COMMUNITY DEVELOPMENT COMMISSION

AGENDA

Monday, January 27, 2020

Noon

Willamette Room, City Hall

333 Broadalbin Street SW

1. CALL TO ORDER (Zimmer)

2. APPROVAL OF MINUTES (Zimmer)
   a. December 16, 2019

3. SCHEDULED BUSINESS
   a. 2020 Grant Proposals and Evaluation (Staff)
   b. Program Updates (verbal) (Staff)

4. BUSINESS FROM THE COMMISSION

5. NEXT MEETING DATE: February 17, 2020

6. ADJOURNMENT

The location of this meeting is accessible to the disabled. If you have a disability that requires accommodation, please notify the City Manager's Office in advance of the meeting: CMadmin@cityofalbany.net | 541-704-2307 or 541-917-7519.

CITY OF ALBANY
COMMUNITY DEVELOPMENT COMMISSION

MINUTES

Monday, December 16, 2019, Noon
Santiam Room, 333 Broadalbin Street
Approved: DRAFT

CALL TO ORDER 12:05 p.m.

Joann Zimmer called the meeting to order at 12:05 p.m.

Commissioners Present

Karen Cardosa; Dick Olsen; Chris Equinoa; Joann Zimmer; Tara Dixson; Meagan Harsen; JoAnn Miller; Sharon Konopa.

Commissioners Absent

Melissa Murphy (excused); Paula Matano (excused).

Staff Present

Anne Catlin, planner III; Jennifer Sullivan, administrative assistant.

Guests

Anielis Raas (via video conference), Charlie Mitchell, Linn Benton Community College (LBCC) Small Business Development Center; Rod Porsche, Albany Area Habitat for Humanity (Habitat); Stacey Bartholomew, Creating Housing Coalition (CHC); and Rich Catlin, board member for both Habitat and CHC; Carol Davies and Tom Davies, Kingdom Iron Works/Moto-Racks.

APPROVAL OF MINUTES 12:06 p.m.

Commissioner Equinoa moved to approve the November 18, 2019, minutes. Commissioner Dixson seconded the motion and it passed 8-0.

SCHEDULED BUSINESS 12:06 p.m.

2020 & Carryover Grant Proposals and Evaluation 12:07 p.m.

LBCC Small Business Development Center. Ani Raas and Charlie Mitchell from the college's Small Business Development Center spoke about their work with Albany's Latinx business owners and their methods to reach out to the community to promote awareness of their small business development programs. Rass spoke about the center's current outreach efforts, their plans to overcome current barriers, and how grant funds will be spent.

Creating Housing Coalition and Albany Area Habitat for Humanity. Rod Porsche, Stacey Bartholomew, and Rich Catlin spoke about the grant request for Hub City Village and Habitat for Humanity homes (see power point presentation in agenda file). Bartholomew explained that the village model is a community structure that is essential in creating a sustainable tiny house community. Porsche explained the Habitat model, noting that this is not free housing and residents are required to pay a small mortgage based on what they can afford. Discussion ensued about grants that CHC has received, their search for land, funding needs, and expectations about how Hub City would operate and be maintained. Commissioner Miller asked what the community's response was to this project. Bartholomew said that so far, overall, the community has had a positive reaction to the village; a fundraiser gala and presentation of Hub City is coming up in January with a request for donations. Rich Catlin explained that both boards have voted to support the village. The mayor wants to ensure that donors are on board. Anne Catlin suggested the applicants revise the application to identify what CHC and Habitat are contributing to the project compared to their grant request. Commissioner Equinoa supports the concept and believes that stable housing increases the success of children who will live in these homes; he hopes the community supports the project.

Economic Opportunity Grant, Moto-Racks 1:12 p.m.

Moto-Racks owners Carol and Tom Davies followed up on questions asked during the November Community Development Commission meeting: Moto-Racks received their first rack prototype from ViperNW and it met their quality standards and marketing efforts and a business forecast are underway. Anne Catlin clarified that Moto-Racks was in business for three years in Vermont before it closed, and they are now starting over as a new business in Albany; Moto-Racks will employ Carol and Tom Davies for one- and one-half full-time positions. Carol said they just shipped their first order and there is a growing list of people who want to buy them. Commissioner Murphy sent an email explaining that she thinks there is significant room for growth and submitted a vote in favor of approving Moto-Racks application (see agenda file).

Mayor Konopa asked if they were eligible for a CARA grant and if the applicants were eligible. Catlin explained that ViperNW will manufacture the racks for Moto-Racks to market and sell from the Davies' home, so no improvements are proposed or needed. Catlin explained the job creation national objectives were satisfied a few different ways. Discussion ensued about the small business grant applicant eligibility and eligibility for loans.

Commissioner Equinoa noted the Moto-Racks grant applications satisfies the eligibility criteria and he motioned to fully fund the application for $10,000. Commissioner Cardosa seconded. Mayor Konopa thinks the grant application criteria should be adjusted to clarify that businesses that qualify for a small business loan should go that route first. The board voted unanimously to approve Moto-Racks application.

Staff Updates 1:31 p.m.

Anne Catlin provided the following updates:

- The January agenda packet is in the binders and includes the remaining applications, including DevNW and public services applicants.
- JoAnn Miller was formally introduced to the board, followed by commissioner introductions.
- Paula Matano is not renewing her term.

BUSINESS FROM THE COMMISSION 1:36 p.m.

Mayor Konopa raised the 9th Circuit Court ruling, explaining that cities can enforce homeless not being able to sleep in the right-of-way only if the city has local shelters; she feels the CDBG funds should support local shelters and keeping them open. Anne Catlin said Helping Hands did not apply for funds.

Commissioner Miller explained that homelessness is an enormous issue for Samaritan and noted the need for a shelter in Lincoln County and shelters are a huge need across the three-county region.

NEXT MEETING DATE 1:51 p.m.

The next regularly scheduled meeting of the Community Development Commission will be Monday, January 27, 2020. Board members are reminded to bring their three ring binders to this meeting.

ADJOURNMENT 1:52 p.m.

Hearing no further business, the meeting was adjourned at 1:52 p.m.

Respectfully submitted,

Jennifer Sullivan
Administrative Assistant

Reviewed by,

Anne Catlin
Planner III

MEMO

TO: Community Development Commission

FROM: Anne Catlin, Planner III ac
David Martineau, Planning Manager DM

DATE: December 16, 2019

SUBJECT: January 27, 2020, Community Development Commission Meeting

Action Requested:

The Community Development Commission (CDC) is requested to continue evaluation of grant applications for 2020 Community Development Business Grant (CDBG) program year funds.

Discussion:

Each year the CDC evaluates proposals from area agencies to include in the annual action plan that outlines how CDBG funds will be spent and what 2018-2022 Consolidated Plan priorities will be addressed. At the January meeting, the CDC will hear agency presentations from DevNW and the public service applicants, and will have an opportunity to ask questions.

A scoring matrix of the public services grants follows. Copies of the corresponding grant applications are attached.

The City's 2020 CDBG award has not yet been issued; however, staff estimates around $57,000 will be available for public service and approximately $250,000 for other activities. Recommendations for 2020 grant awards will be included in the draft 2020 Action Plan.

AC:js
Attachment 1

PY 2020 PUBLIC SERVICES GRANT APPLICATIONS SUMMARY

ATTACHMENT A

2020 PUBLIC SERVICES APPLICANTS			Reasonable Budget/Match	Activity Need	Low Mod Benefit	Agency Capacity/ Diversity	Ready to Proceed	TOTAL SCORE:
Applicant	**Proposed Service**	**$ Request**	**10 pts/10 pts**	**30 pts**	**20 pts**	**20 pts**	**10 pts**	**100 pts Max**
Family Tree Relief Nursery	Family Support Program	**$15,000**	$91,238 Total; $75,238 Match	15 families/45 people	67% <=30% AMI			
Furniture Share	Furniture and food boxes	$15,000	$90,000 Total; $75,000 Match	1800 Albany residents	most are <=30%			
Jackson Street Albany House	Youth shelter services	**$25,000**	$435,000 x .375 = $163,125 Total; $138,000 Match	30 Albany youth; 80 total youth (.375%)	presumed LMI			
Oregon Cascades West Council of Govt	Senior Companion Program	**$5,000**	$43,302 Total; $38,302 Match	9 senior volunteers will serve 27 elderly or disabled residents	presumed; <=50% AMI			
Signs of Victory Mission	Shelter Services	**$40,000**	$127,000 Total; $87,000 Match	36,000 shelter nights @105 ppl/night	Presumed; <=30% AMI			
TOTAL		**$100,000**						

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CDBG 2020 Application
Family Tree Relief Nursery

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Request for Applications (RFA): Community Development Block Grant Activities
Applications Due by 4:00 p.m. Wednesday, December 4, 2019 (PST)
333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

SECTION 5 – APPLICATION

5.1 Applicant Information

Applicant (organization name Family Tree Relief Nursery

Contact Person: Renee Smith Email: rsmith@familytreern.org

Mailing Address: PO Box 844, Albany OR 97321

Phone # 541-967-6580 Agency website: www.familytreern.org

DUNS #: 94-1058039 EIN: 14-1872327

Organization Mission Statement:
Family Tree Relief Nursery partners with families to keep children safe and build stable families. We envision a community free from child abuse and neglect where families grow and nurture their children to adulthood. We believe healthy families are essential for a thriving community.

5.2 Proposal Summary

Activity/Program Name: Therapeutic Early Childhood Program (TECP) Outreach/Respite
Activity Location: 1305 Hill Street SE, Albany OR and Elm and Queen Street Albany OR
Proposal Summary: *Provide a summary of the proposed activity and anticipated outcomes.*

Family Tree's TECP program will prevent child abuse and neglect by providing home visiting, referral to community resources, parent education and respite classroom for extremely low income or low income residents with children aged birth to 6 years old. Families may exhibit the following risk factors homelessness or home instability, food insecurity, substance abuse and or behavioral health challenges, incarceration or domestic violence.
Anticpated Outcomes:

- 95 % of children will stay living safely with their families
- Families will increase their access to food resources, more stable housing, healthcare, addiction and or behaviroal health resources if needed
- Families will increase thier parenting skills and knowledge to create a safer home for their children.
- Children will receive social and emotional support and increased development by attending respite sessions

ACTIVITY BUDGET FOR WHICH CDBG FUNDS ARE BEING RQUESTED:		
CDBG Funding Request	$	$15,000
Leveraged Funds/Resources	$	$75,238
Total Activity Budget	$	$90,238

Activity Description

1. Our proposed services focus on preventing child abuse and neglect in families with young children birth to age six. We focus our work on families in poverty, suffering from substance abuse, domestic violence, homelessness and families of color. Family stability is built upon a foundation of having a safe home. This is one of the critical family needs to prevent child neglect and build a stable family.
Our services address two priorities outlined in the 2018-2022 Consolidated Plan:

- **GOAL 3**: Reduce and prevent homelessness by providing housing and public services.
- **GOAL 4**: Provide Albany's special needs and low and moderate-income residents with needed public services by supporting service agencies that serve highly vulnerable and underserved populations such as unaccompanied youth, persons with disabilities, homeless, elderly, and agencies that further fair housing.

We focus our work on low income residents that are underserved and lack full resources and access to basic needs. While we do not provide housing, we work with families to access resources to maintain their housing and basic needs and if families experience homelessness we assist them identify housing resources and help them access and gain housing.

2. Healthy families with safe, healthy children is a goal for any Oregon city. Unfortunately Linn County and the City of Albany have historically struggled with a high rate of child abuse and neglect which directly impacts the health and safety of families and children. Child abuse and neglect takes not only a financial toll on a city in higher crime rates, health costs and education costs but also impacts the livability of a city with overlap into increased homelessness, addiction and poverty. Family Tree' programs attack these critical problems that arise when a community has a high rate of child abuse and maltreatment. Over the years Linn County's rate of child abuse has risen from a rate of 10.9 children per 1,0000 in 2016, 14.3 per 1,000 in 2017 and skyrocketed to 20.4 in 2018 placing us once again well above the state average of 14.4 and with one of the highest rates in the Willamette Valley. This continues to be a result of the underlying impact of poverty and homelessness. (State of Oregon DHS Welfare Data Book 2018)

The rate of children living in poverty in Linn County has risen to 18.2% in 2018 up from 17.5% in 2017. Child Food Insecurity impacts 20.9% of children and 41.2 % of children across the county are eligible for free and reduced lunches. Only 28.9% of three and 4 year olds access early childhood education, and only about 40% of third graders show proficiency in both Math and English Language Arts as scored on statewide testing. Our graduation rate is below the state average of 78.7% at 73.9% and approximately 4.6% of our students are homeless. Not surprisingly, referrals to Juvenile Justice per 1,000 children has arisen to 21.5, well above the 13.2 state average. (Child First for Oregon County Data Book 2019) Children and families are in crisis in Linn County and Albany.

Family Tree has proven strategies to prevent child abuse and neglect focus on all of these needs and work to assist families in building resiliency and strength to meet these issues head on by reducing homelessness, addiction and food insecurity and increasing resources for access to health care, parent education and early childhood education. These are the foundation for healthy families and child development.

Our proposed services focus on assisting high-risk families with young children birth to age six with home visiting, early childhood education and family supports that help families attack these issues. We do this by helping families' access resources to increase their family's stability.

Our two generational model reduces the likelihood of maltreatment, reduces the likelihood of foster care and increases family functioning and resiliency. Our program has the following positive proven outcomes. In 2018, Family Tree served 198 children in our early childhood program and 99% remained safe and out of foster care.

3. All of the families we serve with our program services will meet the National objective of **Benefiting extremely low and low-income individuals or households**. We will serve families in Albany that are experiencing the above referenced risks for child abuse and neglect and that meet the income levels of low to extremely low income and that a large percentage being a member of a group primarily presumed to be LMI; abused children, battered spouses, homeless persons or disabled adults.

4. Our program will have the following Outcomes and Impacts

- Referring families to community resources based upon their needs will increase a family's ability for access to adequate food resources, safe housing, health care, addiction treatment services, behavioral health treatment or other needs as identified by the family.
- Family home visits focused on parent education, child development and family needs assessments will improve family functioning and reduce the number of children entering foster care.
- Parent Education classes and family activities will build community and connection for parents experiencing isolation and addiction.
- Respite care sessions will support children's social and emotional development and provide early childhood education which will lay the foundation for literacy and learning in elementary school
- Assess families' housing needs and offer support in meeting those needs will reduce a families' housing vulnerability based upon their goals.

5. Since our inception, Family Tree has been committed to make our services accessible to all residents regardless of their linguistic or cultural needs, or if they are members of a protected classes i.e. race, color, national origin, religion, familial status, sexual orientation, marital status, source of income, disability, or victim of domestic violence, sexual assault or stalking.

To uphold this commitment, Family Tree's services are available to all residents regardless of their cultural or linguistic needs, race, color, national origin, religion, familial status, sexual orientation, marital status, source of income, disability, or victim of domestic violence, sexual assault or stalking. Our goal is to have a board of directors and staff that are as diverse as the families we serve.

To this end, we have hired a staff that is growing in diversity over time. Each time we recruit for a new staff person we search for candidates that offer diversity to our organization. Nearly 40%

of the families we serve identify as multi-cultural, Latino or Native American. Currently 12% of our staff speak Spanish and or identify as from a community of color. Clearly, we are not at our goal but continue to pursue it with requesting Spanish speakers for each position as well as recruiting a diverse staff based upon other areas of diversity such as religion, family status, sexual orientation, disabilities or other areas of uniqueness. We strive with our values of respect and integrity to welcome all who enter our doors and treat them with high regard, compassion and kindness.

We also seek diversity in our Board of Directors and other partners and professional relationships in our community. We realize that there are many unique identities that create diversity in Albany and we welcome learning more about each and welcoming them into our community of staff, families we serve and community partners we work with.

6. The foundation of Family Tree's Family Support program is the ongoing and positive relationships between the Family Support Specialist and the families we serve. Building this relationship helps break down barriers to participation in services, increasing the family's stability and safety and in the long term maintaining real change for families with high risk factors for abuse and neglect including isolation, homelessness, alcohol and drug abuse, domestic violence and food insecurity.

Our program provides a Family Support Specialist working with a caseload of up to 15 families. Each family receives customized services as outlined below as well as their child attending our respite early childhood classroom. All services work together to strengthen the family's ability to meet their basic needs, assist families in gaining stability and ensuring healthy child development. The staff person will meet with each family 1-2 times monthly and work with the children weekly in our respite classroom.

To meet the goal of family preservation and increased stability our staff offers specific services and interventions, through home visiting, as needed by the family such as:

- Assisting the family in supervision and monitoring child safety by direct observation in the home with feedback and support for issues that may arise.
- Assisting the family/parents in stabilizing their housing needs with referrals to housing services as needed with the goal of stabilizing housing needs.
- Assisting the family/parents in stress reduction and social and emotional support by helping them identify resources in the community and their family.
- Assisting the family/parents in accessing medical, mental health and addiction recovery services as needed.
- Delivering one on one customized parenting education based upon evidence-based curricula, *Nurturing Parent* to meet the individual parenting needs of each family and child in English and Spanish and with a specialized curriculum focused on families impacted by substance abuse.

- Assessing each enrolled child up to 5 years old with the ASQ developmental screening and the ASQ Social-Emotional screening tool to identify any delays.
- Referring all children with developmental delays or behavioral concerns noted in the ASQ to Early Intervention or mental health services for additional evaluation.
- Access to monthly food boxes and food resources.

At enrollment, the Family Support Specialist works with the families to identify their family's individualized strengths and areas for growth. The families identify their needs and together the staff and family create goals based upon the needs the families identify as their first priority. Utilizing a family's strengths, they develop a service plan that will meet the family's goals for stability and safety. Often this includes stabilizing or identifying housing, accessing food resources and accessing healthcare for the family. Over time the Family Support Specialist supports the family in meeting their goals with small success that together make change for the family. Families can stay enrolled in the program until their youngest child enters kindergarten. Many families work with our programs for 24 months or more. Additionally, many families whose child ages out of our program returns to our programs with the birth of an additional child.

Our Early Childhood respite classroom offers weekly sessions for children in our program. Once a week, a child attends our program staffed by early childhood specialists who engage the children in activities, play and support aimed at their social and emotional development, the foundation of early literacy and child development. Each child is given individual support and individualized goals are developed to help that child meet their developmental milestones. During the monthly home visits, the Family Support Specialists take the learning and growth the child experiences in the classroom and shares it with the parents. Together the staff and parent use child development assessments tools to monitor their child's social, emotional and physical development. When needed, children who show developmental delays through these assessments, are referred to their primary care physician and to early intervention. Family Tree's staff assist and support the families in these referrals and work together as an integral part of the child and family's support team.

Project Feasibility- Readiness to proceed

7. This funding request is to support an expansion of our program's services that we implemented in 2019-2020. If we receive this funding, we will be able to continue this level of service to families. We would continue with our current staff, supervisory support and administrative support and there would not be a lapse in services to this group of families. Our program provides services over all 12 calendar months without breaks in service. This funding would allow us to continue this expanded level of service.

8. Timeline

July 2020~ August 2020

- Continuation of services for families enrolled in program
- Ongoing enrollment for new families as existing families exit program
- Respite classroom experience scheduled for children currently enrolled in program

September 2020-October 2020

- Families with children enrolling in Kindergarten exit from program
- Families on waiting list complete intake and enroll in program as openings occur
- Program fully enrolled by end of October 2020
- Fall session of Nurturing Parenting parent education classes start at Albany Hill Street location

November 2020-December 2020

- Enrolled families attend respite and complete home visits with staff
- December Holiday Party for families
- Families participate in Holiday Gift project and receive holiday assistance from community supporters

January 2021-March 2021

- Winter session of Nurturing Parenting parent education classes begin at Albany Hill Street location
- Home visits continue
- Respite classroom continues

April 2021-June 2021

- Spring session of Nurturing Parenting parent education classes begin at Albany Hill Street location
- Home visits continue
- Respite classroom continues
- Spring Family Event for families occurs at Carousel or other location to be determined.
- Children exit and enter as families transition to Kindergarten.

Organization Capacity and Activity Sustainability

9. Family Tree Relief Nursery has been serving family with young children with similar programing with positive performance measures and outcomes for the last 14 years. Over these last 14 years, we have received funding from a variety of funders private and public that require performance based measures and outcomes and maintained high performance standards and positive outcomes for children and their families. We have performance based contracts with a variety of organizations including Linn County Alcohol and Drug, State of Oregon, Department of Human Services, Intercommuinty Health Network and other grant funders such as the Oregon Community Foundation, Samaritan Social Accountability Fund, the Ford Family Foundation and other additional grant organizations.

Family Tree has been fortunate to be awarded funding of CDBG funds since the first program year CDBG funding was available for public services. We have completed our reporting timely and had positive reviews for documentation, financial records and other information requested from the City of Albany.

Family Tree has a proven record of accomplishment in organizational capacity to complete and manage these program activities within the timeline presented with strong outcomes and proper documentation.

10. None

11. Not Applicable

12. This project will be managed and implemented by Family Tree staff as the main entity responsible for service delivery. As a collaborative organization, we work closely with a variety of organizations to share resources and assist our clients in accessing services they need. There are several groups, networks and organizations that we network with and share referrals with to assist our families in meeting all of their needs. These include but are not limited to:

- Linn Benton Lincoln Early Learning Hub
- Linn Benton Food Share
- Community Services Consortium
- Helping Hands
- LBL Early Intervention
- Linn County Mental Health and A & D Services
- IHN
- Local physician offices
- Healthy Start
- Head Start

No one organization has all the resources necessary to meet every family's needs. It is only by working together that we can, as a community of service providers, work to help a family move to stability and away from the risk and realities of homelessness.

13. We offer service delivery in both English and Spanish to meet the varied linguistic and cultural needs of our families. We consider this cultural diversity also in our food bank resources, family resources, and family friendly activities and how we schedule our services and parent education classes.

We provide training yearly with our staff on cultural diversity, institutional racism and developing cultural humility. We have added a staff committee looking at cultural diversity and equity within our organization and how we can improve our policies and service culture to support our diverse community. This committee will continue an organizational equity analysis that we started in 2017, identifying areas we can grow and develop our understanding of our community's needs. This committee along with the board of directors is updating our mission, vision and organizational value statements to include a stronger and more specific commitment to equity and diversity.

In the fall of 2019 our Board of Directors adopted a strategic plan that emphasis increasing diversity at all levels of the organization including board representation. Each board member has taken responsivity to reach out to members of communities not currently represented on our board to share our work, our mission and garner interest and support for consideration as board members or committee members. In addition to ethnicity, we look at diversity including economic, educationally, life experience, sexual orientation and other underrepresented groups in our community.

While each of these steps and initiatives are increasing diversity within our organization, we still have work to do and continue this work in our yearly work plans and strategic plans.

5.4 Proposed Activity Budget

Provide the activity budget describing total cost, cost per task, existing (secured) project funds and unfunded costs. (DO NOT PROVIDE THE FULL AGENCY BUDGET HERE JUST THE ACTIVITY BUDGET.) Identify any and all source(s) of funding. This would include other Federal and State grants and loans, monetary donations, in-kind contributions, volunteer labor, donation of materials and supplies, etc. **Use the template provided below or your own as long as the same information is provided.**

Activity/Project Budget Summary (See 24 CFR 570 Subpart J)			
Estimated Total Cost of Activity:	$90,238		
CDBG Funding Requested for Activity:	$15,000		
Total Number of People/Households Served:	45		
Total Cost per Person/Household:	$2005		
Total CDBG Cost per Person/Unit	$333		
Describe Source of Other Funds:	Amount	Secured	Tentative
Federal:			
State: Program Funds	$20,000	yes	
Local:	$38,238		Yes
Donations/Private: and inkind	$17.000	no	
Grants:			
Loans:			

Activity Budget Detail (Non-Development Activities)			
Specific Cost *Item/Description*	CDBG Amount Requested	Other Funds Amount	Total Amount *CDBG + Other Sources*
1.0 Family Specialist Salary and Benefits	$15,000	$27,000	$42,000
.10 Program Supervisor		$5,000	$ 5,000
Travel and Training		$3,000	$3,000
Food, clothing, hygiene supplies		$ 12,000 (In-Kind)	$12,000
Operations/Communications		$1,800	$ 1,800
Contract Expense~ computers, accounting fees, admin costs		$ 600	$ 600
Parent Education		$ 5.000	$ 5,000

Respite Classroom supplies, equipment, bust transportation		$ 8,000	$8,000
Volunteer hours- 520 hours a year		$ 12,838	$ 12,838
Total	$15,000	$75,238	$90,238

5.5 Staff Experience and Qualifications

Identify the names of staff or contractors participating in the proposed program or activity, their role, experience they have in this role, their title, and the expected FTE on the project. Please make sure to identify the person responsible for collecting program performance data and preparing the quarterly reports for the City.

