



TUALATIN CITY COUNCIL MEETING

MONDAY, OCTOBER 10, 2022

TUALATIN CITY SERVICES
10699 SW HERMAN ROAD
TUALATIN, OR 97062

Mayor Frank Bubenik
Council President Nancy Grimes
Councilor Valerie Pratt Councilor Bridget Brooks
Councilor Maria Reyes Councilor Cyndy Hillier
Councilor Christen Sacco

To the extent possible, the public is encouraged to watch the meeting live on local cable channel 28, or on the City's website.

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Comment. Written statements may be sent in advance of the meeting to Deputy City Recorder Nicole Morris up until 4:30 pm on Monday, October 10. These statements will be included in the official meeting record, but not read during the meeting.

For those who would prefer to make verbal comment, there are two ways to do so: either by speaking in person or entering the meeting using the zoom link and writing your name in chat. As always, public comment is limited to three minutes per person.

Phone: +1 669 900 6833

Meeting ID: 861 2129 3664

Password: 18880

Link: <https://us02web.zoom.us/j/86121293664?pwd=SS9XZUZyT3FnMk5rbDVKN2pWbnZ6UT09>

Work Session

- 1. 5:30 p.m. (40 min) – Tualatin's Transportation System Plan Update.** Staff will present information about the upcoming update to the Transportation System Plan and request direction to move forward with development of a Request for Proposals for consulting services.
 - 2. 6:10 p.m. (20 min) – Allocation of Funds to Outside Agencies.** Attached are the funding requests from outside agencies for the current fiscal year; \$40,000 is included in the FY 22/23 budget for allocation. Staff is requesting direction from the Council on the allocation of budgeted funds.
 - 3. 6:30 p.m. (30 min) – Council Meeting Agenda Review.** Council will review the agenda for the October 10th City Council meeting.
-

7:00 P.M. CITY COUNCIL MEETING

Call to Order

Pledge of Allegiance

Announcements

1. Public Health Announcement
2. Swearing In of Police Chief Greg Pickering
3. Consideration of Proclamation Declaring October 23-31, 2022 Red Ribbon Week in the City of Tualatin
4. Proclamation Declaring the Month of October 2022 as Domestic Violence Awareness Month in the City of Tualatin

Public Comment

This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

Consent Agenda

The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda.

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of September 26, 2022
2. Consideration of **Resolution No. 5646-22** Authorizing the City Manager to Execute a Maintenance and Operations Agreement with Randall and Karen Alvstad for Basalt Creek Parkland

Special Reports

1. Tualatin Police Department Updates

Council Communications

Adjournment

Meeting materials, including agendas, packets, public hearing and public comment guidelines, and Mayor and Councilor bios are available at www.tualatinoregon.gov/council.

Tualatin City Council meets are broadcast live, and recorded, by Tualatin Valley Community Television (TVCTV) Government Access Programming. For more information, contact TVCTV at 503.629.8534 or visit www.tvctv.org/tualatin.

In compliance with the Americans with Disabilities Act, this meeting location is accessible to persons with disabilities. To request accommodations, please contact the City Manager's Office at 503.691.3011 36 hours in advance of the meeting.



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Cody Field, Management Analyst II
DATE: October 10, 2022

SUBJECT:

Discussion of Tualatin's Transportation System Plan (TSP) update.

RECOMMENDATION:

Direct staff to move forward with an update to the City's TSP and publish a Request For Proposals (RFP) seeking services from a qualified consultant to manage the project and produce a final plan document for adoption.

EXECUTIVE SUMMARY:

The City is currently operating under a Transportation System Plan (TSP) adopted in 2013, and updated in 2014. The work associated with the previous update is now ten years old or more. A lot has changed in Tualatin in the past ten years, and it is time to update our TSP to reflect the current City situation and vision. A TSP update will allow the city to respond to changes in local, regional and state conditions by ensuring that the plan can adequately respond to community needs, changes in transportation patterns, and population growth. The update will also identify gaps in the transportation system and will establish a list of projects needed to address these gaps. A current project list will allow the city to take advantage of funding opportunities, which are necessary to construct critical transportation projects.

The update will offer members of the community opportunities to provide input and voice their concerns regarding the most pressing transportation needs in the City. The Tualatin Moving Forward Bond Program successfully leveraged community voices to identify traffic safety improvements in the City. Staff intend to build off the success of this public engagement campaign by enabling the residents of Tualatin to shape the TSP update through participation in workshops, community meetings, surveys, online open houses, and other engagement activities.

Staff have identified several key areas of the current TSP that are in need of an update:

- The **goals and objectives** will be revised to more accurately articulate the City's vision for its transportation system, including an emphasis on equity and alignment with the Climate Action Plan.
- A review of **existing and future conditions** will help identify gaps and deficiencies in the transportation system; build a current inventory of our bicycle, pedestrian, roadway, transit, and freight systems; make informed decisions on future needs; and align the TSP with Metro's 2023 RTP update.
- **Public engagement** will be a priority, designed explicitly to elicit diverse participation using in-person, hybrid, and virtual formats to engage the community. The public engagement strategy will also include educational efforts to help the community understand the existing system, the complexity of instituting significant changes, and the challenges of financing large-scale projects.
- Financially constrained and unconstrained **project lists** will be developed, identifying critical projects across all modes of transportation, allowing the City to pursue funding opportunities that require the project to be in the City's adopted TSP.
- A **financial plan** will detail existing and anticipated revenue streams that will support construction of

projects on the financially constrained project list.

The draft timeline for a TSP update is as follows:

- October 10th, 2022 – Update Council on staff preparation to date and seek direction to move forward with an RFP.
- Fall 2022 – Publish an RFP seeking the services of a qualified consultant to manage the project, design and conduct public engagement, and prepare a final plan document
- Winter 2022 – Notice of award and contract negotiation.
- Late winter / Early spring 2023 – begin updating goals & objectives, review existing conditions, and design of public engagement strategy.
- Spring / Summer 2023 – Public engagement
- Fall / Winter 2023/2024 – Technical work including traffic modeling and project list updates.

FINANCIAL IMPLICATIONS:

Staff will engage a consultant to conduct a majority of the work associated with the TSP update. Based on the cost of TSP updates completed by regional jurisdictions, Staff estimate the cost of the update at around \$300 - \$400 thousand. The City currently has approximately \$400 thousand budgeted in the Road Operating fund for Fiscal Year 2023.



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Nicole Morris, Deputy City Recorder
DATE: October 10, 2022

SUBJECT:
Allocation of Funds to Outside Agencies for FY 2022-23

RECOMMENDATION:
It is recommended Council provide direction on the allocation of funds.

EXECUTIVE SUMMARY:
The City of Tualatin opened the grant process on July 6, 2022. A letter of invitation was emailed to all organizations that received funding in FY21/22 or that expressed an interest in participating this year; in addition, information on submitting applications was available on the City's website. The deadline for receiving applications was Friday, September 2, 2022. The FY 22/23 budget set aside \$40,000 for outside agency grants.

Staff will return with a formal resolution at the October 24, 2022 Council meeting implementing the Council's direction on the allocation of funds.

ATTACHMENTS:

- Past Years Request/Disbursements
- Applications

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #104

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Tue, 08/30/2022 - 1:14pm
64.251.249.233

Agency Contact Information

Agency Name

Borland Free Clinic

Address

3550 SW Borland Rd

City

Tualatin

State

OR

Zip Code

97062

Contact Name

Jordan Skornik

Contact Telephone Number

5035507378

Contact Email Address

jordanskornik@borlandclinic.org

Agency Request Information

Request

2021 funding from The City of Tualatin:

Last year, The City of Tualatin was very generous in granting us \$2,250, earmarked specifically for our volunteer appreciation budget. We used those monies for many things, most notably to host our first-ever Volunteer Appreciation Event. The event, a casual, summer, outdoor get-together, served as a wonderful way for us to show our volunteers how much we value them. We rented the lovely pavilion at Lake Oswego's Foothill Park by the river and, after enjoying some catered sandwiches, some of our Board members served scoops of delicious ice cream generously donated by Cold Stone Creamery of Tualatin. A local musician sang and played guitar and we awarded the Volunteer of the Year with a small, engraved statue. Additional monies from the City of Tualatin Grant were used for monthly appreciation gifts (ranging from edible treats to mini arts and crafts projects), drinks and snacks for volunteers, and a variety of other items (ranging from birthday cards to goodbye gifts as volunteers left for medical school

and other ventures). From the “supplies” category, we bought fleece vests and embroidered the BFC logo on them to create a cohesive and professional uniform for our volunteers. BFC branded lanyards to hold ID badges are also issued to each volunteer, along with individual bins so that they have somewhere to place their personal items during shifts.

This year’s grant request:

We are requesting a one-year, \$4,000 grant award from The City of Tualatin as we continue to grow our volunteer base and plan for extended clinic days/hours. Funds received will be used for two general areas: volunteer skills and training and volunteer appreciation (see the budget attachment for total 2023 planned volunteer program expenses with specific details).

1. Skills & Training: One-time training classes such as BLS (Basic Life Support) and CPR (Cardiopulmonary resuscitation) training so that our volunteers feel confident in providing those services to patients. Many of our medical volunteers are retired or work in a very specific sector and do not regularly use these skills and have requested training. Often their licenses require up-to-date training in these areas, as well. We also believe that many of our non-medical volunteers would appreciate CPR training. For our Spanish Interpreters, we would also like to sponsor medical interpretation training. Medical interpretation brings with it specialized vocabulary and etiquette and we believe that our volunteer interpreters would greatly benefit from such an experience. Ask: \$1,475.00

2. Appreciation: Given the central nature of volunteerism to our clinic, we want to continue to show our volunteers our appreciation. We believe this work is critical and desire to expand on our efforts to date. With the support of the City of Tualatin, our very first appreciation event in 2022 gave us a baseline experience for the value and possibility of what this event could be. In 2023 we would like to enhance this event with better food, venue, and mini gifts so that all of our volunteers walk away with something. We also plan to seek out an additional, smaller team building/enrichment experience for our core volunteers at another time during the year. Ask: \$2,525.00

Total Ask: \$4,000.00

What is the Request for?

As Borland Free Clinic’s volunteer program continues to grow, we want to offer skills training and other enrichment opportunities to retain our existing, valuable volunteers in this competitive volunteer market, in addition to providing a welcoming and positive environment to encourage their continued service and to attract new individuals into service.

Except for five, predominantly part-time administrative employees, Borland Free Clinic relies ENTIRELY on its volunteers for all other positions -- our Physicians, Nurses, Medical Assistants, Scribes, Translators, Front Desk Receptionists, and Janitorial help. Volunteers provide these vital services in their free time, often in addition to their regular employment. In 2021, our volunteers collectively provided 5,600 hours of service (valued at approximately \$150,000), and through July of 2022 that total is over 3,000 hours (valued at roughly \$90,000).

Describe the Agency's Mission

The mission of Borland Free Clinic is “To bring hope and healing to vulnerable people in our community as an expression of Christ’s love.” Respecting and honoring the individuals’ rights and dignity is also an important component of our work.

What Group of Citizens in Tualatin Does Your Organization Target?

A significant portion of our clients live in Tualatin, where 2010 U.S. Census data shows 1 in 10 persons living in poverty. The clinic fills some of the gaping holes in our healthcare system that weigh heavily on the uninsured, underinsured and those in between insurance coverage. Our

patient population consists of homeless individuals, recent immigrant arrivals, people who do not otherwise qualify for Medicaid (OHP), and Medicare patients who do not have adequate insurance coverage.

What Types of Services will be Provided in the Funding Request Year?

Borland Free Clinic is a nonprofit, faith-based medical clinic providing primary care to economically disadvantaged, homeless, and low-income individuals. Our services include urgent care, primary care, chronic disease treatment, physical therapy, pre-diabetes/diabetes education, and women's health care. We provide general medical care via appointments as well as on a walk-in basis. In addition, we offer specialty care with the help of mobile visits from providers in vision and mammogram care. Immunizations (flu, COVID, etc.) are also offered regularly and at special clinics.

How Many Tualatin Residents will be Served?

Approximately 22% of our 1,100+ patients are residents of Tualatin. It is one of three cities from which the majority of our patients come (the others being Portland and Beaverton). As we expand, we expect this number to continue to increase. We also very often get walk-in patients from our neighboring Tualatin Pantry, Hope's Table, and Hope's Closet nonprofits/ministries.

What Percentage of Your Program is Dedicated to Service in Tualatin?

100%

If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here

N/A

Agency Organizational / Financial Information

Please Submit Your Budget Information

[2023_city_of_tualatin_budget.pdf](#) [2]

Please Submit Your Board Information

[borlandfreeclinic_board_of_directors.pdf](#) [3]

Please Submit a Copy of Your 501(c)3 cert.

[bfc_exemption_letter_may_2016_3.pdf](#) [4]

Other Attachments

[borland_free_clinic_2022_org_budget.pdf](#) [5]

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81658>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] https://www.tualatinoregon.gov/system/files/webform/2023_city_of_tualatin_budget.pdf

[3] https://www.tualatinoregon.gov/system/files/webform/borlandfreeclinic_board_of_directors.pdf

[4] https://www.tualatinoregon.gov/system/files/webform/bfc_exemption_letter_may_2016_3.pdf

[5] https://www.tualatinoregon.gov/system/files/webform/borland_free_clinic_2022_org_budget.pdf



BORLAND FREE CLINIC

HOPE + HEALTH + COMMUNITY

August 30, 2022

Borland Free Clinic Board Directory

Don G. Carter

President

Partner Emeritus, McEwen Gisvold LLP

Mike W. Garrison, Jr.

Vice President

Senior Vice President, Chief Labor/Employment Counsel, Providence St. Joseph Health

Shauna Overman

Treasurer

Controller, The Oregon Clinic

Cathi Presjak

Secretary

Community Volunteer

David Bartz, Jr.

Chair Emeritus, Schwabe, Williamson & Wyatt

Ted Carlson,

Community Volunteer

Faith Carter

Community Volunteer

John Geffel

Community Volunteer

Sue Neal, RN

Executive Director, Battle Ground HealthCare

Matthew Presjak

Lead Financial Advisor/Managing Principal, Encompass Wealth Advisors

María Reyes
Director of Development, Oregon Zoo Foundation
Council Member, City of Tualatin

Jerry W. Robinson
Vice President and Relationship Manager, KeyBank

BORLAND FREE CLINIC

2022 Budget

	2022 Budget
Income	
Donations - Restricted	-
Grants - Behavioral Health	7,000
Grants - City of Tualatin	2,250
Grants - Kaiser Foundation	-
Grants - MCM	2,500
Grants - Murdock	20,500
Grants - Oregon Community Fund	80,000
Grants - Other	25,000
Total for Donations - Restricted	<u>137,250</u>
Donations - Unrestricted	<u>40,000</u>
Events-	-
Gala - Paddle Raise	55,000
Gala - Sponsorships	30,000
Gala - Tickets	25,000
Total for Events-	<u>110,000</u>
Total for Income	<u>287,250</u>
Other Income	
Interest Income - KeyBank	250
Total for Other Income	<u>250</u>
Total for Income	<u>287,500</u>
Expense	
Administrative Expense	
ADMIN - Background Clearance	600
ADMIN - Bookkeeping	5,500
ADMIN - Compliance	150
ADMIN - Consultant/Training/Certifications	1,500
ADMIN - Insurance	2,000
ADMIN - IT Expenses	1,000
ADMIN - Memberships	900
ADMIN - Office Supplies	-
ADMIN - Other Expenses Taxes	250
ADMIN - Payroll	122,046
ADMIN - Payroll Platform (Gusto)	800
ADMIN - Printing	1,000

ADMIN - Recruiting	2,000
ADMIN - Website Redesign	5,000
Total for Administrative Expenses	<u>142,746</u>
Fundraising Expenses	-
FUND - Advertising and Marketing	2,000
FUND - Credit Card Charges (LGL/Greater Giving)	3,500
FUND - Donor Appreciation	1,500
FUND - Gala	35,000
FUND - Grant Writing	8,500
FUND - Meals with Donors	600
FUND - Office Supplies	100
FUND - Postage	450
FUND - Printing	1,000
FUND - Travel	300
Total for Fundraising Expenses	<u>52,950</u>
Medical Expenses	-
MED - Behavioral/Addiction Services	3,500
MED - Computers for Clinic	1,500
MED - Dental Clinic	1,500
Med - Facility - Janitorial Expense	3,600
MED - Medical Equipment	3,520
MED - Medical Supplies	5,500
MED - Office Supplies	1,000
MED - Payroll	55,378
MED - Pre-Diabetic Lab Testing	1,000
MED - Printing	1,000
MED - Telephone Expense	400
MED - Vision Clinic	300
Total for Medical Expenses	<u>78,198</u>
Program Expenses	-
PROG - Annual Celebration	160
PROG - Computer	-
PROG - Prayer Team Supplies	300
PROG - Program Evaluation	2,500
PROG - Training (MUR)	580
PROG - Volunteer Appreciation (City of Tual)	3,500
PROG - Volunteer Membership (NOVAA)	50
PROG - Volunteer Office Supplies	400
PROG - Volunteer Postage	55
PROG - Volunteer Printing	200
PROG - Volunteer Tracking Software	1,200
PROG - Volunteer Training	-
PROG - Volunteer Travel	600
Total for Program Expenses	<u>9,545</u>

Total for Expense

283,439

Total for Profit and Loss

4,061

2023 Planned Volunteer Costs						
Item	Purpose	Link	Price/Unit	Number of Units	Total	Source
Training & Enrichment Activities						
National Certification Prep Course for Medical Interpreters	To better train Spanish Interpreter volunteers in medical interpretation	https://interpretersassociates.com/education/continuing-education	\$155/person	5	\$775.00	City of Tualatin
CPR/AED (or BLS) Training for both medical and non-medical volunteers	To help medical volunteers meet CPR requirement	https://www.redcross.org/take-a-class/cpr/cpr-training/cpr-for-healthcare-providers	\$35/person	20	\$700.00	City of Tualatin
Supplies						
Columbia brand, grey, fleece vest to be worn by volunteers as uniforms, with professional embroidery	To supplement our new fleece vest uniform supply, as needed	https://www.columbia.com/p/mens-steens-mountain-fleece-vest-1639261.html?dwvar=1639261_color=028	approx \$25/vest	10	\$250.00	BFC
Snacks at each clinic (2x/week). Would like to provide healthier snacks than we have in the past.	So that volunteers can grab a snack before, during or after their shift at the clinic. They are often arriving straight from work.		\$5.00	100	\$500.00	BFC
Branded lanyards for ID badges. These are specially-made with our clinic color and name printed on them.	As we add new volunteers, we need a lanyard and badge for each person. To keep them consistent with the ones we now have, this is the quoted price.	https://www.positivepromotions.com/	\$2.00	100	\$200.00	BFC
Appreciation						
Quarterly Appreciation Gifts	Small, individual gifts for each volunteer.		\$5.00	75	\$375.00	BFC
Branded "swag" to give to outstanding volunteers at various times (and also to help promote our clinic to other potential volunteers)	Examples that have occurred in the past: volunteers who stayed an hour or more later than their shifts to help out with walk-in patients or on special vaccination days.		approx. \$7/item	50	\$350.00	BFC
Enrichment and Team-Building experience for all volunteers	Plan at least one, fun, group event, such as paddling with the Tualatin River Keepers	http://tualatinriverkeepers.org/river-experiences/river-rentals/rood-bridge	approx. \$35/canoe, kayak, or paddleboard	approx 15 rentals (more than one person per canoe/kayak)	\$525.00	City of Tualatin
Annual Appreciation Event	Having hosted our first event, we know that \$1350 is the least that we can spend for a casual event. We would therefore like to have a larger budget in order to upgrade for the 2023 event.				\$2,000.00	City of Tualatin
					\$5,675.00	
						City of Tualatin Total: \$4,000.00

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

MAR 21 2016

Date:

BORLAND FREE CLINIC
C/O JOHN GEFFEL
3550 SW BORLAND ROAD
TUALATIN, OR 97062-6772

Employer Identification Number:
46-1070038
DLN:
17053007329016
Contact Person:
MS. LEE ID# 31208
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 15, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted with your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar

Letter 947

BORLAND FREE CLINIC

to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #107

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Fri, 09/02/2022 - 10:48am
97.115.188.28

Agency Contact Information

Agency Name

Columbia Land Trust

Address

511 SE Morrison St

City

Portland

State

Oregon

Zip Code

97214

Contact Name

Susie Peterson

Contact Telephone Number

503-238-2094

Contact Email Address

speterson@columbialandtrust.org

Agency Request Information

Request

Columbia Land Trust (fiscal agent) and Portland Audubon, as co-managers of the Backyard Habitat Certification Program (BHCP), are requesting funds in the amount of \$5,920 to cover the costs of implementing BHCP within the City of Tualatin. In working with BHCP, Tualatin residents contribute to a healthier City by managing stormwater, eliminating the use of herbicides and other toxins, removing noxious weeds, and creating wildlife habitat for pollinators and other beneficial insects and wildlife. These efforts contribute to cleaner air, water, and soil, as well as increased access to nature, cooler temperatures, increased biodiversity, and increased food pollination. Tualatin participants, along with 9,400 other BHCP participants regionally, contribute to larger greening and sustainability efforts throughout the region.

Engaging residents where they live, work, play, and/or worship is more critical than ever, as temperatures continue to increase each year and more people move into the region. Trees and

access to nature, even with a small area like a residential garden, have significant impact on peoples' well-being. They help cool temperatures by 10-15 degrees, contribute to improved mental health, contribute to increased air quality by removing particulates from the air, and contribute to water quality by removing toxins from waterways.

BHCP provides approximately \$121,000 of economic value to the City of Tualatin through the restoration being performed and through the myriad of resources it provides to Tualatin residents, including: volunteer time from our volunteers for certification visits; program participants donating their time to restore their properties by removing priority weeds and purchasing and planting native plants; in-kind incentives and discounts from local nurseries and businesses; and local landscaping professionals being hired for design, installation, and maintenance work.

What is the Request for?

The request will cover the costs involved with implementing BHCP in the City of Tualatin. Through this grant the program will enroll and provide site visits to 15 new participants, as well as ongoing support to 42 existing participants. It will cover on-the-ground costs such as time spent with participants (site visits, follow up conversations, and outreach) and materials (resource packets, native plant coupons, "in progress" and "certification" signs, outreach materials), as well as administrative costs such as managing technicians and volunteers, processing new enrollments, database management, equity and inclusion initiatives, collaborating with local nurseries and businesses to offer discounts to participants, and hosting annual trainings for volunteers and landscape professionals.

Describe the Agency's Mission

The mission of Columbia Land Trust is to conserve and care for the vital lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. The Land Trust stewards over 50,000 acres along the Columbia River, from Astoria to the Dalles. Backyard Habitat is valued by the Land Trust as a core component of the organization's work within the Willamette Valley basin. The actions that people take in urban areas directly impacts water and air quality, water temperature, and wildlife habitat. Together participants steward urban lands to provide wildlife corridors and care for our natural resources.

The mission of Portland Audubon is to inspire people from all walks of life to enjoy, understand, and protect native birds and wildlife and the natural environment upon which we all depend. BHCP is seen by Portland Audubon as crucial to reaching people about conservation values and initiatives, and incentivizes them to take action and responsibility.

Together these two local non-profits manage the Backyard Habitat Certification Program. The mission of the Backyard Habitat Certification Program is to create a healthier region for people and wildlife. We do this by engaging thousands of individuals to take actions that, cumulatively, make a significant impact on the health of our waters, air, and soils. Together they increase tree canopy, turn lawns into bio-diverse green spaces, and keep pollutants out of our water. All those living in the region benefit from less polluted air to breathe, less polluted water to drink and recreate in, and increased green spaces that provide easy access to nature and the mental and physical health benefits that nearby access to nature provides.

As development and the population in the metropolitan area grows at an unprecedented rate — from 2.1 million people today to 3.2 million people in 2030 — it is a priority to enlist the help of city residents in efforts to combat environmental burdens. The BHCP directly responds to this call to action by engaging urban and sub-urban residents as partners in conservation. The objectives of the program are to increase the public's awareness of the benefit of conservation in the metropolitan area and to incentivize continual, measureable on-the-ground habitat enhancements in five key areas; 1) remove noxious weeds, which destroy thousands of acres

each year, 2) enhance native vegetation in their yards, which provide crucial food and habitat to birds and pollinators, 3) reduce pesticides, which pollute our waters and kill fish and amphibians, 4) steward wildlife to compensate for the loss of habitat from urbanization, and 5) improve stormwater management to keep rivers clean and reduce water usage. Through these activities, participants gain an understanding that their backyards play a role in supporting broader conservation efforts and are part of a landscape-wide eco-system of solutions.

What Group of Citizens in Tualatin Does Your Organization Target?

Backyard Habitat works with anyone who is interested in learning good land management techniques. Many of our program participants are homeowners who are looking for help to address noxious weeds or manage stormwater on their properties, and/or want to provide habitat for birds and pollinators. We also have many renters in the program who work with their landlord to participate in the program. In addition, we have over 300 community sites such as schools, apartment complexes, places of worship, community gardens, and businesses in the program.

For single family residences we serve anyone with a site under 1 acre. When BHCP was created in 2011 it was done so by working with local SWCDs, who saw urban areas as needing a program to serve small lots since SWCDs are better set up to serve larger lots. The exception to our 1 acre rule is that we do allow community sites (schools, churches, apartment complexes, community gardens, businesses, etc), to enroll since they are recognized as demonstration sites that a larger number of people can access and benefit from.

The BHCP is particularly relevant and impactful for marginalized communities, which are often pushed to undervalued neighborhoods with little or no green space. Because of this, the BHCP is continually increasing its focus on diversity, equity and inclusion. Since 2014, we have focused outreach in partnership with culturally-specific groups. Our program flyer is translated to include the 6 most-commonly spoken languages in the region and deliver our 45 min program presentation in Spanish. We've worked to increase the cultural competency of our team by hiring staff and contractors that are bi-cultural and bi-lingual. We contract with local non-profits to provide translation services as needed. We work with several culturally-specific partners throughout the region on special initiatives that aim to reduce barriers and serve these communities by implementing projects they view as priorities. We look at the intersectional aspects of our work and seek feedback from participants on barriers and needs, while constantly exploring and increasing the support we can provide to participants who struggle with the time, money, or physical ability needed to successfully carry out their habitat projects so that everyone can have access to nature and feel connected to the nature around them.

What Types of Services will be Provided in the Funding Request Year?

In 2023 we will enroll and provide services to 15 new and 42 existing Tualatin residents, as outlined below.

