowed us to serve individuals from diverse backgrounds. Although we aim to assist anyone passing through the community, our primary service area remains Wilsonville.

In conclusion, funding this project would empower us to continue and expand our vital services,



positively impacting the lives of the estimated 2,519 residents in need. Your support will contribute to the ongoing success of Heart of the City and its mission to serve the Wilsonville community.

### **How does the project serve diverse or traditionally underserved populations?**

The Heart of the City partners with individuals, families, and communities to serve the whole person and the whole community. The Heart of the City is an extension of Grace Chapel, a nondenominational church in Wilsonville, Oregon. Grace Chapel uses this location to provide community outreach services and fulfill 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 vulnerable individuals and families. Grace Chapel designates its benevolence funds to support The Heart of the City’s vision, going directly to underserved community members. Significantly, The Heart of the City has provided financial assistance to those in need on multiple occasions. We also utilize other resource connections with organizations that can assist.

The Heart of the City serves all people: youth, seniors, low-income, and/or underserved populations. Grace Chapel owns the Boberg building and funds the operations of its campus. There are no expectations or requirements for community members to participate in, affiliate with, or attend religious meetings to receive services through The Heart of the City. 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.

Our Resource Center assists clients needing financial support, basic supplies, community resources, and access to professional counseling. We plan and hold family-centered events that provide backpacks and school supplies for children, gift card drives, winter clothing drives, and Christmas gifts. Our yearly events, such as Gear Up 4 School and Share the Warmth, provide opportunities for community involvement in a volunteer capacity or as attendees to build community rapport. Sometimes, community members who could not participate will contact us and request supplies months after the event. These families will visit our Resource Center, be welcomed into our building, and leave with their needs fulfilled. Our building is a resource for community meetings. We have offered our Resource Center as a space to hold community services, such as support groups, community collaboration meetings, and service projects. Although our Resource Center is utilized for all these services, our main program is Client Services.

We recognize the need for family support services in Wilsonville and surrounding communities due to the increased cost of living and limited affordable housing options. Our Client Service program will continue to grow throughout 2024. In 2023, the Heart of the City had 439 individuals/families reach out seeking financial assistance. We were able to serve 332. We’ve had 33 people seek to volunteer with the Heart of the City. We have 12 regular volunteers who have completed over 168 hours of service time this year. Forty-five individuals volunteered to help with our events; two organizations participated in service projects last year. Our main yearly event is Gear Up 4 School, at which we gave away 300 backpacks filled with school supplies before running out. We gave additional backpacks to 33 families we could not serve at the event. During our “Share the Warmth” event, we collected over 900 winter items to donate to families and various organizations.

On December 1st, we hired our second full-time staff member to help meet our growing demands. Currently, one employee is responsible for directing support services, performing all administrative tasks, and event planning.

As mentioned above, the Heart of the City has provided 332 clients with financial assistance this year and has 439 clients seeking services. We work with individuals from diverse backgrounds in the Wilsonville community. We serve families that are at risk of homelessness, low income, or on a limited income. We help individuals obtain resources and supplies as they pass through our community. We assist houseless individuals with mail and supplies and provide support as they seek stable housing resources. We attempt to assist anyone who walks through our doors. We have set limitations on our service area due to the increased needs in the surrounding community. We primarily serve individuals in Wilsonville, as well as students and families in the West Linn-Wilsonville School District and North Marion School District. We will direct other individuals to resources in their local area or assist financially in specific circumstances. However, our services are intended to provide support for Wilsonville residents. If the Heart of the City is awarded the CEP grant, it will be the first time we have received funding from this program.

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

This project serves the Wilsonville community without focusing on any particular cultural or ethnic group. We cater to a diverse range of individuals, including those facing financial vulnerability, houseless individuals seeking resources, and families at risk of financial instability or homelessness.

The Heart of the City mission aims to provide temporary solutions while connecting families and individuals with long-term support, aiming to prevent home loss. Our services are open to everyone, spanning across age groups, from youth to seniors, encompassing all income levels and underserved populations.

Owned by Grace Chapel, a nondenominational Wilsonville church, the Boberg building serves as the Heart of the City's operational campus. It's important to note that there are no expectations or requirements for community members seeking assistance in participating in religious activities or meetings. Our commitment to non-discrimination ensures that we serve all cultures in the Wilsonville community. 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.

Enhancements to our services will benefit anyone who seeks assistance from the Heart of the City, reinforcing our dedication to inclusivity and providing a welcoming environment for the entire community.

