



Application for Solid Waste Grant Funds, 2009

Name of local government applying: City of Portland	Federal taxpayer ID #: 93-60002236
Address: 721 NW 9th Ave. Ste 195 Portland, OR 97204	State Legislative Districts: House: _____ Senate: _____
Contact person: Laura Haggi	Title: Project Manager
Telephone: 503-823-6111	E-mail: lhaggi@ci.portland.or.us
Name of project: Furniture Recovery	Will you use a subcontractor? (if so, fill out contractor information below: yes <input checked="" type="checkbox"/> no <input type="checkbox"/>
Amount requested from DEQ: \$41,372	Total cost of project: \$48,116
Matching funds: Source: Community Warehouse Amount: \$6,744 Source: Amount	Other outside funding (list all): Source: none Amount: Source: Amount
Is this a commercial waste prevention or reuse project? yes <input checked="" type="checkbox"/> no <input type="checkbox"/>	
Subcontractor name: Oregon Community Warehouse, dba Community Warehouse	Contact person: Roz Babener/Kristy Wood
	Contact person title: Board Chair/Executive Director
Subcontractor mailing address: 2267 N Interstate, Portland, Oregon 97227	Subcontractor e-mail address: roz755@aol.com/kristy@communitywarehouse.org
Phone: 503-329-5588/503-224-0711	Web address: www.communitywarehouse.org

1. **Briefly** state the specific purpose and environmental benefit of the project. (Use questions 2-11 for the details). Include here the geographic area or number of people served. (approximately 250 words)

Project Budget

Complete all sections of the budget. **"Matching Resources"** includes cash or in-kind contributions used to support the grant project. **"In-kind contributions"** include any documented contributions, such as real estate, goods or services, and labor and should be valued using a defensible method. For example, rates for volunteers should be consistent with those paid for similar work in other state or local government activities; donated supplies should be assigned a reasonable value not to exceed lowest fair market value. Providing **matching resources is not mandatory** but is a measure of the cost effectiveness of your proposal.

(A) **PERSONNEL SERVICES** List principal personnel by name. Include salaries and costs of benefits, such as quoted payments for insurance, retirement, social security, etc. Be sure to give subtotals of funds requested, matching resources, and total costs in the spaces provided. Then, state the source of the matching resources.

(A) List Project Personnel	Hourly Rate	Est. Hours on Project	DEQ Grant Funds Requested	Matching Resources	Total Costs
1. Business Partnership Developer	\$20	20hrs/wk - 48 wks	\$19,200	0	\$19,200
2. Truck Driver & Assistant	\$12 each	8hrs/wk - 26 wks	\$4,992	0	\$4,992
3. Warehouse Sorting/Packing (volunteers)	\$12	4hrs/wk - 26 wks	0	\$1,248	\$1,248
4. Warehouse Operations (staff)	\$12	8hrs/wk - 26 wks	0	\$2,496	\$2,496
5. Executive Director	\$25	72hrs	\$1,800	0	\$1,800
6.					
SUBTOTAL			\$25,992	\$3,744	\$29,736

Source of matching resources: grants, events, donations

(B) **PROFESSIONAL SERVICES** List consultants, contractors, etc. Be sure to give subtotals of funds requested, matching resources, and total costs in the spaces provided. Then, state the source of the matching resources.

(B) List Consultants or Contractors	Hourly Rate	Est. Hours on Project	DEQ Grant Funds Requested	Matching Resources	Total Costs
1. none					
2.					
3.					
4.					
SUBTOTAL					

Source of matching resources: _____

(C) **CAPITAL OUTLAY** List all items to be purchased with a value greater than \$100. Include equipment, land, structures, and items pertaining to them. Be sure to give subtotals of grant funds requested, matching resources, and total costs in the spaces provided. Then, state the source of the matching resources. **For items costing \$1,000 or more, provide a bid or spec sheet** that demonstrates the anticipated cost.

