



Agenda Item

July 23, 2025

TO: City Council

FROM: Frank Lonergan, Mayor

SUBJECT: **Committee Appointment**

The following appointment is made, subject to the approval of the Council. Please forward any adverse comments to me prior to the Council meeting on Tuesday, July 29, 2025. No reply is required if you approve of my decision.

Woodburn Library Board

- Cristal Ramos

COUNCIL MEETING MINUTES

JULY 14, 2025

DATE **COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JULY 14, 2025**

CONVENED The meeting convened at 7:00 p.m. with Mayor Lonergan presiding.

ROLL CALL

Mayor Lonergan	Present
Councilor Cantu	Present
Councilor Cornwell	Present
Councilor Schaub	Present
Councilor Bravo	Present
Councilor Grijalva	Present
Councilor Wilk	Present

Staff Present: City Administrator Derickson, City Attorney Granum, Special Projects Director Wakely, Community Development Director Kerr, Community Services Director Cuomo, Police Chief Millican, Public Works Director Stultz, Community Relations Manager Herrera, City Recorder Pierson

MOMENT OF REFLECTION

Mayor Lonergan noted that the Fourth of July was about a week and a half ago and it was our country's 249th anniversary with next year being the 250th. He mentioned that there had been a significant amount of noise during the celebrations and shared that, according to the Fire Chief, a few structural fires had occurred due to improper methods of extinguishing fireworks. The Mayor expressed his appreciation to the Fire District for their commendable response and efforts.

Randy Westrick, 515 Jana Ave., stated his concerns regarding fireworks in Woodburn and that they are out of control.

Mayor Lonergan stated that he heard there was a great turnout at Centennial Park and City Administrator Derickson added that there was estimated to have been 5,000 people that attended the event.

City Administrator Derickson noted that there has been a noticeable increase in fire activity recently, including several grass fires in addition to those on the Fourth of July. He emphasized that fire season has begun and appears to be more intense than in previous years.

Mayor Lonergan reported that the Second Friday event in Downtown took place last Friday and noted that the art show at the museum was excellent.

ANNOUNCEMENTS

Mayor Lonergan made the following announcements:

COUNCIL MEETING MINUTES

JULY 14, 2025

- The City Council Meeting /Community BBQ is scheduled to take place on Tuesday, July 29, 2025, at 6:00 p.m. to coincide with Music in the Park. During that meeting the following people will be recognized:
 - The Nancy Kirksey Award will be presented to Pastor Luis Molina
 - Special Acknowledgment to Representative Muñoz
 - The Mary Tennant Award will be presented to Public Works Director Curtis Stultz

PROCLAMATIONS/PRESENTATION

National Night Out - Council President Schaub read a proclamation calling on citizens to support the 2025 42nd Annual National Night Out and declaring August 5, 2025, as the 2025 42nd Annual National Night Out.

Woodburn Golf Club 100 years – Mayor Lonergan read a proclamation celebrating 100 years of Woodburn Golf Club and encouraged the entire Woodburn community to join in celebrating this historic milestone at the 100-Year Anniversary Festivities at Woodburn Golf Club on Sunday, July 20, 2025. A representative from Woodburn Golf Club provided information on the 100-year Anniversary festivities and thanked Mayor Lonergan for the Proclamation.

Fiesta Mexicana Court - Community Relations Manager Herrera introduced the Fiesta Court and provided the City Council with information on the programs and events they have been involved with. Each member of the Fiesta Court introduced themselves and provided information on Fiesta Court programs that they participated in and information about Fiesta Mexicana Events.

CONSENT AGENDA

Mayor Lonergan requested that the K-Bron Brewing liquor license application be moved off the Consent Agenda and moved under General Business.

A. Woodburn City Council minutes of June 23, 2025,

Motion: Schaub/Cornwell... approve the consent agenda as presented.

The Motion passed with the following vote: Councilors Schaub, Cornwell, Wilk, Bravo, Grijalva, and Cantu voting “aye.” [6-0]

PUBLIC HEARINGS

Legislative public hearing: WDO modifications regarding Floodplain Management Regulations

Mayor Lonergan reopened the hearing at 7:38 p.m. for the purpose of hearing public input on the WDO modifications regarding Floodplain Management Regulations. Community Development Director Kerr provided a staff report. City Attorney Granum explained staff’s recommendation to delay adopting a final decision at this meeting despite FEMA’s deadline. She added that many jurisdictions are also delaying adoption and that the risk to the City in losing its NFIP designation is low. No members of the public wished to speak in either support or opposition. Mayor Lonergan closed the hearing at 7:57

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p.m.

Motion: Schaub/Cantu... Council close the record and continue the item until such time as the active litigation is resolved upon which time staff will bring the item back to the Council for final consideration if necessary.

On roll call vote the Motion passed with the following vote: Councilors Schaub, Cornwell, Wilk, Bravo, Grijalva, and Cantu voting “aye.” [6-0]

LIQUOR LICENSE APPLICATION K-BRON BREWING COMPANY

Mayor Lonergan noted that the applicant had done some painting work at his house last year and he only recently heard of their brewery plans. He stated his concerns with the applicant having a liquor license approval recommendation from the City Council about a year ago, but the business never opened, and it raised questions for him about whether we need to confirm that there is an establishment before we recommend approval of a liquor license. City Attorney Granum explained that the previous license might not have been finalized with OLCC or may have expired, so the applicant had to reapply. Community Development Director Kerr added that the business has scaled back its original plan and is now getting ready to open with a smaller setup.

Motion: Schaub/Wilk... Recommend that the OLCC approve the Liquor License Application for K-Bron Brewing Company Woodburn, Oregon.

The Motion passed with the following vote: Councilors Schaub, Cornwell, Wilk, Bravo, Grijalva, and Cantu voting “aye.” [6-0]

COUNCIL BILL NO. 3283 - A RESOLUTION ESTABLISHING A PARK AND COMMUNITY CENTER NAMING AD HOC COMMITTEE THAT WILL PROVIDE NEW AND UPDATED NAMES TO BE CONSIDERED BY THE CITY COUNCIL FOR ADOPTION. LOCATIONS INCLUDE SITES REFERRED TO AS WOODBURN MEMORIAL AQUATIC CENTER, DOVE LANDING PARK, BOONES CROSSING PARK, SENIOR ESTATES PARK, AND CENTENNIAL PARK DOG PARK

Schaub introduced Council Bill No. 3283. City Recorder Pierson read the bill by title only since there were no objections. Community Services Director Cuomo provided a staff report. On roll call vote for final passage, the bill passed unanimously with Councilors Grijalva, Wilk, Bravo, Cornwell, Schaub, and Cantu voting “aye” [6-0]. Mayor Lonergan declared Council Bill No. 3283 duly passed.

Motion: Schaub/Cantu... appoint the committee members identified in this staff report, Mayor Lonergan, and City Councilors Cornwell and Bravo to the Park and Community Center Naming Committee.

The Motion passed with the following vote: Councilors Schaub, Cornwell, Wilk, Bravo, Grijalva, and Cantu voting “aye.” [6-0]

SALE OF SURPLUS PROPERTY LOCATED BETWEEN S. SETTLEMIER AVE AND S. FRONT STREET

City Attorney Granum provided a staff report.

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Motion: Schaub/Cornwell... authorize the City Administrator to enter into a purchase and sale agreement and execute all documents necessary to transfer the title of City owned property located between S. Settlemier Ave and S. Front St, Woodburn, OR 97071 (tax lot 051W18BC09000) to Ivo Toran by means of a Property Line Adjustment Deed.

The Motion passed with the following vote: Councilors Schaub, Cornwell, Wilk, Bravo, Grijalva, and Cantu voting “aye.” [6-0]

AWARD OF CONSTRUCTION CONTRACT FOR THE 2025 PAVEMENT MAINTENANCE PROJECT

Public Works Director Stultz provided a staff report and noted that the costs of the contract were incorrect in the staff report and the actual amount \$392,109.75.

Motion: Schaub/Cantu... award the construction contract for the 2025 Pavement Maintenance Project to the lowest responsible bidder, Knife River Corporation Northwest, in the amount of \$392,109.75.

The Motion passed with the following vote: Councilors Schaub, Cornwell, Wilk, Bravo, Grijalva, and Cantu voting “aye.” [6-0]

COUNCIL BRIEFING OF PLANNING COMMISSION APPROVAL OF A DESIGN REVIEW, PRELIMINARY PARTITION, AND VARIANCE APPLICATION PACKAGE FOR “MCHA FARMDALE APARTMENTS” AT 1219 & 1233 W LINCOLN STREET (TAX LOT 051W07CB09300)

The City Council declined to call this item up.

CALL-UP BRIEFING: PUBLIC ARTS AND MURAL COMMITTEE APPROVAL OF PAMC 2025-02, A PUBLIC ART INSTALLATION ON WOODBURN SCHOOL DISTRICT PROPERTY AT WASHINGTON ELEMENTARY SCHOOL

The City Council declined to call this item up.

CITY ADMINISTRATOR’S REPORT

The City Administrator reported the following:

- Attended the Oregon City County Managers conference. Some of the topics of concern were budget challenges, housing, and the legislature’s inability to pass a transportation bill. He added that he was able to brag about Woodburn and picked up some good ideas to bring back as well.
- Noted that fire season seems to be heightened this year and the City will work on communicating that to the public.

MAYOR AND COUNCIL REPORTS

Councilor Grijalva thanked staff for organizing the bootcamp and appreciated the opportunity to meet members of the City’s various boards.

Councilor Cantu stated that she attended the 4th of July Chuck Wagon breakfast hosted by the Kiwanis Club, which had a great turnout. She expressed excitement about the new disc golf activities planned at Legion Park. She added that she has submitted her application for National Night Out and looks

COUNCIL MEETING MINUTES

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forward to hosting neighbors in the community.

Councilor Wilk asked how we can follow up on items that are brought to the Council through public comment, specifically Randy's comments regarding fireworks. City Administrator Derickson stated that the City does have the authority to ban fireworks, but it is difficult to enforce. He added that he can forward his firework research to Council.

Council Wilk also inquired about the request from Terri Berkey Gonzalez for a lot line adjustment and how we process that request.

City Administrator Derickson stated that the City is exploring ways to support the project through permitting, legislative efforts, and timelines, while maintaining its policy against directly subsidizing development.

Councilor Schaub stated that Woodburn should be proud and reminded people to stay hydrated and look out for their neighbors during the heat.

Councilor Cornwell stated that she attended the Second Friday event, and it was very nice, and she looks forward to more. She also attended the Chuck Wagon Breakfast and had nice time. She asked who the Grand Marshal was this year and Mayor Lonergan answered that it is Reyna Lopez from PCUN.

EXECUTIVE SESSION

Mayor Lonergan entertained a motion to adjourn into executive session under the authority of ORS 192.660 (2)(h) and ORS 192.660 (2)(f).

Motion: Schaub/Wilk... move into executive session under the authority of ORS 192.660 (2)(h) and ORS 192.660 (2)(f).

The Motion passed with the following vote: Councilors Schaub, Cornwell, Wilk, Bravo, Grijalva, and Cantu voting "aye." [6-0]

The Council adjourned into executive session at 8:43 p.m. and reconvened at 9:10 p.m. Mayor Lonergan stated that no action was taken by the Council while in executive session.

ADJOURNMENT

Motion: Cornwell/Schaub ... move to adjourn.

The Motion passed with the following vote: Councilors Schaub, Cornwell, Bravo, Wilk, Grijalva, and Cantu voting "aye." [6-0]

Mayor Lonergan adjourned the meeting at 9:10 p.m.

APPROVED _____

COUNCIL MEETING MINUTES
JULY 14, 2025

FRANK LONERGAN, MAYOR

ATTEST

Heather Pierson, City Recorder
City of Woodburn, Oregon

**EXECUTIVE SESSION MINUTES
JULY 14, 2025**

DATE CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JULY 14, 2025

CONVENED The meeting convened at 8:43 p.m. with Mayor Lonergan presiding.

ROLL CALL

Mayor Lonergan	Present
Councilor Cantu	Present
Councilor Cornwell	Present
Councilor Schaub	Present
Councilor Bravo	Present
Councilor Grijalva	Present
Councilor Wilk	Present

Mayor Lonergan reminded Councilors and staff that information discussed in executive session is not to be discussed with the public.

Staff Present: City Administrator Derickson, City Attorney Granum, Public Works Director Stultz, Police Chief Millican, City Recorder Pierson

Others in attendance: None.

The executive session was called:

- A. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed pursuant to ORS 192.660 (2)(h).

To consider records that are exempt by law from public inspection pursuant to ORS 192.660 (2)(f).

ADJOURNMENT

The executive session adjourned at 9:10 p.m.

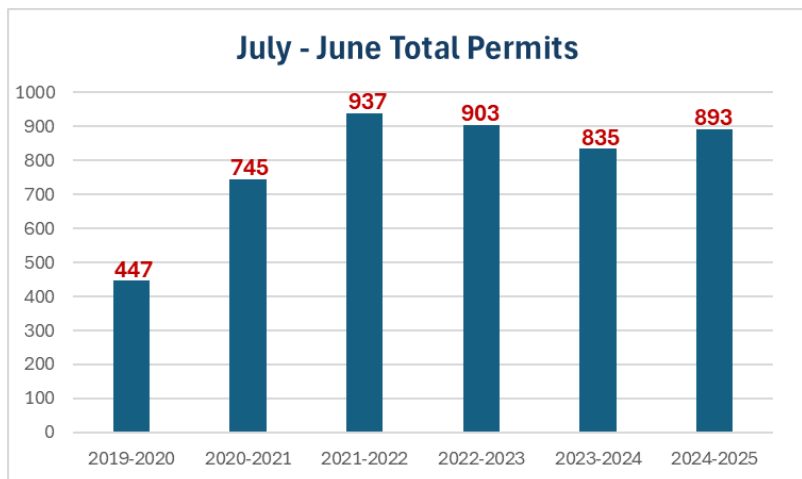
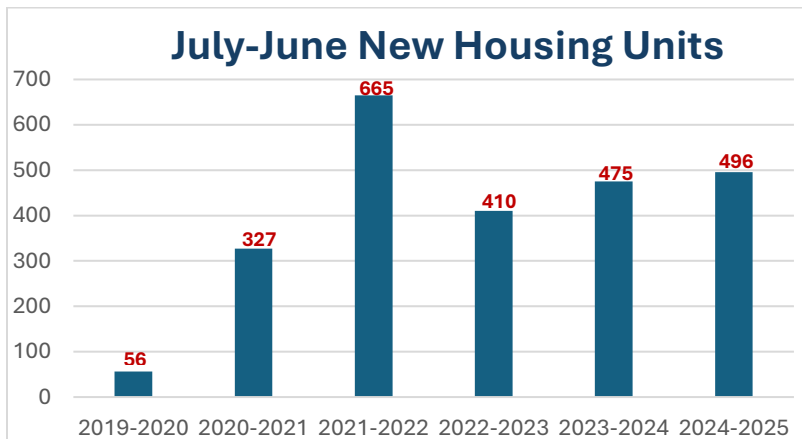
APPROVED _____

Frank Lonergan, Mayor

ATTEST _____

Heather Pierson, City Recorder
City of Woodburn, Oregon

City of Woodburn New Development Activity						
June- '25						
Month	Total Permits	Single Family Home	Residential Building Permit Valuation	Commercial Building Permit Valuation	Total Permit Valuation	New Housing Units
June '19	37	0	\$ 171,647	\$ 1,924,650	\$ 2,234,799	0
June '20	53	18	\$ 3,830,226	\$ 4,063,834	\$ 8,070,529	18
June '21	90	29	\$ 7,407,870	\$ 2,783,366	\$ 10,378,952	53
June '22	80	7	\$ 2,430,429	\$ 8,723,439	\$ 11,697,379	91
June '23	118	10	\$ 2,369,945	\$ 2,670,653	\$ 9,060,450	10
June '24	95	22	\$ 6,815,553	\$ 11,398,860	\$ 19,307,915	22
June '25	54	11	\$ 3,667,550	\$ 354,620	\$ 4,318,273	11
Fiscal Year Totals (July through June)						
2019-2020	447	56	\$ 13,358,341	\$ 38,754,214	\$ 56,098,631	56
2020-2021	745	207	\$ 53,528,913	\$ 23,136,728	\$ 83,281,553	327
2021-2022	937	241	\$ 72,548,523	\$ 506,799,260	\$ 604,623,350	665
2022-2023	903	68	\$ 23,759,732	\$ 87,408,784	\$ 123,082,344	410
2023-2024	835	129	\$ 44,181,553	\$ 76,819,590	\$ 128,047,536	475
2024-2025	893	317	\$ 109,160,267	\$ 65,518,023	\$ 181,093,055	496



Traffic Photo Enforcement Report - N. Pacific Highway at Mt. Hood Avenue

Red Light Enforcement

	Quarter 1: Jan - March	Quarter 2: April - June	Quarter 3: July - Sept	Quarter 4: Oct - Dec	2025 Year Total	2025 Monthly Average
Total Events Captured	1017	1241			2258	376
Non-Event	616	673			1289	215
Controllable	33	57			90	15
Not Controllable	165	262			427	71
Unprocessed/Misc	1	0			1	0
Total Rejections	815	992	0	0	1807	301
Citations Issued	202	249	0	0	451	75

Speed Enforcement (46 mph+)

	Quarter 1: Jan - March	Quarter 2: April - June	Quarter 3: July - Sept	Quarter 4: Oct - Dec	2025 Year Total	2025 Monthly Average
Total Events Captured	627	604			1231	205
Non-Event	149	101			250	42
Controllable	22	15			37	6
Not Controllable	95	141			236	39
Unprocessed/Misc	0	1			1	0
Total Rejections	266	258	0	0	524	87
Citations Issued	361	346	0	0	707	118

EVENT REJECTION [NON-CITATION] KEY

Non-Event: No citation issued due to no violation - event triggered due to cross traffic or slow roll; public safety response, etc.

Controllable: No citation issued due to poor or malfunctioning camera/video quality [these are typically rejected prior to being sent to City/PD for review].

Not Controllable: No citation issued due to driver and/or vehicle registration issues; driver does not match reg owner; driver face obstructions; poor weather conditions.

Unprocessed/Misc: The program was unable to provide info on rejections for events and/or event was not within enforceable time period.

Traffic Photo Enforcement Report - N. Pacific Highway at Mt. Hood Avenue

Red Light Enforcement

	April 2025	May 2025	June 2025	April - June 2025 (Monthly Average)
Total Events Captured	447	473	321	414
Non-Event	235	267	171	224
Controllable	21	21	15	19
Not Controllable	103	81	78	87
Unprocessed/Misc	0	0	0	0
Total Rejections	359	369	264	331
Citations Issued	88	104	57	83

Speed Enforcement (46 mph+)

	April 2025	May 2025	June 2025	April - June 2025 (Monthly Average)
Total Events Captured	103	250	251	201
Non-Event	23	34	44	34
Controllable	0	9	6	5
Not Controllable	19	57	65	47
Unprocessed/Misc	0	0	1	0
Total Rejections	42	100	116	86
Citations Issued	61	150	135	115

EVENT REJECTION [NON-CITATION] KEY

Non-Event: No citation issued due to no violation - event triggered due to cross traffic or slow roll; public safety response, etc.

Controllable: No citation issued due to poor or malfunctioning camera/video quality [these are typically rejected prior to being sent to City/PD for review].

Not Controllable: No citation issued due to driver and/or vehicle registration issues; driver does not match reg owner; driver face obstructions; poor weather conditions.

Unprocessed/Misc: The program was unable to provide info on rejections for events and/or event was not within enforceable time period.

July 29, 2025

TO: Honorable Mayor and City Council

FROM: Jamie Johnk, Economic Development Director

SUBJECT: **Community Development Block Grant - CDBG CV for Non-construction Projects: AWARE Food Bank – Food Assistance Program**

RECOMMENDATION:

Hold a public hearing to consider the City's application for a Community Development Block Grant, CDBG-CV for Non-construction Project for the AWARE Food Bank – Food Assistance Program and authorize the City Administrator to execute any and all documents related to the grant application and to effectuate an award of the grant.

BACKGROUND:

The City of Woodburn is eligible to apply for a Community Development Block Grant - COVID (CDBG-CV) from Business Oregon. CDBG-CV funds come from the U.S. Department of Housing and Urban Development, and these particular grant funds can be used to prevent, prepare for, and respond to the impacts of COVID. The CDBG-CV funding is in response to the economic impacts of the pandemic by providing assistance to affected low- and moderate-income households.

Through Business Oregon, the maximum grant that a city can receive for food bank assistance is \$241,000. Applying for these grant funds does not limit or restrict the City from applying for future rounds of CDBG funds.

DISCUSSION:

The City of Woodburn is proposing to submit an application for Community Development Block Grant COVID(CDBG-CV) funding from Business Oregon for the AWARE Food Bank. This program proposes to utilize CDBG-CV funding to purchase food and health related supplies in order to address the continues demand for assistance that remains after COVID. Additionally, CDBG-CV funds will aide in filling the gap in program funding recently left by the reduction of USDA assistance.

