



**OREGON
CITY**



Metro

**Oregon City-Metro Enhancement Grant
Application for Funds
July 1, 2015 through June 30, 2016**

Before filling out this form, please read the Oregon City-Metro Enhancement Grant Application Information for complete submittal instructions and to be sure that your proposal qualifies for funding. Applications must be received by **5:00 pm on Wednesday, April 29, 2015** to be considered for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required. Limit answers to the space provided.

Title of Project B.E.S.T. Disaster Readiness Workbook

Organization Oregon City Chamber of Commerce

Is this a Non-Profit Organization? Yes ☒ No ☐

Non-Profit Federal tax exempt ID Number 93-0241980

Address 2895 S Beavercreek Rd Ste 103

City, State, Zip Oregon City, OR 97045

Project Coordinator Sandi Burns/Amber Holveck Phone 503-656-1619

Email sburns@oregoncity.org

Chairperson of Governing Board (If Applicable) Ray Stobie

Phone 503-656-1619

Signature _____

(The person authorized to represent the organization must sign the application with a digital signature or actual signature on a hard copy.)

*****Complete the budget sheet on page 7 first.**

Amount totals from that sheet will auto fill into this table

Grant Amount Requested:	\$5,550
+ Matching Funds (Cash):	\$0
+ In-Kind Matching Funds:	\$1,100
= Total Cost of Project:	\$6,650

Proposal Information

1. Is this your first grant application to the Oregon City-Metro Enhancement Committee?

Yes ☒ No ☐

2. Have you received an Oregon City-Metro Enhancement Grant in the last 3 years?

Yes ☐ No ☒

If yes, please describe the projects/programs for which you received funding.

N/A

3. If you received an Oregon City-Metro Enhancement Grant last year, what is the status of the project?

N/A

4. Will this grant-funding request be used for the first phase of a project, with possible grant requests for future phases?

Yes ☒ No ☐

If yes, please explain.

This project is the development, completion and implementation of the BEST Disaster Readiness workbook including distribution to businesses in Oregon City and published to the Oregon City Chamber website.

The project is expected to grow to be distributed to surrounding communities at which time, additional funding may be needed to accommodate the outreach to surrounding communities requires.

5. Briefly describe the project for which you are requesting funds.

In 2008, the Oregon City Chamber developed a disaster readiness workbook "Business Emergency Survival Toolkit (BEST)". This project will be the foundation of the BEST Disaster Readiness Workbook. By updating the original document and integrating additional information from emergency responders and member businesses, the business community will have a comprehensive document to be used in building and implementing their plan.

The completed product will have 12 chapters each addressing specific topics like: Home Preparedness (the #1 step in business preparedness), Mitigating Risks, Developing a Call Tree of staff, IT, vendors, suppliers, customers, shelter-in-place, violence in the workplace (run, hide fight!) and much more.

This design and layout will give businesses the opportunity to work on one step each month and maximize monthly staff meetings with discussion, implementation and most important – practice of the plan. Within one year the entire workbook should be completely worked through and the business prepared.

The well-prepared business will be able to get back up to work within the 5-day time frame and their staff will also have a stable home readiness plan where each member of the household is prepared allowing the employee to get back to work as quickly as possible.

6. Describe why this project was selected and the community need(s) to which it will respond.

A business emergency is any time business is interrupted by closure or inability of staff/freight and/or customers to reach the business including but not limited to: road closures near the business, inclement weather, pipes busting, crime to the business or in the vicinity of the business, violence in the workplace and any other emergency up to and including terrorism and natural disaster.

A thorough survey of business following hurricane Katrina indicated that 90% of companies fail within 1 year unless they can resume operations within 5 days after a disaster. This is a staggering statistic when most businesses are NOT prepared even at the basic level.

The Oregon City Chamber of Commerce sits in a vital position to lead businesses in developing their disaster readiness plan. By combining information drawn from national, state, county and city resources, local emergency responders, Clackamas Community College and Chamber members, the Oregon City Chamber can cultivate "one message from many voices".

Local economic stability is based on a communities businesses. We cannot emphasize enough the importance of ALL businesses being prepared to ensure that they will be back to work within the 5-day time frame; this will ensure jobs, food, shelter, well-being etc.

7a. Identify and describe how your proposal meets one or more of the goals for funding (check those below that apply and describe by item number below).

<input type="checkbox"/>	1. Increase attractiveness/market value of residential, commercial or industrial areas.	<input type="checkbox"/>	6. Increase recycling efforts to provide a reduction in solid waste.
<input type="checkbox"/>	2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas.	<input checked="" type="checkbox"/>	7. Increase employment or economic opportunities for City residents.
<input type="checkbox"/>	3. Preserve or increase recreational areas and programs within the City.	<input type="checkbox"/>	8. Rehabilitate or upgrade the market value of housing or commercial property.
<input checked="" type="checkbox"/>	4. Improve safety within the City.	<input type="checkbox"/>	9. Provides work or training opportunities to benefit youth, seniors and low-income residents.
<input type="checkbox"/>	5. Result in significant improvement in the cleanliness of the City.	<input checked="" type="checkbox"/>	10. Enhance art and culture within the City.