(C) List Capital Outlay Items	DEQ Grant Funds Requested	Matching Resources	Total Costs
1. none			
2.			
3.			
4.			
SUBTOTAL			

Source of matching resources: _____

(D) SERVICES AND SUPPLIES - Include items not itemized in "Personnel Services," "Professional Services," and "Capital Outlay." Examples are computer services, duplicating, materials/supplies, postage, publication charges, telephone, fuel, automobile mileage, travel, etc. The need for services and supplies should be clear from your answers to the questions on page 2. If you need to clarify further, you may attach additional information here. For example, if you include costs for travel, be certain to explain who will travel, where they will go, the purpose of the travel, and specific expenses (mileage, accommodations, meals, etc.). Be sure to give subtotals for funds requested, matching resources, and total costs. Then, state the source of the matching resources.

(D) List Services and Supplies	DEQ Grant Funds Requested	Matching Resources	Total Costs
1. truck fuel, maintenance (\$80 per day)	\$2,080	0	\$2,080
2. telephone and internet	\$2,000	0	\$2,000
3. printed materials and postage	\$1,000	0	\$1,000
4. rent and utilities	\$5,800	0	\$5,800
5. truck wrap	\$2,500	0	\$2,500
6. storage container	\$2,000	0	\$2,000
7. special events	0	\$1,500	\$1,500
8. advertising	0	\$1,500	\$1,500
9.			
10.			
SUBTOTAL	\$15,380	\$3,000	\$18,380

Source of matching resources: grants, events, donations

(E) PROJECT BUDGET SUMMARY - Fill in all applicable spaces. Be sure to total grant funds requested, matching resources, and total costs.

(E) Project Budget and Summary	DEQ Grant Funds Requested	Matching Resources	Total Costs
A. Personnel Services	\$25,992	\$3,744	\$29,736
B. Professional Services	0	0	0
C. Capital Outlay	0	0	0
D. Services and Supplies	\$15,380	\$3,000	\$18,380
E. Total DEQ Grant Funds Requested	\$41,372		
F. Total Matching Resources Committed to the Project		\$6,744	
G. Total Project Cost			\$48,116

Project Work Plan and Schedule

Please make sure that you identify all major activities required for project completion. Be as specific as possible. Include dates for progress reports and the final report. You may attach additional pages as necessary. Assume that grant funds will be available after January 1, 2010.

Planned Project Beginning Date: June 2010 Planned Project Ending Date: May 2011

Task or Activity	Beginning Date for Each Task	Ending Date for Each Task or Activity	Person/Group Responsible for Completion
begin tracking donation tonnage; identify the number of participating businesses and families served/week; continue tracking on a quarterly basis	Jan 2010	ongoing	Executive/Developer
begin search for business partnership developer	June 2010	July 2010	Executive
wrap truck	June 2010	July 2010	Warehouse Operations
purchase storage container	July 2010	August 2010	Developer
hire business partnership developer	July 2010	July 2010	Executive
develop marketing materials for businesses; develop target list of businesses	July 2010	ongoing	Developer
begin contacting businesses with reuse opportunities	July 2010	ongoing	Developer
include business effort in warehouse advertising	July 2010	ongoing	Executive/Developer
extend work hours for drivers and volunteers	August 2010	as needed	Warehouse Operations
start 6th day of truck operations	August 2010	as needed	Warehouse Operations
include business effort in special event	Jan 2011	April 2011	Executive/Developer
document increase in tonnage, new business partnerships and families served	August	quarterly	Developer

Signatures

The **authorized representative** of the local government applying must sign the application. This is an official who has the authority to obligate the applicant's resources and is usually an elected official such as chair of the county commission, county executive, mayor, city manager, or chair of the city council. For multi-jurisdiction applications, you must have signatures of authorized representatives from each jurisdiction applying.

I certify that, to the best of my knowledge, the information provided in this application and attachments is correct and true. I understand and agree that if grant money is awarded as a result of this application, I will comply with all applicable statutory provisions and with applicable terms, conditions, and procedures of the DEQ grant agreement.