Employee	Experience and Qualifications
Name: Renee Smith Title: Executive Director FTE on This Project: .05 FTE	13 years with the organization developing and expanding programs and services. Primary contact with City of Albany, responsible for reporting both outcomes and financial information.
Name: Deanna Barclay Title: TECP Albany Site Supervisor FTE on This Project: .10	3 years with organization, over 20 years in early childhood sector. Oversees Family Support Interventions and responsible for supervision and implementation of program
Name: Soraya Delgado Title: Family Support Specialist FTE on This Project: 1.0 FTE	2 years organization with 10 years' experience in early childhood sector. Responsible for direct service to families, and supervision of children in respite classroom.
Name: Ellie Riteson Title: Family Support Specialist FTE on This Project: 1.0 FTE	Joined organization October 2019 with 5 years of experience in family support and early childhood sector

Board Roster 2018.2019

Name	Office	Profession	Phone Number	Email	Yrs of Service
Heitho Reuter	Board Chair Founding Member	Asst. Professor College of Education, Western Oregon University	Cell: 541-979-1721	hbreuter@familytreern.org	7
Marsha Swanson	Secretary	Retired Community Leader	541-936-2614	swansonm@peak.org	5
Tyler Headrick	Treasurer	Tradewinds Trasnportation	541-223-2075	tyler@curtainvans.com	2
Fr Stephen Soot	Founding Member	St. Anne's Orthodox Church	541-928-9240 Cell: 541-231-7610	frsoot@gmail.com	15
Mona Soot	Founding Member	St. Anne's Orthodox Church	541-928-9240 Cell: 541-619-5536	sevenfromheaven@familytreern.or	15
Rose Miller	Founding Member	Samaritan Family Medicine	Cell: 541-990-8380	sorlei@comcast.net	15
Myra Ulfers	Member	Business Owner Myra's Cookies	Cell: 541-905-5152	myras-cookies@hotmailcom	1
David Pautsch	Member	Realtor	Cell: 541-990-9368	davepautsch@remax.net	1
Leesa Adams	Member	Manager Title Company	541-259-3736	leesa.johnson@ameritite.com	
Miriam Cummings	Member	Resouce Developer	541-602-2740	miriamgcummiins@gmail.com	
Kim Whitley	Member	Health Care Mgmt Consultant	541-913-5950	whitleykr@icloud.com	
Adam Bingham	Member	Banking	541-888-6673	adam.bingham@wvbk.com	

EXHIBIT A - REQUIRED CDBG CERTIFICATIONS

Signature of Applicant Representative with Binding Authority below certifies the following statements:

- Applicant has no conflict of interests with any City of Albany appointed or elected representatives and does not employ City appointed or elected representatives or their families.
- Applicant will comply with all applicable federal requirements, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination, Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 Subpart K (CDBG Entitlement Grants).
- Authorized official certifies this CDBG application package has been reviewed and all information provided in this application and attachments is true and correct.
- If funded, sufficient funds are available from non-CDBG sources to complete the project, as described.

Family Tree Relief Nursery	PO Box 844 Albany 97321
Agency Name	Mailing Address
Renee Smith	12/3/19
Authorized Signature	Date
Renée Smith	Executive Director
Printed name	Title
94-1058039	14-1872327
Duns Number	Taxpayer Identification No. (T.I.N.)

Family Tree Relief Nursery 2019-2020 Budget	
Revenues	
Contracts	$ 1,619,976.00
Donations	
Annual Gifts	$ 50,000.00
Foundations	$ 50,000.00
Special Events	$ 35,000.00
United Way Donations	$ 10,000.00
Federal Funds~ Pass through ODE	$ 15,000.00
State Funds ODE	$ 349,524.00
Local Grants	$ 30,000.00
Misccellaneous	$ 100,000.00
ODE OARN Funding	$ 15,000.00
Rent	$ 6,600.00
	$ 2,281,100.00
Expenses	
Personnel	$ 1,993,521.00
Program Expense	$ 110,500.00
Travel and Training	$ 61,650.00
Operations Expense	$ 7,300.00
Communications	$ 26,075.00
Equipment	$8,000
Insurance	$ 9,000.00
Licenses and Fees	$ 2,000.00
Marketing/Advertising	$ 10,000.00
Postage	$ 2,300.00
Office Expense	$ 3,200.00
Rent Expense	$ 54,000.00
Utilities Expense	$ 16,050.00
Contract Expense	$ 39,500.00
Expenses	$ 2,343,096.00
Revenues	$ 2,281,100.00
Year End Loss	$ (61,996.00)
Reserves if needed	$ 61,996.00

The last 3 years FTRN has ended revenue positive, in July 2019 we raised salaries to remain competitive. We plan on increasing revenue in next two budget cycles to regain revenue/expense balanced

3:01 PM
12/03/19
Accrual Basis

Family Tree Relief Nursery
Balance Sheet
As of September 30, 2019

	Sep 30, 19
ASSETS	
Current Assets	
Checking/Savings	
1000 Checking - Willamette Comm	316,278.01
Total Checking/Savings	316,278.01
Accounts Receivable	
1200 Accounts Receivable	321,210.92
Total Accounts Receivable	321,210.92
Other Current Assets	
1260 Prepaid Expenses	16,966.34
Undeposited Funds	2,500.00
Total Other Current Assets	19,466.34
Total Current Assets	656,955.27
Fixed Assets	
1700 Accumulated Amortization	-746.93
1551 Accum Depr - Furn & Equip	-21,381.95
1552 Accum Depr - Vehicles	-3,270.75
1550 Accum Depre-furn,fix,equip	-41,017.80
1515 Furniture and Equipment	17,327.03
1500 Furniture/Fixtures/Equip	45,166.98
1525 Leasehold improvements	33,320.70
1510 Software	746.93
1520 Vehicle	40,066.00
Total Fixed Assets	70,210.21
TOTAL ASSETS	**727,165.48**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts payable	32,231.60
Total Accounts Payable	32,231.60
Credit Cards	
2025 Credit Card - Umpqua Bank	713.92
Total Credit Cards	713.92
Other Current Liabilities	
2210 OregonSaves Payable	-226.81
2030 Accrued PTO	30,386.00
2440 Payroll Wage Garnishments	-50.30
2450 Payroll Health Ins Pybl	-2,579.29
2120 Accrued Payroll	-303.66
2035 Payroll Liabilities	790.73
Total Other Current Liabilities	28,016.67
Total Current Liabilities	60,962.19
Total Liabilities	60,962.19
Equity	
3500 Unrestricted (Rtnd Earngs)	780,992.01
Net Income	-114,788.72
Total Equity	666,203.29
TOTAL LIABILITIES & EQUITY	**727,165.48**

3:02 PM
12/03/19
Accrual Basis

Family Tree Relief Nursery
Profit & Loss Budget vs. Actual
July through September 2019

	Jul - Sep 19	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Contracted Services				
Family Services and Connections	24,262.00	90,000.00	-65,738.00	27.0%
Self Sufficiency	36,695.32	195,000.00	-158,304.68	18.8%
Linn Co A&D	47,915.00	160,000.00	-112,085.00	29.9%
LBCC	400.00	0.00	400.00	100.0%
IHN Contract	131,120.00	624,000.00	-492,880.00	21.0%
A & D Outreach	28,200.00	112,800.00	-84,600.00	25.0%
Contract Income SB964	73,125.00	0.00	73,125.00	100.0%
DHS ISRS	0.00	0.00	0.00	0.0%
PACT	19,512.00	91,056.00	-71,544.00	21.4%
SB 964	0.00	292,500.00	-292,500.00	0.0%
SNAP	15,048.00	54,620.00	-39,572.00	27.6%
Total Contracted Services	376,277.32	1,619,976.00	-1,243,698.68	23.2%
Donations				
Annual Lebanon Dinner	6,150.00			
Annual Gifts	9,717.62	50,000.00	-40,282.38	19.4%
Foundations	-5,500.00	50,000.00	-55,500.00	-11.0%
Individual Donations	600.00			
Special events	0.00	35,000.00	-35,000.00	0.0%
United Way Donations	1,746.60	10,000.00	-8,253.40	17.5%
Total Donations	12,714.22	145,000.00	-132,285.78	8.8%
Federal Funds	15,681.00	15,000.00	681.00	104.5%
Government Grants				
Agency (Government) Grants	0.00	30,000.00	-30,000.00	0.0%
Federal Grants	0.00	0.00	0.00	0.0%
Local Government Grants	0.00	0.00	0.00	0.0%
State Grants	0.00	349,524.00	-349,524.00	0.0%
Total Government Grants	0.00	379,524.00	-379,524.00	0.0%
Miscellaneous	0.00	50,000.00	-50,000.00	0.0%
OARN Forfiture Funds	0.00	15,000.00	-15,000.00	0.0%
Other Types of Income				
Miscellaneous Revenue	0.00	50,000.00	-50,000.00	0.0%
Total Other Types of Income	0.00	50,000.00	-50,000.00	0.0%
Private Grants	0.00	0.00	0.00	0.0%
Program Income	1,800.00			
Rentals	1,100.00	6,600.00	-5,500.00	16.7%
State Funds	67,446.00	0.00	67,446.00	100.0%
USDA Food Payments	0.00	0.00	0.00	0.0%
Total Income	475,018.54	2,281,100.00	-1,806,081.46	20.8%
Gross Profit	475,018.54	2,281,100.00	-1,806,081.46	20.8%
Expense				
5000 Personnel Expense				
5350 Simple IRA Expense	0.00	37,999.99	-37,999.99	0.0%
5100 Staff Salaries	387,861.68	1,523,385.00	-1,135,523.32	25.5%
5200 Payroll Taxes and WC	44,968.14	163,778.00	-118,809.86	27.5%
5300 Staff Benefits	44,059.16	268,358.01	-224,298.85	16.4%
5400 Leased Employees	6,207.25			
Total 5000 Personnel Expense	483,096.23	1,993,521.00	-1,510,424.77	24.2%
6000 Program Delivery Expense				
6100 Supplies	15,021.86	40,000.01	-24,978.15	37.6%
6150 Client Expenses	113.00	2,500.01	-2,387.01	4.5%
6200 USDA Food Expense	0.00	0.00	0.00	0.0%

3:02 PM
12/03/19
Accrual Basis

Family Tree Relief Nursery
Profit & Loss Budget vs. Actual
July through September 2019

	Jul - Sep 19	Budget	$ Over Budget	% of Budget
6300 Dues and Subs	3,321.50	27,000.00	-23,678.50	12.3%
6350 Supplies Special Events	1,049.32	29,999.99	-28,950.67	3.5%
6360 Committees	820.59	1,000.00	-179.41	82.1%
6400 Printing and Publishing	1,525.02	9,999.99	-8,474.97	15.3%
Total 6000 Program Delivery Expense	21,851.29	110,500.00	-88,648.71	19.8%
6500 Travel & Training				
6510 Meals	23.90	3,000.00	-2,976.10	0.8%
6520 Mileage Reimbursements	12,202.90	40,650.01	-28,447.11	30.0%
6530 Per Diem	0.00	2,000.00	-2,000.00	0.0%
6540 Conference Training Fees	3,240.76	9,999.99	-6,759.23	32.4%
6610 Client Vouchers	500.00	0.00	500.00	100.0%
6700 Bus Expense	3,290.57	6,000.00	-2,709.43	54.8%
Total 6500 Travel & Training	19,258.13	61,650.00	-42,391.87	31.2%
7000 Operations Expense				
7100 Bank Fees	457.26	2,299.99	-1,842.73	19.9%
7150 Cleaning & Repair Exp	833.40	5,000.00	-4,166.60	16.7%
7200 Communications				
7210 Land Lines	0.00	0.00	0.00	0.0%
7220 Cell Phones	5,447.47	21,075.00	-15,627.53	25.8%
7230 Internet Services	784.05	5,000.00	-4,215.95	15.7%
Total 7200 Communications	6,231.52	26,075.00	-19,843.48	23.9%
7400 Equipment	15,366.19	8,000.00	7,366.19	192.1%
7500 Insurance Expense	0.00	9,000.00	-9,000.00	0.0%
7600 Licenses and Fees	20.00	2,000.00	-1,980.00	1.0%
7650 Marketing & Advertising	6,232.05	9,999.99	-3,767.94	62.3%
7670 Postage Expense	379.39	2,299.99	-1,920.60	16.5%
7680 Office Expense	416.34	3,200.00	-2,783.66	13.0%
7800 Rent Expense	13,500.00	53,999.99	-40,499.99	25.0%
7900 Utilities Expense	2,814.87	16,050.04	-13,235.17	17.5%
Total 7000 Operations Expense	46,251.02	137,925.00	-91,673.98	33.5%
8000 Contract Expense				
8150 Legal Fees	682.50			
8300 Other Contracted Services	1,173.00	8,900.00	-7,727.00	13.2%
8100 Legal and Accounting Fees	2,734.79	8,999.99	-6,265.20	30.4%
8200 Computer Services	14,693.65	21,600.01	-6,906.36	68.0%
Total 8000 Contract Expense	19,283.94	39,500.00	-20,216.06	48.8%
Bank Fees	66.65			
Personnel	0.00	0.00	0.00	0.0%
Total Expense	589,807.26	2,343,096.00	-1,753,288.74	25.2%
Net Ordinary Income	-114,788.72	-61,996.00	-52,792.72	185.2%
Other Income/Expense				
Other Expense				
CC Fraud Exp/Reimb	0.00	0.00	0.00	0.0%
Fixed asset purchases				
Capital Purchases - Equipment	0.00	0.00	0.00	0.0%
Total Fixed asset purchases	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	**-114,788.72**	**-61,996.00**	**-52,792.72**	**185.2%**

EXHIBIT B - NON-COLLUSION AND CONFLICT OF INTEREST CERTIFICATION

The undersigned hereby proposes and, if selected, agrees to furnish the services described in accordance with this Request for Applications, Exhibits, Attachments, and Addenda, if applicable, for the term of the Agreement and certifies that the Applicant is not in any way involved in collusion and has no known apparent conflict of interest in submitting an Application.

Certifications

Non-Collusion. The undersigned Applicant hereby certifies that it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Applicant, potential Applicant, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Applicants or potential Applicants, or to secure through any unlawful act an advantage over other Applicants or the City.

Discrimination. The undersigned Applicant has not discriminated and will not discriminate against any minority, women or emerging small business enterprise or against a business enterprise that is owned or controlled by or that employs a disabled veteran in obtaining a required subcontract.

Conflict of Interest. The undersigned Applicant and each person signing on behalf of the Applicant certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the City Council, officer, employee, or person, whose salary is payable in whole or in part by the City, has a direct or indirect financial interest in the award of funds, or in the services to which this Application relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Application to furnish all work, services, systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Applications, Addenda, Agreement, Exhibits and Attachments, and associated inclusions and references, specifications, Application, clarifications, exceptions which are acceptable to the City, and all other Applicant's submittals.

Furthermore, Applicant must disclose any real or perceived conflict of interest, current or past relationships with City of Albany employees, appointed or elected officials associated with this program.

Disclosure: _____

Section 3 Business or Individual *(check applicable box)*: ☐ Yes ☐ No

Disadvantaged, Minority, Emerging Small Business (DMESB) *(check applicable box)*: ☐ Yes ☐ No

Signature Block

The Applicant hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Family Tree Relief Nursery — 541-967-6580
Applicant's Agency Name — Telephone Number

Renée Smith — 12/3/19
Signature — Date

EXHIBIT C - EMPLOYEE BACKGROUND CHECK PROGRAM CERTIFICATION

Applicants shall demonstrate and disclose to the City of Albany that the organization has an Employee Background Check Program in place before a public contract can be signed and executed.

Therefore, by signing this Certification, the Applicant does hereby certify and confirm that, as a Subrecipient of the City of Albany's Community Development Block Grant funds, that the organization has an Employee Background Check Program in place.

ORGANIZATION: Family Tree Relief Nursery

BY: Renee Smith

TITLE: Executive Director

DATE: 12/3/19

EXHIBIT D - APPLICANT REPRESENTATIONS AND CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITIES

The Applicant certifies to the best of its knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or Applications by and federal, state or local entity, department or agency;
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, of local) contract embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in Paragraph 2 of this certification;
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract;
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract; and
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

If Applicant is unable to attest to any of the statements in this certification, Applicant shall attach an explanation to the Application. The inability to certify to all of the statements may not necessarily preclude the Applicant from award of a contract under this procurement.

ATTESTATION:

SIGNATURE OF AUTHORIZED PERSON:
(notarization is not required)

Signature: Renee Smith Date: 12/3/19

Print Name and Title Renee Smith, Executive Director

Contact Person: Renee Smith

Phone: 541-967-6560 Email: rsmith@familytreern.org

EXHIBIT E – CERTIFICATION OF INSURANCE REQUIREMENTS

All Subrecipients shall at all times maintain insurance in the coverage limits note below at Applicant's expense. Preferred limits below may be adjusted on a case by case basis.

Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage in accordance with ORS Chapter 656 or Construction Contractors Board for all subject workers. Subrecipient and all subcontractors with one or more employees must have this insurance unless exempt under ORS 656.027.

Employer's Liability Insurance with coverage limits of not less than $1,000,000 must be included. If Subrecipient does not have coverage, and claims to be exempt, Subrecipient must indicate exemption within their Application submittal with qualified reasons for exemption, see ORS 656.027. Out-of-state Contractors with one or more employees working in Oregon in relation to this contract must have Workers' Compensation coverage from a state with extraterritorial reciprocity, or they must obtain Oregon specific Workers' Compensation coverage ORS 656.126.

Commercial General Liability insurance with coverage satisfactory to the City on an occurrence basis. **Combined single limit shall not be less than $2,000,000 per occurrence for Bodily Injury and Property Damage and annual aggregate limit for each shall not be less than $3,000,000.** Coverage may be written in combination with Automobile Liability Insurance (with separate limits). **Annual aggregate must be on a "per project basis".**

- ☐ If this box is checked, the limits shall be $1,000,000 per occurrence and $2,000,000 in annual aggregate.
- ☐ If this box is checked, the limits shall be $5,000,000 per occurrence and $5,000,000 in annual aggregate.
- ☒ Required by City ☐ Not Required by City *Insurance needs City review and approval.*

If **Sexual Abuse and Molestation** coverage is excluded under the Commercial General Liability policy, evidence of separate Sexual Abuse and Molestation coverage of not less than $1,000,000 per claim, incident or occurrence and $2,000,000 in the aggregate must be provided. *Insurance needs City review and approval.*

Commercial Automobile Liability covering all owned, non-owned, or hired vehicles. Coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). **Combined single limit per occurrence shall not be less than $2,000,000.**

- ☐ If this box is checked, the limits shall be $1,000,000 per occurrence.
- ☐ If this box is checked, the limits shall be $5,000,000 per occurrence.
- ☒ Required by City ☐ Not Required by City *Insurance needs City review and approval.*

Coverage must be provided by an insurance company authorized to do business in Oregon or rated by A.M. Best's Insurance Rating of no less than A-VII or City approval. Subrecipient's coverage will be primary in the event of loss. Subrecipient shall furnish a current Certificate of Insurance to the City. Subrecipient shall provide renewal Certificates of Insurance upon expiration of any of the required insurance coverage. Subrecipient shall immediately notify the City of any change in insurance coverage. The certificate shall also state the deductible or retention level. The City must be listed as an Additional Insured by Endorsement of any General Liability Policy on a primary and non-contributory basis. Such coverage will specifically include products and completed operations coverage. **The Certificate shall state the following in the description of operations:** "Additional Insured Form (include the number) attached. The form is subject to policy terms, conditions and exclusions". A copy of the additional insured endorsement shall be attached to the certificate of insurance. If requested complete copies of insurance policies shall be provided to the City. **Certificate holder shall be: City of Albany, P.O. Box 490, Albany, OR 97321.**

Applicant's Acceptance: Renee Smith

CDBG 2020 Application
Furniture Share

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SECTION 5 – APPLICATION

5.1 Applicant Information

Applicant (organization name): Furniture Share

Contact Person: Michelle Robinson Email: Michelle@furnitureshare.org

Mailing Address: PO Box 2224 Covallis, Oregon 97339

Phone #: 541-754-9511 Agency website: WWW.Furnitureshare.org

DUNS #: 128430753 EIN: 93-1282723

Organization Mission Statement:
Our mission is to redistribute quality used furniture and healthy food boxes to children, families and individuals in need, thus diverting items from the landfill.

5.2 Proposal Summary

Activity/Program Name: Sustaining Client Services to Target Populations through Furniture & Food Delivery and Landfill Diversion program
Activity Location: Albany, Oregon
Proposal Summary: *Provide a summary of the proposed activity and anticipated outcomes.*
Sustaining Client Services to Target Populations through Furniture & Food Delivery and Landfill Diversion program will administer the delivery of healthy food boxes and redistribution of quality used furniture to 1,800 individuals and families in need to ensure safety, health, comfort and quality of life to those within the City of Albany. In addition, FS will divert 136 tons of clean reusable furniture and household items from the landfill.

ACTIVITY BUDGET FOR WHICH CDBG FUNDS ARE BEING RQUESTED:		
CDBG Funding Request	$	15,000.00
Leveraged Funds/Resources	$	75,000.00
Total Activity Budget	$	90,000.00

5.3 CDBG Application Narrative

Provide the information requested below making sure the narrative corresponds to the numbers provided so the required information can be easily found to ensure a complete application. If the question does not apply to the proposed project write N/A.

Activity Description

1. Explain how Albany's 2018-2022 Consolidated Plan goals and strategies will be addressed by the activity.

   Furniture Share will provide the activity of furniture and food delivery to low income families living within Albany, Oregon to complete the structure of a house by making it a home filled with basic furniture and food needs. By providing these activities Furniture Share will meet these goals in Albany's 2018-2022 Consolidated Plan.

   GOAL 3: Reduce and prevent homelessness by providing housing and public services.

   GOAL 4: Provide Albany's special needs and low and moderate-income residents with needed public services by supporting service agencies that serve highly vulnerable and underserved populations such as unaccompanied youth, persons with disabilities, homeless, elderly, and agencies that further fair housing.

   GOAL 5: Enhance economic opportunities by investing in job readiness services, microenterprise development, and economic development programs that create jobs principally for low- or moderate-income residents.

2. Describe the community need that will be addressed by the proposed activity and explain how the proposed project is a proven effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.

   Can you imagine a child sleeping on the floor, a family with no table or chairs for eating and completing school work on the floor, or clothing and personal belongings stored in cardboard boxes or garbage bags? Thankfully, most of us cannot. Yet every year in our community many are forced to live without even the most essential household furnishings because after paying for rent and food, they have no money left over to buy the basic furniture that many of us take for granted -- the furnishings that make a house a home.

   In FY 19-20 FS redirected 16,421 clean reusable furniture and household items equating to 410.5 tons of landfill diversion to 3,649 individuals in need compared to 970 individuals served in FY 06/07. Furniture Share is tackling the prevalent and under-discussed needs of community members who live without the dignity and stability that having sufficient furniture affords for a healthy and productive life. Furniture Share matches people searching for socially responsible ways to transfer their underused belongings to those who are in need of those belongings.

   In short, we are turning houses into homes for the people in our communities who need it most, setting them on a path toward true independence and, a better life. In addition, we also create opportunities for youth with barriers to employment and lead a culture of reuse and recycling in our community. In addition

to the warmth, comfort and security that furniture provides, it also plays a crucial, albeit, silent role in our lives. For our 4,000 clients per year, furniture has profound impact on their quality of life, such as: Decreased likelihood of re-experiencing displacement or homelessness; Improved physical and mental health; improved financial stability by freeing up funds for other essential items; Increased ability and likelihood to participate in and contribute to the community; Improved relationships with family and friends.

Consider this scenario for the majority of our Clients, working full-time at minimum wage:

- $3,000-$5,000 Cost for a client to furnish a single person home from a thrift store
- $1,725 Client monthly salary based on minimum wage
- $1,536 Market Based Measure for single person-
- Living UNDER $189 per month for non essential items and basic furnishings

Last year, nearly 4,000 lives were changed with the gift of furniture, including 2,055 children. Each story is unique and provides a glimpse lives changed by the gift of furniture. These stories providing a glimpse into the transformation occurring in society – one person, one family, and one future at a time:

- Sandra – fleeing abuse, new furniture permitted her to keep her children.
- Toni – a student without a desk, having received one, is now attending LBCC
- Melanie – received training and experience and now has a woodworking career
- Ankush & family – dignity helped them find stability and success in their community
- Renee - a real home is allowing her to pursue her dream of becoming an artist
- Kaola – joined her community and found her way out of isolation and loneliness

Furniture Share is the only local non-profit who delivers healthy food boxes filled with fresh fruits, vegetables, non-preservative breads and reused quality furniture to benefit low- and extremely low-income individuals, children and families in need creating a suitable living environment. Furniture Share responds to an urgent need and provides a suitable living environment by distributing reusable furniture and household items which complement decent housing. Furniture Share improves infrastructure by helping more than 200 local social service agencies obtain basic furniture needs to increase comfort and safety in their client's daily lives while assisting them to reach the long-term goal of self-sufficiency.

There is a need to increase landfill diversion in the area and to provide low-income children, families and individuals in need with quality REUSE furniture and household items. Valley Landfills, Inc., which operates the Coffin Butte Landfill near Albany, took in 175,000 tons of solid waste in 1995 from twelve western Oregon counties. It now takes in 550,000 tons of solid waste per year, according to PNGC Power (http://www.pngc.com/future/butte_faqs.aspx). As the amount of waste the landfill receives is increasing, the landfill will reach capacity sooner, resulting in more land will have to be dedicated to landfill space - when it could be used for more meaningful and purposeful uses, such as housing, agriculture or recreation.

