

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

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- (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.

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- (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](http://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

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<b>Project Budget</b>				
	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		
<b>Total</b>	<b>20000</b>	<b>22000</b>	<b>0</b>	<b>0</b>

**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	
			<b>\$91,080</b>	

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:

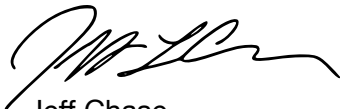
Jeff Chase, the lead Elder and Mike Tatlock, the lead Pastor of Grace Chapel approve of our Community Outreach Center, The Heart of the City, to apply for the CEP Grant to assist in the Heart of the City Building Storefront and Safety Project with the City of Wilsonville.

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.