Agenda Item Review: City Administrator ☒ City Attorney ☒ Finance ☒

The AWARE Food Bank serves the Woodburn area with healthy, highly desired food products, as well as supporting two (2) additional area food pantries: St. Luke's Catholic Church with 100 visits per month and Woodburn Spanish Seventh Day Adventist Church with 200 visits per month.

In addition, AWARE supports two (2) mobile food pantries: Hubbard/Aurora Mobile Pantry serving 150 visits per month and AWARE Farmworker Outreach Mobile Pantry serving 350 visits per month; as well as the Immanuel Lutheran Community Meal Program where they serve 3,500 meals per month.

Completion of a CDBG public hearing is a requirement of the application process and provides direction for staff to the move forward with submission of the CDBG-CV application, on behalf of AWARE Food Bank – Food Assistance Program. Notification of award of funding is anticipated in August 2025.

This proposed project will not result in the displacement or relocation of any persons or businesses.

FINANCIAL IMPACT:

The City will be seeking a CDBG-CV funding request of \$241,000 for the AWARE Food Bank – Food Assistance Program.

Costs to the City for completion of the grant applications and grant administration are estimated to include staff time.



Community Development Block Grant -

CDBG CV for Non-construction Projects:

Food Bank/ Child Care/Turn-Key/ Broadband

- The appropriate CDBG CV application guidelines must be read and used in its entirety to complete the application.

Section 1: General Application Information

Section I A: Applicant

Organization Name* City of Woodburn	Organization City <small>(Identify the ORS under which entity is formed if potential applicant is an entity other than city or county, such as special district, authority, association, etc.)</small>
Street Address* 270 Montgomery Street, Woodburn OR 97071	Mailing Address* Click here to enter text.
Office Phone* 503-980-6319	Web URL https://www.woodburn-or.gov/

Section I B: Project Contact

Name * Jamie Johnk	Title * Economic Development Director
Phone * 503-980-6319	Email * jamie.johnk@ci.woodburn.or.us
Phone (cell) 503-320-8325	
Authorized Signature Name Scott Derickson	Authorized Signature Title City Administrator
Authorized Signature Email scott.derickson@ci.woodburn.or.us	

Section I C: State Representation

Senate District Number* 11	Senator's Name* Kim Thatcher
House District Number* 22	Representative's Name* Lesly Muñoz

Section I D: Project Overview

Project Name*

AWARE Food Bank – Food Assistance Program

Project Location *(impacted areas that will be benefited by this project)*

Woodburn, Oregon

Section I E: Project Description

Opportunity/Problem* *(Briefly describe nature of need and the impact of COVID-19 to the applicant & project jurisdiction)*

Since the pandemic, visits to area food pantries have increased by more than 60%. AWARE Food Bank in Woodburn is the largest food bank in Marion and Polk counties and has seen tremendous growth in demand over the past years serving upwards of 3,650 pantry visits per month, which is over twice the amount we saw in 2021.

While the demand for assistance in the Woodburn area continues to grow, food pantries are experiencing a reduction in food supply, including AWARE Food Bank. To add to the challenge, recent reductions to USDA support, one of the food bank's primary resources, included a 14% reduction to food available in Marion and Polk counties, which has a devastating impact to the Woodburn area. USDA supplies highly nutritional foods such as meat, dairy, eggs, and produce which is generally not donated through local community giving. The impact from the loss of the USDA funded food and supplies is significant, equivalent to approximately one million meals or 1.4 million dollars of in-kind support.

Proposal/Solution* *(Briefly describe programs relationship to the prevention or response to COVID-19 for the applicant & project jurisdiction)*

The City of Woodburn, on behalf of Marion Polk Food Share/AWARE Food Bank proposes in this request to utilize CDBG-CV funding to purchase food and health related supplies in order to address the increasing demand for assistance that remains after COVID and to fill the gap left by the reduction of USDA food support. AWARE Food Bank serves the Woodburn area with healthy, highly desired food products, as well as supports two (2) additional area food pantries: St. Luke's Catholic Church with 100 visits per month and Woodburn Spanish Seventh Day Adventist Church with 200 visits per month. In addition, AWARE supports two (2) mobile food pantries: Hubbard/Aurora Mobile Pantry serving 150 visits per month and AWARE Farmworker Outreach Mobile Pantry serving 350 visits per month; as well as the Immanuel Lutheran Community Meal Program where they serve 3,500 meals per month.

CDBG-CV funding will provide the additional support needed to maintain food services provided and cover the immense gap left with the reduction of USDA resources.

Detailed Project Description* *(clearly describe the proposed project work to be accomplished, and the organization that will be involved in assisting the applicant in implementing the program (if any). Describe the timeline of the project and your expected outcomes and the activities your organization will take to achieve those outcomes.)*

With the resources provided through CDBG-CV funding, AWARE Food Bank will purchase food and health related supplies for distribution to individuals and families in the Woodburn area. With the reduction in USDA assistance, CDBG-CV funding will be utilized to fill the gap acquiring food staples (i.e., meat dairy, eggs, proteins etc.) that are highly sought and generally not donated. AWARE strives to provide highly nutritional, balanced food selections in order to serve those families and individuals in need. Supplies acquired with CDBG-CV funding will be regularly distributed through the AWARE Food Bank facility, as well as provide food and supplies to support the three (3) area food pantries, two (2) mobile pantries, and one (1) community meals program offered in the Woodburn area.

The primary outcome of this project is to serve families and individuals in need by providing essential food and health related supplies. CDBG-CV funds will be expended on food and staples throughout the year and will be fully utilized by June 30, 2026.

City of Woodburn staff will provide assistance to AWARE on the management and reporting of the CDBG-CV funds to ensure grant requirements and outcomes are met.

Will this be a new service or a quantifiable increase to a service already provided? *If this is a quantifiable increase to an existing service you must document the amount of need in the prior 12 months to the need at the time of application.* This project is not a new service or an increase to an existing service; rather due to the decrease in USDA resources, CDBG-CV will allow for the continuation of critical services provided through AWARE Food Bank without interruption.

Section 1 F: Project Work Plan

Provide a list of achievable milestones ensuring the project will be completed within targeted timeline. Work plan must include, but is not limited to, target timeline with estimated start and completion dates that would address:

- CDBG programmatic requirements, as identified within the most recent CDBG Grant Management Handbook, Chapter 2
- Government/ Regulatory Agency decision making and review time
- Specific project implementation time (including timeline for procurements)

Please use this example as a template to create a work plan for your project. You will be required to attach a completed work plan with the application. (Please label Attachment D).

<https://www.oregon4biz.com/assets/docs/IFA/COVID19/workplanNCproject.pdf>. Customization may be needed to suit your particular project

Section 1 G: DUNS and CCR Registration

Applicant's DUNS number*	Resource on DUNS:
03-803-2926	<ul style="list-style-type: none">• https://iupdate.dnb.com/iUpdate/showFaq.htm#f5• http://www.dnb.com/duns-number/what-is-duns.html

SAM Registration <i>Please provide the printout (reference Attachment I)</i>	Resource on SAM Registration : <ul style="list-style-type: none"> • http://www.Sam.gov • Within SAM.gov site, please go to Help tab to access the User Guides for the most updated information
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Section 2: Financing Information

Section 2 A*: Project Budget				
Budget Line –item	CDBG Funds	Other IFA Funds	Non-IFA Funds	Total
Food and Supply Purchases	217,000			217,000
AWARE Grant Admin	24,000			24,000
Click here to enter text.				
Click here to enter text.				
Grant Administration (10% of requested loan/grant with a maximum of \$35,000)				
Other: Click here to enter text.				
Other: Click here to enter text.				
Other: Click here to enter text.				
TOTAL	241,000			241,000

Section 2 B: Status of other funding		
Source of Non-IFA Funds, Cash, and other IFA Funds	Amount	Status (Committed – Provide documentation of funds commitment, reference Attachment J)
Click here to enter text.		Choose an item.
Click here to enter text.		Choose an item.
Click here to enter text.		Choose an item.
Click here to enter text.		Choose an item.
TOTAL		

Section 2 C: Additional Budget Information
<p>Will CDBG funds be used to pay for existing budgeted staff of the <i>applicant</i>? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, explain how the CDBG funds will not supplant or substantially reduced the applicant's financial support for other community development activities AWARE Food Bank's Manager will adhere to the reporting requirements of the CDBG-CV program and wages will be reallocated for grant administration. This additional responsibility will not supplant or reduce support for other AWARE Food Bank programs or activities.</p>
<p>Are there other funding sources available out there for such the project proposed?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, what are the other financing sources, and why isn't that source be used?</p>

[Click here to enter text.](#)

If no, why not?

The City of Woodburn, on behalf of AWARE Food Bank, is seeking CDBG-CV funding in order sustain services after USDA reduced its support by 14%, which has left a tremendous gap in AWARE's access to critically needed food products.

Describe and document your evaluation process to ensure that duplication of benefit is prevented for this project?

Note: A duplication occurs when a person, household, [Click here to enter text.](#) business, or other entity receives assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need. The amount of the Duplication Of Benefit (DOB) is the amount received in excess of the total need for the same purpose. When total need for eligible activities is more than total assistance for the same purpose, the difference between these amounts is an "unmet need." Grantees must limit their assistance to unmet needs for eligible activities to prevent a DOB.

This project only provides food assistance to low-income individuals. We do not provide any cash assistance or make payments on behalf of clients. Clients are required to sign in, and we allow one visit for food assistance per week, per client. We track this through sign in sheets.

Will the proposed project receive local, state, or other federal assistance?

If yes, what is the source and how much.

No

Section 3: Project Need

Section 3 A: Activity Information

Select the applicable activities (A-E) and answer the corresponding questions (Reference Attachment F)

A. ☐ Childcare Assistance

- Describe the current capacity and the situation that triggered the need for assistance from CDBG:
[Click here to enter text.](#)
 - Will this project involve (select one that applies):
 - Sponsoring LMI kids to an existing childcare services? ☐ Yes ☐ No
If Yes,
 - o what is the breakdown cost per child and the term of which the proposed fund will cover:
[Click here to enter text.](#)
 - o Describe the process to ensure that 100% of the children sponsored satisfy the LMI requirements
[Click here to enter text.](#)
 - Direct cost associated with the provision of new/existing childcare program of which formation was a byproduct of the pandemic ☐ Yes ☐ No
If yes:
 - o Describe the process to ensure that 51% of the children enrolled satisfy the LMI requirements
[Click here to enter text.](#)
 - o Will this program involves hiring new people? ☐ Yes ☐ No
If yes, will the new hires be:
 - o ☐ Limited duration (term of the duration: [Click here to enter text.](#)), Or,
 - o ☐ Permanent (describe how this position will be funded after COVID-19 response need is abating)
[Click here to enter text.](#)
- If new hires are a part of this project what is their income bracket? [Click here to enter text.](#)
- Will there be any LMI job offered? ☐ Yes ☐ No
- What is the non-profit organization you are working with: [Click here to enter text.](#)
 - What is the capacity of the sub-grantee to manage the additional service? [Click here to enter text.](#)
 - Can all of eligible families within the applicant jurisdiction access the proposed service and is there fee involved in this service? [Click here to enter text.](#)

B. ☐ Broadband/ Internet Connection Assistance

- Describe the current capacity and the situation that triggered the need for assistance from CDBG:
[Click here to enter text.](#)
- Will this project involve:
 - Establishing new internet access (acquiring hotspots, connecting to existing fiber-based internet service?
☐ Yes ☐ No
 - Funding existing monthly internet service (hotspot or other fiber-based internet service)? ☐ Yes ☐ No

Will there be any LMI job offered? ☐ Yes ☐ No

- How did you do price comparison analysis [Click here to enter text.](#)
- Which School District or non-profit organization are you working with in this project?
[Click here to enter text.](#)
- What would the proposed project accomplish describe any particular segment of beneficiaries.
[Click here to enter text.](#)
- Can all eligible families within the applicant's jurisdiction access the proposed service and will there be a fee involved for this service? [Click here to enter text.](#)

C. ☒ **Food Bank: Increase the capacity and availability of food bank assistance for families impacted by Covid-19**

- Will this project involve:
 - Purchasing equipment? ☐ Yes ☒ No
 If Yes, how did you do price comparison analysis: [Click here to enter text.](#) (provide cost quote from vendor)

 Describe how this equipment will be used for response to COVID-19 and how will it be used after COVID-19 is met? [Click here to enter text.](#)
 - Leasing additional Storage space ☐ Yes ☒ No
 If yes, what is the location of the additional space and it's proximately to the current building
[Click here to enter text.](#)

 What are the terms of the lease? [Click here to enter text.](#)
 - Purchase of additional food supply: ☒ Yes ☐ No
 How did you determine the impact of the community and need for additional food?

 We determine need through community-wide food insecurity data, program data tracked internally, and through listening to trusted community partners. We determine the need for additional food through analyzing food inventory levels and trends in pantry visits. For example, our food supply is down 14% due to USDA funding cuts, while our pantry visitation rate has increased 60% since the pandemic. We also see the size of food boxes leaving the pantry and know that particular items are missing from our supplies.
 - With the purchase of additional food how long with the supply last (month, or more)?

 For \$241,000, we believe we can purchase approximately 225,000 lbs. of food. This will, of course, vary based on pricing and product selection. We plan to stretch out these purchases throughout the remainder of this fiscal year (through June 30, 2026).
 - Operation Cost due for additional services: ☒ Yes ☐ No
 - What additional activities or services are you intending to fund due to the impact of COVID-19?

 10% of CDBG-CV funding has been allocated to AWARE Food Bank to cover Manager wages for grant administration.

If yes, will this project includes hiring new people? ☐Yes ☒No

If yes, will the new hires be:

- ☐ Limited duration (term of the duration: [Click here to enter text.](#)), Or,
- ☐ Permanent:
 - Describe how this position will be funded after COVID-19 response need is abating
[Click here to enter text.](#)
 - What is the anticipated duration of this position for the grant period?
[Click here to enter text.](#)

If yes, what is the income bracket? [Click here to enter text.](#)

Will there be any LMI job offered? ☐Yes ☒No NA

- Describe the current capacity and the situation that triggered the need for assistance from CDBG:

In the spring of 2025, the USDA instituted massive cuts to their food purchasing and distribution program. This will amount to the loss of approximately 1.2 million pounds of food that would go to struggling families in Marion and Polk Counties. For AWARE Food Bank that equates to about 250,000 lbs. annually (about 20% of Marion Polk Food Share's food goes to AWARE). At the same time, AWARE is seeing more households than ever requesting assistance. Over the past year, we've seen AWARE go from 1,500 to well over 3,000 visits to the pantry in a month. Families are now receiving less food per visit than before. This grant will help fill that gap with highly desirable, nutritious food.

- Which non-profit organization are you working with in this project: Marion Polk Food Share | AWARE Food Bank
- What would the proposed project accomplish in providing additional services due to COVID-19 and describe any particular segment of beneficiaries (if any).

COVID-19 brought unprecedented need in the Woodburn community. We saw a rise in unemployment and an increase in the cost of household essentials that drove up visits to food banks and other social services. AWARE and surrounding food banks saw record high need during COVID, and need is even higher today. Beneficiaries of this grant include all low-income individuals residing in the Woodburn area. Most of our clientele work, but do not have the income to make ends meet without assistance. We also work to ensure all populations have equal access to our services, including farmworkers, newcomers, individuals with disabilities, seniors, children and all the diverse cultural communities of Woodburn.

D. ☐ **Project Turn Key: Operations – to expand capacity for non-congregate shelter during Covid-19 pandemic**

- Will this project involve:
 - Purchasing equipment? ☐Yes ☐No

If Yes, how did you do price comparison analysis: [Click here to enter text.](#) (provide cost quote from vendor)

Describe how this equipment will be used for response to COVID-19 and how will it be used after COVID-19 is met? [Click here to enter text.](#)

- Operation Cost: ☐ Yes ☐ No

If yes, will this project includes hiring new people? ☐ Yes ☐ No

If yes, will the new hires be:

- o ☐ Limited duration (term of the duration: [Click here to enter text.](#)), Or,
- o ☐ Permanent:

- What services are you intending to fund due to the impact of COVID-19 and the term that will covered by the proposed fund?

[Click here to enter text.](#)

- Describe how this position will be funded after COVID-19 response need is abating

[Click here to enter text.](#)

- What is the anticipated duration of this position for the grant period?

[Click here to enter text.](#)

If yes, what is the income bracket? [Click here to enter text.](#)

Will there be any LMI job offered? ☐ Yes ☐ No

- Describe the current capacity and the situation that triggered the need for assistance from CDBG:

[Click here to enter text.](#)

- Which non-profit organization are you working with in this project: [Click here to enter text.](#)

- What would the proposed project accomplish in providing additional services due to COVID-19 and describe any particular segment of beneficiaries (if any).

[Click here to enter text.](#)

E.

Section 3 B: National Objective

(Refer to Chapter 3 of Method of Distribution)

This section must be fully completed – Select one from I – III (reference to attachment G)

I. ☐ LMI – Limited Clientele

- Income and family size information will be collected from to ensure that at all times the project benefits 51% or more LMI. The project has established income and eligibility requirements so that services are ONLY provided to clients that are LMI.

Attach the following (Reference [Attachment G](#)): see Table D in Chapter 3 of the MOD

- The form which will be used by the sub-grantee to collect family size and income information. The form which will be used by the sub-grantee to collect race and ethnicity information.
- Guidelines for documenting that the national objective will be met.
 - Eligible individuals:
 - Kids from LMI families (childcare assistance and Broadband/Internet access)
 - Employ low –moderate income individuals
- The written procedures identifying how the low- and moderate-income national objective will be complied with, monitored, maintained and reported throughout the project, which must include procedures for identifying:
 - How applicants will be screened for: a)Eligibility; b) are not residing within an entitlement area
 - Award process
 - Performance measures reporting process

NOTE: Entitlement areas include the counties of Multnomah Washington and Clackamas and the cities of Albany, Ashland, Beaverton, Bend, Corvallis, Eugene, Grants Pass, Gresham, Hillsboro, Medford, Portland, Redmond, Salem and Springfield.

*Provide the estimated total number of unduplicated persons to be served that will benefit from this program:
[Click here to enter text.](#)

*Provide the estimated total number of **LMI** persons to be served that will benefit from this program:
[Click here to enter text.](#)

II. ☐ Low-and Moderate Income (LMI) Persons- Area Wide

Provide Area-wide Benefit* percentage of low- and moderate-income persons: [Click here to enter text.](#)

* the project (improvements) benefit everyone in a geographic area and at least 51% of the population served by the improvements are low and moderate income

Was the LMI Area-wide benefit information determined by:

Census: ☐Yes ☐No If yes, provide the year: [Click here to enter text.](#)

State approved Local Survey: ☐Yes ☐No If yes, provide the date: [Click here to enter text.](#)

Note: if documentation is State approved local survey, provide a copy of the State approval letter with the application.

III. ☒ Low- and Moderate-Income Benefit – Nature and Location (*food bank project only*)

Limited Clientele Based on Nature and Location of the Facility–It must be of such a nature, and be in such a location, that it may be concluded the activity's clientele will primarily be low- and moderate-income persons. (Note: The use of this criteria under the state's program is a rarity.)

Note: On February 15, 2008, the state received guidance from HUD that food bank/warehouses can qualify as meeting the LMI national objective on the basis of the nature of the service and the location where the services are provided. Food bank projects will no longer have to collect household size and income data to demonstrate compliance with the federal national objective. On May 7, 2008, the department researched and approved of this approach

Section 3 C: Performance Measure Indicators

Federal Objective/ Outcome and Performance Measure

REFER TO THE SPECIFIC SECTION OF THE 2020 MOD PERTAINING TO THE PROJECT TYPE REQUESTED TO SEE WHICH ITEMS MUST BE ADDRESSED*.

1. Objectives (Select One)

- ☒ Suitable Living Environment - This objective relates to activities designed to benefit communities, families, or individuals by addressing their living environments.
- ☐ Creating Economic Opportunities – This objective applies to economic development, commercial revitalization and job creation.

2. Outcomes (Select One)

- ☒ Availability/Accessibility – This outcome applies to projects that make services, infrastructure, housing, or shelter available or accessible. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available.
- ☐ Sustainability/Promoting Livable or Viable Communities – This outcome applies to projects where the activities are aimed at improving communities or neighborhoods, helping to make them livable or viable through multiple activities or services that sustain communities or neighborhoods. This can be the removal of elimination of slums or blighted areas.

Amount of money leveraged:

- **Federal :** [Click here to enter text.](#)
- **State :** [Click here to enter text.](#)
- **Local :** [Click here to enter text.](#)
- **Private :** [Click here to enter text.](#)

Provide the number of persons assisted with new access to service or benefit: Approximately 4% of our visitors are new/first time visitors to the food pantry. We see on average 128 new visits per month, or 1,536 annually.

Provide the number of persons assisted with improved access to service or benefit: All clients of AWARE Food Bank and surrounding food sites will see improved services. AWARE distributes to approximately 3,200 household visits per month; additionally, other supported pantries distribute to another 450 households per month (total distribution 3,650).