SERVICES PROVIDED TO EACH PROGRAM PARTICIPANT:

- 1) In-person site visit by trained Habitat Technician (1-1.5 hrs):
 - Identification of noxious weeds and best practices for removing them
 - Recommendations for best native plants for the site
 - Recommendations for best stormwater management practices for the site
 - Recommendations for best wildlife habitat features for the site
 - Collect baseline info on noxious weeds, native plants, stormwater management, wildlife stewardship and pesticides use
 - Resource packet (contents outlined below)
 - Praise for any actions taken, encouragement to do more!
 - "In Progress" or "Certified" sign
- 2) Resource packet:

- Coupons to 15 local native plant nurseries (\$150 value)
- Metro Native Plant Guide to help with native plant ID
- Poster for identifying native plants
- Poster for identifying noxious weeds
- Information on local classes and workshops on raingardens, pollinators, and more
- Coupons for recommended books
- Landscape Directory listing local landscapers trained by BHCP staff
- Flyers for local soil and water conservation district
- Flyers for pesticide reduction website and Metro's No Pesticide Pledge
- Flyers for providing safe environment for birds
- Flyer for tracking quantities and names of native plants planted
- 3) Personalized site report – emailed to participant after site visit:
 - Thorough details of existing site conditions and restoration actions taken
 - List of recommended Willamette Valley native plants
 - Handout for each noxious weed present and eradication advice
 - Suggestions for managing stormwater on site
 - Suggestions on reducing the use of pesticides and using natural alternatives
 - Suggestions for enhancing habitat for birds and pollinators
 - Link to online Resource Library, with dozens of handouts and articles for restoring properties and creating habitat
- 4) Certification visits - provided to participants who have followed BHCP recommendations
 - Provided by trained volunteers (to reduce costs)
 - Engaging metal certification sign provided, along with sticker indicating certification level achieved
 - Site data collected to compare with initial site visit to determine levels of conservation happening on-the-ground through the program
- 5) Certification Benefit Packets from Columbia Land Trust and Portland Audubon
 - Free memberships from both non-profits to further engage participants in local conservation efforts
 - Coupons for topic-related books and native plants
 - Certificate announcing certification and certification level
- 6) Native Plant Discounts flyer with discounts to local nurseries that sell native plants (\$150 value)
- 7) Ongoing support to share additional resources and encourage further engagement
 - Quarterly newsletter full of information and additional resources for gardening sustainably
 - Follow up phone call from technician six months after initial site visit
 - Option for a virtual or in-person consultation to provide additional one-on-one support after initial site visit
 - Invitation to BHCP Open Garden Tour to be inspired by successful participants, share information, and create community
 - Social media and blog posts sharing up-to-date information about plant sales, workshops, and other helpful topics

SERVICES PROVIDED TO CITY OF TUALATIN:

- 1) Provide technical support to Tualatin residents to plant native plants, remove noxious weeds, reduce pesticides used, manage stormwater and steward wildlife
- 2) Leverage the City's existing natural resource goals and efforts
- 3) Provide discounts and incentives to Tualatin residents; native plant nursery coupons, free memberships to Columbia Land Trust and Portland Audubon, etc.
- 4) Make data available for City use; MS4 permits, stormwater data, pesticides data
- 5) Publicize the City's support on our website, social media, annual reports, etc.
- 6) Support the green economy of Tualatin by publicizing nurseries and landscapers
- 7) Provide text, images, logos for social media, newsletters, and other program outreach

ADDITIONAL SERVICES PROVIDED TO ENTIRE SERVICE AREA (CLACKAMAS, WASHINGTON, MULTNOMAH AND CLARK COUNTIES):

- 1) Volunteer training (24+ hrs of training) to approx 35 new volunteers
- 2) Landscape professionals training for arborists, restoration contractors, and landscape designer, installation and maintenance businesses interested in working with BHCP participants. Businesses who attend are listed in our Landscape Professionals Directory, which is provided to each participant.
- 3) Open Garden Project

How Many Tualatin Residents will be Served?

Currently there are 9,400 enrolled in the program regionally, 42 of which are in Tualatin. In 2023, BHCP will be reaching approximately 1,450 new participants, of which we anticipate 15 being in Tualatin. Combined, BHCP will serve a total of 57 participants.

The program expanded into the Clackamas County portion of Tualatin in FY18-19, and into the Washington County portion in FY19-20. This year we will be building off of the success of the four prior years. Each year more residents learn about the program from their neighbors and friends, so the program grows exponentially each year, creating wildlife corridors throughout the City.

What Percentage of Your Program is Dedicated to Service in Tualatin?

Backyard Habitat works throughout Clackamas, Multnomah, Washington and Clark counties. BHCP has been working in Tualatin for four years. Based on historical and current rates of enrollment, as well as what we've seen in surrounding cities, we anticipate dedicating 1% of our time and resources to Tualatin residents in 2023.

BHCP serves each city adjacent to the City of Tualatin, which amplifies work being done within the City limits and created corridors of wildlife connectivity. The attached grant budget reflects 1% of our overall budget to match the amount of work in Tualatin.

If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here

BHCP receives funding from the following governments in Oregon and Washington: Clackamas Soil and Water Conservation District (CSWCD), Tualatin Soil & Water Conservation District (TSWCD), East Multnomah Soil and Water Conservation District (EMSWCD), West Multnomah Soil and Water Conservation District (WMSWCD), Metro, PGE, Land Trust Alliance, Clackamas County Water Environment Services, Oak Lodge Water Services, and the cities of Lake Oswego, Milwaukie, Wilsonville, West Linn, Tigard, Beaverton, Hillsboro, Portland, and Gresham.

Agency Organizational / Financial Information

Please Submit Your Budget Information

[2023_tualatin_budget.pdf](#) ^[2]

Please Submit Your Board Information

[columbia_land_trust_board_dec_2021.pdf](#) ^[3]

Please Submit a Copy of Your 501(c)3 cert.

[clt_501c3_letter.pdf](#) ^[4]

Other Attachments

[letter_of_support_-_marissa_houlberg.pdf](#) ^[5]

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81763>

Links

- [1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>
- [2] https://www.tualatinoregon.gov/system/files/webform/2023_tualatin_budget.pdf
- [3] https://www.tualatinoregon.gov/system/files/webform/columbia_land_trust_board_dec_2021.pdf
- [4] https://www.tualatinoregon.gov/system/files/webform/clt_501c3_letter.pdf
- [5] https://www.tualatinoregon.gov/system/files/webform/letter_of_support_-_marissa_houlberg.pdf

2023 BUDGET FOR TUALATIN

September 2,2022

Personnel Costs	Total Cost at
Program Management - IMPLEMENTATION	\$1,592
Program Support - IMPLEMENTATION	\$1,521
<i>Personnel Total</i>	<i>\$3,113</i>

Professional Services and Technology	
Outreach & Technician Training	\$130
Website & Database Updates and Maintenance	\$110
Hardware, Software and Hosting	\$25
Diversity Equity and Inclusion Initiatives	75
<i>Professional Services and Technology Total</i>	<i>\$340</i>

Materials/Travel	
Mileage reimbursement	\$4
Other Materials: office supplies, volunteer appreciation, etc	\$11
Native Plant Discounts flyer	\$75
Printing	\$15
<i>Total Materials/Travel</i>	<i>\$105</i>

Site Assessment Cost	
Assessment Cost	\$1,200
On-site follow up consultations	
Site Materials	\$390
<i>Total Assessment Cost</i>	<i>\$1,590</i>

SUB-TOTAL	\$5,148
15% Admin Fee / Overhead	\$772
TOTAL	\$5,920

COLUMBIA LAND TRUST
Board of Directors Profiles

December 2021

Lisa Amato-Vice President

412 NE Royal Ct.
Portland, OR 97232
(503) 789-3262

lisa@AmatoCraig.com

Profession: Principal, Amato Mediation

Residence: Portland, Oregon

Kerry Barnett

SAIF Corporation
400 High Street SE
Salem, OR 97312
(503) 373-8005

kerrybarnett1@comcast.net

Profession: Retired, SAIF Corporation

Residence: Portland, Oregon

Charlie Bishop

5034 SW Hilltop Lane
Portland, OR 97221
(503) 709-4686

cbbishop58@gmail.com

Profession: Pendleton Woolen Mills

Residence: Portland, Oregon

Janna Davydova

1211 SW 5th Avenue, Suite 1800
Portland, Oregon 97204
(503) 442-2917

jdavydova@schwabe.com

Profession: Attorney, Schwabe, Williamson, & Wyatt

Residence: Portland, Oregon

Aja DeCoteau

700 NE Multnomah St. Suite 1200
Portland, OR 97232
(503) 731-1252

deca@critfc.org

Profession: Executive Director
Columbia River Inter-Tribal Fish
Commission

Residence: Portland, Oregon

Wendy Gerlach- President

3612 SW Dosch Ct.
Portland, OR 97221
(503) 297-6363

wendy@wgerlachlaw.com

Profession: Lawyer, specializing in conservation
finance, nonprofits, taxation, and estate
and trust issues.

Residence: Portland, Oregon

Janet Gifford

2785-A NW Upshur St
Portland, OR 97210
(503) 866-3411

jgiffo@gmail.com

Profession: Retired, Director of Marketing for Online
and Continuing Education at Linfield
College

Residence: Portland, Oregon

COLUMBIA LAND TRUST
Board of Directors Profiles

December 2021

Elaine Harvey

114 West Main Street
Goldendale, WA 98620
(509) 773-3147
elaine@ykfp.org

Profession: Rock Creek Biologist
Yakama Nation Fisheries

Residence: Goldendale, Washington

Barbara Johnson

600 NW Heermann Dr.
Vancouver, WA 98685
(360) 606-7547
bdjhnsn@gmail.com

Profession: Retired, Superior Judge, Clark County, WA

Residence: Vancouver, Washington

Laura Planck

10460 SW 66th Ave
Tigard, OR 97223
(971) 409-2134
Planck1981@yahoo.com

Profession: Technical Specialist, Quantum Spatial Inc.

Residence: Tigard, Oregon

Rudy Salakory

1315 SE Oak Street
Portland, OR 97214
(360) 901-5705
rudysalakory@gmail.com

Profession: Habitat Restoration and Conservation
Program Manager, Cowlitz Indian Tribe

Residence: Portland, Oregon

Tim Spofford-Treasurer

15700 NW 23rd Court
Vancouver, WA 98685
(360) 909-3382
timk.spofford@gmail.com

Profession: Business Owner and Consultant:
In Collaboration

Residence: Vancouver, Washington

Stephan Dillon, P.E.

669 Oyler Road
Ethel, WA 98542
(253) 208-4342
sdillon@hnrg.com

Profession: Regional Manager, Hancock Forest
Management

Residence: Ethel, Washington

Molly Jones

5037 SW Hilltop Lane
Portland, OR 97221
(503) 781-9985
pdxmolly@mac.com

Profession: Community Volunteer

Residence: Portland, Oregon



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248219411
July 12, 2012 LTR 4168C E0
94-3140861 000000 00

00025832

BODC: TE

COLUMBIA LAND TRUST
% CHERY KEARNEY
1351 OFFICERS ROW
VANCOUVER WA 98661-3856



044659

Employer Identification Number: 94-3140861
Person to Contact: Laura Botkin
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your July 02, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in March 1998.

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.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

in reply refer to: 0248219411
July 12, 2012 LTR 4168C E0
94-3140861 000000 00
00025833

0248219411
July 12, 2012 LTR 4168C E0
94-3140861 000000 00
00025833

COLUMBIA LAND TRUST
% CHERY KEARNEY
1351 OFFICERS ROW
VANCOUVER WA 98661-3856

COLUMBIA LAND TRUST
% CHERY KEARNEY
1351 OFFICERS ROW
VANCOUVER WA 98661-3856

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

Sincerely yours,



S. A. Martin, Operations Manager
Accounts Management Operations

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in March 1998.

Our records also indicate that you are not a private foundation within the meaning of section 509(1) of the Code because you are described in sections 509(2)(b) and 509(2)(c).

Donors may deduct contributions to you as provided in section 170 of the Code. Requests, brochures, business, 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, 2104, and 2522 of the Code.

Please refer to our website www.irs.gov for information regarding filing requirements. Specifically, section 6033 of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status of the filing party or the organization whose tax-exempt status was revoked under section 6033(f) of the Code on our website beginning in early 2011.

Susie Peterson

From: Marissa Houlberg <marissa@houlbergdevelopment.com>
Sent: Thursday, August 25, 2022 11:16 AM
To: Susie Peterson
Cc: Marissa Houlberg
Subject: Email in support of The Backyard Habitat Certification Program for Tualatin

Follow Up Flag: Follow up
Flag Status: Flagged

The Backyard Habitat Program benefits our city, its residents and our watershed in many ways. The program is a Portland Audubon and Columbia Land Trust partnership which asks little in return from us for all the benefits. We, as a homeowner, learned much from the printed and online materials offered and the volunteer who visited our yard.

With more native plantings we have eliminated chemicals in our yard, lowered our water requirements and garden maintenance. We are enjoying a peaceful environment and making friends with neighbors blocks away who noticed our yard on their walks.

Our yard offers native huckleberry treats for us and other natives support insects. The last few years the yard has definitely enjoyed a large increase in bees and other pollinators with swallow tail butterflies and dragon flies seen often. Our yard feels alive and we enjoy being in the yard and viewing it through our windows!

The Backyard Habitat Program is a great return on the city's investment:

- the homeowner does all the work
- fewer chemicals in the environment/watershed keeping our creeks and local river cleaner –lower residential water consumption

This program supports residents with education materials, volunteer support, recognition and plant discounts. The city benefits by having many residential homes helping support a healthier watershed and using less water.

We started with silver certification and have added more native plants through Clean Water Services native plant giveaway to achieve gold certification. We are pleased and proud to be part of such a positive program that benefits our environment, watershed and peace of mind.

Marissa Houlberg
Tualatin resident and Backyard Habitat Gold Certified

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #113

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Tue, 09/06/2022 - 8:42am
71.193.192.152

Agency Contact Information

Agency Name

Community Action Organization

Address

1001 SW Baseline St.

City

Hillsboro

State

Oregon

Zip Code

97123

Contact Name

Zoila Coppiano

Contact Telephone Number

503-693-3284

Contact Email Address

zcoppiano@caowash.org

Agency Request Information

Request

Community Action respectfully requests \$40,000 from the City of Tualatin to provide emergency rent assistance to low-income residents of Tualatin who are at risk of homelessness.

What is the Request for?

Community Action provides multiple services to residents of Tualatin, including emergency rent assistance to prevent eviction. Community Action is requesting these funds to continue to provide eviction prevention assistance to Tualatin families in FY 22-23. During the 21-22 program year, Community Action provided \$755,018 of emergency rent assistance from all funding sources to keep 129 Tualatin households in their homes. The average rent provided to households in Tualatin was \$5,853. The funds used to provide this assistance were in most cases funds specifically intended to assist households impacted by COVID, so these payments often included arrears, utilities and future rent, depending upon the requirements and allowable

costs associated with the fund used. With the eviction moratorium coming to a close, and COVID-specific rent assistance funding ending, the need for emergency rent funds is particularly pressing.

City funds will be used to provide emergency assistance to low income Tualatin households who are in crisis. 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. Clients are assessed for a one-time emergency assistance payment of a full month's rent. Community Action negotiates with landlords on the client's behalf for reduction/forgiveness of fees or back rent which may have accrued and requires a signed statement verifying that the household will not be evicted. Clients may also be referred to other services which can help them maintain their housing – including longer term rental assistance, energy assistance and tenant education classes.

Of the nearly 5,000 Tualatin households renting their homes, 52% of those households pay more than 30% of their income for their housing costs and 27% spend half of their monthly income for rent. While median earnings for Tualatin residents have increased by 26% since 2010, median gross rent has increased by 51%. Paying a disproportionate amount of income for housing places already cost-burdened families at risk of homelessness. Eviction prevention assistance acts as a safety net to ensure that families in crisis can remain stable.

Describe the Agency's Mission

Community Action leads the way to eliminate conditions of poverty and creates opportunities for individuals and communities to thrive. To this end, Community Action provides an array of services for families in Tualatin and throughout Washington County.

What Group of Citizens in Tualatin Does Your Organization Target?

The Emergency Rent Assistance Program serves low-income Tualatin residents that have received a 72-hour eviction notice due to inability to pay rent.

What Types of Services will be Provided in the Funding Request Year?

Community Action will continue to provide a comprehensive set of programs and services aimed at assisting low-income Tualatin residents to increase or maintain self-sufficiency.

How Many Tualatin Residents will be Served?

28 households, approximately 100 individuals, will be served with requested Tualatin municipal grant funding.

What Percentage of Your Program is Dedicated to Service in Tualatin?

Tualatin residents represent approximately 2.8% of households served by the program.

If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here

[8/24 2:33 PM] Wendy Polanco

Can you change the answer to the last question and add

With COVID-related emergency rent funding coming to an end, the end of the Eviction Moratorium protections ending on September 30th, 2022, and as we continue to see the increase in rent amounts post eviction moratoriums. It will be particularly important for Community Action to be able to access ongoing rent assistance funds.

Please Submit Your Budget Information

[budget.xlsx](#) [2]

Please Submit Your Board Information

[ca0_2022_w9_002.pdf](#) [3]

Please Submit a Copy of Your 501(c)3 cert.

[cao_501c_3_irs_determination_letter_2001.pdf](#) [4]

Other Attachments

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81808>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] <https://www.tualatinoregon.gov/system/files/webform/budget.xlsx>

[3] https://www.tualatinoregon.gov/system/files/webform/ca0_2022_w9_002.pdf

[4] https://www.tualatinoregon.gov/system/files/webform/cao_501c_3_irs_determination_letter_2001.pdf



Helping people. Changing lives.

Community Action

City of Tualatin Emergency Rent Program

Proposed Budget 2022-2023

	City of Tualatin	State of Oregon	Total Project Cost
Staffing, .25 FTE (including Taxes & Benefits)		\$685	\$685
Client Expenses	\$36,364		\$36,364
Administration	\$3,636	\$69	\$3,705
Total Project Cost	\$40,000	\$754	\$40,754

Prepared 8/29/2022

Board of Directors

Executive Committee

Chairperson:

Bill Miner, Attorney, Partner-in-Charge, Davis Wright Tremaine, LLP

Vice Chair:

Steve Callaway, Mayor, City of Hillsboro

Treasurer:

Scott Gardner, Sr. Principal Accountant, Portland General Electric

Secretary:

Tania Uluan, Community Representative

At-Large:

Nancy Ford, Community Representative

Board Members

Courtney Thomas, Community Representative

Dana Nason, Hillsboro Pediatric Clinic

Heather Kemper, Oregon Law Center

Kat Sigurdson, Community Representative

Lacey Beaty, Mayor, City of Beaverton

Lisa Imes, Policy Council Representative

Pam Treece, Commissioner, Washington County

Peter Truax, Mayor, City of Forest Grove

Rolanda Garcia, District 16 Manager, Department of Human Services

Sheri Schouten, State Representative, District 27 - Beaverton

Emeritus Board Members

Emeritus Membership is given to former Directors who have provided 12 years of board service, served as a Board Chair or Committee Chair and have a breadth of involvement such as attendance at signature events, national conventions, and speaking engagements.

Emeritus Board Members:

Kevin Aguirre, Board Term: 2002-2013

Leroy Bentley, Board Term:1999-2009

Ralph Brown, Board Terms:1974-1976 and 1997-2009

Rob Drake, Board Term: 1993-2008

Margaret Eickmann, Board Term:1994-2001

Cindy Hirst, Board Term:1991-1999

Shirley Huffman, Board Term:1985-1998

Craig Kinnie, Board Term:1996-2011

Lou Ogden, Board Term:1995-2012

Sherry Robinson, Board Term:1987-1995

Dick Stenson, Board Term:1993-2009

Internal Revenue Service

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: May 16, 2001

Person to Contact:
Viola Wahoff 31-07420
Customer Service Representative

Community Action Organization
1001 SW Baseline
Hillsboro, OR 97123

Toll Free Telephone Number:
8:00 a.m. to 9:30 p.m. EST
877-829-5500

Fax Number:
513-263-3756

Federal Identification Number:
93-0554941

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in April 1974 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its 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.

Community Action Organization
93-0554941

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

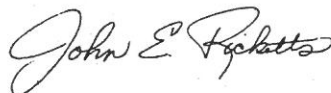
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

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

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #102

Submission information

Form: [Outside Agency Funding Request Form](#) [1]

Submitted by Visitor (not verified)

Wed, 08/24/2022 - 1:53pm

24.22.68.220

Agency Contact Information

Agency Name

Community Warehouse

Address

3969 NE Martin Luther King Jr Blvd

City

Portland

State

Oregon

Zip Code

97212

Contact Name

Sara Rodriguez

Contact Telephone Number

971-865-5284

Contact Email Address

sara@communitywarehouse.org

Agency Request Information

Request

\$5,000

What is the Request for?

For individuals and families who are newly in housing, being able to furnish their home is expensive and often means people live without beds, tables, or the pots and pans that make cooking possible. Children's grades suffer when they don't have a desk, table, or a chair to sit in, or even a lamp to use while they do homework. Nutrition can decline when families have no cookware or dishes to prepare and serve regular meals at home.

By providing furniture, Community Warehouse jumpstarts people's ability to feel settled and to have the items they need to make their house a home. In a study completed with the Portland housing agency JOIN, we found that housing retention increased by 40% when people

transitioning from homelessness received furnishings from Community Warehouse.

Families experience positive benefits as a result of receiving furniture from Community Warehouse, based on our 2019 Impact Evaluation that showed the following results:

94% of participants agreed that they are living less in crisis mode.

98% of respondents agreed that getting furniture helped them afford other things they need.

94% of respondents now think more positively about their lives, and 95% feel more hopeful.

91% of respondents feel more inspired to give back to their community.

Having furniture and household goods increases economic opportunity in that people are able to use their money for other needs. Our clients are keenly aware of the money they save by not having to purchase furniture. Multiple interviewees in our 2019 Impact Evaluation connected the economic benefits with increased self-sufficiency and noted that they felt an increased ability to focus on other goals, including reducing the need for public assistance and opening a savings account. This helped stress levels significantly as clients moved from concentrating on furniture to accomplishing their short-term and long-term objectives: "My goals were getting an apartment and providing for my daughter financially, getting on my feet and off of assistance. Furniture was a huge financial burden, so that helped me get the stability to achieve my goals."

Community Warehouse operates Warehouses in Tualatin and NE Portland, and we manage a fleet of trucks that picks up donated furniture. Annually, at our Tualatin Warehouse, we process 300+ tons of donated furnishings, such as mattresses, tables, chairs, dressers and kitchenware. In Tualatin, items are redistributed to over 3,000 low-income individuals who are in need of furniture and other household goods.

Funding will support Tualatin Warehouse operations (staffing, utility costs, etc.), receiving and processing donations and serving clients who come to our Warehouse by appointment to select furniture.

Describe the Agency's Mission

For 20 years, Community Warehouse has served as the Portland metro area's only furniture bank, with a mission to provide donated furniture and household items to neighbors seeking the comfort and dignity of a furnished home while overcoming adversity. Our concept is simple: we accept donations of household items from the community and give them to people who need furniture. We provide beds to sleep in, tables for family meals, cookware and dishware to prepare meals, lamps and desks for schoolwork, and other essential household items to turn empty houses into furnished homes.

What Group of Citizens in Tualatin Does Your Organization Target?

Community Warehouse serves Tualatin residents who are low income, people who have a higher risk of homelessness, including seniors, persons with disabilities, youth exiting foster care, victims of domestic violence, single mothers and families with young children, refugees, and people living with certain chronic health conditions.

Specifically, 80% of the people we serve are families with children. An estimated 65% of the people we serve identify as women or girls, 25% male, 2% transgender and 8% nonbinary. Approximately 33% identify as White, 31% as Black, 18% as Latino/a/x, 10% as Asian, 5% as multi-racial, and 3% as Indigenous; 15% identify as immigrants and refugees and 29% self-identify as having a disability.

Clients are referred from 200+ community partners who ALL depend on CW to supply their clients with household goods to make their new places a home. Referring partners include shelters, transitional housing programs, community-based organizations, public agencies,

schools, faith communities, hospitals and clinics. In addition to referrals from community partners, we've seen a large increase in self-referred clients, people who do not have agency representation, but need the services we provide.

What Types of Services will be Provided in the Funding Request Year?

Services to be provided include processing 300+ tons of donations such as mattresses, tables, chairs, dressers and kitchenware. Those donated items are redistributed from our Tualatin Warehouse to over 3,000 low-income individuals annually who are in need of furniture and other household goods.

The average market-value cost to furnish a one-bedroom apartment is \$6,000. Community Warehouse is cost-effective, averaging \$1,000 to furnish a home for a family. Social service agencies who bring their clients to us pay \$150 for each appointment, which defers some of the cost of Warehouse operations (staff, mortgage, utilities, supplies, etc.). Ultimately, Community Warehouse must fundraise the balance (\$850 per family). Our self-referred clients pay \$100 for an appointment, which provides a houseful of furniture and essential home goods like dishes, pots and pans and linens. Requested funds will subsidize the cost of furnishing homes for these families and will help increase the number of families we can serve.

How Many Tualatin Residents will be Served?

725

What Percentage of Your Program is Dedicated to Service in Tualatin?

100% of the grant funds will be directed to our Tualatin Warehouse services. (Organization-wide, more than 50% of our clients are served through the Tualatin location.)

If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here

City of Lake Oswego

City of Tigard

City of Portland

METRO

Clackamas County

Agency Organizational / Financial Information**Please Submit Your Budget Information**

[cw_2022_budget_final_approved.pdf](#) [2]

Please Submit Your Board Information

[board_of_directors_roster-updated_feb_2022.pdf](#) [3]

Please Submit a Copy of Your 501(c)3 cert.

