



**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 Clean & Safe Downtown Oregon City

Organization Downtown Oregon City Association

Is this a Non-Profit Organization? Yes X No     

Non-Profit Federal tax exempt ID Number 26-2907232

Address 814 Main Street

City, State, Zip Oregon City, OR 97045

Project Coordinator Liz Hannum Phone 503-802-1640

Email liz@downtownoregoncity.org

Chairperson of Governing Board (If Applicable) Zach Stokes

Phone 541-891-8778

Signature Elizabeth Hannum

*(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**

<b>Grant Amount Requested:</b>	<b>\$</b>	<b>18,400</b>
<b>+ Matching Funds (Cash):</b>	<b>\$</b>	<b>27,375</b>
<b>+ In-Kind Matching Funds (See question #15):</b>	<b>\$</b>	<b>0</b>
<b>= Total Cost of Project:</b>	<b>\$</b>	<b>45,775</b>

## **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.

2014-15 – MEC Grant funds helped pay for new banners throughout downtown, street tree lighting (wiring, lights, installation), as well as other tourism readiness projects.

2015-16 – MEC Grant funds helped pay for a downtown storefront micro-grant program which provided micro grants to multiple downtown businesses.

2015-16 – MEC Grant fund helped pay for the initial Clean Team which was a contracted service.

2016-17 – MEC Grant funds helped pay for continuation of the Clean Team

2018-19 – MEC Grant supported the design and fabrication of a Tourism information Kiosk at the top of the Elevator

2018-19 – MEC Grant supported street tree lights and the continuation of the Clean Team

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

The Clean Team project is daily ongoing and will conclude in June 2019.

The Elevator Kiosk has been fabricated and is ready for installation pending approval from the City Public Works team.

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.

This project extends the popular Downtown Clean Team program for another year.

The clean team provides daily cleaning and maintenance of downtown's public areas, sidewalks, and planting strips as well as larger quarterly projects to maintain a high visual standard for visitors and employees. In addition to sweeping and weeding, the clean team employs a sidewalk vacuum for sidewalk litter and leaves and power washes sidewalks in pedestrian intensive areas periodically.

The Clean Team project also maintains street tree lights lit year-round. In between bringing in a contractor to add new trees or overhaul select trees, the clean team troubleshoots any trees that are not lit and when light strands are blown loose they are pushed back into the tree using a pole from the ground. Due to various reasons, primarily oversized trucks, tree lights require maintenance throughout the year.

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

This project was selected because it aligns with DOCA's strategic goals and most of the Metro Enhancement grant program's goals. It brings value to the community by helping to beautify downtown as well as making it a safer place.

This project has been incredibly popular amongst downtown business and property owners as well as visitors to the community. Without this grant, the program will sunset in June 2019 which means the daily maintenance of picking up cigarette butts and trash will revert to the City's maintenance team as well as larger projects that beautify our community's civic center. With this program, DOCA can continue to not only clean and beautify Downtown Oregon City, but can manage the dangerous items that have been found on a regular basis over the first two years of this program including dirty needles, nails in the street, machetes, etc.

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.

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

1. The program results in reduced cigarette butts, plant debris, and other waste throughout the downtown district. Periodic deeper cleaning reduces staining. The removal of hazardous waste and drug paraphernalia in a timely manner increases the safety of downtown. The clean team also maintains street tree lights in downtown which contribute significantly to the night streetscape.

3. In the past, recurring events have had to deal with unclean streets and sidewalks in street closure areas. Cleanliness is a persistent problem for events held downtown. This program should limit the amount of preparation for downtown events.

4. Visibility of downtown staff and cleanliness improve perceived and real safety. The clean team will help downtown and the city identify potential safety problems early on. Clean and well maintained public spaces attract less crime. Additionally, lit street trees make pedestrian areas safer.

5. Ongoing cleaning and maintenance results in a consistently cleaner downtown district.

6. Recyclable containers and materials are separated, when possible, from waste picked up on street.

7. A well maintained and clean business district attracts more customers creating additional economic opportunity for downtown businesses. Many businesses in downtown are owned and staffed by Oregon City residents.

8. Project Period: 1 year  
(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?

The clean team currently operates in the downtown district of Oregon City which includes everything west of the bluff from 15th street to 99E. It does not include anything past 99E.

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

A strong, vibrant, and clean downtown is a key component of overall community economic development. This project effects every downtown visitor, business and property owner.

Anticipated and ongoing outcomes:

- Greater civic pride
- Greater participation in downtown beautification
- Improved communication with city about maintenance needs.
- Overall cleaner, safer and well-maintained district.
- Enhanced evening and nighttime business activity

Additional benefits:

- Business recruitment tool

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)?

Right of way access for clean team (ongoing) and occasional access for tree light installation and maintenance.

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

DOCA has successfully managed and implemented the Clean Team program over the last two years. It also has ongoing experience with downtown beautification projects, many supported via Metro grant programs. DOCA has managed lighting and signage micro-grant programs, public art installations, volunteer cleanup projects, and events that require coordination amongst business and property owners, city departments, and others.

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

Once notified of grant award, DOCA will maintain its employment of our current clean team associate. The establishment of a clean and safe task force which will focus on solving current issues and find avenues to expand service by working with possible future partners including the Clackamas County Homeless Coalition. A major milestone for DOCA is to work with The Homeless Coalition to find a sustainable funding stream for a potential expanded program.

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.

Metrics:

- Schedule and services frequency (bags of trash removed, sidewalks power washed, hours weeded, biohazards cleaned etc.)

- Business and property owner feedback
- Steps taken with community partners/task force to expand the clean team.

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 (\$)
Volunteers	2 hours per month x \$24.14	\$580

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

NA

17. What is the percentage of Enhancement will be used for personnel services or administrative costs? 0 %

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
Position Benefits include taxes, admin fees		\$7,000		\$7,000
Clean Team Associate Salary Approximately 20hrs/week - \$15/hr	\$16,000			\$16,000
Supplies (\$200/mo)	\$2,400			\$2,400

<b>Street Tree Lighting Maintenance</b>		\$15,000		\$15,000
<b>Clean Team Manager (5hrs/week)</b>		\$5,375		\$5,375
<b>Totals</b>	<b>\$18,400</b>	<b>\$27,375</b>		<b>\$45,775</b>