Where the project is used to meet a quality standard or measurably improved quality, provide the number of households assisted that no longer have access to substandard facility: NA

For activities impacting jobs (creation/retention) NA

Provide number of Jobs that will be assisted:

LMI Job Created: [Click here to enter text.](#)

TOTAL Job Created: [Click here to enter text.](#)

LMI Job Retained : Click here to enter text. TOTAL Job Retained: Click here to enter text.														
Provide number of communities assisted*: 1														
Identify name of the communities assisted*: Woodburn, OR (Reference Attachment C) _provide agreement between the participating communities which forms the microenterprise assistance program and designates the applicant as the lead for the CDBG application signed by all parties involved – Attachment B														
Provide the congressional District for the City/ County applicant*: 5th														
Provide the congressional District for the project location* (if different): Click here to enter text.														
Provide NAICS (North American Industry Classification System) Code* : 921120														
Provide the total compensation and names of the top five executives if the city/county: Do you meet the following conditions*? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <ul style="list-style-type: none"> Receives more than 80% or more of your annual gross revenues from the Federal government (including the funded project); or Those Federal revenues are greater than \$25 million annually; or The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) of 15(d) of the Securities and Exchange Act or section 6104 of the Internal Revenue Code. To determine if the public has access to the compensation information, go to the U.S. Security and Exchange Commission (SEC) total compensation filings at http://www.sec.gov/answers/execomp.htm 														
If yes, complete the following: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Name: </td> <td style="width: 50%; border: none;"> Compensation: </td> </tr> <tr> <td style="border: none;">1. Click here to enter text.</td> <td style="border: none;">Click here to enter text.</td> </tr> <tr> <td style="border: none;">2. Click here to enter text.</td> <td style="border: none;">Click here to enter text.</td> </tr> <tr> <td style="border: none;">3. Click here to enter text.</td> <td style="border: none;">Click here to enter text.</td> </tr> <tr> <td style="border: none;">4. Click here to enter text.</td> <td style="border: none;">Click here to enter text.</td> </tr> <tr> <td style="border: none;">5. Click here to enter text.</td> <td style="border: none;">Click here to enter text.</td> </tr> </table>			Name:	Compensation:	1. Click here to enter text.	Click here to enter text.	2. Click here to enter text.	Click here to enter text.	3. Click here to enter text.	Click here to enter text.	4. Click here to enter text.	Click here to enter text.	5. Click here to enter text.	Click here to enter text.
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5. Click here to enter text.	Click here to enter text.													
Race/Ethnicity of Persons Benefiting from Project: <u>Note: the total number of persons served reported above must be the same as the total number of persons reported in this section *</u>														
Race:	Total #	Ethnicity: # of Hispanic												
White	2155	1327												
Black/African American	17													
Asian	38													
American Indian/Alaskan Native	182													
Native Hawaiian/Other Pacific Islander	9													
American Indian/Alaskan Native & White	39													
Asian & White	18													
Black/African American & White	9													
American Indian/Alaska Native & Black/African American	0													
Other Multi-Racial	1183													
Total Number of Persons Benefiting from Project	3650													
Total Number of Low- and Moderate-Income Persons Benefiting from Project		3650												

Source of Data:	<input checked="" type="checkbox"/>	2010 Census	Race/Ethnicity: https://data.census.gov/cedsci/ (enter name of the City/ County in the search box, and look into the related searches to select race and ethnicity)
	<input type="checkbox"/>	Survey, dated:	Click here to enter text.
	<input checked="" type="checkbox"/>	Other, specify:	AWARE Food Bank data collection records

Section 4: Project Feasibility

<p align="center">Section 4 A: Program Requirements/ Project Information <i>(Refer to Chapter 3 of Method of Distribution)</i> <i>This section must be fully completed</i></p>
<p>What organization will you be working with in implementing the program (if any)? Marion Polk Food Share AWARE Food Bank</p>
<p>Describe the organization which will implement the program. Describe their credentials which will ensure success in the program... (Reference Attachment H)* The Marion Polk Food Share/AWARE Food Bank is a 501(c)(3) organization serving Marion and Polk counties and one of the largest of 21 regional foodbanks in the Oregon Food Bank Network. AWARE Food Bank has served the Woodburn area since 1989 and is a direct-service program operated by the Food Share and one of the largest food pantries in the Food Share's total service area.</p>
<p>Please provide a copy of the draft agreement between the applicant and the organization regarding the program. Include the Duplication of Benefit requirement as part of the agreement (reference Attachment K)</p>
<p>What is the geographic area that will be served by the program?* Woodburn, Oregon</p>

<p align="center">Section 4 B: Citizen Participation/ Involvement <i>(Refer to Chapter 6 of Method of Distribution – Attachment A)</i></p>
<p>Have the following Citizen Participation Requirements been met*:</p> <ul style="list-style-type: none"> First Public Hearing was conducted prior to the application <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Public hearing held July 29, 2025 First Public Hearing notice was advertised/posted at least 5 full days in advance of the public hearing time (Documented in attachment B). <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Public Hearing was conducted in accordance with local practice and in accordance to CDBG requirements as outlined in Chapter 6 of the current Method of Distribution? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No First Public Hearing conducted to take comments from citizen about both community development needs and the project proposed for grant funding prior to submitting to an application and it is documented in the approved minutes of the meeting. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>NOTE: Applications must provide documentation that items a-d, referenced within chapter 6 of the Method of Distribution, were included in the public hearing notice and articulated to the citizens attending the public hearing. Failure to include this information will result in the application not moving forward in the scoring</i></p>

<p>Provide location where citizens can review information about the applicant's community development program*</p> <p>City of Woodburn – City Hall, 270 Montgomery Street, Woodburn, OR</p>
<p>Is there a significant number (5% or more) of non-English speaking residents in the community? *</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, how were they notified about the public hearing? Public hearing notice was posted in Spanish and translation services were made available, as needed, at the public hearing.</p>
<p>Did any organization that represent low and moderate-income persons ask the applicant for technical assistance in developing project concept that might be eligible for the Community Development Block Grant Program? *</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, describe the assistance that was provided: Click here to enter text.</p>
<p>How will you market the program? AWARE Food Bank has served the Woodburn area since 1989, providing food, supplies and resources to individuals and families in need and has been on the frontlines in response to the community's needs through COVID, wildfires, ice storms, and more. AWARE provides outreach to area services organizations, churches, non-profits, and local governments keeping them apprised of the programs and services offered.</p>
<p>How will you ensure all segments of the population within your jurisdiction are made aware of the program? AWARE provides their program information in English and Spanish to ensure that the broadest segment of the population are well informed. Information is also made available in Russian and other languages as needed.</p>

Section 4 D: Environmental Assessment*	
<i>Information about the Environmental Assessment can be found in Chapter 3 of the Grant Management Handbook.</i>	
<p>Provide level of Environmental Review is expected to be completed within this project (select all that applicable) – reference Attachment L</p>	
<p><input type="checkbox"/> Environmental Exemption</p> <p><input checked="" type="checkbox"/> Categorically Excluded (not subject to section 58.5)</p>	<p>STATUS Choose an item. Draft reviewed & attached</p>

Section 5: Project Readiness

Section 5 A: Readiness to Proceed
<p>Describe what the Applicant and staff will do to ensure implementation and maintenance of Work Plan?</p> <p>Marion Polk Food Share has a dedicated Food Resource Developer on staff. She regularly manages large food purchases, compares pricing, and works with a variety of vendors. Our Food Resource Developer, with support from our Director of Operations, will ensure that food is purchased in a timely, responsible manner. Our Warehouse Operations team will ensure that purchased food is distributed only to partners covered under this grant (those in the Woodburn community). The AWARE Food Bank team will ensure that selected products are desired by their local community, and that the food is distributed in a timely, safe and equitable manner.</p>

Who at the City/County will oversee the implementation of the work plan?*

The City has designated staff to work directly with AWARE to ensure compliance with CDBG requirements and provide assistance throughout the project. Periodic and final reporting will be completed by the City Special Projects Director and the grant administrator.

Section 5 B: Readiness to Proceed *

(Refer to Chapter 5 and 7 of the Method of Distribution)

NOTE: To receive credit for this section, clear documentation must be included with the application.

Have you completed Business Oregon reviewed Limited English Proficiency Plan?

☒ **Yes** ☐ **No**

Have you adopted a Fair Housing Resolution?

☒ **Yes** ☐ **No**

Section 504 – Self Certification

☒ **Yes** ☐ **No**

See documents attached.

Section 6: Applicant Capacity

Section 6 : Capacity*

(Refer to Chapter 7 of Method of Distribution)

Has the applicant received CDBG award(s) in the past? ☒ **Yes** ☐ **No**

If yes, demonstrate that the applicant has successfully completed and closed out prior CDBG projects or is currently administering a CDBG project within allotted timeframe. This includes an analysis of the applicants CDBG program history and past programmatic performance.

The City of Woodburn has received previous CDBG funding, most recently the CDBG Rental Assistance Program as well prior CDBG funds for the AWARE Food Bank for the construction of its new facility and acquisition of equipment. All previously funded CDBG project were administered by city staff with timely reporting and project closeout completed. For this project, Woodburn's Special Projects Director will work directly with AWARE on the implementation and monitoring of the program and will provide program oversight to ensure CDBG requirements are met.

Does the applicant have a staff member (or more) who is experienced in handling CDBG projects in the past?

☒ **Yes** ☐ **No**

Describe the applicant's plan to oversee the administration of the CDBG project.

The City's Special Projects Director will work directly with AWARE on the implementation and monitoring of the program and will provide program oversight to ensure CDBG requirements are met.

Does the applicant have a staff member (or more) that has experience handling federally funded projects in the past?

☒ **Yes** ☐ **No**

If Yes, describe.

Renata Wakeley, Special Projects Director, will be the primary lead on the oversight and administration of the CDBG-CV grant. Ms. Wakeley has extensive experience working with both CDBG projects and other federally funded projects.

Section 6: General Certification

General Certification

I certify to the best of my knowledge all information, contained in this document and any attached supplements, is valid and accurate. I further certify that, to the best of my knowledge:

1. The application has been approved by the governing body or is otherwise being submitted using the governing body's lawful process, and
2. Signature authority is verified.

Check one:

- ☐ Yes, I am the highest elected official (e.g. Mayor, Chair or President)
- ☒ No, I am not the highest elected official so I have attached documentation that verifies my authority to sign on behalf of the application. (Document such as charter, resolution, ordinance or governing body meeting minutes must be attached)

The department will only accept applications with proper signature authority documentation

Signature

Date

Scott Derickson

City Administrator

Printed Name

Printed Title

REQUIRED ATTACHMENTS – ALL APPLICANTS

	Attachment Description	Please check as you get them ready to be uploaded
A	<p>Minutes of the public hearing held on the area's community development needs and the project. (Final signed copy which record/document the required information items from #3 a-d of Chapter 6 of the MOD.) – along with affidavit of publication of the public hearing notice or certification of posting verifying the notice was advertised or posted at least five (5) days in advance of the time of the hearing, and a copy of the posted public hearing notice.</p> <p>This documentation must include the percentage of non-English speaking residents within the community derived from the most recent decennial census data. If more than 5.0% of the population is non-English speaking than the public hearing notices are required to be published or posted in those languages and the application must include:</p> <p>The affidavit of publication of the non-English public hearing notice; or The certification of posting and copy of the posted non-English public hearing notice</p>	<input checked="" type="checkbox"/>
B	If more than one jurisdiction is benefitted from this project, copy of the agreement between the participating communities which forms the Public Service program benefitted region and designates the applicant as the lead for the CDBG application signed by all parties involved.	<input checked="" type="checkbox"/>
C	Documentation to support the need presented in the application due to the COVID-19 impact within the jurisdiction	<input checked="" type="checkbox"/>
D	Project Work Plan under 1F	<input checked="" type="checkbox"/>
E	Map of the service area covered by the Public Service Program.	<input checked="" type="checkbox"/>
F	Documentation to support answer within Section 3A-Activity Information	<input checked="" type="checkbox"/>
G	Documentation to support each answer within Section 3B- National Objective	<input checked="" type="checkbox"/>
H	Documentation to support each answer within Section 4A – Program Requirements/ Project Information	<input checked="" type="checkbox"/>
I	SAM Registration print out	<input checked="" type="checkbox"/>
J	If the budget includes cash match, attach documentation showing the funds are available and committed (such as loan documents, letters of commitments, bank statements, etc.)	<input checked="" type="checkbox"/>
K	If working with an organization in implementing the program, copy of draft the agreement between the applicant and the organization incorporating the duplication of benefit requirements.	<input checked="" type="checkbox"/>
L	Documentation to support each answer within Section 4D – Environmental Assessment	<input checked="" type="checkbox"/>

Attachment A

Documents Provided:

- Minutes to July 29, 2025 Public Hearing
- Language Spoken at Home Demographics
- Notice of Public Hearing - English and Spanish
- Affidavit of Posting Notice

Notice of Public Hearing

CDBG-CV Food Bank Assistance Project

The City of Woodburn is eligible to apply for a Community Development Block Grant Coronavirus (CDBG-CV) assistance funding from Business Oregon. CDBG CV funds come from the U.S. Department of Housing and Urban Development. The CDBG primary national objective is to benefit low- and moderate-income (LMI) persons. Based on the CARES Act, the purpose of CDBG-CV funding is to prevent, prepare for, and respond to the COVID-19 pandemic.

The City of Woodburn is preparing to submit a Community Development Block Grant application to Business Oregon for CDBG-CV Food Bank Assistance Program funds in the amount of \$250,000, which will benefit low- or moderate-income persons in the Woodburn area.

A public hearing will be held by the City of Woodburn at **6:00 p.m. on Tuesday, July 29, 2025 during the Woodburn City Council meeting. This meeting will be held in Library Park, located at 280 Garfield Street.** The purpose of this hearing is for the City Council to take comments from citizens about both community development needs and the project proposed for grant funding prior to applying to Business Oregon. Written comments are also welcome and must be received by Tuesday, July 29, 2025 by 5:00 p.m. at Woodburn City Hall, 270 Montgomery Street, Woodburn, OR 97071. Both oral and written comments will be considered by the City Council in deciding whether to apply.

More information about Oregon Community Development Block Grant, the proposed project, and records about the city's past use of Community Development Block Grant funds are available for public review at 270 Montgomery Street, Woodburn, OR during regular office hours.

Permanent involuntary displacement of persons or businesses is not anticipated as a result from the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low- and moderate-income housing that is demolished or converted to another use will be replaced.

The facility location of the hearing is ADA accessible. If you need special accommodation, please contact the City Recorder at 503-980-6318 or Statewide Toll Free Relay (800) 735-1232, at least 48 hours prior to this meeting.

Si usted necesita asistencia especial, comuníquese al 503-981-5386 o a la línea telefónica gratuita, (800) 735-1232, con un mínimo de 48 horas, antes de la reunión.

****Habrán intérpretes disponibles para aquellas personas que no hablan Inglés, previo acuerdo. Comuníquese al 503-981-5386.****

Anuncio de Audiencia Pública

CDBG-CV Food Bank Assistance Project

(CDBG-CV Proyecto de asistencia al Banco de Alimentos)

El ayuntamiento de Woodburn es elegible para solicitar una subvención en bloque para el desarrollo comunitario Coronavirus (CDBG-CV) financiación de asistencia de Business Oregon. Fondos CDBG CV provienen del Departamento de Vivienda y Desarrollo Urbano de los EE.UU. El principal objetivo nacional de CDBG es beneficiar a las personas de ingresos bajos y moderados (LMI por sus siglas en ingles). Basándose en la Ley CARES, el objetivo de la financiación CDBG-CV es prevenir, prepararse y responder a la pandemia COVID-19.

El ayuntamiento de Woodburn se está preparando para presentar una solicitud de subvención en bloque para el desarrollo comunitario a Business Oregon para los fondos del Programa de Asistencia a Bancos de Alimentos CDBG-CV por un monto de \$250,000, que beneficiará a personas de ingresos bajos o moderados en el área de Woodburn.

El ayuntamiento de Woodburn llevará a cabo una audiencia pública a las **6:00 p.m. el martes 29 de julio de 2025 durante la reunión del Consejo Municipal de Woodburn.** Esta reunión se llevará a cabo en Library Park, ubicado en el 280 Garfield Street. El propósito de esta audiencia es para que el ayuntamiento tome comentarios de los ciudadanos sobre las necesidades de desarrollo de la comunidad y el proyecto propuesto para la financiación de la subvención antes de aplicar a Business Oregon. Los comentarios por escrito también son bienvenidos y deben recibirse antes del martes 29 de julio de 2025 a las 5:00 p.m. en el ayuntamiento de Woodburn, 270 Montgomery Street, Woodburn, OR 97071. Tanto los comentarios orales como los escritos serán tenidos en cuenta por el ayuntamiento a la hora de decidir si se presenta o no la solicitud.

Más información acerca de las subvenciones de Oregon en bloque para el desarrollo comunitario, el proyecto propuesto, y los registros públicos sobre el uso anterior de los fondos de subvenciones en bloque para el desarrollo comunitario por el ayuntamiento están disponibles para su revisión en el 270 Montgomery Street, Woodburn, OR durante el horario regular de oficina.

No se prevé el desplazamiento involuntario permanente de personas o empresas como resultado del proyecto propuesto. Si fuera necesario el desplazamiento, se examinarán alternativas para minimizarlo y proporcionar los beneficios necesarios/razonables a los desplazados. Cualquier vivienda de ingresos bajos y moderados que sea demolida o convertida a otro uso será reemplazada.

El lugar de la audiencia es accesible según la ADA. Si necesita asistencia especial, comuníquese con la Registradora del ayuntamiento al 503-980-6318 o a la línea telefónica gratuita (800) 735-1232, por lo menos 48 horas antes de esta reunión.

Si usted necesita asistencia especial, comuníquese al 503-981-5386 o a la línea telefónica gratuita, (800) 735-1232, con un mínimo de 48 horas, antes de la reunión.

****Habrán intérpretes disponibles para aquellas personas que no hablan inglés con previo acuerdo. Comuníquese al 503-981-5386.****

Ongoing Maintenance:

We are actively working on the QuickFacts data application and are aware of instances where some features may be unavailable.
Please visit data.census.gov to explore Census data through data profiles.

QuickFacts

Woodburn city, Oregon

[What's New & FAQs](#) ➤

QuickFacts provides statistics for all states and counties. Also for cities and towns with a *population of 5,000 or more*.

Q

Enter state, county, city, town, or zip code

-- Select a fact --

CLEAR

TABLE

MAP

CHART

MORE

Table

All Topics <div></div>	Woodburn city, Oregon
<div></div> Language other than English spoken at home, percent of persons age 5 years+, 2019-2023	58.4%
<div></div> PEOPLE	



Agenda Item

July 29, 2025

TO: Honorable Mayor and City Council

FROM: Jamie Johnk, Economic Development Director

SUBJECT: **Community Development Block Grant - CDBG CV for Non-construction Projects: AWARE Food Bank – Food Assistance Program**

RECOMMENDATION:

Hold a public hearing to consider the City's application for a Community Development Block Grant, CDBG-CV for Non-construction Project for the AWARE Food Bank – Food Assistance Program, and authorize the City Administrator to execute any and all documents related to the grant application and to effectuate an award of the grant.

BACKGROUND:

The City of Woodburn is eligible to apply for a Community Development Block Grant - COVID (CDBG-CV) from Business Oregon. CDBG-CV funds come from the U.S. Department of Housing and Urban Development, and these particular grant funds can be used to prevent, prepare for, and respond to the impacts of COVID. The CDBG-CV funding is in response to the economic impacts of the pandemic by providing assistance to affected low- and moderate-income households.

Through Business Oregon, the maximum grant that a city can receive for food bank assistance is \$241,000. Applying for these grant funds does not limit or restrict the City from applying for future rounds of CDBG funds.

DISCUSSION:

The City of Woodburn is proposing to submit an application for Community Development Block Grant COVID(CDBG-CV) funding from Business Oregon for the Aware Food Bank. This program proposes to utilize CDBG-CV funding to purchase food and health related supplies in order to address the continues demand for assistance that remains after COVID. Additionally, CDBG-CV funds will aide in filling the gap in program funding recently left by the reduction of USDA assistance.

Agenda Item Review: City Administrator __X__ City Attorney __X__ Finance __X__

The AWARE Food Bank serves the Woodburn area with healthy, highly desired food products, as well as supports two (2) additional area food pantries: St. Luke's Catholic Church with 100 visits per month and Woodburn Spanish Seventh Day Adventist Church with 200 visits per month.

In addition, AWARE supports two (2) mobile food pantries: Hubbard/Aurora Mobile Pantry serving 150 visits per month and AWARE Farmworker Outreach Mobile Pantry serving 350 visits per month; as well as the Immanuel Lutheran Community Meal Program where they serve 3,500 meals per month.

Council approval at this meeting provides direction for staff to the move forward with submission of the CDBG-CV application, on behalf of AWARE Food Bank – Food Assistance Program. Notification of award of funding is anticipated in August 2025.

This proposed project will not result in the displacement or relocation of any persons or businesses.

FINANCIAL IMPACT:

The City will be seeking CDBG-CV funding request of \$241,000 for the AWARE Food Bank – Food Assistance Program.

Costs to the City for completion of the grant applications and grant administration are estimated to include staff time.