[501c3_communitywarehouse.pdf](#) [4]

Other Attachments

[2022_mid_year_donor_update.pdf](#) [5]

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81597>

Links

- [1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>
- [2] https://www.tualatinoregon.gov/system/files/webform/cw_2022_budget_final_approved.pdf
- [3] https://www.tualatinoregon.gov/system/files/webform/board_of_directors_roster-updated_feb_2022.pdf
- [4] https://www.tualatinoregon.gov/system/files/webform/501c3_communitywarehouse.pdf
- [5] https://www.tualatinoregon.gov/system/files/webform/2022_mid_year_donor_update.pdf

**Community Warehouse
Budget Jan 1 - Dec 31, 2022**

	2022 Budget
Revenue:	
Individual Contributions	315,410
Corporate Contributions	40,000
Foundation Grants	350,000
Government Grants	25,000
ERTC	206,379
In-Kind Contributions	750,000
Client Fees	315,600
Pickup & Store Delivery Fees	178,000
Event Income	225,000
Estate Store Sales	515,200
Rental Revenue	14,850
Investment & Interest Income	5,000
Other Revenue	5,000
Total Revenue	2,945,439
Expenses:	
Wages	1,170,880
Payroll Taxes	141,094
Employee Benefits	123,084
Retirement Benefits	25,041
Workers' Comp	15,000
Contract Services & Consulting	47,800
Bookkeeping Services	30,000
Payroll Services	3,500
Legal Services	1,000
Information Technology	38,000
Vehicle Operations	30,000
Professional Development & Training	10,000
Storage Rental	2,500
Office Supplies	16,500
Program Supplies	25,000
Facilities Maintenance	40,000
Garbage & Utilities	47,401
Meetings Expense	12,500
Telecommunications	15,000
Printing & Copying	10,500
Postage & Delivery	7,500
Advertising	16,073
Event Expense	45,000
Licenses & Fees	1,500
Bank Charges & Merchant Fees	26,000
Insurance	42,225
Dues & Subscriptions	20,500
Depreciation & Amortization Expense	57,360
Mortgage Interest Expense	56,382
Miscellaneous Expenses	10,000
In-Kind Assistance	750,000
Client Fee Assistance	25,000
Total Expenses	2,862,340
Change in Net Assets	83,099



BOARD OF DIRECTORS

updated February 2022

ROZ BABENER

Board Chair Emeritus & Founder
4155 SW Patrick Place
Portland, Oregon 97239
503.329.5588 (c)
roz755@aol.com

RAY ANDERSON

Board President
Retired, Intel Corporation
12329 NW Sargent Lane
Portland OR 97231
503.467.9362 (c)
503.296.0439 (h)
rayjanderson@comcast.net

ANN KIRBY, MS, MPA, BSN

Board Vice President
Executive Director Care Management - Oregon
Providence Health and Services
4400 NE Halsey St., Bldg 2, Ste 599
Portland, OR 97213
503.893.6011 (o)
503.718.1524 (c)
annette.kirby@providence.org

GABE WELLS

Board Treasurer
VP, Business Client Advisor
Summit Bank
222 SW Columbia St, Suite 200
Portland, OR 97201
971.940.1915(o)
503-828-8010 (c)
gwells@sbko.bank

JOHN MIDDLETON

Board Secretary
Vice President of Operations
Direct Transport
27600 SW 95th Ave
Wilsonville, OR 97070
503-783-2600
johnm@directtransport.com

SHARETTA BUTCHER

Community Care Director
North by Northeast Community Health
Center
1734 N Webster St.,
Portland, OR 97217
503-946-5680
sbutcher@nxneclinic.org

TAM HIXON

Broker
Windermere Realty Trust
13528 Twin Creek Lane
Lake Oswego, OR 97035
971-361-6557
tam@windermere.com

TERROL JOHNSON

Senior HR Analyst
City of Portland
1120 SW 5th Ave, Room 987
Portland, OR 97204
(503) 813-3732
terrolj@hotmail.com

TARA MCELHANNON

Senior Technical Program Manager
Amazon Web Services
16578 S Edenwild Ln
Oregon City, OR 97045
(503) 956-0289
taramcel@amazon.com

KATIE MCRAE

Retired, Providence Health & Services
321 SE 47th Ave
Portland, OR 97215
503.358.8401
rogerandkatie@comcast.net

JORGE MONCAYO

Director of Business and Financial Planning
NW Natural Gas Company
250 SW Taylor St
Portland, OR, 97204
503.610.7513
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LAUREN RUSSELL

Attorney
Dunn Carney LLP
851 SW 6th Ave, Suite 1500
Portland, OR 97204
lrussell@dunncarney.com
503-346-5346

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

MAY 08 2006

OREGON COMMUNITY WAREHOUSE INC
2267 N INTERSTATE
PORTLAND, OR 97227-0000

Employer Identification Number:
93-1310582

DLN:
17053091724026

Contact Person:
ERIC J BERTELSEN ID# 31323

Contact Telephone Number:
(877) 829-5500

Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated June 2001, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Example of Mid-Year Donor Update



June 29, 2022

Dear NAME,

Because of your year-end donation in 2021, we've been able to do some big things at Community Warehouse in the last 6 months! Of course, we couldn't do it alone. We needed you, your neighbors, case managers, furniture donors, volunteers, staff, and even shoppers. To do the work we do, we need our entire community. Every day, you make the magic happen for people who need furniture in our area.

Here's what you helped accomplish so far in 2022:

- We opened the Portland Warehouse for donations on Saturdays to increase inventory so that we could serve more families.
- We increased appointments from 35 per week to 42 per week, which means 32 more families per month are getting furniture from Community Warehouse.
- After successfully helping families without client representation in Tualatin, we began offering direct services in the Portland location, too. This service is a lifeline for people impacted by agency staffing shortages.
- We contracted a grant writer to support our grant-writing efforts and increase the number of grants we can apply for. So far, in 2022, this has led to \$76,500 in additional funding from foundations we've never received funding from before.
- We hired a volunteer coordinator to help us manage and build a more robust volunteer base. This will not only help us process more furniture and household items but increase our connections and reach within the greater community.
- We began serving Ukrainian refugees, helping them make a new start in our community.
- We gave away over 40 children's chairs lovingly created by local artists. Check out the photos!
- We've hosted 6 art shows in our Portland Estate Store Home Gallery, showcasing the work of local artists that align with the Warehouse mission.

Most importantly, your donation has made the difference to 920 families in 2022. Because of you, they have a comfortable, functional home. **Thank you for your support!**

With so much gratitude,

Sara Rodriguez

Sara Rodriguez, Development Director

sara@communitywarehouse.org | Office: 971.865.5284



Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #108

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Fri, 09/02/2022 - 1:36pm
96.89.97.9

Agency Contact Information

Agency Name

Domestic Violence Resource Center (DVRC)

Address

PO Box 494

City

Hillsboro

State

Oregon

Zip Code

97123

Contact Name

Megan Bradley

Contact Telephone Number

5036405352

Contact Email Address

meganb@dvrc-or.org

Agency Request Information

Request

We are requesting \$5,000.

What is the Request for?

The Domestic Violence Resource Center (DVRC) is requesting funds for general operating support of the programs and services provided to survivors of domestic violence. In 2021, DVRC supported 2,025 survivors with more than 12,000 crisis services. DVRC services are offered through three programs: Advocacy & Empowerment, Counseling Services, and Housing Services. These funds will allow us to continue to provide life saving services and support to members of the community who are experiencing domestic violence.

Describe the Agency's Mission

The mission of the Domestic Violence Resource Center is to support and empower survivors and their children who are affected by domestic violence. All services provided by DVRC are

confidential and offered free of charge.

What Group of Citizens in Tualatin Does Your Organization Target?

DVRC is largest and most comprehensive domestic violence organization in Washington County. We provide services to adults, teens, and children who have experienced domestic violence. To ensure that all people have access to the services and resources we provide, we offer them free of charge. To meet the needs of our diverse community, all services are offered in English, Spanish, Hindi, Punjabi, Bengali, Farsi, and Mandarin.

What Types of Services will be Provided in the Funding Request Year?

As we have done since 1975, DVRC will continue to provide wrap-around services to those experiencing domestic violence through a variety of programs.

DVRC's Advocacy & Empowerment Program provides free advocacy services to those seeking them. Advocacy services include filing protective orders, court accompaniment for protective order related hearings, safety planning, crisis intervention, case management, resource referrals, application assistance with the Address Confidentiality Program, and more. Advocacy services are provided in DVRC's Beaverton office and DHS offices in Beaverton, Hillsboro, and Tigard. Services are also offered virtually and over the phone.

DVRC's Counseling Services Program provides free counseling to adults and children (ages 5+). Adult services include individual counseling, 24-week domestic violence support groups, crisis intervention, safety planning, and resource referrals. Child/youth services include individual counseling, art/play/sand therapy, parent/child counseling, 12-week "Coping with Conflict" groups for adolescents, 12-week "Teen Healthy Relationships" groups, safety planning, and resources referrals. Counseling services are provided by licensed staff and master's level interns. Counseling services are provided in-person and virutally via Zoom.

DVRC's Housing Services Program provides free shelter to those in need. Monika's House provides safe and confidential emergency shelter to survivors fleeing imminent physical danger. Monika's House is also home to Monika's Pets, one the few shelters in Oregon to provide a space for pets to follow their owners into safety. Mary Mac House provides transitional housing for survivors of domestic violence for up to one year. Sojourner's House provides permanent independent housing for survivors of domestic violence. All three sub-programs have access to the services provided by DVRC's Housing Services Program. Those services include individual and group domestic violence support, parenting groups and support, children's groups and support, safety planning, resource referrals, advocacy and case management, housing and employment support, financial planning, and more.

DVRC also operates a 24-hour, 7 days a week, 365 days a year crisis line. DVRC's crisis line is run out of Monika's House shelter and connects those in need with resources and services.

In addition to these services, DVRC provides community education and training to other agencies, schools, and community partners.

How Many Tualatin Residents will be Served?

So far in 2022, 2.9% of survviors receiving our services have self-identified living in Tualatin. This percentage is based on the number of survivors who have chosen to disclose their address to DVRC. We do not require that survivors disclose where they live to receive services.

What Percentage of Your Program is Dedicated to Service in Tualatin?

DVRC is dedicated to serving all survivors of domestic violence in Washington County and surrounding areas, which includes Tualatin. At DVRC, we have continued our effort to provide services to the outer reaches of the county to make sure that safety and support is available to

all who need it. We continue to house an Advocate at the Tigard DHS office, as well as making our resources available through the Tualatin Police Department. We hope that these efforts continue to expand our reach in Tualatin and give support to those in need.

If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here

N/A

Agency Organizational / Financial Information

Please Submit Your Budget Information

[dvrc22-23budgetsummary.pdf](#) [2]

Please Submit Your Board Information

[boardlistdvrc22.pdf](#) [3]

Please Submit a Copy of Your 501(c)3 cert.

[501c3_designation.pdf](#) [4]

Other Attachments

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81767>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] <https://www.tualatinoregon.gov/system/files/webform/dvrc22-23budgetsummary.pdf>

[3] <https://www.tualatinoregon.gov/system/files/webform/boardlistdvrc22.pdf>

[4] https://www.tualatinoregon.gov/system/files/webform/501c3_designation.pdf

Domestic Violence Resource Center	
2022-2023 Budget Summary	
Income	
Total 41000 – Fundraising Income	37,000
Total 43400 – Public Contribution	114,063
Total 45000 – Foundation Grants	45,000
Total 46000 – Federal Grants	757,058
Total 46200 – State Grants	925,703
Total 46400 – County Grants	669,500
Total 46600 – City Grants	7,000
Total Income	2,555,324

Domestic Violence Resource Center Board of Directors, 2022

Updated 2/2022

Last Name Term Expires	First Name & Middle Initial	Address	Job Title, Employer Name & Address	Phone 1	Phone 2	Fax/E-mail	Position on Board Length of time on Board
Gupte 2024	Manjusha	12673 NW Forest Spring Ln Portland, OR 97229	Professor, Portland State University PO Box 751 Portland, OR 97207	503-725-9290		magupte@gmail.com	Chair Finance Comm. 4 years
Rinell 2024	Kristan	6865 SW 168 th Pl Beaverton, OR 97007	Detective, City of Tigard 13125 SW Hall Blvd Tigard, OR 97223	503-718-2806	503-519-9190	kristan.rinell@tigard-or.gov	Vice Chair 2 years
Musial 2022	Melanie	1535 SW Clay St. Unit 208 Portland, OR 97210	District Attorney, WaCo 150 N. First Ave Suite 300 MS 40 Hillsboro, OR 97123	414-628-3379	503-846-3014	melaniemusial@gmail.com	Secretary 6 years
Hough 2022	Nikki	17641 SW 80 th Pl Portland, OR 97224	Lawyer, Hough Law PO Box 2014 Beaverton, OR 97075	503-334-7016	503-208-6610	nicole@houghlawfirm.com	Treasurer Finance Comm., Chair 6 years
Crabtree 2024	Tobi	1411 Walnut Ln Kingwood, TX 77339	Head of People & Culture, Groq, Inc.	310-989-8267		t.crab08@gmail.com	Member 4 years
Habib 2025	Rita	8560 SW Cecilia Terrace Portland, OR 97223	Sanofi Pharmaceuticals, Sales	503-871-9735		habibrita@hotmail.com	Member 1 year
Khare 2022	Milind	16681 NW Paddington Dr Beaverton, OR 97006	Intel	503-614-9657		milind@mkhare.com	Member 3 years
Ugarte 2024	Juan	3560 E. Main St. Hillsboro, OR 97123	Virginia Garcia Memorial Health Center PO Box 6149 Aloha, OR 97007	503-956-7579		Juanj.ugarte@yahoo.com (primary) jugarte@vgmhc.org	Member 4 years
Choudhary LOA	Jyoti	5800 NW 205th Ter. Portland, OR 97229	HR Manager, Intel	503-708-0643		Jyoti.choudhary@intel.com	Member LOA

Internal Revenue Service

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: December 27, 2001

Person to Contact:

Ms. Smith #31-07262
Customer Service Representative

Toll Free Telephone Number:

8:00 a.m. to 9:30 p.m. EST
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

93-0665804

Domestic Violence Resource Center, Inc
P.O. Box 494
Hillsboro, OR 97123-0494

Dear Sir or Madam:

This is in response to the Amendment to your organization's Articles of Incorporation, filed with the state on March 01, 2001. We have updated our records to reflect the name change as indicated above.

Our records indicate that a determination letter issued in October 1977 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its 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.

Domestic Violence Resource Center, Inc
93-0665804

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

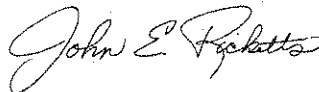
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

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

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #112

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Sat, 09/03/2022 - 3:50pm
24.20.34.101

Agency Contact Information

Agency Name

FAMILY JUSTICE CENTER OF WASH COUNTY

Address

735 SW 158TH AVENUE, STE 100

City

BEAVERTON

State

OR

Zip Code

97006

Contact Name

JUDY WILLEY

Contact Telephone Number

5034758435

Contact Email Address

willeyjl68@gmail.com

Agency Request Information

Request

\$10,000

What is the Request for?

Your support will allow the Family Justice Center to continue to change the lives of victims of violence, trauma and abuse. We recognize ending violence, abuse & trauma is multigenerational and we are focused on education, aligning, mobilizing and uniting our communities towards this vision. We have victims & families who come to us homeless & need a temporary safe location. FJC offers temporary housing in hotels & extended stays. Most survivors come to us empty-handed and many with children.

Your funding will allow us to continue to meet these immediate needs and also provide them with the long term help they need to be free of abuse and violence.

Describe the Agency's Mission

The Family Justice Center, in collaboration with our community, will provide a single location for prevention, intervention, healing and hope for survivors of domestic violence, child abuse & sexual assault in Washington County. We believe by joining together, we will end family trauma in our community. This Center will continue to offer survivors a safety plan and a safe location and all of the support they need to change their future. Please refer to colored Family Peace Center model in your packet to see all services provided and a list of Partners serving with us.

What Group of Citizens in Tualatin Does Your Organization Target?

The Family Justice Center serves every individual & family in Tualatin who experiences domestic violence, elder abuse, sexual assault and soon will serve victims of child abuse. We offer a SAFE PLACE and many important services all in one location. Our goal is to offer holistic services that reduce barriers and re-traumatization. In Oregon, 40% of women, 36% of men, and 66% of children experience some kind of violence or abuse. We are trauma-informed, equitable and accessible to all citizens in Tualatin.

What Types of Services will be Provided in the Funding Request Year?

Tualatin funding will help us continue to offer short term housing, food, personal items and other needs they have until permanent housing is secured. In addition, with your help, we will also be able to continue offering advocacy, legal assistance, protective orders, peer support groups and survivor-led programs and support. Our goal is to always first meet their immediate needs so they can begin to focus on healing & hope.

How Many Tualatin Residents will be Served?

Each year the number of domestic violence survivors in almost every City in Washington County has grown due to the difficult times suffered within the family. We will serve every resident who needs our help. In year 2021-22 we provided 56 different services to Tualatin residents within the Center. We were also able to refer several Tualatin residents to partners we work with outside of the Center. The FJC collaborates with over 20 partners to ensure survivors needs are met as soon as possible.

What Percentage of Your Program is Dedicated to Service in Tualatin?

100% - we are open five days a week and we have an after-hours Hotline. An advocate meets with every survivor to discuss and determine their needs. The total services provided in 2021 were 2,628. Our top services are Advocacy, Restraining Orders, Legal, Housing/Shelter, Personal Care and Counseling. Child Care is offered in the Center every day. FJC is where their path forward begins.

If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here

2022-23 year: Government funding requested: Washington County; City support: Tualatin, Beaverton, Hillsboro, Tigard, Cornelius, North Plains, Banks, King City, Durham, Forest Grove and Sherwood. We know that every city experiences family violence no matter the size. FJC works with and provides services - all in one location - to every city in Washington County. With the support of all of the above, we still must raise over \$500,000 to meet our operating budget and current survivor needs.

Agency Organizational / Financial Information**Please Submit Your Budget Information**

[2022-23_approved_budget.pdf](#) [2]

Please Submit Your Board Information

[board_roster_2022-23.pdf](#) [3]

Please Submit a Copy of Your 501(c)3 cert.

[501c3_fjc_doc.pdf](#) [4]

Other Attachments

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81786>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] https://www.tualatinoregon.gov/system/files/webform/2022-23_approved_budget.pdf

[3] https://www.tualatinoregon.gov/system/files/webform/board_roster_2022-23.pdf

[4] https://www.tualatinoregon.gov/system/files/webform/501c3_fjc_doc.pdf

Family Justice/Peace Center of Washington County
Budget Detail Fiscal Year 2022-23

Detail 2022-23 Budget

Description	2020-21		2021-22		2022-23 Budget	change from 2021-22 Budget	% Budget	Comments		
	Budget	Actual	Budget	Actual thru 5-31 Projected to 6-30						
Revenue										
39000 Direct Support										
39100 Washington County	330,000	330,000	347,045	347,045	355,721	8,676	2%	Per contract w/Washington County Community Corrections the FJC will receive \$60,000 for the period 1/1/2022-12/31/2023; \$30,000 per calendar year		
39150 Washington County Corrections		19,639	71,604	57,754	30,000	(41,604)	(58%)			
39200 Washington County Cities	75,000	70,170	80,000	80,000	90,000	10,000	13%			
39400 Foundation Grants										
39405 Unrestricted Grants	15,000	58,383	50,000	34,665	40,000	50,000	65,000	30,000	86%	
39410 Restricted Grants	115,500	27,000	35,000	20,000	30,000	65,000	30,000	30,000	86%	
Total 39400 Foundation Grants	130,500	85,383	85,000	54,665	70,000	115,000	30,000	35%	ED feels confident about the increased grant revenue given the projected 6/30/2022 revenue level and positive communication on 2022-23 grants already in process. The classification between Unrestricted and Restricted will be dictated by the conditions of the grants obtained and will be recorded as such when the revenue is received.	
39500 Business Support	15,000	1,500	15,000	9,057	10,000	20,000	5,000	33%		
39600 Individual Donations	20,000	16,279	30,000	41,070	45,000	10,000	(20,000)	(67%)	Moved Holiday Campaign revenue to separate Fund Raising Revenue account	
39700 Fundraising Revenue										
39710 Denim & Diamonds	100,000	126,700	110,000	48,550	125,000	115,000	5,000	5%	D&D projected to 6/30/2022 based on actual revenue from 2020-21 fiscal year	
39711 Misc Fundraising	5,000	250								
3912 Holiday Campaign	15,000				30,000	30,000			Retitled Road Rally to describe calendar year-end fund raising activity	
Total 39700 Fundraising Revenue	120,000	126,950	110,000	48,550	125,000	145,000	35,000	32%		
39750 Miscellaneous Revenue	550	6,731	550	216	216	(550)	(100%)	\$18,450+\$6,333.24		
39751 Marketing Revenue	2,000	2,000	2,000			(2,000)	(100%)	Current agreement w/DVRC is for 1 day per week at \$400/month or \$4,800/year. FJC 2023 Janitorial cost is \$387.70 per day/wk. Budget a 5.4% or \$408.63/month; rounded up to \$5,000.		
39800 DVRC Rent	23,400	23,364	24,064	22,014	24,064	24,783	719	3%	Likely to increase but waiting for confirmation from Arbor Homes.	
39801 DVRC Custodial	7,200	4,800	9,600	4,630	5,030	(4,600)	(48%)			
39802 Tax Abatement	29,400	29,412	29,400		29,400					
39803 WA County - Custodial				3,025	3,025					
Total Revenue	751,050	716,228	804,263	668,026	800,034	824,904	20,641	3%		

2022-23
Approved Budget

Family Justice/Peace Center of Washington County
Budget Detail Fiscal Year 2022-23

Detail 2022-23 Budget

Description	2020-21		2021-22		2022-23 Budget	change from 2021-22 Budget	%	Comments
	Budget	Actual	Budget	Actual thru 5-31				
Expenditures								
51000 Personnel Expense								
51100 Employees								
51110 Executive Director	84,542	84,264	88,000	68,657	75,990	91,696	3,696	4%
51111 Operations Manager	33,186		22,500	4,470	8,094	45,848	23,348	104%
51112 Navigator			28,000	25,338	28,838	(28,000)	(100%)	
51150 Receptionist	35,820	34,529	48,143	38,860	42,535	38,471	(9,672)	(20%)
51155 Family Support Worker	22,387		21,325	13,096	14,626	22,143	818	4%
Service Coordinator								
51160 Payroll Taxes	17,600	7,444	20,797	9,974	17,008	45,014	45,014	
51165 Employee Benefits	9,396	19,028	17,050	(1,256)	10,000	24,317	3,520	17%
51170 Worker's Comp	3,483	(4,184)	3,483	471	2,000	24,491	7,441	44%
51180 Cafeteria Plan	500	4,200				3,483		
5118X 403(b) Retirement Plan/Benefits		2,046		544	2,000	7,295	1,056	17%
Total 51100 Employees	206,914	147,327	255,537	160,154	201,091	302,758	47,221	18%
51200 Contract Labor								
51230 Grant Writer	5,040	3,380	6,000	8,144	9,122	8,000	2,000	33%
51240 IT Support	10,095	8,296	10,000	14,871	16,871	10,000		
51250 Bookkeeper	9,900	8,351	10,000	13,934	15,934	10,000		
51260 Intern	41,600	390		3,790	3,790			
Total 51200 Contract Labor	66,635	20,417	26,000	40,739	45,717	28,000	2,000	8%
51300 Background Checks	100	10	1,500	1,243	1,243	1,700	200	13%
Total 51000 Personnel Expense	273,649	167,754	283,037	202,136	248,051	332,458	49,421	17%
60000 Direct Operating Expense								
60050 Bank Charge	3,000	45	3,000	53	1,000	3,000		
60100 CPA Financial Review	6,700	6,950		6,500	6,500	6,500	6,500	
60200 Tax Return Prep			7,450	700	700	700		
60300 Payroll Service	750	755	750	1,617	1,817	750		
60350 Dues and Memberships	1,520	2,256	1,000	2,350	2,500	2,700	1,700	170%
60400 Food Costs	600		1,000	123	500		(1,000)	(100%)

Across the board 4.2% cost of living adjustment

In prior years this was the Navigator position

Anticipate spending more based on budgeted grant revenues

In 2021-22 the FIC was understaffed and outsourced various duties resulting in Contract Labor being overbudget in the current fiscal year

\$85*20 (for volunteers)

Includes \$2,000 for accreditation increase for VOICES committee

Family Justice/Peace Center of Washington County
Budget Detail Fiscal Year 2022-23

Detail 2022-23 Budget

Description	2020-21		2021-22		2022-23 Budget	change from 2021-22 Budget	% %	Comments
	Budget	Actual	Budget	Actual thru 5-31 Projected to 6-30				
60500 Fundraising Expense								
60505 Denim & Diamonds	12,500	13,789	15,000	1,595 1,595	17,500	2,500	17%	
60506 Road Rally	1,000	835	1,000	1,105	1,500	500		
60507 Other	500		500		500			
Total 60500 Fundraising Expense	14,000	14,624	15,500	2,700 16,595	18,000	2,500	16%	Budgeting 5% buffer; budgeted amount for current fiscal year is wrong 5.4% increase to \$1,938.50/month
60550 Insurance	4,225	4,105	3,000	4,728 4,728	5,500	2,500	83%	
60570 Custodial Service	18,000	12,342	20,880	20,835 22,835	23,262	2,382	11%	
60600 Marketing and Promotion	4,000	2,928	4,000	3,851 4,000	4,000	400		
60700 Postage	500	517	400	86 100	400			
60850 Printing/copying				12 12				
60900 Travel, Training, Mileage Reimb	1,500	127	3,000	5,381 5,381	9,000	6,000	200%	
61000 Rent and Occupancy (Incl Util)	349,639	379,280	360,127	299,959 330,488	371,848	11,721	3%	
61100 Office Supplies	5,500	7,660	6,000	4,293 5,000	6,030	30	1%	
61200 Telephone, Technology, Internet	6,000	5,316	7,000	6,046 6,646	7,000			
61300 Administrative Travel - Trng	500	340	6,000	882 6,000		(6,000)	(100%)	\$1,426 in fixed costs; \$2,950 Phone, \$2,400 Comcast; rounded up Rolled up into account 60900, Travel, Training, Mileage Reimb
61350 Social Media Marketing Expense		1,000	2,000			(2,000)	(100%)	
61400 Survivor Advisory Board	1,200	1,128	500	525 525	2,000	1,500	300%	\$25 cards per month per participant
61500 Supplies - other				122 122	720	720		For custodial supplies; previously in Office Supplies
61900 Miscellaneous Expense		350		765 765	5,000	5,000		Placeholder for new donor software
Total 60000 Direct Operating Expense	417,634	439,723	441,607	361,528 416,214	466,410	24,803	6%	
65000 Move-in Expense								
65100 Furniture	3,000			3,915 3,915				Do not see a need for a furniture placeholder
65200 Technology Equipment	1,000		2,000	3,119 3,119	4,000	2,000	100%	Placeholder
65400 Tenant Improvements	1,000	225	1,000			(1,000)	(100%)	Placeholder
Total 65000 Move-in Expense	5,000	225	3,000	7,034 7,034	4,000	1,000	33%	Overage in current year is related to a restricted grant for furniture
Total 66000 Payroll Expenses				1,205 1,205				
75000 Family Assistance	6,000	5,731	6,500	5,328 6,000	8,000	1,500	23%	Increase due to need
Office Supplies				177 177				
Total Expenditures	702,283	613,433	734,144	577,408 678,681	810,868	76,724	10%	
Net Revenue	48,767		70,119	90,617 121,353	14,036	(56,083)	(80%)	

Family Justice Center of Washington Co.
Board of Directors Contact List

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Page 2- Family Justice Center Board Roster

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INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 14 2016

FAMILY JUSTICE CENTER OF WASHINGTON
COUNTY
250 SE 10TH AVE
HILLSBORO, OR 97123-4238

Employer Identification Number:
47-4687471
DLN:
17053294340045
Contact Person:
ANGELA M BENDER ID# 31162
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
August 20, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

FAMILY JUSTICE CENTER OF WASHINGTON

Sincerely,



Jeffrey I. Cooper
Director, Exempt Organizations

By joining together, we will end family trauma in our community

Family Peace Center

OF WASHINGTON COUNTY

PREVENTION

- Community Awareness & Education
- Home Visiting
- In-School Education Programs
- Postnatal Education
- Skill-Building Workshops
- Stable Housing, Food, & Finance Access
- Systems Change

INTERVENTION

- Advocacy
- Crisis Stabilization Services
- Emergency Shelter
- Financial Assistance
- Forensic Medical Evaluations
- Legal Assistance
- Offender Accountability
- Protective Orders

HEALING

- Case Management
- Counseling
- Cultural & Spiritual Supports
- Mental Health Services
- Parent Skill Building
- Peer Support Groups
- Therapeutic Pre-School
- Trauma-Focused Therapy

HOPE

- Empowerment Classes & Programs
- Long Term Family Stability Supports
- Long Term Supportive Housing
- Ongoing Children, Youth & Family Mentoring Programs
- Survivor-Led Programs and Supports

Domestic Violence Resource Center

Sexual Assault Resource Center

Safety Compass

Community Action

CARES Northwest

Victim Rights Law Center

Oregon Law Center

Beaverton Police Department

Washington County Sheriff

Abuse Recovery Ministry Services

VOICES Survivor Committee

Disability Rights Oregon

Washington County Circuit Court

Hillsboro Police Department

Oregon Department of Human Services

Trauma Informed, Equitable, Accessible

Working in collaboration with our community, the Family Peace Center will provide a single location for prevention, intervention, healing and hope for survivors of domestic violence, sexual assault, and child abuse in Washington County.