**Project Budget**

Upload project budget sheet available at [www.ci.wilsonville.or.us/cep](http://www.ci.wilsonville.or.us/cep) [2]

**Upload Budget:**

[cep\\_grant\\_2024\\_project\\_budget\\_worksheet\\_2.pdf](#) [3]

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

The costs for the proposed project were estimated through comprehensive research utilizing reputable sources such as Amazon, Apple, Maclocks by Compulocks, and insights from City Planning. The pricing breakdown was developed after thoroughly examining the specific goods and services integral to the project. We ensured accuracy and transparency in estimating the associated costs by leveraging information from these reliable sources.

**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 is committed to sponsoring the initial costs of our Client Services Accessibility Project, utilizing funds from their benevolence fund allocated to support individuals in need. This financial support will enable us to purchase the necessary items for the project, contributing to the overall success of our mission.

The funds provided by Grace Chapel will serve as an essential resource, initially covering project expenses. However, understanding that these funds are designated for client services, including financial assistance, is imperative. We intend to seek reimbursement through the CEP grant, allowing us to replenish the benevolence fund and continue providing vital assistance to the community.

We do not require matching funds, and the attached detailed budget outlines the project's allocation. By securing this sponsorship from Grace Chapel, we are confident in our ability to successfully implement the project and redirect the allocated funds back to client services for financial assistance. This strategic approach ensures sustained support to the Wilsonville community's needy individuals.

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

The project will be fully completed with the proposed funding. No future funding will be necessary for the maintenance or care of the items, as they will be overseen and managed by the property owners, Grace Chapel. Maintenance responsibilities will be addressed directly by Grace Chapel or through their dedicated technology services, ensuring continued functionality of these enhancements without the need for additional 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?**

The project is fully compatible with the available funds after July 1, 2024. Grace Chapel has designated funding to initiate the project on or after July 1, 2024. The Heart of the City's Executive Director and staff will promptly purchase the required items at or below the grant allocations. If the cost exceeds the grant allocation, approval will be sought from Grace Chapel to cover the difference or a less expensive option will be procured.

Upon purchase, the estimated timeline for receiving the items is no longer than six months, subject to shipping schedules. The project's initiation, including the assembly of items and application for the Class 1 permit, is expected to occur promptly after July 1, 2024. According to Wilsonville's Planning Development, permit approval typically takes 7-10 business days. After discussions with Wilsonville's Planning Development department, a permit for the mailboxes is not needed. Thus, the project is estimated to be completed within a maximum six-month timeframe, ensuring efficient implementation and adherence to the grant guidelines.

**Project Management**

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

The Client Services Accessibility Project includes purchasing essential equipment to enhance our services. The major tasks and projected timeframe for completing each task are as follows:

**Purchase of Apple Equipment:**

15-inch MacBook Air with M2 chip for Inventory/Events Laptop - \$1,499.00

Blue iMac for New Staff - \$2,299.00

iMac for Volunteer - \$2,299.00

2 iPad 10th generation for Client Services - \$1,198.00

iPad for Events - \$599.00  
iPad for Inventory - \$599.00  
iPad security accessories from Maclocks by Compulocks - \$1,048.75  
iPad accessories (Pencils, Magic Keyboard Folio) - \$656.00

**Purchase of Printer and Toner Cartridges:**

Brother MFCL8905CDW Wireless Laser All-In-One Color Printer - \$699.99  
2 Brother Genuine TN437BK Ultra High-Yield Black Toner Cartridge - 246.98  
2 Brother Genuine TN437C Ultra High-Yield Cyan Toner Cartridge - \$463.98

**Purchase of Mailboxes and Wi-Fi Bridge:**

4 WeHere Mailboxes with Electronic Lock - \$400.00  
WeHere Wi-Fi Bridge (W100) & Door Sensor - \$69.99

**Purchase of Furniture:**

LLappuil Faux Leather Fabric Modular Sectional Sofa - \$1,599.99

**Projected Timeline:**

Purchase items on or around July 1, 2024, following grant guidelines.  
Assemble and set up items in coordination with the building administrator.  
Engrave or label items as per grant requirements.  
Complete all required paperwork.  
Aim to complete the project within six months of the start date, allowing for any potential shipping delays or assembly logistics.  
This comprehensive plan guarantees timely implementation of the Client Services Accessibility Project, which will optimize resources and enhance services for the Wilsonville community.

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

The Heart of the City and our sponsor, Grace Chapel, are seeking the CEP grant for the first time. If awarded, it would mark our inaugural participation in this program. Although we have yet to receive Community Enhancement funding in the past, it's essential to note that Grace Chapel has completed several projects in various Wilsonville locations. Our collective commitment to community service and history of successful project execution has provided the experience necessary to utilize grant funds efficiently and responsibly.