Attachment B
Not Applicable

Attachment C

Documents Provided:

- COVID Impacts Statistics

AWARE Food Bank
Pre and Post-COVID Service Statistics
Prepared July, 2025.

	<u>Pre COVID</u> Jul, 2019-Mar, 2020	<u>Height of COVID</u> Apr-Dec, 2020	<u>Present</u> Oct, 2024-Jun, 2025	<u>% increase, Pre-COVID to present</u>
Avg. Pantry Visits Per Month	1,357	1,685	3,053	125%
Total Panty Visits	12,214	15,161	27,477	125%

Attachment D

Documents Attached:

- Project Work Plan

**CITY OF WOODBURN CDBG-CV APPLICATION - AWARE FOOD BANK
PROJECT**

Attachment D

	# Activity	Estimated Start	Completion
1	Public Hearing #1	July 29, 2025	July 29, 2025
2	Submit CDBG-CV Application	July 30, 2025	July 30, 2025
3	Grant Contract executed • Signed signature card submitted • Completed Authorization for Electronic Deposit submitted	August-25	August-25
4	Finding of Exemption signed by Certifying Officer and submitted	August-25	August-25
5	MOU with AWARE Food Bank	August-25	August-25
6	First Draw Requirements completed, submitted	August-25	August-25
7	Project Implementation	August-25	August-25
8	Project Completion	June-26	June-26
9	Public Hearing #2	June-26	June-26
10	Final CDBG Draw	June-26	June-26
11	Project Completion Report	June 30, 2026	June 30, 2026



Ongoing Maintenance:
We are actively working on the QuickFacts data application and are aware of instances where some features may be unavailable.

QuickFacts
Woodburn city, Oregon

QuickFacts provides statistics for all states and counties. Also for cities and towns with a *population of 5,000 or more*.

Enter state, county, city, town, or zip code

-- Select a fact --



















































Table

All Topics	Woodburn city, Oregon
Land area in square miles, 2010	5.37
PEOPLE	
Population	
Population estimates, July 1, 2024, (V2024)	30,449
Population estimates base, April 1, 2020, (V2024)	26,093
Population, percent change - April 1, 2020 (estimates base) to July 1, 2024, (V2024)	16.7%
Population, Census, April 1, 2020	26,013
Population, Census, April 1, 2010	24,080
Age and Sex	
Persons under 5 years, percent	X
Persons under 18 years, percent	X
Persons 65 years and over, percent	X
Female persons, percent	X
Race and Hispanic Origin	
White alone, percent	X
Black alone, percent (a) (a)	X
American Indian and Alaska Native alone, percent (a) (a)	X
Asian alone, percent (a) (a)	X
Native Hawaiian and Other Pacific Islander alone, percent (a) (a)	X
Two or More Races, percent	X
Hispanic or Latino, percent (b) (b)	X
White alone, not Hispanic or Latino, percent	X
Population Characteristics	
Veterans, 2019-2023	1,099
Foreign-born persons, percent, 2019-2023	31.3%
Housing	
Housing Units, July 1, 2024, (V2024)	X
Owner-occupied housing unit rate, 2019-2023	68.9%
Median value of owner-occupied housing units, 2019-2023	\$308,400
Median selected monthly owner costs - with a mortgage, 2019-2023	\$1,580
Median selected monthly owner costs -without a mortgage, 2019-2023	\$512
Median gross rent, 2019-2023	\$1,373
Building Permits, 2024	X
Families & Living Arrangements	
Households, 2019-2023	8,788
Persons per household, 2019-2023	3.03
Living in the same house 1 year ago, percent of persons age 1 year+ , 2019-2023	88.6%
Language other than English spoken at home, percent of persons age 5 years+, 2019-2023	58.4%
Computer and Internet Use	
Households with a computer, percent, 2019-2023	
Households with a broadband Internet subscription, percent, 2019-2023	
Education	


Is this page helpful? X




 High school graduate or higher, percent of persons age 25 years+, 2019-2023	70.9%
 Bachelor's degree or higher, percent of persons age 25 years+, 2019-2023	16.7%
Health	
 With a disability, under age 65 years, percent, 2019-2023	8.0%
 Persons without health insurance, under age 65 years, percent	 18.0%
Economy	
 In civilian labor force, total, percent of population age 16 years+, 2019-2023	61.8%
 In civilian labor force, female, percent of population age 16 years+, 2019-2023	51.9%
 Total accommodation and food services sales, 2022 (\$1,000)  (c)	84,488
 Total health care and social assistance receipts/revenue, 2022 (\$1,000)  (c)	 D
 Total transportation and warehousing receipts/revenue, 2022 (\$1,000)  (c)	41,705
 Total retail sales, 2022 (\$1,000)  (c)	586,402
 Total retail sales per capita, 2022  (c)	\$21,485
Transportation	
 Mean travel time to work (minutes), workers age 16 years+, 2019-2023	26.2
Income & Poverty	
 Median households income (in 2023 dollars), 2019-2023	\$67,469
 Per capita income in past 12 months (in 2023 dollars), 2019-2023	\$28,467
 Persons in poverty, percent	 15.2%
 BUSINESSES	
Businesses	
 Total employer establishments, 2023	 X
 Total employment, 2023	 X
 Total annual payroll, 2023 (\$1,000)	 X
 Total employment, percent change, 2022-2023	 X
 Total nonemployer establishments, 2023	 X
 All employer firms, Reference year 2022	537
 Men-owned employer firms, Reference year 2022	210
 Women-owned employer firms, Reference year 2022	105
 Minority-owned employer firms, Reference year 2022	 S
 Nonminority-owned employer firms, Reference year 2022	288
 Veteran-owned employer firms, Reference year 2022	3
 Nonveteran-owned employer firms, Reference year 2022	407
 GEOGRAPHY	
Geography	
 Population per square mile, 2020	4,439.8
 Population per square mile, 2010	4,485.0
 Land area in square miles, 2020	5.86
 Land area in square miles, 2010	5.37
 FIPS Code	4183750

[About datasets used in this table](#)

Value Notes

 Methodology differences may exist between data sources, and so estimates from different sources are not comparable.

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info  icon to the left of each learn about sampling error.

The vintage year (e.g., V2024) refers to the final year of the series (2020 thru 2024). Different vintage years of estimates are not comparable.


Users should exercise caution when comparing 2019-2023 ACS 5-year estimates to other ACS estimates. For more information, please visit the [2023 5-year ACS Comparison Guidance](#) page.



Fact Notes

- (a) Includes persons reporting only one race
- (b) Hispanics may be of any race, so also are included in applicable race categories
- (c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

Value Flags

- D Suppressed to avoid disclosure of confidential information
- F Fewer than 25 firms
- FN Footnote on this item in place of data
- NA Not available
- S Suppressed; does not meet publication standards
- X Not applicable
- Z Value greater than zero but less than half unit of measure shown

Is this page helpful? 

 Yes  No

- Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper interval of ar
N Data for this geographic area cannot be displayed because the number of sample cases is too small.

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Income and Poverty Est
Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits.

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Measuring America's People and Economy

Is this page helpful? 



Yes



No

Place

Woodburn city, Oregon

Woodburn city, Oregon is a city, town, place equivalent, or township located in [Oregon](#). Woodburn city, Oregon has a land area of 5.8 square miles.

// [United States](#) / [Oregon](#) / Woodburn city, Oregon

☐ Display Sources

Populations and People

Total Population

26,013

P1 | 2020 Decennial Census

Education

Bachelor's Degree or Higher

16.7%

S1501 | 2023 American Community Survey 5-Year Estimates

Housing

Total Housing Units

8,517

H1 | 2020 Decennial Census

Families and Living Arrangements

Total Households

8,788

DP02 | 2023 American Community Survey 5-Year Estimates

Income and Poverty

Median Household Income

\$67,469

S1901 | 2023 American Community Survey 5-Year Estimates

Employment

Employment Rate

58.7%

DP03 | 2023 American Community Survey 5-Year Estimates

Health

Without Health Care Coverage

15.4%

S2701 | 2023 American Community Survey 5-Year Estimates

Race and Ethnicity

Hispanic or Latino (of any race)

16,020

P9 | 2020 Decennial Census

Woodburn city, Oregon Reference Map



Source: U.S. Census Bureau

Race and Ethnicity

American Indian and Alaska Native

1,300

American Indian and Alaska Native alone in Woodburn city, Oregon

62,993

American Indian and Alaska Native alone in Oregon

P8 | 2020 Decennial Census

Asian

274

Asian alone in Woodburn city, Oregon

194,538

Asian alone in Oregon

[P8](#) | 2020 Decennial Census

Black or African American

122

Black or African American alone in Woodburn city, Oregon

82,655

Black or African American alone in Oregon

[P8](#) | 2020 Decennial Census

Hispanic or Latino

16,020

Hispanic or Latino (of any race) in Woodburn city, Oregon

588,757

Hispanic or Latino (of any race) in Oregon

[P9](#) | 2020 Decennial Census

Native Hawaiian and Other Pacific Islander

68

Native Hawaiian and Other Pacific Islander alone in Woodburn city, Oregon

19,204

Native Hawaiian and Other Pacific Islander alone in Oregon

[P8](#) | 2020 Decennial Census

Not Hispanic or Latino

8,786

White alone, not Hispanic or Latino in Woodburn city, Oregon

3,036,158

White alone, not Hispanic or Latino in Oregon

[P9](#) | 2020 Decennial Census

Some Other Race

8,434

Some Other Race alone in Woodburn city, Oregon

265,431

Some Other Race alone in Oregon

P8 | 2020 Decennial Census

Two or More Races

4,851

Two or More Races in Woodburn city, Oregon

443,339

Two or More Races in Oregon

P8 | 2020 Decennial Census

White

10,964

White alone in Woodburn city, Oregon

3,169,096

White alone in Oregon

P8 | 2020 Decennial Census

Attachment E

Documents Attached:

- Woodburn Map

Attachment F

Documents Provided:

- COVID Impact Statistics

AWARE Food Bank
Pre and Post-COVID Service Statistics
Prepared July, 2025.

	<u>Pre COVID</u> Jul, 2019-Mar, 2020	<u>Height of COVID</u> Apr-Dec, 2020	<u>Present</u> Oct, 2024-Jun, 2025	<u>% increase, Pre-COVID to present</u>
Avg. Pantry Visits Per Month	1,357	1,685	3,053	125%
Total Panty Visits	12,214	15,161	27,477	125%

Attachment G

Note: On February 15, 2008, the state received guidance from HUD that food bank/warehouses can qualify as meeting the LMI national objective on the basis of the nature of the service and the location where the services are provided. Food bank projects will no longer have to collect household size and income data to demonstrate compliance with the federal national objective. On May 7, 2008, the department researched and approved of this approach.

Documents Provided:

- Woodburn Profile

Attachment H

Documents Attached:

- Marion Polk Food Share 501(c)(3)

Internal Revenue Service

Date: April 29, 2005

MARION-POLK FOOD SHARE INC
1660 SALEM INDUSTRIAL DR NE
SALEM OR 97303-4239

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Mrs. E. Eckert ID 31-07436
Customer Service Specialist

Toll Free Telephone Number:

8:30 a.m. to 5:30 p.m. ET
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

94-3034161

Dear Sir or Madam:

This is in response to your request of March 25, 2005, regarding your organization's tax-exempt status. We have made the address change as shown above.


In October 1991 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P O BOX 2350 ROOM 5127 ATTN: E.O.
LOS ANGELES, CA 900532350

DEPARTMENT OF THE TREASURY

Date: OCT. 30, 1991

MARION POLK FOOD SHARE INC
2305 FRONT STREET N E
SALEM, OR 97303

Employer Identification Number:
94-3034161
Case Number:
951267045
Contact Person:
CIDLEK, THERESE A.
Contact Telephone Number:
(213) 894-6641

NOV - 1 1991

Our Letter Dated:
June 16, 1987
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social Security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. For guidance in determining whether your gross receipts are "normally" more than \$25,000, see the instructions for Form 990. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is

Letter 1050(CG)

MARION POLK FOOD SHARE INC

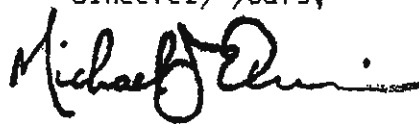
complete before you file it.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Michael J. Quinn". The signature is fluid and cursive, with a large initial "M" and a long horizontal stroke at the end.

Michael J. Quinn
District Director

Attachment I

Documents Provided:

- SAM Registration



MARION POLK FOOD SHARE INC

Unique Entity ID P6CSGNAEEU89	CAGE / NCAGE 6GUV9	Purpose of Registration Federal Assistance Awards Only
Registration Status Active Registration	Expiration Date Sep 11, 2025	
Physical Address 1660 Salem Industrial DR NE Salem, Oregon 97301-0374 United States	Mailing Address 1660 Salem Industrial Drive NE Salem, Oregon 97301-0374 United States	

Business Information

Doing Business as (blank)	Division Name Development	Division Number (blank)
Congressional District Oregon 06	State / Country of Incorporation Oregon / United States	URL https://www.marionpolkfoodshare.org

Registration Dates

Activation Date Sep 13, 2024	Submission Date Sep 11, 2024	Initial Registration Date Aug 4, 2011
--	--	---

Entity Dates

Entity Start Date Dec 1, 1986	Fiscal Year End Close Date Jun 30
---	---

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure Corporate Entity (Tax Exempt)	Entity Type Business or Organization	Organization Factors (blank)
Profit Structure Non-Profit Organization		

Socio-Economic Types


Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information


Accepts Credit Card Payments No	Debt Subject To Offset No
EFT Indicator 0000	CAGE Code 6GUV9

Points of Contact


Electronic Business

 Ian Dixon-McDonald, VP of Programs	1660 Salem Industrial Drive NE Salem, Oregon 97301 United States
Laura L Engle, Foundation and Government Relations Manager	1660 Salem Industrial DR. NE Salem, Oregon 97301 United States

Government Business

 Rick Gaupo, President & CEO	1660 Salem Industrial Drive NE Salem, Oregon 97301 United States
Julie Hambuchen, VP of Development	1660 Salem Industrial Drive NE Salem, Oregon 97301 United States

Past Performance

 Eileen M DiCicco, Grants Manager	1660 Salem Industrial DR NE Salem, Oregon 97301 United States
---	---

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
---------	-------------	-------------

Disaster Response

This entity does not appear in the disaster response registry.



CITY OF WOODBURN

Unique Entity ID XFXCFLYQ8DP6	CAGE / NCAGE 4C0X4	Purpose of Registration Federal Assistance Awards Only
Registration Status Active Registration	Expiration Date Dec 4, 2025	
Physical Address 270 Montgomery ST Woodburn, Oregon 97071-4730 United States	Mailing Address 270 Montgomery Woodburn, Oregon 97071-4730 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Oregon 06	State / Country of Incorporation (blank) / (blank)	URL (blank)

Registration Dates

Activation Date Dec 6, 2024	Submission Date Dec 4, 2024	Initial Registration Date Mar 10, 2006
---------------------------------------	---------------------------------------	--

Entity Dates

Entity Start Date Jan 1, 1889	Fiscal Year End Close Date Jun 30
---	---

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

No

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Selected

Exclusion Summary

Jul 17, 2025 11:20:37 PM GMT
<https://sam.gov/entity/XFXCFLYQ8DP6/coreData?status=null>

Attachment J

Not Applicable

Attachment K

Document Attached:

- Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

APPLICATION FOR- AND ADMINISTRATION OF COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS (CDBG-CV) FUNDS FOR MARION POLK FOOD SHARE/AWARE FOOD BANK

This Memorandum of Understanding (“MOU”) is entered into by and between the City of Woodburn, an Oregon Municipal Corporation (the “City”), and Marion Polk Food Share/AWARE Food Bank, an Oregon nonprofit corporation (“AWARE”) (together the “Parties”).

BACKGROUND

- A. On July 29, 2025, the Woodburn City Council held a public hearing and approved a Resolution that authorized the City to apply for, and if awarded, accept Community Development Block Grant Coronavirus (“CDBG-CV”) funding from Business Oregon for the purpose of providing assistance to AWARE Food Bank located at 154 Arthur Street, Woodburn OR 97071.
- B. CDBG-CV assistance to AWARE would allow for continued services and the distribution of food and supplies to individuals and families impacted by COVID 19.
- C. This MOU is intended to address the administrative processes in applying for-, accepting, and complying with CDBG-CV funding requirements.
- D. This MOU is a non-obligating and legally non-binding document that describes the intentions, roles, and responsibilities of the Parties who may decide to work together as described above.

UNDERSTANDING

1. Relationship of the Parties. Nothing in this MOU is intended, or is to be deemed to create a partnership or joint venture between the Parties. AWARE shall at no time hold itself out as a subsidiary or affiliate of the City. Further, nothing contained herein shall be deemed or construed by the Parties, nor by any third parties, as creating a relationship between the City and any officers, employees, volunteers, suppliers, contractors, or subcontractors used by AWARE to carry out any activities under this MOU.

1.1 Status of the Parties.

1.1.1 City of Woodburn. The City, as a non-metropolitan city in Oregon, is eligible and has been invited by Business Oregon to apply for a Community Development Block Grant Coronavirus (“CDBG CV”) to fund a project that meets the national objective of benefiting low- and moderate-income individuals. The City has identified a CDBG-eligible project more precisely to provide CDBG-CV assistance to AWARE Food Bank (“AWARE”). The City is currently in the process of applying for \$241,000 in CDBG-CV funding for such purpose.

1.1.2 AWARE. AWARE is a community-based nonprofit organization dedicated to providing assistance and services to mid-Willamette Valley families, and specifically those impacted by COVID-19. AWARE is the property owner and operator of the property located at 154 Arthur Street, in the City of Woodburn.

1.2 Authority. Each party represents and warrants that it has the full right and power to enter into this MOU and that it is fully ready, willing, and able to perform all its obligations hereunder.

1.3 Primary Contacts. Both Parties shall designate and identify a point person to work with the other party on any provisions of this MOU. The City's Economic Development Director will serve as the City's point of contact until or unless another individual is designated.

2. City's Responsibilities.

2.1. Grant Application Procedure. The City shall designate and provide staff to assist with grant writing, information and data collection, and the preparation of supporting documents for the grant application. The City shall also provide technical assistance and administrative support to AWARE from pre-application through submission. The City shall ensure grant application completeness and submit the grant application in a timely manner.

2.2. Grant Acceptance & Administration. The City shall assume full responsibility for CDBG-CV funding and act as the recipient for the award to the extent required by Business Oregon; this shall also include acting as the responsible party for the grant administration and future reporting.

3. AWARE's Responsibilities.

3.1. Grant Application Procedure. AWARE shall fully collaborate with City-designated staff during the entire CDBG-CV application process, including compiling all needed documents, and providing data, financial information, and all other pertinent information requested from the City.

3.2. Grant Acceptance & Administration. AWARE shall continue to provide the City with all necessary and pertinent information requested from the City to complete and comply with CDBG-CV requirements. AWARE shall also assume all financial and administrative responsibility for expenses incurred for its employee wages and expenses and operating costs and supplies needed for operating the food bank.

3.3. Non-Profit Status. Through the duration of the cooperative relationship that this MOU contemplates, AWARE agrees that it will maintain its status as a 501(c)(3) nonprofit entity.

4. Mutual Agreements and Understandings.

4.1. Incurred Costs/Expenses. Both Parties agree to assume their own financial responsibilities for expenses incurred in carrying out responsibilities as outlined in Section 2 and 3 above; this includes those incurred for grant writing, employee wages and expenses, and equipment needed to complete necessary grant work or comply with grant award conditions.

4.2. Third-Party Grant Administration. Should the City or AWARE fail to have the qualified staff or capacity, according to CDBG regulation, to provide the oversight or administrative duties necessary to carry out pre- or post-grant award duties, then the Parties agree to contract with the Mid-Willamette Valley Council of Governments for consultation and grant administration services. Costs for any third-party services will be borne equally by the Parties and where allowable, will be paid for out of grant funds.

4.3. Center Clientele. Per CDBG-CV program: On February 15, 2008, the state received guidance from HUD that food bank/warehouses can qualify as meeting the LMI national objective on the basis of the nature of the service and the location where the services are provided. Food bank projects will no longer have to collect household size and income data to demonstrate compliance with the federal national objective. On May 7, 2009, the department researched and approved of this approach.

4.4. Service Area. Per CDBG-CV program requirements, AWARE is to provide essential services primarily City of Woodburn residents.

4.5. Reporting & Auditing. By the end of each calendar year, AWARE shall provide reporting documentation to the City that shows the number of Woodburn individuals and families served during the previous year. The City may also request records or to audit AWARE's records to ensure that program requirements are being met.

4.6. Non-Discrimination. AWARE will be required to provide client services on a basis that does not discriminate against any person on the basis of the person's race, color, sex, sexual orientation, religion, ethnicity, national origin, age, disability, familial status, marital status, gender identity, source of income, veteran status, or membership in any other protected class under state or federal law.

5. Miscellaneous.

5.1. Assignment. The obligations and duties contemplated by this MOU are specific to the Parties involved. Neither party may assign the rights and responsibilities contemplated by this MOU to any other individual or entity.