The need is based on income, although Furniture Share does work on an individual basis (for example, a single father with 3 children whose income was $40 above the threshold was deemed to be in need). With the current economic climate, more people are in need and the increased need also reflects the current unemployment rate in Linn County which is 4.6%. The current unemployment rate does not include the

unemployed who have exhausted their benefits this also is a factor that determined the need. Our job training partnerships assist individuals to become self-sufficient and remove themselves from the "low income" category thus saving both governmental and non-profit organizations money.

3. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity and what clientele will be served.

   The CDBG National Objective(s) that will be satisfied by the proposed activity and what clientele will be served are as followed: LMA, LMC, LMCSV, LMJ and URG

4. Describe impacts or outcomes to be achieved by the activity. Impact reflects the extent to which the proposed activity produces desired outcomes in the community or in the lives of persons assisted. *[Example outcome: Parenting classes will reduce the number of children being placed in foster care.]*

   Increase affordable housing opportunities, reduce homelessness and help residents get into permanent housing to improve affordable housing opportunities for clients by providing individuals with basic furniture and household items who are homeless or at risk of homelessness. Clients obtaining free furniture have more funds available to go toward housing expenses

   Support community services and non-profit agencies that maximize impact by providing new or increased access to programs that serve highly vulnerable and underserved populations. Provide local social service agencies access to refer their clients to our services. To help referring agencies obtain basic furniture needs to increase comfort and safety in their client's daily lives while assisting them to reach the long-term goal of self-sufficiency.

   Enhance economic opportunities by investing in job readiness services. Provide job training for individuals annually who are unemployed and unskilled. Improve access for gainful employment. When a person gains skills which enable them to find work they are able to support themselves and their families and they feel more integrated into their community.

   Increase landfill diversion the number children, families and individuals served through our 3 projects: BEDS for KIDS, Feeding Our Future and Furniture for Individuals In Crisis. Provide children with a bed, families will receive a dinner table, individuals will receive furniture and household items and distribute 1,800 individuals with healthy food boxes.

   Gain long term fiscal sustainability through increased individual and corporate donations, raise awareness of clients served, furniture needs and the environmentally. Gain long term fiscal sustainability through increased individual and corporate donations, raise awareness of clients served, furniture needs and the environmentally.

5. Please explain how the project will promote inclusiveness and diversity.

   Furniture Share works with roughly 200 referring agencies that refer and fill out our client referral form on behalf of their client. These caseworkers are able to explain our services to their level of comprehension, disability or language barrier as we do not have a staff member who speaks Spanish which is the most common language barrier FS encounters. FS client referral forms do ask

the caseworker to mark their client's race, ethnicity, gender and age for grant reporting purposes. However, Furniture Shares qualifying component is based on need and income, therefore, cultural is not factor in any qualification. Furniture Share simply serves all low-income families and individual in need regardless their race, ethnicity, gender, religion and age.

6. Provide a DRAFT SCOPE OF WORK that outlines details about the proposed activity including all actions that will be taken to address the identified need and achieve anticipated performance measures and outcomes, and general accomplishments you intend to achieve with this activity.

Success outcomes are children who sleep in beds with a pillow, sheets, and a blanket often experience better health, improved performance in school, a better relationship with peers and family rather than practicing sleep deprived habits and should experience greater self-confidence. Beds for Kids allow Furniture Share to effectively reach and serve the needs of *vulnerable children* in our community. Providing these families with beds and linen can ensure smooth transitioning to a better *quality of life*. Sleep is one of the most important activities we do to boost the quality of all aspects of our lives. However, for the thousands of children living in poverty, who are sleeping without a bed, getting the proper amount of sleep is just not an option. Without enough sleep, these school-aged children experiencing poverty are put at a serious disadvantage and are unable to learn at their full potential. By giving them the ability to get a good night's sleep they will be one step closer to completing their education and *breaking the cycle of poverty*. Studies have shown that one of the best ways to break the cycle of poverty is through education and the completion of high school. As well, inadequate sleep when combined with other stress factors, like poverty, can cause higher levels of behavioral problems and put these children at even more of a disadvantage. We need to give school-aged children as many tools as possible to complete and succeed in their education. <u>One of these tools is a bed.</u>

Feeding Our Future effectively reaches and serves the needs of *vulnerable families and children* in our community, providing tables and chairs, benefits to family meals, recipes, and conversational starter tips to ensure smooth transitioning to a better *quality of life and behavior at work or school.* ***Feeding our Future*** provides 1,800 individuals with healthy food boxes filled with locally grown fruit and vegetables and locally made no preservatives breads and 100 tables and chairs to families. Research data supports the fact that families that eat together have improved nutritional decisions (less obesity), vocabulary and achievement at school or work, greater family stability and family behavior resulting in less violence. The American Public Health Association published the following report. Amid the vast array of scientific literature on reducing teens' risk for substance use, a new report offers a method as pure and simple as pulling up chairs around the family dinner table. Teens whose families eat dinner together at least five times per week are less likely to smoke, drink and use drugs, according to a recent report from the National Center on Addiction and Substance Abuse at Columbia University. "This year's study again demonstrates that the magic that happens at family dinners, isn't the food on the table, but the conversations and family engagement around the table". When asked about the best part of family dinners, the most frequent answer from teens is the sharing, talking and interacting with family members. The second most frequent answer is sitting down or being together. It was also found that teens who have frequent family dinners are more likely to report having excellent relationships with their parents and siblings. This project provides dinner tables and chairs, a healthy food box, five simple recipes with 5 items or less, benefits to family meals and conversational starter tips to encourage healthy meals, and easy mealtime steps to improve family conversations and is designed

to improve health, education, and family stability along with performance at school, the workplace, and community. One of these tools is a dinner table.

Single parents, families, and other individuals who wish to transition to improved conditions often experience better health, improved performance in jobs and school, better relationships from less worry, and greater self-confidence. Providing Furniture to Individuals in Crisis with recycled furniture and household items can ensure smooth transitioning to a better *quality of life*. ***Furniture for Individuals in Crisis*** project seeks to provide basic furniture needs such as a sofa/love seat, end table, coffee table, bookshelf, TV, adult bed and linens, dresser and other furniture needs to 750 individuals and families. Without a functional living space, families are unable to stabilize their lives or move toward self-sufficiency, improved health and independence. The challenge of living in an inadequate environment can adversely affect mental and physical health, and significantly increase the probability of repeat hardship. Providing individuals and families with recycled furniture and household items can ensure smooth transitioning to a better quality of life. The provision of adequate furnishings is considered both emergency assistance and basic needs fulfillment. With that being said, the degree of improvement to a child's/human being environment is unmeasurable. Thousands of children will sleep on the floor or on a couch, families eating separately in silence and or a parent cannot read a book to their child because they do not have adequate lighting such as a lamp. These hard-working families which are considered the working poor cannot afford to purchase basic home furnishing. As you can see, overall, this leads to an individual that is educated and more likely to be a contributing member of society. One of the leadership benefits we have seen with this program is the development of community volunteerism...many of our clients are now volunteers.

Project Feasibility – Readiness to proceed

7. Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project.

   Furniture Share is governed by a Board of Directors and Programs administrated by the Executive Director but not limited to networking, fundraising, event planning and community awareness. Required resources and inputs to implement day-to-day operations and maintain Client Services through Life is Better when a House is a Home program includes adequate staffing and operational hours, volunteer recruitment to organize daily task to secure our programs by managing the Warehouse site, greeting donors and receiving their donations; unpacking donations; organization of donations in the Warehouse space; packing items specific to client requests; interacting with clients and case managers of partnering agencies; tracking client requests; and transferring items we don't use to other agencies or to recyclers. On average Furniture Share provides services to 420 individuals each month who receive donated items necessary for them to have a functional home such as beds for their children and a dinner table to share family meals. FS accepts donations of used basic household items and furniture, fruits, vegetables and no prescriptive breads from individuals and businesses in the community. Using our 20' box truck, we pick up and distribute these donated items three days per week within Linn, Benton and surrounding Counties. Other donations are brought to the Warehouse directly by the donors. Staff and volunteers unpack items, sort them, and repack them specific to client needs. Families and individuals then come to the Warehouse to pick up their goods four day a week or they can be delivered directly to their home. Families and individuals are referred through social service agencies.

To execute our services Furniture Share is fortunate to have committed staff and volunteers to achieve our goals. We also have a well diverse and competent board whose qualifications range from business owners, marketing teams, social service staff, previous clients and a county commissioner who are an active team and encouraged by the Executive Director to include themselves in fundraising and outreach. We collaborate with over 200 local social service agencies and programs who work directly with low-income families, by providing their clients with basic and needed household items. These organizations recognize our services as a valuable resource for their client's overall *transition to self-sufficiency* and *accredit this program with strong support and endorsements*. FS improves infrastructure by helping agencies obtain basic furniture needs to increase comfort and safety in their client's daily lives.

8. Please complete the schedule that follows or provide one that is applicable to the activity/project that outlines when major activities will be executed and when the project will be completed.

Task or Activity	Beginning Date for Each Task	Ending Date for Each Task or Activity
Market the need and obtain Beds, Dinner tables and other basic essential furniture and household items through networking event, social media, volunteer recruitment and education and community training	July 2020	June 2021
Expand storage capacity for recovery and expanded service items	July 2020	Feb 2021
Marketing to target audience	July 2020	June 2021
Sales of material that are not Furniture Share appropriate	First weekend	Once a quarter
Recruit and train volunteers to distribute reuse items	July 2020	June 2021
Tracking/evaluation for project success- monthly	July 2020	June 2021
Collection and Delivery of Healthy Food boxes and furniture recovery items	July 2020	June 2021
Expanded donation pick up service	July 2020	June 2021
Prepare for Annual BBQ	Feb. 2020	July 2021
Promotional Presentations & Educational Efforts	July 2020	June 2021
Contact Furniture stores, storage units, estates and property managers with reuse options	July 2020	June 2021

Organizational Capacity and Activity Sustainability

9. Describe experience and success conducting the same or similar projects, use of federal or CDBG funds, and the current organizational capacity to complete and manage the activity within the program year.

Furniture share is highly experienced in conducting this project and has done so since 1998. The organization is the only local non-profit who delivers reused quality furniture to benefit low- and extremely low-income individuals, children and families in need. *The project's effectiveness will be measured* through monthly/quarterly evaluation of progress toward the number of items provided and the households served to the target populations. *Success will be measured* by staff by collecting the following data on a monthly basis to assess the progress toward each objective; the number of elderly individuals, disabled individuals, mentally ill individuals, and families fleeing domestic violence, single female head of household, and homeless /at risk of homelessness individuals served during the fiscal year. Furniture Share also intends to track the total increase in individual and corporate donors and review the level of advertising/public relations activities. By compiling this information monthly, we will be able to *measure our success* on an ongoing basis and to make any adjustments to assure *achievement of our objectives* within the grant period. We have made progress toward meeting the

increased demand by implementing more efficient procedures and through the efforts of increased numbers of volunteers and interns. If any issues were raised during a federal program monitoring evaluation, please explain the findings and how issues were resolved.

10. Explain agency experience managing construction projects subject to Davis-Bacon and/or BOLI wage requirements and/or soliciting bids for construction projects.

    Furniture Share has received federal funding since 2001 through Albany CDBG and DEQ and have never had any issues raised during monitoring or compliance with federal regulations. In addition, all invoicing and reporting have been submitted on time.

11. Identify any other agencies or partners for this activity/project and define the roles and responsibilities of these partners.

    Furniture Share is the only local non-profit who delivers reused quality furniture at no cost to individuals, children and families in need and to our communities' target populations. There are no other agencies or organizations in the Tri-Counties that provide distribution of reusable furniture to these. Furniture Share clients are screened for needs assessments and income qualifications and are then referred to us through their case managers. Furniture Share partners with more than 200 social service agencies to help them reach their goals of helping their clients become self-sufficient.

12. Please explain how the agency embraces and demonstrates diversity within the organization.

    Furniture Share embraces and demonstrates diversity within the organization and has had a diversity policy since April 4, 2000 and updated last on June 25, 2015. We also have a diverse board and staff ranging in age from 22 to 69. Ethnicities represented by our board and staff are Caucasian, Native American and Latino. As you can see, we represent and interact with a diverse level of the community. We also embrace and demonstrate diversity by treating all staff and client fairly, created an inclusive culture for all staff and clients, ensuring equal access to opportunities to enable staff and clients to fully develop to their full potential.

5.4 Proposed Activity Budget

Provide the activity budget describing total cost, cost per task, existing (secured) project funds and unfunded costs. (DO NOT PROVIDE THE FULL AGENCY BUDGET HERE JUST THE ACTIVITY BUDGET.) Identify any and all source(s) of funding. This would include other Federal and State grants and loans, monetary donations, in-kind contributions, volunteer labor, donation of materials and supplies, etc. **Use the template provided below or your own as long as the same information is provided.**

Activity/Project Budget Summary (See 24 CFR 570 Subpart J)			
Estimated Total Cost of Activity:	$90,000.00		
CDBG Funding Requested for Activity:	$15,000.00		
Total Number of People/Households Served:	1,800 individuals		
Total Cost per Person/Household:	$50.00 per person		
Total CDBG Cost per Person/Unit	$8.33 person		
Describe Source of Other Funds:	Amount	Secured	Tentative
Federal:	$15,000.00		$15,000.00
State:			
Local:			
Donations/Private: including Fundraising	$45,000.00		$45,000.00
Grants:	$30,000.00		$30,000.00
Loans:			

Activity Budget Detail (Non-Development Activities)			
Specific Cost *Item/Description*	CDBG Amount Requested	Other Funds Amount	Total Amount *CDBG + Other Sources*
CDBG	$15,000.00	$	$15,000.00
Contributions		$21,000.00	$21,000.00
Foundation/Grants		$30,000.00	$30,000.00
Fundraising		$24,000.00	$24,000.00
Total	$15,000.00	$75,000.00	$90,000.00

5.5 Staff Experience and Qualifications

Identify the names of staff or contractors participating in the proposed program or activity, their role, experience they have in this role, their title, and the expected FTE on the project. Please make sure to identify the person responsible for collecting program performance data and preparing the quarterly reports for the City.

Employee	Experience and Qualifications
Name: Michelle Robinson Title: Executive Director FTE on This Project: .5	BA in Management and Organizational Leadership and 18 years' experience in non-profit management, fundraising, marketing and networking. Oversee and implement all programs
Name: Ashley Lane Title: Executive Assistant FTE on This Project: .5	5 years' experience in office management which includes staff supervision, scheduling, accounting, cash handling, fundraising, marketing, networking and HR. Implements program- provides clients services, scheduling delivery from case workers and clients, schedules donor deliveries, and event planning
Name: Laura Wood Title: Community Outreach Coordinator FTE on This Project: .5	5 years' experience in office management fundraising, marketing, networking and HR. Assist in client services such as scheduling clients and donors and networking with referring agencies.
Name: Robert Rogers Title: Delivery Driver FTE on This Project: .5	10 years' experience with nonprofits, client services and Furniture delivery
Name: Dallas Hawthrone Title: Delivery Driver FTE on This Project: .5	5 years' experience with nonprofits, client services and Furniture delivery

EXHIBIT A - REQUIRED CDBG CERTIFICATIONS

Signature of Applicant Representative with Binding Authority below certifies the following statements:

- Applicant has no conflict of interests with any City of Albany appointed or elected representatives and does not employ City appointed or elected representatives or their families.
- Applicant will comply with all applicable federal requirements, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination, Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 Subpart K (CDBG Entitlement Grants).
- Authorized official certifies this CDBG application package has been reviewed and all information provided in this application and attachments is true and correct.
- If funded, sufficient funds are available from non-CDBG sources to complete the project, as described.

Furniture Share Agency Name	PO Box 2224, Corvallis, OR 97322 Mailing Address
[signature] Authorized Signature	12/10/19 Date
Michelle Robinson Printed name	Executive Director Title
128430753 Duns Number	93-1282723 Taxpayer Identification No. (T.I.N.)

EXHIBIT B - NON-COLLUSION AND CONFLICT OF INTEREST CERTIFICATION

The undersigned hereby proposes and, if selected, agrees to furnish the services described in accordance with this Request for Applications, Exhibits, Attachments, and Addenda, if applicable, for the term of the Agreement and certifies that the Applicant is not in any way involved in collusion and has no known apparent conflict of interest in submitting an Application.

Certifications

Non-Collusion. The undersigned Applicant hereby certifies that it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Applicant, potential Applicant, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Applicants or potential Applicants, or to secure through any unlawful act an advantage over other Applicants or the City.

Discrimination. The undersigned Applicant has not discriminated and will not discriminate against any minority, women or emerging small business enterprise or against a business enterprise that is owned or controlled by or that employs a disabled veteran in obtaining a required subcontract.

Conflict of Interest. The undersigned Applicant and each person signing on behalf of the Applicant certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the City Council, officer, employee, or person, whose salary is payable in whole or in part by the City, has a direct or indirect financial interest in the award of funds, or in the services to which this Application relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Application to furnish all work, services, systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Applications, Addenda, Agreement, Exhibits and Attachments, and associated inclusions and references, specifications, Application, clarifications, exceptions which are acceptable to the City, and all other Applicant's submittals.

Furthermore, Applicant must disclose any real or perceived conflict of interest, current or past relationships with City of Albany employees, appointed or elected officials associated with this program.

Disclosure: _____

Section 3 Business or Individual *(check applicable box)*: ☐ Yes ☒ No

Disadvantaged, Minority, Emerging Small Business (DMESB) *(check applicable box)*: ☐ Yes ☒ No

Signature Block

The Applicant hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Furniture Share	541-754-9511
Applicant's Agency Name	Telephone Number
[signature]	12/10/19
Signature	Date

EXHIBIT C - EMPLOYEE BACKGROUND CHECK PROGRAM CERTIFICATION

Applicants shall demonstrate and disclose to the City of Albany that the organization has an Employee Background Check Program in place before a public contract can be signed and executed.

Therefore, by signing this Certification, the Applicant does hereby certify and confirm that, as a Subrecipient of the City of Albany's Community Development Block Grant funds, that the organization has an Employee Background Check Program in place.

ORGANIZATION: Furniture Share

BY: Michelle Robinson

TITLE: Executive Director

DATE: 12/10/19

EXHIBIT D - APPLICANT REPRESENTATIONS AND CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITIES

The Applicant certifies to the best of its knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or Applications by and federal, state or local entity, department or agency;
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, of local) contract embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in Paragraph 2 of this certification;
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract;
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract; and
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

If Applicant is unable to attest to any of the statements in this certification, Applicant shall attach an explanation to the Application. The inability to certify to all of the statements may not necessarily preclude the Applicant from award of a contract under this procurement.

ATTESTATION:

SIGNATURE OF AUTHORIZED PERSON:
(notarization is not required)

Signature: _____ Date: 12/10/19

Print Name and Title Michelle Robinson, Executive Director

Contact Person: Michelle Robinson

Phone: 541-754-9511/ 541-730-2421 Email: Michelle@furnitureshare.org

EXHIBIT E – CERTIFICATION OF INSURANCE REQUIREMENTS

All Subrecipients shall at all times maintain insurance in the coverage limits note below at Applicant's expense.
Preferred limits below may be adjusted on a case by case basis.

Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage in accordance with ORS Chapter 656 or Construction Contractors Board for all subject workers. Subrecipient and all subcontractors with one or more employees must have this insurance unless exempt under ORS 656.027.

Employer's Liability Insurance with coverage limits of not less than $1,000,000 must be included. If Subrecipient does not have coverage, and claims to be exempt, Subrecipient must indicate exemption within their Application submittal with qualified reasons for exemption, see ORS 656.027. Out-of-state Contractors with one or more employees working in Oregon in relation to this contract must have Workers' Compensation coverage from a state with extraterritorial reciprocity, or they must obtain Oregon specific Workers' Compensation coverage ORS 656.126.

Commercial General Liability insurance with coverage satisfactory to the City on an occurrence basis. **Combined single limit shall not be less than $2,000,000 per occurrence for Bodily Injury and Property Damage and annual aggregate limit for each shall not be less than $3,000,000.** Coverage may be written in combination with Automobile Liability Insurance (with separate limits). **Annual aggregate must be on a "per project basis".**

- [ ] If this box is checked, the limits shall be $1,000,000 per occurrence and $2,000,000 in annual aggregate.
- [ ] If this box is checked, the limits shall be $5,000,000 per occurrence and $5,000,000 in annual aggregate.
- [X] Required by City [ ] Not Required by City *Insurance needs City review and approval.*

If **Sexual Abuse and Molestation** coverage is excluded under the Commercial General Liability policy, evidence of separate Sexual Abuse and Molestation coverage of not less than $1,000,000 per claim, incident or occurrence and $2,000,000 in the aggregate must be provided. *Insurance needs City review and approval.*

Commercial Automobile Liability covering all owned, non-owned, or hired vehicles. Coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). **Combined single limit per occurrence shall not be less than $2,000,000.**

- [ ] If this box is checked, the limits shall be $1,000,000 per occurrence.
- [ ] If this box is checked, the limits shall be $5,000,000 per occurrence.
- [X] Required by City [ ] Not Required by City *Insurance needs City review and approval.*

Coverage must be provided by an insurance company authorized to do business in Oregon or rated by A.M. Best's Insurance Rating of no less than A-VII or City approval. Subrecipient's coverage will be primary in the event of loss. Subrecipient shall furnish a current Certificate of Insurance to the City. Subrecipient shall provide renewal Certificates of Insurance upon expiration of any of the required insurance coverage. Subrecipient shall immediately notify the City of any change in insurance coverage. The certificate shall also state the deductible or retention level. The City must be listed as an Additional Insured by Endorsement of any General Liability Policy on a primary and non-contributory basis. Such coverage will specifically include products and completed operations coverage. **The Certificate shall state the following in the description of operations:** "Additional Insured Form (include the number) attached. The form is subject to policy terms, conditions and exclusions". A copy of the additional insured endorsement shall be attached to the certificate of insurance. If requested complete copies of insurance policies shall be provided to the City. **Certificate holder shall be: City of Albany, P.O. Box 490, Albany, OR 97321.**

Applicant's Acceptance: Michelle Maddox

2019-20 Budget Life is Better when a House is a Home					
Sustaining Client Services through Food & Furniture Delivery and Landfill Diverson					
Beds for Kids, Feeding Our Future and Furniture for Individuals in Crisis					
Income					
City of Albany- CDBG				$	6,000.00
Linn County United Way				$	3,000.00
Grants				$	42,000.00
Corporate Contributions				$	10,000.00
Contributions				$	35,000.00
Civic Groups				$	5,000.00
Special Event-Albany Taps and Caps				$	4,000.00
Special Events-BBQ				$	44,000.00
Special Events-Run Your Tutu Off				$	15,000.00
Special Events-Beds For Kids				$	25,000.00
Total Income				**$**	**189,000.00**
Expenses					
Personnel					
Executive Director					$54,000.00
Client Service/Partner Liason Coordinator					$18,930.00
Client Service/Partner Liason Coordinator					$18,930.00
Client/Delivery Assistant					$18,930.00
Client/Delivery Driver					$21,840.00
Payroll Taxes					$12,920.00
Medical/Dental Benefits					$6,540.00
Total Personnel				**$**	**152,090.00**
Occupancy					
Rent				$	15,000.00
Telephone/internet				$	3,610.00
Total Occupancy				**$**	**18,610.00**
Materials & Services					
Postage				$	500.00
Supplies				$	750.00
Equipment				$	1,000.00
Printing				$	800.00
Advertising				$	500.00
Fundraising				$	750.00
Insurance				$	3,000.00
Dues/Memberships				$	500.00
Professional Fees/Accounting				$	2,500.00
Donor & Volunteer Appreciation				$	500.00
Milage, Maintenance and equipment repair				$	7,500.00
Total Materials & Services				**$**	**18,300.00**
Total Expense				**$**	**189,000.00**
Net Income/Loss-**Emergency Reserves**				$	-

9:06 PM
09/17/19
Accrual Basis

Benton Furniture Share
Balance Sheet
As of August 31, 2019

	Aug 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Checking	5,952.81
Petty Cash	3,040.00
Total Checking/Savings	8,992.81
Total Current Assets	8,992.81
TOTAL ASSETS	**8,992.81**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	261.90
Total Accounts Payable	261.90
Total Current Liabilities	261.90
Total Liabilities	261.90
Equity	
Net Income	8,730.91
Total Equity	8,730.91
TOTAL LIABILITIES & EQUITY	**8,992.81**

