



**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 High School Job & Career Exploration Fair

Organization Oregon City Chamber of Commerce

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

Non-Profit Federal tax exempt ID Number 93-01241980

Address 2895 S. Beavercreek Rd, Suite 103

City, State, Zip Oregon City, OR 97045

Project Coordinator Amber Holveck Phone 503-656-1619

Email aholveck@oregoncity.org

Chairperson of Governing Board (If Applicable) Ray Stobie

Phone 503-238-4932

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:	\$6,000
+ Matching Funds (Cash):	\$3,000
+ In-Kind Matching Funds:	\$6,876
= Total Cost of Project:	\$15,876

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.

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

NA

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.

The first High School Job & Career Exploration Fair for Oregon City students is proposed for Wednesday, October 14, 2015. This first year's effort is anticipated to be the most intensive as we develop their partners, business and exhibitor recruitment, programming and community engagement. Efforts for such an event to engage Oregon City's high school youth broadly in exploring their work and career futures is very new to our community. This is no existing budget vehicle for such an event through the Oregon City Chamber of Commerce or the Oregon City School District. It is probably that provided a successful first event that we may seek additional funding to stabilize the support for future years. In the end the hope is to be self-sustaining with the help of business and partner support for as long as this event provides value to Oregon City's youth and employers.

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

The Oregon City Chamber of Commerce, in partnership with the Oregon City School District (OCSD), Oregon City High School (OCHS), Clackamas Academy of Industrial Sciences (CAIS), and Oregon City Service Learning Academy (OCSLA), as well as at least five other partner organizations will develop and implement a Job & Career Exploration Fair for Oregon City students. In coordination with school district administrators, October 14, 2015, was determined as a viable date in the school district calendar for our first 1/2 day event.

Local employers (business, organizations, and public agencies) who represent a diverse array of sectors as well as colleges, universities and trade schools will be invited to exhibit at our Fair. Booth spaces will be set-up in the commons and gymnasium(s) beginning in the early afternoon and remain until the early evening to allow non OCHS students and families to explore. Explore meaningful work experience or job opportunities today in Oregon City. Work experience and on-the-job placements provide important building blocks for a student's job skills. Exploring potential career options that youth today may overlook that provide good living wage jobs that may require less formal education than what is typically expected which results in outrageous school loan indebtedness. We hope, too, that this may be a place for students to have resumes at the ready for both critique and possibly for future interviews and the potential for mock interviews.

Our vision is for high school students to meet real professionals and business leaders to help them begin to create a career plan or pathway. The addition of colleges, etc. at this fair will help our local students then be able to make good decisions about what high school classes they take, what work experience might help and what kind of higher education is needed to accomplish this career objective.

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

There is a national, state, county and local alarm being sounded in workforce development. There are not enough young people applying for and/or prepared for the world of work. Many, many jobs go unfilled both at the entry level positions and beyond for many reasons. It is our hope that in concert with area workforce and education partners that we can reveal to the youth of Oregon City that there are good opportunities right here. Our desire is to give our working age (or almost of age) youth exposure to how they can be earning money today and gaining valuable job skills. To learn from those in the professions, the value what it means to be "employable". To explore career opportunities from those "on the front lines" from right here in their hometown. By their senior year, it is too late to begin exposing our students to careers and job readiness.

The Oregon City School District simply does not possess the financial means for our local students to explore the full range of Career & Technical Education (CTE) program opportunities. This Job & Career Exploration Fair would help begin to fill a portion of what is simply not available today.

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 type="checkbox"/> 4. Improve safety within the City.	<input checked="" 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 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.

7. *Increase employment or economic opportunities for City residents.*

There are jobs that are going unfilled for a number of reasons. One of our goals through this Fair is to close the gap between our high school youth preparedness and motivation and the jobs available. Additionally, we want our young adults to be thinking future-minded and having the tools to discover their potential career path sooner, rather than later. Oregon City's economy is much stronger when available jobs are filled and when fewer of our residents (youth and adults both) do not have to rely on public assistance.

Additionally, if employers know that Oregon City is part of the "employment pipeline" then our community is more likely to benefit from new businesses coming here. These other businesses typically translate into those with better wages and opportunities. n our community who

9. *Provides work or training opportunities to benefit*

These two goals for the Oregon City Metro Enhancement grant are woven very tightly together when it comes to our Job & Career Exploration Fair. It is our expectation that work opportunities and training experiences will be a natural outcome and expectation for this fair. Unfortunately, Oregon City is not immune to the reality of homelessness; we have students who are without a secure place to sleep each night. Some of these students can benefit greatly from access to employability tools like work experience then hopefully lead to a job. This can be the beginning of a real start for these young people and change the whole course for their lives!

8. Project Period: 8 months

(Number of months in duration)

Beginning Date: April 2015

Ending Date: November 2015

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

Entire community of Oregon City, specifically targeting high school age youth.

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

There is a record low number of teenagers employed or engaged in meaningful work experience. The best college education does not provide experience to become excellent employees. Current Oregon City employers find a skills gap and a willingness gap. Oregon City School District does not have the financial capacity for career readiness courses and diverse Career & Technical Education programs. There are precious, few opportunities for Oregon City High School students to have access to opportunities right here in their backyard -- we want to help change that!