5.2. No Third Party Beneficiaries. No provisions of this MOU are intended or will be construed to confer upon or give to any person or entity other than the signatories to this MOU any rights, remedies or other benefits under or by reason of this MOU.

5.3. Future Agreement. Should the City's project be funded through the CDBG-CV Program, the Parties may replace or supplement this MOU with a binding subgrant agreement that better defines the roles and responsibilities of the Parties in administering the grant award.

5.4. Indemnification. Each party shall, to the extent it may under the Constitution and laws of Oregon, indemnify the other against all claims, demands, suits, actions, losses, damages liabilities, costs and expenses of any kind or nature arising directly out of a parties' intentional, reckless, or negligent acts, errors, or omissions in carrying out any activity under this MOU.

5.5 Limitation of Liability. The City shall not be liable for injury, damage, or loss suffered by AWARE, its agents or employees, not otherwise caused by the negligent or intentional acts of the City, its agents, employees, or contractors.

5.6 Termination. As a non-binding document, either Party may terminate any perceived obligation or duty set out in this MOU by submitting written notice to the other party of its intent to terminate.

5.7 Notices. Any notice under this MOU must be in writing and will be effective when actually delivered in person or three (3) days after being deposited in the U.S. mail, registered or certified, postage prepaid and addressed to the party at the address stated in this MOU or such other address as either party may designate by written notice to the other. Mailing addresses for the parties are as follows:

- (a) The City. City Administrator, City of Woodburn, 270 Montgomery Street, Woodburn, Oregon 97071.
- (b) Marion Polk Food Share/AWARE Food Bank. 154 Arthur Street, Woodburn, OR 97071

5.8 Oregon Law. To the extent applicable, this MOU is governed by and construed in accordance with the laws of the State of Oregon.

The parties have executed this MOU effective as of the last date of signature specified below.

CITY OF WOODBURN,
an Oregon municipal corporation

Marion Polk Food Share/AWARE Food Bank,
an Oregon nonprofit corporation

Scott Derickson, City Administrator

(name, title)

Date

Date



July 21st, 2025

Business Oregon
775 Summer St. NE, Ste. 201
Salem, OR 97301

RE: 2025 CDBG CV Funds
Marion Polk Food Share/AWARE Food Bank

To Whom It May Concern,

On behalf of Marion Polk Food Share, we strongly support the City of Woodburn's submission of a Community Development Block Grant proposal that would provide COVID-response funds to support food-insecure Woodburn area residents, who are served through AWARE Food Bank and other partners in Woodburn.

AWARE Food Bank is a model food pantry and a program of Marion Polk Food Share. It is the largest food pantry in the two-county region and has seen incredible increases in need over the past several years. We fully support the project outlined in this proposal that will allow AWARE to provide much needed, high-quality food to Woodburn-area residents experiencing poverty. COVID has had a huge impact on AWARE. We're serving more people than ever before and utilizing creative outreach methods, such as mobile pantries in the rural areas surrounding Woodburn.

Due to recent USDA cuts, our resources are stretched thin. This project will provide much needed relief to local families through the direct purchasing of high demand food products and distributing that food to those that need it the most. Thank you for considering this highly important project.

A handwritten signature in black ink, appearing to read "Ian Dixon-McDonald", with a long horizontal line extending to the right.

Ian Dixon-McDonald
Vice President of Programs
Marion Polk Food Share

Attachment L

Document Attached:

Determination of Categorical Exclusion (not subject to Section 58.5)

Determination of activities per 24 CFR 58.35(b)

Activity Name and Grant Number: City of Woodburn - AWARE Food Bank - Food Assistance Program

Address: 270 Montgomery Street, Woodburn OR 97071

Activity Description: The City of Woodburn in collaboration with the AWARE Food Bank will acquire and distribute as food and health related products to families and individuals in the Woodburn area through its primary facility as well as the three food pantries, two mobile pantries, and the community meals site. CDBG-CV funding will provide the additional support needed to maintain and/or increase the food services provided and cover the gap left with the reduction of USDA funding.

Estimated total Activity cost: \$250,000

Funding Source: x CDBG Other:

The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.

1. Tenant-based rental assistance
2. Supportive Public Services (including but not limited to): Provision of services associated with a funded community facility
 - Health care • Housing services • Permanent housing placement
 - Day care • **Nutritional services**
 - Short-term payments for rent / mortgage / utility costs
 - Assistance in gaining access to government benefits / services
3. Operating Costs:
 - Maintenance • Security • Operation • Utilities
 - Furnishings • Equipment • Supplies • Staff training and recruitment
4. Economic Development Activities:
 - Equipment purchase • Inventory financing
 - Interest subsidy • Operating costs
 - Other expenses not associated with construction or expansion
5. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if: the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47

Compliance Checklist for the “Other Requirements” in 24 CFR 58.6

The requirements under § 58.6 may be applicable to § 58.35(b) and § 58.34 determinations. The following format is suggested to document compliance with § 58.6 in completing the environmental review process.

FLOOD INSURANCE / FLOOD DISASTER PROTECTION ACT ([Guidance](#))

1. Does the project involve the acquisition, construction or rehabilitation of structures, buildings or mobile homes?

No; flood insurance is not required. The review of this factor is completed.

Yes; continue.

2. Is the structure or part of the structure located in a FEMA designated Special Flood Hazard Area?

No. Source Document (FEMA/FIRM floodplain zone designation, panel number, date):

(Factor review completed).

Yes. Source Document (FEMA/FIRM floodplain zone designation, panel number, date):

(Continue review).

3. Is the community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

Yes - Flood Insurance under the National Flood Insurance Program must be obtained and maintained or the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept in the Environmental Review Record.

No (Federal assistance may not be used in the Special Flood Hazards Area).

COASTAL BARRIERS RESOURCES ACT ([Guidance](#))

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

1. Is the project located in a coastal barrier resource area?

(See <https://www.fema.gov/fag-details/Coastal-Barrier-Resources-System>).

No; Cite Source Documentation:

(This element is completed).

Yes - **Federal assistance may not be used in such an area.**

AIRPORT RUNWAY CLEAR ZONES AND CLEAR ZONES DISCLOSURES ([Guidance](#))

1. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone, Approach Protection Zone or a Military Installation's Clear Zone?

No; cite SD, page:

Project complies with 24 CFR 51.303(a)(3).

Yes; **Disclosure statement must be provided** to buyer and a copy of the signed disclosure statement must be maintained in this Environmental Review Record.

Certification	
A Request for Release of Funds (RROF) is not required. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.	
Responsible Entity's Certifying Officer Signature	
Date	
Certifying Officer Name and Title (print)	Scott Derickson, City Administrator

Project site (Woodburn) is not close to any commercial service airports or military airfield.

List of civilian airports from here:

https://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/passenger/

279	SW	OK	LAW	Lawton	Lawton-Fort Sill Regional	P	N	52,410	48,086	8.99%
317	SW	OK	SWO	Stillwater	Stillwater Regional	P	N	29,661	27,321	8.56%

10 of 14

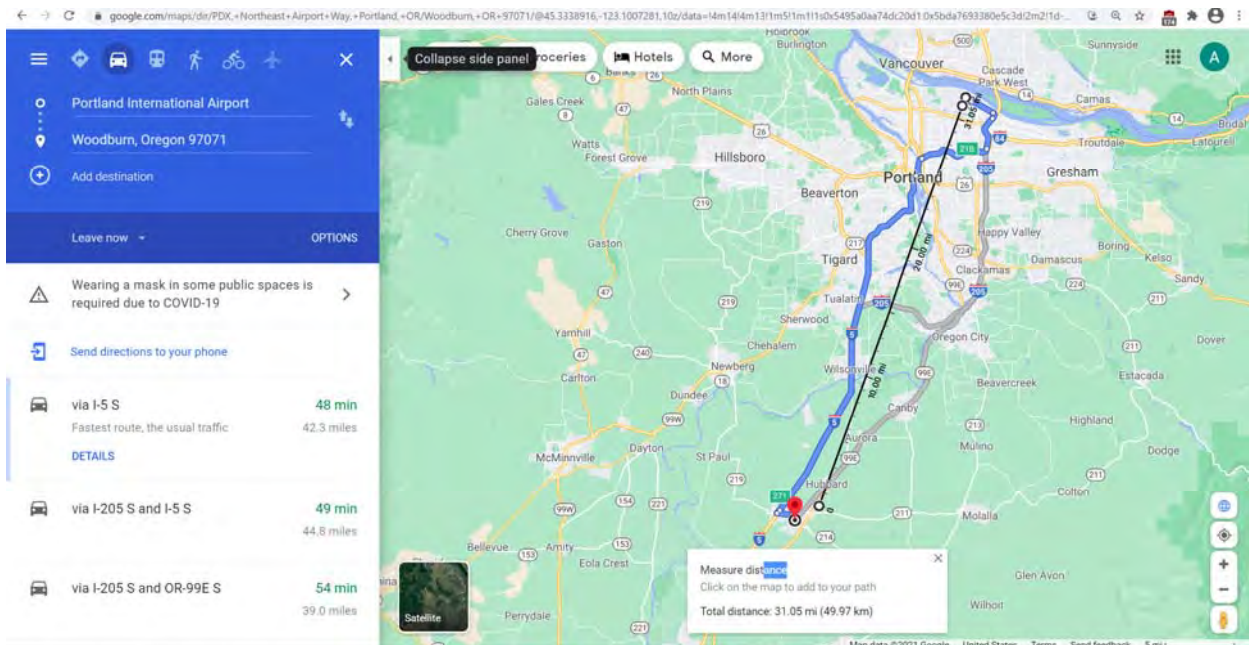
Source: ACAIS
FAA Airports

Commercial Service Airports (Rank Order)
based on Calendar Year 2019
Final

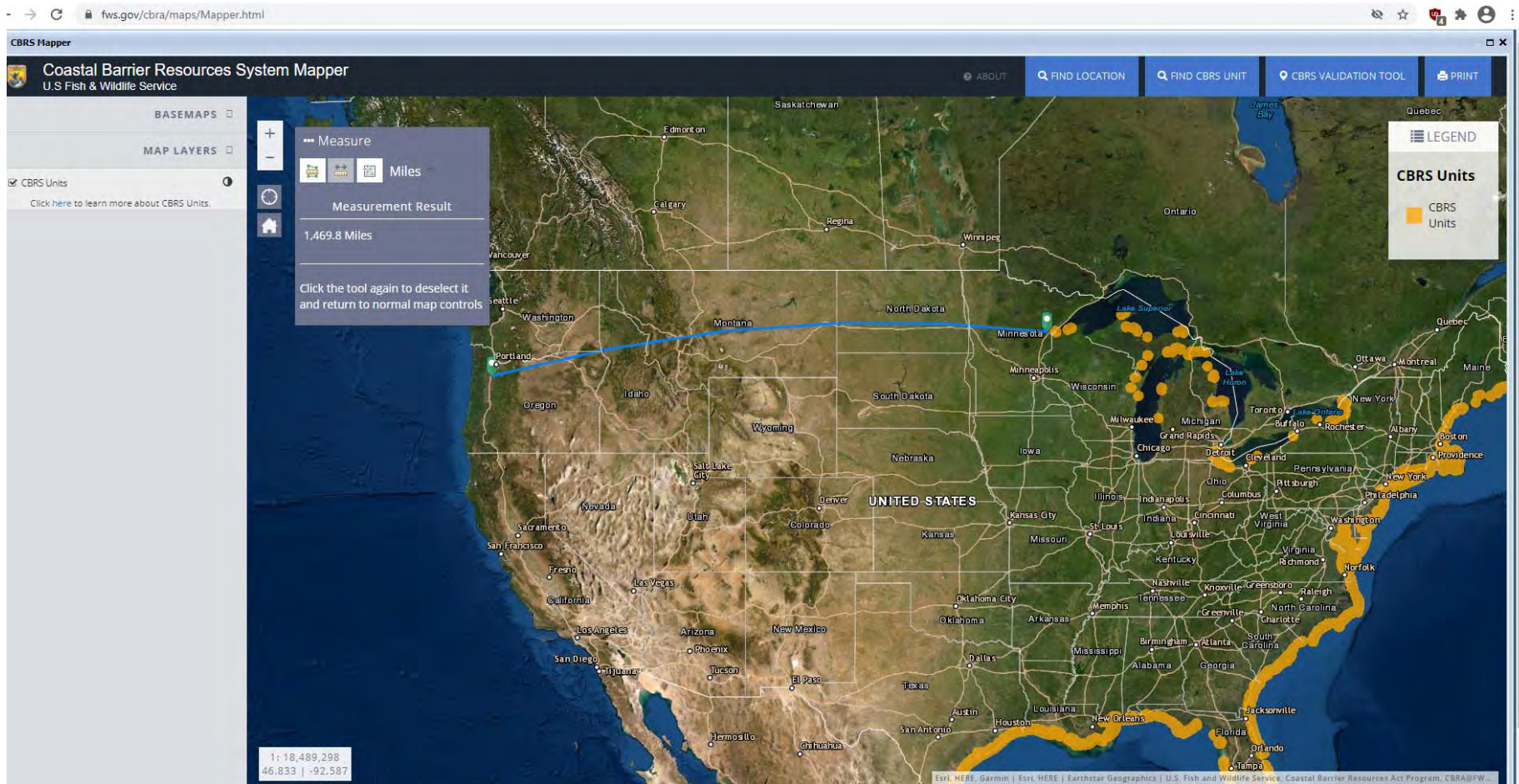
9/25/2020

Rank	RO	ST	Locid	City	Airport Name	S/L	Hub	CY 19 Enplanements	CY 18 Enplanements	% Change
30	NM	OR	PDX	Portland	Portland International	P	L	9,797,408	9,804,868	-0.08%
119	NM	OR	EUG	Eugene	Mahlon Sweet Field	P	S	596,156	566,832	5.17%
130	NM	OR	MFR	Medford	Rogue Valley International - Medford	P	S	528,362	492,217	7.34%
134	NM	OR	RDM	Redmond	Roberts Field	P	S	482,676	430,562	12.10%
391	NM	OR	OTH	North Bend	Southwest Oregon Regional	P	N	13,393	12,369	8.28%
449	NM	OR	PDT	Pendleton	Eastern Oregon Regional at Pendleton	CS	None	6,818	6,396	6.60%
20	EA	PA	PHL	Philadelphia	Philadelphia International	P	L	16,006,389	15,292,670	4.67%
46	EA	PA	PIT	Pittsburgh	Pittsburgh International	P	M	4,715,947	4,670,033	0.98%
111	EA	PA	MDT	Harrisburg	Harrisburg International	P	S	746,369	636,756	17.21%

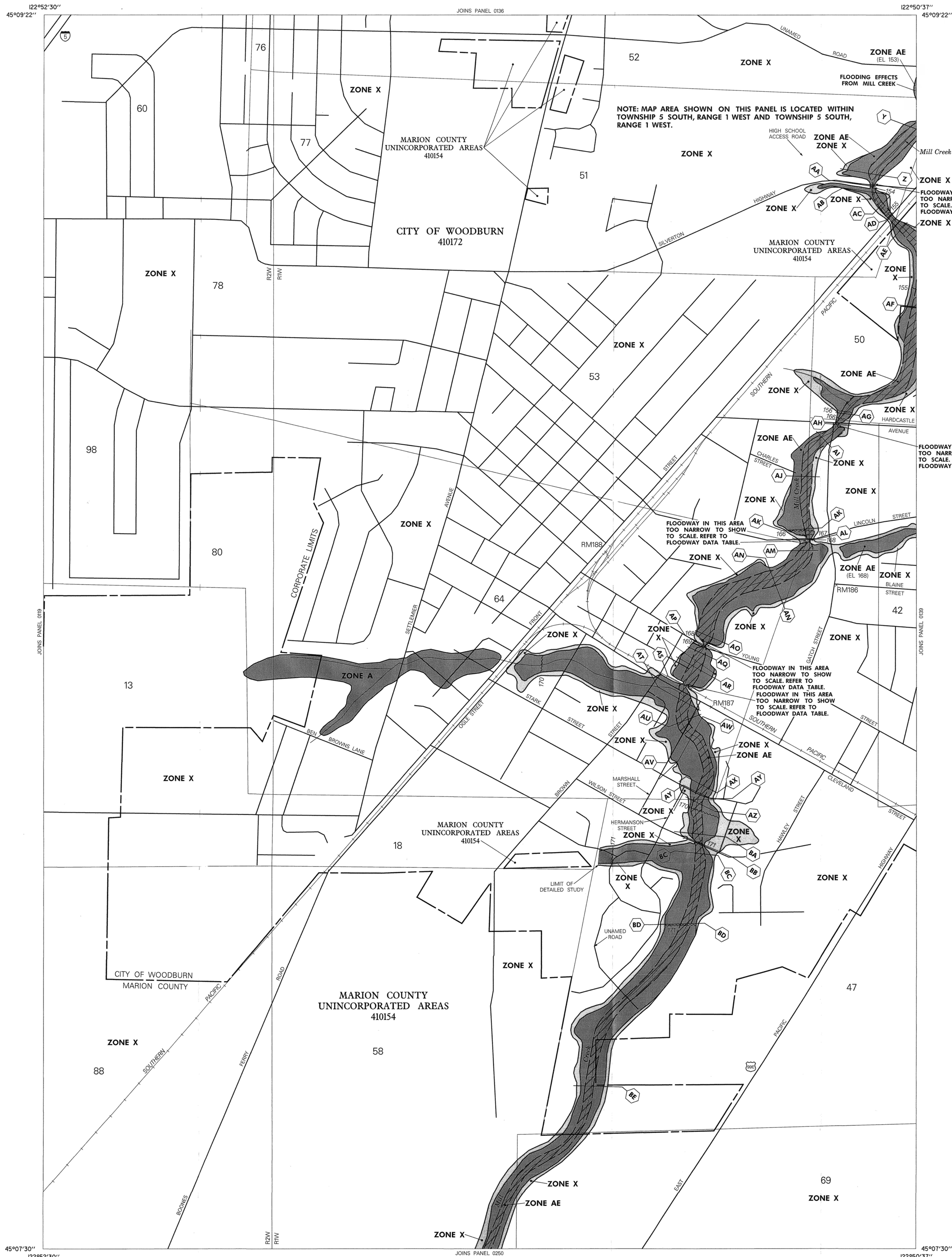
Closest airport is PDX, some 31 miles away as the crow flies:



Project site (Marion County, Oregon) is approximately 1,400 miles away from the nearest Coastal Barrier Resource Zone, as indicated in the below map: <https://www.fws.gov/cbra/maps/Mapper.html>



ELEVATION REFERENCE MARKS		
MARK	(FEET NGVD)	DESCRIPTION OF LOCATION
RM186	183.00	Southerly bolt of fire hydrant (between words Muller-Chattanooga) at northeast corner of intersection of Gatch and Blaine Streets, across street from the Bible Baptist Church. Established by CH2M HILL, Inc.
RM187	182.42	Most northerly bolt on top of fire hydrant (between two outlet nipples) on south side of Cleveland Street, 150 feet southeast of intersection with Marshall Street. Established by CH2M HILL, Inc.
RM188	181.15	Oregon State Highway Department bench mark, stamped X660 1975, in southeast corner and in top of concrete guardrail, at intersection of Young Street and State Highway 214.



LEGEND

SPECIAL FLOOD HAZARD AREAS INUNDED BY 100-YEAR FLOOD

ZONE A No base flood elevations determined.

ZONE AE Base flood elevations determined.

ZONE AH Flood depths of 1 to 3 feet (usually areas of ponding); base flood elevations determined.

ZONE AO Flood depths of 1 to 3 feet (usually sheet flow on sloping terrain); average depths determined. For areas of alluvial fan flooding, velocities also determined.

ZONE A99 To be protected from 100-year flood by Federal flood protection system under construction; no base flood elevations determined.

ZONE V Coastal flood with velocity hazard (wave action); no base flood elevations determined.

ZONE VE Coastal flood with velocity hazard (wave action); base flood elevations determined.

FLOODWAY AREAS IN ZONE AE

OTHER FLOOD AREAS

ZONE X Areas of 500-year flood; areas of 100-year flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 100-year flood.

OTHER AREAS

ZONE X Areas determined to be outside 500-year floodplain.

ZONE D Areas in which flood hazards are undetermined.

UNDEVELOPED COASTAL BARRIERS

Identified 1983
Identified 1990
Otherwise Protected Areas

Coastal barrier areas are normally located within or adjacent to Special Flood Hazard Areas.

Floodplain Boundary
Zone D Boundary
Boundary Dividing Special Flood Hazard Zones, and Boundary Dividing Areas of Different Coastal Base Flood Elevations Within Special Flood Hazard Zones.

Base Flood Elevation Line: Elevation in Feet. See Map Index for Elevation Datum.

Cross Section Line: Elevation in Feet Where Uniform Within Zone. See Map Index for Elevation Datum. Elevation Reference Mark.

River Mile
Horizontal Coordinates Based on North American Datum of 1927 (NAD 27) Projection.

NOTES

This map is for use in administering the National Flood Insurance Program; it does not necessarily identify all areas subject to flooding, particularly from flood drainage sources of small size, or all planimetric features outside Special Flood Hazard Areas. The community map repository should be consulted for more detailed data on BFE's and for any information on floodway delineations, prior to use of this map for property purchase or construction purposes.