7b. List by item number in 7a and describe how the project meets the each goal.

To begin, The Oregon City Chamber of Commerce considers it's member businesses to be leaders in their community who can impact other businesses in their neighborhood/business center to strengthen the community by being well-prepared for an emergency/disaster.

4. Improve safety within the City: although this project will not improve the safety immediately, it will assure the City that businesses will be able to re-open quickly after an emergency/disaster. By having preventative efforts in place, the business community as a whole can make their location secure and prevent crime during a crisis thereby improving safety.

7. Increase employment or economic opportunities: Again, this project may not increase employment but it will assure that employees of businesses affected by an emergency/disaster will be able to keep their job and keep the business moving. The prepared business community will definitely stabilize the economy by staying in business and keeping the viability of the city strong.

10. Enhance art and culture: This project most certainly could impact the culture of the city. When an emergency/disaster hits a business the affects can be wide-reaching. By having a plan in place, the business can minimize the effects of the emergency/disaster to the community and keep the city's stability of the culture intact.

Community Emergency Response Team (CERT) is a good example of individuals working on developing a culture of preparedness for all our citizens - those who live here and those who work here.

8. Project Period: 1 year

(Number of months in duration)

Beginning Date: Currently in process

Ending Date: April 30, 2016

9. What is the geographic area of Oregon City where the project will take place?

The business community within Oregon City and the unincorporated area.

10. How will the community benefit by your project? What is the estimated number of people affected and anticipated outcome(s)?

The entire community will benefit from this project through the diligent efforts of businesses who put a plan in place and regularly practice their plan with their staff. Commerce needs only be affected minimally by immediately implementing a well-structured readiness plan and be back in business within a few days. The only exception would be a national/terrorist emergency but even then a disaster readiness plan could be used to some extent.

One critical piece of this project is helping business find an alternative location for business should their location be compromised. Business leaders will be encouraged to develop the systems necessary to work "off-site" and then regularly practice that plan.

With a well-practiced plan the business is ready to move into "emergency" action and the community is minimally affected when businesses are open for business.

11. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?

The Oregon City Chamber of Commerce will work in concert with efforts already in place by a number of organizations who will become Stakeholders of this project: Oregon City Police, Clackamas Fire District #1, Community Emergency Response Team (CERT), American Medical Response (AMR), Providence Willamette Falls Medical Center, Clackamas Community College Resiliency Team, Clackamas County Emergency Management, City of Oregon City and a number of Chamber members who are also working on ways to step into action to assist business in an emergency/disaster.

12. Briefly describe prior experience managing similar projects, including any past enhancement projects.

Sandi Burns, who will serve as project manager, has developed a number of projects similar to this including developing and managing a Employee Transportation Management guide when I was the Clackamas Transportation Management Director (through the North Clackamas County Chamber of Commerce) from 2005-2010. After developing the workbook, I worked with business leaders in North Clackamas as they implemented commute options in their respective workplaces and helped their staff reduce drive-alone trips.

Burns has worked at the Oregon City Chamber of Commerce nearly two years and combined with my experience at North Clackamas Chamber I bring an extensive knowledge of business and their needs and best ways to communicate options and solutions without overwhelming them.

13. List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

June 2015: Begin meetings with Stakeholders to continue through April 2016 as needed; Chamber staff develop a "lead by example" readiness program for Chamber members to build their BEST Disaster Readiness Plan on a monthly basis - one chapter at a time.

November 2015: First Draft of printed document to Stakeholders.

January 1, 2016: Final Draft; first printing of workbook; first loading of jump drives.

January or February 2016: BEST Disaster Readiness Plan Public Charrette to launch project to all businesses.

February 2016: Distribution to businesses by Stakeholders, Clackamas Fire District #1 during their annual inspection tours, Chamber staff, Chamber members.

April 2016: Wrap-up with Stakeholders, Determine next steps.

14. An exit report will be included as part of the OC-MEC agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of people served; improvements and/or beautification; number of volunteers attracted; amount of area cleaned or rehabilitated, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

1. Track distribution of workbooks/jump drives with a master workbook.

2. Develop a master evaluation form with monthly progress steps for those businesses building a plan and check in with businesses quarterly. Develop a separate evaluation form for Chamber staff and Stakeholders.

3. Develop & maintain a blog on the Chamber website where businesses can voice their successes and questions. Encourage participation of ALL who receive a workbook including non-Chamber members.

4. Quarterly reports to the Oregon City Chamber Board of Directors

5. Chamber staff and Stakeholder wrap-up evaluation.

15. List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer time, use \$22.55. (This is the value of volunteer labor time as of 1/10/15, according to the Independent Sector and The Bureau of Labor Statistics).