Signature of Applicant's

Authorized Representative (Applicant #1)

Laura L. Haggi Date 8/26/09
 Title Project Manager Telephone Number 503 823-6111

Signature of Applicant's

Authorized Representative (Applicant #2)

[Signature] Date 8/26/09
 Title Solid Waste & Recycling Mgr Telephone Number 823-7772

Signature of Applicant's

Authorized Representative (Applicant #3)

 Title _____ Telephone Number _____



183454

August 13, 2009

Leslie Kochan
Oregon Department of Environmental Quality
2020 SW 4th Ave Suite 400
Portland, OR 97201-4987

Dear Leslie,

As Assistant Operations Manager for Sleep Country USA, my team and I have had the opportunity to work directly with the Community Warehouse for going on six years now. We collaborated with the Community Warehouse in an effort to find a resource in which we could donate usable mattresses and box springs that we collect from our customers that would typically go straight to landfills. We often find that the beds we collect daily, as a service for our customers, are in decent condition and could go to someone in need verses sending them to the dump.

We have an established program with Community Warehouse that allows us to divert on an average of 80 mattresses and box springs a month to them to give to those who have nothing to sleep on. This results in 80 fewer mattresses and box springs from ending up in landfills. Our partnership with Community Warehouse has resulted in them helping us keep an average of over 5000 mattresses and box springs out of the landfills over the last 6 years.

Community Warehouse works diligently to salvage as many usable beds as possible and are always looking for resourceful ways to give to those in need with the help of local businesses. We feel fortunate to have a long standing relationship with The Community Warehouse and look forward to working with them for years to come.

Sincerely,

A handwritten signature in cursive script that reads "Paula Shelly".

Paula Shelly
Sleep Country USA
Assistant Distribution Manager



July 20, 2009

Leslie Kochan
Oregon Department of Environmental Quality
2020 SW 4th Ave, Suite 400
Portland, OR 97201-4987

Dear Leslie,

In my capacity as Operations Director of the Lloyd Center, I have worked with the Community Warehouse on two occasions to donate furniture from the Lloyd Center property. The first time was last year when we remodeled our Food Court. At that time we donated over 150 chairs and 30 or more tables. It is often difficult to find an agency that is able to pick up a donation of that size in a timely manner. In this case, we had tried donating to a number of well-known agencies before connecting with Community Warehouse. If Community Warehouse had not stepped up, those very reusable furniture items would likely have ended up in the landfill, not because we wanted them to, but because we could find no other place that could accommodate our donation.

Just recently, I gave the name of Community Warehouse to the manager of the Lloyd Center Ice Rink. The ice rink was also replacing tables and chairs. These furniture items were picked up by the Community Warehouse. Again, we were pleased that these items are now in the homes of many low income people. As a business, having a connection to Community Warehouse saved a potential trip to the landfill. Space issues and time constraints often lead to having to dispose of items that can be reused.

I look forward to the opportunity to work with Community Warehouse on future occasions.

Sincerely,

Dennis Henderson
Operations Director

DH/km



183454

August 3rd, 2009

Leslie Kochan
Oregon Department of Environmental Quality
2020 SW 4th Ave. Suite 400
Portland, OR 97201

Dear Leslie,

As the Transition Projects case manager who coordinates our clients' Community Warehouse orders, I have learned first-hand the importance of the services the Warehouse provides. Transition Projects helps an average of approximately 500 adults per year move into housing, many of whom use the Community Warehouse to furnish their apartments. The furniture and other household items the Community Warehouse provides enhance our clients' transitions into housing. Having necessities ranging from a bed to pots and pans improves the quality of our clients' lives and helps them stay in their housing. Without the Warehouse, we would not be able to provide our clients with the same quantity of household items, and many of them would have to move into empty apartments.

In addition to the support that the Community Warehouse provides our clients, they also provide an important environmental service. In an age where more and more items are thrown away to be replaced by newer versions, the Warehouse ensures that quality used goods will not prematurely end up in a landfill. Furthermore, Transition Projects receives numerous calls from businesses and individuals who have furniture donations which are often large. Although we do not have the storage space or capacity to deliver most of these items to our clients, we often refer them to the Community Warehouse.