Areas of Special Flood Hazard (100-year flood) include Zones A, AE, A1-A30, AH, AO, A99, V, VE, and X.

Certain areas not in Special Flood Hazard Areas may be protected by flood control structures.

Boundaries of the floodways were computed at cross sections and interpolated between cross sections. The floodways were based on hydraulic considerations with regard to requirements of the Federal Emergency Management Agency.

Floodway widths in some areas may be too narrow to show to scale. Refer to Floodway Data Table where floodway width is shown at 120 inch.

Coastal base flood elevations apply only to landward of 0.0 NGVD, and include the effects of wave action; these elevations may also differ significantly from those developed by the National Weather Service for hurricane evacuation planning.

Corporate limits shown are current as of the date of this map. The user should contact appropriate community officials to determine if corporate limits have changed subsequent to the issuance of this map.

This map may incorporate approximate boundaries of Coastal Barrier Resource System Units and/or Otherwise Protected Areas established under the Coastal Barrier Improvement Act of 1990 (PL 101-691).

For community map revision history prior to countywide mapping, see Section 6.0 of the Flood Insurance Study Report.

For adjoining map panels and base map source see separately printed Map Index.

MAP REPOSITORY
Refer to Repository Listing on Map Index

EFFECTIVE DATE OF COUNTYWIDE FLOOD INSURANCE RATE MAP:
JANUARY 19, 2000

EFFECTIVE DATE(S) OF REVISION(S) TO THIS PANEL:

Refer to the FLOOD INSURANCE RATE MAP EFFECTIVE DATE shown on this map to determine when actual rates apply to structures in zones where elevations or depths have been established.

To determine if flood insurance is available, contact an insurance agent or call the National Flood Insurance Program at (800) 638-6620.

APPROXIMATE SCALE IN FEET
500 0 500

NATIONAL FLOOD INSURANCE PROGRAM

**FIRM
FLOOD INSURANCE RATE MAP**

**MARION COUNTY,
OREGON AND
INCORPORATED AREAS**

PANEL 138 OF 1150
(SEE MAP INDEX FOR PANELS NOT PRINTED)

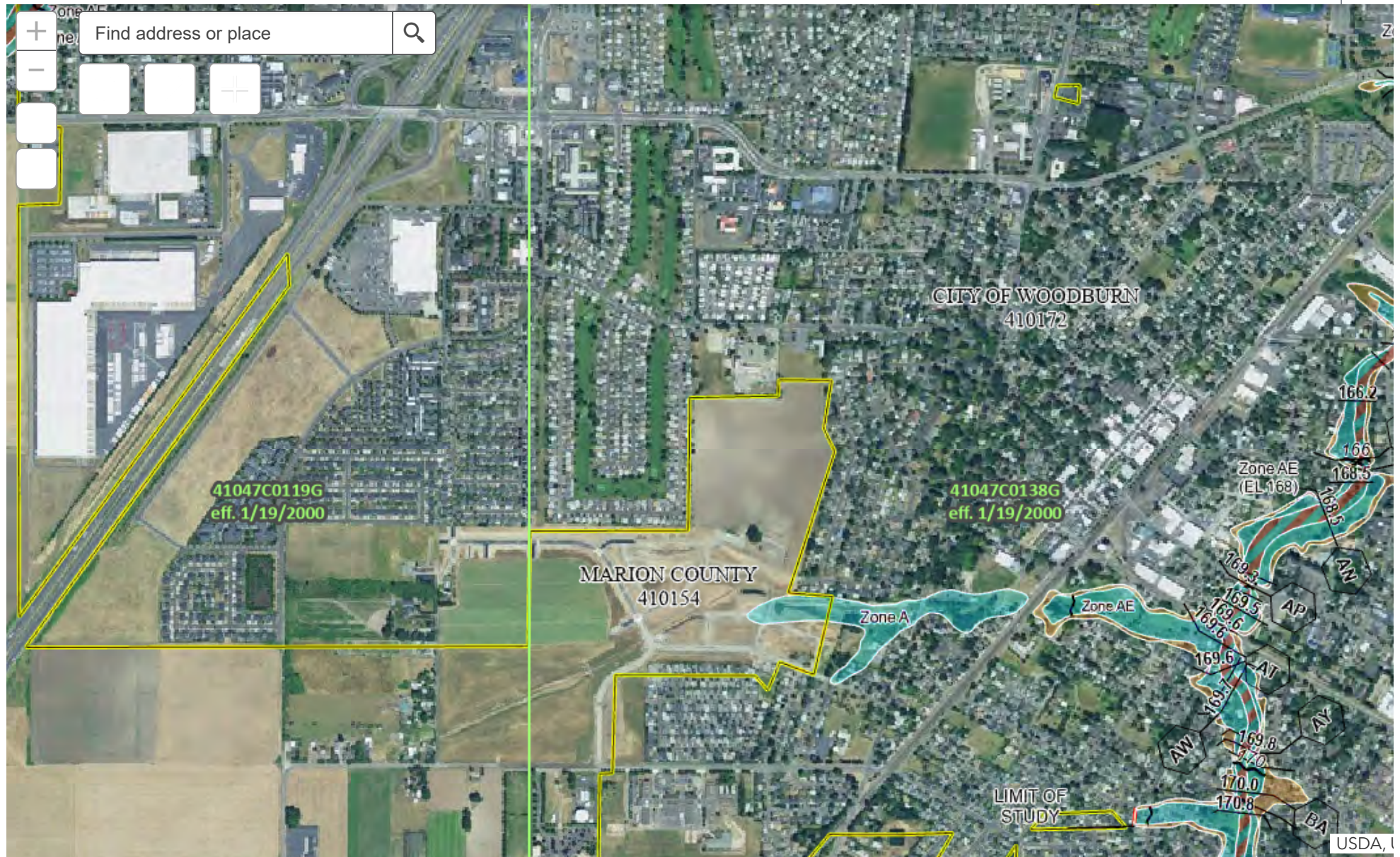
CONTAINS:	NUMBER	PANEL	SUFFIX
COMMUNITY	41072	0198	G
WOODBURN, CITY OF MARION COUNTY, UNINCORPORATED AREAS	41084	0198	G

**MAP NUMBER
41047C0138 G**

**EFFECTIVE DATE:
JANUARY 19, 2000**



Federal Emergency Management Agency



0.2mi
-122.885 45.141 Degrees

Rank	RO	ST	Locid	City	Airport Name	S/L	Hub	CY 16 Enplanements	Distance from Project Location (miles)	Distance from Project Location (feet)	Longitude	Latitude
30	NM	OR	PDX	Portland	Portland International	P	L	9,071,154	44.1	232,617	122-35-48.7299W	45-35-19.3519N
122	NM	OR	EUG	Eugene	Mahlon Sweet Field	P	S	483,078	68.4	361,195	123-12-43.1000W	44-07-28.5000N
135	NM	OR	MFR	Medford	Rogue Valley International - Medford	P	N	401,356	190.0	1,002,976	122-52-24.6000W	42-22-27.2000N
154	NM	OR	RDM	Redmond	Roberts Field	P	N	306,517	100.7	531,868	121-08-59.9000W	44-15-14.6000N
364	NM	OR	OTH	North Bend	Southwest Oregon Regional	P	N	14,719	128.2	676,807	124-14-49.3000W	43-25-01.0000N
467	NM	OR	UAO	Aurora	Aurora State	GA	None	4,207	23.0	121,633	122-46-12.2000W	45-14-49.7000N
531	NM	OR	LMT	Klamath Falls	Crater Lake-Klamath Regional	CS	None	2,827	217.1	1,146,677	121-43-59.5000W	42-09-22.1000N
544	NM	OR	PDT	Pendleton	Eastern Oregon Regional at Pendleton	CS	None	2,582	215.8	1,139,575	118-50-34.8322W	45-41-41.1533N
902	NM	OR	SLE	Salem	McNary Field	GA	None	44	17.2	91,053	123-00-09.3420W	44-54-36.4320N
917	NM	OR	S03	Ashland	Ashland Municipal-Sumner Parker Field	GA	None	36	203.8	1,075,841	122-39-38.2620W	42-11-25.0210N
934	NM	OR	HIO	Portland	Portland-Hillsboro	GA	None	30	31.9	168,656	122-57-02.5965W	45-32-31.6384N
996	NM	OR	CVO	Corvallis	Corvallis Municipal	GA	None	18	42.9	226,487	123-17-22.3000W	44-29-49.6000N
1005	NM	OR	ONP	Newport	Newport Municipal	GA	None	17	55.9	295,235	124-03-28.5000W	44-34-49.3000N
1046	NM	OR	HRI	Hermiston	Hermiston Municipal	GA	None	12	197.8	1,044,621	119-15-33.0000W	45-49-41.6000N
1048	NM	OR	S21	Sunriver	Sunriver	GA	None	12	121.7	642,327	121-27-11.0000W	43-52-34.7000N
1055	NM	OR	7S3	Hillsboro	Stark's Twin Oaks Airpark	GA	None	10	25.1	132,517	122-56-31.7650W	45-25-42.4210N
1077	NM	OR	ONO	Ontario	Ontario Municipal	GA	None	9	314.7	1,661,607	117-00-46.9000W	44-01-09.7000N
1122	NM	OR	AST	Astoria	Astoria Regional	GA	None	6	79.1	417,610	123-52-43.0000W	46-09-28.7000N
1207	NM	OR	TTD	Portland	Portland-Troutdale	GA	None	4	49.2	260,007	122-24-04.5000W	45-32-57.7000N

1274	NM	OR	BDN	Bend	Bend Municipal	GA	None	2	121.4	640,809	121-12-00.8000W	44-05-40.4000N
1288	NM	OR	DLS	Dallesport	Columbia Gorge Regional/The Dalles Municipal	GA	None	2	105.0	554,396	121-10-05.7926W	45-37-09.6786N
1322	NM	OR	RBG	Roseburg	Roseburg Regional	GA	None	2	129.7	685,050	123-21-21.0569W	43-14-21.6102N
1325	NM	OR	S05	Bandon	Bandon State	GA	None	2	152.4	804,417	124-24-28.3000W	43-05-11.3000N
1327	NM	OR	S49	Vale	Miller Memorial Airpark	GA	None	2	304.0	1,605,304	117-15-33.6330W	43-57-49.5780N
1346	NM	OR	26U	McDermitt	McDermitt State	GA	None	1	348.5	1,839,930	117-43-37.7000W	42-00-37.1000N
1355	NM	OR	BOK	Brookings	Brookings	GA	None	1	216.9	1,145,338	124-17-23.1700W	42-04-26.1750N

Attachment Other

Documents Provided:

- Limited English Proficiency
- ACS Language Data
- 504 Checklist
- Fair Housing Resolution 2160
- Non-Discrimination Policy



NON-DISCRIMINATION POLICY AND PROCEDURES

1. Purpose

The purpose of this policy is to establish City of Woodburn's commitment to providing and maintaining a work environment free from unlawful bias, prejudice, discrimination, harassment or retaliation of any kind. This policy statement reaffirms City of Woodburn's commitment to equal employment opportunity and non-discrimination; and its purpose is to provide all employees with relevant training, by clarifying the roles and responsibilities of supervisors and employees in preventing and responding to discrimination, harassment, or retaliation, and establishing procedures for submitting, investigating and resolving complaints.

Workplace discrimination, harassment, and retaliation may be in two different forms:

1. Harassment, discrimination, and retaliation that violate state and federal laws; and
2. Inappropriate conduct that may not violate law, but which violates City policy because the conduct is not conducive to creating a respectful and professional work environment for employees.

This policy covers both types of behavior. The intent is to prohibit conduct that is unlawful and also to prohibit and stop other inappropriate conduct based on protected status before it rises to the level of unlawful discrimination, harassment, and retaliation.

2. Scope

This policy covers all elected officials, employees, applicants, volunteers and contractors providing service to the City (such as outside vendors or consultants).

3. Definitions

Discrimination: Disparate, unequal, and unfair treatment of an individual in the terms, conditions and/or privileges of employment because of an individual's race, color, sex, religion, ethnicity, national origin, age, disability, private health or genetic information, association with protected class, injured worker, domestic partnership, marital status,

sexual orientation and gender identity, veteran status, status as the victim of certain crimes, status as a good faith whistle blower, or other protected status under federal or state law.

Harassment: Verbal, non-verbal, or physical conduct that is derogatory, shows hostility towards, or is designed to threaten, intimidate or coerce an individual because of individual's race, color, sex, religion, ethnicity, national origin, age, disability, private health or genetic information, association with protected class, injured worker, domestic partnership, marital status, sexual orientation and gender identity, veteran status, status as the victim of certain crimes, status as a good faith whistle blower, or other protected status under federal or state law, and,

- i. Has the purpose or effect of creating an offensive, intimidating, hostile, or threatening environment;
- ii. Has the purpose or effect of unreasonably interfering with an individual's work performance; or,
- iii. Otherwise substantially and adversely affects an individual's employment opportunities or access to City programs, services, facilities, or activities.

Harassment, including sexual harassment, is verbal or physical conduct that is unwelcome, and can include verbal or practical jokes, unwelcome touching, or sexual or racial remarks or put downs. This conduct also includes , continual or repeated verbal abuse of a sexual, ethnic, racial or religious nature; graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual; and the display in the workplace of sexually suggestive or other offensive objects or pictures.

Hostile Work Environment: Treating employees or groups of employees differently because of their race, color, sex, sexual orientation, religion, national origin, age, disability, private health or genetic information, domestic partnership, familial status, gender identity, source of income, veteran status, victims of certain crimes, whistle blowing in good faith, marital status, ethnicity or other protected status under applicable law resulting in the creation of a hostile or offensive work environment. This conduct is characterized as severe or pervasive and has the purpose or effect of creating a hostile, intimidating work environment; unreasonably interfering with work performance; or otherwise adversely affecting employment opportunities.

To rise to the level of a legal claim of hostile work environment, the harassment must be severe and persistent, not an isolated joke or comment, although these behaviors may still be considered discriminatory, disrespectful or unprofessional. Disrespectful or unprofessional behaviors may be part of a disruptive environment and may be grounds for discipline, but would not be a civil rights violation unless they are based upon or related to a protected class.

Inappropriate Behavior of a Sexual Nature: Behavior that, while not amounting to sexual harassment, has a sexual component and has the potential to lower morale, decrease productivity or disrupt the workplace.

Protected Class: Protected class is a group of individuals that share distinct, personal or social characteristics or societal status, and which is specifically protected by state or federal laws from adverse social or political stereotyping or prejudice by prohibiting unequal or disparate treatment based upon class membership.

Quid Pro Quo Harassment: Quid Pro Quo Harassment is a type of sexual harassment where submission to harassment or sexual advances is used as the basis for employment practices and decisions or other benefits and services. Quid pro quo harassment can be committed by someone who has the supervisory authority to make decisions about employment practices or who, because of their position, can control or withhold services or allow a third person to avoid a detriment.

Retaliation: Retaliation is an adverse action against, or treatment of, an individual because he or she exercised rights protected under law such as complaining about harassment or discrimination, assisting with or participating in the investigation or resolution of complaints, including testifying as a witness, or speaking out against harassment or discrimination.

Retaliatory actions may include, but are not limited to:

- i. Demoting or firing an employee with no prior documented disciplinary history, but who filed a discrimination lawsuit,
- ii. Labeling an employee as a troublemaker, excessively scrutinizing the employee's work performance, or disciplining an employee who filed a complaint more harshly than actions taken against other employees in the past for similar offenses.
- iii. Excluding an employee who was a witness in a sexual harassment complaint from communications or meetings, blaming an employee because the harasser got in trouble, or ostracizing him or her from work or social activities.

Sexual Harassment: Sexual Harassment is unwelcome, pervasive or intrusive sexual advances, requests for sexual favors, offensive sexual flirtation, advances, and propositions, or other verbal or physical conduct of a sexual nature when submission to, or rejection of, such conduct by either males or females:

- i. Is made explicitly or implicitly a term or condition of employment;
- ii. Is used as a basis for an employment decision; or,
- iii. Unreasonably interferes with an employee's work performance or creates a hostile work environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome or personally offensive, and that lowers morale or interferes with work effectiveness. Two types of sexual harassment are quid pro quo harassment and hostile work environment.

Third-Party Harassment: Third-party sexual harassment is the type of harassment committed by an outsider such as clients, customers, and vendors who come on site or otherwise interact with employees. Third-party sexual harassment must meet the regular definition for sexual harassment, that is, it must be severe or pervasive that it creates a hostile work environment.

4. Policy

It is the policy of City of Woodburn that unlawful discrimination, or harassment on the basis of an employee's protected status or membership in a protected class designated by state or federal law is prohibited in the workplace, as well as in any work-related setting outside the workplace, in the provision of providing City services to members of the public, or when using City owned equipment including vehicles and electronic devices such as computers, telephones, photocopiers and faxes, and will not be tolerated. (Use of City equipment in the scope of an employee's duties may not violate this policy so long as it involves a work related purpose such as criminal or disciplinary investigations).

Prevention of harassment, discriminatory activities, retaliation, or other conduct that amounts to creating a hostile work environment must be practiced at all times. In cases where discrimination, harassment or retaliation can be established, disciplinary action, up to and including termination, may be taken by the City.

Taking retaliatory action against an individual because he or she filed a discrimination or harassment complaint, furnished information or participated in any manner of an investigation, compliance review, or hearing is strictly prohibited.

5. Prohibited Conduct

This list of prohibited conduct is meant to give some examples of inappropriate behavior and is not a complete list of conduct prohibited by this rule.

Verbal or Physical Conduct

- i. Use of epithets, innuendos, names, comments, foul language or slurs because of an individual's protected status.
- ii. Jokes, pranks or other banter, including stereotyping because of protected status.

- iii. Unwelcome physical touching or contact, such as unwelcome hugs, and touching or contact with any intimate body part including but not limited to breasts, buttocks, hair, neck, lips, legs, thighs and feet, such as pinching, kissing, grabbing, patting or neck massages/rubs.
- iv. Using sexual innuendoes, sharing racist, sexist, or sexual stories, or graphic commentaries, making suggestive comments, suggestive gestures, suggestive or insulting sounds, or sexual propositions, and requests for sexual favors.
- v. Refusing to take “No” when requests for social interaction or dates are refused.

Written or Graphic Material

- i. Sending, showing, or sharing written, visual, graphic, or other material to a person on the basis of their protected status.
- ii. Sending, showing, or sharing inappropriate language, jokes, written or graphic materials in the workplace or work related setting. Inappropriate materials placed on walls or elsewhere in City premises or circulated in the workplace is prohibited; this includes sending inappropriate jokes or other written or graphic materials via e-mail, the internet, by fax, cell phone, mobile data computer, or any other electronic means or downloading this material from the internet (excluding for bona fide work related purposes).
- iii. Transmitting, displaying, or exposing other employees to offensive sexual images or comments.
- iv. Displaying racial symbols, or cartoons, printed material, or other objects which are racially or ethnically offensive.

Supervisor/Subordinate Relationship

Department heads, supervisors, lead workers and managers shall not be in a direct reporting relationship with or supervise someone with whom he or she is personally or intimately involved, nor participate in any employment practice or action regarding that person.

Employees will not be subject to discipline if a supervisor and subordinate self-report a relationship that they are in and work towards a resolution that changes the chain of supervision. The self-report must be made prior to the supervisor engaging in an employment practice regarding the subordinate. The resolution could include reassignment, transfer, or resignation of one of the employees, or a change in supervisors. Failure to self-report may subject the supervising employee to disciplinary action.

6. Responsibilities

Elected officials, the Chief Administrator, and department directors are responsible for enforcing this policy and for ensuring that all City officials, employees and volunteers are made aware of and follow this policy.

Elected officials, directors, supervisors and managers are responsible for taking immediate action if they observe or become aware of any form of discrimination, harassment, or retaliation. Immediate action includes intervening to stop the discrimination, harassment, or retaliation, filing a complaint report with Human Resources, and contacting Human Resources for review and consultation. Failure to take such action may result in discipline against the department director, supervisor, or manager.

The Human Resources department is responsible for reviewing all complaints of discrimination, harassment or retaliation, for determining the appropriate party to conduct an investigation, for providing oversight of the investigative process, and for providing training and consultation on the policy involving employment with the City of Woodburn.

All employees and volunteers are responsible for immediately notifying Human Resources or their immediate supervisor if they observe or become aware of a situation involving discrimination, harassment, or retaliation.

Employees are expected to self-report supervisor/subordinate relationships to Human Resources or department management in order to work towards a resolution that will avoid unintentional violations of this policy.

Employees violating this policy may be subject to discipline in accordance with the appropriate collective bargaining agreements and Human Resources Rules.

Probationary employees violating this policy may be subject to immediate termination.

Volunteers violating this policy may be subject to immediate termination and may be barred from future opportunities to volunteer with the City.

7. Complaint Procedure

Any individual who feels they have been the recipient of prohibited discrimination, harassment, retaliation, and/or other conduct prohibited by this rule is encouraged to notify the responsible person(s) of the inappropriateness of their conduct.