FJC VALUE STATEMENT

Oregon sees higher rates of violence and abuse than the national average. 40% of women and 36% of men experience domestic violence, compared to 33% and 24% nationally. 27% of Oregon women are raped compared with 18% nationally, and 56% of Oregon women experience sexual assault other than rape, compared with 45% nationally. And in Oregon, 66% of our children experience trauma in their homes.

To address these alarming statistics, a collective of providers and survivors in Washington County decided that we needed to unite our agencies and tackle this together. The Family Justice Center of was founded in 2018 to do just that.

For survivors, being able to come to a single location, rather than having to go door-to-door or phone number to phone number, significantly reduces barriers, reduces trauma, and increases the survivors ability to break the cycle of violence. Additionally, cycles of violence and abuse are incredibly complex, crossing many disciplines, agencies, and services; no one organization can provide everything a survivor needs, which demands a coordination of all the community's services. To specifically address these barriers, we host a collaboration of 15 agencies in a single center dedicated to providing holistic, wrap around services for the safety, healing, and hope for anyone impacted by violence and abuse. The FJC is made up of Domestic Violence Resource Center, Sexual Assault Resource Center, Safety Compass, Community Action, DHS, Abuse Recovery Ministry Services, Beaverton, Hillsboro, and Washington County law enforcement and victim's services, Washington County

Circuit Court, Oregon Law Center, Victim Rights Law Center, Disability Rights Oregon, and Oregon Crime Victims Law Center.

Over this year, we have seen the need grow in our community, both uncovered and exacerbated by the pandemic. During COVID-19 and the subsequent quarantines, it is estimated that cases of domestic violence have increased by 30%. Reports of child abuse fell and homicides in Washington County are at a twenty year high. Low barrier, coordinated services are needed now more than ever. In response, the FJC collaborative has expanded its scope, with partners now providing services for domestic violence, sexual assault, and human trafficking.

We are very proud that when our community needed us most, the partners of the FJC were there, joining together for survivors, and continuing to work toward the vision of ending violence and abuse in Washington County.

Since opening our doors we have served over 11,550 survivors. Through our work we have learned that in over 50% of domestic violence cases there is also co-occurring child abuse. To begin to address this, we have undertaken a strategic initiative to co-locate with CARES Northwest, and expand into becoming the Family Peace Center, focused on intervening and preventing all forms of family violence, abuse, and trauma, to ensure that our children, or families, and our community, can have safe futures.

With your support we can engage more partners, provide more services, end more violence, and heal more trauma in our community.

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #103

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Thu, 08/25/2022 - 12:27pm
50.53.119.10

Agency Contact Information

Agency Name

Family Promise of Tualatin Valley

Address

20425 SW Stafford Rd

City

Tualatin

State

Oregon

Zip Code

97062

Contact Name

Elise Schaff Laubach

Contact Telephone Number

9712799569

Contact Email Address

elise@familypromiseoftv.org

Agency Request Information

Request

\$7,5000

What is the Request for?

Family Promise of Tualatin Valley (FPTV) is seeking \$7,5000 for operations. These costs include salaries not covered by grant funding, support for our households leaving shelter, such as apartment application fees and move-in costs, and rental assistance which keeps families stably housed. Other needs may include operations costs for our office, everyday supplies needed to maintain our program such as office supplies, printing, insurance, maintenance, and purchase of training material.

Describe the Agency's Mission

ur mission is to equip vulnerable families and individuals to end the cycle of homelessness through a community based response.

Family Promise of Tualatin Valley was formed as a grassroots effort in October, 2016 and opened its doors to serving families experiencing homelessness in March, 2019. We accomplish this by providing emergency shelter and wraparound services that include extensive case management, family mentoring, and life skills training such as budgeting. We receive referrals from our support networks in Washington and Clackamas counties. We currently serve 15 households at a time in our shelter program. In 2021 we had a 75% success rate transitioning households into permanent housing.

FPTV offers a continuum of care for people who are experiencing housing insecurity. While shelter is our biggest program, we also offer housing loss prevention, shelter diversion, stabilization and graduate services. We direct clients to the program that provides the longest lasting impact and minimizes trauma.

What Group of Citizens in Tualatin Does Your Organization Target?

Family Promise of Tualatin Valley primarily serves children and their families experiencing homelessness from the Tigard-Tualatin school district. 90% of the families served year-to-date in the FPTV program are from the Tigard-Tualatin school district. Total homeless student population for the service area was over 150 at the end of the 2021 school year. These numbers do not include non-student family members (toddlers, teens not enrolled in school and parents or extended family members). This means there would be nearly 500 unhoused children and parents with roughly half of these folks from Tualatin. With the end of the eviction moratorium, we have seen a large increase in the number of people in danger of losing housing in our area.

FPTV's outreach plan includes strong partnerships with school districts, other local homeless support service providers, local churches, in underserved communities and with WA County's Continuum of Care providers. In the school district, we work with the federally mandated McKinney-Vento liaisons who connect with homeless students and their families. Families at risk of becoming homeless or families experiencing homelessness are referred to FPTV by the liaisons and other school staff. Some families enter the FPTV full shelter and rehousing program and others are assisted with Prevention and Diversion services or additional housing and community resources.

FPTV works with households before or as soon as possible after they come into homelessness, before their need becomes so great that a stable, rooted life in their own community seems unattainable. Our approach is in line with the mission of Tualatin as a community that values a high quality of life and promotes local pride and a sense of ownership, involvement and belonging.

We have expanded our footprint of service in the past year, and are currently serving adult only households in addition to families. These households tend to represent the most vulnerable populations, with histories of chronic homelessness or a disabling condition.

What Types of Services will be Provided in the Funding Request Year?

FPTV offers a shelter program that provides a safe place to sleep, meals, advocacy, access to local agencies, wraparound services that include case management, mentoring, budget planning, job readiness and search support and housing navigation.

As part of our continuum of care we offer eviction prevention and shelter diversion services including rental arrears, utility support and landlord/tenant advocacy.

We also provide graduate support for clients who are in housing to connect them with jobs and resources to ensure their continued success.

How Many Tualatin Residents will be Served?

The Family Promise program is a highly hands-on and supportive program. Our current capacity is 15 households in shelter with an average of 36 individuals at any given time, an additional 6 households at a time receiving prevention support and 50 graduate households. Starting in October of 2022, FPTV will be expanding our shelter capacity with the end goal of serving 40 households in shelter. We estimate providing shelter, case management and rehousing services to 20 Tualatin households by the end of 2022. We will also provide prevention and diversion services to approximately 30 Tualatin households and we estimate providing resource referrals to an additional 300 individuals.

What Percentage of Your Program is Dedicated to Service in Tualatin?

90% of the families we have served year-to-date are from the Tigard-Tualatin school district and roughly half of those households are from Tualatin. In 2021, we provided direct service in total to 273 individuals with case management support, 14,342 bed nights of shelter, over 45,000 meals and more than 600 referrals to area resources. Four of our support partners' sites are in the city of Tualatin, in addition to our offices.

If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here

Supportive Housing Services Grant through Washington County
Social Services Grant through the City of Tigard
Social Services Grant through the City of Lake Oswego

Agency Organizational / Financial Information**Please Submit Your Budget Information**

[fptv_2022_budget_summary.pdf](#) [2]

Please Submit Your Board Information

[fptv_board_members_2022.pdf](#) [3]

Please Submit a Copy of Your 501(c)3 cert.

[fptv_501c3_determination_letter.pdf](#) [4]

Other Attachments

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81603>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] https://www.tualatinoregon.gov/system/files/webform/fptv_2022_budget_summary.pdf

[3] https://www.tualatinoregon.gov/system/files/webform/fptv_board_members_2022.pdf

[4] https://www.tualatinoregon.gov/system/files/webform/fptv_501c3_determination_letter.pdf

FPTV Budget 2022	
Revenue	
Individuals	\$64,444
Congregations	\$15,548
Foundations	\$162,000
Corporations	\$30,000
Government/Civic	\$1,082,720
Indirect Cost Allocation	\$6,441
Fundraising Event- Revenue	\$50,500
Contributed Goods or Services	\$330,000
Interest & Dividends	\$120
Total Revenue	\$1,741,773
Expenditures	
Direct Family Assistance	\$974,273
Salary and Related Employment Costs	\$625,466
Facility Costs	\$56,600
Transportation Costs	\$1,884
Travel & Meeting	\$11,000
Marketing Costs	\$2,000
Insurance	\$4,000
Professional Fees	\$25,500
Office Costs	\$15,000
License & Registrations	\$1,500
Bank & Investment Fees	\$38
Online Giving Fees	\$1,000
Depreciation	\$3,120
Total Expenditures	\$1,721,381
Net Operating Revenue	\$20,392

FAMILY PROMISE OF TUALATIN VALLEY								
OFFICER/BOARD/COMMITTEE MEMBERS, 1/1/22								
	Last Name	First Name	<u>Occupation</u>	Address	City	<u>Zip Code</u>	Phone	E-mail
Officers								
President	Scott	Nancy	Graphic design	1500 SW Borland	West Linn	97068	503-997-2230	nanscottdesign@gmail.com
VP	Ayers	Jennifer	Executive Director	10321 SW Crow	Tualatin	97062	503-866-0792	jennifer@nwhpec.com
Secretary	Olson	Gina	Community Outreach	20755 S Wisteria Road	West Linn	97068	503-701-5560	mgolson5@comcast.net
Treasurer	Bailey	John	CPA/Real Estate	11027 SW 110th	Tigard	97223	503-702-1145	jmbaileyconsulting@gmail.com
Voting Members are Officers Plus Members								
Board Members								
At Large	Goodhouse	John	City Council/Insurance				971-212-7533	jgoodhouse@choicesins.com
At Large	Williams	Cameron	Columbia Sports	16075 NW Joscel	Beaverton	97006	503-720-1192	cawilliams@columbia.com
At Large	Greenough	Carol	Retired clinical ps	9965 SW Jurgens	Tualatin	97062	503-975-7808	carol.greenough@gmail.com
At Large	Case	Renee	Lifeworks NW/M	16819 Greenbrie	Lake Oswego	97034	503-313-4294	reneecase@comcast.net
At Large	Juttelstad	Claire	Under Armour/IV	1919 SE 25th Ave	Portland	97214	503-799-3287	clairejuttelstad@gmail.com
At Large	Quinn	Rebecca	Attorney	10782 SW Cottor	Tualatin	97062	503-810-1598	romanfolk@comcast.net



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

Date:

July 30, 2018

Person to contact/ID number:

Mr. Molloy – ID# 0203248

Contact telephone number:

877-829-5500

MICHAEL MCINNIS
16430 SW 93RD AVE
TIGARD OR 97224

Dear Sir or Madam:

We're responding to your letter dated November 14, 2017, requesting copies of the determination letter for Family Promise of Tualatin Valley.

Your copies are enclosed.

If you have questions, you can contact the person listed above.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Enclosure:
Your Copies

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 13 2017

FAMILY PROMISE OF TUALATIN VALLEY
9000 SW DURHAM ROAD
TIGARD, OR 97224

Employer Identification Number:
81-5297091
DLN:
17053156326007
Contact Person:
CARLY D YOUNG ID# 31494
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
April 24, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

FAMILY PROMISE OF TUALATIN VALLEY

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #106

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Fri, 09/02/2022 - 7:06am
73.25.86.211

Agency Contact Information

Agency Name

Good Neighbor Center

Address

11130 SW Greenburg Road

City

Tigard

State

Oregon

Zip Code

97223

Contact Name

Genevieve Sheridan

Contact Telephone Number

4083109195

Contact Email Address

executive@gncnw.org

Agency Request Information

Request

Requesting \$7,500

What is the Request for?

The \$7,500 will go directly to Project Butterfly. This funding will be a part of transforming two former donation rooms inside the family shelter into a certified daycare facility. Lack of access and availability to daycare and respite child care services are a main barrier for homeless families trying to get back into the workforce and stable housing. Transforming these two former donation rooms into a certified center and interactive education spaces will allow Good Neighbor Center to be that key resource for families rebuilding their lives as they gain employment and ultimately, stable housing. We employ a Lead Teacher who is director qualified and has extensive experience with providing quality daycare and holistic services for school aged children, early childhood education, operates after school homework help and a 10-week

summer program, coordinates holidays as well as birthdays and special events, and works one on one with families to navigate the school system. We provide our students with back to school supplies including backpacks, gift cards for new clothing and cold weather gear. Improving the quality of our services for children residing at the GNC family shelter will require GNC to outfit these rooms with safety equipment and supplies for teachers to prepare bottles, change diapers and clean up from activities. The total cost of this project in the FY22-23 is \$147,000.

Describe the Agency's Mission

Good Neighbor Center serves self-identified families experiencing homelessness and housing insecurity by providing temporary shelter, community connections, needed resources and case management services. We exist to provide safe shelter for families while opening doors to new opportunities, and housing stability.

What Group of Citizens in Tualatin Does Your Organization Target?

Students and families of Tigard-Tualatin School District who are experiencing housing insecurity and homelessness.

What Types of Services will be Provided in the Funding Request Year?

Day and child care for preschool-aged children of parents who need to find employment or maintain it. After school homework help and a 10-week summer program. School supplies for all the children in our program including backpacks and gift cards for back to school clothing, and cold weather gear.

How Many Tualatin Residents will be Served?

We serve an average of 70 families per year. An average of 10% of those we serve live in Tualatin.

What Percentage of Your Program is Dedicated to Service in Tualatin?

According to the statistics we have, about 10% of the families Good Neighbor Center serves are from Tualatin.

If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here

Metro
Washington County
State of Oregon (SHAP)
City of Tigard
OHA

Agency Organizational / Financial Information**Please Submit Your Budget Information**

[fy22-23_budget_8.10.22_consolidated.xlsx](#) [2]

Please Submit Your Board Information

[board_of_directors_2022.pdf](#) [3]

Please Submit a Copy of Your 501(c)3 cert.

[501c3_letter.pdf](#) [4]

Other Attachments

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81760>

Links

- [1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>
- [2] https://www.tualatinoregon.gov/system/files/webform/fy22-23_budget_8.10.22_consolidated.xlsx
- [3] https://www.tualatinoregon.gov/system/files/webform/board_of_directors_2022.pdf
- [4] https://www.tualatinoregon.gov/system/files/webform/501c3_letter.pdf

FY22-23 Budget as of July 7, 2022	22-1062 Supportive Housing - HCMS (Housing Case Management Services)	22-0954 Supportive Housing - Rapid Rehousing	Serial Tax Levy for Public Safety Facilities
Funder/Source	County Supportive Housing Services	County Supportive Housing Services	County Commissioners
Type of Funding	restricted - Metro bond	restricted - Metro bond	restricted - tax allocation
Payment Terms	reimbursement, 25% advance	reimbursement, 25% advance	quarterly direct deposit
Staffing (salary, mileage, phone, computer, etc)	\$ 200,000	\$ 100,000	\$ 230,000
Client Assistance	\$ 103,979	\$ 89,980	\$ -
Administration	\$ 36,477	\$ 22,798	\$ 100,000
Facility	\$ -	\$ -	\$ 15,000
Food	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ 15,000
Total Cash	\$ 340,456	\$ 212,778	\$ 360,000
\$ Match Requirement	\$ -	\$ -	\$ -
Contract Status	Signed by GNC ED, awaiting County signature	Signed by GNC ED, awaiting County signature	2021-2026 allocation already approved

Purpose	Supportive housing program, 2 case managers, office at Viewfinder & Beaverton Resource Center, 40 clients with vouchers, 20 clients at Viewfinder + 20 clients in scattered sites	Supportive housing program, 1 case manager, office at Beaverton Resource Center, 20 clients with vouchers, 3-24 month support at scattered sites	shelter program & facility: general operating overhead
Program / QBO Class Code	Supportive Housing	Supportive Housing	Shelter Facility & Shelter Program

Maintenance & Repair Grant	SHAP (State Housing Assistance Program)	COVID Wraparound Support	HSP (Housing Stabilization Program)	Viewfinder Resident Support Services
County Commisioners	Administered by Community Action (CAO)	OHA (Oregon Health Authority)	County Homeless Services Continuum of Care (HUD)	Community Development Partners (fee-for-service)
restricted - tax allocation	restricted - state grant	restricted - state grant	restricted - federal grant	fee for service
reimbursement	reimbursement	reimbursement	reimbursement	quarterly invoices for work performed
\$ -	\$ 188,000	\$ 15,000	\$ 28,500	\$ 32,400
\$ -	\$ -	\$ 75,000	\$ -	\$ -
\$ -	\$ -	\$ -	\$ 1,500	\$ -
\$ 14,000	\$ 24,000	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 14,000	\$ 212,000	\$ 90,000	\$ 30,000	\$ 32,400
\$ -	Shelter Program = \$567,000	\$ -	\$ 7,500.00	\$ -
award letter received, no contract yet	verbal confirmation of auto renewal from CAO, follows biennial state budget timelines. Contract pending	contract extension for 2021-2023 signed in fall 2021	grant renewed in fall 2021, grant year is Sept 1 - Aug 31 (federal fiscal year), contract pending	MOU has no end date, follows calendar year, 3% increase per year

<p>shelter facility: repairs & maintenance</p> <p>Shelter Facility</p>	<p>shelter program</p> <p>Shelter Program</p>	<p>pass through financial assistance for general public + staff time to administer it</p> <p>COVID Wraparound Support</p>	<p>transition 12 homeless families to apartments owned by Housing Authority, housing stability coaching & food + hygiene boxes for 1 year</p> <p>Housing Stabilization Program</p>	<p>light touch support services & community building activities for all 81 units</p> <p>Supportive Housing</p>
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Project Butterfly - GNC Daycare	Project Butterfly - GNC Daycare	EFSP (Emergency Food & Shelter Program)	EFSP-ARPA	City of Tigard
Silvey Family Foundation	Oregon Community Foundation	County Dept of Housing	County Dept of Housing	Economic Development Department
restricted - private foundation grant	restricted - private foundation grant	restricted - federal funds	restricted - federal funds	restricted - federal funds
1 lump sum check in summer 2022	usually 50% in fall 2022 & 50% in spring 2023	reimbursement	reimbursement	reimbursement
\$ 53,000	\$ 40,000	\$ 30,000	\$ 32,000	\$ 18,000
\$ -	\$ -	\$ -	\$ 75,000	
\$ -	\$ -	\$ -	\$ -	\$ 3,500
\$ -	\$ -	\$ -	\$ -	
\$ -	\$ -	\$ 10,000	\$ -	
\$ -	\$ -	\$ -	\$ -	\$ 3,500
\$ 53,000	\$ 40,000	\$ 40,000	\$ 107,000	\$ 25,000
Project Butterfly = \$147,000 total	Project Butterfly = \$147,000 total	Shelter Program = \$567,000	Shelter Program = \$567,000	\$ -
award email received, contract pending	site visit completed, awaiting final decision	application submitted May 2022, award notices expected in July 2022, stiff competition, historically received allocation from CAO's grant but they offered \$10K. Last award was \$30K.	application submitted May 2022, award notices expected in July 2022, stiff competition, one time funding	RFP may come out in fall 2022, grant award in early 2023. contingent on city being awarded grant from Business Oregon. Have been in talks with Lloyd Purdy, Econ Dev Dir.

GNC Daycare: staffing - full time teacher	GNC Daycare: staffing - 2 part time teaching assistants	shelter program: staffing & purchasing some food	shelter program: staffing and pass through emergency rental assistance to clients	Work to Housing Program: staffing, admin, and supplies
Childrens Program	Childrens Program	Shelter Program	Shelter Program	Workforce Program

City of Tualatin	
City Manager's Office	
restricted - city funds	
reimbursement	
\$ 4,000	
\$ -	
\$ -	
\$ -	
\$ -	
\$ 3,500	
\$ 7,500	\$ 1,564,134
\$ -	
application due Sept 2, 2022. Awards announced in October 2022, have received this funding in past years	

TOTAL awarded/ under contract	TOTAL pending
\$ 1,132,634	\$ 431,500

\$ 970,900	Staffing (salary, mileage, phone, computer, etc)
\$ 343,959	Client Assistance
\$ 164,275	Administration
\$ 53,000	Facility
\$ 10,000	Food
\$ 22,000	Supplies
\$ 1,564,134	Total

GNC Daycare:
staffing and supplies

Childrens Program

**Good Neighbor Center
Organizational Budget - Condensed**

FY 2022 - 2023

INCOME

Washington County Supportive Housing Services	\$	553,234
Washington County Office of Administration	\$	374,091
Washington County EFSP (Emergency Food & Shelter Program)	\$	139,000
Washington County Continuum of Care	\$	30,000
OHCS (OR Housing & Community Services) - SHAP (State Housing Assistance Program)	\$	212,000
OHA (Oregon Health Authority)	\$	90,000
City of Tigard	\$	7,000
City of Tualatin	\$	4,500
Metro	\$	1,000
Private Foundations	\$	423,000
Cash Donations	\$	275,000
In Kind Donations & Services	\$	400,000
Fundraising Event	\$	50,000
Daycare - Earned Revenue	\$	36,000
Viewfinder Resident Services - Earned Revenue	\$	32,400
TOTAL INCOME	\$	2,627,225

EXPENSES**Personnel**

Electronics	\$	9,500
Group Insurance	\$	165,600
Mileage	\$	2,000
Payroll Taxes	\$	131,460
Retirement 3%	\$	29,322
Salaries	\$	977,400
Staff Training	\$	8,200
Work Comp	\$	13,000

Programs

Direct Client Assistance	\$	300,000
Equipment Lease	\$	7,000
Facilities Service Contract	\$	37,000
Food - In Kind	\$	200,000
Furniture	\$	27,000
IT equipment & software	\$	8,500
IT Service Contract	\$	10,000
Leased Offices	\$	15,000
Maintenance & Repairs	\$	14,000
Other Program Expenses	\$	60,000
Program Supplies - In Kind	\$	50,000
Programs Service Contract	\$	25,000
Remodeling Projects	\$	100,000
Utilities	\$	32,000
Vehicles	\$	9,000
Volunteers - In Kind	\$	150,000
Website	\$	500

Administration

Accounting & Tax Prep	\$	9,000
Bank fees	\$	200
Board training & development	\$	1,000
Bookkeeping Service	\$	7,000
Dues & Memberships	\$	1,500
Finance Service Contract	\$	35,000
Fundraising	\$	30,000
Grant Writer	\$	6,000
HR Service Contract	\$	35,000
Insurance	\$	12,500
Legal	\$	5,000
Licenses & Registrations	\$	300
Strategic Planning	\$	20,000
TOTAL EXPENSES	\$	2,543,982
NET PROFIT / LOSS	\$	83,243

PROJECTED AVERAGE ACCOUNT BALANCES

Checking (1 month of operating capital)	\$	218,935
Money Market (3 months of operating capital)	\$	656,806
Capital Projects (2% of annual budget)	\$	52,545
Investments - ie. Mutual fund (2% of annual budget)	\$	52,545
Opportunities - Short Term CDs (2% of annual budget)	\$	52,545
TOTAL	\$	1,033,375

1. 41703 Supportive Housing Services (Aloha) = \$329,302.94 - \$87,500 advance = \$241,802.94 still outst
2. 41703 Supportive Housing Services (Viewfinder) = \$189,601 - \$47,400.25 advance = \$142,200.75 still outst
3. 41903 HUD CDBG (City of Beaverton) = \$20,000 outstanding
4. 41904 HUD CDBG (Wa Co Office of Comm Dev) = \$29,700 (paid in July, ple
5. 41701 Wa Co - Maintenance & Repair = \$15,000 outstanding
6. 41801 OHA = \$0 (we have not spent the f
7. 41902 HUD CoC = \$2,424.07 outstanding for F
8. 41802 SHAP = \$212,000 outstanding (cont
9. 48101 Community Dev Partners = \$16,200 outstanding

standing	\$ 241,802.94
standing	\$ 142,200.75
	\$ 20,000.00
(base apply to FY 21-22)	\$ 29,700.00
	\$ 15,000.00
(full \$60K advance)	\$ -
(FY 21-22 (this contract ends 8/31/22)	\$ 2,424.07
(contract is administered by Community Action of Washington County)	\$ 212,000.00
	\$ 16,200.00
	\$ 679,327.76

Shelter Program
Shelter Facility
Food Program
Children's Program
Housing Stabilization Program
Workforce Program
Supportive Housing Program
Volunteer Program
Outreach
COVID Wraparound Support
Events
Fundraising
Administrative
Unrestricted Donations
Permanently Restricted Donations
Temporarily Restricted Donations
Earned Revenue
Capacity Development

**East Washington County Shelter Partnership Council Incorporated
dba Good Neighbor Center
Board of Directors 2022-23**

Name/Email

Nicole Wolfer
Board Chair, Executive Committee
nicolefwolfer@gmail.com

Development Specialist
Providence Newberg Medical Center

Tom Heger
Vice Chair, Facilities Committee
Tom.Heger@jedunn.com

Vice President
JE Dunn Construction

Heather Jackson
Secretary, Executive Committee
hlmjax@gmail.com

Human Resources Manager
Cascade Management Inc.

Shannon Moxley
Treasurer, Executive Committee
smoxley@frontier.com

Owner
Shannon M. Moxley CPA

Jamie Stasny
Director, Fundraising Committee
jamiestasny@gmail.com

Regional Transportation & Land Use Policy
Coordinator
Clackamas County

Bethany Pflug
Director, Fundraising Committee
beth@resonatecc.com

Visiting Assistant Professor of Education
George Fox University

Dave Bachman
Director, Fundraising Committee
dave@cascade-management.com

President & CEO
Cascade Management Inc.

Kristin Bauer
Director
kristin.bauer@fib.com

Vice President Senior Treasury Solutions
Officer, First Interstate Bank

David Aldridge
Director, Facilities Committee
aldrigedavid@gmail.com

Owner
Aldridge & Associates Business Brokers

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 19 2004

Employer Identification Number:
93-1269989

DIN:

37053269739054

Contact Person:

ERIC J BERTELSEN

ID# 31323

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

370(b)(1)(A)(vi)

EAST WASHINGTON COUNTY SHELTER
PARTNERSHIP CODNCIL INC
11130 SW GREENBURG RD
TIGARD, OR 97223-5433

Dear Applicant:

Our letter dated JANUARY 2000, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #99

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Mon, 07/25/2022 - 5:22pm
73.180.50.241

Agency Contact Information

Agency Name

Love Inc., Tigard, Tualatin & Sherwood

Address

10900 SW 121st Ave

City

Tigard

State

Oregon

Zip Code

97223

Contact Name

Cherree Weeks

Contact Telephone Number

503.443.6888 or cell: 503.704.4106

Contact Email Address

executivedirector@loveinc-tts.org

Agency Request Information

Request

\$5,000

What is the Request for?