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

This project primarily requires coordination with Grace Chapel Church, our sponsor. The collaboration involves assistance with the delivery, assembly, and mounting of items and the setup of technology by the Building Administrator for Grace Chapel. Communication with Grace Chapel has been established to allow for the successful implementation of the Client Services Accessibility Project.

**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 Client Services Accessibility Project, located on private land at the Heart of the City building owned by Grace Chapel Church, significantly benefits the community by enhancing its citizens' quality of life and well-being. Our focus on client services, including financial assistance for rent, unexpected expenses, and community events, directly contributes to overall community morale, health, and sustainability. These efforts prevent homelessness and foster a sense of togetherness and support within the community. The smart mailboxes further contribute to client security and accessibility, reducing stress during challenging times. The support and

endorsement from Grace Chapel underscore the belief that the project will positively impact and benefit the Wilsonville community. The owner's permission is attached.

**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:**

Lyn Whelchel

**Date Signed:** Sun 1/7/24

**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.ci.wilsonville.or.us/node/127436/submission/61384>

**Links**

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/2024-project-nomination-form%E2%80%93community-enhancement-program> [2] <http://www.ci.wilsonville.or.us/cep> [3] [https://www.ci.wilsonville.or.us/system/files/webform/cep\\_grant\\_2024\\_project\\_budget\\_worksheet\\_2.pdf](https://www.ci.wilsonville.or.us/system/files/webform/cep_grant_2024_project_budget_worksheet_2.pdf)

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services				
Supplies				
Mac Computer-Inventory/Events-Laptop	\$1,499.00			
Mac Computer-New Staff	\$2,299.00			
Mac Computer-Volunteer	\$2,299.00	0	0	0
2 iPad 10 generation- Client Services	\$1,198.00			
iPad10 generation-Events	\$599.00			
iPad 10 generation- Inventory	\$599.00			
2 iPad Pencil	\$158.00			
2 Magic Keyboard Folio for iPad (10th generation) - US English	\$498.00			
<a href="#">Brother® Business MFCL8905CDW Wireless Laser All-In-One Color Printer</a> Item # 8330987 from Office Depot	\$699.00			
Pad 10.9" 10th Gen PowerMove Core Counter Stand or Wall Mount for security of iPad from Maclocks by Compulocks	\$399.00			
Swivel Base and VHB Pad for Core Stand form Maclocks by Compulocks	\$19.95			

4 Universal Tablet Lock Adhesive Security Plate from Maclocks by Compulocks	<b>\$159.80</b>			
4 Anchor point for security cable from Maclocks by Compulocks	<b>\$51.80</b>			
4 WeHere Mailbox with Electronic Lock, Wall Mount Mailbox for Outside Waterproof Design, One Time Code/Permanent code/Spare Keys Unlock, Medium Capacity for Collect Letters, Magazines 14x10x4 Inch-Amazon	<b>\$400.00</b>			
WeHere Wi-Fi Bridge (W100) & Door Sensor Suitable Smart Key Box & Smart Parcel Box,Record Door Opening/Closing Status-Amazon	<b>\$69.99</b>			
LLappuil Faux Leather Fabric Modular Sectional Sofa 3 Piece Furniture Sofa Set with Storage, Modern Reversible 6 Seater Couch Sets for Living Room, Office, Dark Grey- Amazon	<b>\$1,599.99</b>			
Capital				
Materials				
2 Brother® Genuine TN437BK Ultra High-Yield Black Toner Cartridge	<b>\$246.98</b>			

2 Brother® Genuine TN437C Ultra High-Yield Cyan Toner Cartridge	463.98			
Grace Chapel- Assemble/Set Up			\$0.00	
Other				
Class 1 Permit	0.00			
Total	<b>\$13,259.49</b>			
Item # 7496949				



January 8, 2024

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 Client Services Accessibility Project with the City of Wilsonville.

Our heartbeat 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 2024 and are available if you have any questions.

With gratitude,



Jeff Chase  
Elder Chair



Mike Tatlock  
Lead Pastor

Wilsonville-Metro Community Enhancement Program

**Project Assessment by City Staff**

**Project Title** Client Services - Heart of the City

**Reviewed By** Dustin S, Erika V, Shasta S, Mark O, Kelsey L, Chris N, Dan P, Brian S, Zach W, Zoe M, Kerry R.  
Date 1/30/24

**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 *HOC client services are needed.*

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

Response *The project is scalable and there is a match.*

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

Response *Maintenance of the lock boxes and ipads would be needed.*

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 supportive of client services programs.*

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?**

*No.*

*Staff concerns?*

*Quantify Wilsonville community members served (97070 zip)?*

*The lockboxes, client ipads and client printer appear to serve the HOC clients. Otherwise, it is unclear how the other items directly serve clients.*