We have the potential of reaching approximately 2500 teenagers in and around the Oregon City area. They are teenagers who are part of our public high school, charter high schools, private schools and those who are home schooled.

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)?

Oregon City High School administration and facilities - commons, gym(s), theatre, reader board, etc. Coordination and bussing from OCSD, CAIS, OCSLA, etc.

Other schools to be invited to participate: North Clackamas Christian School, Grand View Christian Academy, etc.

We fully expect to bring on Clackamas Community College as a strong partner in this effort as well as many civic organizations.

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

As the Executive Director for the Oregon City Chamber of Commerce for almost 10 years, I've gotten to know this community and the needs of business. However, I've always kept the door open to contributing to Oregon City through my background in Career & Technical Education. I have experience in the classroom, organizing and managing state youth conferences, volunteering for my children's activities, etc. The Chamber puts on several large events each year including for the past two years a BizFair & HarvestFest.

Additionally, we will have a very strong arm for support from the Workforce Investment Council of Clackamas County (WICCO).

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

- 1) Initial meeting with school district administration - April 23*
- 2) Contact partner organizations for commitments of support - May*
- 3) Identify Job & Career Fair coordinator and project team - May*
- 4) Secure plans for logistics, sponsors, speakers and exhibitors - Early June*
- 5) Marketing for sponsors and exhibitors - Late June to late August*
- 6) Marketing to students and public at large - early September to October 14*
- 7) Implementation of event - Wednesday, October 14*
- 8) Wrap-up, evaluation and thank you's - October/November*

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) # of OCHS, CAIS, OCSLA, NCCS, other private schools, home-schooled participants, etc.*
- 2) # of employers/exhibitors*
- 3) # of opportunities available for work experience, job shadow, entry-level jobs, etc.*
- 4) Feedback from exhibitors, teenagers, partners, etc.*
- 5) Connections with job pathways, National Career Readiness Certificate, etc.*

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>Staffing</i>	<i>Oregon City Chamber</i>	<i>\$1,620</i>
<i>Staffing</i>	<i>WICCO & CTEC</i>	<i>\$1,015</i>
<i>Staffing</i>	<i>Schools</i>	<i>\$1,000</i>
<i>OCHS venue</i>	<i>OCHS & OCSD</i>	<i>\$800</i>
<i>OCSLA bus</i>	<i>OCSLA</i>	<i>\$100</i>
<i>CAIS bus</i>	<i>CAIS</i>	<i>\$100</i>
<i>Volunteers</i>	<i>Chamber, Rotary, etc.</i>	<i>\$1,691</i>

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

NA

17. What is the percentage of OC-MEC funds to be used for personnel services or administrative costs? 13 %

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)	\$750		\$3,635	\$4,385
<i>Pd event intern & IK staff</i>				\$0
Project Administration costs (clerical, advertising, graphics, printing, postage)	\$1,000		\$550	\$1,550
<i>Adv, graphics, printing, etc.</i>				\$0
Materials	\$2,500			\$2,500
<i>Promotional</i>				\$0
Equipment/Supplies	\$500	\$1,500		\$2,000
<i>Event supplies - signs, etc.</i>				\$0
Construction Costs	\$0			\$0
<i>NA</i>				\$0
Event Costs	\$1,000	\$1,500	\$800	\$3,300
<i>Venue, Food, Water, etc.</i>				\$0
Transportation Costs				\$0
<i>Buses, Mileage</i>	\$50		\$200	\$250
Insurance Costs (if needed)	\$200			\$200
Additional Costs (List)			\$1,691	\$1,691
<i>Volunteers</i>				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Totals	\$6,000	\$3,000	\$6,876	\$15,876



Oregon City Public Schools

Learning to be our Best

P.O. Box 2110 (1417 12TH St.), Oregon City, Oregon 97045-5010
Larry Didway, Superintendent • Telephone: (503) 785-8430 • FAX: (503) 657-2492

April 29, 2015

To Oregon City Metro Enhancement Grant Committee,

The Oregon City School District is pleased to work with the Oregon City Chamber of Commerce in an effort to provide our teenagers with access to area businesses, employers and post-secondary education institutions through a High School Job & Career Exploration Fair.

This project will open doors of opportunity for our incoming workforce to explore careers, learn about job readiness, and connect with positive adults within Oregon City to provide invaluable mentoring. Administrators from Oregon City High School, Clackamas Academy for Industrial Sciences and Oregon City Service Learning Academy are each eager to make this a reality in October 2015.

Access to the OCHS Commons and Gymnasiums on a school day is typically impossible however in considering the proposed 2015-16 school calendar we were able to identify a half-day opportunity on a school day and then incorporate it into an early evening event for non-OCHS students and families.

I firmly support the involvement of the Oregon City business community to connect with our students with the real world of work and career readiness. This Job & Career Exploration Fair will be led through the Oregon City Chamber of Commerce with coordinated support through the Oregon City School District and other partners. Thank you for considering this grant application in order that we may positively impact our teenagers through employment opportunities which in turn will value the entire community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Larry Didway", written over a horizontal line.

Larry Didway
Superintendent

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