City employees are encouraged to discuss such concerns with their immediate supervisor. This will provide the supervisor with an opportunity to review the concerns of the individual. If the employee does not feel comfortable discussing the concerns with their immediate supervisor, the employee should contact either:

- Their supervisor's manager; or

- Their department director; or
- Human Resources staff

Applicants, members of the public, or contractors may contact the specific department where the alleged harassment, discrimination, retaliation, or other inappropriate conduct occurred, or file a complaint with the Human Resources Department.

When appropriate, the individual who receives the complaint may discuss options for informally resolving the complaint with the complainant.

All complaints shall be thoroughly and promptly investigated. The individual making the complaint and the accused shall be notified of the results of the investigation and whether any action will be taken. Retaliation will not be tolerated.

Immediate remedial action may be required in situations where prohibited harassment, retaliation, or discrimination has occurred.

All information received in connection with inquiries, or with the filing, investigation, and resolution of workplace harassment, discrimination, and retaliation complaints is treated as highly sensitive. Employees authorized by the City to receive and investigate complaints are required to maintain confidentiality to the extent possible. It is expected and anticipated that all parties involved in complaints will observe the same standard of sensitivity. It is emphasized that this practice is in the best interest of all parties; however, absolute confidentiality cannot be guaranteed.

The City will provide training on this policy to all City employees upon hire and every three years thereafter.

Nothing in this policy is intended to restrict an individual's right to file a complaint with the Bureau of Labor and Industries (BOLI) or the Equal Employment Opportunity Commission (EEOC), or to file a grievance under a union contract. However, notifying a union steward or other union official does not constitute filing a complaint with the City under the complaint procedure outlined above.

8. Forms

HR-Complaint /01 Non-discrimination Complaint Form

9. References

Age Discrimination in Employment Act of 1967 and 1975 - [29 U.S.C. 621-634](#)

Americans with Disabilities Act of 1990 as amended - [42 U.S.C. 12101-12213](#)

Bankruptcy Reform Act of 1978

Discrimination against Employees under OSHA Act of 1970 – [29 CFR 1977.4](#)

Equal Pay Act- [29 U.S.C. 206\(d\)](#)

Family and Medical Leave Act of 1993 (FMLA) - [29 CFR 825.301](#)

Genetic Information Nondiscrimination Act of 2008 (GINA) - [42 U.S.C. 2000ff](#)
Oregon Unlawful Discrimination in Employment, Public Accommodations and Real
Property Transactions; Administrative and Civil Enforcement [ORS 659A.001 – 659A.990](#)
Pregnancy Discrimination Act of 1978 Rehabilitation Act of 1973 – [42 U.S.C. 2000e](#)
[Section 701](#)
Title VII of the Civil Rights Act of 1964 - [42 U.S.C. 2000e](#)
Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) – [43](#)
[U.S.C. Part III, Title 38.](#)

10. Review of Policy and Procedures

This policy will be reviewed every three years or as state and federal regulations are revised and necessitate a change in the policy or procedures.

Adopted: January 2017

COUNCIL BILL NO. 3122

RESOLUTION NO. 2150

A RESOLUTION ADOPTING AN UPDATED LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN AND REPEALING THE PREVIOUSLY ADOPTED PLAN

WHEREAS, as a recipient of federal financial assistance as it relates to the needs of individuals with limited English proficiency language skills, the City of Woodburn is required for purposes of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations to develop a plan for meeting the needs of individuals with limited English proficiency language skills; and

WHEREAS, on September 23, 2013, the City adopted a Limited English Proficiency Plan by Resolution 2034; and

WHEREAS, on September 25, 2017, the City also adopted a separate Title VI Program specific to the Woodburn Transit System, which the City desires and intends to keep in effect as it applies to the Transit System; and

WHEREAS, the attached Limited English Proficiency (LEP) Language Access Plan provides updated guidance to the City in meeting the needs of individuals with limited English proficiency language skills; **NOW, THEREFORE**,

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

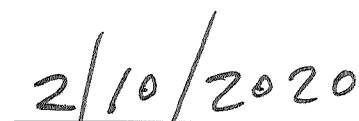
Section 1. The City Council adopts the Limited English Proficiency Language Access Plan which is attached hereto as Exhibit A, and is incorporated herein.

Section 2. The City's Section 3 Plan adopted to ensure compliance with federal law for Community Development Block Grant projects and also adopted as part of Resolution 2034 remains in effect.

Section 3. The City's Title VI Program specific to the Woodburn Transit System and adopted September 25, 2017, remains in effect.

Approved as to form:


City Attorney


Date

Approved: 
Eric Swenson, Mayor

Passed by the Council

February 10, 2020

Submitted to the Mayor


February 11, 2020

Approved by the Mayor

February 12, 2020

Filed in the Office of the Recorder

February 12, 2020

ATTEST: 
Heather Pierson, City Recorder

LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN

CITY OF WOODBURN

This Limited English Proficiency (LEP) Language Access Plan (LAP) addresses City of Woodburn's responsibilities as a recipient of federal financial assistance as it relates to the needs of individuals with limited English proficiency language skills. U.S. Department of Housing and Urban Development defines limited English proficient individuals as persons who, as a result of national origin, do not speak English as their primary language and who have a limited ability to speak, read, write or understand.ⁱ Limited English proficiency refers to anyone above the age of 5 who reported speaking English less than "very well," as classified by the U.S. Census Bureau. For purposes of Title VI and the LEP Guidance, persons may be entitled to language assistance with respect to a particular service, benefit or encounter. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including the City of Woodburn.

City of Woodburn referenced the most current data from U.S. Census Bureau's American Community Survey (below) and utilized both the Four-Factor LEP Analysis for Meaningful Access and Safe Harbor Test for Written Translation Services to prepare this plan.

INTRODUCTION

The City of Woodburn is located in Marion County, Oregon. According to American Community Survey (ACS) 5-year estimates for 2011-2015, the City of Woodburn had a population of 22,787 5 years of age and older. The City encompasses a multitude of services including the Public Works Department, Woodburn Public Library, the Mayor's Office and City Council.

Woodburn's population predominately speaks English with 41.5% (9,446 persons) who speak English only, according to American Community Survey (ACS) 5-year estimates. In addition, 25 percent (5,703 persons) of the population in Woodburn is listed as Spanish or Spanish Creole who speak English "less than very well". Table 1.1 below identifies languages spoken at home by Woodburn residents.

Table 1: Language Spoken at Home - Woodburn, Oregon – 2011-2015

SUBJECT	NUMBER	PERCENT
Population 5 years and over	22,787	
Speak only English	9,446	41.5%
Speak a language other than English	13,341	58.5%
Spanish or Spanish Creole	11,937	52.4%
Spanish or Spanish Creole- Speak English less than "very well"	5,703	25%
Russian	926	4.1%
Russian- Speak English less than "very well"	535	2.3%

Source: U.S. Census Bureau, American Community Survey 5-Year Estimates, ACS Table B16001

FOUR FACTOR ANALYSIS FOR MEANINGFUL ACCESS

Recipients are required to take reasonable steps to ensure meaningful access to LEP persons through the four factor analysis. This "reasonableness" standard intends to be flexible and fact-dependent. It also intends to balance the need to ensure meaningful access by LEP persons to critical services while not imposing undue financial burdens on small businesses, small local governments, or small nonprofit organizations. As the City of Woodburn encompasses a variety of services, application of the Four-Factor analysis varies depending on the specific service.

As a starting point, a recipient may conduct an individualized assessment that balances the following four factors:

1. The number or proportion of LEP persons served or encountered in the eligible service population ("served" or "encountered" includes those persons who would be served or encountered by the recipient if the persons received adequate education and outreach and the recipient provided sufficient language services):

According to ACS 5-year estimates, an estimated 25 percent (5,703 persons) of the population over the age of five (5) in Woodburn is Spanish or Spanish Creole speaking and reported speaking English "less than very well". In addition, an estimated 4.1 percent (926 persons) of the population over the age of five (5) in Woodburn is Russian speaking and speaks English "less than very well". According to the 'Safe Harbor' Guidelines provided in Table 2 below, for any language population that constitutes more than 5% of the population and 50 or more persons in the eligible population, it is recommended that all vital documents for City services are or can be provided as translated documents in that language.

As Spanish speakers can be considered LEP populations under these guidelines, the City of Woodburn is required to provide translation services for any vital documents under the 'Safe Harbor' guidelines to non-English LEP individuals. Table 2 summarizes Safe Harbor guidelines for written translations.

Table 2: "Safe Harbors" for Written Translations

SIZE OF LANGUAGE GROUP	RECOMMENDED PROVISION OF WRITTEN LANGUAGE ASSISTANCE
1,000 or more in the eligible population in the market area or among current beneficiaries	Translated vital documents
More than 5% of the eligible population or beneficiaries and more than 50 in number	Translated vital documents
More than 5% of the eligible population or beneficiaries and 50 or less in number	Translated written notice of right to receive free oral interpretation of documents.
5% or less of the eligible population or beneficiaries and less than 1,000 in number	No written translation is required.

Source: Community Development Block Grant "Grant Management Handbook", page 7-19, 2017

2. The frequency with which LEP persons come into contact with the program:

The program and/or City services are to benefit the entire population of the City of Woodburn. The City encompasses a multitude of services, including City Hall, City Parks, Library and Aquatic Center, and Public Works/Infrastructure services including service registration and billings. Those interested in the learning more about the City's programs or projects are encouraged to attend City Council meetings or request information at City Hall.

The frequency with which LEP persons may come into contact with City programs and services is significant for both Spanish speaking and Russian speaking persons. Therefore, the City of Woodburn provides vital written documents in these languages. In addition, the City commits to and provides other language translation services, sign language, hearing, speech or other translation services as requested via bi-lingual employees/staff who are available during normal business hour and a contract with the translation service "Language Line".

3. The nature and importance of the program, activity, or service provided by the program:

The program, activities and services provided by the City serves all residents. Certain services like utility water and sewer services are especially critical in nature and make it more likely that language assistance may be needed to ensure access to all LEP individuals. It is also likely that City personnel will regularly encounter LEP individuals while making City services and program available to the public, so it is vital that the City continue to analyze its offered translation services in order to identify any additional areas of potential concern to LEP individuals.

4. The resources available and costs to the recipient:

The City of Woodburn has sufficient staff capacity at City Hall and across its various departments and programs to provide –in-person translation services and to make vital documents available in Spanish and Russian. The City has well established translation and interpreter services available for all public meetings, court, police, and City Hall services. Upon request, the City also commits to provide other language translation services, sign language, hearing, speech or other translation services as requested via bi-lingual employees/staff who are available during normal business hour and a contract with the translation service "Language Line".

FOUR FACTOR ANALYSIS DETERMINATION: The City shall make sure that all notices provide for access to public meeting spaces and provide for the availability of translation services, if requested. Said notices will be provided in English and Spanish and staff has developed model text to include in future agendas and notices regarding this project.

Based on the four factor analysis for meaningful access, the City provides text translation in Spanish and other languages upon request, on all public notices and newsletters and other applicable forms that the City of Woodburn has jurisdiction over.

IMPLEMENTATION PLAN

LANGUAGE SERVICES AVAILABLE

Written Translations

Safe Harbor: Housing and Urban Development, in its final guidance for providing program access to LEP individuals, has detailed a 'Safe Harbor' where providing a certain level of translated materials for a LEP population of a specified size will "be considered strong evidence of compliance with the recipient's written translation obligations." According to the 'Safe Harbor' Guidelines for written language assistance, any language population that constitutes more than 5-percent of the eligible population or beneficiaries and 50 person or more in number is required to provide written translations of vital documents. The City of Woodburn determines that, in regards to its LEP language populations, Spanish LEP populations are at 5 percent or more or 50 persons or more, and thus translated vital documents is required. Therefore, City of Woodburn is required to provide written translation to these LEP individuals as identified in the 'Safe Harbor' guidelines. The City of Woodburn will use, when there is difficulty determining this language spoken, Language Identification Cards created by the U.S. Census Bureau.

Vital Documents: A vital document is any document that is critical for ensuring meaningful access to the City's major activities and programs by beneficiaries generally and LEP persons specifically. The City intends to consistently assess and determine, over time and across its various activities, what documents are "vital" to the meaningful access of the LEP populations it serves. The City provides the Fair Housing brochure and poster in English and Spanish. Upon request, the City also commits to provide sign language, hearing, speech or other translation services including referrals to community liaisons proficient in the language of LEP persons.

Oral Interpretation

Staff Obtainment of Language Services: Staff needing translation services will contact another bilingual staff member, the City's Community Relations Manager, or the City Recorder, who will refer staff to community liaisons proficient in the language. In addition, the City of Woodburn will use, when there is difficulty determining this language spoken, Language Identification Cards created by the U.S. Census Bureau.

PROCEDURE FOR LEP CALLERS

Upon request, the City also commits to provide hearing, speech or other translation services including referrals to community liaisons proficient in providing services to LEP persons.

PROCEDURE FOR WRITTEN COMMUNICATION WITH LEP INDIVIDUALS

Upon request, the City also commits to provide translation services including referrals to community liaisons proficient in the language of LEP persons.

PROCEDURE FOR IN-PERSON COMMUNICATION WITH LEP INDIVIDUALS

Employees of the City of Woodburn who encounter an LEP individual will contact another bilingual staff member, the City's Community Relations Manager, or the City Recorder who will refer the individual to community liaisons. The LEP individual can decline the interpretation assistance if he or she wishes to utilize another individual for services, but the individual will still be offered the service. In addition, the City of Woodburn will use, when there is difficulty determining this language spoken, Language Identification Cards created by the U.S. Census Bureau.

ENSURING COMPETENCY IN INTERPRETERS AND TRANSLATION SERVICES

Training Staff: All City of Woodburn staff acting as point-of entry contacts will be given instruction on how to identify LEP clients using Language Identification Cards and other established methods and how to utilize interpretation services.

Monitoring and Updating the LEP: The City of Woodburn will monitor and update the LEP as needed. The City will review the LEP periodically against new Census data, or as needs arise, to identify any changes that need to be made or if the City of Woodburn encounters difficulty interacting with LEP individuals.

¹ U.S. Department of Housing and Urban Development. Limited English Proficiency (LEP) Frequently Asked Questions. http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/promotingfh/lep-faq#q1

RESOLUTION NO. 2160

A RESOLUTION ADDRESSING FAIR HOUSING ASSISTANCE IN THE CITY OF WOODBURN, AS REQUIRED BY THE OREGON COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT; AND REPEALING AND REPLACING RESOLUTION NO. 1346

WHEREAS, discrimination in the sale, rental, lease, advertising of sale, rental or lease, financing of housing or land to be used for construction of housing, or in the provision of brokerage or rental services because of race, color, religion, sex, disability (physical or mental), familial status (children) or national origin is prohibited by Title VIII of the federal Fair Housing Amendments Act of 1988;

WHEREAS, It is the policy of the City of Woodburn to support the Fair Housing Amendments Act of 1988 and to implement a Fair Housing Program to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, disability (physical and mental), familial status (1. children, and 2. actual or perceived sexual orientation, gender identity or marital status or its members), or national origin;

WHEREAS, The City of Woodburn is the recipient of a Community Development Block Grant for the FY 2019-2020;

WHEREAS, the Oregon Community Development Program and the United States Department of Housing and Urban Development require that this resolution be adopted to replace the City's previously adopted Fair Housing Resolution (No. 1346); **NOW, THEREFORE**,

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. That within the resources available to the City through city, county, state, federal and community volunteer sources, the City of Woodburn will assist all persons who feel they have been discriminated against because of race, color, religion, sex, disability (physical and mental), familial status (children) or national origin in the process of filing a complaint with the Oregon Civil Rights Division or the U.S. Department of Housing and Urban Development, Seattle Regional Office Compliance Division, that they may seek equity under federal and state laws.

Section 2. That the City shall publicize this Resolution and through this publicity shall cause real estate brokers and sellers, private home sellers, rental owners, rental property managers, real estate and rental advertisers, lenders, builders, developers, home buyers and home or apartment renters to become

aware of their respective responsibilities and rights under the Fair Housing Amendments Act of 1988 and any applicable state or local laws or ordinances.

Section 3. THE FAIR HOUSING PROGRAM, for the purpose of informing those affected of their respective responsibilities and rights concerning Fair Housing law and complaint procedures, will at a minimum include, but not be limited to: 1) the printing, publicizing and distribution of this Resolution; 2) the distribution of posters, flyers, pamphlets and other applicable Fair Housing information provided by local, state and federal sources, through local media of community contacts; and 3) the publicizing of locations where assistance will be provided to those seeking to file a discrimination complaint.

Section 4. The City's previously adopted Fair Housing Resolution (No. 1346) is hereby repealed and replaced upon adoption of this Resolution.

Passed by the Woodburn City Council August 10, 2020 and approved by the Mayor August 12, 2020

Oregon Community Development Block Grant Program

**Self-Evaluation for Compliance with Section 504
Handicapped Accessibility Requirements**

Note: This self-evaluation must cover all programs and services operated by the city or county grant recipient. The self-evaluation must be done in consultation with individuals with handicaps or organizations representing them. The form provides space for describing actions the organization will take to come into compliance with Section 504 regulations.

City of Woodburn CDBG Grant: _____

Address: 270 Montgomery Street, Woodburn OR 97071

Person completing self-evaluation:

Name: Renata Wakeley

Title: Community Development Director Date: 2/26/2020

Handicapped individual(s) or organization representing individuals with handicaps that assisted the agency in completion of the self-evaluation:

Name(s): "Checklist for Existing Facilities" (last updated November 2008) provided by Denise Spielman

Title: Technical Assistance Specialist

Organization: Northwest ADA & IT Center

Address: P.O. Box 574, Portland OR 97207

<u>Public Information</u>	YES	NO
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A. Do all notices and advertisements written for the public agency include a notice that it does not discriminate against individuals with handicaps? X _____

B. Do all public meeting and public hearing notices offer assistance To individuals with handicaps, on request? X _____

C. If you answered no to A and/or B, list below the types of publications or notices that need to be amended (this can include official letterhead and standard forms used by the agency):

The following language is included in English and Spanish on all meeting/hearing notices:

"This facility is ADA accessible. If you need special accommodation, please contact the City Recorder at 503-980-6318 at least 24 hours prior to this meeting"

Public Information **YES NO**

- D. Are posters about the rights of individuals with handicaps prominently displayed in appropriate locations for employees and the general public to read? X _____

(Posters can be obtained at no cost from the Northwest Disability Business Technical Assistance Center, phone 1-800-949-4232 Voice/TDD).

- E. Describe the process by which the agency secures, or plans to secure, the services of interpreters (sign and foreign language) for public meetings. What standards are used to decide whether a request for assistance, in the case of a public meeting or hearing, can be accommodated?

If a request is made, the City has a list of professional translation service providers in the area.

Actions Needed (e.g., when current inventory of agency forms run out, reprint new forms with nondiscrimination statement at bottom. Obtain and display posters, develop a list of qualified sign language interpreters, develop standards and procedures for accommodating requests for assistance.)

Posters from the Oregon Dept of Labor Office of Disability Employment are already downloaded by the City and posted at City Hall in various employee and public locations.

Telephone Communication **YES NO**

- A. Does the agency have a TDD (Telecommunications Device for the Deaf) for use in communicating over the telephone with hearing-Impaired persons? X _____
If yes, list TDD location and telephone number:

Location: The City uses the Oregon Relay Service

Phone No.: 1-800-735-1232 or 7-1-1

Is this TDD available to all agency departments? X _____

Answer "no" if TDD is only available for 911, or other emergency-related business.

- B. If “no” to A. above, how does the agency communicate by phone with persons who have hearing and speech impairments?

The City uses the Oregon Relay Service and includes information on the City website and throughout city hall and staff that this service is available to residents.

- C. How does the agency notify the public and individuals with hearing impairments of the method chosen? (e.g., published notice, phone listing, billing inserts)

According to the City’s ADA Accessibility guidelines, “All program, activity, event or meeting announcements and/or agendas (paper or online) will contain the following note in English and Spanish: Individuals needing special accommodations such as sign language, foreign language interpreters, or equipment for the hearing impaired, must request such services at least 48 hours prior to the meeting. To request such an accommodation or interpretation, contact the City of Woodburn at (503) 982-5228, or Statewide Toll Free Relay (800) 735-1232.

Actions Needed (e.g., contact the Oregon Telecommunication Relay Service at (800) 735-1232 to learn about the service; research cost/benefit of buying a TDD; publicize at a council meeting and in the newspaper that the agency will now have an in-house TDD; contact the Northwest Disability Business Technical Assistance Center to learn about TDDs.)

The City website includes the following information, "Oregon Relay is a free public service that provides a communication link between standard telephone (voice) users and persons who are deaf, deaf-blind, hard of hearing and speech-disabled using text telephones (TTYs), captioned telephone (CapTel) or personal computers via the Internet. **Dial 7-1-1 for Oregon Relay Services**".

Facilities

- A. List all facilities from which the agency provides services.

