

May 10, 2019

Dear Oregon City Enhancement Grant Program Selection Committee:

We are pleased to submit a proposal for Clackamas Community College's (CCC) Career Services Enhancement Project for Oregon City. This project's goal is to improve access to employment and economic opportunities for city residents by expanding CCC's Career Services.

Through our partnership with Oregon City, we provide an "Education that Works" and Oregon City "Puts Education to Work." With this grant, the college will see more local students connecting with nearby employers to contribute to this thriving community. This opportunity will strengthen employment and economic opportunities for Oregon City residents by bolstering CCC's Career Services to:

- Streamline the process for Oregon City employers to post job and internship opportunities to the publicly accessible College Central Network online job board.
- Promote and coordinate the CCC internship program to benefit local employers and job seekers.
- Advertise career fairs and other on-campus recruiting options to local residents.

If selected for this opportunity, we will leverage existing CCC Career Services staff and resources and increase one of our part-time Career Services staff members time by .50 FTE providing much-needed, one-time support to increase outreach to employers and job seekers.

We are requesting \$38,583 in funds to support this project and providing a 40% match. We expect to sustain the momentum we build by increasing the number of employers and students who are actively using the College Central Network job board, fostering partnerships between employers and the college, and developing Oregon City students' and residents' job search skills and work readiness.

Sincerely,

Amy Cannata
Grants Administrator



**OREGON
CITY**



Metro

Enhancement Grant Program Application

Before filling out this form, please read the Enhancement Grant Program Information for complete submittal instructions and to be sure that your proposal qualifies 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 Clackamas Community College's Career Services Enhancement Project for Oregon City

Organization Clackamas Community College

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

Non-Profit Federal tax exempt ID Number 93-0555710

Address 19600 Molalla Ave.

City, State, Zip Oregon City, OR 97045

Project Coordinator Kyle Thomas Phone 503-594-3182

Email kyle.thomas@clackamas.edu

Chairperson of Governing Board (If Applicable) Chris Groener

Phone 503-816-5192

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:	\$	38,583
+ Matching Funds (Cash):	\$	25,722
+ In-Kind Matching Funds (See question #15):	\$	--
= Total Cost of Project:	\$	64,305

Proposal Information

1. Is this your first grant application to the Enhancement Grant Committee?

Yes _____ No X

2. Have you received an Enhancement Grant in the last 3 years? (Include past Metro Enhancement Grants)

Yes X No _____

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

- FY16-17 Rivers of Life Center/Clackamas Community College, Environmental Learning Center Recovery Project, \$19,500.00
- FY16-17 Clackamas Community College, Wilsonville Campus, Public Art Project \$4,000.00

3. If you received an 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 X

If yes, please explain.

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

Clackamas Community College's Career Services Enhancement Project for Oregon City will strengthen employment and economic opportunities for Oregon City working age individuals; many of whom (41.5%) are Clackamas Community College (CCC) students. **This project will expand on existing offerings by CCC Career Services to bolster efforts to match Oregon City employers with skilled students, alumni and community members.** The grant funds will be used to add much needed 0.5 staff time to a part-time staff person.

Currently, CCC's Career Services provides critical workforce connections between students, local businesses, and Oregon City employers, including:

- Hosting a free online job/internship posting board for employers to post job openings, view resumes and portfolios, and actively recruit students and alumni.
- Offering a structured internship program which provides students with college credit and connects businesses directly with skilled workers.
- Hosting Career Fairs and other on-campus recruiting events where employers can showcase their business and meet hundreds of potential candidates.
- Supporting individuals in their employment application process through resume writing, interview skill building, and career exploration workshops.

This project will expand these services and bolster efforts to match Oregon City employers with skilled students, alumni and community members. As a result of this funding, CCC Career Services will:

(1) **Strengthen local employer relations and engagement.** Building business partnerships and relationships is crucial for CCC to identify employers' unique needs and ensure quality matches. The Career Services team will conduct focused employer outreach in Oregon City to market CCC's pool of talented workers and match them to local employers.

(2) **Streamline the process for Oregon City employers to post job and internship opportunities** online and allow employers to view resumes, cover letters, and portfolios by promoting and facilitating usage of CCC's online job/internship board College Central Network (CCN). A focused effort on increasing usage by both students and employers will boost connections and enhance services to both parties. The team will increase promotion of CCN on campus and train students to use it regularly. The goal is to add 1,000 new students/alumni in the next year. Increased utilization of CCN will enhance the candidate pool and boost work readiness skills for Oregon City students and residents. Lastly, many CCC faculty members receive job opportunities directly from employers. The team will also collaborate with college faculty to incorporate CCN into their curriculum and enable these connections in a more systematic way.

(3) **Promote and coordinate the internship program to benefit local employers and job seekers.** CCC's Cooperative Work Experience (CWE) program is an opportunity for students to earn college credit while gaining valuable on-the-job training. The benefits to an employer include access to qualified and skilled workers, an opportunity to train and mentor future workforce, and enhanced relations with the college and the community at large while ensuring college curricula are reflecting industry standards. The enhancement project will streamline the CWE process and identify 100 new internship sites.