Item	Source of Support	Estimated Value (\$)
<i>Office equip. et al</i>	<i>Oregon City Chamber</i>	<i>\$250</i>
<i>Stakeholders time/participate.</i>	<i>Stakeholders See # 12</i>	<i>\$500</i>
<i>Admin. advertising, postage</i>	<i>Oregon City Chamber</i>	<i>\$350</i>

16. List all grants applied for in support of this project and commitments confirmed to date.

No other applications.

17. What is the percentage of OC-MEC funds to be used for personnel services or administrative costs? 6 %

18. Will the administrator be a paid position? Yes ☒ No ☐

19. Proposed Budget—on the following page please complete the proposed budget. Modify line items as needed to reflect proposed expenses.

- Column A: Show grant monies needed for the program/project.
- Column B: Show cash matching funds.
- Column C: Show donations or in-kind volunteer labor (from question 15).
- Column D: Totals for each category.

****These figures will be transferred to the table on the first page of this application.

Proposed Budget

Suggested List (not inclusive)	(A) OC-MEC Grant Dollars	(B) Matching Funds (Cash)	(C) In-Kind Matching Support	(D) Total
Personnel Services (salaries, administration)	\$400			\$400
				\$0
Project Administration costs (clerical, advertising, graphics, printing, postage)	\$175		\$350	\$525
<i>Workbook design/print</i>	\$2,500			\$2,500
Materials <i>Jump Drives</i>	\$1,000			\$1,000
<i>Professional Binders</i>	\$400			\$400
Equipment/Supplies				\$0
				\$0
Construction Costs				\$0
				\$0
Event Costs				\$0
<i>Public Launch Charrette</i>	\$600			\$600
Transportation Costs <i>Delivery costs (non-CFD1)</i>	\$175			\$175
				\$0
Insurance Costs (if needed)				\$0
Additional Costs (List) <i>Stakeholder participation</i>			\$500	\$500
<i>Chamber office - et al</i>			\$250	\$250
<i>Consultation Fee</i>	\$200			\$200
<i>Develop/maintain a web blog</i>	\$100			\$100
				\$0
				\$0
				\$0
Totals	\$5,550	\$0	\$1,100	\$6,650

Clackamas Fire District #1



April 29, 2015

To Oregon City Metro Enhancement Grant Committee,

Clackamas Fire District #1 supports and endorses the efforts of the Oregon City Chamber of Commerce to revitalize and update the 2008 Business Emergency Survival Toolkit (BEST) into the new BEST Disaster Readiness Workbook for Business.

Clackamas Fire District #1 believes this is an important part of keeping the economy moving, jobs intact and safety prevention for the community should a disaster or emergency arise in the business community.

Further, Clackamas Fire District #1 commits to assist in delivering workbooks through public education efforts. We understand that the Oregon City Chamber of Commerce will do any follow-up contacts with the businesses as necessary.

Sincerely,

Fred Charlton
Fire Chief
Clackamas Fire District #1

OREGON CITY POLICE

April 29, 2015

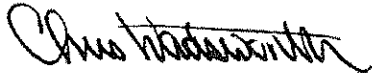
Oregon City Chamber of Commerce
2895 S. Beavercreek Road Suite 103
Oregon City, OR 97045

Amber Holvek;

The Oregon City Police Department Community Outreach & Crime Prevention supports the Chamber in efforts to promote Disaster Preparedness with the Business Community in Oregon City.

Please let me know how I can be of assistance in this program.

Thank you



Chris Wadsworth
Community Outreach & Crime Prevention
Oregon City Police Department

Michele Beneville

From: Amber Holveck <aholveck@oregoncity.org>
Sent: Wednesday, April 29, 2015 4:31 PM
To: Michele Beneville
Cc: Sandi Burns
Subject: Two Metro Enhancement Grants
Attachments: Metro_OCChamber_BEST Disaster Readiness.pdf; Metro_OCChamber_JobCareerFair.pdf

The Oregon City Chamber of Commerce is submitting for different Oregon City Metro Enhancement Grants. Typically we do not seek funds from this grant program, however we are trying to respond to the needs of our community.

1. B.E.S.T. Disaster Readiness Workbook
 - Includes support from Oregon City Police Department and Clackamas Fire District #1
2. High School Job & Career Exploration Fair
 - Forthcoming support from Oregon City School District Superintendent Larry Didway

Thank you for accepting our applications for the 2015-16 Oregon City Metro Enhancement Grant.

Amber D. Holveck

CEO/Executive Director
Oregon City Chamber of Commerce
2895 S Beaver Creek Rd Suite 103
Oregon City, OR 97045
P: 503-656-1619 | F: 503-656-2274
aholveck@oregoncity.org | www.oregoncity.org

Working together to promote the economic vitality and quality of life in the Oregon City community.