<u>Facility</u>	<u>Address</u>	<u>Services Provided/Major Activity</u>
City Hall	270 Montgomery St	Administration, Court, Building/Planning, Parks/Recreation, Finance, Economic Development, City Council Chambers
Library	280 Garfield Street	Library, public meeting spaces
Aquatic Center,	190 Oak Street	Public swim, lessons
Public Works	190 Garfield St.	Engineering, streets, public ROW
Water Dept	270 Montgomery Street	Utility questions and payments
Police Dept	1060 Mt Hood Ave	Police services

City Parks

Alvah Cowan	620 Garfield St	Rose Garden
Burlingham	3350 Linda St	Picnic shelter, playground, basketball court, large play fields
Centennial	900 Parr Road	Concessions, sports fields, playground, splash pad, picnic shelter, restrooms, basketball courts
Dog Park	900 Parr Road	
Downtown Plaza,	Garfield and Hayes St	Meeting space, gazebo
Heritage	2588 Jamestown St	Playground, basketball court
Mill Creek Greenway Trail		Paved trail except within flood way
Legion	1385 Park Ave	Sports fields, playground, stadium, pathways, pavilion
Library	280 Garfield St	Play structure, picnic tables, restrooms
Nelson	1200 Greenview Dr	Playground, picnic shelter
N. Front Street,	N. Front St	Playground
Senior Estates	Astor & Walton St	Paved walking path
Settlemier	400 Settlemier St	Sports fields, playground, skatepark, picnic shelter
Wyffels	Lincoln St	Playground

B. Complete the separate Facilities Evaluation (last page of this exhibit) for each facility listed in A. above.

Employment Practices

YES NO

A. Recruitment

1. Does all recruitment literature indicate that the agency does not discriminate on the basis of handicap? X ____
2. Are employees with handicaps included in promotional and recruitment advertising? X ____
3. Are organizations which represent individuals with handicaps contacted for advice and referrals? X ____

If you answered "no" to any of these questions you must include corresponding corrective actions in the following Actions Needed Section.

B. Job Vacancies

1. Are all vacancy announcements reviewed to ensure that physical, mental and communication requirements are job-related and accurately reflect job functions? X ____
2. Are managers willing to consider willing accommodations for the handicaps of otherwise qualified applicants? X ____

If you answered "no" to any of these questions, you must include corresponding correction actions in the following Actions Needed Section.

- C. Job Interviews YES NO
1. Is every hiring supervisor informed of the requirement that all questions asked in the job interview must be related to duties and functions of the job? X
 2. Has every hiring supervisor been informed of where and how to obtain assistance to interview an applicant with a hearing impairment? X
 3. Is there an interviewing area accessible to an applicant in a wheelchair? X

If you answered "no" to any of these questions, you must include corresponding correction actions in the following Actions Needed Section.

- D. Physical Examinations
1. Does the agency conduct or require medical examinations prior to making offers of employment? X
- If "no", go to question #3.
2. If yes,
 - Are all entering employees subject to a medical exam? X*

* Police Dept/law enforcement personnel that receive a conditional offer of employment are subject to pre-employment medical examinations as permitted under Oregon State Law. No other entering employees are subject to a medical exam.

- Are all offers of employment conditional based on the results of the exam? X
 - Are the medical results used in a discriminatory manner? X
 - Is all the information gathered maintained confidentially? X
3. Has every hiring supervisor been informed that no offer of employment may be withdrawn on the basis of medical conditions that are not job-related? X

E. Employment Practices **YES NO**

1. Has a method been implemented for soliciting voluntary indications of handicapped status and requests for accommodations by new hires and existing employees? X
2. Have new employees with handicaps requested that the agency make accommodations in consideration of their limitations? X

3. If employees with handicaps have responded, is the information kept confidential? X _____
4. Has the agency ever denied a request for reasonable accommodations?..... X** _____

**Accommodations requests are handled on a case by case basis. The City provides reasonable accommodations to qualified employees with a disability who request reasonable accommodations under Title I.

5. If so, was the denial based on the concept of “undue hardship”?.. X _____

If you answered “no” to any of these questions, you must include corresponding correction actions in the following Actions Needed Section.

5. Have any complaints been filed against the agency for employment Discrimination on the basis of disability with the past 5 years? ... _____ X
If “yes”, briefly give the status of the complaint or how the complaint was resolved.

Actions Needed (e.g., agency personnel officer needs to instruct all hiring supervisors of legal requirements; need to instruct all hiring supervisors that interviews must be held in accessible locations). Identify needed actions by the question numbers.

Hiring supervisors are informed of legal requirements regarding location of interviews and hiring practices. The City uses "NeoGov", a service for hiring recruitments that ensures conformity with state and federal laws.

All recruitment notices include the following text, "The City of Woodburn is an Equal Opportunity Employer. It is the Policy of the City that all persons are entitled to equal employment opportunities and benefits regardless of race, religion, color, sex (includes gender, pregnancy, and sexual orientation), marital status, political affiliation, national origin, or any other classification protected by law. Discrimination on the basis of age, relationship, or mental or physical disability is also prohibited except where a particular position requires a valid occupational qualification."

Any requests for accommodations by new hires and existing employees are handled by Mel Gregg, Human Resources Director and ADA compliance coordinator.

<u>Employment Practices</u>	<u>YES</u>	<u>NO</u>
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- F. Special Requirements for Agencies with 15 or more employees
 1. How many persons are employed by the agency? 125
(Do not reduce this number for “full-time employees”)

STOP HERE is the answer to F.1. is less than 15.

If the answer is 15 or more, complete the remaining questions.

2. Has the agency designated at least one person to coordinate efforts to comply with accessibility requirements? X _____

If yes, name, address, phone (Voice), TDD number (or Relay Service number)
Mel Gregg, Human Resources Director and ADA Coordinator
503-982-5231 (Voice) / 7-1-1 (TDD)

3. Has the agency developed grievance procedures for prompt and equitable resolution of complaints alleging employment discrimination on the basis of disability? X _____
4. Has the agency taken initial and continuing steps to notify applicants and beneficiaries (including those with vision and hearing impairments) and unions or professional organizations holding agreements with the recipient, that it does not discriminate on the basis of disabilities in admission or access to, or treatment or employment in, its federally assisted programs and activities?... X _____
(24 CFR 8.54 requires this action)

Date of initial published notice: See attached ADA policies which are posted on the City of Woodburn website at <https://www.woodburn-or.gov/hr/page/accessibility-forms>

What steps is the agency taking for outreach/ongoing notice efforts? Revision have been made to the City's public noticing language and additional text regarding accessibility and TDD were added to the City's website. The City upgraded their website several years ago to provide immediate translation services in over 50 languages.

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient

City/County: Woodburn CDBG grant #:

Facility Name/Address: Library, 280 Garfield St.
YES NO N/A

C. Is this facility accessible to individuals with handicaps
(whether employees or members of the public? X

D. Briefly describe all services or activities conducted in the facility which are not
accessible to individuals with handicaps, and why.

1. The City conducted an ADA study in February 2011 (attached) on the facility
which is incorporated into this record.
(attach additional sheets as needed)

Describe what actions have been or will be taken to address each of the problems
listed in B. above and list when these steps will be accomplished. Accommodations
made should ensure that individuals with handicaps have reasonable access to
services or activities listed above. Or, if the decision is made that accommodation
poses an "undue administrative or financial burden", state this decision and reasons
for the decision.

1. Restrooms stalls are of adequate width (they currently measure 36 inches across).
(attach additional sheets as needed)

**Section 504 Self-Evaluation
Program Accessibility- Facilities**

Complete a separate form for each facility owned by the city or county grant recipient

City/County: Woodburn CDBG grant #: _____

Facility Name/Address: Public Works/Water Department, 190 Garfield St.

YES NO N/A

G. Is this facility accessible to individuals with handicaps
(whether employees or members of the public? X _____

H. Briefly describe all services or activities conducted in the facility which are not
accessible to individuals with handicaps, and why.

1. The facility has an ADA on street parking space off Garfield Street, the main entrance to the facility. Public meeting spaces, aisle widths to waiting room and front counters are ADA accessible. While the front doors are of adequate width, they are pull/push style and there is no push button for wheelchair access. The City does provide a phone number in the front entrance to call for assistance.

2. _____
(attach additional sheets as needed)

Describe what actions have been or will be taken to address each of the problems listed in B. above and list when these steps will be accomplished. Accommodations made should ensure that individuals with handicaps have reasonable access to services or activities listed above. Or, if the decision is made that accommodation poses an "undue administrative or financial burden", state this decision and reasons for the decision.

1. Push button electronic controls could be added to the front/main entrance if doors were to be replaced and/or doors could be push style rather than pull style at the time of entrance if security provisions were to permit this.

2. _____
(attach additional sheets as needed)

Section 504 Self-Evaluation Program Accessibility- Facilities

Complete a separate form for each facility owned by the city or county grant recipient

City/County: Woodburn CDBG grant #:

Facility Name/Address: City Parks: Alvah Cowan , 620 Garfield St; Burlingham, 3350 Linda St; Centennial, 900 Parr Road; Dog Park, 900 Parr Road; Downtown Plaza, Garfield and Hayes St; Heritage, 2588 Jamestown St; Mill Creek Greenway Trail; Legion, 1385 Park Ave; Library Square, 280 Garfield St; Nelson, 1200 Greenview Dr; N. Front Street, N. Front St; Senior Estates, Astor & Walton St; Settlemier, 400 Settlemier St; Wyffels Park, Lincoln St

YES NO N/A

K. Is this facility accessible to individuals with handicaps
(whether employees or members of the public? X

L. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with handicaps, and why.

1. The Rose Garden at Alvah Crown Park has no path. If a path is installed at a future date to access flower and picnic table, pathway must be ADA accessible.
2. Burlingham porta-potty restrooms are not the ADA model. City may opt to rent ADA porta-potty style in the future. The play equipment has a ramp to enter the play structure and sawdust play area. there are no gravel or paved trails throughout the park otherwise. Future trails, if installed, shall be ADA accessible.
3. Downtown Plaza is completely accessible. On street parking is parallel parking and no designated ADA on street parking is provided. City can add on street ADA parking space in close proximity to the plaza in the future.
4. Legion Park received a grant in 2013 for installation of ADA accessible restrooms, asphalt pathways, ADA accessible benches and picnic tables and an accessible playground and equipment.
5. Heritage Park has eight designated parking spaces, none of which are ADA. The Oregon Structural Specialty Code provisions require one (1) ADA space when ten (10) or more parking spaces are provided. City can choose to mark one space ADA. Heritage is in a residential neighborhood and it can be assumed the majority of users do not use a vehicle to access the park.
6. Mill Creek trail is ADA accessible as it is paved of adequate width except where floodway or floodplain prohibits paving.
7. Settlemier Park push button ADA in the women's restroom was not working at the time of site visit.

(attach additional sheets as needed)

Describe what actions have been or will be taken to address each of the problems listed in B. above and list when these steps will be accomplished. Accommodations made should ensure that individuals with handicaps have reasonable access to services or activities listed above. Or, if the decision is made that accommodation poses an "undue administrative or financial burden", state this decision and reasons for the decision.

1. See above. _____
2. _____
(attach additional sheets as needed)

TRANSITION PLAN

CITY HALL:

A complete remodel for ADA accessibility in compliance with the Oregon Structural Specialty Code was completed in 2019.

LIBRARY:

No action needed.

AQUATIC CENTER:

No action needed.

PUBLIC WORKS/WATER DEPT:

Push button electronic controls could be added to the front/main entrance if doors were to be replaced and/or doors could be push style rather than pull style at the time of entrance if security were to permit this.

POLICE DEPARTMENT:

No action needed.

PARKS:

Alvah Cowan - Has no designated pathways. If a path is installed at a future date to access flower gardens and picnic table, pathway must be ADA accessible.

Burlingham- Porta-potty restrooms are not the ADA model. City may opt to rent ADA porta-potty style in the future. While the play equipment has a ramp to enter the play structure there are no gravel or paved trails throughout the park otherwise. Future trails, if installed, shall be ADA accessible.

Centennial- No action needed.

Dog Park- No action needed.

Downtown Plaza- Is completely accessible. On street parking is parallel parking and no designated ADA on street parking is provided. City can add on street ADA parking space in close proximity to the plaza in the future.

Heritage- Of the eight designated parking spaces, none are ADA designated. The Oregon Structural Specialty Code provisions require one (1) ADA space when ten (10) or more parking spaces are provided. City should add one space as a designated ADA. Heritage is in a residential neighborhood and it can be assumed the majority of users do not use a vehicle to access the park.

Mill Creek Greenway Trail- Pathways meet ADA accessibility requirements except where local code prohibits paving within floodways. Parking is via street parking and neighborhood access only.

Legion -No action needed.

Library Square - No action needed.

Nelson -No ADA designated parking (residential neighborhood) but ramps into the park are provided.

N. Front Street- No ADA designated parking (residential neighborhood) but ramps into the park are provided.

Senior Estates-No ADA designated parking (residential neighborhood) but ramps into the park and an ADA path and seating areas are provided throughout.

Settlemer Park- No action needed.

Wyffels- No action needed.

SECTION 504 CHECKLIST

The last Section 504 checklist was completed in 2012. Under the direction of City staff, the Mid-Willamette Valley Council of Governments (MWVCOG) updated the previous Section 504 checklist and has provided the attached 2020 Section 504 checklist as a service to our member government.

MWVCOG, a member services organization owned by our member governments, has over 20 years grant administration experience, including conducting Section 504 checklists.

While the 2020 update is comprehensive, staff wishes to note that no new facilities have been added to the City's jurisdiction since 2012 AND the City of Woodburn completed a comprehensive renovation of the Woodburn City Hall in 2019 to ensure complete compliance with the Oregon Structural Specialty Code, included the most current ADA guidelines, to increase accessibility and servicing within the Woodburn City Hall.

July 29, 2025

TO: Honorable Mayor and City Council, acting in its capacity as the
Local Contract Review Board

FROM: Scott Derickson, City Administrator

SUBJECT: **Community Project Grant Agreement for Liberty House**

RECOMMENDATION:

Authorize the City Administrator to enter into a Community Project Grant Agreement in the amount of \$5,000 annually for five (5) years for fiscal years 2025-26 through 2030-31 for services provided to Woodburn and residents.

BACKGROUND:

Liberty House serves as the Children's Advocacy Center for Marion and Polk counties, offering specialized assessment services within a safe, comfortable, and child-friendly environment. Since its establishment in 1999, Liberty House has delivered child-centered, high-quality assessment services to children when there are concerns regarding potential harm from sexual abuse, physical abuse, or neglect.

With extensive expertise, medical professionals conduct thorough examinations for the children who visit Liberty House. Additionally, specially trained child interviewers facilitate discussions with the children about their experiences in a neutral and sensitive manner, ensuring both the objectivity of the assessment and the child's well-being.

In 2021, City Staff approached Liberty House regarding the potential establishment of a medical clinic within the Family Resource Center. However, after evaluating the site, it was determined that it would not be suitable for a medical clinic at that time. Instead, it was identified as a viable location for the prevention services team. Consequently, this team expanded its services to the site three days a week, thereby enhancing education and outreach efforts in Woodburn and North Marion County. This expansion was made possible through funding from the American Rescue Plan Act (ARPA), provided by the City of Woodburn.

Agenda Item Review: City Administrator ___x___ City Attorney ___x___ Finance ___x___

In 2023, City Staff and Liberty House reconvened discussions about the possibility of expanding clinical services to Woodburn and North Marion County. Conversations with City leadership and the Liberty House Board highlighted the significant demand for such services, indicating that their expansion would serve as a valuable resource for community members and law enforcement agencies alike. In response to these discussions, the City allocated additional ARPA funds to aid in facilitating the construction and renovation of the clinical site located at 693 Ray Glatt Circle, into a full medical assessment and evaluation location.

DISCUSSION:

To further support youth and families in Woodburn, City staff recommend that the City Council authorize an annual allocation of \$5,000 over the next five years. This funding will bolster Liberty House's ongoing services in Woodburn and North Marion County, which encompass prevention and education initiatives, medical assessments for cases of sexual abuse, physical abuse, or neglect, as well as comprehensive wraparound services for affected youth and their families.

FINANCIAL IMPACT:

This approval would be funded out of the General Fund in the amount of \$5,000 annually for five (5) years for fiscal years 2025-26 through 2030-31.



Agenda Item

July 29, 2025

TO: Honorable Mayor and City Council through City Administrator

FROM: Chris Kerr, Community Development Director *CK*,
Heidi Hinshaw, Associate Planner

SUBJECT: **Council Briefing of Planning Commission approval of a 4-lot Subdivision application at Tax Lot 051W08CC06100**

RECOMMENDATION

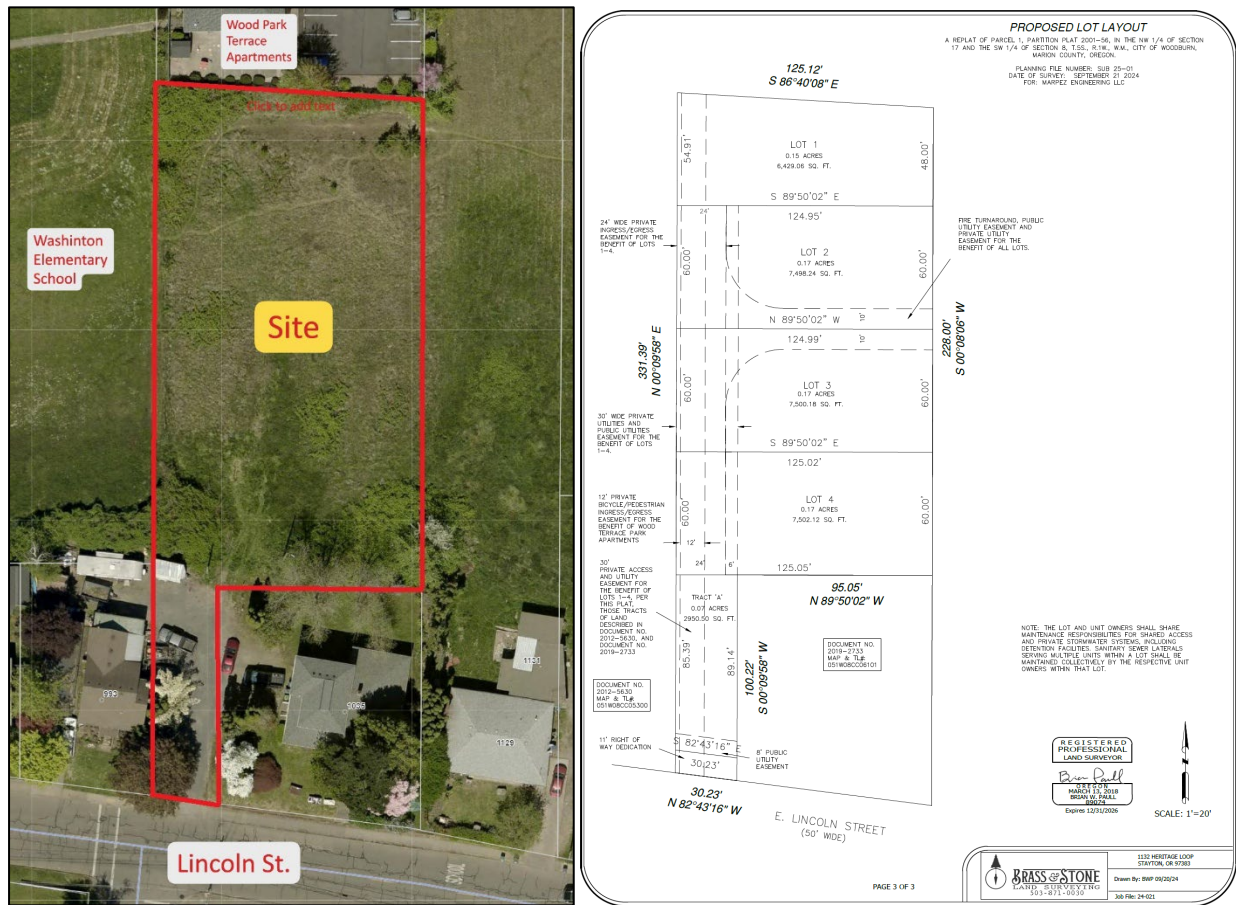
Staff recommends that the City Council take no action on this item and provides this summary pursuant to Woodburn Development Ordinance (WDO) Section 4.02.02. The Council may call up this item if desired and, by majority vote, initiate a review of the Planning Commission decision.

Proposed Development:

The subject property is Taxlot 051W08CC06100, an undeveloped 0.73-acre site in the Medium Density Residential (RM) zoning district.

The proposal was a Subdivision application to divide an existing flag lot into 4 lots with no variances or street adjustments requested or required.

Agenda Item Review: City Administrator ___X___ City Attorney ___X___ Finance ___X___



Left: Aerial view of the subject property outlined in red (2025);
 Right: Proposed lot layout

Public Hearing Summary:

On July 10, 2025, the Planning Commission held a public hearing for this Type III application. Neutral testimony was received at the hearing from Iris Z. Amaya at 1035 E. Lincoln St. She requested standing and inquired about potential disruptions to utilities while the proposed development was under construction and requested sight-obscuring screening between her property and the new development.

After closure of the record, the Commission deliberated, discussed Ms. Amaya's testimony, and ultimately voted unanimously to approve the application with the conditions recommended by staff in the staff report, with the addition of a condition to require the requested sight-obscuring screening.