(4) **Advertise career fairs and other on-campus recruiting options to local residents** in order to increase participation and recruit local employers to participate. Each event reaches hundreds of students, alumni and job-seekers. These events allow employers to showcase their company and career opportunities while making connections with future employees.

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

This project emerged as a response to growing needs from local businesses and employers who have unfilled employment and internship opportunities. As of last count in 2012, Oregon City has over 2,445 businesses (US Census, Quick Facts Oregon City, OR). In March 2019 there were 536 job vacancies in Oregon City (The Conference Board's Help Wanted Online, Compiled by the Oregon Employment Department).

CCC has students who can help fill these positions. CCC students make up 41.5% (n=8,946) of the working age population (n= 21,538) of Oregon City and are a vital resource for local employers (American Fact Finder, US Census 2010).

Crucial connections between employers, students and community members could be made by increasing outreach and coordinating recruitment efforts between local business and CCC's Career Services. Due to multiple communication channels with faculty, students, and staff, local employers who contact CCC to share employment services are sometimes unsure of who to contact and what options are available

- Since 2016, 7% (n=161) of all Oregon City employers have registered with CCC's online job/internship board College Central Network and posted 428 Oregon City job/internship opportunities.
- Currently, only 4% (n=1,097) of students utilize the College Central Network (CCN data retrieved 4/26/19).

Based on these numbers it is clear that we need to increase job seeker and student usage and participation by local employers. This increase can be achieved through greater promotion and education about the job board throughout the community and across the student body. The enhancement of staff time dedicated to career services expansion will improve employer and job seeker participation.

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

- 1 Result in significant improvement in the cleanliness of the City.
2. Increase reuse and recycling efforts or provide a reduction in solid waste.
3. Increase the attractiveness or market value of residential, commercial or industrial areas.
4. 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 Code.
5. Enhance new or existing wildlife, riparian zones, wetlands, forest lands or marine areas, and/or improve the public awareness and the opportunities to enjoy them.
6. Preserve or increase recreational areas and programs within the City.
7. Improve safety within the City.
- 8. ✓ Increase employment or economic opportunities for City residents.**
9. Provide work, training opportunities, or other benefit to youth, seniors and low-income persons or underserved population.
10. Enhance art and culture within the City.

8. ✓ Increase employment or economic opportunities for City residents.

CCC's Career Services provides career planning and job search support to both students and the public alike. Out of 25,445 CCC students 35% (n=8,946) are from the Oregon City area – according to Winter 2019 registration data.

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

8. ✓ Increase employment or economic opportunities for City residents.

Career Services helps match an individual's interests, skills, and values to a viable career path through career exploration, resume writing, and interview skill building. Career Services also promotes available job opportunities. This project will enhance these services and increase economic opportunities for city residents by connecting them to local employers and living-wage jobs.

8. Project Period: 11 months

(Number of months in duration)

Beginning Date: July 1, 2019

Ending Date: June 30, 2020

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

CCC serves all of Oregon City. Our outreach to employers will begin with employers that are within a 1- mile radius of the South Metro Station and then move out to other areas of the city.

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

This project will benefit the community by providing local employers access to a skilled workforce and increase employment and economic opportunities for city residents by increasing their access of and awareness to career services.

Goals:

- 500 local employers contacts/engagement on CCN
- 1,000 students and Oregon City residents engaged on CCN
- 100 students/job-seekers hired and/or placed in an internship

Inputs:

- The grant funds will be used to pay for a .5 FTE (20 hours per week) added to a current .25 existing Career Services position. This increase in staff time will boost career services and provide much needed one-time support to increase outreach to employers and job seekers. The project will build capacity for future sustainability after the grant ends by meeting the following outcomes.

Outcomes:

- Increase the number of Oregon City employers and students who are aware of and are actively using the College Central Network.
- Foster partnerships between employers and the college resulting in increased job placement and internships, creating more discussions about ways to align offerings with employer needs, and supporting business connections with faculty and staff.
- Develop Oregon City students' and residents' job search skills and work readiness.

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)?

Existing CCC Career Services staff and resources will be leveraged for this project. There are currently 1.5 staff working in this area and this project will add an additional .5 FTE, effectively increasing opportunities for outreach and services. Also, the college is already connected to Oregon City civic groups and workforce partners, and this project will include marketing CCC Career Services to these groups and others that are identified through this work. Attached to this proposal are letters of support for this project from Parrot Creek, Clackamas Workforce Partnership, Oregon City Business Alliance, and the Oregon City Chamber of Commerce.

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

Career Services (www.clackamas.edu/campus-life/career-center) helps match an individual's interests, skills and values to a viable career path through career exploration, resume writing, interview skill building, and by promoting available job opportunities. This project will enhance these services and increase economic opportunities for city residents by connecting them to local employers and living-wage jobs.