Extending hours of operation and training for life-skills

Describe the Agency's Mission

To bring restoration & transformation in lives, in our community, by offering life-changing, accountable, and long term programs to help them become fully independent citizens.

What Group of Citizens in Tualatin Does Your Organization Target?

Love Inc. targets the impoverished and low-income population, including the newly unemployed due to illnesses such as COVID.

Control of the distributions are made by a team of people that do vetting of each client.

What Types of Services will be Provided in the Funding Request Year?

Because of the changes in the community in the financial arena, we have found that we need to be able to offer more services than we do now and be much more available. We are only open to the public 2 days a week and in the office 2.5 days a week. This causes clients to potentially wait 5 days to hear back. Even though we are not an emergency based organization, 5 days is a long time to wait. Ideally, we would be open 4 full days a week and on-call one day. With the extra hours, we could fulfill the training that we would offer to clients and have more time to help find them what they might need.

How Many Tualatin Residents will be Served?

400

What Percentage of Your Program is Dedicated to Service in Tualatin?

27%

If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here

none

Agency Organizational / Financial Information**Please Submit Your Budget Information**

[budgetoverviewfy2021-fy21pl.pdf](#) [2]

Please Submit Your Board Information

[board_of_directors_2022.docx](#) [3]

Please Submit a Copy of Your 501(c)3 cert.

[love_inc_501_c_3_filing.pdf](#) [4]

Other Attachments

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81330>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] <https://www.tualatinoregon.gov/system/files/webform/budgetoverviewfy2021-fy21pl.pdf>

[3] https://www.tualatinoregon.gov/system/files/webform/board_of_directors_2022.docx

[4] https://www.tualatinoregon.gov/system/files/webform/love_inc_501_c_3_filing.pdf



Board of Directors - 2022

Executive Director

Cherree Weeks- Retired
12540 SW Prince Albert Ave
King City, OR 97224
503-704-4106
cherreeweeks@gmail.com

Secretary

Valerie Rice-Retired
12895 SW Buckfield Lane
Tigard, OR 97224
971-506-7423
valeririce@yahoo.com

Board President

Ed Demaree - Retired
10900 A Garden Park Place
Tigard, OR 97223
503-708-8753
tedemaree@yahoo.com

Lorna Kautzky-Retired Teacher

503 639 2982
miller_lorna@yahoo.com

Treasurer

Dave Scalley-Retired
16100 SW Century Dr. #159
Sherwood OR 97140
503-925-9824
dscalley3.0@gmail.com

Ray Lauzon-Retired Teacher

16840 SW Monterey Lane
King City, OR 97224
781-626-1777
ray46lauzon@gmail.com

Ruth Erickson - Retired

12095 SW Sweeney Pl.
Tigard, OR 97223
(971) 221-5741
grandma.lola.moose@gmail.com

Susanne Lee - Retired

14740 SW Peachtree Dr
Portland, OR 97224
408-853-4634
suleebarrett@gmail.com

10900 SW 121st Ave., Tigard, OR 97223

admin@loveinc-tts.org

loveinc-tts.org

Love INC TTS

Budget Overview: FY2021 - FY21 P&L

January - December 2021

	TOTAL
Income	
4000 Income--General Operating	
4001 Contributions - Churches	28,008.00
4003 Contributions - Board and Staff	3,000.00
4004 Contributions - Individuals	30,000.00
4005 Contributions - Businesses	3,000.00
Total 4000 Income--General Operating	64,008.00
Total Income	\$64,008.00
GROSS PROFIT	\$64,008.00
Expenses	
6012 Computer Software	600.00
6016 Dues & Filing Fees	120.00
6017 Education & Training	3,600.00
6018 Fees - PayPal,SqUp, etc.	180.00
6020 Insurance	1,800.00
6038 Office Supplies	4,800.00
6050 Payroll	
6051 Executive Director	18,000.00
6057 Help Center Coordinator	12,000.00
6059 Payroll Tax Expense - Employer	6,000.00
6061 Payroll Tax Expense - Employee	4,800.00
6065 Payroll Processing (Legal & Acc	600.00
6600 Payroll Expenses	2,400.00
Total 6050 Payroll	43,800.00
6060 Postage	60.00
6064 Professional Fees	600.00
6066 Rent	6,000.00
6068 Telephone	1,440.00
Total Expenses	\$63,000.00
NET OPERATING INCOME	\$1,008.00
NET INCOME	\$1,008.00

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **JAN 31 2012**

LOVE INC OF TIGARD TUALATIN AND
SHERWOOD
C/O GERRY PRUYN
18626 SW 92ND TERR
TUALATIN, OR 97062

Employer Identification Number:
27-2581050

DLN:
17053285405021

Contact Person: DIANE M ECKARD ID# 31394

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

Public Charity Status:
170(b)(1)(A)(vi)

Form 990 Required:
Yes

Effective Date of Exemption:
May 13, 2010

Contribution Deductibility:
Yes

Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

LOVE INC OF TIGARD TUALATIN AND

Sincerely,

A handwritten signature in cursive script, appearing to read "Lois G. Lerner".

Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #114

Submission information

Form: [Outside Agency Funding Request Form](#) [1]

Submitted by Visitor (not verified)

Mon, 09/12/2022 - 8:40pm

24.20.21.153

Agency Contact Information

Agency Name

Meals on Wheels People, Inc.

Address

7710 SW 31st Avenue

City

Portland

State

OR

Zip Code

97219

Contact Name

Kevin Carrillo

Contact Telephone Number

5039538133

Contact Email Address

kevin.carrillo@mowp.org

Agency Request Information

Request

We are requesting \$1,000 for the senior nutrition program in Tualatin. Deliveries of fresh, healthy meals to vulnerable older adults in the Tualatin-Tigard area continue to help support seniors who are facing food insecurity during current challenges such as gas hikes, cost of food increases, inflation and the ongoing pandemic.

What is the Request for?

Funds will be used to offset the rising cost of food needed to prepare nutritious meals for homebound and/or isolated seniors who live in Tualatin. Due to the continuing pandemic and the rise of concerning COVID-19 variants, seniors continue to shelter in place and some have little to no access to fresh food. Thanks to our compassionate and dedicated volunteers, Meals on Wheels People delivers healthy meals and nutrient-rich supplemental food (such as hard-boiled eggs, bread, hummus, peanut butter and cottage cheese) to anyone over the age of 60 who

requires assistance with accessing and preparing food. In our 52 years of operation Meals on Wheels People has never had to institute a waiting list for our services, and we are committed to ensuring that the increased cost of quality, fresh food doesn't jeopardize our ability to respond to the needs of seniors in communities such as Tualatin.

Describe the Agency's Mission

We enrich the lives of seniors and assist them in maintaining independence by providing nutritious food, human connection and social support. We also use our expertise and capacity to serve other nutritionally at-risk populations.

What Group of Citizens in Tualatin Does Your Organization Target?

We will provide meals to anyone age 60 or older facing food insecurity and/or malnutrition in our service area.

What Types of Services will be Provided in the Funding Request Year?

We provide healthy meals to homebound and/or isolated older adults in the greater Tualatin area. Last year Meals on Wheels People provided 7,967 meals to at-risk older adults in the Tualatin-Tigard community. In addition to weekly deliveries of fresh, tasty meals and nutrient-dense pantry staples, our staff make wellness check and friendly chat calls to clients to help address loneliness, the detrimental effects of which has been equated to smoking 15 cigarettes a day! Our vision is that no senior will go hungry or experience social isolation. Because many congregate (i.e. in-person) dining sites are still closed due to ongoing pandemic health concerns, we are working extra hard to identify ways to keep seniors who are at risk of loneliness and isolation engaged and connected to the outside world.

How Many Tualatin Residents will be Served?

Approximately 80 Tualatin residents are expected to be served.

What Percentage of Your Program is Dedicated to Service in Tualatin?

100% of City of Tualatin grant funds will be dedicated to Meals on Wheels People services provided to Tualatin residents.

If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here

City of Beaverton
City of Tigard
City of Hillsboro
Portland Children's Levy
City of Gresham
Multnomah County
Washington County

Agency Organizational / Financial Information**Please Submit Your Budget Information**

[mowp_board_approved_budget_fy23_-_formatted.pdf](#) [2]

Please Submit Your Board Information

[mowp_board_roster_2022-23_with_officers.pdf](#) [3]

Please Submit a Copy of Your 501(c)3 cert.

[501_c_3_irs_determination_letter.pdf](#) [4]

Other Attachments

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81868>

Links

- [1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>
- [2] https://www.tualatinoregon.gov/system/files/webform/mowp_board_approved_budget_fy23_-_formatted.pdf
- [3] https://www.tualatinoregon.gov/system/files/webform/mowp_board_roster_2022-23_with_officers.pdf
- [4] https://www.tualatinoregon.gov/system/files/webform/501_c_3_irs_determination_letter.pdf

Meals on Wheels People

Statement of Operations

Budget: 7/1/22 - 6/30/23

Consolidated

Board Approved 6/1/2022

Revenue:

Government:

Older Americans Act	2,105,290
Medicaid	1,756,509
NSIP (formerly USDA)	343,014
ARP/Covid	796,080
Local Governments	318,343
Participant Contributions Congregate	54,950
Participant Contributions Home Delivered	375,749

Fund raising:

Grants	600,000
Donations	2,566,739
Direct mail	1,294,383
Partnerships	360,000
Special Events	725,000
Center Fundraising	168
Release restricted	1,182,500

Meal sales :

The Diner Vancouver	515,220
Contract meal sales	944,938

Other :

Merchandise Sales	138,254
Interest earned and other investment earnings	108
Rental revenue	53,232
Board Designated Funds for Operations	1,569,734
Transfer from (to) Endowment & Investments	302,504

Total revenue 16,002,715

Expenses:

Personnel:

Salaries and wages	6,441,326
Payroll taxes and benefits	1,742,168
Contract employees	65,000

Food:

Program meals	3,242,605
Supplemental Food	500,000
Food for events	17,900
Food and supplies for revenue	16,699
MOW Supplies	373,850
Food Service Supplies	82,692

Professional services	516,777
Printing	265,712
Rent	421,543
Utilities	210,372
Telephone and internet	78,861
Postage	108,241
Truck costs	111,600
Insurance	152,520
Office Supplies	22,230
Small Equipment	62,960
Repairs and maintenance	112,400
Training	37,469
Subscriptions and memberships	41,895
Janitorial services and supplies	63,984
Mileage	61,502
Out of town travel	18,425
Volunteer costs	10,080
Center programming	1,700
Fundraising costs	34,000
Recruitment ads	16,000
Advertising	454,600
Bank charges	92,037
Wellness	10,600
Employee Recognition	20,106
Miscellaneous	48,296
Trademark Amortization	972
Depreciation	545,592

Total Expenses 16,002,715

Revenue over (under) expenses 0

**Meals on Wheels People
Board of Directors 2022-2023**

KATE ARMSTRONG

12 Monticello Dr
Lake Oswego, OR 97035
Cell: 503.333.6731
Email: katarm@gmail.com
*Co-Chair: Fund Development & Marketing
Committee*

BETH BIGGS

Cononus Pharmacy
4560 SE International Way #101
Portland, OR 97222
Work: 971.206.5100
Email: bbiggs@cononushealth.com

TERI BOWLES-ATHERTON

Providence St. Joseph Health
4400 NE Halsey St., Bldg 2, 4th Floor
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Cell: 503.975.4539
Email: teri.bowles@providence.org
Finance Committee Member

CARRIE BUTH

Health Net
13221 SW 66th Pkwy
Tigard, OR 97223
Cell: 503-201-3564
Work: 971-297-0037
Email: carrie.buth@trilliumchp.com
EDI Committee Member

NINA BYRD

Nina B. / EXP Consulting
3750 SW River Pkwy 221
Portland OR 97239
Cell: 541.854.0145
Email: Nina@livetheexp.com
*Fund Development & Marketing Committee
Member*

SCOTT CHRISTIANSON, PRESIDENT*

Ferguson Wellman Capital Mgt
888 SW Fifth Ave Ste 1200
Portland, OR 97204
Tel: 503.226.1444 (w)
Cell: 503.898.0155
Email: christianson@fergwell.com
*Chair: Executive Committee; Finance
Committee Member*

NENGI DIRIYAI *

Wells Fargo
3822 SE McKenzie Ave
Hillsboro, OR 97123
Cell: 512.293.2361
Email: nengimote.d@gmail.com
*Chair: EDI Committee; Nominating Sub-
Committee Member*

KATHLEEN DRAGO

OHSU
3181 SW Sam Jackson Park Rd L475
Portland OR 97239
Work: 503.949.7967
Cell: 916.300.3339
Email: drago@ohsu.edu
Email: kdrago710@gmail.com
Strategic Planning Committee Member

DAVID DRINKWARD

Hoffman Construction
805 SW Broadway, Suite 2100
Portland, OR 97205
Tel: 503.221.8915(w) (503.643.1324(h))
Cell: 503.351.6076
Email: david-drinkward@hoffmancorp.com
*Fund Development & Marketing Committee
Member*

KRISTEN ERBES

Cambia Health Solutions
100 SW Market St, M/S E 12 P
Portland OR 97201
Tel: (w) 503.525.6533
Cell: 503.516.2921
Email: kristen.erbess@cambiahealth.com
Chair: Strategic Planning Committee

STEVE FOLTZ

Vitaligent
7800 SW Durham Rd, Ste 900
Tigard OR 97224-7596
Cell: 503.639.2747
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*Fund Development & Marketing Committee
Member*

JULIE E. FRANTZ

2379 NW Quimby St.
Portland, OR 97210
Cell: 503.701.0582
Email: murfrantz@gmail.com
*Fund Development & Marketing Committee
Member*

ARNIE GARDNER, TREASURER*

3265 NW Bauer Woods Drive
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*Chair: Finance Committee; Strategic
Planning Committee Member*

CONNIE GILFILLAN

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*Co-Chair: Fund Development & Marketing
Committee*

SARAH JOANNIDES, PAST PRESIDENT *

11015 NW Copeland St
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Strategic Planning Committee Member

TIM KALBERG, SECRETARY*

Perkins & Co
1211 SW 5th Ave, Suite 1000
Portland, OR 97204
503.221.7511(w) 503.245.6802(h)
Cell: 503.997.7511
Fax: 503.294.4378
Email: tkalberg@perkinsaccounting.com
Chair: Finance Committee

CLAUDIA KNOTEK

New Seasons Market
1300 SE Stark St, Suite 401
Portland OR 97214
Tel: 503.473.8714 (w)
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Member*

MARCUS LAMPROS

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AMY MALAGAMBA

The Standard
1100 SW Sixth Avenue
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Email: amy.malagamba@standard.com
*Chair: Stride for Seniors Sub-Committee
Fund Development & Marketing Committee*

TAWNIE NELSON

First Interstate Bank
888 SW 5th Ave, #1000
Portland OR 97204
Cell: 503.702.1009
Email: Tawnie.Nelson@fib.com
Strategic Planning Committee Member

ASHLEY OSTEN, 1ST VICE PRESIDENT*

Moss Adams
Fox Tower
805 SW Broadway, Suite 1200
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Tel: 503.478.2251(w)
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Finance Committee Member

ERNIE STALEY

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Green Projects

LINDA THOMAS

Adventist Health - Portland
1408 S. 21st Place
Ridgefield, WA 98642
Cell: 971-322-9154
Email: thomaslinda08@yahoo.com
*Chair: Centers Council; Strategic Planning
Committee Member; Fund Development
Committee Member*

ARLENE VILLANUEVA UNVERZAGT

The Maribal Group - Consultant
3644 SW 48th Pl
Portland, OR 97221
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Email: arlene.unverzagt@gmail.com
*Fund Development & Marketing Committee
Member; EDI Committee Member*

DAVID VAN SPEYBROECK, 2ND VICE PRESIDENT*

24 Grouse Terrace
Lake Oswego, OR 97035
Tel: 503.675.8090 (h)
Cell: 971.409.3291
Email: vanspeybroeckd@gmail.com
*Finance Committee Member, Strategic
Planning Committee Member*

STEVE WATTS

Summit Bank
1155 SW Morrison, Suite 306
Portland, OR 97205
Tel: 503.618.8122 (h)
Cell: 503.310.3604
Email: swatts@sbko.bank
*Chair: Nominating Sub-Committee;
Strategic Planning Committee Member*

MARK YEE

U.S. Bank Private Wealth Management
111 SW Fifth Avenue, Suite 600
Portland, OR 97204
Tel: 503.464.4871 (w)
Cell: 503.888.8468
Email: mark.yee@usbank.com
Finance Committee Member

***Executive Committee**

ON HAITUS UNTIL 10/2022:

JANET BEAN

Portland Kettle Works
2401 NW 22nd Ave
Portland OR 97210
Tel: 503.590.2326 (h)
Cell: 503.320.0050
Email: bean.janet@gmail.com



Meals on Wheels People
List of Officers & Leadership 2022-23

SUZANNE WASHINGTON

Chief Executive Officer

Tel: 503.953.8140

Email: suzanne.washington@mowp.org

JESSICA MORRIS

Chief People & Strategy Officer

Tel: 503.953.8139

Email: jessica.morris@mowp.org

LINDA REYNOLDS

Chief Financial Officer

Tel: 503.953.8135

Email: linda.reynolds@mowp.org

RENATA WILSON

Chief Operations Officer

Tel: 503.953.8135

Email: renata.wilson@mowp.org

KEVIN CARRILLO

Chief Development Officer

Tel: 503.736.6325

Email: kevin.carrillo@mowp.org

JODY GRANT

Director of Operations

Tel: 503.927.8508

Email: jody.grant@mowp.org

MARK KRETSCHMER

Director of Information Technology

Tel: 503.953.8126

Email: mark.kretschmer@mowp.org

AMANDA CONROY

Senior Director of Development

Tel: 503.953.8188

Email: amanda.conroy@mowp.org



Department of the Treasury
Internal Revenue Service

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077550279
Feb. 08, 2013 LTR 4168C 0
93-0584318 000000 00

00027058

BODC: TE

MEALS ON WHEELS PEOPLE INC
PO BOX 19477
PORTLAND OR 97280-0477



008407

Employer Identification Number: 93-0584318
Person to Contact: Sophia Brown
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Nov. 19, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in June 1971.

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.

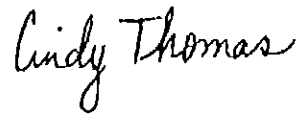
Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

4077550279
Feb. 08, 2013 LTR 4168C 0
93-0584318 000000 00
00027059

MEALS ON WHEELS PEOPLE INC
PO BOX 19477
PORTLAND OR 97280-0477

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

Sincerely yours,

A handwritten signature in cursive script that reads "Cindy Thomas".

Cindy Thomas
Manager, EO Determinations

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #105

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Wed, 08/31/2022 - 9:08pm
50.53.153.106

Agency Contact Information

Agency Name

Neighbors Nourishing Communities

Address

17660 SW Shawnee Trail

City

Tualatin

State

Oregon

Zip Code

97062

Contact Name

Chad Darby

Contact Telephone Number

503-523-7142

Contact Email Address

neighborsnc@gmail.com

Agency Request Information

Request

NNC is requesting a sizeable one-time grant of \$15,000.

What is the Request for?

The City has generously supported our organization year after year at the \$2,500 level, which covers much of our operating costs. We are so grateful for that. However, we have a project this year that now has land use approval by the City, to construct a 960 sq. ft. greenhouse at Bridgeport Elementary School. Prior to COVID and supply chain issues/inflation, we had enough for this project. The permitting process for land use approval has taken a couple of years, during which costs have increased well above our resources. The good news is that the project is shovel-ready now. A grant of \$15,000 would allow us to complete this project in early 2023. The purpose of this project is to help with food insecurity in our community. Bridgeport Elementary has a majority of students on free and reduced price lunches. They have a program that sends

backpacks of food home with children on weekends to make sure they are fed. The greenhouse would help produce food, possibly fundraise for more support, and would provide an outdoor classroom where students could learn all year long while staying dry. There are so many benefits to the curriculum that will be built around this. We have already raised \$45,000 in grants and pledges. We could really use the support this one year to meet our fundraising goal.

Describe the Agency's Mission

To strengthen communities and reduce hunger through gardening.

What Group of Citizens in Tualatin Does Your Organization Target?

All citizens of Tualatin. We provide education, seeds, plants, and supplies to anyone for free if they are willing to join us in growing produce. We allow all gardeners to keep 80% of what they produce and we ask that they donate 20% for families in need, which we track. We teach classes at the Tualatin Library and have taught at schools as well. We also have had gardening programs for students at MITCH Charter School and seniors at Brookdale River Valley Tualatin in pre-COVID years. We hope to resume again soon.

What Types of Services will be Provided in the Funding Request Year?

Primarily the construction of the greenhouse with this grant. However, we will provide our plants seeds, and education as usual for the community. Most years we donate over 2 tons of fresh organic produce to the Tualatin Schoolhouse Pantry and other organizations in need. The students and garden club at Bridgeport Elementary School routinely produce 600-800 lbs of produce in their community garden. The greenhouse would be built in the garden and help extend the growing season.

How Many Tualatin Residents will be Served?

We have 42 volunteer gardeners in 2022. However, we support those that visit the Tualatin Schoolhouse Pantry, we help students in Tualatin schools, and we support our senior living community. We are probably helping 500-1,000 residents in one form or another. However, all of Tualatin is served as anyone can participate and receive free plants, seeds, and support. I don't know of any other City that can boast this pledge for it's residents. For low income families, many of whom live in apartments, we will even support them with rented garden plots so they can participate as well.

What Percentage of Your Program is Dedicated to Service in Tualatin?

All of our programs are in Tualatin. However we have a few volunteer gardeners outside of Tualatin. Even these often donate their produce to the Tualatin Schoolhouse Pantry. So I would say greater than 99% of our efforts are dedicated to serving Tualatin.

If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here

We have pledged grants of \$15,000 from the Tualatin Rotary Club and Bridgeport Garden Club, which we included in our projected budget.

Agency Organizational / Financial Information**Please Submit Your Budget Information**

[2023_budget.docx](#) [2]

Please Submit Your Board Information

[board_members_2023.docx](#) [3]

Please Submit a Copy of Your 501(c)3 cert.

[irs_501c3_approval.pdf](#) [4]

Other Attachments

[bridgeport_greenhouse_v2.pptx](#) [5]

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81717>

Links

- [1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>
- [2] https://www.tualatinoregon.gov/system/files/webform/2023_budget.docx
- [3] https://www.tualatinoregon.gov/system/files/webform/board_members_2023.docx
- [4] https://www.tualatinoregon.gov/system/files/webform/irs_501c3_approval.pdf
- [5] https://www.tualatinoregon.gov/system/files/webform/bridgeport_greenhouse_v2.pptx

Operating Budget 2023	
<u>Revenue</u>	
Cash (starting balance)*	\$32,034
Resident Donations (cash)*	\$50
Business Donations (cash)**	\$15,000
City of Tualatin Grant	\$15,000
Total Cash Starting and Received	\$62,084
Donated Material	
Victory Seeds (donated seeds)-estimated	\$125
Territorial (donated seeds)- estimated	\$100
Total Value of Cash and Donations	\$62,309
<u>Expense*</u>	
Oregon Business Filings	\$ 100
Seeds/Plants	\$1,000
Community Garden Space Rental for low income families	\$0
Supplies for classes, tools, growing medium	\$400
Administrative costs/supplies	\$500
Greenhouse construction***	\$60,000
Total Expenses	\$62,000
Year-end balance	\$309

*Projection for CY2022 based on current finances and past donation history

**Represents a donation promised by the Tualatin Rotary Club towards the Bridgeport Greenhouse and the Bridgeport Garden Club

***Based on bids for greenhouse construction: Materials (\$29,000), Electrical (\$5,000), and Contractor labor (\$27,000)

Board Member Name	Board Position	Occupation	Address	Phone Number
Chad Darby	Director/Chairman	Air Quality Consultant/Engineer	17660 SW Shawnee Trail, Tualatin, OR 97062	503.523.7142
Robert Kellogg	Director	Attorney	9412 SW Arikara Drive, Tualatin, OR 97062	971.235.6908
Frank Bubenik	Director	IT Consultant	17445 SW 107th Ave., Tualatin, OR 97062	503.692.1544
Caitlin Blood	Director	Skyline Farm Manager	7306 N. Vancouver Ave., Portland, OR 97217	503.475.4271
Evan Weisner	Director	Real Estate Management	23315 Sw Sherk place, Sherwood, OR 97140	503-752-4202
Peggy Fisher	Director	Director of Marketing	22445 SW Chilkat Ter, Tualatin, OR 97062	503.554.4096

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 05 2014**

NEIGHBORS NOURISHING COMMUNITIES
17660 SW SHAWNEE TRAIL
TUALATIN, OR 97062-0000

Employer Identification Number:
46-4536188
DLN:
26053633002204
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
January 16, 2014
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436



Bridgeport Elementary School Greenhouse Project





Purpose of the Greenhouse

- To enhance STEM education programs with an outdoor, rainproof classroom location where students can enhance science, math, reading, and writing skills centered around gardening and nursery operations year-round.
- To augment the nutrition of students at the school, particularly those that may benefit from taking home some additional produce.
- To expand the community garden for year-round use by the school garden club.



Who is Funding this Development?

- Funding for the greenhouse is from private sources and will not affect the funding of the school.
- This is a \$60,000 investment in the educational opportunities for the school children. Very few elementary schools have a commercial scale greenhouse. Funding sponsors include Neighbors Nourishing Communities and the Rotary Club, both of which are Tualatin organizations.
- Bridgeport Elementary School was chosen because of the existing community garden and garden club program, the passion of the teaching staff and parents, and the significant amount of charitable food donations already coming from the school garden.

Where Will it be Located?



What Will it Look Like?



This is a similar unit at Rainier High School, although quite a bit larger

Next Steps

- Permitting with City of Tualatin
- Construction in Spring of 2023
- Outfitting greenhouse, developing curriculum Spring/Summer 2023
- Begin School Use in Fall of 2024



Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #100

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Thu, 08/11/2022 - 4:35pm
73.25.171.254

Agency Contact Information

Agency Name

Rebuilding Together Washington County Inc.

Address

12550 SW 3rd Street

City

Beaverton

State

Oregon

Zip Code

97005

Contact Name

Joan Goldhammer

Contact Telephone Number

503 644-4544

Contact Email Address

rtwc@togwc.org

Agency Request Information

Request

\$2,000

What is the Request for?