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09/17/19
Accrual Basis

Benton Furniture Share
Profit & Loss
August 2019

	Aug 19	Jul - Aug 19
Ordinary Income/Expense		
Income		
City of Corvallis Grants		
City of Corvallis		
CDBG	0.00	1,000.00
Total City of Corvallis	0.00	1,000.00
Total City of Corvallis Grants	0.00	1,000.00
United Way Grants		
United Way	1,013.42	1,263.42
Total United Way Grants	1,013.42	1,263.42
Grant Income		
Ralph Hull Foundation	0.00	10,000.00
Total Grant Income	0.00	10,000.00
Contribution Income		
Contributions	410.00	4,788.00
Total Contribution Income	410.00	4,788.00
Fund Raising		
BBQ		
Sponsors	0.00	2,100.00
Ticket Sales/Auction	18,973.82	18,993.82
Babecue Expenses	-250.00	-3,560.72
Total BBQ	18,723.82	17,533.10
Beds for Kids	0.00	40.00
Total Fund Raising	18,723.82	17,573.10
Total Income	20,147.24	34,624.52
Expense		
Wages & Fringe Benefits		
Executive Director	4,500.00	9,000.00
Partner Liaison Coordinator	559.00	1,065.25
Delivery Driver Wages		
Delivery Driver	1,565.69	2,746.57
Client/Delivery Assistant	2,337.63	5,091.26
Total Delivery Driver Wages	3,903.32	7,837.83
Payroll Taxes	1,089.95	2,218.24
Health Insurance	576.16	1,152.32
Total Wages & Fringe Benefits	10,628.43	21,273.64
Occupancy		
Rent	1,150.00	2,300.00
Utilities		
Telephone/Internet	19.92	73.92
Garbage Disposal	0.00	176.75
Total Utilities	19.92	250.67
Total Occupancy	1,169.92	2,550.67
Operating Expenses		
Dues/Memberships/Training/Conf.	125.00	586.00
Bank Charge	41.90	152.07
Supplies	591.80	1,112.91
Total Operating Expenses	758.70	1,850.98

Page 1

9:06 PM
09/17/19
Accrual Basis

Benton Furniture Share
Profit & Loss
August 2019

	Aug 19	Jul - Aug 19
Professional Fees		
Accounting	0.00	261.90
Total Professional Fees	0.00	261.90
Auto		
Mileage, Maint, Equip. Repair	84.24	84.24
Total Auto	84.24	84.24
Total Expense	12,641.29	26,021.43
Net Ordinary Income	7,505.95	8,603.09
Other Income/Expense		
Other Income		
Carryover	0.00	127.82
Total Other Income	0.00	127.82
Net Other Income	0.00	127.82
Net Income	7,505.95	8,730.91

2:14 PM
11/08/19
Accrual Basis

Benton Furniture Share
Balance Sheet
As of September 30, 2019

	Sep 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Checking	10,582.66
Petty Cash	3,040.00
Total Checking/Savings	13,622.66
Accounts Receivable	
*Accounts Receivable	1,000.00
Total Accounts Receivable	1,000.00
Total Current Assets	14,622.66
TOTAL ASSETS	**14,622.66**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Payable	11,812.03
Total Other Current Liabilities	11,812.03
Total Current Liabilities	11,812.03
Total Liabilities	11,812.03
Equity	
Retained Earnings	1,000.00
Net Income	1,810.63
Total Equity	2,810.63
TOTAL LIABILITIES & EQUITY	**14,622.66**

2:17 PM
11/08/19
Accrual Basis

Benton Furniture Share
Profit & Loss
September 2019

	Sep 19		Jul - Sep 19	
Ordinary Income/Expense				
Income				
City of Corvallis Grants				
City of Corvallis				
CDBG	0.00		1,000.00	
Total City of Corvallis		0.00		1,000.00
Total City of Corvallis Grants		0.00		1,000.00
United Way Grants				
United Way	250.00		1,513.42	
United Way Grants - Other	496.42		496.42	
Total United Way Grants		746.42		2,009.84
Grant Income				
Pacific Power Foundation	1,500.00		1,500.00	
Ralph Hull Foundation	0.00		10,000.00	
Total Grant Income		1,500.00		11,500.00
Contribution Income				
Contributions	5,869.36		10,657.36	
Total Contribution Income		5,869.36		10,657.36
Fund Raising				
BBQ				
Sponsors	0.00		2,100.00	
Ticket Sales/Auction	1,050.00		20,043.82	
Babecue Expenses	0.00		-3,560.72	
Total BBQ		1,050.00		18,583.10
Beds for Kids	0.00		40.00	
Total Fund Raising		1,050.00		18,623.10
Total Income		9,165.78		43,790.30
Expense				
Wages & Fringe Benefits				
Executive Director	4,500.00		13,500.00	
Partner Liaison Coordinator	1,998.75		3,064.00	
Delivery Driver Wages				
Delivery Driver	1,533.38		4,279.95	
Client/Delivery Assistant	2,520.38		7,611.64	
Total Delivery Driver Wages		4,053.76		11,891.59
Payroll Taxes	1,259.52		3,477.76	
Health Insurance	576.16		1,728.48	
Total Wages & Fringe Benefits		12,388.19		33,661.83
Occupancy				
Rent	0.00		2,300.00	
Utilities				
Telephone/Internet	501.87		575.79	
Garbage Disposal	0.00		176.75	
Total Utilities		501.87		752.54
Total Occupancy		501.87		3,052.54

2:17 PM
11/08/19
Accrual Basis

Benton Furniture Share
Profit & Loss
September 2019

	Sep 19	Jul - Sep 19
Operating Expenses		
Dues/Memberships/Training/Conf.	208.00	794.00
Postage	190.00	190.00
Bank Charge	42.67	194.74
Supplies	372.87	1,485.78
Total Operating Expenses	813.54	2,664.52
Professional Fees		
Accounting	300.00	561.90
Total Professional Fees	300.00	561.90
Advertising	99.89	99.89
Fundraising	6.00	6.00
Insurance		
Liability Insurance	717.20	717.20
Total Insurance	717.20	717.20
Auto		
Van Rental	50.00	50.00
Mileage, Maint, Equip. Repair	100.05	184.29
Fuel	332.32	332.32
Insurance	777.00	777.00
Total Auto	1,259.37	1,343.61
Total Expense	16,086.06	42,107.49
Net Ordinary Income	-6,920.28	1,682.81
Other Income/Expense		
Other Income		
Carryover	0.00	127.82
Total Other Income	0.00	127.82
Net Other Income	0.00	127.82
Net Income	**-6,920.28**	**1,810.63**

2:20 PM
11/08/19
Accrual Basis

Benton Furniture Share
Balance Sheet
As of October 31, 2019

	Oct 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Checking	1,308.70
Petty Cash	3,040.00
Total Checking/Savings	4,348.70
Accounts Receivable	
*Accounts Receivable	1,000.00
Total Accounts Receivable	1,000.00
Total Current Assets	5,348.70
TOTAL ASSETS	**5,348.70**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	-8,027.50
Total Accounts Payable	-8,027.50
Other Current Liabilities	
Payroll Payable	7,986.19
Total Other Current Liabilities	7,986.19
Total Current Liabilities	-41.31
Total Liabilities	-41.31
Equity	
Retained Earnings	1,000.00
Net Income	4,390.01
Total Equity	5,390.01
TOTAL LIABILITIES & EQUITY	**5,348.70**

2:19 PM
11/08/19
Accrual Basis

Benton Furniture Share
Profit & Loss
October 2019

	Oct 19		Jul - Oct 19	
Ordinary Income/Expense				
Income				
City of Corvallis Grants				
City of Corvallis				
CDBG	0.00		1,000.00	
Total City of Corvallis		0.00		1,000.00
Total City of Corvallis Grants		0.00		1,000.00
United Way Grants				
United Way	746.42		2,259.84	
United Way Grants - Other	0.00		496.42	
Total United Way Grants		746.42		2,756.26
Grant Income				
Reeser Foundation	8,000.00		8,000.00	
Pacific Power Foundation	0.00		1,500.00	
Ralph Hull Foundation	0.00		10,000.00	
Total Grant Income		8,000.00		19,500.00
Contribution Income				
Contributions	3,076.97		13,734.33	
Total Contribution Income		3,076.97		13,734.33
Fund Raising				
BBQ				
Sponsors	0.00		2,100.00	
Ticket Sales/Auction	1,238.50		21,282.32	
Babecue Expenses	0.00		-3,560.72	
Total BBQ		1,238.50		19,821.60
Beds for Kids		0.00		40.00
Total Fund Raising		1,238.50		19,861.60
Total Income		13,061.89		56,852.19
Expense				
Wages & Fringe Benefits				
Executive Director	1,125.00		14,625.00	
Partner Liaison Coordinator	2,002.00		5,066.00	
Delivery Driver Wages				
Delivery Driver	1,506.94		5,786.89	
Client/Delivery Assistant	2,448.19		10,059.83	
Total Delivery Driver Wages		3,955.13		15,846.72
Payroll Taxes	904.06		4,381.82	
Health Insurance	576.16		2,304.64	
Total Wages & Fringe Benefits		8,562.35		42,224.18
Occupancy				
Rent	1,150.00		3,450.00	
Utilities				
Telephone/Internet	0.00		575.79	
Garbage Disposal	0.00		176.75	
Total Utilities		0.00		752.54
Total Occupancy		1,150.00		4,202.54

2:19 PM
11/08/19
Accrual Basis

Benton Furniture Share
Profit & Loss
October 2019

	Oct 19	Jul - Oct 19
Operating Expenses		
Dues/Memberships/Training/Conf.	0.00	794.00
Postage	0.00	190.00
Bank Charge	59.74	254.48
Supplies	346.89	1,832.67
Total Operating Expenses	406.63	3,071.15
Professional Fees		
Accounting	363.53	925.43
Total Professional Fees	363.53	925.43
Advertising	0.00	99.89
Fundraising	0.00	6.00
Insurance		
Liability Insurance	0.00	717.20
Total Insurance	0.00	717.20
Auto		
Van Rental	0.00	50.00
Mileage, Maint, Equip. Repair	0.00	184.29
Fuel	0.00	332.32
Insurance	0.00	777.00
Total Auto	0.00	1,343.61
Total Expense	10,482.51	52,590.00
Net Ordinary Income	2,579.38	4,262.19
Other Income/Expense		
Other Income		
Carryover	0.00	127.82
Total Other Income	0.00	127.82
Net Other Income	0.00	127.82
Net Income	**2,579.38**	**4,390.01**

Form **990-EZ**

Department of the Treasury
Internal Revenue Service

Short Form
Return of Organization Exempt From Income Tax

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

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

▶ Go to *www.irs.gov/Form990EZ* for instructions and the latest information.

OMB No. 1545-1150

2017

Open to Public Inspection

A For the 2017 calendar year, or tax year beginning 7/1/2017 , and ending 6/30/2018

B Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return/terminated
- [ ] Amended return
- [ ] Application pending

C Name of organization: BENTON FURNITURE SHARE

Number and street (or P.O. box, if mail is not delivered to street address): P. O. BOX 2224 | Room/suite:

City or town: CORVALLIS | State: OR | ZIP code: 97339

Foreign country name | Foreign province/state/county | Foreign postal code

D Employer identification number: 93-1282723

E Telephone number: (541) 754-9511

F Group Exemption Number ▶

G Accounting Method: [ ] Cash [X] Accrual Other (specify) ▶

H Check ▶ [ ] if the organization is **not** required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I **Website:** ▶ www.bfs.peak.org

J Tax-exempt status (check only one) — [X] 501(c)(3) [ ] 501(c) ( )◀ (insert no.) [ ] 4947(a)(1) or [ ] 527

K Form of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are $200,000 or more, or if total assets (Part II, column (B) below) are $500,000 or more, file Form 990 instead of Form 990-EZ ▶ $ 123,084

Part I **Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)
Check if the organization used Schedule O to respond to any question in this Part I [X]

Revenue	1	Contributions, gifts, grants, and similar amounts received		1	92,479
	2	Program service revenue including government fees and contracts		2	3,301
	3	Membership dues and assessments		3	
	4	Investment income		4	
	5a	Gross amount from sale of assets other than inventory	5a		
	b	Less: cost or other basis and sales expenses	5b		
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)		5c	0
	6	Gaming and fundraising events			
	a	Gross income from gaming (attach Schedule G if greater than $15,000)	6a		
	b	Gross income from fundraising events (not including $ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds $15,000)	6b	27,304	
	c	Less: direct expenses from gaming and fundraising events	6c		
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)		6d	27,304
	7a	Gross sales of inventory, less returns and allowances	7a		
	b	Less: cost of goods sold	7b		
	c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)		7c	0
	8	Other revenue (describe in Schedule O)		8	
	9	**Total revenue.** Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶		9	123,084
Expenses	10	Grants and similar amounts paid (list in Schedule O)		10	
	11	Benefits paid to or for members		11	
	12	Salaries, other compensation, and employee benefits		12	85,685
	13	Professional fees and other payments to independent contractors		13	2,689
	14	Occupancy, rent, utilities, and maintenance		14	16,846
	15	Printing, publications, postage, and shipping		15	333
	16	Other expenses (describe in Schedule O)		16	12,380
	17	**Total expenses.** Add lines 10 through 16 ▶		17	117,933
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)		18	5,151
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)		19	-18,635
	20	Other changes in net assets or fund balances (explain in Schedule O)		20	-203
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶		21	-13,687

For Paperwork Reduction Act Notice, see the separate instructions.

HTA

Form **990-EZ** (2017)

Part II Balance Sheets. (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II . . . [X]

		(A) Beginning of year		(B) End of year
22	Cash, savings, and investments	2,585	22	7,072
23	Land and buildings		23	
24	Other assets (describe in Schedule O)		24	1,828
25	**Total assets**	2,585	25	8,900
26	**Total liabilities** (describe in Schedule O)	21,220	26	22,587
27	**Net assets or fund balances** (line 27 of column (B) **must** agree with line 21)	-18,635	27	-13,687

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III. . . . [ ]

What is the organization's primary exempt purpose? PROVIDE FURNITURE TO FAMILIES IN NEED

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28	DISTRIBUTED ITEMS OF FURNITURE TO LOW INCOME HOUSEHOLDS (Grants $) If this amount includes foreign grants, check here ▶ [ ]	28a	117,933
29	(Grants $) If this amount includes foreign grants, check here ▶ [ ]	29a	
30	(Grants $) If this amount includes foreign grants, check here ▶ [ ]	30a	
31	Other program services (describe in Schedule O) (Grants $) If this amount includes foreign grants, check here ▶ [ ]	31a	
32	**Total program service expenses.** (add lines 28a through 31a) ▶	32	117,933

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated—see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV . . . [ ]

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
JOHN ORIGER PRESIDENT	Hr/WK 5.00	0	0	0
MICHELLE MADDUX EXECUTIVE DIRECTOR	Hr/WK 40.00	23,500	0	0
MARTI BARLOW SECRETARY	Hr/WK 2.00	0	0	0
WILL TUCKER BOARD MEMBER	Hr/WK 1.00	0	0	0
KATHLEEN PARIS HUTCHINSON VICE PRESIDENT	Hr/WK 2.00	0	0	0
MISTY HEDLUND BOARD MEMBER	Hr/WK 1.00	0	0	0
CHELSEA CHAMBERS BOARD MEMBER	Hr/WK 1.00	0	0	0
KAM SMITH BOARD MEMBER	Hr/WK 1.00	0	0	0
NICOLE RICKSGERS BOARD MEMBER	Hr/WK 1.00	0	0	0
	Hr/WK			
	Hr/WK			
	Hr/WK			

Part V **Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V . ☐

			Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O.	33		X
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)	34		X
35 a	Did the organization have unrelated business gross income of $1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a		X
b	If "Yes" to line 35a, has the organization filed a Form 990-T for the year? *If "No," provide an explanation in Schedule O*	35b		
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	35c		X
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36		X
37 a	Enter amount of political expenditures, direct or indirect, as described in the instructions. ► 37a			
b	Did the organization file **Form 1120-POL** for this year?	37b		X
38 a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee **or** were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a		X
b	If "Yes," complete Schedule L, Part II and enter the total amount involved 38b			
39	Section 501(c)(7) organizations. Enter:			
a	Initiation fees and capital contributions included on line 9 39a			
b	Gross receipts, included on line 9, for public use of club facilities 39b			
40 a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ► _____ ; section 4912 ► _____ ; section 4955 ► _____			
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b		X
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ► _____			
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ► _____			
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T.	40e		X

41 List the states with which a copy of this return is filed. ► OR

42 a The organization's books are in care of ► A & S ACCOUNTING Telephone no. ► (541) 754-0300

Located at ► 316 SW WASHINGTON AVE City CORVALLIS ST OR ZIP + 4 ► 97333

			Yes	No
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: ► _____ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	42b		X
c	At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country: ► _____	42c		X

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041**—Check here ► ☐ and enter the amount of tax-exempt interest received or accrued during the tax year ► 43

			Yes	No
44 a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a		X
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b		X
c	Did the organization receive any payments for indoor tanning services during the year?	44c		X
d	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? *If "No," provide an explanation in Schedule O*	44d		X
45 a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a		X
45 b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions).	45b		X

			Yes	No
46	Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I.	46		X

Part VI **Section 501(c)(3) organizations only**

All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

			Yes	No
47	Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II.	47		X
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48		X
49 a	Did the organization make any transfers to an exempt non-charitable related organization?	49a		X
b	If "Yes," was the related organization a section 527 organization?	49b		

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Name None Title	Hr/WK .00			
Name Title	Hr/WK .00			
Name Title	Hr/WK .00			
Name Title	Hr/WK .00			
Name Title	Hr/WK .00			

f Total number of other employees paid over $100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
Name None Str City ST ZIP		
Name Str City ST ZIP		
Name Str City ST ZIP		
Name Str City ST ZIP		
Name Str City ST ZIP		

d Total number of other independent contractors each receiving over $100,000 ▶

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ▶ [X] Yes ☐ No

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

Sign Here

Signature of officer — Date

KATHLEEN HUTCHINSON — PRESIDENT

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check [X] if self-employed	PTIN
Ilene Anderton 2250C	Ilene Anderton 2250C	10/17/2018		P00032857

Firm's name ▶ A & S Accounting — Firm's EIN ▶ 93-0581719

Firm's address ▶ 316 SW Washington Ave, Corvallis, OR 97333 — Phone no. 541-757-1945

May the IRS discuss this return with the preparer shown above? See instructions ▶ [X] Yes ☐ No

Furniture Share
Furniture to Families in Need

P.O. Box 2224, Corvallis, OR 97339, Phone: 541-754-9511, Fax: 541-738-0478, Michelle@furnitureshare.org, www.furnitureshare.org

Furniture Share Board Members 2019-20

John Origer, President Business Owner – Apex Property Clearing & Recycling (term expires 2021)	C: 541-905-6451 Toll free: 888-971-2739 apexpropertyclearing@gmail.com	3511 Bernard Ave. NE Albany, OR 97322
Gamael Nassar-Vice President Business Owner-Farmers Insurance (term expires 2021)	Office:541-926-7140 Cell: 561-440-4188 Fax: 541-981-5067 gnassar@farmersagent.com http://www.farmersagent.com/gnassar	909 Elm St SW Albany, OR 97321-2038
Adam Bingham, Treasurer Willamette Valley Bank (term expires 2021)	Office:541-926-6555 Cell: 503-888-6673 Adam.bingham@wvbk.com	1970 14th Ave SE, Albany, OR 97322
Lynn Bos- Secretary Barker-Uerlings Insurance, Inc. (term expires 2021)	Direct Phone: (541)368-3315 Fax: (541)757-1328 Email: lynn@barkeruerlings.com Website: www.barkeruerlings.com	340 NW 5th Street, Corvallis, OR 97330 P.O. Box 1378, Corvallis, OR 97339
Will Tucker-Linn County Board Commissioner 25+ year's experience with marketing and community needs (term expires 2021)	O: 541-967-3825 Cell: 541-401-2323 wtucker@co.linn.or.us	Linn County CourtHouse PO Box 100 Albany, Oregon 97321
Mike Brown New York Life (term expires 2021)		
Marlene Brown American National (term expires 2021)	Cell: 503-754-9097	
Bethany Longwell Servpro of Linn and Benton County (term expires 2021)	Office: 541-745-2097 bethany.servpro9712@gmail.com	6835 NE Arnold Ave, Adair Village, OR 97330

Request for Applications (RFA): Community Development Block Grant Activities
Applications Due by 4:00 p.m. Wednesday, December 4, 2019
333 Broadalbin Street SW, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

APPLICANT'S SUBMITTAL CHECKLIST

Applications should include the following submittals to be considered responsive:

- [x] Application Narrative (Section 5, pp 16-19 and 20-23 only if applicable)
- [x] Exhibit A: Required CDBG Certifications
- [x] Exhibit B: Non-Collusion and Conflict of Interest Certification
- [x] Exhibit C: Employee Background Check Program Certification
- [x] Exhibit D: Debarment, Suspension and Other Responsibilities
- [x] Exhibit E: Certification of Insurance Requirements
- [ ] Signed Addenda (if applicable)

Agency Information – The applicant must provide the following information to demonstrate it possesses adequate fiscal management systems and legal certifications to implement the proposed project.

- [x] Current year operating budget
- [x] Financial statements (income/expense) three most recent months (available)
- [x] Most recent Tax Return (990), if applicable
- [x] Current board member roster

First time applicants must also provide the following information; repeat applicants only provide if updated:

- [ ] Proof of non-profit or tax exemption status with IRS
- [ ] Proof of Liability Insurance/Bonding/Workers' Compensation
- [ ] Articles of Incorporation and Bylaws

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CDBG 2020 Application
Jackson Street Youth Shelter

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SECTION 5 – APPLICATION

5.1 Applicant Information

Applicant (organization name): Jackson Street Youth Shelter Inc, dba Jackson Street Youth Services

Contact Person: KendraSue Phillips-Neal: Program Director Email: kendra.phillipsneal@jacksonstreet.org

Mailing Address: PO Box 1964 Albany OR 97321

Phone #: 541-360-0863 Agency website: www.jacksonstreet.org

DUNS #: 013459594 EIN: 93-1269503

Organization Mission Statement:

Jackson Street Youth Services is here to promote safety, stability, and well-being for youth. We work to prevent homelessness by showing a path to long-term success through building positive relationships and skills for self-sufficiency.

5.2 Proposal Summary

Activity/Program Name: Albany House: A Safe Space to Grow

Activity Location: Albany, OR

Proposal Summary: *Provide a summary of the proposed activity and anticipated outcomes.*

With this grant we will provide shelter in Albany to homeless youth and youth at risk of homelessness. Jackson Street's Albany House is an emergency and transitional shelter for vulnerable youth, ages 10 to 17. Licensed by the Oregon Department of Human Services, Albany House operates 24 hours a day, seven days a week, 365 days a year, and has served more than 250 youth since it opened in 2015.

Albany House provides: a safe, stable environment with 24-hour structured supervision by qualified, caring adults, healthy meals and snacks, personal hygiene products, clothing and shoes, skills coaching, access to medical care and other essential services, individual case management, and a plan to either reunite youth with their families (if appropriate) or provision of other safe housing, along with support services such as family mediation. We strive to meet the needs all youth in shelter and to do so in the quickest, most effective way possible.

We actively learn and implement new best-practices from national and local sources, and we continue to improve tracking systems for the following anticipated outcomes:

< Safe and stable housing;
< Physical, mental, social & emotional well-being;
< Permanent connections to caring adults and to the community; and
< Educational achievement & employment readiness.

As we continue improving and expanding our continuum of services, we are also in the process of improving and expanding the physical space of our shelter. We recently purchased the Albany House shelter and are making plans for renovation. This will allow us to serve youth more effectively and continue helping vulnerable youth overcome adversity and find a path to a positive future.

ACTIVITY BUDGET FOR WHICH CDBG FUNDS ARE BEING RQUESTED:		
CDBG Funding Request	$	$ 25,000
Leveraged Funds/Resources	$	$410,000
Total Activity Budget	$	$435,000

5.3 CDBG Application Narrative

Provide the information requested below making sure the narrative corresponds to the numbers provided so the required information can be easily found to ensure a complete application. If the question does not apply to the proposed project write N/A.

Activity Description

1. Explain how Albany's 2018-2022 Consolidated Plan goals and strategies will be addressed by the activity.

a. ***Goal 3:*** *Reduce and prevent homelessness by providing housing and public services*. Our ultimate goal is to reunite youth with their family. However, if this is not in the youth's best interest, we enroll youth in our Transitional program, where we help them prepare to live successfully on their own. Our services provide a protective barrier to end homeless at a young age and prevent it from developing into future chronic adult homelessness.

b. ***Goal 4:*** *Provide Albany's special needs and low and moderate-income residents with needed public services by supporting service agencies that serve highly vulnerable and underserved populations such as unaccompanied youth, persons with disabilities, homeless, elderly, and agencies that further fair housing.* We provide services to vulnerable youth who are homeless, at risk of becoming homeless, or experiencing a serious family crisis. These youth usually have very low or no income and rely solely on Jackson Street to meet their needs for shelter, food, and guidance.

c. ***Goal 5:*** *Enhance economic opportunities by investing in job readiness services, microenterprise development, and economic development programs that create jobs principally for low- or moderate-income residents.* Education is one of our core outcomes at Jackson Street, and we place a large emphasis on it. Within our shelter schedule, we have built in daily study hall sessions with access to academic coaches; we work with partners such as Community Services Consortium to provide internships and job-readiness coaching to youth; and we help youth acquire the documents necessary for entering the workforce (birth certificates, state ID cards, food-handler's certificates, etc.)

2. Describe the community need that will be addressed by the proposed activity and explain how the proposed project is a proven effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.

It's a common misconception that urban youth experience homelessness more frequently than youth from smaller cities or rural areas, when in fact rates of youth homelessness are similar regardless of community size. National statistics state that 1 in 30 adolescent minors (ages 13 to 17) and 1 in 10 young adults (ages 18 to 25) endure some form of homelessness each year, and communities in Oregon are no exception. According to the Greater Albany Public School District in conjunction with the Oregon Department of Education, 279 youth were reported as homeless during the 2017-2018 school year. Unlike in major metro areas, our youth are not always visible and present on the street, but can be a hidden population. Many of them are "couch-surfing" with friends or extended family, but 88 Albany youth were listed as unaccompanied, meaning they were runaway, abandoned, or unsupervised. Furthermore, this number is by no means comprehensive as it only considers youth who are still enrolled in school. (Many homeless youth and youth at risk of homelessness are disconnected from school and not included in this survey.)