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

Milestones to be completed by end of month:

- 10/15/19: Fall Career Fair
- 1/31/20: Round 1 of employer outreach within a 1-mile radius of the South Metro Station
- 1/31/20: Round 1 data collection of student and employer usage on CCN
- 1/31/20: Round 1 data of faculty engagement
- 1/31/20: Mid- Cycle Report
- 4/14/20: Spring Career Fair
- 4/30/20: Round 2 of employer outreach
- 4/30/20: Round 2 data collection of student and employer usage on CCN
- 4/30/20: Round 2 data of faculty engagement
- 6/15/20: Round 3 of employer outreach
- 6/15/20: Round 3 data collection of student and employer usage on CCN
- 6/15/20: Round 3 data of faculty engagement
- 6/30/20: Exit Report completed

14. An exit report will be required once the project is complete, per a signed Enhancement 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.

Effectiveness will be evaluated by number of people served (employers and students/community members); number of jobs posted; number of placements reported

Anticipated outcomes/goals will be evaluated by:

- Local employer contacts: staff will record number of contacts and communication (in-person, phone, email)
- Engage employers on CCN: tracked by pulling report via CCN including date and employer registration information
- Engage students/OC residents on job board: tracked by pulling report via CCN including student/job seeker registration date, last activity, resume uploads
- Placements: reported either via CCN (employers have capability of reporting interview or hire) or other communicated reporting (email, verbal)
- Number of attendees at job fairs (employers register via CCN; job seekers counted at entrance)

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 refer to the Enhancement Grant Program Information sheet for current value.

Item	Source of Support	Estimated Value (\$)

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

17. What is the percentage of Enhancement will be used for personnel services or administrative costs? Personnel 78% Administrative costs (CCC indirect) 19%

18. Will the administrator be a paid position? Yes X 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) Grant Dollars Requested	(B) Matching Funds (Cash)	(C) In-Kind Matching Support	(D) Total
Personnel Services (salaries, administration)	\$27,560	\$24,372		\$51,932
Project Administration costs (clerical, advertising, graphics, printing, postage)				
Materials		\$750		\$750
Equipment/Supplies				
Construction Costs				
Event Costs				
Transportation Costs		\$600		\$600
Insurance Costs (if needed)				
Additional Costs (List)				
CCC Federally Negotiated Indirect Rate (40% of staff costs)	\$11,023			\$11,023
Totals	\$38,583	\$25,722		\$64,305



May 8, 2019

Dear Oregon City Enhancement Grant Program Selection Committee,

We are pleased to submit this letter of support for Clackamas Community College's (CCC) Career Services Enhancement Project for Oregon City. CCC Career Services are an untapped resource for connecting over 2,400 Oregon City businesses with over 8,900 CCC students that hail from Oregon City. This project emerged as a response to growing needs from local businesses and employers who have unfilled employment and internship opportunities.

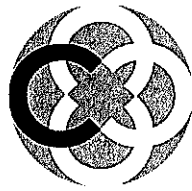
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- Promote and coordinate the CCC internship program to benefit local employers and job seekers.
- Advertise career fairs and other on-campus recruiting options to local residents.

Through this much needed one-time support, CCC will be able to increase outreach to employers and job seekers building a strong network that will be maintained by the college for years to come.

Sincerely,

Simon Fulford
Executive Director



**Clackamas
Workforce
Partnership**
WORKFORCE DEVELOPMENT BOARD

365 Warner Milne Rd, Suite 202
Oregon City, OR 97045
(503) 657-6644
www.clackamasworkforce.org

May 7, 2019

Oregon City Enhancement Grant Program
625 Center Street
Oregon City, 97045

Dear Oregon City Enhancement Grant Program Selection Committee,

Re: Clackamas Workforce Partnership support for CCC Oregon City Enhancement Grant Application

We are pleased to submit this letter of support for Clackamas Community College's (CCC) Career Services Enhancement Project for Oregon City. CCC Career Services are an untapped resource for connecting over 2,400 Oregon City businesses with over 8,900 CCC students that hail from Oregon City. This project emerged as a response to growing needs from local businesses and employers who have unfilled employment and internship opportunities.

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Through this much needed one-time support, CCC will be able to increase outreach to employers and job seekers building a strong network that will be maintained by the college for years to come.

Sincerely,

Bridget Dazey, Executive Director
Clackamas Workforce Partnership
365 Warner Milne Road, Suite 202
Oregon City, OR 97045
bridget.dazey@clackamasworkforce.org

May 9, 2019

Dear Oregon City Enhancement Grant Program Selection Committee,

We are pleased to submit this letter of support for Clackamas Community College's (CCC) Career Services Enhancement Project for Oregon City. CCC Career Services are an untapped resource for connecting over 2,400 Oregon City businesses with more than 8,900 CCC students who hail from Oregon City. This project emerged as a response to growing needs from local businesses and employers who have unfilled employment and internship opportunities.

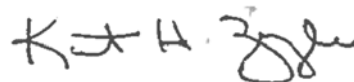
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- Advertise career fairs and other on-campus recruiting options to local residents.

Through this much-needed, one-time support, CCC will be able to increase outreach to employers and job seekers building a strong network that will be maintained by the college for years to come.

Sincerely,

Oregon City Business Alliance

A handwritten signature in black ink, appearing to read "Kent H. Ziegler".

Kent Ziegler, President of OCBA

Oregon City Chamber of Commerce

Michael Brand, Executive Director