Transition Projects values its relationship with the Community Warehouse and we know that they are an essential asset to the homeless and low income community. With this grant, they would be able to access a larger quantity of sturdy furniture from businesses which could be used by our clients for years to come. Therefore, they would enrich the lives of more underprivileged people.

Sincerely,

Jennifer Neary, MSW
Housing Retention Specialist
Transition Projects

The Bridge Home

475 NW Glisan Street, Portland, Oregon 97209 tel: 503.823.4930 fax: 503.823.4940 www.tprojects.org



MULTNOMAH COUNTY OREGON

Aging and Disability Services Division
Long Term Care - West

421 SW Oak Street, Suite 175
Portland, Oregon 97204
(503) 988-5460 Main
(503) 988-3560 Fax
(503) 988-6983 TTY
8.13.09

Leslie Kochan

Oregon Department of Environmental Quality
2020 SW 4th Ave. Suite 400
Portland, OR 97201

183454

Dear Leslie-

I am one of the Multnomah County Aging Disability Services liaisons that facilitates access to the Oregon Community Warehouse. In my nearly 8 years of working with the OCW, I would conservatively estimate that I have assisted 400-500 households in furnishing their homes with items from OCW.

As you may know, homelessness and affordable housing are issues that face many people in Multnomah County. The household furnishing component of ending homelessness and starting new is not something most people consider when thinking about this topic. Try to imagine going to your home and having nothing to sit or sleep on, nothing to cook with and no table from which to eat.

Providing these items to those who simply cannot afford them at this stage of their life not only gives them hope for a better life, it gives the household items a second life of usage. This "second life" of items has many positive environmental affects: not only does it keep items from going to a landfill, it eliminates the additional energy/resources necessary to manufacture and transport these items.

The question of "How much?" is prevented from going into a landfill is difficult to accurately evaluate but consider this: of the 400-500 requests I have facilitated, at least half of them would have a bed (their most popular item) and *at least* one other large piece furniture. If the bed and other piece of furniture weigh 200lbs, that means one access point (me) in the last 8 years has helped keep at least 50,000 lbs. of possible waste from the landfills. I think it is important to also note that Multnomah County Aging and Disability Services has five offices that access the OCW and with my branch not being the heaviest user of the five offices. The total number/weight of items gleaned for just Multnomah County Aging and Disability Services would be staggering.

I hope that you and your organization will be able to assist the OCW in whatever way possible as not only do they provide hope and decent living arrangement for many people in our community, they also provide a living, working example of how communities can reduce, reuse and

recycle. Please feel free to contact me with any questions you may have about my agencies involvement with the OCW.

Sincerely,

Jon Dax, CMA

Multnomah County Aging and Disability Services

1. Briefly state the specific purpose and environmental benefit of the project. (use questions 2-11 for the details). Include here the geographic area or number of people served. (limit 250 words)

Community Warehouse is a 501(c)(3) organization operating since January 2001. It is the only "Furniture Bank" in the region seeking donations of essential furniture and household items for local families. The Furniture Recovery Project will divert reusable furniture and household items from landfills and reduce the upstream impacts related to production and transport by redistributing quality reusable furniture to low income individuals and families. The project expands our ability to solicit and accept furniture and other items from hotels, restaurants and businesses that are remodeling or closing. Frequently businesses have furniture items that can be reused in a household environment but instead end up in landfills. Our goal is to educate the business community about the Warehouse in an effort to divert items from the landfills for reuse.

Community Warehouse will make items available to agencies assisting low income individuals and families. Hotel and restaurant furniture is frequently very durable, therefore a good choice for reuse. A further benefit: families on a tight budget will not need to purchase (probably) low quality items that will quickly end up in landfills due to their non-durability.

The Furniture Recovery Project will expand our operational capacity allowing more reusable furniture to be collected from the Metro region. The Warehouse currently reuses 350 mattresses/box springs, over 1,000 furniture items and almost 4,000 household items monthly, amounting to approximately 414 tons of potential waste that is being reused annually. This project will add at least another 83 tons of rescued furnishings annually.

2. **Project Personnel.** List all of the people who will be involved in the project and the roles they will play.

Business Partnership Developer – This person will dedicate his/her time specifically to developing relationships between Community Warehouse and individual businesses and/or business groups representing companies, such as restaurants and hotels, with the potential to donate large quantities of household-type furnishings.

Truck driver and assistant – These individuals will pick up and unload the donations that directly result from the efforts of the Business Partnership Developer.

Executive Director – The Executive Director will be responsible for hiring and supervising the new Business Partnership Developer. The Executive Director is also responsible for payroll.

Warehouse sorters and packers – These volunteers will sort furnishings from the donations and will package the items for pickup or delivery to caseworker-identified households.

Warehouse operations staff – When clients arrive at the warehouse, the operations staff ensures that a caseworker receives the available items requested. Because these items generally include everything from beds and night stands to pots and sheets, this takes considerable effort. The operations staff time identified in this application as a matching resource is that portion of time that is expected to go toward organizing and delivering the newly generated donations.

3. **Explain how you will prevent or reuse waste. Estimate how much of the project focuses on waste prevention or reuse.**

Most importantly, this project reuses unwanted items, extending their lifetime thus delaying the need to create new products. In addition, it encourages the reuse of durable products rather than the purchase of poorly made items that will be quickly disposed of. The project will help prevent waste by reducing the purchase of new household items.

Community Warehouse provides furnishings to households as identified by case workers. These are not families with a large disposable income. While Community Warehouse does not have specific data on this point, it is our belief that the types of goods that low-income households are able to purchase would not necessarily be goods that would last. For instance, without a lamp from Community Warehouse, something that a hotel might donate, a family would need to find a lamp somewhere else or go without light. If the family buys a new lamp, the lamp will likely be a cheap one with a relatively short life cycle. The Furniture Recovery Project would help prevent that. In addition, we have heard anecdotally from case workers that when a family is able to move into improved accommodations, they often donate the goods they received from Community Warehouse to other households in need. So a donation generated through this project could easily be used by multiple families during its lifetime, preventing the purchase of numerous new items.

It is not uncommon for businesses renovating their facilities to generate large quantities of particular items. For example, any given hotel in a single renovation might generate hundreds of lamps, mattresses, night tables and linen sets. The recent ice rink renovation at Lloyd Center generated over a 75 chairs and 20 tables. People often assume that places, primarily thrift stores, exist that readily accept these items as donations. The reality is that thrift stores are set up to accept smaller donations from individuals or families. Community Warehouse knows of no

other organization in the region that accepts household furniture and items in the quantities often generated by businesses. In fact, business owners have commented that they have great difficulty finding an alternative to sending durable goods to the landfill.

4. What is the environmental need for this project? How was the need determined? Who helped determine the need?

The initial need identified was a social need: to provide refugees with essential furniture and household items. This need was later extended to provide furnishings for low income Metro residents. The social need to provide low-income families with durable reusable goods supports the environmental need to reduce both the upstream and downstream impacts of solid waste. Through reuse, this project will help eliminate the immediate upstream impacts (e.g., habitat destruction, generation of greenhouse gases) that result from raw materials acquisition, materials and products manufacturing, and transportation of goods. The reuse of furniture and household goods will also redirect large quantities of products from landfills to a second life in a low-income household.

5. Describe your project's specific objectives and desired results. How will your project contribute toward meeting the environmental need?

- amounts, types and sources of materials **reused**, recycled or composted

Community Warehouse is the Metro region's only furniture bank, one of only two furniture banks in Oregon, and the fourth largest furniture bank in the country in terms of items received and redistributed back to the community. We serve 60 - 65 households per week out of over 100 requests from agencies needing items for their clients. Bed sets (mattresses and box springs) are among the most frequently requested items, and we cannot find enough of them. Ironically, some thrift stores do not even accept beds. We redistribute about 175 bed sets/monthly, about 12 tons every month. We are set up to handle higher volumes, if we can generate and collect additional donations.

In our effort to help families in need, we currently redirect approximately 414 tons of usable furnishings annually from landfills to families in need. In an average month, we redistribute 70 armchairs, 50 coffee tables, 35 desks, 50 end tables, 20 entertainment centers, 10 hide-a-beds, 70 kitchen tables, 200 kitchen chairs, 160 lamps, 13 microwaves, 80 nightstands, 20 recliners, 60 bookshelves, 60 sofas, 60 TVs (with the transition to high definition and flat screen TVs, more and more high quality TVs are becoming available for reuse – a better option than the mix of recycling and disposal that is current practice), and 40 TV stands in addition to the bed sets, sheets, linens and small kitchen items.

By the end of the grant period, we expect the Furniture Recovery Program to increase the rate of redistribution to almost 500 tons per year, an increase of almost 20%. Although we cannot quantify the upstream benefits of this project, we believe, based on new information about the upstream impacts of materials, that the benefits are significant.

6. What performance measures will you use? If you have specific **numeric goals**, state what they are. How will you measure results and how often?



183454

August 13, 2009

Leslie Kochan
Oregon Department of Environmental Quality
2020 SW 4th Ave Suite 400
Portland, OR 97201-4987

Dear Leslie,

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Community Warehouse works diligently to salvage as many usable beds as possible and are always looking for resourceful ways to give to those in need with the help of local businesses. We feel fortunate to have a long standing relationship with The Community Warehouse and look forward to working with them for years to come.

Sincerely,

A handwritten signature in cursive script that reads "Paula Shelly".

Paula Shelly
Sleep Country USA
Assistant Distribution Manager



July 20, 2009

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Oregon Department of Environmental Quality
2020 SW 4th Ave, Suite 400
Portland, OR 97201-4987

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I look forward to the opportunity to work with Community Warehouse on future occasions.

Sincerely,

Dennis Henderson
Operations Director

DH/km

183454



Transition Projects Inc.

August 3rd, 2009

Leslie Kochan
Oregon Department of Environmental Quality
2020 SW 4th Ave. Suite 400
Portland, OR 97201

Dear Leslie,

As the Transition Projects case manager who coordinates our clients' Community Warehouse orders, I have learned first-hand the importance of the services the Warehouse provides. Transition Projects helps an average of approximately 500 adults per year move into housing, many of whom use the Community Warehouse to furnish their apartments. The furniture and other household items the Community Warehouse provides enhance our clients' transitions into housing. Having necessities ranging from a bed to pots and pans improves the quality of our clients' lives and helps them stay in their housing. Without the Warehouse, we would not be able to provide our clients with the same quantity of household items, and many of them would have to move into empty apartments.

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Sincerely,

Jennifer Neary, MSW
Housing Retention Specialist
Transition Projects

The Bridge Home

475 NW Glisan Street, Portland, Oregon 97209 tel: 503.823.4930 fax: 503.823.4940 www.tprojects.org



Department of County Human Services

MULTNOMAH COUNTY OREGON

Aging and Disability Services Division

Long Term Care - West

421 SW Oak Street, Suite 175

Portland, Oregon 97204

(503) 988-5460 Main

(503) 988-3560 Fax

(503) 988-6983 TTY

8.13.09

Leslie Kochan

Oregon Department of Environmental Quality

2020 SW 4th Ave. Suite 400

Portland, OR 97201

183454

Dear Leslie-

I am one of the Multnomah County Aging Disability Services liaisons that facilitates accesses to the Oregon Community Warehouse. In my nearly 8 years of working with the OCW, I would conservatively estimate that I have assisted 400-500 households in furnishing their homes with items from OCW.

As you may know, homelessness and affordable housing are issues that face many people in Multnomah County. The household furnishing component of ending homelessness and starting new is not something most people consider when thinking about this topic. Try to imagine going to your home and having nothing to sit or sleep on, nothing to cook with and no table from which to eat.

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I hope that you and your organization will be able to assist the OCW in whatever way possible as not only do they provide hope and decent a living arrangement for many people in our community, they also provide of living, working example of how comities can reduce, reuse and

recycle. Please feel free to contact me with any questions you may have about my agencies involvement with the OCW.

Sincerely,

Jon Dax, CMA
Multnomah County Aging and Disability Services