



A place where families and businesses thrive

**Forest Grove Solid Waste
Community Enhancement Program Committee**

**CEP Committee Meeting
Webex Meeting Community Auditorium
6:00 PM**

**THURSDAY, APRIL 16, 2020
1915 Main Street
Forest Grove, OR 97116**

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City is limiting in-person contact and social distancing. **The CEP Committee meeting will be conducted remotely by video conferencing.** The public may attend and observe in the Community Auditorium as space allows (no more than 10 persons total at one time). Written comments on an item not on the Agenda, must be submitted by April 16, 2020, 3:00 p.m. via e-mail to: bmaughan@forestgrove-or.gov.

Timothy Rippe
Vacant
Elena Uhing

Juan Carlos Gonzalez, Co-Chair
Peter Truax, Co-Chair

Mariana Valenzuela
Adolph "Val" Valfre, Jr.
Malynda Wenzl

All public meetings are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. All meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, 503-992-3235, at least 48 hours prior to the meeting.

A G E N D A

- 6:00** 1. **CALL TO ORDER:**
2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak on an item not on the agenda to submit written comments by 3 pm on April 16, 2020, via e-mail to: bmaughan@forestgrove-or.gov.
3. **ADDITIONS/DELETIONS**
- 6:10** 4. **STAFF REPORT AND REVIEW OF PROGRAM GUIDELINES**
5. **REVIEW OF COMMUNITY IMPACT GRANT APPLICATIONS**
- 6:20 • Adelante Mujeres: Nourish the Community, Rose Walker
- 6:35 • Adventures Without Limits: Adventure Leadership Club, Jennifer Wilde
- 6:50 • FG Foundation Winter Shelter: Moving Shelter to Community-Based Housing Security Collaborative, Celeste Goulding
- 7:05 • Community Action Organization: Emergency Rent Assistance, Susan Salisbury
- 7:20 • Family Justice Center: Expanding Staffing, Judy Willey
- 7:35** 6. **DISCUSSION and AWARD OF COMMUNITY IMPACT GRANT for FY 2020-23**

8:00 7. ADJOURNMENT

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City is limiting in-person contact and social distancing. **The CEP Committee will be conducting the Community Impact Grant presentations remotely by video conferencing.** Applicants may attend in person or by video conference. Applicants attending in person will be in the Community Auditorium where remote video conferencing access will be provided. Applicants attending in person will be asked to wait in the foyer until called in for presentation.

When it is time to connect **Open Webex Meetings App**; Tap **Join Meeting** (do not select sign-in); enter first and last name (email address is optional) and enter meeting number (9-digit number provided separately); and tap **Join** (upper right hand corner) The host will admit you to the meeting.

Once each presentation is conducted, applicants may stay on video conferencing muted. If applicants are attending in person, they may remain in the auditorium as space allows for the duration of the remaining presentations.



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	_____
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL MEMORANDUM

TO: *Community Enhancement Program Committee (CEPC)*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Paul Downey, Director of Administrative Services*

DATE: *April 16, 2020*

SUBJECT: *CEPC Funding – Community Impact Grants*

The Community Enhancement Program Committee (CEPC) has established a Community Impact Grant (CIG) program that will award a single grant for a three-year period for up to \$40,000 per year. The amount awarded under this program will reduce the amount of funding to be awarded to the regular CEP grants which will be awarded on April 27, 2020. Presentations for the regular CEP grants will not be held. The scoring worksheet for the regular CEP grants will be sent to the committee after the CIG has been awarded and the funding for the regular CEP grants has been determined.

The focus of tonight’s meeting is the presentations by the applicants for the CIG and discussion and award of the CIG. As the program was established by the committee, there is to be one CIG to be awarded for the three-year period. There are five applications requesting funding ranging from \$45,000 to \$120,000 for the three-year period.

COMMUNITY IMPACT GRANT APPLICATION



Organization/Contact Information

Organization Name: Adelante Mujeres

Address: 2030 Main St., Suite A

City: Forest Grove State: OR Zip: 97116

Mailing Address: 2030 Main St., Suite A

City: Forest Grove State: OR Zip: 97116

Contact Person: Rose Walker, Grants Officer

Phone Number: 503-992-0078 x208 Email Address: nwalker@adelantemujeres.org

Agency Mission Statement:

Adelante Mujeres' (Women Rise Up) mission is to provide education and empowerment opportunities to Latina women and their families to ensure full participation and active leadership in the community.

Agency Fiscal Year End: June 30 Agency Federal Tax ID (EIN)#: 03-0473181

Application Questionnaire

Project/Program Title: Nourish the Community

1. Is this a new project or program or an existing one? Existing

2. Describe your proposed project or program in detail and specifically indicate how it will address a priority area of community concern in Forest Grove.

Our Nourish the Community (NTC) Initiative is a culturally-responsive approach to improving health equity by addressing the educational, social-emotional, and nutritional needs that build a strong foundation for learning.

NTC launched in 2012 in response to many of our participants expressing great barriers to their and their children's engagement in education, most of which were linked to health disparities. Youth were experiencing chronic absenteeism due to their priority of translating for their families during doctor appointments; teachers were observing behavioral issues among our preschool children; and women were often missing days of adult education classes because they were experiencing extended illness, or, sometimes, some of the women in our class were dealing with a domestic violence situation.

Socioeconomic status is a primary indicator of health and well-being. Latinx families, and especially low-income Latinx women-led households, face economic fragility and are often unable to provide the basic needs to sustain their families. In Forest Grove, 17% of the population live below the poverty line, higher than the national average. Healthy food is both economically and geographically inaccessible to many people experiencing poverty. Fewer than 1 in 4 adults and youth reported eating 5 or more servings of fruit and vegetables a day (CHIP, 2017). In Oregon, 32.4% of Latinos are considered obese (The State of Obesity, 2016). For the Latinx families we serve, proper nutrition competes with other necessary expenses, such as childcare, housing, insurance and transportation. Additionally, economic hardship is listed as one of the most commonly reported Adverse Childhood Experiences (ACE). Economic fragility can increase prolonged toxic stress that can create lasting cognitive, physical, and psychological impairments, as families deal with inadequate nutrition, lack of stability in housing, and decreased access to quality, preventative health care. The 2016 National Survey of Children's Health reports that nationally, "51% of Hispanic children have experienced at least one ACE, compared with 40% of white non-Hispanic children." Evidence suggests that experiencing ACEs during childhood can lead to an increased likelihood of poor performance in school and emotional/behavioral challenges. In adulthood, trauma has been linked to alcoholism, drug abuse, depression, suicide, obesity, and other physical health risks.

Our NTC Initiative was founded on the belief that in order to achieve our overall mission of empowering Latina women through education, we would have to build a foundation of health and safety from which they and their children could reach their personal goals and be active contributors in our community. Today, this initiative has grown to serve hundreds of individuals and families each year through the following components:

- 1) Nutrition Education: provides age-appropriate workshops and activities to students in our Early Childhood Education (preschoolers), Adult Education, and Chicas Youth Development Programs (Latinx youth in grades 3-12). Our nutrition and health education curriculum is in line with Common Core Standards and incorporates farm-to-school activities for tastings and information about how the food is grown.
- 2) School Meals: our NTC Team oversees the seasonal and culturally-relevant school meals, from sustainable agricultural practices, for over 40 Latinx, immigrant children who are in our 3 Early Head Start classrooms.
- 3) Market Sprouts Kids Club: inspires children to take part in their local food system by offering samples of nutritious foods and empowering them to make healthy choices. Kids enroll by writing their name and age on a Market Sprouts Passport and participating in activities such as taste-it-tables, cherry seed spitting contests, meet your farmer, etc.
- 4) Access to Fresh Fruits & Vegetables: participants in our education programs receive vouchers to purchase fresh fruits and vegetables at our Forest Grove Farmers Market and we provide incentives for families using SNAP or WIC to purchase produce at the market to match up to \$5 of their single-day purchase. Children participating in our Market Sprouts Kids Club also receive tokens to purchase fruits and vegetables at the market.
- 5) Produce Rx (Prescription): we partner with Virginia Garcia Memorial Health Clinic to provide nutrition education and cooking classes to low-income Latinx individuals and families who have or are at risk of developing diet-related illnesses. We also offer vouchers for participants to purchase fruits and vegetables at the Farmers Market.
- 6) Beyond Trauma: provide violence reduction and forgiveness training to participants in our Chicas Youth Development Programs and to parents of our Early Childhood Education (ECE) students as part of their parenting education curriculum.

3. How is your project or program integrating innovative, creative approaches to addressing this community concern? Does it fill a gap in current services?

Adelante Mujeres has been working to provide education and entrepreneurial services since 2002 and has, since that time, built a strong trust and working partnership with the Latinx community of Washington County.

Adelante grew out of the need and advocacy of immigrant women in Forest Grove seeking a safe space to learn. Sister Barbara Raymond and Bridget Cooke responded to this call for action in 2002 when they both co-founded Adelante Mujeres with a pilot group of 12 Latina women. This pilot group became the seed for Adelante Mujeres' first programming service.

Since then, we continue our dedication to being an organization that expands and grows according to the needs identified by our community. For example, our Early Childhood Education Program began because the Latinx women whom we were serving stated that lack of access to childcare was creating a barrier to their educational goals. And, likewise, the NTC Initiative was launched in 2012 in response to the need in our community to access culturally-appropriate health resources.

All of our programs utilize a Popular Education pedagogy, developed by Paolo Freire in Brazil, with the intent to assure that education is empowering and leads to an engaged citizenry. By using this educational pedagogy, we assure that participant voices are heard and valued, as we guide participants in the contextualization of their lived experiences and build leadership capacity through a hands-on assessment of community needs and opportunities. Our educational pedagogy and culturally-appropriate and responsive programming make us unique not only in Washington County but throughout Oregon.

The following core principals are followed throughout the curriculum: Start where people are: begin with their experiences, knowledge and skills; Contextualize: Connect to the history, present and future of the topic; and Build solidarity.

Our Nourish the Community Initiative is unique in our community for the culturally-responsive approach to increasing health outcomes for the Latinx community. We are addressing the specific needs identified by our community, such as generational and ongoing trauma, lack of access to nutritious foods, and few culturally-appropriate health resources for Latinx families. Specifically, we are addressing the top factors influencing the health and well-being of our community, understanding that our goal of developing life-long learners would not be possible without first building a foundation of physical, social-emotional, and behavioral well-being. This Initiative works collaboratively with our education programs for adults, children, and youth to ensure that they have equitable opportunities to thrive.

4. How will the project or program include collaboration with other community partners, including relevant City departments like Police, Parks and Library? Please describe any financial partnerships in detail.

Our organization is a founding member of the Oregon Veggie Rx Coalition, a committee of the Oregon Community Food Systems Network, which works to increase the health of Oregon's regional food and agricultural systems. Network partners include: Gorge Grown Food Network, Oregon Health Science and University, Zenger Farm and CSA Partnerships for Health, Marion-Polk Food Share, AllCare/Jackson CareConnect, Rogue Valley Food System and others. The Coalition will build upon existing pilot prescription nutrition incentive programs in Oregon because we have committed funding to target food insecure populations and those struggling with diet-related diseases.

Many Oregon Veggie Rx Coalition members have modeled projects from Wholesome Wave's Fruit and Vegetable Prescription Program, a proven, evidence-based model of preventative health care. We successfully organized the 2018 Oregon Veggie Rx Summit in March 2018 with 100 attendees, including practitioners, CCOs, farmers, and community-based organizations.

We continue to partner with the Forest Grove School District, through our Chicas Program, to provide nutrition education to Latinx students in grades 3-12. As well, we have a strong partnership with the City of Forest Grove to host the Forest Grove Farmers Market on Main Street once per week, May - October. This allows us to support our neighbors who have low incomes to provide accessible nutritious foods and assist those with SNAP and WIC benefits with matching dollars to supplement their food budgets. Additionally, we are able to reach hundreds of children each year through the Market Sprouts Kids Club, implemented at the Market, to incentivize them for trying new fruits and vegetables.

We are fortunate to have a diverse funding stream to support our health equity programming. Our current confirmed funding partners include Tualatin Soil and Water Conservation District, Providence, and Legacy Health. The USDA Farmers Market Promotion Program helps to support our Farmers Market but is not specifically funding the activities of this project. For the three-year grant period, we will approach past partnerships that have supported activities of the NTC Initiative, including Washington County CHIP, America's Promise, the Northwest Health Foundation, Providence, Pacific Source, and Tuality Community Fund.

The total cost for this three-year project is \$327,638. We are requesting \$120,000 in a partnership with the Forest Grove Community Impact Grant, which includes a request of \$104,653 to provide for approximately one-half of the total expenses for salaries, benefits, and payroll taxes for direct program staff to coordinate and implement this project with our community participants. Additionally, we are requesting \$15,347 in direct programming expenses including program supplies, staff travel to program sites, Farmers Market vouchers for participants, ingredients for nutrition education classes, and more.

The remaining program expenses will be provided by the foundations, corporate, and governmental partners, mentioned above.

5. Describe how the organization plans to reach individuals and families the project or program intends to serve, including any diverse or special needs communities.

We provide direct services to the Latinx population who embody a multicultural, racial, and gender or non-conforming community from Latin America (North, the Caribbean, Central, and South America). Approximately 98% of participants are low or extremely low-income and an estimated 90% are first-generation immigrants (Low English Proficiency).

All of our direct program staff are bilingual and/or Spanish-speaking and have built trusted partnerships within the community, with participants and with other community organizations or governmental agencies to assist with our outreach efforts. Many of our current or past program participants become champions of our programs and encourage their families, friends, and neighbors to register for our classes.

Our Beyond Trauma and Nutrition Education programming is provided to participants who are currently enrolled in our Early Childhood Education, Adult Education, and Chicas Youth Development Programs. Our recruitment efforts for these programs include website and social media announcements, school district referrals, cross-program recruitment, providing information to community organizations, Spanish-speaking service providers, community flyers, and other mass community recruitment efforts.

Specifically, for our matching incentive program, assisting community members who have low incomes by matching their Farmers Market purchases, we ensure that local governmental eligibility agencies have access to information that they can share with families and individuals who qualify for SNAP, WIC, and the Senior Farm Direct Nutrition Program. We provide flyers in English and Spanish to ensure that all of our community members know about the program.

Additionally, with the Produce Rx Program, the Virginia Garcia Memorial Health Center recruits Latinx individuals and families who have or are at risk of developing diet-related illnesses. They refer them to our program and continue to follow up with them on their progress in the program, changes in healthy lifestyle habits, and other preventative measures.

For the Market Sprouts Kids Club, advertising is presented by volunteers and staff at the Forest Grove Farmers Market who take the time to talk to parents and children about the program and its benefits.

We also take the great care of designing our programs and locations to be accessible to the greater community regardless of education or language barriers, childcare barriers, transportation barriers, or other barriers that the Latinx community often faces.

6. Describe how funding for the project or program will be financially sustainable. How will the program continue when the Impact Grant ends after three years?

Nourish the Community is an important part of our programming and we strive to institutionalize services beyond individual grant awards. We are supported by private foundations, corporations, local and federal government, and private donors. Adelante Mujeres is prepared to continue this critical initiative due to our 17 years of continuous growth as a culturally-specific organization grounded in our long-term commitment to the immigrant community. We recently purchased a 17,000 square-foot building in the heart of Forest Grove to create a multi-use community center that celebrates the diverse, vibrant face of our community. In 2015, our total revenue was \$1,213,180, and in 2017, our total revenue was \$3,356,198. This substantial growth is due largely to the successful expansion of our education and microenterprise programs. Our internal practices of diversity, equity, and inclusion, the creation of our upper management team, and a financially sustainable record are indicators for sustaining operations beyond the grant period.

As well, our Board of Directors fully supports this project and our agency. Board members take their fiduciary and oversight responsibilities seriously. Although we do not have a wealthy board, 100% donates to our organization. All board members serve on standing committees or are assigned to specific projects.

A key to ongoing success and future sustainability is our investment in growing the Development Team and strong partnership building to increase the capacity to access funding for the program. Our Development Team consists of seven team members. Last year we hired a Corporate Engagement Officer who has been leading the expansion of these partnerships throughout our region. Additionally, we recently acquired funding to begin the process of hiring a Data and Impact Analyst to assist our organization in collecting and sharing data, providing consistent and accurate impact analysis. This work will help us to convey our true impact in the community to diverse stakeholders, increasing interest in our work that will help us to continue to expand to reach more members of our community.

We are building our capacity to respond the growing need for our Nourish the Community Initiative. Through our consistent and strong organizational systems, the full support of our board, and the growing talent on our Development Team, we continue to expand upon our partnerships and build up our capacity for serving all of those in need in our community.

7. List and detail the measurable outcomes and deliverables of the project or program. Additionally, how will you track and report success on a weekly, monthly and annual basis?

Through a partnership with the City of Forest Grove, Adelante Mujeres will work to increase health equity for Latinx children, youth, and families throughout our community.

We will achieve the following activities to improve health among our Forest Grove, Latinx families:

1) Provide nutrition education and farm-to-school classes and activities to approximately 60 ECE students, 140 Chicas students, and 100 parents/caregivers each year. Timeline: September – May annually. Outcome: 85% of students and parents will report positive changes in nutritional meals cooked in the home and a willingness to try new fruits and vegetables. Evaluation: Self-reporting assessment; data tracking for number of students served.

2) Incentivize approximately 100 children each year through the Market Sprouts Kids Club to try new fruits and vegetables and engage with local farmers at the Forest Grove Farmers Market. Timeline: During the Market season, May – October annually. Outcome: 70% of children will complete their passports and redeem their tokens to purchase fruits and vegetables. Evaluation: Track redemption of tokens through our online database.

3) Distribute more than \$5,000 per year in nutrition incentives and vouchers to our program participants to purchase fresh fruits and vegetables at the Farmers Market. Timeline: May – October annually. Outcome: 85% of vouchers will be redeemed at the Market. Evaluation: Track redemption of tokens through our online database.

4) Provide more than \$16,000 in matching incentives (\$5 per individual per market day) to individuals purchasing fruits and vegetables with SNAP, WIC, or SDFNP benefits. Timeline: May - October annually. Outcome: 100% of funds will be distributed in matching incentives throughout the market season. Evaluation: Track dollar amount of purchases made with these benefits, matching incentives provided, and number of purchases/individuals who received the matching incentive.

5) Provide nutrition education and cooking classes for 10 Forest Grove residents who have been recommended for the Produce Rx Program due to their risk of developing a diet-related illness. Timeline: Monthly workshops, May - October. Outcome: 10 Forest Grove residents will graduate from the class and 85% will report that they are incorporating healthy meals into their diets and their children are eager to try new foods. Evaluation: Data collected on class participation and self-reporting assessment.

6) Teach age-appropriate skills and resources for trauma reduction, violence-free relationships, and stress reduction for 100 students in our Chicas Programs and for 30 Latinx women in our Adult Education Program. Timeline: September – May annually. Outcome: 85% of students will report dealing with daily challenges with increased calm. Evaluation: Self-reporting assessment.

By tracking participant data and using teacher observations and self-reporting assessments, we are able to more fully determine the impact on our program to each individual and to our community. We would be excited to share details from these evaluations with members of the City of Forest Grove's Community Impact Program.

8. Provide a brief summary of key personnel and partners including their experience and skills, previous work in addressing related issues and their anticipated roles in this initiative (including percentage of time dedicated to the initiative).

One of the greatest keys to our success has been highly qualified staff members who identify with the community we are serving. Direct program staff of our Nourish the Community Initiative include:

Kaely Summers, Nourish the Community Manager, oversees all aspects of the Nourish the Community Initiative, including the Forest Grove Farmers Market, nutrition education, and our Produce Prescription (Produce Rx) program. Specifically, she leads strategic development of programs, supervises NTC staff, develops and maintains community partnerships, leads program expansion efforts, and oversees evaluation and data analysis. In 2014, Summers received the Public Health Ambassador Award from Washington County in recognition of "building a culture of wellness for 'Nourish the Community' participants, Adelante Mujeres' staff and volunteers, and the broader Washington County community." She currently serves as the Chair for the OR Veggie Rx Coalition and on the OR Farmers Market Association Board of Directors. Time dedicated to this initiative: .25 FTE.

Mayra Hernandez, Nutrition and Produce Rx Coordinator, coordinates all aspects of the Produce Rx Program, including developing curricula, teaching classes, partnership collaboration, outreach and recruitment, and administering the Farmers Market voucher program. Mayra also coordinates nutrition education classes and activities for Adelante participants in our Chicas, ECE, and Adult Education Programs. Mayra is also a certified Community Health Worker (CHW). In 2004, she became a student in Adelante's Adult Education Program and received her GED. Mayra then began her career in childcare and received her Child Development Associate Credential in 2006. Mayra joined Adelante Mujeres' staff in 2011. Time dedicated to this initiative: .35 FTE

Lupe Hernandez, Beyond Trauma Program Coordinator, comes to Adelante Mujeres with over 21 years of experience working in non-profit organizations. Born in Mexico but raised in Texas, Lupe returned to Mexico in 1996 and co-founded a program that works to address educational barriers and improve self-worth among women (some formerly incarcerated) and children in the community. She moved to Cabo San Lucas in 2012 where she founded MVP Madres Valiosas Preciosas and managed 11 kitchens offering daily food as well as nutritional programs, education, and healing. She moved to Oregon in 2017 to continue her work on empowerment and justice issues and after attending an ESPERE Workshop (now known as Beyond Trauma), she joined Adelante as the Beyond Trauma Coordinator. In 2018, she received certifications from the City of Beaverton in Mediation, Conflict Resolution, and Restorative Justice. Time dedicated to this initiative: .25 FTE

Alexandra Nahill, ECE and Adult Education Family Engagement Coordinator, has been working as an educator in Oregon for 10 years. She has taught English, Physical Education, Yoga, and Nature studies to children and adults. She had been a preschool director of the Nature Kids Preschool in Beaverton and a Bilingual Educator in the Hillsboro School District. She has a degree in Biology and worked for many years with sea turtles in Costa Rica and Colombia. She coordinates family engagement activities and parenting education courses for families within our ECE and Adult Education Programs. She will collaborate with NTC program staff to implement workshops and activities for whole families and parents/caregivers. Time dedicated to this initiative: .15 FTE

Leticia Aguilar, Chicas Youth Development Program Manager, joined Adelante Mujeres in November of 2009. She is originally from Mexico and moved to the United States when she was twelve years old. In January 2014, she received her A.A. in Organizational Dynamics from Warner Pacific College. She was nominated and received the Skidmore Prize in 2015. She brings over eight years of Chicas youth facilitation experience. Her first cohort of Chicas' participants in 2009 successfully graduated high school in 2018. She will collaborate with NTC program staff to implement workshops and activities for Chicas students. Time dedicated to this initiative: .15 FTE

Our main external partner in this initiative is Virginia Garcia Memorial Health Center, Cornelius Wellness Center. Virginia Garcia provides access to high-quality, culturally-appropriate health care. Virginia Garcia works collaboratively with Adelante Mujeres' Produce Rx staff to identify their Latinx patients who have or are at risk of developing diet-related illnesses. These patients are referred to our Produce Rx program to learn about nutrition, healthy eating, and how to cook healthy meals.

9. Provide a basic overview of grant implementation activities tied to project/program budget.

With support from the City of Forest Grove's Community Impact grant, we will implement the following activities each year during the three-year grant period.

Nutrition Education will be incorporated throughout the school year, providing age-appropriate workshops and activities to students in our Early Childhood Education (preschoolers), Adult Education, and Chicas Youth Development Programs (Latinx youth in grades 3-12). Our nutrition and health education curriculum is in line with Common Core Standards and incorporates farm-to-school and meet-the-farmer activities for tastings and information about how the food is grown. The goal of providing nutrition education to children is to encourage them, through fun and interactive activities, to try new fruits and vegetables so they will be more likely to request these foods at home. Providing nutrition education for participants in our adult education classes helps us to meet our goal to increase awareness about how to maintain a healthy diet for the entire family, how to cook specific foods that the Latinx community may be unfamiliar with, and provide nutrition incentives to purchase fresh produce at the Farmers Market to supplement their food budgets and help to build healthy lifestyles.

The Market Sprouts Kids Club will take place at our Forest Grove Farmers Market to inspire children to take part in their local food system by offering samples of nutritious foods and empowering them to make healthy choices. Kids enroll by writing their name and age on a Market Sprouts Passport and participating in activities such as taste-it-tables, cherry seed spitting contests, meet your farmer, etc. They will receive a shopping bag and tokens to purchase fruits and vegetables at the Farmers Market to get them engaged in shopping for their own foods and trying new, healthy foods that they may not otherwise have access to. We believe that engaging children early in healthy eating will build the foundation for lifelong healthy lifestyle behaviors.

Vouchers and Incentives are an important part of our Nourish the Community Initiative, as they supplement the food budgets of our participants and our larger low-income community to allow for purchases of more healthy foods. Participants in our Adult Education and Produce Rx Programs will receive vouchers to purchase fresh fruits and vegetables at our Forest Grove Farmers Market and we will provide incentives for families using SNAP, WIC, or the Senior Farm Direct Nutrition Program to purchase produce at the market with a dollar-for-dollar match up to \$5 on their single-day purchase of fresh fruits and vegetables. As the rate of poverty in Forest Grove is higher than the national average, these vouchers assist our entire community in enhancing their healthy diets.

Produce Rx (Prescription) is an intensive program providing those most at risk with the resources needed to live a healthier lifestyle. We will continue to partner with Virginia Garcia Memorial Health Clinic to provide nutrition education and cooking classes to low-income Latinx individuals and families who have or are at risk of developing diet-related illnesses. Program participants will be given a tour of the Farmers Market to learn more about various fruits and vegetables, they will support one another with recipe sharing and cooking tips, and they will learn the essentials to keeping their families healthy through nutrition. We will also offer vouchers for participants to purchase fruits and vegetables at the Farmers Market.

Beyond Trauma is a violence-reduction and forgiveness program providing training to participants in our Chicas Youth Development Programs, to Adult Education participants, and to parents of our Early Childhood Education (ECE) students as part of their parenting education curriculum. Our curricula is age appropriate and integrates SAMHSA's principles of trauma-informed care: safety, trustworthiness and transparency, peer support, collaboration and mutuality, empowerment, voice and choice, and cultural, historical and gender context.

Organization:	Adelante Mujeres
Project:	Nourish the Community
Grant Period:	July 2020 - June 2023

PERSONNEL (WAGES/SALARIES)	% Time	FTE Salary	Year 1 Total	Year 2 Total with 3% Salary Increase	Year 3 Total with 3% Salary Increase	Forest Grove Total Request
Mayra Hernandez, Health & Nutrition Coordinator	0.35	\$ 39,000	13,650	14,060	14,481	21,096
Lupe Hernandez, Beyond Trauma Coordinator	0.25	\$ 43,255	10,814	11,138	11,173	16,563
Kaely Summers, Health Equity Manager	0.25	\$ 52,522	13,131	13,525	13,930	20,293
Alexandra Nahill, Adult Ed Family Engagement Coordinator	0.15	\$ 42,655	6,398	6,590	6,788	9,888
Leticia Aguilar, Chicas Program Manager	0.15	\$ 54,621	8,193	8,439	8,692	12,662
Total Personnel			52,186	53,752	55,065	80,502
<i>Fringe and payroll taxes, calculated at 30%</i>						
Mayra Hernandez			4,095	4,218	4,344	6,329
Lupe Hernandez			3,244	3,341	3,352	4,969
Kaely Summers			3,939	4,057	4,179	6,088
Alexandra Nahill			1,919	1,977	2,036	2,966
Leticia Aguilar			2,458	2,532	2,608	3,799
Total Fringe and Payroll Taxes			15,656	16,125	16,519	24,151
Total Personnel and Fringe and Payroll Taxes			67,841	69,877	71,584	104,653
DIRECT PROGRAM EXPENSES			Year 1	Year 2	Year 3	
Printing & Copying for Outreach & Workshops			800	800	800	747
Staff Travel to Program Sites			1,000	1,000	1,000	1,000
Assist Participants with Travel to Program Sites			2,500	2,500	2,500	-
Snacks & Meals for Participants at Workshops & Training			1,250	1,250	1,250	1,800

Ingredients & Supplies for Nutrition Education Classes			1,500	1,500	1,500	1,800
Vouchers & Incentives for Participants & Market Sprouts Kids Club			5,000	5,000	5,000	8,400
Nutrition Incentives for SNAP, WIC, and SFDNP			16,000	16,000	16,000	-
Program Supplies for Workshops & Training (pens, pencils, craft materials, paper, post-it pads, etc.)			1,000	1,000	1,000	1,200
Trauma-Informed Care Teaching Supplies			1,000	200	200	400
Annual Total for Direct Expenses			30,050	29,250	29,250	15,347

Total Direct Costs			97,891	99,127	100,834
Total Indirect Costs (Rate 10%)			9,789	9,913	10,083
Total Program Cost			107,680	109,040	110,918
Total Forest Grove Request			40,000	40,000	40,000
Total Match			67,680	69,040	70,918

Confirmed Funding Sources for this Project	Year 1	Year 2	Year 3
Tualatin Soil & Water Conservation District	8,000		
Legacy Health	50,000	50,000	50,000
Providence	10,000		
Total Confirmed Funding	68,000	50,000	50,000

Current Pending Funding Sources	Year 1	Year 2	Year 3
City of Forest Grove	40,000	40,000	40,000

COMMUNITY IMPACT GRANT APPLICATION



Organization/Contact Information

Organization Name: Adventures Without Limits

Address: 1341 Pacific Ave.

City: Forest Grove State: OR Zip: 97116

Mailing Address: PO Box #670

City: Forest Grove State: OR Zip: 97116

Contact Person: Jennifer Wilde

Phone Number: 704-942-0163 Email Address: jennifer@awloutdoors.org

Agency Mission Statement:

Adventures Without Limits' mission is to provide opportunity and adventure to all people, regardless of ability level, socioeconomic status, gender, ethnicity, or age.

Agency Fiscal Year End: 9/30/2020 Agency Federal Tax ID (EIN)#: 72-1572963

Application Questionnaire

Project/Program Title: Adventure Leadership Club

1. Is this a new project or program or an existing one? New

2. Describe your proposed project or program in detail and specifically indicate how it will address a priority area of community concern in Forest Grove.