For our Critical Repair and Community Alliance Programs. For a period during the worst of COVID-19, our organization concentrated mainly on creating COVID policies and procedures for our volunteers, staff and homeowners. We also provided free smoke alarms and fires extinguishers in a contact free manner. A few projects were completed during that time. We have been back in full operation again since January 2022. A year ago, in July 2021 we worked on a house in Tualatin owned by a low-income homeowner and performed siding repair and a full exterior paint job. The value of this work including labor, materials and services is \$4,986.50. In the past, we have done quite a bit of work in Tualatin, mostly concentrated on the few manufactured home parks most in need.

Describe the Agency's Mission

Repairing homes, Revitalizing Communities, Rebuilding lives.

We fulfill our mission by providing free home repairs and accessibility modifications for low-income homeowners throughout Washington County.

What Group of Citizens in Tualatin Does Your Organization Target?

We only assist people who own, or are purchasing their own homes. They can be stick-built or manufactured. We find that the majority of the work that we are called to do is in manufactured home parks where the average income of the homeowners typically is low to extremely low. Of the applicants that we helped during the past 13 months, 38% were households with a person or person with disabilities, 33% of the applicants were considered older adults.

What Types of Services will be Provided in the Funding Request Year?

Most likely the services will be similar to the types of projects we have done before in Tualatin which were: siding repair and exterior painting, one time yard debris clean-up, plumbing and electrical repairs that do not require a licensed electrician or plumber, repair or replace rotted steps, install grab bars and handrails, ADA toilets etc. It depends on the needs of the applicants who apply from the City of Tualatin.

How Many Tualatin Residents will be Served?

This is hard to quantify as we might help 4 households where only one senior or person with a disability lives, or we might work on the home of a young family living in an older manufactured home that houses 4 children and 2 or more adults. It also depends on the complexity of the repairs needed, for instance if we need to put together a volunteer team to paint a home, repair siding if necessary, and provide insurances, lunch, paint and supplies and dozens of man hours, it may be only one or two household that receive help in a year. On the other hand, if we get applications from homeowners needing a few grab bars, or handrails, or a leaky faucet repaired, it could be many more.

What Percentage of Your Program is Dedicated to Service in Tualatin?

Unfortunately we cannot dedicate service to particular cities as it depends on how many applications we receive from each city, what the repairs are that are requested and how much funding and volunteer resources we have.

If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here

Beaverton, City of = \$20,000

Washington County Office of Community Development CDBG Funds- \$10,000

Agency Organizational / Financial Information**Please Submit Your Budget Information**

[rtwc_line_item_budget_2223.pdf](#) [2]

Please Submit Your Board Information

[rtwc_board_of_directors_fy_2223.docx](#) [3]

Please Submit a Copy of Your 501(c)3 cert.

[2015_-_irs_determination_letter_1.pdf](#) [4]

Other Attachments

[rtwc_current_scope_of_work.docx](#) [5]

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81502>

Links

- [1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>
- [2] https://www.tualatinoregon.gov/system/files/webform/rtwc_line_item_budget_2223.pdf
- [3] https://www.tualatinoregon.gov/system/files/webform/rtwc_board_of_directors_fy_2223.docx
- [4] https://www.tualatinoregon.gov/system/files/webform/2015_-_irs_determination_letter_1.pdf
- [5] https://www.tualatinoregon.gov/system/files/webform/rtwc_current_scope_of_work.docx

Line Item Organization Budget

	TOTAL AGENCY	Homeowner Support & Outreach	Critical Repairs	Community Unrestricted Alliance	
REVENUE					
Businesses	1,700		1,350		350
Religious and Civic Organization:	3,000			3,000	
Corporations	15,000	2,000	3,000	9,000	1,000
Foundations	15,500	1,500	7,000	4,000	3,000
Trusts	15,000	2,000	6,750	2,000	4,250
Individuals	8,000				8,000
Public Agencies	34,000	4,000	30,000		
Contracts	8,000		8,000		
Special Events	3,000				3,000
Misc, income	500				500
Total Cash Revenue	103700	9500	56100	18000	20100
In-kind donations of materials	5,500		4500	1,000	
In-kind volunteer labor hours	44,500		11,000	33,500	
Total In-Kind Revenue	50000				
TOTAL REVENUE	153700	9500	71600	52500	20100
EXPENSES					
Staff Salary expense					
Int.Ex. Director	33,450	19,500	5,750	3,300	4,900
Program Manager	42,000	21,750	11,250	7,500	1,500
Paid Labor/repair	750		750		
Project Materials	6,000		5,000	1,000	
Project Support Costs	2,600		850	1,750	
Volunteer Support Costs	800				800
Rent and utilities	6,150				6,150
Insurances	5,000				5,000
Dues and licenses	4,000				4,000
Phone & Internet	900				900
Office Supplies	1,300				1,300
Training & Development	500				500
Travel & Meetings	1,000				1,000
Bank fees & misc chgs.	450				450
TOTAL CASH EXPENSE	104,900	41,250	23,600	13,550	26,500
Net Operating Income	-(1,200)				



BOARD OF DIRECTORS 2022/2023 FISCAL YEAR

Officers

Yessenia Jones- President

Construction Coordinator – Pro-Unlimited

On-Site @ Nike

9855 SW 153rd Ave., Beaverton, OR 97005

Member as of June, 2015

503-740-8572

Salvador Castaneda Jr.- Secretary

Advisor and Outreach Coordinator

Portland Community College

5175 SW 163rd Ave.

Beaverton, OR.97007

Member as of August 2018

971-303-5151

Directors

Alex Jones

Training Manager-Financial Beginnings

9855 SW 153rd Ave.

Beaverton, OR. 97007

Member as of June 2015

971-570-3323

Mary Ann Spady

Oregon Broker- Next Home

Realty Connection

6194 NE Cornell Road

Hillsboro, OR. 97124

Member as of May 2022

541-401-4416

Rebecca Nelson

Oregon Broker- Next Home

Realty Connection

6194 NE Cornell Road

Hillsboro, OR. 97124

Member as of May 2022

503-330-3096

**

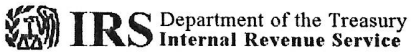
Staff

Joan Goldhammer Interim Executive Director

503-680-0480

Monica Arnett- Program Manager

971-205-0051



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 1000571086
Feb. 23, 2015 LTR 4168C 0
93-1120908 000000 00
Input Op: 0752251710 00022600
BODC: TE

REBUILDING TOGETHER WASHINGTON
COUNTY INC
12550 SW 3RD ST
BEAVERTON OR 97005-0555



027458

Employer Identification Number: 93-1120908
Person to Contact: CUSTOMER SERVICE
Toll Free Telephone Number: 1-877-829-5500

Dear REBUILDING TOGETHER WASHINGTON:

This is in response to your Feb. 11, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in NOVEMBER, 1993.

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.

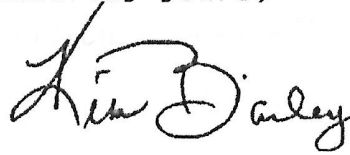
Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

1000571086
Feb. 23, 2015 LTR 4168C 0
93-1120908 000000 00
Input Op: 0752251710 00022601

REBUILDING TOGETHER WASHINGTON
COUNTY INC
12550 SW 3RD ST
BEAVERTON OR 97005-0555

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

Sincerely yours,

A handwritten signature in black ink that reads "Kim D. Bailey". The signature is written in a cursive style with a large, stylized initial "K".

Kim D. Bailey
Operations Manager, AM Operations 3



12550 SW 3rd Street, Beaverton, OR 97005

Phone: 503-644-4544

E-mail: rtwc@TogWC.org

Website: www.TogWC.org

Taxpayer ID #93-1120908

REBUILDING TOGETHER'S CURRENT SCOPE OF WORK

Jobs Performed by our "Fix-It-Squad" skilled volunteers include:

- Light plumbing repairs that do not require a licensed plumber.
- Accessibility Modifications that include handrails, grab bars, wheelchair ramps and ADA toilets.
- Door repair or replacement for safety reasons.
- Broken window replacement.
- Light electrical repairs that do not require a licensed electrician.
- Stair repair or replacement.
- Some deck repairs.
- Floor repair.
- Siding repair to help prevent further damage to a home.
- 25 Point Safe and Healthy Home Assessment used to identify potential hazards in addition to homeowners requested repairs. (performed by our program manager.)

Jobs Performed by our "General Volunteers" include:

- Exterior Paint jobs- most often performed by teams and done to help prevent possible eviction of homeowners from the manufactured home park if they can't afford to pay to have the repairs done, or are unable to complete them themselves. Other homes may qualify for a paint job to prevent further deterioration. (We are unable to paint 2-story homes at this point in time.)
- Yard-Clean-Up – this is done on a one time basis usually in conjunction with painting a home. It is not a weekly or monthly service.
- Office Help- filing, shredding, cleaning, data entry and other various office tasks.

This list is current as of August 9, 2022 and may be subject to change as our resources expand or contract.

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #109

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Fri, 09/02/2022 - 2:09pm
50.53.230.90

Agency Contact Information

Agency Name

Sexual Assault Resource Center (SARC)

Address

4900 SW Griffith Suite 135

City

Beaverton

State

Oregon

Zip Code

97005

Contact Name

Brandy Selover

Contact Telephone Number

503-626-9100, ext 250

Contact Email Address

brandys@sarcoregon.org

Agency Request Information

Request

The Sexual Assault Resource Center (SARC) is requesting \$4,500 from the City of Tualatin to support operational costs of providing direct services for individuals who have experienced sexual violence, and community education and prevention, including evidence-informed sexual assault prevention education in high schools.

What is the Request for?

SARC will utilize the funding from the City of Tualatin for general operating costs associated with providing advocacy services to survivors of sexual assault and community education and outreach efforts to help support people who have experienced sexual violence and/or their families/support persons towards a holistic approach to prevention, response, and healing.

The Sexual Assault Resource Center is a nonprofit organization that was established in 1977 as

a rape crisis agency, and one (1) of only two (2) programs in the entire state of Oregon that specializes in confidential advocacy and support for people who have experienced sexual assault, and/or their families and support persons. Due to capacity, SARC specifically provides direct advocacy services to the Washington County population, and some community education and prevention work crossing into Multnomah County. In part, due to a significant rise in experiences of isolation because of the COVID-19 pandemic, the Sexual Assault Resource Center has experienced an upsurge in requests from community members and partners to provide increased levels of advocacy, education and prevention as it relates to sexual assault and trauma-informed ways to support and heal, even more so within the adolescent age ranges since the return of in-person learning for high school aged youth.

Describe the Agency's Mission

SARC's mission is to promote social justice by eliminating sexual violence in our community through education, support, and advocacy.

What Group of Citizens in Tualatin Does Your Organization Target?

SARC's core programs (community education and adolescent-focused prevention curriculum; 24/7 confidential advocacy, support, and crisis response; and, individual counseling and groups therapy and healing programs) provide services for all individuals, 15 years and older, who have experienced sexual violence, and their support persons, as well as community members who wish to engage in the prevention of sexual violence throughout Washington County. All advocacy, counseling and outreach services are provided at no cost.

What Types of Services will be Provided in the Funding Request Year?

Services to be provided with the use of funds from the City of Tualatin include direct crisis and emotional support advocacy, community education and outreach services related to sexual violence, and the outreach and informational materials distributed to adult and youth community members and community partners about SARC services.

How Many Tualatin Residents will be Served?

Due to confidentiality of clients, SARC does not require clients to specify where they live, other than their connection with Washington County, to receive services. However, Tualatin residents have been and will continue to be beneficiaries of all SARC's services. National and statewide data indicate that approximately 1 in 5 women and 1 in 6 men have experienced sexual assault within their lifetime. Estimating the number of Tualatin residents who experience sexual assault at rates comparable to the national average, SARC estimates service provision to approximately 5,500 residents (youth and adult) annually through the 24/7 support line and in-person crisis response advocacy alone. In addition, crisis response and case manager advocates collaborate with Tualatin law enforcement, health care providers, and other important responders and support staff involved in much of the process and journey of a sexual assault survivor. Additionally, SARC community outreach and education specialists reach an approximate 2,000 high school aged youth each year through education and prevention curriculum within Tigard-Tualatin School District.

What Percentage of Your Program is Dedicated to Service in Tualatin?

Approximately 10% of SARC's direct programmatic services are dedicated to the Tualatin community.

If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here

Currently, we do not have any pending/new applications for funding from Tualatin or other government organizations in Oregon.

Please Submit Your Budget Information

[final_city_of_tualatin_budget_2022-09-02.pdf](#) [2]

Please Submit Your Board Information

[2022-09_list_of_board_members.pdf](#) [3]

Please Submit a Copy of Your 501(c)3 cert.

[2009_irs_nonprofit_determination_letter.pdf](#) [4]

Other Attachments

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81769>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] https://www.tualatinoregon.gov/system/files/webform/final_city_of_tualatin_budget_2022-09-02.pdf

[3] https://www.tualatinoregon.gov/system/files/webform/2022-09_list_of_board_members.pdf

[4] https://www.tualatinoregon.gov/system/files/webform/2009_irs_nonprofit_determination_letter.pdf

Detailed Project Budget - September 2022



Overall Project Budget and Itemized Request for City of Tualatin in the provided columns below.

Line item	Project Budget	City of Tualatin Itemized Request
Salaries & Wages	\$ 642,762.00	\$ 3,205
Fringe Benefits & Taxes	\$ 152,550.00	\$ 225
Office Supplies	\$ 3,600.00	\$ -
Advertising	\$ -	\$ -
Rent	\$ 66,708.00	\$ -
Utilities	\$ 43,680.00	\$ -
Other-- Education & Outreach Materials; printing	\$ 7,080.00	\$ 1,070
Other-- Crisis/Support Advocate on-call stipends	\$ 28,200.00	\$ -
Other--	\$ -	\$ -
Other--	\$ -	\$ -
Other--	\$ -	\$ -
TOTAL	\$ 944,580.00	\$ 4,500



Board of Directors

September 2022

Sherrill A. Corbett, JD
Partner, Tonkon Torp LLP
Board Chair since January 2021; Member since 2019; serves on Governance and Finance Committee

Hiram Moy
Entrepreneur
Treasurer; Member since 2018; serves as Chair of Governance, and Audit and Finance Committees

Katie Brokaw
Moda Health
Member since 2019; serves on Development and Governance Committees

Veronica Miller
Geffen Mesher, Manager, Client Accounting Services
Member since 2022; serves as member of Finance Committee

Carla Faye Crouch-Marcoff, MBA
Lovett, Inc; Director of Human Resources
Member since 2022; serves as member of Governance Committee

Committee Members Who Are Not Voting Board Members

Brandy Selover, MPH; Executive Director, SARC



IRS Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248221235
Mar. 24, 2009 LTR 4168C E0
93-0800739 000000 00 000
00010709
BODC: TE

SEXUAL ASSAULT RESOURCE CENTER
4900 SW GRIFFITH DR STE 100
BEAVERTON OR 97005-4649

Employer Identification Number: 93-0800739
Person to Contact: April Howard
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Mar. 13, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in May 1991, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate 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.

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

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

08505

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #111

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Fri, 09/02/2022 - 11:14pm
50.53.154.49

Agency Contact Information

Agency Name

Tualatin High School HOSA Chapter

Address

22300 SW Boones Ferry Rd.

City

Tualatin

State

Oregon

Zip Code

97062

Contact Name

Heidi Gorka

Contact Telephone Number

(503) 936-6589

Contact Email Address

hgorka@ttsd.k12.or.us

Agency Request Information

Request

Request amount: \$3,500

What is the Request for?

The grant would provide young students with plentiful opportunities in exploring and learning about medical and healthcare fields. It would help fund student fees for Mock-State, State, and International competitions, providing unparalleled opportunities for engagement and education in fields ranging from Medical Law to Nursing, and everything in between.

Describe the Agency's Mission

TuHS HOSA aims to provide exposure to medical and health careers for aspiring students. We not only seek to steer students towards their desired fields and inform them about many different career paths, but also prepare them for the future through competition, interactive teachings, and opportunities provided by local community members and nationally recognized professionals

alike. We also provide our officer team with the chance to practice leadership and teamwork throughout the year.

What Group of Citizens in Tualatin Does Your Organization Target?

Our organization targets students in Middle and High School. We seek to provide the next generation of Healthcare professionals with opportunities for education in their desired specialties.

What Types of Services will be Provided in the Funding Request Year?

Services provided in the Funding Request Year range from offering our members financial assistance with club and competition fees, transportation to volunteer events and competitions, and scholarship money for our trip to the HOSA International Leadership Conference in the Spring of 2023.

How Many Tualatin Residents will be Served?

We have around 50 regularly active members in our chapter, but upwards of 150 members participating in chapter meetings and activities throughout the year. We are working to grow chapter enrollment in the coming school year.

What Percentage of Your Program is Dedicated to Service in Tualatin?

Around 15% of what we do revolves around volunteer and service work in the community. We participate in and organize a variety of events including Tualatin special events, vaccine clinics at TuHS, blood drives, toy drives, etc. While formal service work is only 15% of what we do as a club, 100% of our efforts go toward the student members of Tualatin HOSA.

If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here

n/a

Agency Organizational / Financial Information**Please Submit Your Budget Information**

[budget_info.docx](#) [2]

Please Submit Your Board Information

[board_information.docx](#) [3]

Please Submit a Copy of Your 501(c)3 cert.

[501c3_info.docx](#) [4]

Other Attachments

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81780>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] https://www.tualatinoregon.gov/system/files/webform/budget_info.docx

[3] https://www.tualatinoregon.gov/system/files/webform/board_information.docx

[4] https://www.tualatinoregon.gov/system/files/webform/501c3_info.docx

Our budget is estimated as it varies from year to year

Mock-State

Building and Custodial Fees: \$345

Snacks and Supplies: \$200

State Leadership Conference

(Budget is for 20 students as this is the number we estimate will attend)

Registration Fees: \$1800

Transportation: \$500

Hotel: \$2500-\$4000

International Leadership Conference

(Budget is for 10 students as this is the number we estimate will attend)

Registration Fees: \$900

Flights: \$6000+

Hotel: \$3750-\$6000

Other

Club Registration Fees for 60 students: \$1200

(Fees are \$20 per student to be registered with HOSA both in Oregon and Internationally)

OREGON HOSA BOARD OF TRUSTEES

<https://oregonhosa.org/board-of-trustees/>

Jeffrey Crapper
Board Chair

Carlie Harris
Secretary/Treasurer

Heidi Gorka
Board Member

Kimberly Herder
Board Member

Martha Robertson
Board Member

Joshua M. Martwick – Alumni, Oregon Health & Science University
Board Member

Ramyar Eslami – Alumni, Oregon Health & Science University
Board Member

Jane A Shovlin, RN, Oregon HOSA Executive Director

Art Witkowski, Oregon Department of Education

Shrey Goel, Oregon HOSA State President

Shelly Kinnunen, Oregon HOSA State Advisor

TUALATIN HOSA STUDENT OFFICER TEAM

(Teacher Advisor: Heidi Gorka)

Elena Stripling
President

Nathan Ruybalid
President-elect

Satvika Vadapu
Events Coordinator

Ashley Tran
Events Coordinator

Sophia Stoeber
Competitions Coordinator

Helayna Sy
Competitions Coordinator

Lauren Ayers
Treasurer

Avery Walters
Social Secretary

Amy Kang
Web/Meetings Secretary

Avery Porter
Middle School Liaison

Timothy Parsons
Middle School Liaison

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 12 2020

OREGON HOSA INC
PO BOX 1440
OWASSO, OK 74055

Employer Identification Number:
45-4778314
DLN:
29053259312019
Contact Person:
MS. REPENNING ID# 31797
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
November 15, 2016
Contribution Deductibility:
Yes
Addendum Applies:
Yes

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted in your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar

Letter 947

OREGON HOSA INC

to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

Enclosure:
Addendum

OREGON HOSA INC

ADDENDUM

If you have been in existence for at least three years and you have not filed a Form 990 return or notice for three consecutive years, you may soon receive a letter (Notice CP120A) that we automatically revoked your exempt status, as required by law, for failure to file a return or notice for three consecutive years. This letter will serve to reinstate your exempt status, so you will not need to re-apply. However, you may need to file the appropriate delinquent Forms 990 for all years you have operated as a tax-exempt organization.

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #110

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Fri, 09/02/2022 - 4:41pm
97.115.167.186

Agency Contact Information

Agency Name

Tualatin Food Pantry

Address

3550 SW Borland Rd, Tualatin

City

Tualatin

State

Oregon

Zip Code

97062

Contact Name

Danielle Schneider

Contact Telephone Number

503 783-0721

Contact Email Address

danielle@schoolhousepantry.org

Agency Request Information

Request

\$5,000 to Prevent Hunger in our Community

What is the Request for?

As a partner agency of OFB, we receive food at a discounted rate through OFB. OFB limits the quality and type of items available each week. We are often not able to purchase enough meat, butter, milk, and eggs through OFB to meet client demand. Perishable staples are also not items that can be safely donated via community food drives. As a result, we regularly end up purchasing meat, butter, milk, and eggs at full price from local grocery stores or food distributors. Funds from the City of Tualatin would be used to purchase basic staples that we are unable to get through OFB.

Describe the Agency's Mission

The mission of Tualatin Food Pantry (TFP) is to provide emergency food to qualified households in a welcoming environment. As a part of the Oregon Food Bank (OFB), we also share in their mission to eliminate hunger and its root causes because we believe that no one should go hungry. We operate with a nearly all volunteer staff that is dedicated to serving others. TFP serves residents of Tualatin, Durham, Lake Oswego, West Linn, and Wilsonville. TFP provides emergency food boxes with up to five (5) days worth of food and personal supplies, twice (2) per month.

What Group of Citizens in Tualatin Does Your Organization Target?

We provide services to citizens of Tualatin who are experiencing food insecurity. Clients seeking food assistance include unhoused individuals, individuals fleeing domestic violence, those living on limited incomes such as disability income, individuals who are unemployed, or individuals who are working but unable to afford to purchase food especially as the cost of goods continue to rise.

What Types of Services will be Provided in the Funding Request Year?

TFP operates like a grocery store with two differences: there is no charge for the food received, and our volunteer team helps clients select the food that their family wants. The amount of food received is based on our standard allocations based on family size as well as the current available supply of food. For clients who are unable to shop in person, we also have curbside, low-contact pick-up of pre-packaged food boxes. Each pre-packaged food box contains the same items that clients would be able to select in person. For home-bound neighbors, we provide delivery services. We are open 13 hours per week over 4 days to serve clients.

While our work is primarily focused on emergency food distribution and helping to alleviate hunger, we also help reduce the amount of food going into landfills. We work with local companies such as Safeway and New Seasons to pick-up excess food that otherwise go to a landfill. All food donated via these programs meets OFB guidelines for redistribution.

How Many Tualatin Residents will be Served?

In 2021, we served 1,786 households from Tualatin. We anticipate the number for 2022 to be the same or higher.

What Percentage of Your Program is Dedicated to Service in Tualatin?

In 2021, 42% of the clients we served lived in Tualatin. We anticipate the percentage to be the same or higher for 2022.

If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here

City of Tigard, \$2,000.00 (secured)

Metro Council Community Support Fund, \$1,000.00 (secured)

Clackamas County, \$6,182.00 (pending)

Agency Organizational / Financial Information**Please Submit Your Budget Information**

[tfp_2022_budget.pdf](#) [2]

Please Submit Your Board Information

[2022_board_roster_9.2.22.pdf](#) [3]

Please Submit a Copy of Your 501(c)3 cert.

[tfp_501c3_certification.pdf](#) [4]

Other Attachments

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81774>

Links

- [1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>
- [2] https://www.tualatinoregon.gov/system/files/webform/TFP_2022_Budget.pdf
- [3] https://www.tualatinoregon.gov/system/files/webform/2022_Board_Roster_9.2.22.pdf
- [4] https://www.tualatinoregon.gov/system/files/webform/TFP_501c3_Certification.pdf

Tualatin Food Pantry 2022 Budget

	<u>Total</u>
Revenue	
40 Contributed support	210,000.00
42 Grant Income	50,000.00
Total Revenue	<u>\$ 260,000.00</u>
Gross Profit	<u>\$ 260,000.00</u>
Expenditures	
7200 Salaries & related expenses	85,000.00
8000 Food and Services for clients	60,000.00
8100 Operating expense	30,000.00
8150 Admin Expense	25,000.00
8200 Occupancy expenses	10,000.00
8250 Volunteer Expense (deleted)	1,000.00
8800 Other Expense (deleted)	1,200.00
Total Expenditures	<u>\$ 212,200.00</u>
Net Operating Revenue	<u>\$ 47,800.00</u>
Net Revenue	<u>\$ 47,800.00</u>

Tualatin Food Pantry Board Members and Staff* 2022

<p>Donna Capodacqua Vice President, HR Comm Term Ends 12/31/23 503-919-8972 dcapodacqua@yahoo.com</p> <p>17445 SW 107th Ave. Tualatin, OR 97062</p>	<p>Karen Dana Oster</p> <p>Term Ends 12/31//24 503-810-2560 karen@kdopatent.com</p> <p>17791 SW Overlook Lane Lake Oswego, OR 97034</p>
<p>Faith Carter Chair Board Development Comm. Term Ends 12/31/22 503-407-0471 faithcarter355@gmail.com</p> <p>25475 Swift Shore Drive Tualatin, OR 97062</p>	<p>Danielle Schneider* Executive Director</p> <p>503-504-4511 danielle@schoolhousepantry.org</p> <p>7605 SE 22nd Ave. Portland, OR 97202</p>
<p>Mary Goldsher Secretary, Board Devel and Invest. Comm. Term Ends 12/31/22 630-605-8546 marygoldsher@gmail.com</p> <p>2794 Vale Court Lake Oswego, OR 97034</p>	<p>Mike Shiffer President, Finance Comm. Term Ends 12/31/22 503-349-2358 mike@schoolhousepantry.org michael.shiffer@gmail.com</p> <p>9563 SW Siuslaw Lane Tualatin, OR 97062</p>
<p>Maria Harvey, DPM</p> <p>Term Ends 12/31/25 503-422-3144 maria@rbvinc.com</p> <p>17325 Banyan Lane Lake Oswego, OR 97034</p>	<p>Jeff Wahl Treasurer, Chair Finance Comm., Chair Invest Comm. Term Ends 12/31/23 503-789-3538 jwahl@cuidevices.com</p> <p>3655 SE Tolman St. Portland, OR 97202</p>
<p>Katie McKenzie HR Committee Term Ends 12/31/23 503-860-0642 kmckenzie@cuidevices.com</p> <p>6064 SW 67th PL Portland, OR 97223</p>	

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 16 2008

TUALATIN SCHOOL HOUSE PANTRY
PO BOX 248
TUALATIN, OR 97062

Employer Identification Number:
20-2253741
DLN:
17053210335008
Contact Person:
RENEE RAILEY NORTON ID# 31172
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
October 31, 2007
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #101

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Mon, 08/15/2022 - 12:12pm
66.154.213.254

Agency Contact Information

Agency Name

Tigard-Tualatin Family Resource Center

Address

9550 SW Murdock St

City

Tigard

State

Oregon

Zip Code

97224

Contact Name

Catherine West

Contact Telephone Number

5036031588

Contact Email Address

cwest@ttsd.k12.or.us

Agency Request Information

Request

\$5,000

What is the Request for?