Without intervention, risk levels for vulnerable youth greatly increase regarding the probabilities of dropping out of school, abusing drugs/alcohol, trading sex for a place to sleep, and being trafficked. Homelessness also increases their likelihood of attempted suicide, gang involvement, and criminal activities, and puts them on a path toward chronic adult homelessness.

However, vulnerable youth are at a point in their lives when positive action can change their life trajectory from a downward spiral into chronic poverty and dependency to an upward trend toward self-sufficiency and long-term well-being. This not only benefits the youth, but also society – millions of tax dollars are spent each year on youth in the juvenile justice system, incarceration, emergency room care, etc.

Jackson Street is equipped with the tools and knowledge to redirect vulnerable youth from a future of poverty and chronic homelessness, and instead help them improve safety and well-being, make positive connections to adults in the community, learn life skills, and improve their employment prospects.

At Jackson Street we are dedicated to employing proven best-practices to help each youth find a path to enduring future success. Albany House is a crucial component of this change, where youth are given a safe space to have their needs met and continue developing physically, emotionally, psychologically, and socially.

3. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity and what clientele will be served.

Benefits low/moderate income individuals or households. Our shelter exclusively serves vulnerable youth ages 10-17, all of whom have minimal (most often zero) income and rely on Jackson Street's comprehensive range of services, offered at no charge to the youth. All services are 100% youth-focused and exist to improve youths' lives in the present and help guide them to a successful future.

4. Describe impacts or outcomes to be achieved by the activity. Impact reflects the extent to which the proposed activity produces desired outcomes in the community or in the lives of persons assisted. *[Example outcome: Parenting classes will reduce the number of children being placed in foster care.]*

Our services are centered on four core outcomes:

- *Safety & Stability – 80% of youth will exit shelter safely.* Where appropriate, we promote family reunification. If that is not feasible or isn't safe, we work with youth find a safe alternative. While youth are in our care, we strive to provide them with as many tools for growth as possible, and connect them to community services that will help stabilize their lives. Aftercare Case Managers continue to assist youth after they leave shelter.
- *Well-Being – 90% of youth will receive services and/or engage in activities to promote physical, social, and emotional well-being.* All youth in our care have access to medical, dental, and mental health services. We also provide a variety of activities for youth to engage in and practice/develop social, relational, and communication skills.
- *Permanent Connections – 90% of youth will exit shelter with positive permanent connections to 2 or more caring adults; and 90% of youth will exit with connections to the community.* It's crucial that youth develop connections outside of Jackson Street, and through services such as family mediation we are able to help youth form or strengthen these relationships.

- *Education/Employment Assistance for Self-sufficiency – 80% of youth in our services will advance their education.* Whatever the next level of education may be, we provide youth with the support and resources needed to get there. All youth staying in shelter for more than 72 hours must be enrolled in school or engaged in alternative education or job training. We help youth find volunteer or internship opportunities and assist with practical issues like acquiring a state ID card or food-handler's certificate.

5. Please explain how the project will promote inclusiveness and diversity.

Diversity is one of our four core organization values: "We strive to be knowledgeable and open-minded in order to provide an open and non-judgmental place for all." This is inclusive mindset is prevalent throughout our services, and significantly impacts the way our shelters operate. We have six staff who speak Spanish, including our Shelter Manager, Salvador Maciel. Salvador and other bilingual staff are not merely used as translators, but also engage the youth in casual conversation in their native language throughout the day to make these youth feel more at ease and build trust. Youth also help choose what food we eat at the shelter, incorporating ethnic recipes and dishes of their choice. We encourage youth to celebrate holidays and traditions that are important to them.

In addition to this, we are especially sensitive to LGBTQ issues, as a great many youth are homeless because of issues related to gender-identity and sexual orientation. Albany House readily accommodates youth who are gay, lesbian, bi-sexual, transgender, or questioning.

In all interactions with youth, staff model attitudes of kindness, respect, acceptance, and openness to people of all backgrounds and cultures. We strive always to support each youth's right to develop and flourish in their own unique identity, and shelter provides them with a safe space do so.

6. Provide a DRAFT SCOPE OF WORK that outlines details about the proposed activity including all actions that will be taken to address the identified need and achieve anticipated performance measures and outcomes, and general accomplishments you intend to achieve with this activity.

The four core outcomes described in question 4 guide day-to-day activities at Jackson Street's Albany House Shelter:

- **Safety & Stability**: Albany House provides this in the form of Emergency Shelter and Transitional Shelter.

Emergency Shelter stays range from a few hours up to 21 days. They include: a safe, stable environment with 24-hour supervision by qualified, caring adults, healthy meals, hygiene products, clothing/shoes, skills-coaching, access to medical care and other services, individual case management, and a plan to reunite the youth with the family (if appropriate). Employees who staff the shelter 24/7 (Youth Advocates) are trained in Trauma-informed care, suicide prevention, mental health first aid, collaborative problem solving, and cultural sensitivity. Stability is further implemented through a dependable, home-like schedule: youth have specific times to wake up and get ready for the day, complete homework, enjoy free-time, cook and eat meals together, and engage in other educational and social activities. Youth are also provided with family mediation and referrals for counseling or medical care, as needed. The ultimate goal is to reunite them with their family or find safe, stable alternative housing.

Transitional Shelter is our program for youth whose circumstances require a stay of more than 21 days. It encompasses all of the services listed for Emergency Shelter, but adds intensive case

management with the goal of preparing youth for independence and self-sufficiency. Youth work one-on-one with a Case Manager to develop a plan that addresses both immediate and longer-term needs, and to set goals that will lead to a safe and stable future.

- **Well-Being**: Our program addresses physical, mental, emotional, and social well-being.

Physical & Mental: All youth entering shelter have access to medical, dental, and mental-health services and staff members can help youth enroll in the Oregon Health Plan if they don't have insurance. Because there can be a long wait for community mental health services, we have an in-house Mental Health Therapist who can assist youth in crisis situations, help arrange longer-term care if needed, and provide interim counselling until longer-term solutions are available.

Social & Emotional: Positive Youth Development (PYD) is a critical component of our services that weaves through all we do with youth. An important aspect of applying PYD in our program is creating ongoing and intentional opportunities for youth to feel empowered in making in decisions about their lives. As youth engage in the case management process, they are active in developing their individual goals and service plan. Youth are also involved in decisions that affect their day-to-day living through weekly house meetings at the shelter and daily tasks like helping plan and cook meals. We also offer service learning opportunities, which can have the added benefit of strengthening youths' connection to their communities.

Facilitated peer-support groups are another tool we use to help youth develop social skills. These include Girls' Circle and Boys' Council groups in local schools, PS 541 skill-building sessions for older youth, and weekly meetings for LGBTQ youth.

We use evidence-based approaches including Non-Violent Crisis Intervention and Life Space Crisis Intervention (LSCI) to help safely manage disruptive and potentially dangerous behavior, using clear communication to model positive coping methods. LSCI is a trust-building method between adults and youth, to guide them toward overcoming defeating patterns and making better choices.

- **Permanent Connections**: Positive Youth Development (PYD) is a key component in the process of helping youth develop permanent connections that will promote personal growth and stability. It emphasizes building positive relationships, a sense of belonging, and opportunities to empathize with others. This is modeled by Case Managers as they build rapport with youth and demonstrate what a healthy relationship looks like. When youth leave shelter, they have access to Aftercare Services Case Managers to continue this healthy connection and are invited to continue participating in shelter activities. But we also focus on helping youth develop permanent connections to non-staff members. This could be through families, schools, or other community members that provide a positive, supportive social network. Community partnerships are particularly useful for this aspect of our work, providing family mediation and volunteer or internship opportunities. Our goal is for our youth to develop lasting positive connections to responsible, caring adults within our community.

- **Education & Employment**: Jackson Street has always stressed the importance of education as a foundation for success in adult life. Staff assist youth to engage in school or to find alternative means to advance their studies. Ideally, youth remain in their school of origin, but we can also help youth to enroll in on-line programs, or pursue a GED independently or through Linn-Benton Community College. A mandatory "study hall" session occurs Sunday through Thursday while school is in session. If youth don't have schoolwork to do, they must choose another educational project to work on from subject-matter binders available at each shelter. Staff and volunteers are available to help with homework or study skills, and more intensive academic coaching can be arranged as needed.

Volunteers can also assist with job-readiness coaching, and the Community Services Consortium is a valuable partner in helping youth prepare for employment. Staff, volunteers, peer-support groups, and partners like CSC assist with: developing a resume; career placement assessment; job interviewing skills; internships and on-the-job training. A primary goal is to help youth learn vital skills for job-readiness such as accountability, critical thinking, and how to successfully work with co-workers to complete tasks. We pride ourselves on helping youth to advance their education and/or career plans while in our services.

* * * *

Albany House has been functioning at nearly full capacity 24/7 since its opening in 2015. In FY 20-21 we will work to expand and improve our shelter services by increasing the number of youth served as well as the quality of service they receive. After leasing our Albany House property for nearly 5 years, we recently purchased it, and we are planning an extensive remodeling project in order to provide a better environment, more open spaces for conducting group learning activities, and a more sustainable, energy-efficient facility. We are also implementing better tracking system for our four core outcomes, and we expect to finalize and officially adopt a recently-drafted statement on diversity, allowing us to meet **all** youth needs more directly and effectively.

Project Feasibility – Readiness to Proceed

7. Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project.

All our services are vital to ending youth homelessness, however, shelter has always been our core. Albany House is fully staffed (see section 5.5) and each staff member is well trained and prepared to extend high-level shelter services to vulnerable youth. Program Staff (including our Program Director, Positive Youth Development Coordinator, Volunteer Coordinator, Data Specialist, and Mental Health Therapist) support the work of the shelter staff. Administrative Staff handle strategic planning, policy development, resource development, payroll, budgeting, etc. Between them, three key staff (Executive Director, Program Director, and Finance Director) have 42 years of experience at Jackson Street.

8. Please complete the schedule that follows or provide one that is applicable to the activity/project that outlines when major activities will be executed and when the project will be completed.

Q1 – July-Sept 2020

- Work with community partners who provide referrals to youth and their families for shelter;
- Conduct shelter intakes with runaway, homeless, and at-risk youth in Albany;
- Provide basic needs, shelter, and a structured environment for youth in shelter;
- Utilize best practices such as positive youth development and trauma-informed care;
- Provide family mediation, life skills coaching, educational support, case management, and referrals for services;
- Provide Aftercare services for continued support of youth when they leave shelter.

Q2 – Oct-Dec 2020

- Continue activities from Q1
- Evaluate progress; implement process improvements; prepare quarterly report

Q3 – Jan-Mar 2021

- Continue activities from Q2

- Evaluate progress; implement process improvements; prepare quarterly report

Q4 – Apr-June 2021

- Continue activities from Q3
- Evaluate progress; implement process improvements
- Prepare final report

Organizational Capacity and Activity Sustainability

9. Describe experience and success conducting the same or similar projects, use of federal or CDBG funds, and the current organizational capacity to complete and manage the activity within the program year.

Jackson Street has been effectively offering services to vulnerable youth for nearly two decades. Jackson Street's two overnight shelters for minors have been licensed continuously by the Oregon Department of Health and Human Services (DHS) since they opened (Corvallis House in 2001 and Albany House in 2015). State licensing is renewed every two years and requires comprehensive inspections of facilities and records as part of each renewal.

Since 2011, Jackson Street has been awarded a series of highly-competitive multi-year federal grants by the Family and Youth Services bureau (part of HHS): Basic Center Grants in 2011, 2014, and 2017 for the operation of our overnight shelters; Street Outreach grants in 2014 and 2019; and a 5-year Transitional Living Program grant in 2017. Organizations receiving these grants must adhere to stringent federal requirements that promote best practices and evidence-based approaches for working with runaway and homeless youth and those at risk of becoming homeless. Recent state licensing and federal grantor site visits have commended us on the quality of our programs, community support, long-term leadership, and positive youth interviews.

10. If any issues were raised during a federal program monitoring evaluation, please explain the findings and how issues were resolved.

N/A

11. Explain agency experience managing construction projects subject to Davis-Bacon and/or BOLI wage requirements and/or soliciting bids for construction projects.

N/A

12. Identify any other agencies or partners for this activity/project and define the roles and responsibilities of these partners.

Ending youth homelessness in our region is a vast undertaking, so we greatly value the benefits of community partnerships and interact heavily with local organizations in order to avoid program duplication, collaborate on "wrap-around" services, and leverage scarce resources. Key partnerships for Albany House include:

- Linn County Juvenile and Health Departments: They make referrals to us and we coordinate with probation officers and other staff during case planning.

- Greater Albany School District: Staff maintains close communication to monitor our youths' engagement in school and make sure they stay on top of homework and studies. We work particularly closely with their McKinney-Vento Homeless liaison and Albany Options alternative school.

- Linn Benton Foodshare: Provides donated food items and supplies for Albany House.

Other partnerships that help our shelter run optimally include the Community Services Consortium, the Linn County office of Department of Human Services, Linn-Benton-Lincoln ESD, and many more. These partners send us referrals, collaborate with us to create ideal case plans for individual youth, and allow us to refer youth for specific services such as medical care, therapy, or family mediation. We leverage each valued partnership: know we cannot do this alone, and we don't try to.

13. Please explain how the agency embraces and demonstrates diversity within the organization.

As indicated in question 5, diversity is a core value at Jackson Street. Our staff is quite diverse, including individuals who are white, Latino/a, African American, Asian, mixed race, part of the LGBTQ community, and those from a background of poverty and/or family dysfunction. Our Board has historically been somewhat less diverse, but a Diversity Statement was drafted recently as the result of an extensive discussion of the topic at our 2019 Board Retreat. We expect to finalize the statement and officially adopt it at a Board Meeting early in 2020.

Jackson Street has always served a population of youth that is more diverse than the general demographics for the mid-Willamette Valley region. Youth who are black, Latino/a, Native American, or Pacific Islander experience significantly higher rates of homelessness. Family poverty greatly increases risk of homelessness, and national estimates suggest that at least 30% of runaway and homeless youth identify as LBGTQ. These facts mean that a functional, inclusive diversity statement – and, more importantly – a pervasive organizational culture embracing diversity, equity and inclusion is essential for Jackson Street.

Below are two key excerpts from our draft Diversity Statement:

- Certain groups of young people are more likely to experience homelessness; we need **targeted** strategies to speed progress toward ending youth homelessness.

- Our understanding of the impacts of family poverty and LGBT issues has been a strength of our organization. We now believe that we must reach deeper and increase cultural competency in race and ethnicity throughout our programs and practices.

Request for Applications (RFA): Community Development Block Grant Activities
Applications Due by 4:00 p.m. Wednesday, December 4, 2019 (PST)
333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

5.4 Proposed Activity Budget

Provide the activity budget describing total cost, cost per task, existing (secured) project funds and unfunded costs. (DO NOT PROVIDE THE FULL AGENCY BUDGET HERE JUST THE ACTIVITY BUDGET.) Identify any and all source(s) of funding. This would include other Federal and State grants and loans, monetary donations, in-kind contributions, volunteer labor, donation of materials and supplies, etc. Use the template provided below or your own as long as the same information is provided.

Activity/Project Budget Summary (See 24 CFR 570 Subpart J)			
Estimated Total Cost of Activity:	$ 435,000		
CDBG Funding Requested for Activity:	$ 25,000		
Total Number of People/Households Served:	80 total, 30 from the City of Albany		
Total Cost per Person/Household:	$ 5,438		
Total CDBG Cost per Person/Unit	$ 833		
Describe Source of Other Funds:	Amount	Secured	Tentative
Federal: HHS Basic Center Grant, EFSP funding, etc	75,000	70,000	5,000
State: Oregon YDC Tier 1 Grant, DHS Grants	86,000	86,000	0
Local: Linn Co Juvenile Dept, Schools, etc	54,000	15,000	39,000
Donations/Private: (expected amount)	110,000	0	110,000
Grants: United Way, Samaritan, etc	30,000	0	30,000
~~Loans:~~ Contracts: Oregon DHS	55,000	55,000	0

Activity Budget Detail (Non-Development Activities)			
Specific Cost *Item/Description*	CDBG Amount Requested	Other Funds Amount	Total Amount *CDBG + Other Sources*
Albany House Staff Payroll (8-9 FTE)	$ 25,000	$ 261,000	$ 261,000
Program Admin/Support Staff		70,000	70,000
Staff Training, Transportation, etc		20,000	20,000
Facilities Expense		24,000	24,000
Program Supplies		20,000	20,000
Share of Administrative Expense		40,000	40,000
Total	$ 25,000	$ 410,000	$ 435,000

5.5 Staff Experience and Qualifications

Identify the names of staff or contractors participating in the proposed program or activity, their role, experience they have in this role, their title, and the expected FTE on the project. Please make sure to identify the person responsible for collecting program performance data and preparing the quarterly reports for the City.

Employee	Experience & Qualifications
Name: N/A Title: Youth Advocates FTE on This Project: 6.5	Youth Advocates provide direct supervision of youth residing at shelter and/or participating in programs and activities; answer crisis-line and other phone calls; maintain comprehensive client files. Lead activities such as meal-planning and preparation; work with youth on household chores; supervise outings and recreational activities; supervise "study hall" and help youth with homework. Informally counsel youth and act as both advocate and role model. Most are students or recent graduates with majors in areas such as Human Development and Family Sciences.
Name: Krysta Bender Title: Lead Case Manager FTE on This Project: 0.5	Krysta provides individual case management for shelter clients, working with them to set goals and find ways to achieve them. Connects youth to community services, helps support educational objectives. Works to reunite youth with family when appropriate, setting up supportive services such as family mediation. Provides intensive Case Management for Transitional clients, to help them prepare to live independently. Participates (along with the Program Director and Other Case Managers) in the Resident and Outreach Coordination Team (ROCT) that reviews status of all clients and programs monthly. Krysta has a degree from OSU and 4 years of experience with Jackson Street.
Name: Jade Grasmick Title: Aftercare Services Case Manager FTE on This Project: 1.0	Jade provides follow-up case management for youth after they leave shelter, beginning with a call to make sure they have reached their destination safely. Jade continues the work begun by Krysta, continuing to help youth set goals and find the means to achieve them. She connects youth to community services as needed, and invites them to continue participating in shelter activities and/or peer-support groups if they wish. Jade has a degree from OSU and nearly 2 years' experience at Jackson Street.
Name: Salvador Maciel Title: Shelter Manager FTE on This Project: 0.5	Salvador supervises and schedules staff and volunteers working directly with youth at Albany House and Corvallis House shelters; responsible for the coordination of case management for youth and families accessing shelter services; responsible for day-to-day operation of shelter; responsible for seeing that staff and facilities meet/exceed licensing requirements and health & safety regulations; manages client records and personnel files according to state licensing and federal requirements. Salvador has 5 years of experience with Jackson Street.
Name: KendraSue Phillips-Neal* Title: Program Director FTE on This Project: 0.5	Kendra supervises Program Managers, Positive Youth Development Coordinator, Mental Health Therapist, & Data Specialist; develops, implements, and maintains programs to reach designated outcomes; works directly with partner agencies to deliver necessary services for youth and their families. Ensures implementation of staff and volunteer training plans. Works with partners to secure contracts for services. Prepares reports to funders. Leads the Resident and Outreach Coordination Team (ROCT). Works with Board and Administrative staff to formulate strategic goals and define plans for achieving them. Kendra has a degree from OSU and has held almost every direct-service staff position in during her 16-year career at Jackson Street.

* Kendra is responsible for collecting program performance data and preparing the quarterly reports.

Board of Directors: Jackson Street Youth Services April 2019

Lynn Egli – President

3361 Riverplace Drive, Eugene, OR 97401
541-760-5435 ● lynnegli@comcast.net
Elected to board: November 2010, January 2018
Occupation: Self-Employed
Comments: Lynn and his wife Roberta have gradually grown into supporters of Jackson Street, first through a personal relationship with a former resident and several staff members. They see Jackson Street as a critical resource to youth and families for the mid-Willamette Valley. Lynn sees a strong need for a youth shelter in Linn County.

Gary Lasater – Vice President

6206 Elena Street NE, Albany, OR 97321
503-871-8161 ● gmlasater@email.com
***Elected to board*:** January 2017
Occupation: Retired Youth Worker
Comments: During Gary's career, he served as a juvenile probation officer, juvenile court director, homeless family shelter director, and mental health trainer for Oregon Youth Authority. He believes all youth can be successful if given the right skills and positive support. Gary absolutely believes in the concept of Positive Human Development.

Sarah Grotelueschen — Secretary

1640 NW Emperor Drive, Corvallis, OR 97330
541-412-6413 ● sarah@gosarahg.com
Elected to board*:* January 2017
Occupation*:* Strategic Advisor and Lead Data Scientist at Deloitte
Comments*:* During college, Sarah helped at-risk youth overcome their personal circumstances to achieve success in school. She believes that in order to provide positive contributions to society, our youth need to know and feel that people in the world care about them and will support them in finding success. Jackson Street helps the youth it serves by connecting them with people who care and providing them access to the tools they need to achieve their dreams.

Alicia Moselle – Treasurer

5471 NE Luckiamute Lane, Albany, OR 97321
541-704-4708 (work) ● ali.moselle@gmail.com
Elected to board: January 2014
Occupation: Business Lender at Bank of the Pacific
Comments: Alicia's interest in Jackson Street Youth Services comes from a desire to help youth open their eyes to positive opportunities in their lives and their communities.

Jennifer Beaumont

930 19th Ave SW, Albany, OR 97321
541-602-0322 ● beautifulmountainholistic@gmail.com
Elected to board: March 2019
Occupation: Director of Hospitality at Corvallis Knights
Comments: As an adoptee and former foster parent, Jennifer views adversity in youth culture from a unique perspective. Having worked and volunteered with many youth centered organizations over the past 20 years, Jennifer sees the special value of the services provided by Jackson Street, especially in the quality and depth of care. She is a strong believer that seeds planted today will grow into amazing possibilities in the future. Jennifer wants youth from all walks of life to know that your past does not have to dictate your future.

Ken Galardi

1750 NE Seavy Ave, Corvallis, OR 97330
541-829-8212 ● kengalardi@gmail.com
Elected to board: March 2018
Occupation: Engineer, Jacobs, CH2M
Comments: Ken's background in engineering and construction are impactful for an organization that provides shelter to at-risk youth. He enjoys using his skills to help at-risk youth become successful adults, and to contribute to an organization that is meaningful to him.

Rita Hamann

2995 Oak Ridge St NW, Albany OR 97321
503-338-9148 ● ritahamann@gmail.com
Elected to board: August 2011, January 2019
Occupation: Instructional Assistant
Comments: Rita comes with a passion for youth and has volunteered as a mentor in Astoria, Oregon, and for Jackson Street. She's also been a SMART reader and chaired the Board for the Clatsop County Women's Resource Center for three years. Additionally, she was a part-time office manager for Lutheran Community Services NW, and has worked with high school youth in the various churches she's attended. "Children are our present and future, and deserve a life of learning, growing, happiness, and love," Rita says.

Dina Lindquist

1410 NW Greenwood Place, Corvallis, OR 97330
541-231-3299 ● d.lindquist@comcast.net
Elected to board: January 2018
Occupation: Retired
Comments: Prior to retirement Dina served in executive human resources roles at HP. She has wide-ranging board experience, including with the Corvallis Public Schools Foundation. She volunteered extensively in the public schools and has deep compassion for the complex rites of passage in adolescence and the difference Jackson Street Youth Services makes in the lives of young people.

Kela Lynn

3220 Park Terrace SW, Albany, OR 97321
541-974-5693 ● kelasue@aol.com
Elected to board: November 2018
Occupation: Social Worker
Comments: Kela is a social worker with over twenty years of experience, a wife, and a mom. In all of those areas, she knows the great power of relationships as a change agent for healing. She knows that Jackson Street Youth Services cultivates safe and healthy relationships with youth in so many ways – through mentoring, education, shelter, life skills, food, and opportunities!

Royce Markley

12332 SW 72nd Ave, Tigard, OR 97223
541-602-6421 ● RoyceMarkley22@gmail.com
Elected to board: November 2018
Occupation: Graduate Student at Lewis & Clark College
Comments: Royce is a 25-year-old graduate student studying Professional Mental Health Couseling at Lewis & Clark College. He is a long-time foster care advocate and the author of the FosterFight blog. As a former Jackson Street resident, Royce truly understands how important these services are. "Providing our most vulnerable youth a place to feel safe and supported is crucial for producing positive outcomes for those youth," he says.

Amy Spangler

225 SW Fourth Street, Corvallis, OR 97333
770-546-7994 ● amy@reynoldslaw.us
Elected to board: November 2018
Occupation: Attorney at The Reynolds Law Firm
Comments: Following college, Amy served two years with AmeriCorps, serving at-risk youth through shelters, food pantries and in schools. She knows how important a support system, resources, and positive role models are in helping youth become successful adults. Jackson Street connects youth with the supports they need to thrive.