Adventures Without Limits is planning to develop an experiential learning after school program serving Forest Grove youth, including students from low income families, communities of colors, and students with disabilities. This Outdoor Leadership Program will provide 10 weeks of curriculum designed to empower youth to recreate responsibly; laying foundational skills in safety practices and environmental stewardship, while building vital social connections with other youth and the local community. Students will learn important wilderness skills (such as risk management, the 10 Essentials, map and compass navigation, etc.) alongside conservation practices such as Leave No Trace Principles. With a strong focus on environmental stewardship, lessons will draw connections to the local watershed and surrounding geography. Each 10-week session will focus on a seasonally appropriate activity (climbing, snowshoeing, or kayaking). Every cohort will enjoy 3 field trips to regional recreation areas: one to Fernhill Wetlands (or other local forest lands and marine areas) to observe watershed ecology, and two outings dedicated to learning and practicing the recreational activity highlighted during their leadership program.

This program will address the following priority areas laid out by the Forest Grove City Council:

1) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.

We will increase public awareness of wetlands, forest lands and marine areas through guided field trips to these destinations. Students are more likely to protect and preserve something they have a personal connection to -- this program aims to foster meaningful connections between the youth and the land. We also intend to empower students to minimize their own impact by learning and practicing Leave No Trace Principles

2) Result in improvement to, or an increase in, recreational areas and programs.

This will increase recreational program opportunities for students in the Forest Grove School District who participate in the program. Students will learn about the necessary gear and equipment required to safely and responsibly recreate in these areas. Students will have access to discounted gear rentals from AWL upon program completion.

3) Result in improvement in safety.

Students will be equipped with the important foundational knowledge they need to recreate safely and responsibly in Forest Grove public lands. This knowledge will be practiced and applied during the after school program, but will be transferable to personal and family recreation.

4) Benefit youth, seniors, low income persons and/or underserved populations.

Through targeted outreach, this program will serve youth in Forest Grove, with a commitment to engaging youth with disabilities, those from low income families, and other underserved populations.

3. How is your project or program integrating innovative, creative approaches to addressing this community concern? Does it fill a gap in current services?

The outdoor recreation industry has long been dominated by white, middle class, able-bodied males. Outdoor spaces in Oregon do not always reflect the diversity of our local community, though we know that interest and love of our natural spaces is a piece of the fabric that connects every Oregonian.

While there are opportunities for students to join outdoor interest clubs at Forest Grove High School, this program will provide structure, skill development, and incorporate environmental education with an intentionally diverse and inclusive member base for each cohort. We believe this model will attract and promote responsible recreation for community members who do not currently have access to the resources to adventure outdoors.

Adventures Without Limits is well equipped to creatively serve the individual needs of folks who face barriers to recreation by providing tailored instruction, starting at a beginner level, as well as all the necessary gear and equipment to get outdoors. Our team is prepared to work with youth of all ability levels and use specialized adaptive equipment to create engaging, inclusive, outdoor recreation opportunities.

For years we have partnered with the Community Based Activity Program (CBAP) and Forest Grove High School SEC Classroom to deliver inclusive day programs for students with and without disabilities in the Forest Grove School District. For many of these students, these field trips are their only opportunity to access their local watershed via kayak, canoe, and raft. We have observed the impact on these students to build interest in the outdoors as well as positive peer relationships. While we do our best to introduce concepts of responsible recreation on these day trips, we are often pressed for time and students do not receive the small group instruction necessary to build adequate skills for independent recreation outside of a guided trip with Adventures Without Limits.

This program aims to take these existing community partnerships a step further, to provide in-depth instruction on outdoor ethics, skills, and environmentalism for students who wish to build deeper connections to the outdoors in Forest Grove. It is our hope that this Outdoor Leadership Program will prepare students to recreate independently with family and friends, outside of a single day field trip, and lay the groundwork for a future career in the outdoor industry.

4. How will the project or program include collaboration with other community partners, including relevant City departments like Police, Parks and Library? Please describe any financial partnerships in detail.

This program will involve a growing list of partners over the years. Initially, we will rely on a strong partnership with Forest Grove High School and the SPED Department for outreach, recruitment, and facility to house the after school program.

We also plan to recruit student instructors who are completing their outdoor leadership minor capstone at Pacific University, or students who are working for Outdoor Pursuits.

Coordinating with Forest Grove Parks & Recreation, we will schedule a pool session for our kayaking cohorts to practice wet exits and rescue drills in a controlled environment, as well as identify local parks and trails that may be used for our navigation activities.

The Mazamas, a mountaineering focused nonprofit in Portland, will provide facility and instruction for our rock climbing program.

We will coordinate with staff and volunteers at Fernhill Wetlands to schedule a visit and tour with the students.

Students will be encouraged to use the Forest Grove library for research on watershed science and the local environment.

Guest speakers will be invited from local parks and other nonprofit organizations.

CBAP (Community Based Activity Program) teachers and Adelante Mujeres program coordinators will be consulted for outreach and student recruitment.

5. Describe how the organization plans to reach individuals and families the project or program intends to serve, including any diverse or special needs communities.

Partnering with administrators at Forest Grove High School, including Special Education Director, Kim Shearer, and School Psychologist, Amanda Morris, we will create a targeted outreach strategy to invite students with disabilities to join the Adventure Leaders Club. Many students, teachers, and families are familiar with Adventures Without Limits from past participation in CBAP or SEC Field Trips. Our trusted reputation within the community will encourage participation from these target communities.

We will advertise the club in Peachjar in order to reach parents and students in the district. We plan to connect with teachers, paraeducators, and CBAP administrators who are familiar with AWL programs, and may be able to hand select students who have demonstrated commitment to inclusion as well as a vested interest in the outdoors. More details will be found on the AWL website, and circulated in a brochure at the high school. FGHS counselors will be able to identify and invite participation from students from under resourced communities as well. Club information will also be shared with Adelante Mujeres to reach their Chicas program to connect with Latino students at Forest Grove High School.

6. Describe how funding for the project or program will be financially sustainable. How will the program continue when the Impact Grant ends after three years?

We believe that three years should provide adequate time for Adventures Without Limits to develop and refine our curriculum, community partners, and measurable outcomes. Our budget includes increased funding in year 1 to build out the program model and pilot 2 cohorts. In year 2, we will add a third high school cohort while refining the program content based on feedback from our evaluation tools. In year 3, we plan to expand to include an elementary school club, with a mentor model from high school students who have previously completed a program with the Adventure Leadership Club.

During these three years, our budget includes sunsetting funding allocated for curriculum development and outreach. As the club builds a reputation as a popular after school program that is recognizable to teachers, students, and community members, we will decrease our burden for outreach and recruitment. Additionally, after the environmental education curriculum is established, it will require only simple refinement for each new cohort, again reducing our staffing needs for this aspect of the project.

By building relationships with community partners, we believe we can build a team of volunteers to lead future cohorts and reduce the expense of paid instructors. These volunteers will come from Pacific University students completing a capstone in the Outdoor Leadership Minor, as well AWL's work study students, FGHS Adventure Leaders Graduates, and other community members with a vested interest in sharing their knowledge with future outdoor leaders.

Once the club has gained traction and popularity within the high school, we believe we will be able to charge a registration fee to participate and subsidize scholarships for students who face financial barriers to participation. Students will be encouraged to organize environmentally friendly fundraisers (such as can drives) to supplement club funding.

With three years of data collection proving our concept, this program will likely attract sponsors to offset remaining program fees, while Adventures Without Limits increases our general fundraising capacity to support this program in perpetuity.

7. List and detail the measurable outcomes and deliverables of the project or program. Additionally, how will you track and report success on a weekly, monthly and annual basis?

Objectives // Throughout the program, students will:

Learn the 7 basic conservation principles of Leave No Trace and how they apply to outdoor recreation

Learn to identify and apply important wilderness skills including the 10 essentials, navigation, STOP principles, weather patterns, and more

Develop relationships with other students with similar interests

Become comfortable in natural outdoor settings

Learn how to assess/anticipate basic risk factors when recreating outdoors

Learn introductory skills in the seasonal activity (ie kayaking, climbing, cross country skiing, etc) and practice in the field

Learn basic watershed science as it relates to their local waterways and be able to apply it to other regions

Learn to identify local and regional parks, wilderness areas, and other public lands on a map

Build personal connections to the local and regional lands by visiting local sites

Outcomes // At the end of the program, students will:

Experience a heightened personal connection to the local and regional lands

Have the necessary foundational outdoor skills to participate in a range of activities

Approach recreation from a conservation perspective and have the knowledge to do so effectively

Be prepared to engage in outdoor recreation responsibly and safely

Have social connections with other students and an entry into to the broader outdoor community

Have a basic understanding of the watershed and how the water cycle connects Forest Grove to the broader landscape

Be familiar with local and regional public lands, so that they may explore them with family and friends

Evaluation:

Student Registration Paperwork

Collect self reported data on demographics and previous experience and knowledge in the outdoors

Student Pre- and Post Surveys

During the first week of the program, students will be asked to fill out a survey containing both quantitative and qualitative questions. Students will rate themselves on their personal knowledge of the program content, as well as their comfort level in applying those skills. Open ended questions will draw personal narratives around how they relate to the outdoors, the activities, other people in the outdoors, their trust in AWL, and how much they care about conservation and protection of the land.

During the final week of the course, students will be given a post-survey containing many similar questions as listed above to rate the change in each student, as well as reflection questions that allow the student to report what they learned, if and what they felt was meaningful to them about the program, what they would change, whether they would recommend it to others, if they would do it again.

Weekly Formative Evaluation Tools by Instructors

The curriculum will be designed to include several formative evaluation tools to use in the classroom each week to check for knowledge retention, concept understanding, and application of knowledge, personal connection to the subject matter, challenges, successes, and more. These tools will vary depending on the content matter, and will include weekly reviews of content, student activities, games, photography, creative expressions, and student reflections. Instructors will write a debrief of each classroom session and field trip, reporting challenges and successes of the lessons, student attendance and performance, and questions for the Program Director.

Classroom Observations

The Program Directors will observe 2-3 classroom sessions to witness the lessons in action. Observations will be guided by objective and subjective checklists to determine efficacy of instruction and the level of student participation.

8. Provide a brief summary of key personnel and partners including their experience and skills, previous work in addressing related issues and their anticipated roles in this initiative (including percentage of time dedicated to the initiative).

Carrie Morton, AWL Program Director, has many years of experience working in environmental education, outdoor schools, afterschool programs, and adventure guiding. Carrie is skilled in teaching, curriculum development, and program evaluation. She has worked toward similar outcomes in other programs both outside of and within AWL. She has taught essential wilderness skills to people of all ages for nonprofits, public schools, and commercial guiding companies, such as REI. In all of her work, a key outcome is raising awareness of conservation and protection of the natural world, along with building personal connections to the outdoors. Carrie's role for this initiative will include writing curriculum, scheduling programs, communicating with schools, marketing, hiring staff, and program evaluation. Carrie will dedicate roughly .15 FTE of her time to the Adventure Leaders Club.

Jennifer Wilde, AWL Director of Outreach & Development, holds a Masters in Social Work with a concentration in community based practice. Jennifer has extensive experience in program design and planning, particularly in service to the disabilities community through adaptive and inclusive recreation programs. Jennifer will spend .05 FTE building community partnerships and adapting the curriculum to meet the unique needs of individual students with disabilities to support and advance the foundation of this program.

We plan to coordinate with Outdoor Pursuits Director, Phil Friesen, to build an outdoor education capstone project to create a consistent stream of Pacific University students who will serve as club instructors. Outdoor Pursuits has long supported AWL and Phil is eager to deepen our partnership to give students field work opportunities to expand their knowledge and experience in the outdoor industry beyond OP programs.

Amanda Morris, Forest Grove High School Psychologist, will play a key role in our outreach efforts to connect with students, parents, teachers, and administrators in Forest Grove High School to ensure we are reaching our target audience and providing a warm invitation for students to join the Adventure Leadership Club.

9. Provide a basic overview of grant implementation activities tied to project/program budget.

Year 1:

Curriculum Development \$4000

Develop curriculum for pilot club program

Purchase teaching materials

Plan outings and associated costs

Program Management \$2500

Recruit, hire, and train staff for program

Course observation and feedback

Building community partnerships

Program marketing & recruitment \$2800

List program in parent magazines, local publications, online and more

Design and print a flyer to post at schools, send to families/ mailer

Publish announcement to teachers and school administrators to distribute

Design social media marketing campaign to highlight the club online and encourage others to join

Design and print club swag - t-shirts, bandanas, patches for walking advertisement

Program Implementation \$15,310

Payroll for 2 instructors for (2) 10 week cohorts

Teaching Materials

Field trip fees

Equipment and gear

School use fees

Reimbursements

Develop and implement Program Evaluation Plan \$2400

Design formative and ongoing evaluation tools that integrate seamlessly into curriculum

Collect and analyze student contributions, analyze growth

Design format for sharing results/ stories

Total Year 1: \$24,210

Year 2:

Curriculum Development \$3000

Program Management \$2000

Implementation \$17,715

Evaluation \$2400

Total Year 2: \$25,115

Year 3:

Curriculum Development \$3000

Program Management \$2000

Implementation \$12,300

Evaluation \$2400

Total Year 3: \$19,700

Year 3 Requested: \$18,525

**ADVENTURES WITHOUT LIMITS BUDGET - Adventure Leadership Club
Forest Grove Community Impact Grant 2020**

YEAR ONE - (two pilot sessions - high school)

ADMINISTRATIVE	EXPENSE
Program Development - curriculum development, evaluation planning	\$4000
Program Management - managing budget and program staff, contact with partners	\$2500
Program Evaluation - analyzing and reporting	\$2400

IMPLEMENTATION ACTIVITIES - 2 SESSIONS	First session	Year 1 Total
Staff Payroll - 2 instructors	\$2500	\$5000
Reimbursements	\$125	\$250
Equipment & Gear	\$4000	\$4000
Excursions to field sites	\$200	\$400
Club Expenses	\$1200	\$2400
Marketing & Recruitment	\$1400	\$2800
School use fees	\$380	\$760
Insurance	\$2500	\$2500

TOTAL COSTS - YEAR 1	\$24,210
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YEAR TWO - (3 sessions - high school)

ADMINISTRATIVE	EXPENSE
Program Development - curriculum updates/development, evaluation response	\$3000
Program Management - managing budget and program staff, contact with partners	\$2000
Program Evaluation - analyzing and reporting	\$2400

IMPLEMENTATION ACTIVITIES - 3 SESSIONS	Per session	Year Total
Staff Payroll - 2 instructors	\$2500	\$7500
Reimbursements	\$125	\$375
Equipment & Gear - maintenance, replacements	\$300	\$300
Excursions to field sites	\$200	\$600
Club Expenses	\$1300	\$3900

**ADVENTURES WITHOUT LIMITS BUDGET - Adventure Leadership Club
Forest Grove Community Impact Grant 2020**

Marketing & Recruitment	\$300	\$900
School use fees	\$380	\$1140
Insurance - liability, auto	\$3000	\$3000

TOTAL EXPENSE - YEAR 2		\$25,515
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YEAR 3 - (2 high school sessions + 1 elementary session)

ADMINISTRATIVE	EXPENSE
Program Development - curriculum updates/development, evaluation response	\$3000
Program Management - managing budget and program staff, contact with partners	\$2000
Program Evaluation - analyzing and reporting	\$2400

IMPLEMENTATION ACTIVITIES - 3 SESSIONS	Per session	Year Total
Staff Payroll - 1 instructor, 1 volunteer	\$1250	\$3750
Reimbursements	\$100	\$300
Equipment & Gear - maintenance, replacements	\$300	\$300
Excursions to field sites	\$200	\$600
Club Expenses	\$1000	\$3600
Marketing & Recruitment	\$250	\$750
Insurance - liability, auto	\$3000	\$3000

REVENUE - YEAR 3 - club dues, student led fundraiser, club sponsor	\$1175
TOTAL EXPENSE - YEAR 3	\$19,700
TOTAL REQUESTED - YEAR 3	\$18,525

TOTAL GRANT REQUEST - YEAR 1	\$24,210
TOTAL GRANT REQUEST - YEAR 2	\$25,515
TOTAL GRANT REQUEST - YEAR 3	\$18,525

AWL Budget 2019-2020

INCOME

Donations	
General Donations - Business	\$8,000
General Donations - Individuals	\$6,000
OGT/CBAP	\$30,000
Total Donations :	44,000
Grants	
Grants- Private	90,000
Grants -Government	15,000
Total Grants :	105,000
Program Revenue	
Contract Trips	90,000
Open Enrollment Trips	8,000
Equipment Rental	500
Total Program Revenue :	98,500
Special Events Income	
Banff	56,000
Auction	52,000
Other	3000
Total Special Events Income :	111,000
Total Income:	358,500

EXPENSE

Fundraising	
BANFF	
Banff Fees	20,000
Event Expense	3,000
Fundraising Printing	250
Marketing and Advertising	2,000
Site Fees	4,000
Total Banff Expenses	29,250
TRAILS TO TABLE	
Event Expense	12,000
Fundraising Printing	300
Marketing and Advertising	50
Site Fees	5,000
Total T2T Expenses	17,350
Total Fundraising Expense:	46,600
Program Services	
Transportation	
Gas and Oil	6,000
Maintenance and Repairs	4,000
Mileage Reimbursement	2,000
Total Transportation:	12,000
Management/ General Expense	
16,000	
Activity Expense	7,500
Equipment Maintenance	1000
Equipment purchase	15,000
New Van	75,000
Insurance	20,000
Permits and Dues	2,000
Printing and Copying	500
Merchandise	2000
Petty Cash	1,000
Stipends	6,000
Training	5500
Total Program Services :	135,500
Personnel Expense	
Employee Benefits	10,000
Salaried Personnel	107,000
Hourly Personnel	36,000
Payroll Taxes	12,000
Payroll Expenses	800
Total Personnel Expenses:	165,800
Total Expense	359,900

Net Ordinary Income: -1,400

Other Income: Sales of assets 2,000

Net Income: 600

Return of Organization Exempt From Income Tax

OMB No 1545-0047

2018

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

Department of the Treasury Internal Revenue Service

A For the 2018 calendar year, or tax year beginning 10-01, 2018, and ending 09-30, 2019

B Check if applicable: Address change, Name change, Initial return, Final return/terminated, Amended return, Application pending. C Name of organization: ADVENTURES WITHOUT LIMITS. Doing business as: 1341 PACIFIC AVE. Room/suite: FOREST GROVE, OR 97116. D Employer identification no. 72-1572963. E Telephone number (503) 359-2568. G Gross receipts \$ 222,479. H(a) Is this a group return for subordinates? No. H(b) Are all subordinates included? No. H(c) Group exemption number.

I Tax-exempt status: 501(c)(3). J Website: N/A. K Form of organization: Corporation. L Year of formation: 2002. M State of legal domicile: OR.

Part I Summary

Table with 4 columns: Line number, Description, Prior Year, Current Year. Rows include: 1. Mission: LIFE SKILLS EDUCATION FOR SPECIAL NEEDS INDIVIDUALS. 2-7. Governance metrics. 8-12. Revenue: Total 193,544. 13-19. Expenses: Total 208,783. 20-22. Net Assets or Fund Balances: Total 41,430.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Signature of officer: BRAD BAFARO, DIRECTOR. Date.

Paid Preparer Use Only: Valerie Snyder, Valerie Snyder CPA, 1/9/2020, Valerie Snyder CPA LLC, 2004 Main St Suite 316 Forest Grove OR 97116, 503-352-9925.

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

COMMUNITY IMPACT GRANT APPLICATION



Organization/Contact Information

Organization Name: Forest Grove Foundation/ Winter Shelter of Forest Grove and Cornelius

Address: 2417 Pacific Ave., Forest Grove, OR 97116

City: Forest Grove State: OR Zip: 97116

Mailing Address: Winter Shelter PO Box 265

City: Forest Grove State: OR Zip: 97116

Contact Person: Celeste Goulding

Phone Number: 541-788-8385 Email Address: celeste.goulding@gmail.com

Agency Mission Statement:

Winter Shelter: To cultivate compassion, kindness, hospitality, and volunteerism by connecting the broader community to the issues of poverty and housing insecurity while providing safe, compassionate shelter during the coldest weeks of the year.

Agency Fiscal Year End: June 30th Agency Federal Tax ID (EIN)#: 93-1140249

Application Questionnaire

Project/Program Title: Community Based Housing Security: Moving from Winter Shelter to Collaborative

1. Is this a new project or program or an existing one? This Project will move an existing
2. Describe your proposed project or program in detail and specifically indicate how it will address a priority area of community concern in Forest Grove.

Problem: The City of Forest Grove has very limited availability of low barrier resources and services for community members experiencing homelessness and has zero capacity to provide local, permanent, supportive housing to those finding themselves houseless.

News outlets have noted that Forest Grove is one of the fastest growing cities in Oregon. While the city has grown very quickly over the past 10 years, it has not kept up with services needed for this influx of citizens, especially those citizens who are economically challenged. Oftentimes, Forest Grove poverty statistics are lumped into Washington County or Metro numbers, which skew poverty data, making it look better than it actually is in Forest Grove. For example Forest Grove per capita income is \$27,318 (WaCo. is \$36,476), poverty is 13.1% (metro 11.4%), over 65 poverty is 10.3% (metro is 7.9%), and Geographic Mobility [moved since previous year 22.6%] (metro area 17.2%). Moreover, the Forest Grove School District has 7,158 children ages 5 to 17 (889 families) living in poverty.

Forest Grove has been hit hard by the housing crisis and desperately needs its own social services network to support all of its community members. Federal and State funding/resources available to those facing housing insecurity are increasingly limited. The national homelessness crisis has resulted in an unprecedented number of people becoming homeless. More and more individuals and families are finding themselves dependent on their local communities for safety, shelter and basic needs. Local leadership is needed to develop and maintain a robust set of services for those vulnerable to and/or victims of the housing crisis in our community, now. With increased, more sustainable financial support, Winter Shelter is well-positioned to begin expanding its community services and take on the organizing necessary to support those in need of these basic services.

Winter Shelter is an established local program with strong community and volunteer support. With our growing volunteer base, we have been able to increase the number of individuals staying in the shelter from 15-25/night to 30/night, minimizing the number of individuals needing to be turned away during the 68 nights we were open this last season. During our 12 years of providing seasonal shelter in local churches, and with informal outreach efforts, we estimate that 175 to 220 house-less individuals call this area of W. Washington County home. Without funding for year-round staff to conduct data tracking and management, we cannot gather more precise, quantifiable data.

Winter Shelter of Forest Grove and Cornelius is at a vital developmental stage and we recognize the necessity of developing into a more stable and secure entity. But the crux of our problem is that, amidst the constant crisis of providing emergency services without adequate funding, both Winter Shelter staff and volunteers have not been able to adequately explore available options. We want to expand Winter Shelter into a year-round program. Our goals include providing outreach and other stop-gap measures for people's general survival and providing low-barrier resources and services to those experiencing homelessness or those at risk of losing their homes, through outreach, advocacy, vocational training, work opportunities and housing placement.

Community Impact Grant funds will supplement other financial sources to ensure that Winter Shelter has enough skilled staff that are adequately compensated and able to provide high-quality services that make an impact while maintaining volunteer and community energy year-round. The grant will provide stability and material resources to sustain our current efforts and allow for strategic planning and development to address the complex issue of homelessness. The desire, knowledge and necessary skill sets exist in our community to develop a more comprehensive program. The Project will function as a community driven, year-round response to an ongoing regional housing crisis whose current effect on community health is escalating to emergency levels.

3. How is your project or program integrating innovative, creative approaches to addressing this community concern? Does it fill a gap in current services?

Winter Shelter has relied on creativity and innovation to survive and increase services over the last 12 years. With more than 200 volunteers doing everything from ensuring guest safety overnight, to doing the laundry, to transporting supplies between our two current locations (Forest Grove United Church of Christ and Emanuel Lutheran Church in Cornelius), we have been creatively filling a gap in services year after year. The need continues to grow, and without more financial support for staff to work year-round to develop the innovative, community-based solutions we're capable of, the need will continue to outstrip our capacity.

We need to make sure there is the ability to meet the acute need for shelter to survive in the winter with local access to critical services year-round. This program provides a sustained, year-round connection point with our homeless friends. There are no other services available in Forest Grove or the surrounding area beyond the winter shelter, which is available four nights per week November to March. This important but inadequate service leaves our house-less neighbors with near-constant exposure to the elements, malnourishment, and lack of access to services to improve their situations. Folks have to shuttle back and forth to Hillsboro and interact with larger, sometimes very bureaucratic institutions, often leaving them frustrated and dropping out of services before they even begin. The revolving door of services has left many of our most vulnerable guests utterly exhausted and unable to continue to travel to seek help. Winter Shelter and our affiliates have done the most work locally to bring life-saving measures to those experiencing homelessness. Through partnership with long-standing nonprofits like Centro Cultural, Open Door, Luke-Dorf, and Community Action Organization, as well as our broad network of Severe Weather Shelter providers, we are able to leverage resources to provide local responses. We would be more efficient and effective with the ability to work year-round with an immediate focus on capacity building and development.

Through connections with think tanks like the National Housing Conference, the Oregon Nonprofit Association, and Local Housing Solutions, this Project will use the most applicable tested and effective practices to move forward with comprehensive housing service development. Tapping into local training and support resources like the Substance Abuse and Mental Health Association (SAMHA) and Advocacy Wellness Action Recovery Education (AWARE) will ensure that we have responsive and professional training for our direct service staff and volunteers. We will seek to develop our own training and education materials addressing challenges and benefits of providing homelessness services in rural areas, helping grow a body of knowledge desperately needed nationwide as the housing crisis continues and expands beyond urban centers. The racial and generational diversity in our area provides a wealth of knowledge and strength. Partnering with local agencies from Adelante Mujeres and Centro Cultural to the Forest Grove Senior Center will help us create a housing plan that addresses the diverse needs of our population.

Making creative use of spaces and resources at hand has been a hallmark of Winter Shelter from its inception in the Severe Weather Shelter system to the present day. In this project, we will apply that creativity to existing housing models, funding streams, and management styles to come to develop a sound, intentional strategy moving forward. For too long, social services have been asked to compete for depleted resources and forced to make decisions from a place of crisis. This has been true of Winter Shelter since its founding. The community deserves comprehensive services to alleviate the human suffering caused by the housing crisis as well as stable leadership moving forward to secure housing that is accessible and appropriate for all.

4. How will the project or program include collaboration with other community partners, including relevant City departments like Police, Parks and Library? Please describe any financial partnerships in detail.

Winter Shelter grew out of the Interfaith Coalition on Homelessness's collaboration with the Washington County Homelessness Departments development of the 10-Year Plan to End Homelessness, which included a request to begin running Severe Weather Shelters (SWS). The United Church of Christ in Forest Grove was both a convening body for the Interfaith Coalition and one of the first hosts of a SWS. Collaboration with community partners, and fueled by community input, is and will continue to be, the backbone of Winter Shelter.

Some Examples of our Existing Collaborations Include:

Community Based Organization providing placements for Pacific University students with Work-Study awards, we also host Bachelor of Social Work and Public Health students completing their practicum. Recognized as a Honored Community Partner by the Tom McCall Center for Civic Engagement at Pacific University. The Oregon Food Bank has recognized our Meal Program as one of its exemplary congregate meal sites and our Director is in communication around developing training with OFB for other sites. Pre and Post Shelter Season meetings with local Police Chief(s) and City Manager(s) regarding any anticipated changes and to re-cap how the season went. City Management in both Forest Grove and Cornelius have collaborated deeply with Shelter Leadership around issues regarding space to host shelter, as well as regarding permitting. This last year the city of Forest Grove worked through the creation of new Ordinances to formalize the process. Nana Cardoon using their 2019 CEP funding to hire a teacher from Eden Acres to collaborate with our Meal Program to develop an experiential learning opportunity for CALC students. Partnering with Centro Cultural to provide a kitchen and secure appropriate licencing. 5 CALC Students cooked meals for our shelter guests 2 days per week the entire 2019/2020 shelter season. This meal program is anticipated to continue, and grow into a year-round vocational training program for youth, providing meals to those experiencing homelessness or food insecurity. Centro Cultural providing connection to their Youth Employment Services via Prosperidade. Partnership with Centro Cultural to provide Translation and Staff support to Winter shelter for the upcoming 2020/2021 shelter season.

We envision establishing a Winter Shelter Advisory Board that would be charged with assessing existing community partnerships - e.g. Forest Grove City Library, Parks and Recreation Department, Fire Department and Police Department - to review our work together thus far and determine ways to expand our collaboration in the future. The Winter Shelter Director would hold in-depth conversations with current financial partners, including our host spaces (Forest Grove United Church of Christ, Emanuel Lutheran Church, Centro Cultural), Pacific University's Community Based Work-Study, Forest Grove Foundation, Nana Cardoon and Oregon Food Bank.

The program will collaborate with a diverse group of organizations to connect those experiencing homelessness in the Forest Grove area with ongoing, supportive services, such as those provided by agencies and organizations including Virginia Garcia, Centro Cultural, Open Door, Eden Acres, Nana Cardoon, Luke-Dorf Inc., LifeWorks Northwest, Community Action, Washington County Housing. Our mission is to develop a sustainable program that works alongside our guests to not only secure housing but help them find stability through employment and services to meet their immediate needs.

Collaboration is key to the success of our program as measured by improving the lives of our clients. Community partnership has proven a successful model in serving those experiencing homelessness or at risk of becoming homeless. It is also how communities have developed creative responses to housing shortages. The long game for Winter Shelter is not to accept homelessness in our community, but to acknowledge the current reality, alleviate suffering, and build systems that support stable housing for all. Community-based collaboration is critical to success in that primary goal.

5. Describe how the organization plans to reach individuals and families the project or program intends to serve, including any diverse or special needs communities.

The target population for our program are those experiencing homelessness and housing insecurity. Washington County Department of Housing Services, based on the 2019 Point in Time Homeless Count, estimated there were more than 500 individuals experiencing homelessness in Washington County, the data hasn't been divided by municipality yet. The Point in Time Count is widely acknowledged to undercount the population of house-less individuals.

Winter Shelter is open to anyone needing our services. With our inclusive collaboration and partnerships, we are able to get the word out to those needing services. We partner with organizations such as Luke-Dorf to distribute informational fliers and Trimet tickets so our homeless friends can access our services. As a participant in the Housing and Supportive Services Network (HSSN), we also spread the word through a list-serv to all partner agencies in the area. Our partnership with HSSN facilitates spreading the word to all county employees, including Washington County libraries and the Sheriff's Department. Information is also available via the county-published weekly Severe Weather Shelter Schedule, which is also accessible via 211. The Winter Shelter director stays in touch with Community Action Organization Housing Services and Luke-Dorf's homelessness outreach workers year-round, often off the clock, to maintain relationships with guests and maintain communication outside of the shelter season. With funding to sustain a year-round program, Winter Shelter will be able to quickly build on a number of informal contacts to form a robust referral network. We are also poised to begin participating in a collaborative referral database that is HIPAA and FERPA compliant, Thrive Local Social Health Network has provided free training and access for the first year and Winter Shelter has already taken advantage of the opportunity, but hasn't had the capacity to follow through to its fullest benefit yet.

Because of Winter Shelter's strong reputation among homeless people in our community, we can easily connect with individuals needing services. This reputation, paired with increased capacity through this grant, would enable us to ease the burden on local businesses and other agencies not designed to serve people experiencing homelessness. Homeless friends who have benefited from our services refer others in need. Staff, volunteers and guests all can be engaged in distributing business cards and fliers to local agencies, homeless friends, Police Department, Fire Department and other organizations to share with those who could benefit from our program.

In the last two shelter seasons we have served more than 200 individuals each year. In Forest Grove alone, with 2 nights/week shelter at the UCC, we served 188 individuals. Out of these guests, 11 reported Veteran status. 45-54 year-olds were the largest age group (43 guests). We have not had capacity to analyze how many of those 200 were with us both years. Through observation, we know it's a significant percentage; through conversations with guests, we know that 15 or more of our regular guests have been unhoused locally for 5-7 years.

For the 2019-20 shelter season, we were open only 68 of 76 scheduled nights because of the COVID-19 pandemic. Over those 68 nights, we provided just over 2,050 bed-stays and that number or more hot, nutritious dinners and breakfasts. On overnight shifts alone, volunteers worked 1,630 hours. Through partnership with Care Oregon we helped 17 guests access health insurance. A partnership with Pacific University School of Optometry secured eyeglasses prescriptions, lenses and frames for 16 guests. We provided monthly bus passes for 34 individuals, enabling 14 of them to gain or retain employment. We provided 1,640 bus tickets to guests, allowing them to attend medical and mental health care appointments, meet with probation officers, seek housing services and more. 39 of our guests in Forest Grove reported being non-white. We know we regularly served at least 1 monolingual Spanish speaker.

6. Describe how funding for the project or program will be financially sustainable. How will the program continue when the Impact Grant ends after three years?

The program will benefit from the fiscal sponsorship of the Forest Grove Foundation and United Church of Christ through 2021 potentially through 2022. This will provide a base of support as we focus on longer term strategic planning as described in this application. Winter Shelter has a strong record of responsible fiscal management and has continually expanded programs with the support of two local churches. With additional funding to develop a 3 to 5 year strategy, which will include fundraising, Winter Shelter will become a sustainable community resource before this Impact Grant ends. We have expanded and maintained professional levels of service winter-to-winter with no promise of support or stability. Having a 3-year grant will be a game changer, allowing us to achieve the status of a year-round program and therefore qualify for substantially more funding through foundations and corporate philanthropy, as well as state and federal grants.

We are confident that this project will continue after the three-year grant cycle. Impact Grant funding will enable us to secure funding from other sources. Foundation support is more readily available when you can show a history of receiving large grants. Winter Shelter has a proven track record of increasing revenue year after year from a variety of sources. As homelessness has increased within our City, community awareness of the issue has grown and our program has become a cornerstone to our City serving all its residents. This recognition of Winter Shelter as a critical service in the Forest Grove area has enabled it to secure funding not otherwise available.

There are a number of capacity building grants and several corporate giving opportunities that, as a year-round program, we would be well-positioned to seek. Our annual fundraiser, Walk or Run for Shelter, has consistently brought in more than \$8,000 and has capacity to grow. For the first time this season, we sought cash donations outside of the Walk or Run. With the publicity from a few newspaper articles, personal asks by staff or volunteers, and community conversations with many individuals and groups, more than \$6,000 was donated to keep us going this shelter season. This proves that there is community interest in supporting this program; we simply need the capacity to be able to build a infrastructure and project model that local philanthropists can see, interact with, and donate to easily and with security.

The budget for Winter Shelter from July 1, 2019 to April 1, 2020 was \$61,499. Frankly, even without COVID-19, it would have been a struggle to complete our 19-week season. Due to widespread community support in the form of donated time and resources, we would have completed our season but shelter cannot be maintained on a shoestring budget. We have relied for too long on donated time and space to meet a critical local need for human services. We need to hire staff and provide them with adequate, specialized training. It is time for Winter Shelter to transition from a seasonal emergency service to a year-round program. It is time to judiciously move the liability and responsibility away from the faith community and into the realm of social services and housing development. To do this, we need to substantially and immediately increase our operating budget and keep our eyes focused on growth. We strongly feel that with the support of the Impact grant for 3 years we would be able to focus on the fundraising and capacity building needed to become the sustainable local service that our community needs.

7. List and detail the measurable outcomes and deliverables of the project or program. Additionally, how will you track and report success on a weekly, monthly and annual basis?

This project would begin with outreach to the Oregon Nonprofit Development Center and SAMHA for technical guidance in strategic development and project management. The Winter Shelter Advisory Board would help develop measurable outcomes and assist with accountability for strategic goals. Staff and the Board will develop a timeline with measurable goals and deadlines. These will be reviewed at each strategic session and revised as needed. This process will move in tandem with the current Housing Insecurity Workgroup held with Community Connection West and the same methods will be used within the coalition for housing development that we envision and intend to build. We will develop actionable goals and maintain our existing momentum to improve the efficiency of our local service delivery system, as measured by decreased reliance on police and other first responders and an increase in housing inventory within the next 3-5 years. The time for deliverables is now. The housing crisis must be addressed and we are positioned to drive an exemplary community response.

Annually, we measure our success by the number of homeless persons we are able to serve and the impact of our service on enhancing self-sufficiency, as determined by pre-and post surveys and the utilization of tools such as WorkSource's Prosperity Planner. Winter Shelter has embraced a culture of assessment, and looks forward to having capacity to more fully analyze our outcomes. We will evaluate the impact of our program using qualitative methods including (1) the collection of anecdotes, stories and feedback from the persons we serve, agency partners, and other stakeholders; (2) pre- and post-survey of those who receive our services; and (3) collection of appropriate quantitative data (total clients served, volunteer hours, volunteer participation, clients that secure both employment and housing while accessing our services and clients who were able to access other services and or programs). Actively seeking input from those we serve allows us to continually adjust our services to meet the direct needs of those receiving them. Open communication among staff, volunteers and clients helps us adapt as needed to strengthen our program.

For 2018/2019 and 2019/2020 we've received a small portion of county funding through the Community Action Organization that has linked Winter Shelter to the national Homeless Management Information System (HMIS). Participation in HMIS permits us to collect a higher and more accurate level of data on those served by our program. We have paper documentation dating back to 2008, but so far have lacked capacity to mine that data for useful information.

Qualitative stories and feedback along with quantitative data allows our program to proactively and effectively change services or service delivery to provide better services to our guests and clients. Qualitative and quantitative data also support our efforts to recruit and maintain relationships with partner agencies. The Thrive Local Social Health Network allows for trackable referrals from agency to agency across a range of services. Once there is broad participation in this free platform, with one point of access a single parent can find housing resources, local day care options and the aquatic center schedule without hours of internet digging. This same platform also tracks the number of requests for a certain service in a set geographic area and can congregate local data for users to get anonymous snapshots of local needs and resources. As community partners with Thrive Local, Winter Shelter will also be able to get agency specific data from this platform, combining with our HMIS reporting to paint a more comprehensive version of services provided, and identifying our gaps.

8. Provide a brief summary of key personnel and partners including their experience and skills, previous work in addressing related issues and their anticipated roles in this initiative (including percentage of time dedicated to the initiative).

Winter Shelter director Celeste Goulding brings more than a decade of experience providing direct service, managing social service programs and bringing people together in disadvantaged communities. She earned her bachelors degree in Social Work in 2010 from Pacific University, where she worked for the Center for Gender Equity for four years and organized to found Oregonians Against Trafficking Humans. As a AmeriCorps VISTA member in Sunnyside, WA, she developed a Anti-Human Trafficking Taskforce, kept a community center open via advocacy and fundraising, and helped establish a Commercially Sexually Exploited Youth case manager for the area. She later served as a vocational case manager and outreach worker with YouthCare's Orion Center in Seattle. In 2015, she earned her masters degree in Social Work at the University of Washington, concentrating in Community Centered Integrative Practice. She was hired by the Severe Weather Shelter at the United Church of Christ on a series of limited contacts starting in 2015. In 2018, she was assigned the title of Director. Under her leadership, the mission of Winter Shelter is to cultivate compassion, kindness, hospitality, and volunteerism by connecting the broader community to the issues of poverty and housing insecurity while providing shelter during the coldest weeks of the year.

Over the past two year years, in collaboration with core partners, Celeste has developed a team and has expanded the program from three partners in 2015 to more than 10 in 2020. She accomplished this through collaborative leadership, relationship building, collaboration and project management. Celeste has established partnerships with Centro Cultural, Eden Acres, Nana Caroons, Forest Grove School District, Pacific University School of Social Work, and Oregon Food Bank to execute the first student-led culinary classes that provided fresh, nutritious meals to the shelter during the 2019-20 season. Since Celeste became Director in 2018, volunteer participation, services provided, funding received, and clients served all have increased. From serving on the Seattle Local Noise for the Needy board--a collaborative bar/venue/musician/artist effort raising over \$50,000 annually for local nonprofits--to being recognized as a Emerging Leader by the National Housing Conference this last fall, Celeste's training and experience will provide the solid, professional leadership needed to both lead a local emergency response project and organize broadly for comprehensive local social services.

In the past several years, Celeste has developed a strong social network within organizations in Washington County and the broader region. She understands the social, political and cultural landscapes in the area as they relate to issues of homelessness. She also works with Luke-Dorf outreach workers, Just Compassion Coalition and is a partner with Washington County Thrive. She engages with faith-based communities whenever possible. Celeste currently works half time (.5 FTE) as the Director of Winter Shelter and recently started a second part-time job with Second Home, a program of Ecumenical Ministries of Oregon serving homeless youth.

Due to limited capacity and the lack of contact that COVID-19 has necessitated the last 4 weeks, Celeste was unable to receive and provide the full spectrum of resumes that our volunteers and community partners bring to the table. We have Registered Nurses, Licensed Counselors, Former International Project Managers, Professors, School Administrators, and many others in the ranks of our volunteers and supporters. Their expertise has informed Celeste and the leadership before her.

9. Provide a basic overview of grant implementation activities tied to project/program budget.

Impact Grant funding will:

Supplement current funding to staff Severe Weather Shelter. By hiring 3-4 year-round staff, Impact Grant funds will reduce the seasonal cost of shelter and allow us to move forward with strategic planning and more aggressive fundraising. Supplement the current Pacific University Work-Study partnership to maintain students who have worked for us long enough to run out of work-study funding, but who have concrete skills that would continue to benefit and help build the project. Supplement development of Summer Internships to support on-going learning of graduating high school students and college students interested in social work, public health or related careers. Provide funding for incidental costs involved with strategic planning meetings and technical assistance; cost of training for key employees, cost of providing stipends, child-care and meals to encourage participation in planning from under-served and under-represented populations. Provide funding for stipends or thank-you gifts to our host sites and to community members who donate their expertise to our development.

Year One: Focus on Strategic Planning; Develop a Working Advisory Board; Develop a Peer Advisory Board (3-5 unhoused or recently housed individuals); Work with City, County, Private Sector, and current hosts (Faith Community) to find more appropriate shelter and services host space; Continue work with Anti-Poverty Work Group hosted by Community Action West to develop and advance work of the recently established Housing Insecurity Workgroup; Enter into intentional discussion with non-profits developed out of the Severe Weather Shelter system in Washington County, particularly Project Homeless Connect in Hillsboro, about merging; Work with Pacific University Schools of Social Work and Public Health to develop and conduct community housing needs assessments, starting at the agency level and drawing on recent research conducted by the City on rental affordability and availability.

Year Two: Focus on Capacity Building; Determine a long-term fiscal arrangement that best fits for shelter and associated services; Join forces with another agency or establish independence by July 2021; Identify appropriate facilities and engage in strategic fundraising for purchase or long-term lease with the goal of no longer hosting in churches by November 2022; Develop funding to sustain stipends for Peer Advisory Board; Build on Anti-Poverty Workgroup to create a housing development plan, focusing on a housing-first approach to serve long-term shelter guests, with the goal of starting to develop housing through a local coalition by 2023.

Year Three: Focus on Sustainability; Establish shelter services out of owned or rented building, also functioning as a service center and community space year-round; Have established Strategic Plan, including fundraising matrix; Be fiscally independent, with established human resources infrastructure; Begin moving forward with housing development.

Impact Grant Implementation:

Year One Total Budget: \$139,000--Direct Service Costs (including staff salaries) Impact Grant: \$35,000 Other Grants: \$35,000 Operations Costs: Impact Grant: \$2,000 Other Grants: \$30,000 Donation: \$20,000 (includes annual fundraiser) Capacity Building Costs: Impact Grant: \$2,000 Other Grants: \$15,000

Year Two: \$199,000--Direct Service Costs: Impact Grant: \$35,000 Other Grants: \$55,000 Operations Costs: Impact Grant: \$2,000 Other Grants: \$50,000 Donation: \$30,000 (includes annual fundraiser) Capacity Building Costs: Impact Grant: \$2,000 Other Grants: \$25,000

Year Three: \$249,000--Direct Service Costs: Impact Grant: \$35,000 Other Grants: \$75,000 Operations Costs: Impact Grant: \$2,000 Other Grants: \$50,000 Donation: \$40,000 (includes annual fundraiser) Capacity Building Costs: Impact Grant: \$2,000 Other Grants: \$45,000



Total Amount	Source	Fiscal Sponsor	Funding (funded) Dates	Notes/Specifics
\$11,074.61	Run4Shelter/Summer Donations	Held at FGF	Rolling, private donations.	Most Flexible, dedicated to paying Amber's invoice & Cheerful Cleaners
\$7,650	CEP @ UCC	Held at UCC	7-30-19 to 7-1-2020 (off Celeste's memory)	Spent on Miranda & Celeste's Wages up to Dec
\$7,650	CEP @ Old Town	Held at OT	7-30-19 to 7-1-2020 (off Celeste's memory)	Spent on Miranda & Celeste's Wages up to Dec
\$2,581.00	Trimet Grant	Held at Old Town	7-30-19 to 7-1-2020 (off Celeste's memory)	Specifically for bus tickets & HOP Cards.
\$10,200	1st CAO Allotment	Held at UCC	10-1-19 to 4-30-2020	
\$22,344	2nd CAO	Held at UCC	11-1-19 to 3-15-2020	Totally allocated to wages before contract end date. SPEND FIRST!!
\$7,500	Old Town Shelter Fund	Held at OT	Fluctuating, congregation donation.	
	Donation Jar Fundraiser	Being Collected	Rolling, private donations	In 1st week raised \$17.02

\$3,086 overspent on Transportation (Trimet Grant misunderstanding)

-\$1,000 donated for Bus Fare (check expected to UCC by 2-4-2020) = \$2,086 left to overcome Bus Fare overspending

\$3,000 in private donations from Feb 15th to March 15th 2020. Not factored into sheet below.