Funding would be used to provide supports to Tualatin families in need specifically to fill gaps in services when no other resources are available such as scholarships for extracurricular activities, counseling copays, food gift cards for special diets, hygiene supplies, and furniture access fees.

Describe the Agency's Mission

The Tigard-Tualatin Family Resource Center (TTFRC) is a school-based center that works in partnership with Tigard-Tualatin School District (TTSD) staff to provide social services and resource connections to students, families, and the local community. TTSD's mission is to

educate every child. TTFRC supports this mission by working to eliminate non-education-related barriers to student success.

What Group of Citizens in Tualatin Does Your Organization Target?

The Tigard-Tualatin Family Resource Center serves Tigard-Tualatin School District families as well as parents with children 0-5 years old that will eventually enter the school district. The target populations within this group are students and families that have been traditionally underserved and underrepresented as well as families with low incomes and those experiencing homelessness and in general, families that have community resource needs.

What Types of Services will be Provided in the Funding Request Year?

In October of 2021, the Resource Center moved from the campus of Tigard High School onto the campus of Templeton Elementary School along with the Caring Closet and is now located behind the new Kalapuya Early Learning Center. The new location is also next door to Twality Middle School and shares a building with the Virtual Academy. The close proximity to four schools, the Caring Closet, and even the TTSD Training Center is providing constant opportunities to partner and better serve the local community. The new center is a big step up from officing out of a portable without restrooms or running water. We are now located in refurbished classrooms that look clean and modern and have enough space to allow for a variety of services and supports. As Covid protocols allow, we hope to invite community partners to provide services on-site as well such as Oregon Health Plan enrollment and Tigard Self Sufficiency application assistance.

After a comprehensive community engagement process, TTSD has invested Student Investment Act (SIA) dollars in staff and programs that are focused on equity for all students. This includes making sure families have access to a variety of resources and supports so that their children can be successful in school. With the unanticipated Covid-19 pandemic, these investments could not have come at a better time in order for TTSD to have the staff and structure in place to hit the ground running in providing many needed supports for successful schooling both virtually and now in person.

With SIA dollars, TTSD has hired Family Partnership Advocates (FPAs) at almost all of our schools. These advocates have worked tirelessly to connect all families with needed technology, food, and other supports during the pandemic. TTSD has also hired Culturally Responsive Coordinators who are actively reaching out to traditionally underserved families, building community, listening, and working with the goal of ensuring that we are serving all families equitably. TTFRC has had the privilege of being part of a major transformation last school year being moved to now operate from within the Department of Equity and Inclusion. Within this new department, TTFRC is playing a pivotal role in sharing essential community resource information and connecting staff and families to necessary resources. TTFRC is able to serve students and families throughout the school district much more effectively through partnerships with these new staff members and the creation of a coordinated system of support.

TTFRC staff have been working diligently to be on top of the constant change of resource information and supports for families during the pandemic. We share this information regularly with staff and families throughout our district and bring in experts when needed to clarify any confusion about program details. We coordinate a regular Basic Needs Team meeting where we have provided updates on most needed resources such as the pandemic EBT cards for additional food dollars for students, the moratorium on evictions and Safe Harbor eviction protections, the Oregon Emergency Rental Assistance Program, Community Action and St. Anthony's help with rent and utility assistance, the Tigard AID program, as well as many others. Our hope is that connection to these resources will help families to stay in their current homes and get back on their feet after the many challenges associated with the pandemic such as loss of wages due to illness, mental health struggles, and other issues.

In collaboration with the Family Partnership Advocates, TTFRC staff continue to connect students and families with needed community resources including emergency food, shelters and housing, domestic violence and government assistance programs, legal help, medical and dental care, youth programs, and many other services. Center staff members are working closely with FPAs, the school homeless liaison, and other staff to identify families and students in need and work directly with many other agencies to provide connection to shelter, clothing, food, furniture, basic needs items, health insurance, scholarships for extracurricular activities, Spanish/English interpretation and more.

In response to needs brought forth by TTSD families and Family Partnership Advocates, we have purchased Covid Care Kits for low-income families that test positive for Covid. These kits include masks, hand sanitizer, disinfectant, soap, and other hygiene items. The Center also continues to provide basic needs items such as diapers, formula, and car seats; cold weather sleeping bags for family members sleeping in their cars; bus tickets to help students get to school and for parents to get to important appointments and access resources; mattresses so families are not sleeping on the floor (when Community Warehouse is out); alarm clocks for students struggling to get up in time for school, and other requested items.

We are currently working on updates to the Center's Tigard-Tualatin Community Resource Guide in order to facilitate direct resource connections by families and service providers. The previous guide was translated into Spanish, Arabic, Vietnamese, Chuukese, and Marshallese and will be updated in these languages as well. In addition, the Center continues to coordinate a regular networking meeting among Tigard-Tualatin service providers online where staff come together to share information and openings; helping to maximize the use of local resources and to eliminate duplication.

The Washington County Department of Health and Human Services continues to fund an Early Learning Family Resource Coordinator as part of TTFRC. The coordinator works with families with children 0-6 years old to encourage early learning, school readiness, and resource connection, as well as participates in a Tigard-Tualatin Early Childhood Team focused on creating communities of support in the district's highest need school catchment areas including Bridgeport, Metzger, and Templeton Elementary Schools as well as increased collaboration between providers to improve outcomes for underserved young children.

How Many Tualatin Residents will be Served?

An estimated 860 Tualatin families will be served.

What Percentage of Your Program is Dedicated to Service in Tualatin?

Approximately 43% of the Tigard-Tualatin Family Resource Center's operation is dedicated for service in Tualatin.

If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here

City of Tigard \$7,000

Agency Organizational / Financial Information

Please Submit Your Budget Information

[ttfrc_budget_2021-22.pdf](#) [2]

Please Submit Your Board Information

[ttsd_board_members_2021-22.pdf](#) [3]

Please Submit a Copy of Your 501(c)3 cert.

[ttsd_tax_exempt_letter.pdf](#) [4]

Other Attachments

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81536>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] https://www.tualatinoregon.gov/system/files/webform/ttfrc_budget_2021-22.pdf

[3] https://www.tualatinoregon.gov/system/files/webform/ttsd_board_members_2021-22.pdf

[4] https://www.tualatinoregon.gov/system/files/webform/ttsd_tax_exempt_letter.pdf

Proposed Tigard-Tualatin Family Resource Center Budget 2021-2022

Major Revenue Sources	Beginning Balance	Major Expenditure Categories	Ending Balance
Tigard-Tualatin School District	\$168,800	Center Director 0.75 FTE	\$90,300
		Resource Coordinator 0.75FTE	
		Benefits/ Fringe Roll-up	\$78,500
Washington County Department of Health & Human Services	\$75,900	Early Learning Resource Coordinator 0.75 FTE Position Fringe Roll-up & Associated Costs	\$0
Grants & Donations	\$35,000	Rental & Utility Assistance, Covid Care Kits, School Supplies, Furniture Access Fees & Mattresses, Holiday Help, Hygiene Items, Food, Bus Tickets, Scholarships for Extracurricular Activities, Counseling Copays, Early Childhood Items such as Diapers, Formula, Car Seats	\$0
TTSD In-Kind Estimated	\$51,281	Space, Custodial, Administrative, Technical Support	\$0
Community In-Kind Estimated	\$16,000	Clothing, Toys, Baby Items & Miscellaneous Donations	\$0
Total Financial Revenue	\$279,700		
Total In-kind Revenue	\$67,281		
Total Financial & In-kind	\$346,981		\$0

**Tigard-Tualatin School District
Board Members 2021-22**

Name	Occupation	Phone	Address/ Emails
Ben Bowman	Board Chair	503-819-0121	6960 SW Sandburg St. Tigard, Oregon 97223 Boardmember.Bowman@ttsd.k12.or.us
Dr. Marvin Lynn	Vice Chair	503-431-4000	6960 SW Sandburg St. Tigard, Oregon 97223 Boardmember.Lynn@ttsd.k12.or.us
David Jaimes	Board Member	503-431-4000	6960 SW Sandburg St. Tigard, Oregon 97223 Boardmember.Jaimes@ttsd.k12.or.us
Tristan Irvin	Board Member	503-703-7852	6960 SW Sandburg St. Tigard, Oregon 97223 Boardmember.Irvin@ttsd.k12.or.us
Jill Zurschmeide	Board Member	503-616-0742	6960 SW Sandburg St. Tigard, Oregon 97223 Boardmember.Zurschmeide@ttsd.k12.or.us



Tigard - Tualatin School District 23J
Larry Hibbard Administration Center
6960 SW Sandburg Street
Tigard, Oregon 97223
503-431-4000 • fax 503-431-4047
www.ttsd.k12.or.us

March 30, 2012

RE: Tax exemption status for Tigard-Tualatin School District 23J and each of its schools

Tigard-Tualatin School District 23J and its schools is a political subdivision of the State of Oregon. As such, it is a “governmental unit” as defined in Sections 170(b)(1)(A)(v) and 170(c)(1) of the Internal Revenue Code of 1986, as amended (“IRC”), and is not a private foundation by virtue of IRC Section 509(a)(1).

Governmental units are not required to have a tax exemption determination letter under IRC Section 501(c)(3), but are automatically tax exempt under IRC Section 115. Therefore, this letter is furnished to you in lieu of a federal tax exemption determination letter.

The Taxpayer Identification Number for Tigard-Tualatin School District 23J is 93-0572833.

Sincerely,

Elizabeth Michels
Controller
Tigard-Tualatin School District 23J

Proclamation

*Declaring October 23-31, 2022
Red Ribbon Week
in the City of Tualatin*

WHEREAS, Alcohol and other drug abuse in this nation has reached epidemic stages; and

WHEREAS, It is imperative that visible, unified prevention education efforts by community members be launched to eliminate the demand for drugs; and

WHEREAS, National Family Partnership (NFP) is sponsoring the National Red Ribbon Campaign offering citizens the opportunity to demonstrate their commitment to drug-free lifestyles; and

WHEREAS, The National Red Ribbon Campaign will be celebrated during "Red Ribbon Week" October 23-31; and

WHEREAS, Business, government, parents, law enforcement, media, medical, religious institutions, schools, seniors, service organizations and youth will demonstrate their commitment to healthy, drug-free lifestyles by wearing and displaying Red Ribbons during this week long campaign.

NOW THEREFORE BE IT RESOLVED, that the City of Tualatin does hereby proclaim October 23-31, 2022 as Red Ribbon Week and encourages its citizens to participate in drug prevention education activities, making a visible statement that we are strongly committed to a drug-free community.

INTRODUCED AND ADOPTED this 10th day of October, 2022.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder

Proclamation

Proclamation Declaring the Month of October 2022 as Domestic Violence Awareness Month in the City of Tualatin

WHEREAS, domestic violence is a serious crime that affects people of all races, ages, gender identities, socio-economic levels, religions, backgrounds, beliefs and abilities but often has a disproportionate effect on communities and groups impacted by inequity; and

WHEREAS, domestic violence includes physical, emotional, social, sexual, spiritual, financial, and digital abuse; and can occur between family members, intimate partners and within dating relationships; and

WHEREAS, more than one in three women and one in four men in the United States report having experienced domestic violence, stalking, sexual assault or physical assault by an intimate partner during their lifetimes; and

WHEREAS, domestic violence impacts vulnerable victims including children, as approximately 50% of Washington County children who are child abuse victims also live in homes with domestic violence; and

WHEREAS, in 2020, the Family Justice Center served a total of 1,466 survivors and the Domestic Violence Resource Center provided 12,236 crisis services to survivors despite challenges due to the pandemic; and

WHEREAS, domestic violence incidents are some of the most complex and dangerous incidents that law enforcement respond to in our community, putting their lives at risk every day in the belief that a coordinated community response is necessary to support survivors, hold offenders accountable and work toward ending the cycle of violence; and

NOW, THEREFORE BE IT PROCLAIMED that the City of Tualatin designates the month of October 2022 as “*Domestic Violence Awareness Month*”. Domestic Violence Awareness Month provides an excellent platform to show support for the domestic violence advocates, crisis hotline staff, victim service organizations, the prosecutors who hold offenders accountable and law enforcement officers in our community. It also provides our community the opportunity to learn more about preventing domestic violence and show support for the numerous organizations and individuals who provide critical advocacy, resources, hope and assistance to victims.

INTRODUCED AND ADOPTED this 10th day of October, 2022.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder



City of Tualatin

CITY OF TUALATIN
Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Nicole Morris, Deputy City Recorder
DATE: October 10, 2022

SUBJECT:

Consideration of Approval of the Work Session and Regular Meeting Minutes of September 26, 2022.

RECOMMENDATION:

Staff respectfully recommends the Council adopt the attached minutes.

ATTACHMENTS:

- City Council Work Session Meeting Minutes of September 26, 2022
- City Council Regular Meeting Minutes of September 26, 2022



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR SEPTEMBER 26, 2022

Present: Council President Nancy Grimes, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Valerie Pratt, Councilor Cyndy Hillier, Councilor Christen Sacco

Absent: Mayor Frank Bubenik

Council President Grimes called the meeting to order at 6:00 p.m.

1. Republic Services Update

Management Analyst Lindsay Marshall and Republic Services Municipal Relationship Manager KJ Lewis presented an update on the Recycle + program and the Residential Organics program. Manager Lewis spoke to the residential organics program, stating it is not currently in Tualatin but can be if requested by the Council. She stated it is a low cost program, \$0.60-0.75 per month, that composts the material. Manager Lewis provided an update on the commercial organics program stating that 29 businesses are currently participating. She stated Recycle+ is a new program in Washington County that offers recycling of new items that could not be recycled before including stretchy plastic film, clear plastic clamshell containers, textiles, and fluorescent light bulbs. Manager Lewis stated there is a base charge for the program that offers two pick-up opportunities monthly. She stated the monthly base rate is \$2.50 and has a pickup rate of \$9.25. Manager Lewis reminded citizens about the recycling depot that is located in Wilsonville that accepts cardboard, electronic waste, glass bottles, metal, standard recyclables, and polystyrene. She stated Republic will be back in November with a rate adjustment from Metro that is estimated at 7%.

Council President Grimes asked if the rate increase for this type of recycling would be passed to every customer or just those using it. Manager Lewis stated the base rate for composting would be passed along to everyone but the service fees for Recycle+ would only apply to those using it.

Council President Grimes asked about the education campaign that will go along with the program. Analyst Marshall stated there would be a large education campaign that would also include materials from the county.

Councilor Hillier asked what the change in process would be for those who put their organics in their yard debris bins already. Republic Services Operations Manager Matt Ketchem stated there would be no change, but noted the composting process is more efficient when organics are placed in your yard debris bin.

Councilor Pratt asked if you can schedule pickups for the Recycle+ online. Manager Lewis stated there is not an online portal at this time to schedule a pickup.

Councilor Pratt asked if there is a way to quantify how much organics are being picked up so they can be reported on. Manager Lewis stated they track the amounts and can report back on them.

Councilor Reyes asked if the opt out is for the city as a whole. Manager Lewis stated the organics program is a citywide program and would be charged the base rate. She stated the Recycle+ program is an opt-in or out program on an individual basis.

Councilor Reyes asked how apartment complexes would handle all these recycling programs. Manager Lewis stated Recycle+ is not offered at multi-family complexes but there are plans to in the future.

Councilor Brooks stated she did a site visit of the transfer station and she encouraged others to as well as it is a very educational and informative experience. She asked what materials can be recycled there. Manager Lewis stated all items are listed on their website.

Councilor Brooks asked how many trucks of compacted garbage goes to the landfill. Manager Lewis stated 480 tons of garbage goes to the dump from different jurisdictions in the area.

Councilor Brooks asked how charges are applied for businesses. Manager Lewis stated the costs are amortized amongst the businesses.

Councilor Sacco asked about the methane difference between the food waste going in the garbage vs. the yard debris. Manager Lewis explained that when food is currently thrown away it gets put into different cells and they extract the R&G from the landfill and the methane is then used to fuel homes. She stated one option isn't better than the other.

Councilor Sacco asked since there is no process change what are the extra funds going towards. Manager Lewis stated it goes to drivers, admin costs, and heavier load costs.

Council President Grimes asked about counter top food composting containers. Manager Lewis stated they are an option but there would be additional costs to provide them.

Councilor Brooks asked about the Master Recycling Program. Manager Lewis stated it is ran by Washington County.

Councilor Hillier asked what the impact is for families that receive heat for their homes from the methane from the landfill. Manager Ketchem stated the landfill will continue to produce an abundance of methane over the next 30 years.

Council consensus was reached to move forward with exploring the programs at a future Council meeting.

2. Council Meeting Agenda Review.

Councilor Hillier stated she attended the DEI Committee Working Group meeting for the City. She stated the group will be at Council on November 14th to bring forward their findings.

Councilor Pratt stated she attended the C4 Metro meeting, the Mid-West CIO meeting, the Chamber meeting, and the I-205 Diversion Committee meeting.

Councilor Reyes stated the Borland Free Clinic will be having their 5th Annual Gala on October 22nd she encouraged people to attend as it is a fundraiser for them.

Councilor Brooks stated she worked with Parks staff on a backyard habit using grant funds that Tualatin Sustainability Network received. She stated she attended the Regional Water

Consortium meeting, the Historical Society meeting, the League of Oregon Cities Woman Caucus meeting, and the Stafford Family Festival.

Councilor Sacco stated she attended the Equity Group Planning meeting and the I-205 Diversion Sub-Committee meeting. She stated stickers and yard signs are now available for the Tualatin Parks Bond to help show your support.

Adjournment

Council President Grimes adjourned the meeting at 6:55 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR SEPTEMBER 26, 2022

Present: Council President Nancy Grimes, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Valerie Pratt, Councilor Cyndy Hillier, Councilor Christen Sacco

Absent: Mayor Frank Bubenik

Call to Order

Council President Grimes called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Announcements

1. Public Health Announcement

Councilor Brooks reminded citizens about the updated COVID vaccines that are available and encouraged them to get theirs.

2. New Employee Introduction- Engineer Associate Bryce Donovan

City Engineer Mike McCarthy introduced Engineering Associate Bryce Donovan. The council welcomed him.

Public Comment

None.

Consent Agenda

Motion to adopt the consent agenda made by Councilor Pratt, Seconded by Councilor Brooks.
Voting Yea: Council President Grimes, Councilor Brooks, Councilor Reyes, Councilor Pratt,

Councilor Hillier, Councilor Sacco

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of August 22, 2022 and September 12, 2022.
2. Consideration of **Resolution No. 5645-22** Authorizing the City Manager to Execute a Contract with Diversified Abilities, Inc. for Janitorial Services

Special Reports

1. Summer Program Recap and Fall Preview

Recreation Supervisor Julie Ludemann and Library Public Services Supervisor Sarah Jesudason presented the summer program recap and fall program preview. Supervisor

Jesudason stated this summer the Library had 2,179 readers participate in the Summer Reading program. She stated in addition to that program the Library hosted 160 programs for all age groups and were a summer lunch site for school age children. Supervisor Ludemann stated Viva Tualatin held its 3rd annual event that hosted 5 performances, 20 community booths, and several craft booths for kids. She stated summer camps were held and hosted over 400 kids grades 1-6 and 48 teens in grades 7-10. Supervisor Ludemann stated Concerts in the Parks resumed this year and there were four Friday night concerts and two lunchtime concert with over 5,000 attendees. Supervisor Jesudason stated they expanded their Library Summer Teen program to include tweens which consisted of 34 youths serving 977 volunteer hours. She stated additional volunteer events at the library included help in the MakerSpace and Library Shelves. Supervisor Ludemann stated summer volunteer programs for the parks department included TEAM Tualatin, corporate volunteers, Eagle Scout projects, and DIY volunteers. She stated volunteer opportunities this fall include the Hug a Tree and Put Down Roots events. Supervisor Jesudason stated the Police Department hosted the GREAT Camp this year for 125 youth in grades 6-9. Supervisor Ludemann stated the Juanita Pohl Center hosted 3,475 attendees for their summer programs that included fitness, enrichment, travel, and wellness activities. She thanked this summers recreation partners including Willowbrook Arts Camp, Skyhawks Sports Camp, Skate Like A Girl, Tualatin Youth Sports Leagues, and the Tualatin Historical Society.

Supervisor Jesudason shared a fall preview for the library stating story times are back in the building, all things pumpkin in October, and music and dinosaurs in November. Supervisor Ludemann shared the fall preview for the Juanita Pohl Center stating the Veterans Recognition Breakfast will be returning in November, Active Aging Week in October, and many other events with the Earthwise Crew. She stated the West Coast Giant Pumpkin Regatta will be held on October 16th with the Pumpkins and Pints Weigh-off being held on October 15th.

Council President Grimes congratulated staff on another year of successful summer events.

Councilor Brooks asked what kind of skating the Skate Like A Girl program offers. Supervisor Ludemann stated they teach skateboarding.

Councilor Brooks asked who drew this year's Pumpkin Regatta Flyer. Supervisor Ludemann stated Tualatin High School Teacher Brenna White drew the flyer. She stated she will be at the Regatta selling artwork.

Councilor Pratt asked if the Holiday Lights Parade will be happening. Supervisor Ludemann stated it will be happening this year.

Councilor Sacco stated she is so impressed with the work that staff does with these events. She plugged the Parks Bond to help elevate the parks and access in the future to make these events even greater.

Council President Grimes asked if people can still register to be a pumpkin captain at the Regatta. Supervisor Ludemann stated the public lottery has already closed for the race.

General Business

1. Consideration of Recommendations from the Council Committee on Advisory Appointments

Councilor Reyes introduced the committee. Councilor Pratt shared the committee recommendations for the Architectural Review Board and the Library Advisory Committee. Councilor Brooks shared the committee recommendations for the Tualatin Planning Commission.

Motion to accept the recommendations made by Councilor Brooks, seconded by Councilor Sacco.

Voting Yea: Council President Grimes, Councilor Brooks, Councilor Reyes, Councilor Pratt, Councilor Hillier, Councilor Sacco

MOTION PASSED

Council Communications

Councilor Hillier stated Happy Rosh Hashana to our Jewish Neighbors.

Councilor Pratt announced the Rubber Duck Race that helps support the Tualatin Police Foundation. She stated you can buy tickets at the Tualatin Police Foundation website.

Councilor Brooks reminded residents about the Makerspace and the Library of Things at the Library as they are an amazing opportunity. She reminded citizens about the upcoming Book Club and Forest Bathing events at the Juanita Pohl Center. Councilor Brooks stated there will be a Backyard Habitat event and Litter Blitz in November.

Councilor Reyes invited residents to attend the Tualatino's event being held this Wednesday at 6pm at the Library. She shared information on the Borland Free Clinic upcoming Gala.

Adjournment

Council President Grimes adjourned the meeting at 7:39 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Ross Hoover, Parks and Recreation Director
Rich Mueller, Parks Planning and Development Manager

DATE: October 10, 2022

SUBJECT:

Consideration of **Resolution No. 5646-22** Authorizing the City Manager to Execute a Maintenance and Operations Agreement with Randall and Karen Alvstad for Basalt Creek Parkland.

RECOMMENDATION:

Staff recommends that the Council approve Resolution No. 5646-22 authorizing a Maintenance and Operations Agreement with Alvstad's for the maintenance and security of Basalt Creek Parkland located at 23515 SW Boones Ferry Road, Tualatin OR 97062.

EXECUTIVE SUMMARY:

During the August 22nd meeting, City Council authorized the purchase of Basalt Creek parkland at 23515 SW Boones Ferry Road to serve the community as residential units and employment are developed. Staff presented information regarding an agreement for the maintenance and operations of Basalt Creek parkland to Council during work session on September 12th. This agreement is used at other City parkland to reduce costs, provide security/safety and maintain the property in existing condition in order to preserve the useful property value.

The property acquisition location is adjacent from residential development activity in Basalt Creek, including an affordable housing complex. On August 22nd City Council approved an Intergovernmental Agreement with Metro to fund this acquisition. The Metro IGA requires the City engage future community members in the Basalt Creek area to plan the park. The future housing and employment are yet to occur, and the City has a need to maintain and secure this park property. In the short term, the property sellers are interested in continuing to reside at the property to maintain and provide maintenance and security.

FINANCIAL IMPLICATIONS:

The Maintenance and Operations Agreement is expected to save City funds on a short term basis. The City will avoid the routine building operating, maintenance and potential vandalism costs, and receive public benefits shown in Appendix A of the Agreement. The building structures and land are in good condition, although the City may have costs if major system issues occur.

Attachments:

Resolution No. 5646-22

Maintenance and Operations Agreement

RESOLUTION NO. 5646-22

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF TUALATIN AND RANDALL AND KAREN ALVSTAD FOR MANAGEMENT AND OPERATIONS OF BASALT CREEK PARKLAND

WHEREAS, the City Council authorized parkland acquisition in Basalt Creek at 23515 SW Boones Ferry Road, Tualatin OR 97062;

WHEREAS, the City has an Intergovernmental Agreement with Metro to finance the property acquisition;

WHEREAS, the Intergovernmental Agreement requires the City to involve future residential community members to plan the parkland facilities and features;

WHEREAS, the City has the ability to receive public benefits to maintain, secure and enhance safety to the property and building structures through a Maintenance and Operations Agreement;

WHEREAS, the City can reduce operating costs, discourage vandalism and shift routine maintenance of the premises; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City Manager is authorized to execute a Management and Operations Agreement for Basalt Creek Parkland located at 23515 SW Boones Ferry Road, Tualatin OR 97062.

Section 3. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 10th day of October, 2022.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder

**CITY OF TUALATIN
MANAGEMENT AND OPERATIONS AGREEMENT
for Basalt Creek Park Property
(23515 SW Boones Ferry Road, Tualatin OR 97062)**

This Management and Operations Agreement (“Agreement”) is between the City of Tualatin (“City”) and Randall and Karen Alvstad, (“Provider”) for the property of the future “Basalt Creek Park, located at 23515 SW Boones Ferry Road, Tualatin, Oregon 97062” (“Premises”), governed under the terms of the 2022 Joint Intergovernmental Agreement (IGA) between the City of Tualatin and Metro, for the purposes of maintaining, caretaking, security and safety for residents, and employment in the City of Tualatin.

Provider will occupy the residence, garage, and other sheds/out buildings, as-is, at the Premises, having a building space of approximately 4,924 square feet, and land area of 7.69 acres (collectively the Premises). No building changes/additions or change in Premise’s current use will be permitted, unless approved in writing from the City’s Parks and Recreation Director.

Section 1. Purpose. The purpose of this Agreement is to set out the terms and conditions Provider agrees to in order to maintain the condition and useful value of the Premises consistent with the terms of the 2022 Joint Intergovernmental Agreement (IGA) between the City of Tualatin and Metro, City of Tualatin Charter, Ordinances, and parks and recreation policies.

Section 2. Use of Property; Agreement Term. In consideration of the promises and covenants contained herein the receipt and sufficiency of which are hereby acknowledged by the Parties, the City allows Provider to use and occupy Premises for the purposes outlined in this Agreement from the date beginning _____, 2022 (Commencement Date) and ending December 31, 2023. This Agreement will automatically extend for one year if not terminated by either party with at least 90 days written notice.