Carrie Thompson

6860 SW Winding Way, Corvallis, OR 97333
541-929-2232 ● csthompson@peak.org
Elected to board: April 2015
Occupation: Retired teacher; substitute teacher
Comments: After spending a short time with the Aspire program, Carrie learned that many youth in our area are facing adverse situations prohibiting them from reaching their potential. She says, "I also became aware of Jackson Street and learned more about the mission, staff and people in the organization. The caring and knowledgeable staff is providing opportunities for our youth to reach their potential and become successful people. I am grateful to be part of the mission to end youth homelessness in our area. Youth are our future!"

EXHIBIT A - REQUIRED CDBG CERTIFICATIONS

Signature of Applicant Representative with Binding Authority below certifies the following statements:

- Applicant has no conflict of interests with any City of Albany appointed or elected representatives and does not employ City appointed or elected representatives or their families.
- Applicant will comply with all applicable federal requirements, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination, Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 Subpart K (CDBG Entitlement Grants).
- Authorized official certifies this CDBG application package has been reviewed and all information provided in this application and attachments is true and correct.
- If funded, sufficient funds are available from non-CDBG sources to complete the project, as described.

Jackson Street Youth Services	PO Box 1964, Albany OR 97321
Agency Name	Mailing Address
Ann P. Craig	11/27/2019
Authorized Signature	Date
Ann P. Craig	Executive Director
Printed name	Title
013459594	93-1269503
Duns Number	Taxpayer Identification No. (T.I.N.)

EXHIBIT B - NON-COLLUSION AND CONFLICT OF INTEREST CERTIFICATION

The undersigned hereby proposes and, if selected, agrees to furnish the services described in accordance with this Request for Applications, Exhibits, Attachments, and Addenda, if applicable, for the term of the Agreement and certifies that the Applicant is not in any way involved in collusion and has no known apparent conflict of interest in submitting an Application.

Certifications

Non-Collusion. The undersigned Applicant hereby certifies that it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Applicant, potential Applicant, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Applicants or potential Applicants, or to secure through any unlawful act an advantage over other Applicants or the City.

Discrimination. The undersigned Applicant has not discriminated and will not discriminate against any minority, women or emerging small business enterprise or against a business enterprise that is owned or controlled by or that employs a disabled veteran in obtaining a required subcontract.

Conflict of Interest. The undersigned Applicant and each person signing on behalf of the Applicant certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the City Council, officer, employee, or person, whose salary is payable in whole or in part by the City, has a direct or indirect financial interest in the award of funds, or in the services to which this Application relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Application to furnish all work, services, systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Applications, Addenda, Agreement, Exhibits and Attachments, and associated inclusions and references, specifications, Application, clarifications, exceptions which are acceptable to the City, and all other Applicant's submittals.

Furthermore, Applicant must disclose any real or perceived conflict of interest, current or past relationships with City of Albany employees, appointed or elected officials associated with this program.

Disclosure: _____

Section 3 Business or Individual *(check applicable box)*: ☐ Yes ☒ No

Disadvantaged, Minority, Emerging Small Business (DMESB) *(check applicable box)*: ☐ Yes ☒ No

Signature Block

The Applicant hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Jackson Street Youth Services	541-286-4580
Applicant's Agency Name	Telephone Number
A. P. Craig	11/27/2019
Signature	Date

EXHIBIT C - EMPLOYEE BACKGROUND CHECK PROGRAM CERTIFICATION

Applicants shall demonstrate and disclose to the City of Albany that the organization has an Employee Background Check Program in place before a public contract can be signed and executed.

Therefore, by signing this Certification, the Applicant does hereby certify and confirm that, as a Subrecipient of the City of Albany's Community Development Block Grant funds, that the organization has an Employee Background Check Program in place.

ORGANIZATION: Jackson Street Youth Services

BY: Ann P. Craig

TITLE: Executive Director

DATE: 11/27/2019

EXHIBIT D - APPLICANT REPRESENTATIONS AND CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITIES

The Applicant certifies to the best of its knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or Applications by and federal, state or local entity, department or agency;
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, of local) contract embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in Paragraph 2 of this certification;
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract;
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract; and
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

If Applicant is unable to attest to any of the statements in this certification, Applicant shall attach an explanation to the Application. The inability to certify to all of the statements may not necessarily preclude the Applicant from award of a contract under this procurement.

ATTESTATION:

SIGNATURE OF AUTHORIZED PERSON:
(notarization is not required)

Signature: Ann P. Craig Date: 11/27/2019

Print Name and Title Ann P. Craig: Executive Director

Contact Person: Ann Craig

Phone: 541-360-0866 Email: ann.craig@jacksonstreet.org

EXHIBIT E – CERTIFICATION OF INSURANCE REQUIREMENTS

All Subrecipients shall at all times maintain insurance in the coverage limits note below at Applicant's expense.

Preferred limits below may be adjusted on a case by case basis.

Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage in accordance with ORS Chapter 656 or Construction Contractors Board for all subject workers. Subrecipient and all subcontractors with one or more employees must have this insurance unless exempt under ORS 656.027.

Employer's Liability Insurance with coverage limits of not less than $1,000,000 must be included. If Subrecipient does not have coverage, and claims to be exempt, Subrecipient must indicate exemption within their Application submittal with qualified reasons for exemption, see ORS 656.027. Out-of-state Contractors with one or more employees working in Oregon in relation to this contract must have Workers' Compensation coverage from a state with extraterritorial reciprocity, or they must obtain Oregon specific Workers' Compensation coverage ORS 656.126.

Commercial General Liability insurance with coverage satisfactory to the City on an occurrence basis. **Combined single limit shall not be less than $2,000,000 per occurrence for Bodily Injury and Property Damage and annual aggregate limit for each shall not be less than $3,000,000.** Coverage may be written in combination with Automobile Liability Insurance (with separate limits). **Annual aggregate must be on a "per project basis".**

- ☐ If this box is checked, the limits shall be $1,000,000 per occurrence and $2,000,000 in annual aggregate.
- ☐ If this box is checked, the limits shall be $5,000,000 per occurrence and $5,000,000 in annual aggregate.
- ☒ Required by City ☐ Not Required by City *Insurance needs City review and approval.*

If **Sexual Abuse and Molestation** coverage is excluded under the Commercial General Liability policy, evidence of separate Sexual Abuse and Molestation coverage of not less than $1,000,000 per claim, incident or occurrence and $2,000,000 in the aggregate must be provided. *Insurance needs City review and approval.*

Commercial Automobile Liability covering all owned, non-owned, or hired vehicles. Coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). **Combined single limit per occurrence shall not be less than $2,000,000.**

- ☐ If this box is checked, the limits shall be $1,000,000 per occurrence.
- ☐ If this box is checked, the limits shall be $5,000,000 per occurrence.
- ☒ Required by City ☐ Not Required by City *Insurance needs City review and approval.*

Coverage must be provided by an insurance company authorized to do business in Oregon or rated by A.M. Best's Insurance Rating of no less than A-VII or City approval. Subrecipient's coverage will be primary in the event of loss. Subrecipient shall furnish a current Certificate of Insurance to the City. Subrecipient shall provide renewal Certificates of Insurance upon expiration of any of the required insurance coverage. Subrecipient shall immediately notify the City of any change in insurance coverage. The certificate shall also state the deductible or retention level. The City must be listed as an Additional Insured by Endorsement of any General Liability Policy on a primary and non-contributory basis. Such coverage will specifically include products and completed operations coverage. **The Certificate shall state the following in the description of operations:** "Additional Insured Form (include the number) attached. The form is subject to policy terms, conditions and exclusions". A copy of the additional insured endorsement shall be attached to the certificate of insurance. If requested complete copies of insurance policies shall be provided to the City. **Certificate holder shall be: City of Albany, P.O. Box 490, Albany, OR 97321.**

Applicant's Acceptance: A. P. Craig

Jackson Street Youth Services
FY 18-19 Operating Budget

REVENUE	
Contributions	
Contributions, Unrestricted	325,000
Contributions, Restricted	20,000
In-Kind Donations	
Donated Goods & Services	45,000
Donated/Discounted Space	15,600
Fundraisers	115,000
Government Grants	
Federal	401,081
State	156,000
Local	43,000
Private Grants	121,978
Contracts/MOUs/Medical Billing	380,858
TOTAL REVENUE	**1,623,517**
EXPENSES	
Personnel	
Administrative	224,280
Program Management	184,760
Programs	
Corvallis & Albany Shelters	480,330
"Next Steps" TLP	126,120
Outreach	112,320
Total Payroll	**1,127,809**
Payroll Taxes	95,864
Health Insurance	54,600
Workers Comp Insurance	5,500
Transportation, Training, etc	55,000
Total Personnel	**1,338,773**
Facilities & Infrastructure	
Rent	74,325
Repairs	7,500
Supplies	8,750
Utilities	18,600
Depreciation	23,000
Information Technology	15,000
On-line Software & Services	15,000
Total Facilities & Infrastructure	**162,175**

Jackson Street Youth Services
FY 18-19 Operating Budget

Program Expense	
General Materials & Supplies	500
Client/Resident Expense	47,500
Direct Program Expense	**48,000**
General & Administrative Expense	
Advertising	3,000
Bank & Credit Card Service Charges	2,000
Dues & Subscriptions	6,000
Insurance	9,400
Office Suppllies	7,500
Postage & Delivery	3,000
Printing & Photocopies	9,000
Professional Fees, Consultants	18,000
Telephone	12,000
Other Admin Expense	750
Total, General & Admin Expense	**70,650**
TOTAL EXPENSES	**1,619,598**
NET INCOME	**3,919**

Jackson Street Youth Services

Preliminary Balance Sheet

As of September 30, 2019

	Sept 30, 2019	Sept 30, 2018
ASSETS		
Current Assets		
Checking/Savings		
Citizens Bank Checking		
Operating Funds	10,425	59,204
TLP Client Savings	4,304	1,243
AH Capital Campaign	5,765	-
Total Citizens Bank Checking	20,494	60,447
Citizens Money Market		
AH Capital Campaign	1,316	500
Operating Funds	28	18,341
Total Citizens Money Market	1,344	18,841
Oregon State Credit Union	4,904	4,877
OSCU Travel Cards	687	437
Petty Cash	277	367
Total Checking/Savings	**27,706**	**84,969**
Accounts Receivable		
Accounts Receivable	28,198	65,525
Pledges Receivable	5,000	5,000
Grants Receivable	25,957	116,775
Total Accounts Receivable	**59,155**	**187,300**
Other Current Assets	8,558	6,545
Total Current Assets	**95,418**	**278,813**
Fixed Assets		
Land	**253,975**	**253,975**
Buildings		
Corvallis Shelter Site	325,768	325,768
TLP House	40,370	40,370
Albany Shelter Building	134,140	41,710
Depreciation, Buildings	(142,403)	(129,155)
Total Buildings	**357,874**	**278,693**
Furnishings & Equipment	22,453	26,720
Total Fixed Assets	**634,302**	**559,388**
TOTAL ASSETS	**729,720**	**838,201**

Jackson Street Youth Services

Preliminary Balance Sheet

As of September 30, 2019

	Sept 30, 2019	Sept 30, 2018
LIABILITIES & NET ASSETS		
Liabilities		
Current Liabilities		
Accounts Payable	6,452	3,674
Deferred Income	28,250	24,667
Payroll Liabilities		
Federal Payroll Taxes	18,810	17,781
State Payroll Taxes	9,355	8,395
Health Insurance Liabilities	7,527	7,324
Accrued PTO	49,020	37,062
Other Payroll Liabilities	1,010	1,583
Total Payroll Liabilities	85,722	72,145
Client Savings Liability	3,940	1,243
Total Current Liabilities	**124,364**	**101,729**
Long Term Liabilities		
Loans	20,200	21,400
Total Long Term Liabilities	**20,200**	**21,400**
Total Liabilities	**144,564**	**123,129**
Net Assets		
Net Assets as of July 1	680,627	728,351
Net Income	(95,471)	(13,278)
Total Net Assets	**585,156**	**715,072**
TOTAL LIABILITIES & NET ASSETS	**729,720**	**838,201**

Jackson Street Youth Services

Preliminary First Quarter Income & Expense

July through September 2019

	July - Sept 2019	July - Sept 2018
Income		
Capital Projects Campaign		
Cash Contributions	2,063	500
Total Capital Projects Campaign	**2,063**	**500**
Contributions Income		
Restricted	10,160	665
Unrestricted		
Annual Giving Campaign	1,400	-
Spring Letter	6,260	19,875
Monthly/Periodic Giving	7,106	6,966
Workplace Giving	3,545	2,779
Major Gifts	20,000	5,000
Unrestricted - Other	9,291	9,129
Total Unrestricted	47,602	43,749
Total Contributions Income	**57,762**	**44,414**
Fundraisers	5,903	3,316
In-Kind Giving	11,820	13,857
Total Community Giving	**77,547**	**62,086**
Grants		
Government		
Federal		
Transitional Living Grant	41,850	48,256
Basic Center Program	42,644	42,486
EFS Program	3,195	1,500
Total Federal	**87,689**	**92,242**
State		
DHS Grants	12,500	12,500
YDC Grants	-	26,500
Total State	**12,500**	**39,000**
Local		
Corvallis CDBG	3,125	(30)
Corvallis Social Services Funds	5,438	7,000
Albany CDBG	1,150	-
Total Local	**9,713**	**6,970**
Total Government Grants	**109,902**	**138,212**
Private Grants		
United Way	3,587	6,342
Other Private Grants	15,250	6,667
Total Private Grants	**18,837**	**13,009**
Total Grants	**128,739**	**151,221**

Jackson Street Youth Services

Preliminary First Quarter Income & Expense

July through September 2019

	July - Sept 2019	July - Sept 2018
Fees for Services		
DHS Contracts	37,364	58,497
Benton Co Mental Health Beds	5,434	5,434
CSC - SHAP Contract	-	35,205
Linn Co Juvenile Dept	15,000	15,000
Title 1 D Funding	4,113	-
Medical Billing	590	-
Total Fees for Services	**62,500**	**114,136**
Miscellaneous Income	173	926
Total Income	**268,959**	**328,369**
Expense		
Personnel		
Payroll		
Salaries & Wages	252,407	229,649
Payroll Taxes	21,994	19,839
Total Payroll	274,401	249,488
Staff Expense	11,691	10,519
Health Insurance	18,525	13,000
Insurance, Worker's Comp	1,811	1,365
Contract Labor	325	-
Total Personnel	**306,754**	**274,372**
Facilities & Infrastructure		
Facilities Supplies	1,190	3,756
Rent	19,200	14,205
Repairs	558	730
Utilities	4,618	3,657
Depreciation Expense	5,924	5,790
Information Technology (IT)	5,130	7,786
Total Facilities & Infrastructure	**36,621**	**35,923**
Program Expenses		
Program Supplies	1,116	460
Resident Expense	5,856	13,090
Total Program Expenses	**6,971**	**13,551**

Jackson Street Youth Services

Preliminary First Quarter Income & Expense

July through September 2019

	July - Sept 2019	July - Sept 2018
General Expense		
Advertising	185	630
Bank Service Charges	516	534
Dues and Subscriptions	1,616	2,062
Insurance	2,371	1,066
Office Supplies	1,413	1,452
Postage and Delivery	118	326
Printing and Photocopies	337	4,566
Professional Fees	4,557	3,917
Taxes & Licenses	190	-
Telephone	2,781	3,250
Total General Expense	**14,085**	**17,801**
Total Expense	**364,430**	**341,647**
Net Income	**(95,471)**	**(13,278)**

Note: The first quarter of the Fiscal Year is always the most difficult from a revenue standpoint. The current year is even more difficult because of the delay in nearly all state-level grant funding.

Jackson Street Youth Services

Preliminary Statement of Cash Flows

July through September 2019

	July-Sept 2019
OPERATING ACTIVITIES	
Net Income	**(95,471)**
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	36,048
Grants Receivable	63,757
Inventory	(1,829)
Prepaid Expenses	2,371
Gift Cards	(107)
Accounts Payable	561
VISA - Oregon St Credit Union	(573)
Deferred Income	(1,250)
Payroll Liabilities	
Payroll Payable	(30,710)
Federal Payroll Taxes	(1,222)
State Payroll Taxes	(499)
Health Insurance Liabilities	(980)
Changes in Health Ins	(1,046)
Other Payroll Liabilities	(2,824)
Net cash provided by Operating Activities	**(33,774)**
INVESTING ACTIVITIES	
Accum Deprec, Furn & Equipment	2,629
Buildings:Albany Shelter Building	(32,070)
Buildings:Accum Deprec - AOS	14
Buildings:Accum Deprec, COS Bldgs	2,895
Buildings:Accum Depreciation - TLP House	386
Net cash provided by Investing Activities	**(26,146)**
FINANCING ACTIVITIES	
Loans	(300)
Net cash provided by Financing Activities	**(300)**
Net cash increase for period	**(60,220)**
Cash at beginning of period	**93,544**
Cash at end of period	**33,324**

CDBG 2020 Application
OCWCOG

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SECTION 5 – APPLICATION

5.1 Applicant Information

Applicant (organization name): OCWCOG

Contact Person: Alicia Lucke Email: alucke@ocwcog.org

Mailing Address: 1400 Queen Avenue SE Albany, OR 97322

Phone #: 541-924-8440 Agency website: www.ocwcog.org

DUNS #: 149704090 EIN: 930584306

Organization Mission Statement:

The mission of the OCWCOG Senior Companion Program is meeting critical community needs while providing life-changing opportunities for seniors.

5.2 Proposal Summary

Activity/Program Name: Senior Companion Program, Albany outreach

Activity Location: Albany, OR

Proposal Summary: *Provide a summary of the proposed activity and anticipated outcomes.*

The OCWCOG Senior Companion Program matches low-income (200% FPL), mobile seniors aged 55+ with home-bound seniors in exchange for a small stipend which is paid by the Federal grant. They provide friendship and assistance to adults who have difficulty with daily living tasks, such as shopping or paying bills, and also gives families or professional caregivers much-needed time off. As a result, many seniors can remain independent in their homes instead of having to move to more costly institutional care. Companions can serve 5-40 hours per week. The primary recipients of services are poverty level individuals and families.

ACTIVITY BUDGET FOR WHICH CDBG FUNDS ARE BEING RQUESTED:		
CDBG Funding Request	$	$5,000
Leveraged Funds/Resources	$	38,302
Total Activity Budget	$	43,302

5.3 CDBG Application Narrative

Activity Description

1. The OCWCOG *Senior Companion Program*- Albany Outreach project serves seniors 55+ that are at extremely-low to moderate-low income levels, as defined by HUD Income Limits. **100% of the volunteers and clients** of this Program will meet the HUD income definitions; and, both volunteers and clients are either defined as "severely disabled adults" and/or "elderly persons". The relationship of the elderly volunteer to the elderly client **is mutually beneficial** and satisfies the City's 2018-2022 plan as the program stipend *expands economic opportunity* for the senior volunteer who in turn provides *needed public services* to both *elderly* and *elderly persons with disabilities.*

2. In the OCWCOG tri-county region, the population of adults between the ages of 60 and 74 years of age is predicted to increase from approximately 25,000 in 2000 to 45,000 in 2040. In Linn County, the number of Long Term Support Services is projected to rise from 7,665 in 2010 to 9.844 in 2020 (OCWCOG, District 4 Area Plan, Section B, 16). Housed within the OCWCOG Community Services Program, its *Senior Companion Program* is well equipped to help fill LTSS gaps, in particular with those City of Albany residents who have extremely low (30% AMI) to moderate (80% AMI) income levels. A true "gaps" service, Senior Companion volunteers (Albany Corps currently ranges from $7,440-$31,367 yearly income levels) serve those LTSS clients who do not qualify for RideLine services; and, who do not have the means to have private pay or OPI services.

Senior Corps, the nation's leader in actively engaging older Americans, recently completed a longitudinal study researching just that: the social and health benefits of its active volunteers who fill their retirement or later years with giving back to their communities in an organized, impactful way. Comparing baseline scores with a second-year follow-up, **Senior Corps volunteers were healthier,** less depressed, and less socially isolated than those who did not serve. As a result, 88% reported fewer feelings of isolation, **84% reported stable or improving health** and 78% reported fewer symptoms of depression (https://www.nationalservice.gov/sites/default/files/evidenceexchange/Longitudinal_Study_of_Foster_Grandparent_and_Senior_Companion_Programs_FINAL_508.pdf). A 2018 qualitative survey of Linn volunteers showed that **most use their supplemental stipend on groceries and prescriptions**, eating and taking medicines on a regular basis and thereby avoiding chronic disease. Senior Corps clients also benefit from chronic disease prevention and management thanks to National Service which makes it mutually beneficial and a cost-efficient investment.

3. The *Program*, through its volunteer service activities, will satisfy NOC LMC, 24 CFR 570.208(a)(2).

4. The objective of the *Senior Companion Program* is to serve less-able seniors and other adults, helping them maintain independence and age in place. At the end of the grant period, nine volunteers will serve an estimated twenty-seven homebound seniors (36 elderly residents) with an estimated 85% reporting increased social ties via an Independent Living Survey. Companions assist with daily living tasks, such as medical and non-medical transportation to local senior

centers, congregate meal sites, grocery stores, bank, post office; provide friendship and companionship, write letters or play cards; assist in bill pay and medicine reminders; and provide respite to family caregivers.

5. Housed in the local Senior and Disability Services, OCWCOG is the region's expert on elder inclusiveness, elder care, elder justice, elder equitability and protection. Each Senior Companion referral "station" has both accessibility and prohibition of discrimination language in its partner Memorandums of Understanding.

6. Nine *Senior Companion* volunteers, residents of the City, will serve twenty-seven City of Albany elderly homebound neighbors in need of companionship and non-medical transportation. OCWCOG *Senior Companion* volunteers will receive specialized training in OCWCOG services by SDS staff, as well as care management, compassion fatigue, respite services, defensive driving and financial literacy. Each volunteer will pass both the agency's Area Agency on Aging and federal background checks, which includes a FBI fingerprint screening. Each volunteer will serve 5-40 hours per week with a qualitative Independent Living Survey conducted once the federal activity dosage is met.

Project Feasibility –Readiness to proceed

7. N/A

8. July-September 2020: Recruitment, background checks, orientation and training on new FY goals.

December 2020: At least 18 clients served; 5-40 hours/week.

January-June 2021: 27 clients served; Independent Living Survey distributed.

*Volunteer trainings to be held bi-monthly for at least 4 hours/training, per federal regulations.

**Timesheets to be submitted monthly by the 2nd of the month, initialed by client, reviewed and signed by volunteer, MOU station supervisor and Program Supervisor, per federal regulations.

Organizational Capacity and Activity Sustainability

9. This is the third application for CADBG funds to support the OCWCOG *Senior Companion Program* which is a federal program under the Corporation of National and Community Services. As such, OCWCOG is well versed on federal regulations in both pre and post award stages to include MOU development and evaluation, performance measures outputs and outcomes, volunteer mileage policies and financial management courses to include FFR preparation training.

10. The OCWCOG Senior Corps Programs have undergone mandatory federal IPERIA audits during the last two fiscal years; they have had no issues during the these audits. In addition, OCWCOG is the only federal sponsor in the State to host all three Senior Corps Programs under its umbrella and its staff routinely serve as field "trainers" for new Directors. The OCWCOG is eager to continue its track record of finding the balance of adhering to CNCS' policies and regulations while keeping National Service innovative and responsive to changing community needs in the City.

11. N/A

12. Referral partners:

Aging and Disability Resource Connection (ADRC): Specialist triage incoming calls from prospective clients; refers to OPI

OPI Case Managers: Conduct home visit with client, reviews options based on ADLs; income.

MOU Partners:

OCWCOG, Senior and Disability Services Department

OCWCOG, *Meals on Wheels* Program

OCWCOG, *Money Management* Program

OCWCOG, *Older Adult Behavioral Health Initiative*

Volunteer Caregivers (Albany client referrals only)

13. In the addition the aforementioned activity descriptions found in question 5, Senior Companion volunteers receive cultural competency training at least once during the project cycle. Program Supervisor Alicia Lucke is a trained Spanish linguist and provides translation of all *Senior Corps* materials and interprets for an estimated 20+ *Senior Corps* appointments each year.

5.4 Proposed Activity Budget

Provide the activity budget describing total cost, cost per task, existing (secured) project funds and unfunded costs. (DO NOT PROVIDE THE FULL AGENCY BUDGET HERE JUST THE ACTIVITY BUDGET.) Identify any and all source(s) of funding. This would include other Federal and State grants and loans, monetary donations, in-kind contributions, volunteer labor, donation of materials and supplies, etc. **Use the template provided below or your own as long as the same information is provided.**

Activity/Project Budget Summary (See 24 CFR 570 Subpart J)			
Estimated Total Cost of Activity:	$43,302		
CDBG Funding Requested for Activity:	$ 5,000		
Total Number of People/Households Served:	36 Elderly Residents		
Total Cost per Person/Household:	$125		
Total CDBG Cost per Person/Unit	$125		
Describe Source of Other Funds:	Amount	Secured	Tentative
Federal:	$19,302	$19,302	
State:			
Local:	$9,000	$9,000	
Donations/Private:			
Grants:	$10,000		$10,000(pending)
Loans:			

Activity Budget Detail (Non-Development Activities)			
Specific Cost *Item/Description*	CDBG Amount Requested	Other Funds Amount	Total Amount *CDBG + Other Sources*
Personnel/.30FTE Salary/Fringe	$ 1,200	$ 22,767	$23967
Mileage-Staff, reim at federal rate	500	500	1000
Indirects, Tech Services	0	1200	1200
Volunteer Stipend: $2.65/hr	0	13835	13835
Volunteer Supports: Meals/Mileage (reim.40/m)	3,300	0	3300
Total	$5,000	$38,302	$43,302

5.5 Staff Experience and Qualifications

Identify the names of staff or contractors participating in the proposed program or activity, their role, experience they have in this role, their title, and the expected FTE on the project. Please make sure to identify the person responsible for collecting program performance data and preparing the quarterly reports for the City.

Employee	Experience and Qualifications
Name: Alicia Lucke Title: Program Supervisor FTE on This Project: .30FTE	Ms. Lucke has a background in volunteer management as the former Director of Cultural Health Initiatives at the American Heart Association and holds a Master's Degree in Development Administration with a focus on logic model design and program monitoring and evaluation. Ms. Lucke is responsible for the day to day operations of the Program to ensure compliance of regulations, forecast recruitment strategies and prepare quarterly fiscal and deliverables reports.
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	

5.6 Acquisition, Development, or Rehabilitation Activities

Please complete this section ONLY if any of the following activities will be part of the proposed activity:

- Property Acquisition
- New Construction (non-residential)
- Removal of Architectural Barriers (accessibility)
- Rehabilitation
- Development Costs
- Site Preparation (Construction/Rehab)
- Relocation Benefits (if required)
- Appraisal (for acquisitions)

Activity	Start Date	Completion Date
Site Planning & Development/Rehab		
Site Acquisition		
Building/Site/Lead Paint Inspection		
Lead Paint Notifications		
Pre-application		
Land Use Approval		
Construction Plans		
Final Bids		
Contractor Selection		
Building Permits		
Grant Applications (specify if/when secured)		
Local		
State		
Federal		
Non-government		
Other		
Loan Applications		
Construction Loan		
Permanent		
Construction/Rehab Phase		
Construction		
Final Inspections		
Lead Paint Clearance Exam		
Certificate of Occupancy/ Completion		

1. What is the current use of the property?
2. What is the condition of any improvements on the property and what is the expected life of the property (currently and then with improvements)?

EXHIBIT A - REQUIRED CDBG CERTIFICATIONS

Signature of Applicant Representative with Binding Authority below certifies the following statements:

- Applicant has no conflict of interests with any City of Albany appointed or elected representatives and does not employ City appointed or elected representatives or their families.
- Applicant will comply with all applicable federal requirements, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination, Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 Subpart K (CDBG Entitlement Grants).
- Authorized official certifies this CDBG application package has been reviewed and all information provided in this application and attachments is true and correct.
- If funded, sufficient funds are available from non-CDBG sources to complete the project, as described.

Oregon Cascades West Council of Governments	1400 Queen Avenue SE Albany, OR 97322
Agency Name	Mailing Address
	12/4/19
Authorized Signature	Date
Fred Abousleman	Executive Director
Printed name	Title
149704090	930584306
Duns Number	Taxpayer Identification No. (T.I.N.)

EXHIBIT B - NON-COLLUSION AND CONFLICT OF INTEREST CERTIFICATION

The undersigned hereby proposes and, if selected, agrees to furnish the services described in accordance with this Request for Applications, Exhibits, Attachments, and Addenda, if applicable, for the term of the Agreement and certifies that the Applicant is not in any way involved in collusion and has no known apparent conflict of interest in submitting an Application.

Certifications

Non-Collusion. The undersigned Applicant hereby certifies that it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Applicant, potential Applicant, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Applicants or potential Applicants, or to secure through any unlawful act an advantage over other Applicants or the City.

Discrimination. The undersigned Applicant has not discriminated and will not discriminate against any minority, women or emerging small business enterprise or against a business enterprise that is owned or controlled by or that employs a disabled veteran in obtaining a required subcontract.

Conflict of Interest. The undersigned Applicant and each person signing on behalf of the Applicant certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the City Council, officer, employee, or person, whose salary is payable in whole or in part by the City, has a direct or indirect financial interest in the award of funds, or in the services to which this Application relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Application to furnish all work, services, systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Applications, Addenda, Agreement, Exhibits and Attachments, and associated inclusions and references, specifications, Application, clarifications, exceptions which are acceptable to the City, and all other Applicant's submittals.

Furthermore, Applicant must disclose any real or perceived conflict of interest, current or past relationships with City of Albany employees, appointed or elected officials associated with this program.

Disclosure: _____

Section 3 Business or Individual *(check applicable box)*: ☐ Yes ☐ No

Disadvantaged, Minority, Emerging Small Business (DMESB) *(check applicable box)*: ☐ Yes ☐ No

Signature Block

The Applicant hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Oregon Cascades West Council of Governments	541-812-6018
Applicant's Agency Name	Telephone Number
	12/4/19
Signature	Date

EXHIBIT C - EMPLOYEE BACKGROUND CHECK PROGRAM CERTIFICATION

Applicants shall demonstrate and disclose to the City of Albany that the organization has an Employee Background Check Program in place before a public contract can be signed and executed.

Therefore, by signing this Certification, the Applicant does hereby certify and confirm that, as a Subrecipient of the City of Albany's Community Development Block Grant funds, that the organization has an Employee Background Check Program in place.

ORGANIZATION: Oregon Cascades West Council of Governments

BY: Fred Abousleman/

TITLE: Executive Director

DATE: 12/4/19

OREGON CASCADES WEST
Council of Governments

2019 OCWCOG Board of Directors Directory

*(Directors are listed in alphabetical order by County, then by City; * indicates Executive Committee.)*

Linn County

Will Tucker
Commissioner, Linn County

Ken Lorensen
Councilor, City of Halsey

**Jim Lepin*
Mayor, Millersburg

Carol Korn
Councilor, Tangent

**Sharon Konopa*
Mayor, Albany

Mike Caughey
Councilor, City of Harrisburg

Debbie Nuber
Councilor, Scio

Don Ware
Mayor, Brownsville

Wayne Rieskamp
Councilor, City of Lebanon

Diane Gerson
Councilor, Sweet Home

Benton County

**Pat Malone*
Commissioner, Benton County

Lonnie Koroush
Councilor, Monroe

Alan Rowe
Councilor, Adair Village

Chas Jones
Councilor, Philomath

**Biff Traber*
Mayor, Corvallis

Lincoln County

**Claire Hall*
Commissioner, Lincoln County

Judy Casper
Councilor, Lincoln City

Ron Hervey
Councilor, City of Siletz

Max Glenn
Councilor, Yachats

Robert Kentta
Treasurer, Confederated Tribes of the Siletz Indians

Dean Sawyer
Mayor, Newport

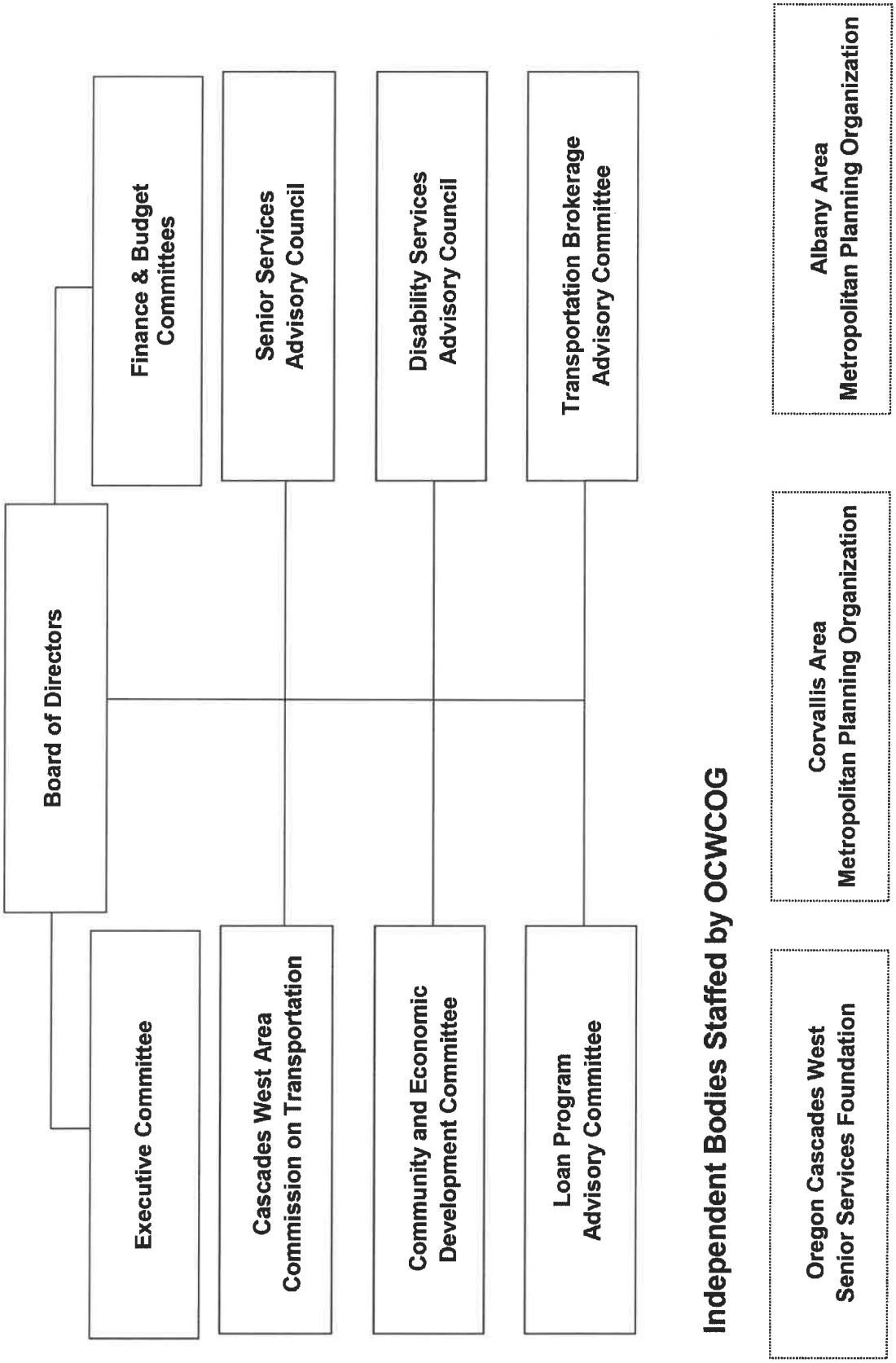
Rod Cross
Mayor, Toledo

Vacant
City of Depoe Day

Stewart Lamerdin
Commission President, Port of Newport

**Dann Cutter*
Mayor, Waldport

OCWCOG Board and Committees



CSP RSVP FINANCIAL STATEMENT
OCTOBER 2019
Monthly Financial Reports

Printed: 11/15/2019 10:50:38 AM
Period 04 - 04
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
1035	302	000802	Fees For Service	$ (550.00)	$ (519.50)	$ (222.75)	$ (742.25)	134.95%
1035	302	000806	Grant Revenue	$ (32,500.00)	$ (11,500.00)	$ -	$ (11,500.00)	35.38%
1035	302	000807	Donations	$ (2,000.00)	$ (50.00)	$ -	$ (50.00)	2.50%
1035	302	000808	Interest Revenue	$ -	$ (4.45)	$ (1.18)	$ (5.63)	0.00%
1035	302	000804	Miscellaneous Revenue	$ -	$ -	$ (26.41)	$ (26.41)	0.00%
1035	302	000805	Contract Revenue	$ (525,003.00)	$ -	$ (97,347.62)	$ (97,347.62)	18.54%
1035	302	000809	Transfers In	$ (25,000.00)	$ -	$ -	$ -	0.00%
1035	302	000824	Match	$ (83,500.00)	$ (16,292.02)	$ (2,123.80)	$ (18,415.82)	22.05%
			REVENUE	**$ 668,553.00**	**$ 28,365.97**	**$ 99,721.76**	**$ 128,087.73**	**19.16%**
1035	302	000410	Leave Benefits	$ 8,856.00	$ 2,481.95	$ 825.40	$ 3,307.35	37.35%
1035	302	000420	Fringe Benefits	$ 15,124.00	$ 3,656.30	$ 1,240.37	$ 4,896.67	32.38%
1035	302	000421	Insurance Benefits	$ 45,288.00	$ 9,706.55	$ 5,054.41	$ 14,760.96	32.59%
1035	302	000425	PERS Benefits	$ 40,842.00	$ 10,069.46	$ 3,432.94	$ 13,502.40	33.06%
1035	302	000430	PERS Reserve	$ 1,665.00	$ 410.89	$ 140.09	$ 550.98	33.09%
1035	302	0004SD	Services Director	$ 7,981.00	$ 1,929.60	$ 636.00	$ 2,565.60	32.15%
1035	302	0013PS	RSVP Supervisor	$ 74,679.00	$ 18,306.00	$ 5,648.10	$ 23,954.10	32.08%
1035	302	0053CC	Contracts Coordinator	$ 1,225.00	$ 283.08	$ 86.06	$ 369.14	30.13%
1035	302	0076AA	Administrative Assistant	$ 82,681.00	$ 18,938.11	$ 6,088.93	$ 25,027.04	30.27%
			PERSONNEL	**$ 278,341.00**	**$ 65,781.94**	**$ 23,152.30**	**$ 88,934.24**	**31.95%**
1035	302	000504	Advertising	$ 3,000.00	$ -	$ 600.00	$ 600.00	20.00%
1035	302	000513	Board/Comm/Meeting Expense	$ 1,000.00	$ 283.88	$ 17.90	$ 301.78	30.18%
1035	302	000516	Computer Maintenance	$ 1,200.00	$ -	$ -	$ -	0.00%
1035	302	000522	Contract Expense	$ 1,500.00	$ 41.25	$ -	$ 41.25	2.75%
1035	302	000525	Copying	$ 4,300.00	$ 593.20	$ 324.85	$ 918.05	21.35%
1035	302	000531	Dues and Memberships	$ 600.00	$ 605.00	$ -	$ 605.00	100.83%

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
1035	302	000533	Finance Indirect	$ 9,377.00	$ 2,344.26	$ 781.42	$ 3,125.68	33.33%
1035	302	000534	Indirect Expense	$ 19,185.00	$ 4,796.25	$ 1,598.75	$ 6,395.00	33.33%
1035	302	000537	Insurance	$ 2,500.00	$ 1,735.15	$ -	$ 1,735.15	69.41%
1035	302	000543	Licenses and Fees	$ 2,000.00	$ 288.21	$ 85.00	$ 373.21	18.66%
1035	302	000549	Maintenance and Repair	$ 500.00	$ 179.55	$ -	$ 179.55	35.91%
1035	302	000555	Postage	$ 600.00	$ 82.99	$ 29.38	$ 112.37	18.73%
1035	302	000558	Printing	$ 1,000.00	$ -	$ -	$ -	0.00%
1035	302	000561	Rent	$ 14,211.00	$ 3,552.75	$ 1,184.25	$ 4,737.00	33.33%
1035	302	000567	Supplies	$ 15,000.00	$ 3,157.10	$ 1,303.95	$ 4,461.05	29.74%
1035	302	000568	Stipend	$ 143,884.00	$ 18,311.44	$ 8,010.10	$ 26,321.54	18.29%
1035	302	000570	Technology Indirect	$ 12,522.00	$ 3,130.50	$ 1,043.50	$ 4,174.00	33.33%
1035	302	000573	Telephone	$ 3,200.00	$ 592.20	$ 200.49	$ 792.69	24.77%
1035	302	000576	Training	$ 6,000.00	$ 2,843.53	$ 296.76	$ 3,140.29	52.34%
1035	302	000577	Volunteer Recognition	$ 15,000.00	$ 3,202.32	$ 1,362.61	$ 4,564.93	30.43%
1035	302	000578	Volunteer Travel	$ 50,000.00	$ 11,319.29	$ 4,623.17	$ 15,942.46	31.88%
1035	302	000579	Travel	$ 4,000.00	$ 1,112.11	$ 444.94	$ 1,557.05	38.93%
1035	302	000583	Operating Contingency	$ 79,633.00	$ -	$ -	$ -	0.00%
			MATERIALS AND SUPPLIES	**$ 390,212.00**	**$ 58,170.98**	**$ 21,907.07**	**$ 80,078.05**	**20.52%**
			EXPENSE	**$ 668,553.00**	**$ 123,952.92**	**$ 45,059.37**	**$ 169,012.29**	**25.28%**
			NET GAIN / (LOSS)	**$ -**	**$ (95,586.95)**	**$ 54,662.39**	**$ (40,924.56)**	**0.00%**

CSP RSVP FINANCIAL STATEMENT
SEPTEMBER 2019
Monthly Financial Reports

Printed: 10/17/2019 6:41:05 AM
Period 03 - 03
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
1035	302	000802	Fees For Service	$ (550.00)	$ (129.25)	$ (390.25)	$ (519.50)	94.45%
1035	302	000806	Grant Revenue	$ (32,500.00)	$ (2,500.00)	$ (9,000.00)	$ (11,500.00)	35.38%
1035	302	000807	Donations	$ (2,000.00)	$ (50.00)	$ -	$ (50.00)	2.50%
1035	302	000808	Interest Revenue	$ -	$ (3.44)	$ (1.01)	$ (4.45)	0.00%
1035	302	000805	Contract Revenue	$ (525,003.00)	$ -	$ -	$ -	0.00%
1035	302	000809	Transfers In	$ (25,000.00)	$ -	$ -	$ -	0.00%
1035	302	000824	Match	$ (83,500.00)	$ (8,000.00)	$ (8,292.02)	$ (16,292.02)	19.51%
			REVENUE	**$ 668,553.00**	**$ 10,682.69**	**$ 17,683.28**	**$ 28,365.97**	**4.24%**
1035	302	000410	Leave Benefits	$ 8,856.00	$ 1,656.55	$ 825.40	$ 2,481.95	28.03%
1035	302	000420	Fringe Benefits	$ 15,124.00	$ 2,463.51	$ 1,192.79	$ 3,656.30	24.18%
1035	302	000421	Insurance Benefits	$ 45,288.00	$ 6,470.92	$ 3,235.63	$ 9,706.55	21.43%
1035	302	000425	PERS Benefits	$ 40,842.00	$ 6,790.28	$ 3,279.18	$ 10,069.46	24.65%
1035	302	000430	PERS Reserve	$ 1,665.00	$ 277.08	$ 133.81	$ 410.89	24.68%
1035	302	0004SD	Services Director	$ 7,981.00	$ 1,293.60	$ 636.00	$ 1,929.60	24.18%
1035	302	0013PS	RSVP Supervisor	$ 74,679.00	$ 12,204.00	$ 6,102.00	$ 18,306.00	24.51%
1035	302	0053CC	Contracts Coordinator	$ 1,225.00	$ 187.96	$ 95.12	$ 283.08	23.11%
1035	302	0076AA	Administrative Assistant	$ 82,681.00	$ 12,380.19	$ 6,557.92	$ 18,938.11	22.91%
			PERSONNEL	**$ 278,341.00**	**$ 43,724.09**	**$ 22,057.85**	**$ 65,781.94**	**23.63%**
1035	302	000504	Advertising	$ 3,000.00	$ -	$ -	$ -	0.00%
1035	302	000513	Board/Comm/Meeting Expense	$ 1,000.00	$ 221.67	$ 62.21	$ 283.88	28.39%
1035	302	000516	Computer Maintenance	$ 1,200.00	$ -	$ -	$ -	0.00%
1035	302	000522	Contract Expense	$ 1,500.00	$ 13.75	$ 27.50	$ 41.25	2.75%
1035	302	000525	Copying	$ 4,300.00	$ 320.85	$ 272.35	$ 593.20	13.80%
1035	302	000531	Dues and Memberships	$ 600.00	$ 475.00	$ 130.00	$ 605.00	100.83%
1035	302	000533	Finance Indirect	$ 9,377.00	$ 1,562.84	$ 781.42	$ 2,344.26	25.00%

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
1035	302	000534	Indirect Expense	$ 19,185.00	$ 3,197.50	$ 1,598.75	$ 4,796.25	25.00%
1035	302	000537	Insurance	$ 2,500.00	$ 1,735.15	$ -	$ 1,735.15	69.41%
1035	302	000543	Licenses and Fees	$ 2,000.00	$ 114.03	$ 174.18	$ 288.21	14.41%
1035	302	000549	Maintenance and Repair	$ 500.00	$ 74.55	$ 105.00	$ 179.55	35.91%
1035	302	000555	Postage	$ 600.00	$ 35.96	$ 47.03	$ 82.99	13.83%
1035	302	000558	Printing	$ 1,000.00	$ -	$ -	$ -	0.00%
1035	302	000561	Rent	$ 14,211.00	$ 2,368.50	$ 1,184.25	$ 3,552.75	25.00%
1035	302	000567	Supplies	$ 15,000.00	$ 1,717.68	$ 1,439.42	$ 3,157.10	21.05%
1035	302	000568	Stipend	$ 143,884.00	$ 11,476.87	$ 6,834.57	$ 18,311.44	12.73%
1035	302	000570	Technology Indirect	$ 12,522.00	$ 2,087.00	$ 1,043.50	$ 3,130.50	25.00%
1035	302	000573	Telephone	$ 3,200.00	$ 430.80	$ 161.40	$ 592.20	18.51%
1035	302	000576	Training	$ 6,000.00	$ 1,085.88	$ 1,757.65	$ 2,843.53	47.39%
1035	302	000577	Volunteer Recognition	$ 15,000.00	$ 1,854.80	$ 1,347.52	$ 3,202.32	21.35%
1035	302	000578	Volunteer Travel	$ 50,000.00	$ 7,278.12	$ 4,041.17	$ 11,319.29	22.64%
1035	302	000579	Travel	$ 4,000.00	$ 868.35	$ 243.76	$ 1,112.11	27.80%
1035	302	000583	Operating Contingency	$ 79,633.00	$ -	$ -	$ -	0.00%
			MATERIALS AND SUPPLIES	**$ 390,212.00**	**$ 36,919.30**	**$ 21,251.68**	**$ 58,170.98**	**14.91%**
			EXPENSE	**$ 668,553.00**	**$ 80,643.39**	**$ 43,309.53**	**$ 123,952.92**	**18.54%**
			NET GAIN / (LOSS)	**$ -**	**$ (69,960.70)**	**$ (25,626.25)**	**$ (95,586.95)**	**0.00%**

CSP RSVP FINANCIAL STATEMENT
AUGUST 2019
Monthly Financial Reports

Printed: 9/18/2019 7:57:12 AM
Period 02 - 02
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
1035	302	000802	Fees For Service	$ (550.00)	$ -	$ (129.25)	$ (129.25)	23.50%
1035	302	000806	Grant Revenue	$ (32,500.00)	$ -	$ (2,500.00)	$ (2,500.00)	7.69%
1035	302	000807	Donations	$ (2,000.00)	$ -	$ (50.00)	$ (50.00)	2.50%
1035	302	000808	Interest Revenue	$ -	$ (2.17)	$ (1.27)	$ (3.44)	0.00%
1035	302	000805	Contract Revenue	$ (525,003.00)	$ -	$ -	$ -	0.00%
1035	302	000809	Transfers In	$ (25,000.00)	$ -	$ -	$ -	0.00%
1035	302	000824	Match	$ (83,500.00)	$ (2,000.00)	$ (6,000.00)	$ (8,000.00)	9.58%
			REVENUE	**$ 668,553.00**	**$ 2,002.17**	**$ 8,680.52**	**$ 10,682.69**	**1.60%**
1035	302	000410	Leave Benefits	$ 8,856.00	$ 831.15	$ 825.40	$ 1,656.55	18.71%
1035	302	000420	Fringe Benefits	$ 15,124.00	$ 1,245.74	$ 1,217.77	$ 2,463.51	16.29%
1035	302	000421	Insurance Benefits	$ 45,288.00	$ 3,235.45	$ 3,235.47	$ 6,470.92	14.29%
1035	302	000425	PERS Benefits	$ 40,842.00	$ 3,433.83	$ 3,356.45	$ 6,790.28	16.63%
1035	302	000430	PERS Reserve	$ 1,665.00	$ 140.12	$ 136.96	$ 277.08	16.64%
1035	302	0004SD	Services Director	$ 7,981.00	$ 657.60	$ 636.00	$ 1,293.60	16.21%
1035	302	0013PS	RSVP Supervisor	$ 74,679.00	$ 6,102.00	$ 6,102.00	$ 12,204.00	16.34%
1035	302	0053CC	Contracts Coordinator	$ 1,225.00	$ 90.58	$ 97.38	$ 187.96	15.34%
1035	302	0076AA	Administrative Assistant	$ 82,681.00	$ 6,286.17	$ 6,094.02	$ 12,380.19	14.97%
			PERSONNEL	**$ 278,341.00**	**$ 22,022.64**	**$ 21,701.45**	**$ 43,724.09**	**15.71%**
1035	302	000504	Advertising	$ 3,000.00	$ -	$ -	$ -	0.00%
1035	302	000513	Board/Comm/Meeting Expense	$ 1,000.00	$ 53.67	$ 168.00	$ 221.67	22.17%
1035	302	000516	Computer Maintenance	$ 1,200.00	$ -	$ -	$ -	0.00%
1035	302	000522	Contract Expense	$ 1,500.00	$ -	$ 13.75	$ 13.75	0.92%
1035	302	000525	Copying	$ 4,300.00	$ 157.35	$ 163.50	$ 320.85	7.46%
1035	302	000531	Dues and Memberships	$ 600.00	$ 475.00	$ -	$ 475.00	79.17%
1035	302	000533	Finance Indirect	$ 9,377.00	$ 781.42	$ 781.42	$ 1,562.84	16.67%

Fund	Dept	Account Number	Description	Budget	Beg Bal	Period Amt	End Bal	% Of Budget
1035	302	000534	Indirect Expense	$ 19,185.00	$ 1,598.75	$ 1,598.75	$ 3,197.50	16.67%
1035	302	000537	Insurance	$ 2,500.00	$ -	$ 1,735.15	$ 1,735.15	69.41%
1035	302	000543	Licenses and Fees	$ 2,000.00	$ 29.03	$ 85.00	$ 114.03	5.70%
1035	302	000549	Maintenance and Repair	$ 500.00	$ 74.55	$ -	$ 74.55	14.91%
1035	302	000555	Postage	$ 600.00	$ -	$ 35.96	$ 35.96	5.99%
1035	302	000558	Printing	$ 1,000.00	$ -	$ -	$ -	0.00%
1035	302	000561	Rent	$ 14,211.00	$ 1,184.25	$ 1,184.25	$ 2,368.50	16.67%
1035	302	000567	Supplies	$ 15,000.00	$ 76.96	$ 1,640.72	$ 1,717.68	11.45%
1035	302	000568	Stipend	$ 143,884.00	$ 6,435.58	$ 5,041.29	$ 11,476.87	7.98%
1035	302	000570	Technology Indirect	$ 12,522.00	$ 1,043.50	$ 1,043.50	$ 2,087.00	16.67%
1035	302	000573	Telephone	$ 3,200.00	$ 209.88	$ 220.92	$ 430.80	13.46%
1035	302	000576	Training	$ 6,000.00	$ (5.00)	$ 1,090.88	$ 1,085.88	18.10%
1035	302	000577	Volunteer Recognition	$ 15,000.00	$ 922.79	$ 932.01	$ 1,854.80	12.37%
1035	302	000578	Volunteer Travel	$ 50,000.00	$ 3,668.74	$ 3,609.38	$ 7,278.12	14.56%
1035	302	000579	Travel	$ 4,000.00	$ 390.64	$ 477.71	$ 868.35	21.71%
1035	302	000583	Operating Contingency	$ 79,633.00	$ -	$ -	$ -	0.00%
			MATERIALS AND SUPPLIES	**$ 390,212.00**	**$ 17,097.11**	**$ 19,822.19**	**$ 36,919.30**	**9.46%**
			EXPENSE	**$ 668,553.00**	**$ 39,119.75**	**$ 41,523.64**	**$ 80,643.39**	**12.06%**
			NET GAIN / (LOSS)	**$ -**	**$ (37,117.58)**	**$ (32,843.12)**	**$ (69,960.70)**	**0.00%**

Oregon Cascades West Council of Governments

Community Services Program

Consolidated Budget FY2019-2020

2017 Actuals	2018 Actuals	2019 Adopted	Estimated Actuals	Description	FTE	2020 Proposed	RSVP	Veterans	Meals on Wheels	Special Contracts & Grants	Meals Reserve
0	0	0	0	Clerical Specialist	0.50	18,195	0	18,195	0	0	0
0	0	5,968	3,096	Contracts Coordinator	0.11	4,900	1,225	1,225	1,225	1,225	0
33,860	63,254	58,057	54,174	Eligibility Specialist	1.23	56,974	0	56,974	0	0	0
0	0	0	20,515	Money Management Coordinator	1.00	43,287	0	0	0	43,287	0
0	0	3,422	20,389	Extra Hire		0	0	0	0	0	0
184,611	184,279	194,780	197,956	Meal Site Manager 3	5.10	192,164	0	0	192,164	0	0
13,191	20,837	18,917	17,828	Relief Site Manager		25,000	0	0	25,000	0	0
61,304	65,055	70,206	0	RSVP Supervisor		0	0	0	0	0	0
0	21,611	58,228	50,060	Senior Meals Supervisor		0	0	0	0	0	0
39,662	37,448	44,389	43,592	Senior Meals Coordinator	1.00	38,148	0	0	38,148	0	0
57,878	31,684	49,510	20,000	Veterans Service Officer	1.00	47,419	0	47,419	0	0	0
893,891	**998,185**	**1,212,205**	**1,096,481**	**PERSONNEL**	**14.49**	**1,284,929**	**278,341**	**223,678**	**643,668**	**139,242**	**-**
5,378	2,658	2,750	5,200	Advertising		5,900	3,000	2,500	250	150	0
10,089	14,111	12,000	12,000	Auto Expense		12,000	0	0	12,000	0	0
564	576	500	600	Bank Charges.		645	0	0	645	0	0
4,996	3,074	900	1,450	Board/Comm/Meeting Expense		1,550	1,000	250	300	0	0
9,520	5,635	13,070	16,410	Computer Maint./Equipment		5,646	1,200	1,000	2,000	1,446	0
974,281	995,758	1,203,072	1,296,133	Contract Expense		1,244,390	1,500	11,500	987,600	243,790	0
7,294	6,575	8,000	8,250	Copying		8,750	4,300	2,000	2,200	250	0
790	1,897	2,075	1,795	Dues and Memberships		2,350	600	1,500	250	0	0
55,798	64,109	77,545	80,762	Finance Indirect		71,608	9,377	12,477	43,477	6,277	0
102,742	128,162	153,628	160,002	Indirect Expense		146,503	19,185	25,527	88,948	12,843	0
0	5,344	2,000	1,850	Furniture & Fixtures		2,500	0	1,000	1,000	500	0
2,027	2,554	2,697	3,682	Insurance		3,750	2,500	0	1,250	0	0
2,200	2,291	3,200	3,200	Janitorial Expense		3,200	0	3,200	0	0	0
0	300	0	0	Legal Expenses		0	0	0	0	0	0
8,005	5,884	8,650	9,650	Licenses and Fees		15,159	2,000	3,500	8,500	1,159	0
16,943	20,595	18,150	27,825	Maintenance and Repair		23,500	500	1,000	4,500	0	17,500
35	0	0	35	Marketing Expense		0	0	0	0	0	0
18,554	18,143	17,750	16,250	Meal Delivery Travel		17,750	0	0	17,750	0	0
4,905	2,014	3,550	3,025	Postage		3,525	600	375	2,500	50	0
1,630	4,975	4,510	4,850	Printing		5,100	1,000	1,000	3,000	100	0
54,779	55,949	65,559	67,310	Rent		78,429	14,211	11,353	48,750	4,115	0
82,263	88,200	85,777	113,884	Stipend		143,884	143,884	0	0	0	0
21,471	18,302	22,268	32,491	Supplies		27,000	15,000	3,500	7,000	1,500	0

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CDBG 2020 Application
Signs of Victory

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City of Albany CDBG Grant Activity Application Overview

Application Information

Applicant (organization name) Signs of Victory Mission

Contact Person:George Matland/ Virginia Meehan E – mail virginiasov@aol.com

Mailing Address: P.O. Box 186 Albany, Oregon 97321

Phone: George (503) 510 – 8387 Gale (541) 405 – 9913

Agency Website: signsofvictoryministries.com

Dun# 066599133 EIN# 93-0815600

Organization's Mission Statement:

Signs of Victory's Mission is to provide the basic necessities of shelter, clothing, hygiene and nutritional food to the individua(s) in need with dignity. To re-educate with the values of self-sufficiency, self – esteem and the merit of an ongoing work ethic; to regain ones independence and ones place in society. The preservation of the family structure. To alleviate suffering of our fellow mankind.

Proposal Summary

Activity / Program, Name : Signs of Victory Mission

Activity Location: 450 11th Ave SW Albany, Oregon 97322

Proposal Summary:

Proposal Summary is to continue to provide Emergency Shelter to single men, single women and families with children. To continue to provide 3 meals a day. Shelter operates 7 days a week, 365 days a year. Current bed space 110 beds. Expected performance measure is 95% occupancy; 105 individuals per night. Formula: 105 individuals per night X 30 days (one month) = 3,150 lodgings per month; monthly lodgings X 12 months = 37,800 overnight lodgings per year. Target clientele are homeless poverty level and below poverty level Individuals and families with children. Performance anticipated is 37,800 overnight lodgings per year. Anticipated individuals; 36,000 individuals will benefit from the continued operation of this emergency shelter.

ACTIVITY BUDGET FOR WHICH CDBG FUNDS ARE BEING REQUSTED

CDBG Funding Requested	**$ 40,000**
Leveraged Funds / Resources	**$87,000**
Total Activity Budget	**$127,000**

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CDBG Application Narrative:

Activity Description:

Activity conform with Albany's 2018 – 20202 Consolidated Plan goals and strategies by the activity in that it conforms with GOAL 3: Reduce and prevent homelessness by providing housing and public services and GOAL 4: Provide Albany's special needs and low and moderate - income residents with needed public services by supporting agencies that serve highly vulnerable and underserved populations such as unaccompanied youth, persons with disabilities, homeless, elderly. And agencies that further fair housing.

Community needs that will be addressed by the proposed activity; the project addresses an identified gap in community needs and is a proven effective strategy to improve conditions and / or solve an identified problem. The project provides benefit to demographic group that has a need documented in the City of Albany CDBG 2018 – 2020 Consolidated Plan. Project serves Albany's vulnerable and underserved residents, extremely low – income (30% of area median income, AMI) or low – income residents (50% of AMI). Agency embraces and demonstrates diversity with its organization and the project promotes inclusiveness and diversity. Activity provides a quantifiable increase in the level of an existing service. It benefits low or moderate – income residents or presumed low – income residents.

Project meet s CBDG National Objective 24CFR 570.208 (a) (1) in that it benefits low/ mod area benefit – Activities provides benefits that are available to all residents of a particular are at least 51% of whom are low/ mod income. 570.208 (a) (2) Low / mod limited clientele, at least 51% of whom are low/ mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.URG 570.208 (c) Urgent Need – Activities that alleviates emergency conditions of recent origin which poses a serious and immediate threat to health or welfare of the community.

Activity will alleviate suffering of low/ moderate income by providing Emergency Services taking individuals and families off the streets and out of danger physically and mentally.

Project addresses inclusiveness with the capability of addressing the needs individuals who have a wide range of physical and mental disabilities and needs. Facilities are ground level with wheel chair access in and out of buildings. Mental health and mental disabilities are identified and addressed; help and assistance provided through professional help with Linn County Mental Health. Diversity is address in language with onsite interpreters. Culturally, diversity is addressed through identifying ethnic background and heritage.

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Project Feasibility – Readiness to proceed

There are no barriers that need to be addressed to be able to proceed. Signs of Victory Mission is capable and possesses the administrative capacity to govern this project. Current Directors have 38 years experience.

Organizational Capacity and Activity Sustainability

Current Directors and Staff have previously demonstrated their ability to conduct similar projects with great success. Thirty – eight years experience founding and running Signs of Victory Mission. Signs of Victory has previously received CDBG funds and federal funds and has demonstrated the capability of receiving, record keeping and administrating funds.

Other agencies and partners for this activity / project are Linn County Mental Health partners with Signs of Victory and is vital to the project with their expertise on mental health and other disability issues. CHANCE partners with Signs of Victory providing help with clients acquiring ID, birth certificates. We also receive clients referred through CHANCE.

Signs of Victory embrace and demonstrates diversity within its organization. This is evident in the diverse ethnic background of staff, Directors and Board Members. Diversity is welcomed and embraced.

5.4 Proposed Activity Budget

Provide the activity budget describing total cost, cost per task, existing (secured) project funds and unfunded costs. (DO NOT PROVIDE THE FULL AGENCY BUDGET HERE JUST THE ACTIVITY BUDGET.) Identify any and all source(s) of funding. This would include other Federal and State grants and loans, monetary donations, in-kind contributions, volunteer labor, donation of materials and supplies, etc. **Use the template provided below or your own as long as the same information is provided.**

Activity/Project Budget Summary (See 24 CFR 570 Subpart J)			
Estimated Total Cost of Activity:	**$127,000**		
CDBG Funding Requested for Activity:	**$ 40,000**		
Total Number of People/Households Served:	**36,000 individuals**		
Total Cost per Person/Household:	**$ 3.53 per person**		
Total CDBG Cost per Person/Unit	**$ 1.11 per person**		
Describe Source of Other Funds:	**Amount**	**Secured**	**Tentative**
Federal: **contract**	**36,000**	**yes**	
State:			
Local:			
Donations/Private:**trees, pallets Fundraising**	**40,000**	**yes**	
Grants:/**Contributions**	**11,000**	**yes**	
Loans:			

Activity Budget Detail (Non-Development Activities)			
Specific Cost *Item/Description*	**CDBG Amount Requested**	**Other Funds Amount**	**Total Amount** *CDBG + Other Sources*
Bldg	**$9,057**	**$19,745**	**$28,800**
Utilities	**6,046**	**13,181**	**19,227**
Hygiene,Laundry, Cleaning	**1,132**	**2,468**	**3,600**
Food Service	**1,019**	**2,22`1**	**3,240**
Food Cost	**19,685**	**18,715**	**38,400**
Transportation	**2,011**	**4,385**	**6,396**
Property Ins./ Loan Repayment (CARa)	**1,050**	**2,287,24,00**	**3,337/ 24,000**
Total	**$40,000**	**$87,000**	**$127,000**

COMMUNITY DEVELOPMENT
333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

F. PROGRAM/ACTIVITY STAFFING

Identify the names of staff participating in the proposed program or activity, their role, experience they have in this role, their title, and the expected FTE on the project. Please make sure to identify the person responsible for collecting program performance data and preparing the quarterly reports for the City.

Staff Member	Background of Personnel and Role in Activity
Name: George R. Matland, Jr Title: Director FTE on This Project: 54-60hrs weekly	One of three founding members of Signs of Victory Mission 37 yrs experience w/ transient & homeless population. Serves on Heart Board, LLAC, CAC & CCC Boards. Ordained minister, Aug 05, 1970. Oversees all aspect of Project.
Name: Virginia Gale Meehan Title: Assistant Director FTE on This Project: 54-60hrs weekly	Responsible collecting prgm. data & preparing quarterly Reports for City of Albany. One of three founding members of Signs of Victory Mission. 37 yrs. experience w/ transient & homeless Population. Trauma 101; Assoc Business Degree
Name: Kacy Mitchell Title: Women's Dept Manager FTE on This Project: 40hrs weekly	5 yrs. experience managing shelters. Oversees all Aspects of Womens Dept care. Manages clients apptmn & Schedule. See to check-ins hygiene needs. Works w/ Linn Co Mental Health
Name: Steve Mullinan Steve Ison Title: Mens Dept Manager FTE on This Project: 40hrs weekly	Responsible for IN-Takes, Assist w/ Clients Apptmns & Schedule. Help distribute bedding, hygiene articles. Responsible for the well-being & function of Men's Department

SIGNS OF VICTORY MINISTRIES

FINANCIAL STATEMENT YEAR 2018

INCOME:

Pallet Program – 51,840

Contributions – 94,364

Grants - $80,000

Fundraising (Special Events) - $15,284

Christmas Trees - $60,000

Lodgings - $46,000

In – Kind Contributions - $20,000

Total Income - $367,488

EXPENSES:

Bldg. & Facilities - $75,240

Utilities - $41,082

Food & Food Related - $82,368

Transportation - $20,138

Merchandise (office) - $4,000

Repair & Upkeep - $11,703

Pallet Supplies - $2,870

Christmas Trees & Related Supplies - $26,000

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City Installment - $29,000

Total Expenses - $292,401

SIGNS OF VICTORY MINISTRIES

Budget for the Year 2019

INCOME:

Pallet Program - $54,432

Contributions – 99,082

Grants - $84,000

Fundraising (Special Events) - $16,048

Christmas Trees - $63,000

Lodgings - $50,300

In – Kind Contributions - $24,000

Total Income - $390,862

EXPENSES:

Bldg & Facilities - $79,000

Utilities - $ 43,136

Food & Food Related - $86,486

Transportation - $ 21,145

Merchandise (office) - $4,200

Repair & Upkeep – $12,288

Pallet Supplies - $3,014

Christmas Trees & Related Supplies - $27,300

Total Expenses: $276,569

SIGNS OF VICTORY MINISTRIES

Volunteer Board Roster

1. **George R. Matland, Jr.**
   Address: 18693 Old Mehama Rd
   Stayton, Oregon 97383
   (503 510 – 8387
   Attended Mt. SAC College ; California
   Ordained minister August 05, 2018
   Serves on the following Boards:
   LLAC – OHP Advisory Board for Linn County
   HEART Board – Advises City Council on Homelessness &
   The conditions of Homelessness in Albany, Oregon
   CAC Board – Regional Health Advisory for Linn, Lincoln and Benton County
   CCC Advisory Board – Advisory to IHN – CO
   CAAC Board – Community Action Advisory Council
   Through C.S.C.

   Listed as an Advisor to Linn County

2. **Virginia Gale Meehan**
   Address: 640 Main St. S.E.
   Albany, Oregon 97321
   (541) 405-9913

   Attended Hartcourt University Associates Degree Business

   Ordained minister May 20, 2005

   Certificate of Completion Tobacco Free Program May 22, 2015

   Regional Research Institute Portland State University

   Trauma Informed Practice 101 September 29, 2015

   Linn County Public Health Continuity Planning Program February 08, 2018

3. **Pete Torres**
   Address: 1902 Ravenwood Dr. N.W.
   Albany, Oregon 97321
   (541) 760 – 2373
   Employed with Pacific Power and Light
   Prison Outreach Ministry

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4. **Richard King**
   Address: 1200 Salem Ave. S.E. # 12
   Albany, Oregon 97321
   (541) 570 -8953
   Graduate Corvallis High School
   Professional Driver
5. **Priscilla Matland**
   Address: 18693 Old Mehama Road
   Stayton, Oregon 97386
   (971) 304 – 8115
   Registered Nurse
   Employed Albany Hearing; Albany, Oregon
   Teaches Childrens Ministry – Signs of Victory

Other			
TOTAL			

EXHIBIT A - REQUIRED CDBG CERTIFICATIONS

Signature of Applicant Representative with Binding Authority below certifies the following statements:

- Applicant has no conflict of interests with any City of Albany appointed or elected representatives and does not employ City appointed or elected representatives or their families.
- Applicant will comply with all applicable federal requirements, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non□Discrimination, Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 Subpart K (CDBG Entitlement Grants).
- Authorized official certifies this CDBG application package has been reviewed and all information provided in this application and attachments is true and correct.
- If funded, sufficient funds are available from non-CDBG sources to complete the project, as described.

Signs of Victory
Agency Name

P.O Box 186 Albany, Or 97322
Mailing Address

George R. Matland, Jr.
Authorized Signature

12/4/19
Date

George R. Matland, Jr.
Printed name

Director
Title

06-659-9133
Duns Number

93-0815600
Taxpayer Identification No. (T.I.N.)

EXHIBIT B - NON-COLLUSION AND CONFLICT OF INTEREST CERTIFICATION

The undersigned hereby proposes and, if selected, agrees to furnish the services described in accordance with this Request for Applications, Exhibits, Attachments, and Addenda, if applicable, for the term of the Agreement and certifies that the Applicant is not in any way involved in collusion and has no known apparent conflict of interest in submitting an Application.

Certifications

Non-Collusion. The undersigned Applicant hereby certifies that it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Applicant, potential Applicant, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Applicants or potential Applicants, or to secure through any unlawful act an advantage over other Applicants or the City.

Discrimination. The undersigned Applicant has not discriminated and will not discriminate against any minority, women or emerging small business enterprise or against a business enterprise that is owned or controlled by or that employs a disabled veteran in obtaining a required subcontract.

Conflict of Interest. The undersigned Applicant and each person signing on behalf of the Applicant certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the City Council, officer, employee, or person, whose salary is payable in whole or in part by the City, has a direct or indirect financial interest in the award of funds, or in the services to which this Application relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Application to furnish all work, services, systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Applications, Addenda, Agreement, Exhibits and Attachments, and associated inclusions and references, specifications, Application, clarifications, exceptions which are acceptable to the City, and all other Applicant's submittals.

Furthermore, Applicant must disclose any real or perceived conflict of interest, current or past relationships with City of Albany employees, appointed or elected officials associated with this program.

Disclosure:

_____

Section 3 Business or Individual *(check applicable box)*: Yes No

Disadvantaged, Minority, Emerging Small Business (DMESB) *(check applicable box).* Yes No

Signature Block

The Applicant hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signs of Victory
Applicant's Agency Name

(503) 510-8387
Telephone Number

George R. Motland, Jr.
Signature

12/4/19
Date

EXHIBIT C - EMPLOYEE BACKGROUND CHECK PROGRAM CERTIFICATION

Applicants shall demonstrate and disclose to the City of Albany that the organization has an Employee Background Check Program in place before a public contract can be signed and executed.

Therefore, by signing this Certification, the Applicant does hereby certify and confirm that, as a Subrecipient of the City of Albany's Community Development Block Grant funds, that the organization has an Employee Background Check Program in place.

ORGANIZATION: Signs of Victory

BY: George R. Mallard Jr.

TITLE: Director

DATE: 12/4/19

EXHIBIT D - APPLICANT REPRESENTATIONS AND CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITIES

The Applicant certifies to the best of its knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or Applications by and federal, state or local entity, department or agency;
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, of local) contract embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in Paragraph 2 of this certification;
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract;
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract; and
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

If Applicant is unable to attest to any of the statements in this certification, Applicant shall attach an explanation to the Application. The inability to certify to all of the statements may not necessarily preclude the Applicant from award of a contract under this procurement.

ATTESTATION:

SIGNATURE OF AUTHORIZED PERSON:
(notarization is not required)

Signature: _____ Date: _ George R. Matland, Jr. 12/4/19

Print Name and Title___ George R. Matland, Jr.

Contact Person:_____ Virginia Meehan

Phone: _____ Email: _ (541)405-9913 virginiasor@aol.com

EXHIBIT E – CERTIFICATION OF INSURANCE REQUIREMENTS

All Subrecipients shall at all times maintain insurance in the coverage limits note below at Applicant's expense.

Preferred limits below may be adjusted on a case by case basis.

Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage in accordance with ORS Chapter 656 or Construction Contractors Board for all subject workers. Subrecipient and all subcontractors with one or more employees must have this insurance unless exempt under ORS 656.027.

Employer's Liability Insurance with coverage limits of not less than $1,000,000 must be included. If Subrecipient does not have coverage, and claims to be exempt, Subrecipient must indicate exemption within their Application submittal with qualified reasons for exemption, see ORS 656.027. Out-of-state Contractors with one or more employees working in Oregon in relation to this contract must have Workers' Compensation coverage from a state with extraterritorial reciprocity, or they must obtain Oregon specific Workers' Compensation coverage ORS 656.126.

Commercial General Liability insurance with coverage satisfactory to the City on an occurrence basis. Combined single limit shall not be less than $2,000,000 per occurrence for Bodily Injury and Property Damage and annual aggregate limit for each shall not be less than $3,000,000. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). Annual aggregate must be on a "per project basis".

If this box is checked, the limits shall be $1,000,000 per occurrence and $2,000,000 in annual aggregate.

If this box is checked, the limits shall be $5,000,000 per occurrence and $5,000,000 in annual aggregate.

X Required by City Not Required by City *Insurance needs City review and approval.*

If Sexual Abuse and Molestation coverage is excluded under the Commercial General Liability policy, evidence of separate Sexual Abuse and Molestation coverage of not less than $1,000,000 per claim, incident or occurrence and $2,000,000 in the aggregate must be provided.

Insurance needs City review and approval.

Commercial Automobile Liability covering all owned, non-owned, or hired vehicles. Coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Combined single limit per occurrence shall not be less than $2,000,000.

If this box is checked, the limits shall be $1,000,000 per occurrence.

If this box is checked, the limits shall be $5,000,000 per occurrence.

X Required by City Not Required by City *Insurance needs City review and approval.*

Coverage must be provided by an insurance company authorized to do business in Oregon or rated by A.M. Best's Insurance Rating of no less than A-VII or City approval. Subrecipient's coverage will be primary in

the event of loss. Subrecipient shall furnish a current Certificate of Insurance to the City. Subrecipient shall provide renewal Certificates of Insurance upon expiration of any of the required insurance coverage. Subrecipient shall immediately notify the City of any change in insurance coverage. The certificate shall also state the deductible or retention level. The City must be listed as an Additional Insured by Endorsement of any General Liability Policy on a primary and non-contributory basis. Such coverage will specifically include products and completed operations coverage. The Certificate shall state the following in the description of operations: "Additional Insured Form (include the number) attached. The form is subject to policy terms, conditions and exclusions". A copy of the additional insured endorsement shall be attached to the certificate of insurance. If requested complete copies of insurance policies shall be provided to the City. Certificate holder shall be: City of Albany, P.O. Box 490, Albany, OR 97321.

Applicant's Acceptance: _____