Total Funding 2019/2020 Season	Staff Cost	Operations Cost	Total Cost for 2019/2020 Season	Difference
\$61,499.61	\$39,050	\$30,450	\$69,500	-\$8,033.39

May		June										
Advocacy/Education												
Expenditure			Revenue		Year Three		Expenditure			Revenue		
Shelter	Non-Shelter	Annual			July to June	Shelter	Non-Shelter	Annual				
\$6,000.00	\$7,000.00	\$13,000.00	Impact Grant	\$40,000.00	We have payroll and our own financial infrastructure	Meals & Donations Coordinator	\$10,000.00	\$10,000.00	\$20,000.00	Impact Grant	\$40,000.00	
\$8,000.00	\$8,000.00	\$16,000.00	OFB Capacity Building	\$10,000.00		Operations Manager	\$10,000.00	\$10,000.00	\$20,000.00	OFB Capacity Building	\$10,000.00	
\$6,000.00	\$8,000.00	\$14,000.00	Trimet Transport	\$4,000.00		Outreach Advocate	\$10,000.00	\$10,000.00	\$20,000.00	Trimet Transport	\$4,000.00	
\$3,000.00		\$3,000.00	Run or Walk for Shelter	\$25,000.00	Shelter is being hosted in it's own building	Seasonal Hires	\$6,000.00		\$6,000.00	Run or Walk for Shelter	\$20,000.00	
\$3,000.00	\$3,000.00	\$6,000.00	Donation	\$13,000.00		Peer Support/QMHP	\$6,000.00	\$6,000.00	\$12,000.00	Donation	\$10,000.00	
\$2,500.00	\$2,000.00	\$4,500.00	CAO Shelter	\$40,000.00		Data Management	\$4,000.00	\$4,000.00	\$8,000.00	CAO Shelter	\$40,000.00	
\$1,500.00	\$1,500.00	\$3,000.00	Faith Community Funds	\$7,000.00		Finance & Admin Support	\$7,000.00	\$10,000.00	\$17,000.00	Faith Community Funds	\$5,000.00	
\$5,200.00	\$4,000.00	\$9,200.00	Foundation Funding	\$20,000.00		Shelter & Services Director	\$20,000.00	\$20,000.00	\$40,000.00	Foundation Funding	\$40,000.00	
\$18,000.00	\$11,000.00	\$29,000.00	Corporate Philanthropy	\$40,000.00		Building Fees	\$15,000.00	\$20,000.00	\$35,000.00	Corporate Philanthropy	\$80,000	
\$4,000.00		\$4,000.00				Cheerful Cleaners	\$9,000.00		\$9,000.00			
\$9,000.00		\$9,000.00				Guest Transportation	\$6,000.00	\$3,000.00	\$9,000.00			
\$6,000.00	\$3,000.00	\$9,000.00				Meal Supplies	\$5,000.00	\$3,000.00	\$8,000.00			
\$5,000.00	\$3,000.00	\$8,000.00				Janitorial Supplies	\$1,500.00		\$1,500.00			
\$1,500.00		\$1,500.00				Overnight Supplies	\$4,000.00		\$4,000.00			
\$4,000.00		\$4,000.00				Shelter Services	\$3,000.00		\$3,000.00			
\$3,000.00		\$3,000.00				Outreach Services		\$1,500.00	\$1,500.00			
	\$1,500.00	\$1,500.00				Technical Advising	\$1,500.00	\$1,000.00	\$2,500.00			
\$1,500.00	\$1,000.00	\$2,500.00				Staff/Volunteer Training	\$1,500.00	\$1,000.00	\$2,500.00			
\$1,500.00	\$1,000.00	\$2,500.00				Insurance/Data base Fees	\$3,000.00	\$2,000.00	\$5,000.00			
\$3,000.00	\$1,000.00	\$4,000.00			TOTAL			\$224,000.00			\$249,000.00	
		\$146,700.00		\$199,000.00								



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
PO Box 2508
Cincinnati, OH 45201

Date:

August 23, 2019

Person to contact:

Name: Mrs. Brown

ID number: # 02-02975

Toll-free telephone

877-829-5500

BRIAN SCHIMMEL
1166 33RD AVE
FOREST GROVE OR 97116

Dear Sir or Madam:

We're responding to your request of June 26, 2019, about the tax-exempt status of Forest Grove Foundation Inc.

We issued a determination letter in November 1995, granting this organization exemption from federal income tax under Internal Revenue Code Section 501(c)(3).

Our records show this organization is not a private foundation within the meaning of Internal Revenue Code (IRC) Section 509(a) because it's described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions to this organization as provided in Internal Revenue Code Section 170. Bequests, legacies, devises, transfers, or gifts to the organization or for its use are deductible for federal estate and gift tax purposes if they meet the requirements of IRC Sections 2055, 2106, and 2522.

If an organization fails to file an annual return or notice for three consecutive years, its tax-exempt status is revoked by operation of law. This is stated in IRC Section 6033(j)(1). The revocation is effective on the filing due date of the third annual return or notice. For more information about filing requirements, you can visit our website at www.irs.gov/eo.

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



April 3, 2020

City of Forest Grove
Community Impact Grants
1924 Council Street
PO Box 326
Forest Grove, OR 97116

Re: Winter Shelter of Forest Grove and Cornelius

To Whom It May Concern,

Centro Cultural de Washington County strongly supports the Community Impact application of the Winter Shelter of Forest Grove and Cornelius. We have partnered with this group for the past two years to help serve the houseless population in our cities. Last year we provided a safe place for individuals and families to go during the day and offered a warm meal at noon from our Meals on Wheels Program. This year we donated the use of our commercial kitchen for meal preparation and provided a workshop on careers by our youth employment coach for CALK students. We have participated in planning meetings to help meet the needs of houseless individual during this pandemic of covid19 and are committed to do our part to help provide services to our most at-risk and vulnerable residents.

As a culturally specific organization, we strive to ensure that services are tailored to the needs of the Latino community in western Washington County and will work closely with Winter Shelter to complement the services only they have the expertise to deliver. Together we plan to help make an impact the ever-growing people without housing.

Sincerely,

Maria Caballero Rubio
Executive Director

COMMUNITY IMPACT GRANT APPLICATION



Organization/Contact Information

Organization Name: Community Action Organization

Address: 1001 SW Baseline Street

City: Hillsboro State: Oregon Zip: 97123

Mailing Address: same as above

City: _____ State: _____ Zip: _____

Contact Person: Susan Salisbury

Phone Number: 503-693-3231 Email Address: ssalisbury@caowash.org

Agency Mission Statement:

Community Action leads the way to eliminate conditions of poverty and create opportunities for people and communities to thrive.

Agency Fiscal Year End: June 30th Agency Federal Tax ID (EIN)#: 93-0554941

Application Questionnaire

Project/Program Title: Emergency Rent Assistance

1. Is this a new project or program or an existing one? Expansion of an existing project
2. Describe your proposed project or program in detail and specifically indicate how it will address a priority area of community concern in Forest Grove.

Community Action's Emergency Rent Program provides assistance to low income households who have received a 72-hour notice due to inability to pay rent. Community Action will use grant funds to expand our ability to assist at-risk Forest Grove households in maintaining their housing stability and preventing eviction. In program year 2018-19 we provided Emergency Rent assistance to 29 Forest Grove households from all sources of funding. Requested Community Impact Grant funds would allow us to serve approximately 19 additional Forest Grove households each year, encompassing some 67 individuals. Total projected Forest Grove households served over the three years from all sources including the requested funds is 144, an estimated 504 individuals.

Households at risk of eviction due to inability to pay rent are assessed for a one-time emergency payment. Payments are limited to no more than one month's rent per household and are paid directly to the landlord with a signed guarantee that the household will not be evicted. In FY 2018-19, the most commonly-cited reason for need of emergency rent assistance was job loss or a cut in wages or hours. Most families receiving rent assistance are also eligible to receive assistance with energy bills from other funds.

The Emergency Rent Assistance program acts as a safety net to ensure that families in crisis do not lose the level of self sufficiency that they have struggled to maintain. By providing an expanded level of emergency rent assistance to Forest Grove families experiencing a temporary housing crisis, the program will help more families to remain in their homes, promoting family stability for low income families and lessening incidents of homelessness in the community.

In Forest Grove and in Washington County as a whole, residents face high housing costs and a very competitive housing market. For low-income families, one unexpected financial emergency such as a job loss, reduction in work hours or an unanticipated medical bill can result in the inability to pay rent and receipt of a 72-hour eviction notice. While 44% of Washington County renters overall pay more than 30% of their income to sustain their housing, households at lower income levels are significantly more likely to be housing cost burdened. Households making \$35,000 or less per year represent more than 1/3 of all renter households in the County and 84% of them are housing cost burdened, indicating a significant need for more housing that is affordable to households at lower income levels.

Community Action's Emergency Rent Assistance program also negotiates with landlords on the client's behalf for reduction or forgiveness of any fees or back rent. In cases where a household has accrued significant back rent or has income insufficient to pay rent for the coming month, clients are automatically screened for longer term assistance utilizing other funding sources, as well as other services which can help in addressing the cause of their current crisis and assist in maintaining their housing over the long term.

3. How is your project or program integrating innovative, creative approaches to addressing this community concern? Does it fill a gap in current services?

The Emergency Rent program has recently expanded its capacity to receive calls from clients with 72-hour eviction notices and streamline the eviction prevention process. Formerly clients were only able to call the eviction prevention line on the 8th and 9th of the month. Now calls may be made at any time, an eviction prevention screening is conducted during the call, and an appointment is scheduled with a Community Resource Advocate, where all data and necessary documentation is gathered in order to process a landlord payment. Locally designated funds from the City of Forest Grove will enable us to more fully utilize this access improvement by serving more Forest Grove households.

In Community Action's 2019 survey of individuals accessing resources, nearly 30% of respondents reported a rent increase in the last year. 44% of unsheltered individuals interviewed during the 2019 Point in Time Count identified unaffordable housing as the primary cause of their homelessness. Community Action provides emergency rent assistance as a component of a larger continuum of homeless prevention services. In addition to emergency rent assistance, this services continuum includes short and intermediate term rent assistance, individualized housing counseling and access to additional self-sufficiency supports for households experiencing additional barriers to maintaining housing stability. In this way, client participation in Community Action's Emergency Rent Assistance program can serve as a gateway to other Community Action services, using a variety of other funding sources, that will help to further stabilize a family.

4. How will the project or program include collaboration with other community partners, including relevant City departments like Police, Parks and Library? Please describe any financial partnerships in detail.

Community Action's Emergency Rent Assistance program is one component of a highly coordinated system linking three of the largest and most frequently sought safety net programs available in Washington County -- Energy Assistance, Community Connect and Emergency Rent. The Coordination of Community Connect takes place primarily through the Housing and Supportive Services Network; the Emergency Rent Assistance program continues to promote coordinated service delivery by ensuring regular communication about assistance availability within the Continuum of Care and identifying existing gaps in services. A focus area of Washington County's "A Road Home: Community Plan to Prevent and End Homelessness" is the prevention of homelessness by prioritizing households with a 72-hour eviction notice for emergency rent and utility assistance in alignment with Community Connect. Community Action's Emergency Rent Program is a central part of this prevention strategy. The program's work also aligns with Washington County's 2020-2024 Consolidated Plan Objective C.7.e: Provide one-time or short-term rental support for low-income persons at risk of becoming homeless.

The Emergency Rent Assistance program also partners with faith-based organizations within the County to provide emergency assistance to people in crisis. Faith-based partners work within their congregations to raise funds to be used within their own communities. Community Action manages separate funds to ensure that assistance is delivered in the geographic area for which those funds were designated.

The Emergency Rent Assistance program is now fully participating in our Community Action Resource Eligibility (CARE) Assessment, further expanding the program's ability to serve as a gateway to other Community Action services that will help to further stabilize a family. The CARE Assessment is a sixteen-question assessment that identifies multiple household needs, improves the efficiency of the referral process among Community Action programs and quickly determines a household's eligibility for those services. The Emergency Rent Program can refer clients for other CAO services through a CARE assessment as well as receive referrals from CARE. In addition to assessments conducted at Community Action's three Multi-Service Centers in Hillsboro, Beaverton and Tigard, Community Action Community Resource Advocates (CRAs) are also located at other agencies, including the Tigard DHS office and the Hawthorn Walk-In Center. In some locations such as the Family Justice Center in Tigard, CRAs can now make emergency rent payments directly at those sites without requiring a subsequent appointment.

5. Describe how the organization plans to reach individuals and families the project or program intends to serve, including any diverse or special needs communities.

Community Action's Emergency Rent Assistance program is a well-known resource in the community and receives many referrals for services through partner agencies. The program also receives a number of referrals internally from other Community Action programs. Community Action maintains a frequent presence at community events to speak with clients about our services and offer outreach materials. Our social media outlets are continually updated and provide full information on all of our programs.

Community Action programs serve a racially diverse group that reflects the demographics of Washington County low-income populations. Spanish/English bilingual staff provide services to clients in both languages and staff are trained in the use of telephonic translation services for other languages spoken by clients. In 2018 39% of clients assisted with emergency rent self-identified as being of Hispanic/Latino ethnicity. Our programs' outreach materials are available in both Spanish and English, and some in other languages frequently spoken within the community as well. Last year the most common languages for which we requested interpretation or translation services were Spanish, Somali, Arabic, Farsi, and Vietnamese. We maintain a Language Accessibility Policy and each Community Action program area has a procedure for accessing interpretation and translation services.

Community Action continues to examine utilization and outcomes data by race and compare that data against that of area population in service jurisdictions, including Forest Grove, to identify issues of inequity. We are working with our community partners to examine outcomes data with a diversity, equity and inclusion focus in order to identify and address systemic barriers to inclusion and equitable service delivery. We are aligning with government and community-based organizations in our service area to implement strategies identified in "Leading with Race" published by the Coalition of Communities of Color. Community Action's 2017-2022 Strategic Plan includes an objective to increase opportunities for people with low incomes to provide information about the community's strengths and needs.

Community Action is currently developing a Community Advisory Board as part of our strategic plan in order to obtain input about the effectiveness of our services. We have implemented a survey process to gain feedback for use in program evaluation from participants in Community Connect, the Washington County Continuum of Care's Coordinated and Centralized Assessment System for homeless and at-risk individuals and families. The inclusion of lived experience is part of our current work on the development of an agency-wide equity and diversity policy.

6. Describe how funding for the project or program will be financially sustainable. How will the program continue when the Impact Grant ends after three years?

Community Action has been serving low income people in Washington County for 54 years, with expertise in providing emergency assistance and homeless prevention services. This includes experience delivering emergency rent assistance utilizing funds from a variety of sources. A three-year investment of Community Impact Grant funds in this program will allow Community Action to be more responsive to the needs of low income Forest Grove households seeking assistance and will increase the likelihood of long-term family stability for program participants. When the Impact Grant ends Community Action will continue to provide emergency rent assistance with funds from other sources and will continue to seek additional sources of funding to maintain the increased level of assistance provided to Forest Grove households during the three year grant period.

7. List and detail the measurable outcomes and deliverables of the project or program. Additionally, how will you track and report success on a weekly, monthly and annual basis?

All Emergency Rent Program client assistance activity is recorded in ServicePoint, Washington County's Homeless Management Information System. Client-blind statistics are maintained and aggregated in ServicePoint to generate internal and external reports on Community Action services and community needs for any designated time frame. Separate statistics are maintained and documented for each Community Action service utilized by a client, allowing for utilization of data reports that can produce an unduplicated count for each service.

Program impact is measured by the Emergency Rent Program's ability to prevent homelessness as evidenced by the strong correlation between the level of assistance available during a given time and the numbers of evictions filed. Typically, the number of eviction cases filed within a given month has fallen when more funding is available. In an analysis of all Emergency Rent Assistance recipients from FY 2009 to FY 2013, 15% returned for Emergency Rent Assistance and 9% sought services through Community Connect, Washington County's Centralized Assessment System for homeless and at-risk households. This low recidivism rate has continued and indicates that for most households, a single Emergency Assistance payment is sufficient to end their housing crisis and allow them to maintain self-sufficiency.

8. Provide a brief summary of key personnel and partners including their experience and skills, previous work in addressing related issues and their anticipated roles in this initiative (including percentage of time dedicated to the initiative).

Providing assistance to households with a 72 hour notice necessitates a quick delivery of service and successful working relationships with landlords. Community Action's longstanding relationship with nonprofit, municipal and County partners within the community has been a great asset in working with landlords on behalf of program participants.

Because of the time constraints on a household with a 72 hour notice, Community Action dedicates a staff of eight Community Resources Advocates to providing emergency assistance. Concentrating staff time in this manner allows the program to serve a large number of people very quickly. A broad base of funding is used to support the program including Federal and State energy funds, Federal emergency assistance funds and private contributions. Community Action is continually working to strengthen collaborations with faith-based, private funders and local governments to ensure the increased and ongoing availability of emergency assistance funds. All expertise required to complete this project is available within Community Action.

Katherine Galian, Community Action's Director of Family and Community Resources oversees administration of all programs under that division. Katherine has over 12 years of experience managing grant funded programs at Community Action. As a Director at the agency Katherine works closely with the Executive Director and Board of Directors, including elected officials, ensuring that programs are effective and compliant. Katherine is familiar with Community Action's programs, funders and partners, represents Community Action at various public meetings and is well known in the community.

Saul Chavez-Hernandez, Community Action's Energy and Emergency Rent Program Manager, will directly oversee the project. Saul joined Community Action in 2007 as a Community Resource Advocate, assumed the position of Community Resource Advocate Supervisor in 2015 and has managed the Energy and Emergency Rent program for the past year. A .25 FTE Community Resource Advocate will be dedicated to the project.

9. Provide a basic overview of grant implementation activities tied to project/program budget.

Community Impact Grant funds will be used to support direct client assistance in the form of payment to landlords on the client's payment. The client assistance funds requested will be used to provide a one-time emergency full month's rent (an estimated average of \$1,300) allowing for rent market increases over the three year period) directly to landlords to disrupt the eviction process and secure the existing housing during the project period. Client assistance funds are invested directly back into the community in the form of rent assistance payments. Matching funds from private donations, United Way, and County sources are dedicated to client assistance for the Forest Grove project. State Dept. of Energy contracted funds will support the staffing costs of a .25 FTE Community Resource Advocate throughout the duration of the project.

A Community Resources Advocate (CRA) conducts an initial eligibility screening by phone and sets up a preliminary record for the client. During a subsequent scheduled appointment, a CRA collects and processes documents that are necessary to provide a landlord payment. At the time of the appointment clients are informed about other available Community Action services and are offered energy assistance in the same appointment. Community Action has policies and procedures in place for the administration of emergency assistance funds, including tracking and reporting systems. The agency is monitored regularly by a variety of funders and audited annually by an outside firm. Community Action maintains consistent policies and guidelines, including those governing equal opportunity and equity, client eligibility verification, client confidentiality and reporting to funders.

Community Action

Emergency Rent Assistance 2020-23 - Proposed Forest Grove Budget

	City of Forest Grove	State of Oregon - Dept. of Energy	EFSP	Private donations	United Way	County General	County CDBG	Forest Grove Program Total
Staffing, .25FTE (including Taxes & Benefits)		\$41,385						\$41,385
Client Assistance	\$67,500		\$29,400	\$47,250	\$16,850	\$13,500	\$15,000	\$189,500
Administration	\$7,500		\$600	\$5,250		\$1,500		\$14,850
Total Cost	\$75,000	\$41,385	\$30,000	\$52,500	\$16,850	\$15,000	\$15,000	\$245,735

**COMMUNITY ACTION ORGANIZATION
PROPOSED AGENCY BUDGET
Fiscal Year July 1, 2019 - June 30, 2020**

(with comparison to 2018-19 Preliminaries [Program Award/Contract/Resource Basis - Unaudited])

	<u>2019-20 Proposed Budget</u>	<i>Increase (Decrease) Over 18-19 Prelim's</i>	<u>2018-19 Preliminary Results</u>	<u>Program Outcomes and Funding Notes</u>
PROGRAMS				
Head Start				
Revenue	\$11,101,194	(\$271,797)	\$ 11,372,991	Funded Enrollment = 781 HS + 112 EHS + 40 PSP
Expenses:				
Personnel	8,586,681		8,421,590	
Other Program Costs	2,514,513		2,765,039	
	<u>\$11,101,194</u>	<u>(\$85,435)</u>	<u>\$11,186,629</u>	
Program Excess (Deficit) Revenue			\$ 186,362	
Board Designated Funds in Rev/Exp			\$63,183	
Child Care Resource & Referral				
Revenue	\$1,201,911	\$337,432	\$864,479	1,500 Providers Trained
Expenses:				150 Providers that increase steps on the Oregon Registry
Personnel	797,792		557,943	80 Providers with Spark rating
Other Program Costs	404,119		274,521	
	<u>\$1,201,911</u>	<u>\$369,447</u>	<u>\$832,464</u>	
Program Excess (Deficit) Revenue			\$32,015	
Family Development				
Revenue	\$1,261,479	\$64,293	\$ 1,197,186	300 Families Enrolled in Home Visiting Services
Expenses:				33% of Established Goals Achieved
Personnel	1,089,523		881,150	
Other Program Costs	171,956		282,955	
	<u>\$1,261,479</u>	<u>\$97,374</u>	<u>\$ 1,164,105</u>	
Program Excess (Deficit) Revenue			\$33,081	
Board Designated Funds in Rev/Exp			\$65,000	
Coordinated Systems				
Revenue	\$498,302	\$498,302	\$0	Help Me Grow P-3 Screening - 600 families
Expenses:				Health Plan Enrollment Assistance - 160 Individuals
Personnel	457,962			Prenatal Care Assess - 65 Women
Other Program Costs	40,340			Community Connect Assessments - 1600
	<u>\$498,302</u>	<u>\$498,302</u>	<u>\$0</u>	CARE Assessments - 1,200
Program Excess (Deficit) Revenue				
Healthy Families Program Management				
Revenue	\$327,149	(\$84,789)	\$411,938	Families Served - 195
Expenses:				
Personnel	237,296		324,671	
Other Program Costs	89,853		87,267	
	<u>\$327,149</u>	<u>(\$84,789)</u>	<u>\$411,938</u>	
Program Excess (Deficit) Revenue			\$0	
Housing & Homeless Services				
Revenue	\$3,639,543	(\$1,578,717)	\$5,218,260	Shelter Families - 60 Families
Expenses:				Temporary Rent Assistance - 500 Families
Personnel	1,080,371		1,258,592	
Other Program Costs	2,559,172		3,865,402	
	<u>\$3,639,543</u>	<u>(\$1,484,451)</u>	<u>\$5,123,994</u>	
Program Excess (Deficit) Revenue			\$94,266	
Board Designated Funds in Rev/Exp			\$85,000	

**COMMUNITY ACTION ORGANIZATION
PROPOSED AGENCY BUDGET
Fiscal Year July 1, 2019 - June 30, 2020**

(with comparison to 2018-19 Preliminaries [Program Award/Contract/Resource Basis - Unaudited])

PROGRAMS	2019-20 Proposed Budget	Increase (Decrease) Over 18-19 Prelim's	2018-19 Preliminary Results	Program Outcomes and Funding Notes
Energy Assistance & Emergency Rents				
Revenue	\$6,821,736	(\$364,552)	\$7,186,288	Household Energy Assistance - 7000 Households Household Emergency Rents - 400
Expenses:				
Personnel	969,914		879,931	
Other Program Costs	5,851,822		6,258,215	
	\$6,821,736	(\$316,410)	\$7,138,146	
Program Excess (Deficit) Revenue			\$48,142	
Energy Conservation Programs				
Revenue	\$3,427,095	\$184,958	\$3,242,137	Comprehensive Weatherization - 250 Households Housing units preserved through rehab, health & safety repair, energy efficiency improvements - 300 Units Families whose heat is restored - 60 Families
Expenses:				
Personnel	924,489		829,242	
Other Program Costs	2,502,606		2,217,825	
	\$3,427,095	\$380,028	\$3,047,067	
Program Excess (Deficit) Revenue			\$195,070	
Board Designated Funds in Rev/Exp			\$103,977	
Resource Development				
Revenue	\$465,218	(\$19,802)	\$485,020	
Expenses:				
Personnel	231,429		215,558	
Other Program Costs	199,576		225,720	
	\$431,005	(\$10,273)	\$441,278	
Program Excess (Deficit) Revenue	\$34,213		\$43,742	
Agency Communications				
Revenue	\$91,057	\$23,498	\$67,559	
Expenses:				
Personnel	57,857		42,683	
Other Program Costs	33,200		24,876	
	\$91,057	\$23,498	\$67,559	
Program Excess (Deficit) Revenue	\$0		\$0	
Administration and Shared Services				
Revenue (including allocations)	\$2,622,350	(\$190,451)	\$2,812,801	
Expenses:				
Personnel	1,879,065		1,575,093	
Other	718,110		1,249,437	
	\$2,597,175	(\$227,355)	\$2,824,530	
Program Excess (Deficit) Revenue	\$25,175		(\$11,729)	
Board Designated Funds in Rev/Exp			\$35,187	

**COMMUNITY ACTION ORGANIZATION
PROPOSED AGENCY BUDGET
Fiscal Year July 1, 2019 - June 30, 2020**

(with comparison to 2018-19 Preliminaries [Program Award/Contract/Resource Basis - Unaudited])

	<i>2019-20 Proposed Budget</i>	<i>Increase (Decrease) Over 18-19 Prelim's</i>	<i>2018-19 Preliminary Results</i>	<u>Program Outcomes and Funding Notes</u>
PROGRAMS				
<i>Shared Services</i>				
Expenses:				
Personnel	\$403,092			Shared Services expenses are distributed among programs and funding sources according to various cost allocation plans
Other	\$253,460			
Allocations	(\$656,552)			
<i>Administration</i>				
Expenses:				
Personnel	\$1,475,973			Administration costs are approximately 6.7% of total program expenses
Other	\$464,650			
Allocations	(\$1,940,623)			
TOTAL REVENUE - GRANT BASIS	\$31,457,034	(\$1,401,625)	\$32,858,659	
TOTAL EXPENSES - GRANT BASIS	\$31,397,646	(\$840,064)	\$32,237,710	

OVERALL NOTES:

Community Action Organization is primarily grant and contract funded, with the general expectation that program expenses will equal the level of funding received.

Total current positions = 325, which represents 267.1 FTE's

Personnel costs = approximately 57% of budgeted expenses

Change in Kaiser premiums effective January 2020 = Health--(7.8%); Dental--0%

PRIOR YEARS BOARD APPROVED TOTAL EXPENSE BUDGETS:

FY 2014-15	\$23,771,427
FY 2015-16	\$24,604,673
FY 2016-17	\$27,134,684
FY 2017-18	\$31,382,783
FY 2018-19	\$31,782,603



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248667582
Jan. 25, 2010 LTR 4168C E0
93-0554941 000000 00

00018010
BODC: TE

COMMUNITY ACTION ORGANIZATION
1001 SW BASELINE ST
HILLSBORO OR 97123-3822



015039

Employer Identification Number: 93-0554941
Person to Contact: Mr. Miller
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 13, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in April 1974.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

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

COMMUNITY IMPACT GRANT APPLICATION

Organization/Contact Information

Organization Name: Family Justice Center of Washington County

Address: 735 SW 158th Ave, Suite 100

City: Beaverton **State:** Oregon **Zip:** 97006

Mailing Address: 735 SW 158th Ave, Suite 100

City: Beaverton **State:** Oregon **Zip:** 97006

Contact Person: Judy Willey **Phone Number:** 503.475.8435 **Email Address:** judy@fjwc.org

MISSION STATEMENT:

The Family Justice Center of Washington County is a partnership of agencies passionately dedicated to providing a range of services to survivors of domestic violence. Staff are compassionate, non-judgmental, knowledgeable professionals who will help determine next steps on paths to safety, healing, and hope for all victims of family violence & sexual assault.

Agency Fiscal Year End: ____JUNE 30_____

Agency Federal Tax ID (EIN)#: __47-4687471_____

Application Questionnaire

Project/Program Title: HOPE STARTS HERE WITH REAL FACES, REAL VOICES, REAL SUPPORT GROUPS

1 - Is this a new project or program or an existing one?

Existing with more growth potential

2 - Describe your proposed project or program in detail and specifically indicate how it will address a priority area of community concern in Forest Grove.

We serve all citizens without regard to race, creed, color or gender who have been affected by family violence and/or sexual assault. Our existing program provides strong support within the Family Justice Center (FJC) but we have survivors who need services outside the walls of the Center. We know that Family Violence affects every city in Wash County. Our clients (victims and children) have continued to rise every month. This project will further transform the current system through greater access, coordination and comprehensive care for victims of domestic violence and sexual assault. We now provide community-based services within the FJCWC in collaboration with more than a dozen other agencies -- all under one roof. This model has been identified as a best practice in the field of domestic violence intervention by the U.S. Department of Justice. Our public/private partnership works here in Washington County.

Our goal is to expand our current services over the next three years. Our focus will include connecting families, public safety systems and community partners in effective problem-solving relationships. It will surround (inside the Center and outside of the Center) a survivor with individualized and strength based services that will increase the opportunities for a clear pathway to healing instead of forcing people to fit into a rigid pre-defined service type. Not only will the survivor find safety and support but so will children dramatically affected by what they have seen or experienced. Our program will include support groups in the Center and on line in our new Hope Huddle Rooms. Trained professionals and navigators(volunteers) will serve as Hosts and become mentors for survivors throughout the entire process. We will continue to offer important wrap around services such as safety planning, circuit courts, counseling, legal aide, medical assistance, transportation assistance, housing programs, mental health aide, food and emergency housing benefits along with opportunities to rebuild trust and develop healthy relationships which leads to healing and hope together!

This extension of what we do now is a step survivors desperately need to become all they were meant to be as individuals, parents and citizens in their community. Initially, we found victims of color did not feel it was safe to come to the FJC. We are seeing this change. We have two minority staff and several minority partner employees who have been working hard with organizations to overcome this challenge and get the word out that FJC is a safe place for all people. Our goal in growing our service and assistance beyond our doors will be to show victims that not only is FJC a "safe place" but our support groups beyond our walls will help them in their daily walk out of domestic violence.

Our launch of our social media campaign will put real faces and real voices to who we are and how we can help. Our launch of Hope Huddle Rooms online will allow survivors to have access to help and offer healthy friendships outside of the Center. Our door is open for on site partner appointments/services. We will continue to build relationships between victims, police officers, city governments, counselors and medical care facilities.

3- How is your project or program integrating innovative, creative approaches to addressing this community concern? Does it fill a gap in current services?

Our project will improve what we are doing inside the Center and further create safe places outside the Center. Every time we help a victim become a survivor, they tell others they know who are experiencing family violence of some type. By sharing their story, they soon become a survivor/ mentor to another victim. It is happening in the Center now. With proper training - our goal is to make this model available to all of our communities. This does fill a much needed gap in our current services because we have limited hours (8-5 each day - Monday through Friday). We do have emergency call numbers and they are well advertised and use, especially on weekends. Creative approaches will include adding one position - Communications Director - to our very small but efficient staff. We would like to do this by end of this year. This project has been tested by several Family Justice Centers across the United States and training is provided by the Alliance for Hope organization in San Diego. It is available to us for a very low cost.

Our Training Program will begin with involving survivors and teaching important but simple skills that will develop quality mentor relationships. Examples:

Listening: This will help lessen the weight of isolation and secrecy. Listening is an act of love.

Validating: Communicating violence & abuse is never a victim's fault.

Pointing to ways for more help: Asking how we can help & pointing the way to help

Keeping lines of communication open: Never underestimating our power to affect a course.

Caring: Understanding you can be your best self for someone else when you take care.

In Year 2 - we will also need to purchase some computer equipment and software for this project. Our estimation is \$3,000. We have provided you with a 3 year budget for the overall project. This budget also includes services (food, emergency housing, supplies, mentor training and staff time) for the entire 3 Year period.

Implementation plan will begin in Year 1 and reach full completion in Year 3. Lead Navigators will be volunteers with backgrounds in mental health, medical fields and social services. They will train other qualified volunteers and survivors of domestic violence.

4 - How will the project or program include collaboration with other community partners, including relevant City departments like Police, Parks and Library? Please describe any financial partnerships in detail.

This project will advance our involvement with community partners. We are actively involved with over 20 community partners today who are very supportive of the Family Justice Center.

Our desire is to work along side of non profit organizations in the Forest Grove area who serve people of color, the homeless, the elderly as well as your School District. Domestic violence can be found in every economic status and if we want to stop the cycle of family violence, we must be willing to go where it lives ...in every city!

City departments are vital to the health and welfare of all families but particularly to DV families, not only in desperate times of need but after DV victims get out and begin to work towards becoming healthy, strong community members. Police Departments have the opportunity in the early stages to show compassion and care for those who want to take those first hard steps out. We are proud to say they are doing an excellent job in the lives of DV families. They have helped victims overcome their fear of police and helped provide avenues for change. Our parks offer initially a safe, peaceful place for DV kids and later on a place where families can gather and grow together. Libraries have the opportunity from the very beginning to help DV victims by providing a means of communication in the Library. So many times - the library is the only place a victim can go to make a connection with the Family Justice Center and get the help they need. The abuser has control of everything and every one in the home. Libraries are also a key resource for DV victims before they are ready to leave and take children with them. They find information and comfort in their libraries. City departments are absolutely key partners for FJC and ways for victims to connect and find out they have hope for healing.

5- Describe how the organization plans to reach individuals and families the project or program intends to serve, including any diverse or special needs communities.

First and foremost, we plan to continue using our partners in the Center as outreach agents. Their connections through the services they provide are amazing and far reaching. We will also continue using our offsite partners as outreach agents. Organizations serve clients in their areas of expertise; just as FJC serves clients of family violence & sexual assault. What makes many social service organizations work so well together is the diversity of needs and the knowledge of who provides the best service for the person in need. A good example we do now is FJC works closely with CAO who provides support for permanent housing. We could list many more agencies that we share support with and for. This is how needs are discovered and met! None of us can do this alone. Our plan is to do more social media communications (facebook, twitter, snap chat, website, Huddle Rooms, Zoom conferencing) with all DV clients and with donors and supporters. We will continue upgrading our printed material, through police departments, city correspondence and minority organizations we currently work with and develop stronger relationships with those we don't yet. We have a relationship with Adelante Mujeres now. We have two board members connected to minority organizations on our board currently. Our goal in 2021-22 is to have stronger representation from every city in Wash Co on our Board of Directors or our Advisory Board. We need city input and community participation to meet DV needs. Working with Forest Grove will greatly help us touch and assist minority organizations and Western Wash Co citizens.

We have employees in the Center who speak several languages and can assist every time a victim or client comes to the Center. We also have translators available on call if we need them. Our clientele is very diverse in many ways but so are our connections and we will always find ways to meet the needs of people who come through our doors or are in any of our programs.

6- Describe how funding for the project or program will be financially sustainable. How will the program continue when the Impact Grant ends after three years?

Our 3 year budget attached for this project shows that we are relying on five different sources of revenue to fund our service expansion and public relations campaign. Forest Grove is our one City; We have applied for a restricted grant we feel pretty confident about and we have individual donations secured of \$4500 at this time. Our last source will be from our fall fundraiser which will be held in October 2020. We will be working hard to keep our expenses in line and still meet the needs/services of the growing DV population we believe we will see with this expansion. We have set aside a small amount of money in our general fund that we could use in Year 3 if necessary. As we grow - we will continue to apply for Grant money and continue to seek more Corporate sponsors. We have been very successful at both levels of funding.

After three years, if necessary, we plan to fill any gap through private grants and fundraisers Since our opening three years ago - we have secured strong support from many sources and we will continue to fundraise in every way possible.

7- List and detail the measurable outcomes and deliverables of the project or program. Additionally, how will you track and report success on a weekly, monthly and annual basis?

This will be an easy process for us. We now track every person who enters our Center and every service that is provided. Our Executive Director provides the Board with a weekly report covering these areas. She also provides us with a monthly report and at the end of the year, the Board reviews our annual report.

We would follow the same procedures with the expanded project. Our measurable outcomes and deliverables would be determined by asking pertinent questions such as:

1. How did the victim find out about the FJC - helping us find out what communications are working best for us and what is not working at all..
2. Zip code of Victim - showing us the City/area they live in - helping us know how well we are covering cities all over Wash Co and if not - why not.
3. Services the victim received while coming to FJC and follow up services in their city.
4. Track our Online support program; obtain feedback from leaders & mentors to see what victims needed and what they actually received.
5. How many Mentors did we assign, training evaluation and #'s of clients in the online Hope Huddle Rooms.
6. Review of success stories survivors are willing to share
7. Distribution review of brochures and all material & how is it getting into victims hands
8. Review of dollars/support we are providing to victims through the expanded budget
9. Six month and year end evaluations would provide the overall picture of what is working well, okay and not at all and then allow us time to adjust if necessary.
10. Realize the first year will be the review year to tweak where necessary throughout the year; the second review year will be time to take a harder look at making more serious changes to ensure our third year results in a positive, successful program.

8- Provide a brief summary of key personnel and partners including their experience and skills, previous work in addressing related issues and their anticipated roles in this initiative (including percentage of time dedicated to the initiative).

We have attached a list of all of our on site partners and off site partners for your review. It lists our 10 on site partners and a short description of services they provide each day at FJC.

In addition to the attached list - comments regards our Project Request:

Police Departments and Washington County Sheriff's Office do and would continue Providing assistance on site and off site in their daily work. They are a vital force to FJC success 24-7. I would see them serving our new project in similar ways they do now. Our on site officers only talk with victims or clients if they are asked for help. Off site, they are many times the first person a DV victim sees and the first way they the victim hears about FJC. Officers leave FJC Business cards with every victim & tell them help is waiting.

The Domestic Violence Resource Center has an entire staff located in the FJC. They serve first time victims with help on restraining orders, Safety Plans and counseling. We see DVRC involved with our new project -- providing continued counseling for participants and advocacy when needed. 20% of time.

Community Action: Assists with housing and financial assistance. For those survivors who Still need permanent housing - CAO would be there. 15%

Oregon Law Center/Victims Rights Law Center - both provide legal service for DV victims and Sexual Assault victims. This is an ongoing need during a victim's first year. 20% year one.

Sexual Assault Res Center - provides advocacy and counseling which again is on going. We have fewer victims at FJC than DV victims. 10%

Circuit Court - This service would be used 90% of the time with DV Victims but it is a one Time Restraining Orders service. If victims end up in the Court - this could be required service with our project. 25%

Off Site Partners:

All of the offsite partners serve DV & Sexual Assault victims upon request and when needed. Their services are ongoing throughout a Survivors healing process. On an average - it takes at least 2-3 years for a survivor to be totally healthy and not in need of some type of assistance.

A couple of offsite partners stand out as services our project would definitely need:

Abuse Recovery Ministry - group session for victims but can be a mixed group meeting. 20%

Adelante Mujeres - group education for people of color - very positive. 30%

Schools Districts - reaches students through counselors - 25%

9. Provide a basic overview of grant implementation activities tied to project/program budget.

Grant Activities:

Expand our exposure of FJC to all communities and all people. Our focus will be on people of color to help them understand FJC is a safe place for ALL and we can assist their needs.

Our budget includes additional funding for this project and ties directly to our expansion goals.

Revenue in this budget allows us to meet the expenses with a little left over. Revenue can be increased if necessary and as we grow this program, we believe we will find new sources of revenue to offset expense increases. We will be serving more people and qualifying for more outside grant and corporate dollars. Our individual donor list is very long and we have donors who are very interested in meeting the personal needs of victims.

Our Revenues come from the City of Forest Grove, Restricted Grants we have secured, Corporate and Individual Donor contributions, and our fall fundraiser for a total of \$41,500 in revenue.

Our Expenses are centered around new staff, our grant writer, new equipment & setup, marketing for the new project, victim/survivor food, emergency housing and basic needs for those who are part of project, mailings to donors, and some miscellaneous small expenses.

Activities will include marketing, promotions on line, training of mentors and social media set up and monitoring. We will monitor the needs of all of our new survivors in this program and dollars will be spent to assist as much as needed. Services will continue in the Center and outside the Center under this new project.

We believe we can accomplish this project and stay under this projected budget over the next three years.

THE FAMILY JUSTICE CENTER PARTNER SUMMARY
As of December 2019

We have 10 onsite partners:

Hillsboro and Beaverton Police Departments – provide crime reporting, investigations and client important information
Washington County Sheriff – provide crime reporting, investigations and client important information
Domestic Violence Resource Center – provides advocacy and counseling
Community Action – provides financial assistance & assists with housing whenever possible
DHS – provides family coaching and financial assistance
Oregon Law Center – provide legal services in civil matters
Victim Rights Law Center – provides legal services related to sexual assault
Sexual Assault Resource Center – provides advocacy and counseling
Voices Set Free – provides prevention/education on impact DV has on children
Circuit Court – clients appear remotely in front of Judge for restraining orders and do not have to face abuser in court or around courthouse. They are in a safe place at the FJC>

We have many off-site partners

Abuse Recovery Ministry Services – offering a weekly group to victims
Adelante Mujeres – provide group education
Hillsboro School District – work with students & guidance counselors
Beaverton School District – work with students & guidance counselors
Boys and Girls Club
Virginia Garcia
Tuality Community Hospital
Sonrise Church
Church of Jesus Christ of Latter Day Saints
El Programa Hispano Catolico
Oregon Food Bank
Oregon Crime Victims Law Center

Non Profit Organizations

Elks Lodge Foundation, Hillsboro
Hillsboro Rotary Club Foundation
Immigrant and Refugee Community Organization

Law Enforcement partners

Banks Police Department
Beaverton Police Department
Cornelius Police Department
Forest Grove Police Department

King City Police Department
North Plains Police Department
Sherwood Police Department
Tigard Police Department
Tualatin Police Department
Washington County District Attorney's Office
Washington County Sheriff
Washington County Corrections

Summary of Services since we opened 6,251 (March 2018-December 2019)

Counseling 2,325
Food, Housing and Financial assistance 794
Legal 413
Restraining Orders 1,557
Safety planning 824
Child care for employment 213
Crime reporting 125

Family Justice Center of WA County
2020-2023 Grant Budget

2020-23 GRANT BUDGET

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Revenue		
30100 Previous Year Restricted Balance		
39000 Direct Support		
39100 Washington County		
39200 Washington County Cities (FG Grant Request)	\$	15,000.00
39400 Foundation Grants		
39405 Unrestricted Grants		
39410 Restricted Grants (direct survivor support)	\$	8,000.00
Total 39400 Foundation Grants		8,000.00
39500 Corporate Support	\$	6,000.00
39600 Individual Donations	\$	4,500.00
39700 Fundraising Revenue		
39710 Denim & Diamonds	\$	8,000.00
39711 Misc Fundraising		
Total 39700 Fundraising Revenue		8,000.00
39750 Miscellaneous Revenue		
Total 39000 Direct Support	\$	41,500.00
39810 Interest Income		
Total Revenue	\$	41,500.00
Expenditures		
51000 Personnel Expense		
51100 Employees		
51110 Executive Director		
51120 Volunteer Coordinator - grant cost	\$	5,000.00
51150 Receptionist		
51155 Family Support - grant survivor support	\$	3,000.00
51160 Payroll Taxes		
Health Insurance		
51170 Worker's Comp		
Total 51100 Employees		\$8,000.00
51200 Contract Labor		
51230 Grant Writer	\$	1,000.00
51240 IT Support/ New Equipment installation	\$	2,500.00
51250 Bookkeeper		
Total 51200 Contract Labor		\$3,500.00
Total 51000 Personnel Expense		\$13,000.00
60000 Direct Operating Expense		
60400 Survivor Food Costs	\$	4,500.00
60504 New Equipment Expense/ Restraining Orders	\$	3,000.00
60600 Marketing and Promotion/Website update/Promo	\$	4,000.00
60700 Postage - Donors	\$	1,000.00
61300 Administrative Travel - Vol Coordinator	\$	500.00
61500 Survivor Supplies (emerg shelter, transp, basics)	\$	4,000.00
61900 Miscellaneous Expense	\$	500.00
61950 Survivor Advisory Board travel/supplies	\$	900.00
Total 60000 Direct Operating Expense		\$18,400.00
Total GRANT Expenditures		\$39,400.00
Net GRANT Operating Revenue	\$	39,400.00
NET REVENUE	\$	2,100.00