Section 3. Caretaker, Maintenance, Security and Safety Responsibilities.

- A. Caretaker & Maintenance.** Provider must operate and use the Premises as it is currently being used and to maintain the Premises’ condition and value to serve Tualatin residents and employees. Provider and City enter this Agreement with the expectation that Provider will perform the obligations listed in Appendix A which is incorporated by reference herein.
- B. Performance Standards.** The specific performance standards applicable for each obligation listed in Appendix A, such as maintenance, caretaker, security, and safety are also outlined in Appendix A. City and Provider may meet as needed to discuss the terms of this Agreement and may modify performance standards to meet City goals.
- C. Access to Tualatin Residents.** The Provider will not allow access to community members or the general public.

Section 4. Management of Property.

- A. Provider to Manage.** Provider will manage, care-take, and maintain the Premises, consistent with the policies and procedures of the City of Tualatin and as set forth in Appendix A. Provider bears all costs and expenses related thereto. The Premises may be used for residential purposes while providing maintenance, security, and safety functions to keep the Premises in the same condition it is in on the Commencement Date. In the event there is a repair or maintenance obligation that arises that is not listed in Appendix A and, Provider does not want to cover such cost, the Provider agrees to provide notice to the City of the need for such maintenance and repair (Repair Notice) as soon as practicable. Upon receipt of a Repair Notice, the City may determine in its sole and absolute discretion, whether to undertake such maintenance and repair. Provider shall not use nor allow the Premises to be used in any manner inconsistent with City of Tualatin Park Rules or permit anything to be done upon or about the Premises that creates a nuisance.

- B. Coordination with City.** The parties may coordinate building management to maximize the value to the community.
- C. Compliance with Laws.** Provider must comply with and faithfully observe in the use and occupation of the Premises all rules, laws, regulations, requirements, and codes of the city, county, state, federal, and other applicable governmental authorities.

Section 5. Acceptance of Current Conditions; Modifications to the Premises.

- A. Acceptance.** Provider acknowledges the condition of the Premises as it currently exists. City, its officers, employees, or agents have made no representations or warranties as to the condition of the Premises except as otherwise provided in this Agreement.
- B. Modifications.** Provider may not modify the Premises without the prior express written consent of City which consent is in the City's sole and absolute discretion. Any such approved modification will be made at Provider's sole expense and becomes the property of the City. If Provider makes any alterations, decorations, additions or improvements to the Premises, Provider must promptly pay all service providers who have furnished labor or materials. Provider agrees to protect, defend, indemnify, and hold harmless City and the Premises from any liens or claims. Should such a lien be filed, Provider must bond against or discharge the lien within ten (10) business days after the lien is filed or attached.

Section 6. Nondiscrimination. Provider acknowledges it will not discriminate against any person, group, or employee due to race, color, creed, religion, sex, sexual orientation, marital status, age, disability, national origin, ancestry, or any other protected class acknowledged under State and Federal law, in the performance of its duties under this Agreement.

Section 7. Insurance.

- A. Personal Property.** Provider shall bear the expense of any insurance maintained by Provider insuring the personal property of Provider on the Premises against risk of theft or damage.
- B. Liability Insurance.** Provider shall procure and maintain during the term of the Agreement public liability, property damage, and renter's insurance with a responsible company with limits of not less than \$1,000,000.00 for injury to one person and \$1,000,000.00 for injury to two or more persons in one occurrence, which insurance shall name the City, its elected officials, officers, employees, agents and insurers as additional named insureds. Provider shall deliver to City a certificate and endorsement of such insurance describing such coverage.

Section 8. Hazardous Materials; Dangerous Conditions; Notification of Dangers.

- A. Hazardous Materials.** Provider must not bring, keep, or use any Hazardous Materials in or about the Premises without the prior written consent of City, which consent is in the City's sole and absolute discretion. As used in this Agreement, "Hazardous Material" means any hazardous or toxic substance, material or waste, including but not limited to, those substances, materials, and wastes listed in the United States Department of Transportation Hazardous Materials Table (49CFR§172.101), or by the United States Environmental Protection Agency as hazardous substances (40CFR pt 302) petroleum products or other such substances, materials and wastes that are or become regulated under applicable local, state or federal law.
- B. Dangerous Conditions.** Provider must not create any dangerous conditions at the Premises, including but not limited to any fire danger, nuisance, or other violation of law.
- C. Notification of Dangers.** Provider must promptly notify City of any dangers to person or

property, or any dangerous conditions, that exist on the Premises, which are either known or discovered by Provider. Provider must inform its visitors, guests and service providers of any known or discovered dangers, or any dangerous conditions, that are present at the Premises, until such time as the condition is remedied.

Section 9. Nonassignment. Provider may not assign this Agreement in whole or in part, without the prior written consent of City which consent is in the City's sole and absolute discretion.

Section 10. Signs. No permanent signs are permitted on the Premises.

Section 11. Maintenance of Facility and Common Areas. Provider will repair and maintain the residence on the Premises and out buildings including the roof, heating, air conditioning, plumbing, water, sewage, gas and electrical systems, fixtures and equipment in good condition and repair. In the event such costs to repair and maintain a system at the Premises that totals \$1,000 or more, and additional amounts will be the responsibility of the City. If a defect, malfunction, or damage results from Provider's act or omission, City is not responsible for such repair and may charge to and collect the cost of such repair from Providers.

- A. Areas.** Provider will maintain the Premises.
- B. Utility Costs.** Provider will obtain and pay cost of electric, sanitary and storm, sewer, road maintenance, and water utilities; solid waste removal and recycling service; and provide regular custodial and cleaning consistent with the level of service provided other City-owned buildings. Provider shall be responsible for any paper products and toilet supplies used. Provider shall obtain and pay cost of telephone, fax, cable, and Internet service.
- C. Repairs.** City has no duty to make repairs under this Agreement until Provider gives written notice to City of the repairs to be made or condition to be corrected. In no event will City be liable for nor will City indemnify the Provider for a failure to make repairs to the Premises if the repair is completed within a reasonable time following notice from Provider.
- D. Access to Premises.** The parties agree that the City staff, consultant's and service providers may, upon 24 hours' notice to Provider (except no notice shall be required in an emergency), enter any portion of the Premises at any time and erect all necessary structures to repair, alter, or maintain the Premises. Provider waives any claim to damages resulting from such activities, except those caused by City's negligence.

Section 12. Vacate Premises Upon Termination; Damages for Violations.

- A. Vacate the Premises.** Upon termination of this Agreement, Provider must vacate the Premises and leave the Premises in the same condition as it was at the beginning of this Agreement, except for reasonable wear and tear and damage by unavoidable casualty to the extent that the damage is covered by City's fire insurance policy with extended coverage endorsement. Provider must return all keys for the structures/improvements on the Premises to City, inform City of all combinations on locks, if any, and remove any alterations before vacating the Premises.
- B. Removal of Furnishings.** Upon termination of this Agreement, Provider must remove all of its furnishings and trade fixtures and restore all damage resulting from such removal. Failure to remove shall be an abandonment of the furnishings and fixtures, and City may dispose of it in any manner without liability.
- C. Damages for Violations.** If Provider causes any damage to the Premises, City has the right to recover from Provider the following damages:
 - a.** All costs incurred in the cost of clean-up and repair and preparation for a new use including the cost of correcting any defaults or restoring unauthorized alterations;
 - b.** Reasonable attorney fees incurred in connection with the damage, whether or not any litigation has commenced;

- c. City may institute actions to recover such amounts as they accrue and no one action for accrued damages shall bar a later action for damages subsequently accruing.

Section 13. Indemnity and Status

Indemnification by Provider. Provider must indemnify and hold City, its officers, agents, employees, elected officials, and volunteers harmless from and against any and all claims, actions, liabilities, costs, including costs of defense, arising out of or in any way related to any act or failure to act by Provider and its visitors, guests and agents in connection with this Agreement including but not limited to any injury or property damage that occurs on the Premises.

Indemnification by City. To the extent allowed under the Oregon Constitution and the Oregon Tort Claims Act and notwithstanding anything to the contrary herein, City must indemnify and hold Provider, its visitors, guests and agents harmless from and against any and all claims, actions, liabilities, costs, including costs of defense, arising out of or in any way related to any act or failure to act by City and its employees, agents, officers, volunteers in connection with this Agreement.

Nothing herein is intended to nor does it create an employment relationship between the Provider and City. Provider is not an employee of the City.

Section 14. Damage by Casualty or Fire and Duty to Repair. If the Premises is damaged by fire or other casualty, City may use its discretion to repair the damage. If the City chooses not to repair the damage, this Agreement may be terminated by either party after providing written notice to that effect to the other party. If the City chooses to make repairs, City may take possession of and occupy, to the exclusion of Provider, all or part of the Premises to make the necessary repairs. Provider agrees to temporarily vacate, upon request, all or any part of the Premises that City may require to make necessary repairs. City will endeavor to minimize disruption associated with repair. Provider waives all claims for recovery from City for loss or damage to the Premises insured under the City's casualty or fire insurance policies to the extent of any recovery collectable under such insurance.

Section 15. Performance by City. City will not be in default for the nonperformance or interruption or delay in performance of any of the terms, covenants, or conditions of this Agreement if due to a labor dispute, strike, lockout, civil commotion or like operation, government regulation or controls, inability to obtain labor or materials, or through an act of God or other cause beyond the reasonable control of City, if such cause is not due to the willful act or neglect of City.

Section 16. Default; Termination.

- A. For Cause Termination.** If Provider fails to perform any of the terms, conditions, or covenants of this Agreement, City will provide written notice of the default and a reasonable opportunity to cure. If Provider fails to cure the default within thirty days, then City may terminate this Agreement. This remedy is not exclusive but in addition to all other remedies and rights provided by law.
- B. Termination for Convenience.** The parties may terminate this Agreement by mutual written agreement at any time. In addition, either party may terminate this Agreement by giving the other party at least 90 days prior written notice.

Section 17. Entire Agreement; Waiver. This Agreement, constitutes the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement will bind the parties unless in writing and signed by both parties and all necessary City approvals have been obtained.

Section 18. Notice to Parties. Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder must be given in writing by personal delivery, mail facsimile, or email.

- A. Notice by Personal Delivery.** Any communication or notice given by personal delivery is effective when actually delivered.
- B. Notice by Mail.** Notice given by mail must be by postage prepaid, to Provider or City at the address, set forth herein, or to such other addresses or numbers as either party may indicate pursuant to this Section. Any communication or notice so addressed and mailed is effective five (five) days after mailing.
- C. Notice by Email.** Any communication or notice given by email is effective upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system.
- D. Party to be Notified.** Unless otherwise notified in writing as set forth above, notices must be given to the Project Managers. If a Party's Project Manager is changed, notification of the change must be promptly made in writing to the other party. If a party receives a communication from the other party not executed by the Project Manager, the party may request clarification by the other party's Project Manager, which must be promptly furnished.

- 1. City's Project Manager
Rich Mueller
Parks & Recreation Manager
18880 SW Martinazzi Avenue
Tualatin, OR 97062
503 691-3064
rmueller@tualatin.gov
- 2. Provider Project Manager
Randy Alvstad
Property Caretaker
23515 SW Boones Ferry Road
Tualatin, OR 97062
503 449-8777
randy@roamcointl.com

Section 19. Public Contracting Requirements. Provider must comply with provisions of ORS 279A.110; 279B.220, 279B.225, 279B.230, and 279B.235, which are incorporated by reference herein. City's performance under the Agreement is conditioned upon Provider's compliance.

Section 20. Certification of Compliance with Tax Laws. As required by ORS 279B.110(2)(e), Provider represents and warrants that it has complied with the tax laws of this state, the City, and applicable political subdivisions of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318, hereafter ("Tax Laws"). Provider further covenants to continue to comply with the Tax Laws during the term of this Agreement and Provider covenants and acknowledges that the failure to comply with the Tax Laws is a default for which City may terminate this Agreement and seek damages.

Section 21. Tax Exempt Status. Provider shall provide to City proof of filing for property tax exemption with the Washington County Assessor's Office. Provider must apply for this exemption in a timely manner. Application fees will be the expense of Provider. Any fees associated with a late filing must be paid by Provider. If Provider fails to file for such exemption, or is not eligible for such exemption as determined by Washington County, Provider will be responsible for all real property taxes assessed to City as a result of the Agreement.

Section 22. Dispute Resolution.

- A. Process.** If Provider disagrees with a decision of the City under this Agreement, Provider must provide written notice to the City's Project Manager of Provider's disagreement, and include all

relevant information and exhibits, within thirty (30) days of Provider's knowledge of the decision to which Provider disagrees. The City's Project Manager will review the information and meet with Provider to attempt to come to resolution on the dispute. If City and Provider are unable to come to resolution, the City's Project Manager will issue a written decision outlining the City's reasons to decline Provider's request regarding the dispute.

B. Complaint. Any claim that cannot be resolved between the parties as set forth herein shall be initiated by filing a complaint in the appropriate court as provided in this Agreement. The claim and all cross and counter-claims filed in response to the complaint shall be submitted to mediation. If the parties cannot agree on a mediator, the Presiding Judge for Washington County will select the mediator. Only if the dispute cannot be resolved by mediation, will the parties proceed to litigate the claim within the Circuit Court of Washington County for the State of Oregon. Provider, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURT.

Section 23. Execution of Agreement; Electronic Signature. This Agreement may be executed in one or more counterparts, all of which when taken together constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of the Agreement so executed constitutes an original. A signature of a party provided by email, "pdf," or other electronic data file constitutes an original signature of that party.

Section 24. Governing Law. This Agreement is governed by and will be construed in accordance with the laws of the State of Oregon without regard to principles of law.

APPROVED AND ENTERED this ____ day of _____ 2022.

PROVIDER

CITY OF TUALATIN

By _____
Randall Alvstad

By _____
Sherilyn Lombos
City Manager

By _____
Karen Alvstad

APPROVED AS TO LEGAL FORM

City Attorney

Basalt Creek Parkland PUBLIC BENEFITS

In accordance with the City of Tualatin's Management and Operations Agreement for Basalt Creek Park Property, Provider will address maintenance, caretaking, security and safety of the property, adhering to the agreement terms outlined in the agreement.

Provider agrees to perform the following public benefits:

Maintenance & Operations

Mow the grass and field on the Premises.

Maintain all landscaping- including but not limited to trimming shrubs.

Maintain all irrigation systems.

Maintain the pump and plumbing system for the pond.

All existing native trees and shrubs in the Premises shall remain with no harvesting of any natural resources.

Spraying of chemical applications to include herbicides and pesticides are to have prior written approval of the City.

City and Provider will participate in quarterly walk through to assure condition of Premises and to ensure City standards are being met.

Maintain driveway and walkway

Structures (house, shed, outbuildings) are to be maintained in existing condition to include: ongoing cleaning, appliance repairs, septic system, well pump & plumbing, electrical & plumbing, and HVAC system.

Provider is to notify the City in advance of absences or vacancies from the Premises in excess of two consecutive weeks (14 days).



City of Tualatin

CITY OF TUALATIN
Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Greg Pickering, Chief of Police
DATE: September 13, 2022

SUBJECT:
Consideration of Tualatin Police Department Updates

EXECUTIVE SUMMARY:
Chief Greg Pickering will present updates from the Tualatin Police Department, including traffic stop data, use of force data, and crime prevention information.

ATTACHMENTS:
-PowerPoint Presentation

Police Use of Force & Stop Data

October 10, 2022



Use of Force

So what is considered a Use of Force?

Force is defined in policy as the application of physical techniques or tactics, chemical agents, or weapons to another person.

What is reported?

Any actual use of physical force, use of any weapon, or the display of any weapon.

Use of Force Policies and Procedures

Tualatin Police Department Use of Force Policy 300

- This policy encapsulates all current legal standards for the reasonable use of force by Tualatin officers
- In addition, the policy includes the current standards in regards to police use of force
 - Duty of officers to intercede when another officer is using clearly unreasonable force.
 - Requirements to report improper uses of force to a supervisor.
 - Prohibits on the use of carotid control holds unless deadly force would be reasonable.
 - Officers should use de-escalation tactics when circumstances reasonably permit to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance

Tualatin Police Use of Force Data

January 1, 2022 – September 1, 2022

Threshold Event: 115

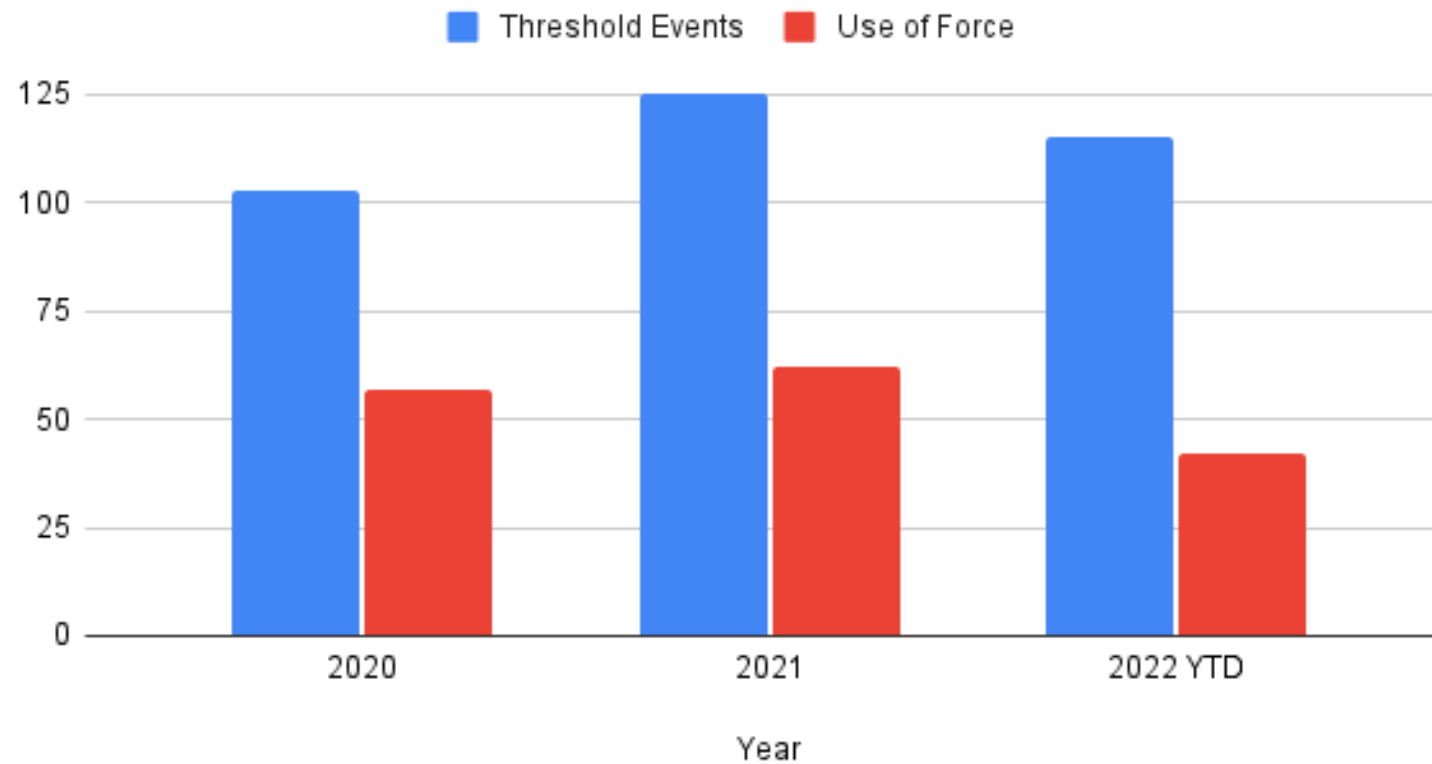
Use of Physical Force: 42

- Control Hold: 34
- Wrap Restraint: 4
- Taser Use: 3 (2 effective use, 1 not effective)
- Punch/kick: 1

All incidents have been reviewed and found to be within law and policy.

Tualatin Police Use of Force Data

Threshold Events and Use of Force



STOP Data

Statistical Transparency in Policing (STOP)

- Established by the State of Oregon in 2017 (HB2355).
- Requires Law Enforcement agencies to report demographic data.
- Required on all traffic or investigative pedestrian stops.
- Data reported: Race, Sex, Stop type, Search, Search Findings, Disposition.

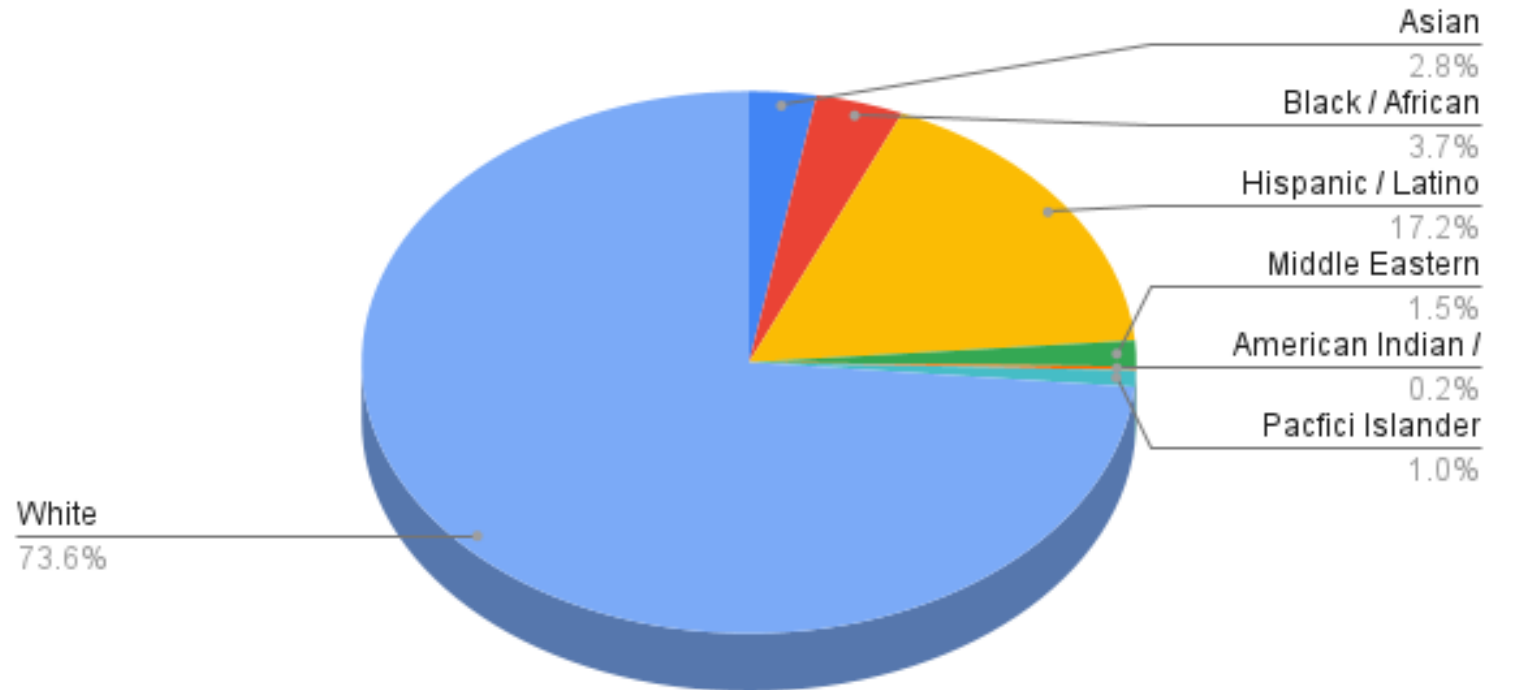
Tualatin PD (Tier 2 agency) Required to report stats as of July 1, 2019

Statistical data is reported to the Oregon Criminal Justice Commission

STOP Data (01/01/2022 – 09/01/2022)

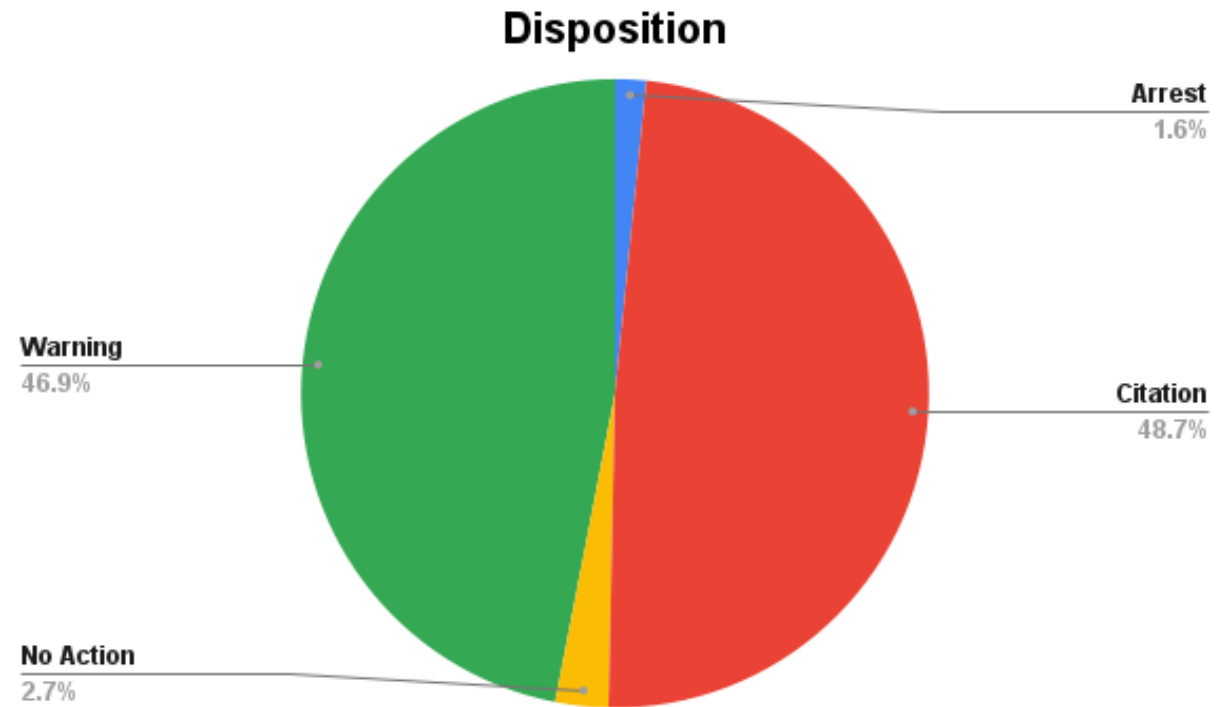
Race / Nationality	Number of Stops
Asian	86
Black / African American	113
Hispanic / Latino	530
Middle Eastern	47
American Indian / Native Alaskan	7
Pacific Islander	30
White	2261

Number of Stops



STOP Data (01/01/2022 – 09/01/2022)

Disposition	
Arrest	49
Citation	1498
No Action	84
Warning	1443



Questions?



Mission Statement

The Tualatin Police Department is dedicated to a safe Community and Excellence in Customer Service.

Prevention Tip:

