



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

FROM: Sherilyn Lombos, City Manager 

DATE: November 15, 2010

SUBJECT: WORK SESSION FOR NOVEMBER 22, 2010

5:00 p.m. (30 min) – Transportation Priorities. At the October 10th meeting Councilor Beikman brought up that the Washington County Coordinating Committee (WCCC) is working on the federal transportation priorities that will be advocated for during the upcoming JPACT D.C. trip. Tonight's discussion will focus on the prioritization process that the WCCC will use and what projects we have that should be included.

Aerial photo added - 95th/Boones Ferry Rd Intersection & Project Area

Action Requested: No specific action is requested.

5:30 p.m. (30 min) – Allocation of Funds to Outside Agencies. The FY 10/11 budget includes \$15,000 to be allocated to outside agencies. Staff solicited proposals; attached are the responses and requests. Also attached is a spreadsheet with information from past years.

Action Requested: Direction as to how to allocate the funds to outside agencies.

6:00 p.m. (30 min) – Utility Undergrounding. At the October 25th work session you discussed the issue of undergrounding utilities (both for new areas not yet annexed as well as for areas already in town). Several questions were raised including the cost difference between moving poles as part of a project versus putting the utilities underground, and what benefits come with undergrounding utilities. Attached is information that will be discussed.

Action Requested: No specific action is requested.

6:30 p.m. (20 min) – Council Meeting Agenda Review, Communications & Roundtable. This is the opportunity for the Council to review the agenda for the November 22nd City Council meetings and take the opportunity to brief the rest of the Council on any issues of mutual interest.

Upcoming Council Meetings & Work Sessions: Attached is a three-month look ahead. If you have any questions, please let me know.

Dates to Note: Attached is the updated community calendar for the next three months.

As always, if you need anything from your staff, please feel free to let me know.



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager 

FROM: Michael A McKillip, City Engineer 

DATE: November 22, 2010

SUBJECT: Federal FY '12 APPROPRIATIONS AND REAUTHORIZATION
EARMARKING

ISSUE BEFORE THE COUNCIL:

Discuss Tualatin priorities for projects to receive FY '12 Federal appropriations and reauthorization earmarks.

BACKGROUND:

Each year the Portland Metro Region prepares materials for projects to receive federal funding through the reauthorizations and appropriation process. These materials are the basis for a delegation of elected officials to visit our Congressional Delegation in March.

This year the local process for identifying projects is starting earlier than in past years. There are two main criteria that projects must meet to receive funding in this process.

Projects must be in the Financially Constrained Regional Transportation Plan.

Projects must be able to be "obligated" by the end of FY '12.

Obligated means the project has received Environmental Approvals, Right of Way has been acquired, Design is complete and the Construction Contract is ready to be awarded to the successful bidder.

John Valley from Senator Merkley's office attended the last WCCC TAC and Policy Group meetings. He indicated that Senators Merkley and Wyden will be sending out their joint request for projects around the first of 2011. They will be soliciting projects from all funding sources not only transportation. If we have projects to submit we should be meeting with John so he is familiar with the details of the project before we submit it. The senators are also looking for "capstone" vs "cornerstone" projects. The best projects will be the ones that receive the last bit of funding needed to start construction. John indicated that there is not a hard limit on the federal funds that a project can receive through his process. Projects seeking over \$1 Million will need to be very good projects. Construction jobs are a priority, not planning and engineering jobs.

The list of potential projects submitted last year included preliminary engineering work on 124th. Recently Washington County has funded preliminary engineering work on 124th

MEMORANDUM: Title

Date of Meeting

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through the MSTIP program. In looking at the finically constrained projects there does not appear to be any Tualatin projects that could meet the "obligated" criteria.

One project that appears to meet the criteria is the Commerce Circle/95th intersection project in Wilsonville. See the attached information form Wilsonville.

RECOMMENDATION:

Council discusses the process and projects and provide direction.

- Attachments:**
- A. October 25, 2010 memo from Andy Cotugno
 - B. List of projects from last year's discussion
 - C. Map of Financially Constrained project in the Tualatin area
 - D. Information from Wilsonville on Commerce Circle/95th project



Metro | Memo

Date: October 25, 2010
To: JPACT
From: Andy Cotugno
Subject: Federal FY '12 appropriations earmarking and reauthorization earmarking

FY '12 APPROPRIATIONS:

This is a proposal for developing the appropriations earmark requests for endorsement by JPACT for the FY '12 transportation appropriations bill. With the continued shrinkage of earmarking opportunities, the approach is proposed to be simpler than last year without the added step of prioritizing within Congressional District boundaries. The JPACT trip to Washington, DC is scheduled for March 8 - 10.

1. As in the past, the list of earmarking requests for federal appropriations should be narrowed down to 2-per jurisdiction or group of jurisdictions as follows:
 - Portland
 - Multnomah County and Cities of Multnomah County
 - Clackamas County and Cities of Clackamas County
 - Washington County and Cities of Washington County
 - TriMet
 - Metro
 - ODOT
 - Port of Portland
2. Project selection criteria should include:
 - Requests should be of an amount consistent with what can likely be earmarked (generally around \$500,000 to \$1 million)
 - Consistency with interests of member of Congress
 - Job creation during construction and on-going support of permanent jobs
 - Project readiness – funds must be able to be obligated by the end of FY 2012; there are no significant technical, environmental, financial or political hurdles that could hold up obligating funds
 - Inclusion in the financially constrained element of the new RTP
 - Non-federal funds should be identified
 - Ability to proceed with a partial earmark (must include a written approach to implementation with a partial earmark)
 - Likelihood of proposed category to be successfully earmarked (particularly those that are not oversubscribed)
3. There should be a written explanation describing how this request links to a broader strategy, including the relationship of the project to the region's broader land use and transportation improvement strategy and the relationship of these funds to other federal, state or local funds.

REAUTHORIZATION PRIORITIES:

- Emphasize the importance of adopting a new six-year authorization bill soon. The bill should be structured based upon the policy initiative established through the bill pending before the House T&I Committee.
- Support a substantial increase to the revenue base, both to address current shortfalls now being supported by transfers from the General Fund and to provide for an increase in the program.
- Support the House Transportation and Infrastructure Committee bill as the framework for the new authorization bill. In particular, support the following program structure elements:
 - Creation as the region's highest priority of a new discretionary Metropolitan Mobility and Access Program;
 - Support for other improvements in the bill, including:
 - Creation of a new competitive "Projects of National Significance" program from which the region would seek the federal share of the highway elements of the Columbia River Crossing Project.
 - Strong linkage to a Climate Change policy direction;
 - Incorporation of a "practical design" directive;
 - Continuation of the current Surface Transportation Program (STP) and Congestion Mitigation/Air Quality (CMAQ) Programs;
 - Consolidation of the current Interstate, National Highway System (NHS) and Highway Bridge Repair and Replacement Program (HBRR) into a program to maintain a "Good State of Highway Repair;"
 - Creation of a new Freight Improvement Program;
 - Significant program improvements and substantial increased funding in the New Starts and Small Starts Programs;
 - Consolidation of several smaller programs into a new Critical Access (transit) Program;
 - Consolidation of several smaller programs into a comprehensive Safety Program.
 - Creation of an Active Transportation Program;
 - Continue to seek refinements in the bill through the remainder of the House and Senate authorization bill process based upon the adopted policy direction last year.
 - Support adoption of the Livable Communities Act of 2010.
- Attached are the project priorities adopted by Resolution No. 10-4124. This list should be updated to reflect most recent cost estimates and account for funding contributions through the American Recovery and Reinvestment Act, the MTIP, STIP and local sources.

Congressional District 1 – Wu¹

Project Number	Project Description	Sponsor	Local Priority ²	Funding Request (\$millions)	Numerical Ranking Justification Notes
New Starts/Small Starts					
NS-2	Barbur Blvd/99 W HCT	TriMet/Metro	Not ranked	\$2.50	
NS-3	Hillsboro to Forest Grove HCT	City of Forest Grove	Medium + (#5)	\$0.50	Alternative analysis rather than construction activity. Not a high regional priority at this time so may be more appropriate for later earmarking
Transit					
T-1	TriMet Bus Replacement	TriMet	Not ranked	\$15.82	
Road/Street/Bridge/Highway					
T-5	OR 217 Improvements	Washington County	High - (#2)	\$4.00	Construction project dealing with significant Hwy. 217 congestion and safety issues, phaseable to earmark amount received. Some questions about project deliverability.
T-6	U.S. 26 - Helvetia/Brookwood Parkway Interchange Improvement Project (TIGER) ³	Port of Portland/City of Hillsboro	Not ranked	\$2.00	
T-7	99W/Elwert/Kruger/Sunset Intersection Safety Improvements	City of Sherwood	Medium + (#4)	\$1.00	Design and right-of-way rather than construction request providing safety benefits for all modes
T-8	OR 8/OR 10/Beaverton-Hillsdale Hwy @ Hwy. 217 Adaptive Signal Control System	City of Beaverton	High (#1)	\$0.75	Ready to implement construction project benefiting Hwy. 217 and other state arterial roads. Phaseable to earmark amount
T-13	OHSU Campus Drive Safety and Accessibility Improvements	OHSU (Portland)	Not ranked	\$0.46	
T-15	95th/Boones Ferry/Commerce Circle Intersection Improvements	City of Wilsonville	Medium + (#3)	\$1.25	Construction project serving high employment area. Lack of scalability or backfill funding may preclude project deliverability in the event of partial earmark award.

(more information on back)

10/25/2010

C:\Documents and Settings\doriam\Local Settings\Temporary Internet Files\OLK457\District 1 List with Rankings2.docx

NA	124 th Ave. Extension	Wash. Co/Tualatin	Medium (#6)	\$4.00	Design rather than construction project where lack of prior work and major issues could jeopardize project deliverability. Probably more appropriate as Authorization or FY2012 Appropriations request.
Active Transportation (bike/pedestrian/trail)					
T-17	Fanno Creek Regional Trail Infill	City of Tigard	Medium (#7)	\$0.800	Construction project, but traditionally not a category of high interest for earmarking
T-21	Project Development for trail/bike projects in pending TIGER application, including: <ul style="list-style-type: none"> Last Mile Transit Connection, Hillsboro (TIGER)³ 	Metro	Not ranked	\$2.00	

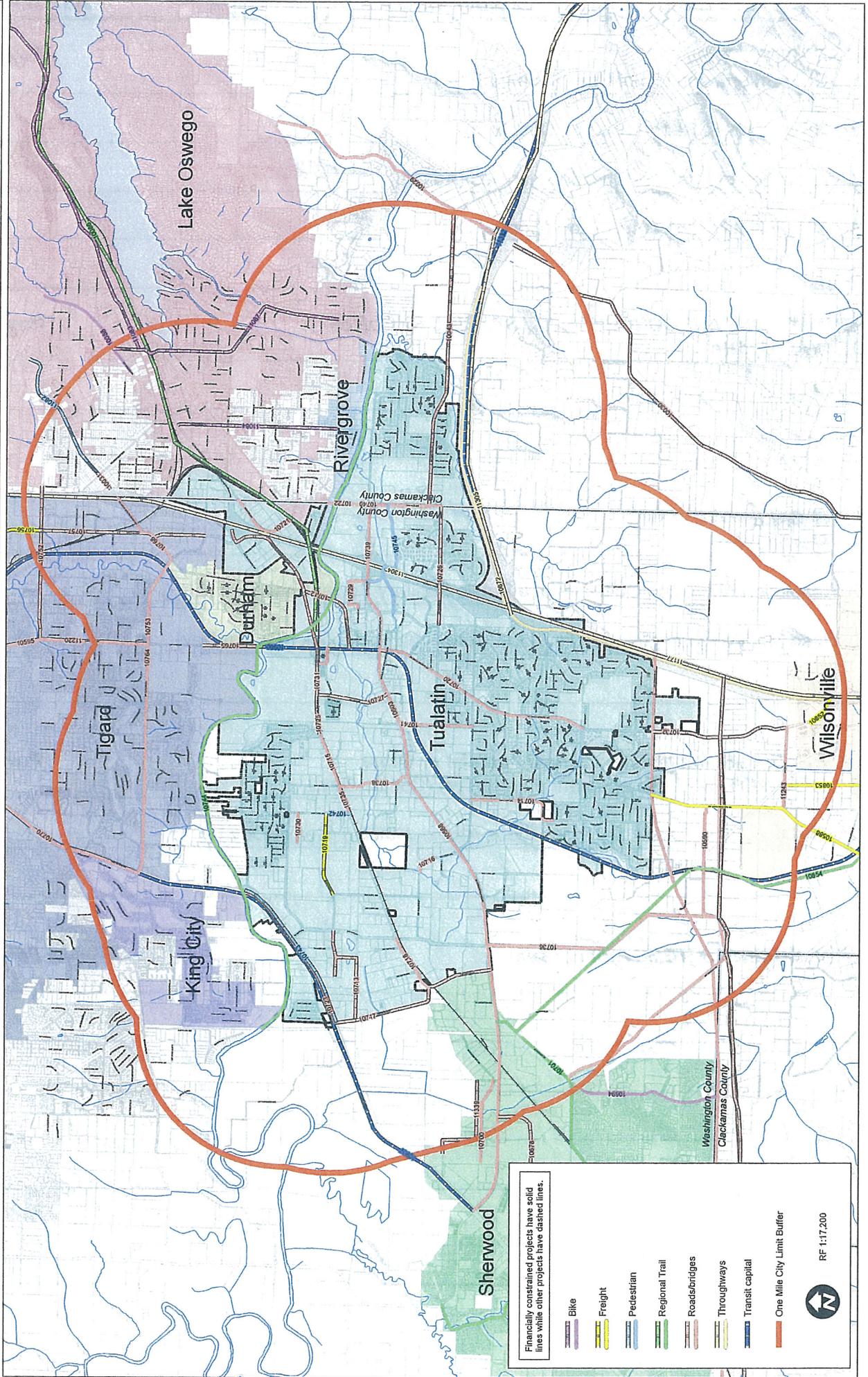
¹Projects subject to change after each jurisdiction or group of jurisdictions narrow their priorities to 2 each.

²Projects with Not Ranked did not have Washington County or one of its cities as a primary sponsor, and were not assigned a local priority by County staff. These projects do not count against Washington County's two project maximum submittal.

³May be dropped if TIGER grant is awarded.

(more information on back)

2035 Regional Transportation Plan



DRAFT APPROPRIATIONS REQUEST FISCAL YEAR 2012

*Prepared for TMAC Retreat
November 5, 2010*

CITY OF WILSONVILLE PROJECT

Project Name: 95th Ave/Boones Ferry Rd/Commerce Circle Intersection Improvements

RTP Project # : 10852

Purpose: Reduce congestion and increase freight capacity on primary industrial arterial that is located immediately adjacent to I-5/North Wilsonville interchange.

Improve freight access into Metro-designated regionally significant industrial lands (RSIA) of Coffee Creek Industrial Area and Tualatin's Basalt Creek Zone.

Description: Construct dual left-turn and right-turn lanes; improve signal synchronization, access management and sight-distance. ROW needed for future ODOT project also purchased.

Status: Capstone project that is shovel ready — City has spent \$750,000 to purchase ROW, prepare plans and develop IGA with ODOT.

County: Washington

Congressional Dist: #1

Estimated Cost: \$2.25 million

FY2012 Request: \$1.0 million – FHWA Transportation, Community & System Preservation (TCSP) Program

Contact: Mark Ottenad, Public/Government Affairs Director
City of Wilsonville
503-570-1505; ottenad@ci.wilsonville.or.us

The City of Wilsonville

July 2007 Aerial Photo



0 500 Feet

February 2009

Coffee Creek Industrial Area

Willamette Resources Inc

Interstate Trucking

Subject Intersection and Project Area

Commerce Cir

Commerce Cir

Ridder Rd

95th Ave

Boones Ferry Rd

Chevron

Holiday Inn

15 South Off Ramp

15 South On Ramp

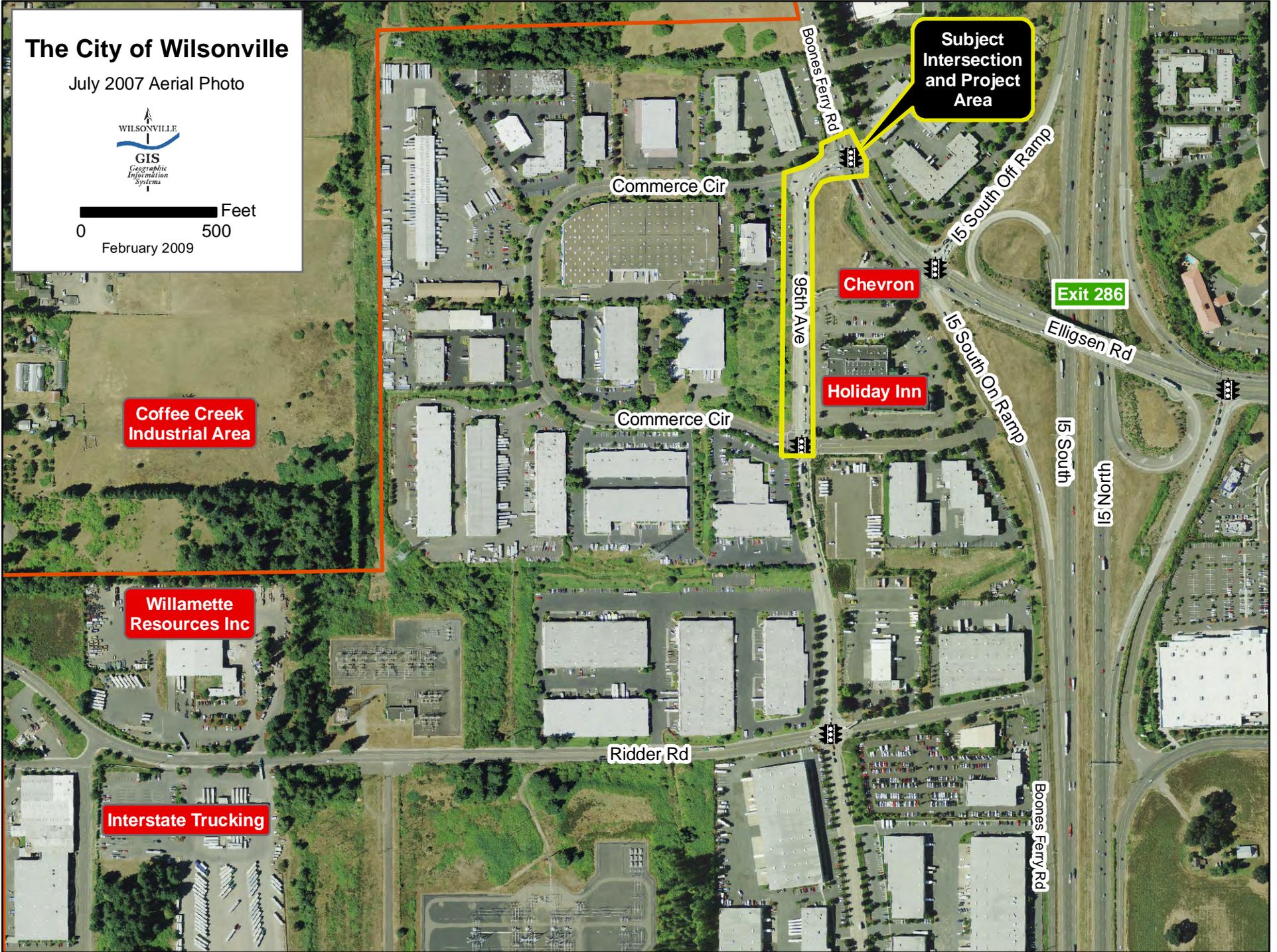
Exit 286

Elligsen Rd

15 South

15 North

Boones Ferry Rd





STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Maureen Smith, Executive Assistant *MSmith*

DATE: November 22, 2010

SUBJECT: OUTSIDE AGENCIES ALLOCATION OF FUNDS

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to review the funding requests from Outside Agencies for the current fiscal year and provide direction on award amounts.

EXECUTIVE SUMMARY:

Tualatin opened its grant process in September, 2010. A letter of invitation, along with the application, was e-mailed to all organizations that received funding in FY 2009-10. Information was also available on our website to all interested organizations.

Applications received by the City of Tualatin for the current fiscal year are copied and enclosed for Council's review.

OUTCOMES OF DECISION:

If Council provides direction on allocation of funds, then staff will disburse checks accordingly. If Council does not provide direction, the funds will remain in the budget.

FINANCIAL IMPLICATIONS:

\$15,000 is currently budgeted for allocations to outside agencies.

Attachments:

- A. FY 2010-2011 requests spreadsheet
- B. Outside Agencies disbursement history
- C. Applications received

Outside Agencies 2010-2011 Funding Requests

Organization	Amount Requested	% of Tualatin Residents Served in 2009/10	Target Population	Specific Use
Community Action Org.	\$5,000	3-8%	Low-income residents of Tualatin & Washington County	Emergency rental assistance
Domestic Violence Resource Center	\$3,000	4%	Survivors of domestic violence of all genders, ages, ethnicities, & religion	Supplement to general fund budget
Good Neighbor Center	\$2,000	Varies as many are homeless with no address	Homeless families	Supplement to general fund budget
Sexual Assault Resource Center	\$1,000	Varies as services are available equally to all Washington Co. residents	Adolescent & adult survivors of recent or past sexual assaults	Emergency service expenses for clients in need of prescriptions, food, rental assistance, etc.
Tigard-Tualatin Family Resource Center	\$4,500	36%	Tigard-Tualatin School District families as well as parents with children 0-5 that will eventually enter into the school district	To fund additional staff hours during the summer and to provide outreach to schools
Tualatin School House Pantry	\$4,000	90%	Low-income families	Toward the general budget
Washington County Bicycle Transportation Coalition	\$1,000	15%	Geared toward young bicycle riders by promoting activities by bicycle that are safe, fun, & healthy	Toward purchase of enclosed trailer to transport bikes to conduct Smart Cycling Youth Skills clinics
Total Requested	\$20,500			



City of Tualatin
 18880 SW Martinazzi Avenue
 Tualatin, Oregon 97062-7092
 Main 503.692.2000

REC'D
 CITY OF TUALATIN

SEP 28 2010

MAYOR _____ COUNCIL _____ POLICE _____ ADM _____
 FINANCE _____ COMM DEV _____ LEGAL _____ OPER _____
 COMMSVCS _____ ENG & BLDG _____ LIBRARY _____

FY 2010-2011 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011. Applications are due by 5:00 p.m. on Friday, October 1, 2010.

Agency Name: Community Action
 Address: 1001 SW Baseline St
 City, State, Zip: Hillsboro, OR 97123
 Contact Name: Renee Bruce
 Telephone Number: 503-693-3260
 E-Mail Address: rbruce@caowash.org

1. **Request** (express in whole dollar amounts only)

Cash	\$5,000
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$0
TOTAL REQUEST	\$5,000

2. **What is this specific request for? If it's a supplement to the general fund budget, please state:**

Community Action respectfully requests \$5,000 to be used as emergency rental assistance funds for residents of Tualatin that are facing eviction from their housing as a result of a temporary inability to afford their rent. In program year 09-10, Community Action provided \$26,096 in emergency rental assistance to 54 Tualatin households thus keeping 173 men women and children in their homes. Families experiencing a temporary financial crisis receive up to \$500 to prevent eviction and are connected to other services to help further stabilize their family. One-time, emergency assistance to prevent eviction can save families from facing court fees, credit damage and emotional turmoil that can only make it more difficult to recover from a financial setback.

3. Describe the Agency’s mission:

Community Action’s mission is to work in partnership with the community to assist low-income people to achieve self-determination. To this end, Community Action provides an array of services for families in Tualatin and throughout Washington County.

4. What group of citizens in Tualatin does your organization target?

Community Action offers a variety of services for low-income residents of Tualatin and Washington County. The Emergency Rental Assistance program serves low-income families who have received a 72 hour eviction notice for non-payment of rent and are at risk of losing their housing. Currently, 46% of all Washington County renters pay 30% or more of their income for their housing costs (US Census, American Community Survey). Paying a disproportionate amount of income for housing costs makes families more vulnerable to becoming homeless. One unexpected expense or illness can set into motion a series of events that endangers the self-sufficiency that many families work hard to maintain. The Emergency Rental Assistance program is a cost effective approach to addressing homelessness, stabilizing communities and helping families maintain their self-sufficiency.

4a. What types of services will be provided in the funding request year?

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

Child Care Resource & Referral of Washington County – Connecting families with child care providers and enhancing the quality of child care.

Early Head Start/Head Start – Comprehensive early childhood programs preparing children for educational success.

Energy & Emergency Rent – Helping families stay warm and housed.

Information & Referral – Connecting people to resources.

Opening Doors – Maternity outreach and parenting support helping women to have healthy babies and strengthen parenting skills.

Weatherization – Home improvement and energy education keeping families safe and warm and reducing energy costs.

4b. How many Tualatin residents will be served?

Based on program history, Community Action will provide direct services to approximately 600 Tualatin households representing 1,300 individuals. During Program year 09-10, Community Action assisted 54 Tualatin Households with emergency rental assistance combining City of Tualatin funds with County and Federal resources, including one-time federal stimulus funds, to provide more than \$26,000 of assistance funds to Tualatin residents. Community Action does not anticipate receiving Federal Stimulus funds for the 10-11 program year. With additional City of Tualatin, Community Action will serve approximately 40 Tualatin Households.

4c. What percentage of your operation is dedicated to service *in Tualatin*?

In Program year 09-10 Community Action provided services to nearly 30,000 Washington County households, 3% of those were Tualatin residents. Of the 969 households that received emergency rental assistance during program year 09-10, 6% were Tualatin residents.

5. If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested:

Government	Received Last Year	Requested This Year
State of Oregon	\$54,031	\$54,031 (Received)
Washington County	\$30,000	\$30,000 (Received)
City of Beaverton	\$21,775	\$40,000 (Received)
City of Hillsboro	\$10,000	\$15,000 (Pending)
City of Tigard	\$5,000	\$6,000 (Received)
Other Cities	\$5,000	\$5,700

6. Please submit the following information with this request:
- a. Detailed budget, including FY 2009-10 actual expenditures and FY 2010-11 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
 - b. Names, addresses, occupations, and telephone numbers for your Board of Directors.
 - c. A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.

Community Action

Emergency Rental Assistance 10-11 Adopted Budget

	Total Cost	City of Tualatin	State of Oregon	Federal EFSP	Washington County	City of Beaverton	City of Tigard	City of Forest Grove	Private donations
Staffing, 1FTE	\$49,119		\$41,839						
Recognition	\$1,000								\$500
Client Expenses	\$254,972	\$4,500		\$140,016	\$30,000	\$36,000	\$5,400	\$3,375	\$25,600
Administration	\$32,165	\$500	\$12,192	\$2,857	\$15,602	\$4,000	\$600	\$375	\$2,900
Total Cost	\$337,256	\$5,000	\$54,031	\$142,873	\$45,602	\$40,000	\$6,000	\$3,750	\$29,000

Emergency Rental Assistance 09-10 Actual Expenditures

	Total Cost	State of Oregon	EFSP	Washington County	City of Hillsboro	City of Beaverton	City of Tualatin	City of Forest Grove	Private donations
Staffing, 1FTE	\$41,839	\$41,839							
Supplies/Office	\$1,750	\$1,750							
Telephone	\$2,000	\$2,000							
Utilities	\$1,600	\$1,600							
Recognition	\$211								\$211
Client Expenses - Rent	\$466,828		\$229,704	\$39,992	\$10,500	\$21,775	\$1,800	\$3,600	\$159,457
Administration	\$100,396	\$4,719	\$14,824	\$1,666	\$999	\$0	\$200	\$400	\$77,588
Total Cost	\$572,785	\$51,908	\$244,528	\$41,658	\$11,499	\$21,775	\$2,000	\$4,000	\$237,256

COMMUNITY ACTION -- 2010 -2011 Roster

NAME	AFFILIATION	**	ADDRESS	PHONE - WORK	FAX	PHONE - HOME	E-MAIL	DATE BEGAN	TERM ENDS	TERM OF OFFICE
1 D. Craig Kinnic	Retired, Intel Architecture Labs	PR	12915 NW Skyline Blvd Portland, OR 97231	(503) 819-7640 - cell	---	(503) 645-9931	crinick@compnet.net	6/96	11	
2		PR								
3 Leela I. Granside	Salud Services Clinical Nurse Manager / Tuatly HealthCare	PR	524 SE 9th Ave, Ste E Hillsboro, OR 97123	(503) 681-4290	(503) 681-4086	(503) 635-8879 (503) 209-5588 cell	leela.gerrard@Tuatly.org lgerrard@epmmail.net	6/09	12	
4 Ronald Sarazin	Olympic Performance, Inc	PR	PO Box 3137 Wilsonville, OR 97070-3137	(503) 682-0900 (971) 235-1442 cell	(503) 682-0888	(503) 682-0831	Ron@123workflow.com	1/02	13	
5 Scott Gardner	Project Manager, Financial Systems Projec, PGE	PR	2138 SE 61st Place Hillsboro, OR 97123	(503) 464-7762 (503) 680-4549 cell	(503) 664-7006	(503) 642-2426	scgardner@gmail.com	08	13	
6 Richard Odell	Director of Communications & asst to the Pres - KP	PR	500 ne Multnomah, Ste 100 Portland, OR 97232-2099	(503) 813-3277 (503) 449-5479 cell	(503) 813-3889	(503) 646-8323	richard.odell@kp.org	05/10	12	
7 Cathy Stanton	Beverton City Council for Mayor of Beverton*	PU	8595 SW Rebecca Ln Beverton, OR 97008	(503) 526-2343 (503) 516-5764 cell*	(503) 526-2479	(503) 516-5764 cell	stanton@comcast.net	10/02	11	2012
8 Dick Schouten	County Commissioner	PU	152 N First Ave, Ste 300 Hillsboro, OR 97124	(503) 846-8681		(503) 626-5320	Dick_Schouten@nw.washington.or.us	6/01	13	20102
9 Joelle Davis	Tualatin City Council for Mayor of Tualatin*	PU	18880 SW Martinazzi Ave Tualatin, OR 97062	(503) 550-4833 cell		(503) 550-4833	joelle.davis@gmail.com	6/10	13	2012
10 Margaret Doherty	OR State Representative	PU	900 Court St. NE Rm. H-282 Salem, OR 97301	(503) 986-1435 (503) 330-7863 cell		(503) 684-5305	margaret.doherty@state.or.us Mdoherty@uci.com	9/10		
11 Ron Louie	for David Wu	PU	284 NE 17th Ave Hillsboro, OR 97124	(503) 648-5207 (503) 523-7809 cell		(503) 648-9098	ronlouie@verizon.net tom.hughes@lookou.com	6/09	12	2010
Tom Hughes	for Mayor of Hillsboro	PU	2722 SE Hollyhook Ct. Hillsboro, OR 97123	(503) 802-5723 (503) 327-5356 cell	(503) 327-5356	(503) 648-9098	tom.hughes@lookou.com tom.hughes@verizon.net	6/01	12	
13 Christy Barker	Community Representative	LI	20544 SW Lavender Ave Sherwood, OR 97140	---	---	(503) 692-3813 (503) 734-0221 cell	barkerchristy@msn.com	6/08	12	
14 Dana Galaxy	Community Representative	LI	5053 SW 174 th Place Beverton, OR 97007	(503) 531-4187	(816) 382-4671	(503) 848-0470	dankelke@usa.com	10/04	13	
15 Kevin Aguirre	Oregon DHS	LI	10777 SW Cascade Avenue Tigard, OR 97223	(503) 598-3101	(503) 598-7948	(503) 819-2643 cell	Kevin.aguirre@state.or.us	12/02	11	
16 Leslex Smith	Legal Aid Services of Oregon	LI	230 NE Second Ave, Suite A Hillsboro, OR 97124-3089	(503) 648-7163 (503) 640-8228 x105	(503) 648-0513	(503) 984-6124 cell	leslex.smith@laworegon.org	2/01	13	
17 Lynn Baker	Virginia Garcia Memorial Health Center, for Centra Cultural	LI	17930 SW Jay St Albany, OR 97006	(503) 359-8516	(503) 359-8516	(503) 708-9066 cell	lbaker@sybdc.org	6/99	11	
18 Manuel Pelayo	Head Start Policy Council	LI	963 E Marquette Ave Hillsboro, OR 97123	---	---	503-481-4124 cell	mpelayo@msn.com	6/99	11/09	12
* Official designating members										
1 David Wu, Congressman	US Congress	PU	620 SW Main Street, Suite 606 Portland, OR 97205	(503) 326-2901	(503) 326-5066	---	david.wu@mail.house.gov	4/00	12	2010
2 Jerry Wiley, Mayor	City of Hillsboro	PU	150 E Main Street Hillsboro, OR 97123	(503) 681-6473	(503) 681-6232	---	Ferry@ci.hillsboro.or.us	1/09	12	2013
3 Lou Ogden, Mayor	City of Tualatin / Resource Strategies Planning Group	PU	21040 SW 90th Ave. Tualatin, OR 97062	(503) 692-0163	(503) 914-1699	(503) 692-3349	lou.ogden@tina.com	6/93	13	2010
4 Denny Doyle, Mayor	City of Beverton	PU	PO Box 4755 Beverton, OR 97076	(503) 526-2481	(503) 526-2571	---	dloyle@ci.beverton.or.us	02/09	11	2012

** CV = Committee Volunteer, LI - Low Income Sector, PR = Private sector, PU = Public Sector



R. L. Webber (206) 442-4768

District Director
Internal Revenue Service

Date:

APR 3 8 1974

In reply refer to:

L-178, Code ~~XXXX~~ 428

SEA:EO:74-802

Name and address changed by CAO.

Gentlemen:

Washington County Community Action
Organization
546 E. Baseline
Hillsboro, OR 97123

Community Action Organization
1001 SW Baseline Street
Hillsboro OR 97123

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 170(b)(1)(A)(vi).

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes.

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

If your purposes, character, or method of operation is changed, you must let us know so we can consider the effect of the change on your exempt status. Also, you must inform us of all changes in your name or address.

If your gross receipts each year are normally more than \$5,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file a return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Please keep this determination letter in your permanent records.

Sincerely yours,

Michael Sassi
District Director

This determination supersedes and modifies our letter dated December 8, 1966, Form L-178 (Rev. 7-71)



City of Tualatin
18880 SW Martinazzi Avenue
Tualatin, Oregon 97062-7092
Main 503.692.2000

FY 2010-2011 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011. Applications are due by 5:00 p.m. on Friday, October 1, 2010.

Agency Name: Domestic Violence Resource Center
Address: PO Box 494
City, State, Zip: Hillsboro, OR 97123
Contact Name: La Donna Burgess
Telephone Number: 503-640-5352 x 303
E-Mail Address: ladonnab@dvrc-or.org

1. **Request** (express in whole dollar amounts only)

Cash	\$3000
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$
TOTAL REQUEST	\$3000

2. **What is this specific request for? If it's a supplement to the general fund budget, please state:**

To supplement general operating costs. This year we are officially extending our Clinical Services Office hours, located in Beaverton, OR, (previously from Monday through Thursday, 10 am to 7 pm) to Monday through Friday 10 am to 8 pm, and also is open for services on Saturday from 10 am to 2 pm. The change in hours is permanent in response to rising needs in the community for services. Increased operating support enables us to increase our office hours, as we grapple with increased domestic violence.

3. **Describe the Agency's mission:**
To empower all individuals and families to have safe and healthy relationships.

4. **What group of citizens in Tualatin does your organization target?**
Survivors of domestic violence of all genders, ages, ethnicities, religion, and other backgrounds. The Domestic Violence Resource Center does not discriminate.

- 4a. **What types of services will be provided in the funding request year?**
Emergency crisis shelter, 24-hour crisis line, counseling, support groups, advocacy, resource referral, protective order advocacy, case management, art therapy for children, and safety planning. All of our services are free and bilingual in English and Spanish.

- 4b. **How many Tualatin residents will be served?**
Approximately 400 will receive our free and bilingual services.

- 4c. **What percentage of your operation is dedicated to service *in Tualatin*?**
About 4% (not all clients disclose their location) of our clients typically identify Tualatin, OR, as their home.

5. **If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested:**

Government	Received Last Year	Requested This Year
City of Hillsboro	\$10,000	\$12,000
City of Tigard	\$4,000	\$4,000
	\$363,168	\$352,709

6. **Please submit the following information with this request:**
 - a. **Detailed budget, including FY 2009-10 actual expenditures and FY 2010-11 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.**
 - b. **Names, addresses, occupations, and telephone numbers for your Board of Directors.**
 - c. **A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.**

Domestic Violence Resource Center, Inc. Profit & Loss Budget Performance

June 2010

Printed on 7/15/10 Preliminary

	Jun 10	Budget	Jul '09 - Jun 10	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41000 · Fundraising Income	0.00	3,898.09	14,193.21	46,777.00	46,777.00
43400 · Direct Public Support	4,270.73	5,519.53	68,576.93	66,234.35	66,234.35
44800 · Indirect Public Support	226.94		6,089.22		
45000 · Foundation Grants	3,265.00	6,250.00	45,795.00	75,000.00	75,000.00
46000 · Federal Grants	7,904.00	1,750.00	17,361.00	21,000.00	21,000.00
46200 · State Grants	40,148.96	24,856.55	329,956.69	298,278.50	298,278.50
46400 · County Grants	0.00	19,619.68	235,397.13	235,436.00	235,436.00
46600 · City Grants	3,500.00	2,666.67	29,667.63	32,000.00	32,000.00
46999 · Washington Cty-Shelter Maintena	0.00	1,250.00	15,000.00	15,000.00	15,000.00
Total Income	59,315.63	65,810.52	762,036.81	789,725.85	789,725.85
Expense					
61000 · Personnel Costs	42,104.51	42,287.49	566,073.95	507,449.61	507,449.61
62100 · Contract Services	127.75	875.02	1,619.53	10,500.00	10,500.00
62110 · Audit	0.00	1,166.65	11,025.00	14,000.00	14,000.00
62115 · Advertising	25.00	29.17	75.00	350.00	350.00
62117 · Automobile Expenses	0.00		0.00		
62120 · Bank Fees	16.32	49.99	636.05	600.00	600.00
62130 · Legal & Accounting Fees	930.00	833.33	10,996.00	10,000.00	10,000.00
62140 · Payroll Service	209.50	225.00	3,149.49	2,700.00	2,700.00
62150 · Supplies	577.17	1,125.00	19,128.84	13,500.00	13,500.00
62160 · Computers & Internet	60.86	166.67	1,224.26	2,000.00	2,000.00
62170 · Client Assistance	126.99	125.01	1,374.60	1,500.00	1,500.00
62180 · Gifts and Awards	0.00	208.33	844.00	2,500.00	2,500.00
62190 · Telecommunications	1,062.24	999.99	12,854.62	12,000.00	12,000.00
62200 · Postage & Delivery	0.00	208.33	472.63	2,500.00	2,500.00
62210 · Utilities	454.95	833.33	8,162.36	10,000.00	10,000.00
62220 · Security	17.00	41.67	418.74	500.00	500.00
62230 · Insurance	865.92	791.65	12,082.85	9,500.00	9,500.00
62240 · Repairs & Maintenance	48.50	416.67	3,604.72	5,000.00	5,000.00

**Domestic Violence Resource Center, Inc.
Profit & Loss Budget Performance**

June 2010

Printed on 7/15/10 Preliminary

	Jun 10	Budget	Jul '09 - Jun 10	YTD Budget	Annual Budget
62250 · Conference & Training	77.54	208.35	1,958.20	2,500.00	2,500.00
62260 · Dues and Subscriptions	0.00	166.66	824.19	2,000.00	2,000.00
62270 · Publications	0.00	83.33	76.00	1,000.00	1,000.00
62280 · Equipment Rental	550.82	500.00	8,130.85	6,000.00	6,000.00
62290 · Small Equipment & Furniture	0.00	83.32	1,840.96	1,000.00	1,000.00
62300 · Printing & Copying	428.71	125.00	4,890.65	1,500.00	1,500.00
62310 · Travel/Mileage	43.63	166.68	1,938.29	2,000.00	2,000.00
62320 · Occupancy	2,669.00	3,675.00	42,665.28	44,100.00	44,100.00
62325 · Moving Expenses	0.00		732.45		
62330 · Fundraising Expense	0.00	208.33	4,877.65	2,500.00	2,500.00
62340 · Depreciation Expense	2,382.33	2,183.33	28,587.96	26,200.00	26,200.00
62400 · Interest Expense	17.75		267.78		
68100 · Rebuild Reserves	0.00	4,652.19	0.00	55,826.24	55,826.24
68200 · Repay LOC	0.00	3,375.00	0.00	40,500.00	40,500.00
Total Expense	52,796.49	65,810.49	750,532.90	789,725.85	789,725.85
Net Ordinary Income	6,519.14	0.03	11,503.91	0.00	0.00
Other Income/Expense					
Other Income					
50000 · Other Income	2,623.75		3,598.29		
50200 · Gain/(Loss) on Sales of Investm	0.00		-63.51		
Total Other Income	2,623.75		3,534.78		
Other Expense					
67000 · In-Kind Expense	2,423.08		2,443.58		
Total Other Expense	2,423.08		2,443.58		
Net Other Income	200.67		1,091.20		
Net Income	6,719.81	0.03	12,595.11	0.00	0.00

Discussion Budget for Program Yr 2010-11
 Budget - July 1, 2010

	10-11 Funds	Agency O/H	Administrative	Dev/Outreach	Shelter	Counseling	Legal Advocacy	Agency Total
Individual Donations	\$35,508.35	\$16,520.00	\$6,818.35	\$10,130.00		\$750.00	\$1,290.00	\$35,508.35
Organizations	\$21,260.00		\$4,000.00	\$5,061.00	\$1,761.38	\$6,537.62	\$3,900.00	\$21,260.00
Businesses	\$7,974.00				\$2,488.62	\$5,485.38		\$7,974.00
Fundraising Events	\$34,000.00		\$7,250.00		\$13,796.13	\$6,415.64	\$6,538.23	\$34,000.00
Foundation Grants	\$55,206.15				\$5,644.00	\$31,771.90	\$17,790.25	\$55,206.15
fundraising activities	\$153,948.50							\$0.00
EHA Shelter	\$14,573.00				\$14,573.00			\$14,573.00
SHAP	\$46,719.00				\$46,719.00			\$46,719.00
ESG - CAO	\$13,266.00				\$13,266.00			\$13,266.00
FEMA	\$21,000.00				\$21,000.00			\$21,000.00
Commission on Family & Children	\$47,700.00					\$47,700.00		\$47,700.00
VOCA Domestic Violence	\$42,224.00				\$42,224.00			\$42,224.00
VOWA Recovery Grant	\$25,822.00						\$25,822.00	\$25,822.00
VAWA	\$16,473.00					\$16,473.00		\$16,473.00
ODSVS	\$16,385.01					\$16,385.01		\$16,385.01
DHS - Marriage License Surcharge	\$0.00							\$0.00
DHS - Criminal Fine Assessment	\$0.00							\$0.00
DHS - Family Violence Prev & Serv	\$83,857.49		\$19,083.94	\$14,925.79	\$2,249.87	\$29,697.88	\$17,900.01	\$83,857.49
Washington County - CDBG	\$0.00							\$0.00
Washington County - Safety Levy	\$238,466.00		\$63,947.71	\$56,227.21		\$68,963.57	\$49,327.51	\$238,466.00
Washington County - Shelter Repair	\$15,000.00				\$15,000.00			\$15,000.00
City of Beaverton - CDBG	\$14,000.00				\$14,000.00			\$14,000.00
City of Tigard	\$4,000.00			\$4,000.00				\$4,000.00
City of Tualatin	\$3,000.00			\$3,000.00				\$3,000.00
City of Hillsboro	\$10,000.00		\$5,000.00	\$4,000.00	\$1,000.00			\$10,000.00
Interest & Dividends								\$0.00
Earned Income								\$0.00
grants & foundations	\$612,485.50							\$0.00
Total Revenue & Support	\$766,434.00	\$16,520.00	\$106,100.00	\$97,344.00	\$193,722.00	\$230,180.00	\$122,568.00	\$766,434.00

Expenses	Agency O/H	Administration	Dev/Outreach	Shelter	Counseling	Legal Advocacy	Agency Total
Personnel Costs - Salary & Benefits	\$603,084.00	\$74,084.00	\$54,228.00	\$166,756.00	\$197,864.00	\$110,152.00	\$603,084.00
Employer Match/Retirement Benefits	\$5,000.00						\$5,000.00
Contract Services	\$2,500.00	\$1,000.00	\$250.00	\$250.00	\$250.00	\$250.00	\$2,500.00
Audit	\$11,000.00	\$2,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,900.00	\$11,000.00
Advertising	\$350.00		\$350.00				\$350.00
Bank Fees	\$600.00		\$100.00	\$100.00	\$100.00	\$100.00	\$600.00
Legal & Accounting Fees	\$10,000.00	\$4,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$10,000.00
Payroll Service	\$2,000.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$2,000.00
Supplies	\$13,500.00	\$2,500.00	\$2,500.00	\$2,250.00	\$2,250.00	\$2,000.00	\$13,500.00
Computers & Internet	\$2,000.00					\$1,400.00	\$2,000.00
Client Assistance	\$1,500.00			\$800.00	\$350.00	\$350.00	\$1,500.00
Gifts & Awards	\$1,500.00		\$500.00		\$250.00	\$250.00	\$1,500.00
Telecommunications	\$12,000.00	\$1,650.00	\$1,650.00	\$2,800.00	\$1,600.00	\$1,600.00	\$12,000.00
Postage & Delivery	\$1,000.00		\$1,000.00				\$1,000.00
Utilities	\$7,500.00			\$7,500.00			\$7,500.00
Security	\$1,000.00			\$1,000.00			\$1,000.00
Insurance	\$9,500.00	\$1,666.00	\$1,666.00	\$1,666.00	\$1,666.00	\$1,666.00	\$9,500.00
Repairs & Maintenance	\$5,000.00			\$4,250.00			\$5,000.00
Conference & Training	\$1,500.00	\$250.00	\$350.00	\$200.00	\$450.00	\$250.00	\$1,500.00
Dues & Subscriptions	\$1,000.00	\$250.00	\$750.00				\$1,000.00
Publications	\$200.00	\$100.00	\$100.00				\$200.00
Equipment Rental	\$6,000.00	\$500.00	\$1,500.00	\$1,500.00	\$750.00	\$750.00	\$6,000.00
Small Equipment & Furniture	\$2,000.00	\$500.00		\$500.00	\$500.00	\$500.00	\$2,000.00
Printing & Copying	\$3,500.00	\$500.00	\$2,500.00	\$250.00	\$250.00		\$3,500.00
Travel/Mileage	\$2,000.00		\$500.00	\$500.00	\$500.00	\$500.00	\$2,000.00
Occupancy	\$30,000.00	\$10,000.00	\$10,000.00		\$10,000.00		\$30,000.00
Fundraising Expense	\$5,000.00		\$5,000.00				\$5,000.00
Depreciation Expense	\$26,200.00	\$6,200.00	\$10,000.00		\$10,000.00		\$26,200.00
Rebuild Reserves	\$0.00						\$0.00
Repay Line of Credit	\$0.00						\$0.00
Expense Total	\$766,434.00	\$106,100.00	\$96,344.00	\$193,722.00	\$230,180.00	\$123,568.00	\$766,434.00

Domestic Violence Resource Center

2010 STAFF ROSTER

Name	Title	Bicultural/ Bilingual (& details)	FTE*
La Donna B.	Executive Director		1 FTE
Sarah K.	Development Coordinator		1 FTE
Christie C.	Comm. Outreach Coordinator		1 FTE
Claudia H.	Coordinator/Shelter Supervisor	Bilingual Spanish	1 FTE
Valerie B.	Clinical Case Manager		1 FTE
Lucinda	Residential Support Staff/Advocate		1 FTE
Emma R.	Residential Support Staff/Advocate		1 FTE
Brittany R.	Residential Support Staff/Advocate		1 FTE
Sarah M.	Counselor		1 FTE
Eden L.	Bilingual Advocate	Bilingual Spanish	1 FTE
Courtney	Bilingual Advocate	Bilingual Spanish	1 FTE
Gayle S.	Clinical Services Coordinator		1 FTE
Claudia G.	Bilingual Counselor	Bilingual Spanish	.75 FTE
Amy G.	Clinical Director		1 FTE
Erica S.	Clinical Administrator	Bilingual Spanish	1 FTE
Rhonda S.	Protective Order Advocate Program Coordinator		1 FTE



Board of Directors

DOMESTIC VIOLENCE

**RESOURCE
CENTER**

The Board meets every 3rd Thursday of the month for the total of 12 regular meetings per year. The Board conducts an annual daylong planning retreat in the spring. The Board Executive Committee (Chair, Vice-Chair, Secretary, Treasurer) meets min. once a month between regular Board meetings.

<p><i>Kim Marshall</i> (6/2005) Shelter and Housing Manager Good Neighbor Center 11130 SW Greenburg Road Tigard, OR 97223 503.443.6084 fax: 503.443.3745 kmarshall@goodneighborcenter.org</p>	<p><i>Doris Winegar</i> (4/2007), Chair Attorney 4040 Douglas Way Lake Oswego, OR 97035 503.670.0443 fax: 503.443.3793 doriswinegar@perrywinegar.com</p>
<p><i>Gina Skinner</i> (7/2008) Deputy District Attorney Justice Services Bldg. 150 N. First Ave., Suite 300 Hillsboro, Oregon 97124 503.846.8671 Gina_Skinner@co.washington.or.us</p>	<p><i>Katie Schaefer</i> (11/2008), Secretary Social Service Specialist Department of Human Services 15373 SW Twoponds DR Portland, Or 97229 971.732.0990 kj_schaefer@yahoo.com</p>
<p><i>Roger Dawes</i> (4/2009), Treasurer Controller Washington County 155 N First Ave., Suite 270, MS 25 Hillsboro, OR 97124-3072 503.846.4433 fax: 503.846.4464 roger_dawes@co.washington.or.us</p>	<p><i>Lorraine Clarno</i> (1/2010) President Beaverton Area Chamber of Commerce 12655 SW Center Street, Suite 140 Beaverton, Oregon 97005 503.350.2006 fax: 503.526.0349 lorraine@beaverton.org</p>
<p><i>Noel Eck</i> (1/2010) Component Design Engineer Intel Corporation 6128 N. Denver Ave. Portland, OR 97217 503.999.9499 noel@sdsmt.net</p>	<p><i>Derek Conrad</i> (7/2010) Secondary Market Analyst Hyperion Capital Group 5885 SW Meadows Rd., Ste. 850 Lake Oswego, OR 97035 503.597.1944 fax: 503.597.1968 derek@hyperioncapitalgroup.com</p>
<p><i>Rhonda Coakley</i> (7/2010) Project Specialist City of Beaverton 4755 SW Griffith Drive Beaverton, OR 97076 503.526.2526 fax: 503.526.2479 rcoakley@ci.beaverton.or.us</p>	

Internal Revenue Service

Department of the Treasury

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

Date: December 27, 2001

Person to Contact:
Ms. Smith #31-07262
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 9:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
93-0665804

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

Dear Sir or Madam:

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

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

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

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

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

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

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

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



DOMESTIC VIOLENCE
RESOURCE
CENTER

REC'D
CITY OF TUALATIN
SEP 30 2010

MAYOR _____ COUNCIL _____ POLICE _____ ADM _____
FINANCE _____ COMMDEV _____ LEGAL _____ OPER _____
COMMSVCS _____ ENG & BLDG _____ LIBRARY _____

September 27, 2010

City of Tualatin Administration
Attn: Grant Request
Maureen Smith
18880 SW Martinazzi Avenue
Tualatin, OR 97062

Dear Ms. Smith:

I am pleased to submit our agency's application for the City of Tualatin's 2010-2011 outside agency funding. The request for \$3,000 will support all of our core programs and will be used to support the expansion of Clinical Services Office hours to better accommodate the diverse needs of victims.

Since 1975 the Domestic Violence Resource Center has been the only agency in Washington County providing services specifically for all survivors of domestic violence. Our mission is to eliminate domestic violence and empower the community to become safer by delivering effective services, raising public awareness and providing expertise. Every year we serve more than 10,000 survivors in all of our programs (historically, 2-4% of clients are Tualatin residents, this last fiscal year was around 4%). Our free and bilingual services aim to empower clients to make their own choices in life, which helps enhance their self-sufficiency and decrease their reliance on public resources.

We appreciate the City of Tualatin's continued support and look forward to continuing to serve all residents of Tualatin and beyond who are victims and survivors of domestic violence. Thank you for your consideration of this request.

Sincerely,


La Donna Burgess

Executive Director
Phone: 503-640-5352 x 303
Email: ladonnab@dvrc-or.org

www.dvrc-or.org

P. O. Box 494, Hillsboro, OR 97123 email dvrc@dvrc-or.org

toll free crisis line 1.866.469.8600 crisis line 503.469.8620 office 503.640.5352 fax 503.648.6905



City of Tualatin
18880 SW Martinazzi Avenue
Tualatin, Oregon 97062-7092
Main 503.692.2000

REC'D
CITY OF TUALATIN

SEP 29 2010

MAYOR _____ COUNCIL _____ POLICE _____ ADM _____
FINANCE _____ COMM DEV _____ LEGAL _____ OPER _____
COMM SVCS _____ ENG & BLDG _____ LIBRARY _____

FY 2010-2011 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011. Applications are due by 5:00 p.m. on Friday, October 1, 2010.

Agency Name: Good Neighbor Center
Address: 11130 SW Greenburg Road
City, State, Zip: Tigard, Oregon 97223
Contact Name: Sydney Webb
Telephone Number: 503-443-6084 xt. 228
E-Mail Address: sydneysher@aol.com

1. **Request** (express in whole dollar amounts only)

Cash	\$2,000
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$
TOTAL REQUEST	\$2,000

2. **What is this specific request for? If it's a supplement to the general fund budget, please state:**

This is to supplement the general fund budget. Each year we must raise over \$200k in grants and donations.

3. **Describe the Agency's mission:**

Our mission is to house homeless families. We give families a safe and comfortable place to stay for up to six weeks. We provide meals and case management also.

4. **What group of citizens in Tualatin does your organization target?**
Homeless families
- 4a. **What types of services will be provided in the funding request year?**
Case Management, Meals, Rent Well Classes, Life Skill Classes, Children's Program and Summer School, Advocacy for Housing
- 4b. **How many Tualatin residents will be served?**
Unknown number. However, last year we served 12 people from Tualatin.
- 4c. **What percentage of your operation is dedicated to service *in Tualatin*?**
Our operations are dedicated 100% to homeless families and we take in any family from Tualatin if they are homeless.

5. **If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested:**

Government	Received Last Year	Requested This Year
WA.Co. Safety Levy	\$227,284.00	\$236,745.00
SHAP (state)	\$52,599.00	\$52,599.00
City of Tigard	\$15,000	\$15,000

6. **Please submit the following information with this request:**
- a. **Detailed budget, including FY 2009-10 actual expenditures and FY 2010-11 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.**
 - b. **Names, addresses, occupations, and telephone numbers for your Board of Directors.**
 - c. **A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.**

**East Washington County Shelter Partnership Council, Inc., dba Good Neighbor Center
Board of Directors 2010-11**

<u>Officers</u>	<u>Affiliation</u>
Jim Strickler, Chair 14677 SW 106th Ave. Tigard, Oregon 97224 (503)598-8061	Blue Bird Transfer-Vice President
Steve Schmitt Sherwood, Oregon (503)281-0055	The Berry Group Insurance - CLU
Lete Davis, Secretary 21843 SW Sherwood Blvd. #203 Sherwood, OR 97140	Retired St. Francis Church - Sherwood
Sherman Pauly- Treasurer West Linn, OR	Retired CPA/Pauly, Rogers, CPA
<u>Directors</u>	
Jackie Bauer Tigard, Oregon 97223	School Counselor
David R. Hoopes 22364 SW Pinto Drive Tualatin, OR 97062 (503)319-9917	CPA DRH Consulting Services, Inc.
Bruce Kaiser Tigard, OR 97224	Lake Oswego School District Retired Administrator
John Lucerno 14660 SW 76th Ave. #82, Tigard, OR 97224 503-624-9169	Former Resident
Steve Metzger 16147 SW Palermo Lane Tigard, OR 97223 503-336-0227	CEO - BIAMP
Art Schmidt 15437 SW 114th Ct. #89 Tigard, Oregon 97224 (503)684-6464	St. Anthony's Parish - Tigard
Sharon Schwinghammer 14580 SW 120th Place Tigard, Oregon 97224	Banner Bank Vice President-Manager
Cathy Stanton 8595 SW Rebecca Lane, Beaverton, OR 97008 (503)646-8323	Beaverton City Council Woman
Dean Williams 8880 SW Nimbus Ave. Suite D Beaverton, OR 97008 (503)616-7883	Vice President -Washington Trust Bank

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

DEPARTMENT OF THE TREASURY

Date OCT 19 2004

Employer Identification Number:

93-1269989

DLN:

17053269739054

Contact Person:

ERIC J BERTELSEN

ID# 31323

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

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

Dear Applicant:

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

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

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

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

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

Good Neighbor Center
Income Statement
For the Twelve Months Ending June 30, 2010

Preliminary
Page: 1

	Current Month	Year to Date Actual	Year to Date Budget	Budget Variance	Budget Annual
Revenues					
Washington County Serial Levy	\$ 0.00	\$ 227,284.00	\$ 228,936.00	1,652.00	\$ 228,936.00
Vision Action Network	0.00	4,500.00	4,500.00	0.00	4,500.00
WashingtonCo Maintenance Fu	0.00	15,000.00	15,000.00	0.00	15,000.00
ESG (State) (CAO)	3,316.50	13,266.00	13,222.00	(44.00)	13,222.00
FEMA (Federal)(CAO)	20,596.00	45,239.75	39,963.00	(5,276.75)	39,963.00
SHAP (CAO)	11,945.25	47,781.00	52,559.00	4,778.00	52,559.00
HUD Grant	5,224.50	14,313.65	31,300.00	16,986.35	31,300.00
Tigard Leadership	0.00	2,200.00	0.00	(2,200.00)	0.00
City of Beaverton (CDBG)	3,000.00	12,000.00	12,000.00	0.00	12,000.00
City of Tigard	0.00	15,000.00	15,000.00	0.00	15,000.00
City of Tualatin	0.00	2,000.00	3,000.00	1,000.00	3,000.00
Private Donations	2,246.81	77,180.23	80,000.00	2,819.77	80,000.00
Foundation Grants	0.00	22,500.00	25,000.00	2,500.00	25,000.00
Fundraising	0.00	12,124.26	10,000.00	(2,124.26)	10,000.00
Children's Program Grant	0.00	10,000.00	10,000.00	0.00	10,000.00
Interest Income	(173.80)	1,883.58	3,000.00	1,116.42	3,000.00
Designated Use-Donations	0.00	7,300.00	3,000.00	(4,300.00)	3,000.00
Online Donations	225.00	255.00	0.00	(255.00)	0.00
Total Revenues	46,380.26	529,827.47	546,480.00	16,652.53	546,480.00
Expenses					
Salaries	23,662.28	303,108.38	312,160.00	9,051.62	312,160.00
Payroll tax expense	2,559.32	30,993.29	34,780.00	3,786.71	34,780.00
Employee Insurance Expense	10.42	43,412.64	47,000.00	3,587.36	47,000.00
Simple Retirement Plan	4,992.00	4,992.00	5,000.00	8.00	5,000.00
Total Personnel Expense	31,224.02	382,506.31	398,940.00	16,433.69	398,940.00
Business Liability Ins	0.00	7,757.00	7,535.00	(222.00)	7,535.00
Workman's Compensation Ins	934.71	4,366.64	6,600.00	2,233.36	6,600.00
Director & Officer Insurance	0.00	0.00	1,500.00	1,500.00	1,500.00
Total Insurance Expense	934.71	12,123.64	15,635.00	3,511.36	15,635.00
Food Program	402.26	1,615.91	1,200.00	(415.91)	1,200.00
Childrens Program	380.00	3,054.33	5,000.00	1,945.67	5,000.00
Adult Education Support	0.00	72.55	150.00	77.45	150.00
Storage Unit & Bluebird	34.00	1,969.18	2,000.00	30.82	2,000.00
Client Assistance Expenses	32.00	1,127.39	1,500.00	372.61	1,500.00
Transition Housing Assistance	355.00	4,295.98	10,000.00	5,704.02	10,000.00
Drug Testing	0.00	1,552.00	1,500.00	(52.00)	1,500.00
Total Program Expenses	1,203.26	13,687.34	21,350.00	7,662.66	21,350.00
Heat	0.00	5,551.90	7,000.00	1,448.10	7,000.00
Electric	580.38	8,416.87	9,000.00	583.13	9,000.00
Water/Sewer	330.36	4,842.73	5,500.00	657.27	5,500.00
Refuse	547.28	7,114.64	6,500.00	(614.64)	6,500.00
Telephone/Internet	437.49	5,444.96	5,200.00	(244.96)	5,200.00
Floor & Carpet Care	192.05	2,382.55	2,750.00	367.45	2,750.00
County Maintenance Funds Use	2,560.00	4,989.02	15,000.00	10,010.98	15,000.00
Facility Maintenance Costs	798.69	8,849.08	7,500.00	(1,349.08)	7,500.00
Total Facility Expenses	5,446.25	47,591.75	58,450.00	10,858.25	58,450.00
Financial Audit	0.00	7,900.00	8,500.00	600.00	8,500.00

For Management Purposes Only

Good Neighbor Center
Income Statement
For the Twelve Months Ending June 30, 2010

	Current Month	Year to Date Actual	Year to Date Budget	Budget Variance	Budget Annual
Office Supplies	97.47	1,375.17	3,500.00	2,124.83	3,500.00
Office Equipment	0.00	3,293.05	5,000.00	1,706.95	5,000.00
Record & Date Offsite Storage	0.00	0.00	500.00	500.00	500.00
Bookkeeping Services	175.00	3,680.50	3,200.00	(480.50)	3,200.00
Online Donation Charges	8.46	705.20	0.00	(705.20)	0.00
Bank Charges	12.00	271.69	350.00	78.31	350.00
Direct Deposit Fees	20.00	20.00	0.00	(20.00)	0.00
Automotive Expense	40.20	753.48	3,000.00	2,246.52	3,000.00
Interest	0.00	11.12	0.00	(11.12)	0.00
Licenses & Taxes	0.00	167.00	300.00	133.00	300.00
Dues & Subscriptions	0.00	286.00	650.00	364.00	650.00
Training-Staff	0.00	554.03	2,500.00	1,945.97	2,500.00
Travel & Reimbursement	382.90	3,297.06	3,700.00	402.94	3,700.00
Total Administration Expenses	736.03	22,314.30	31,200.00	8,885.70	31,200.00
Volunteer Recognition	0.00	183.46	150.00	(33.46)	150.00
Staff Recognition	38.10	1,921.55	2,000.00	78.45	2,000.00
Total Volunteer Expenses	38.10	2,105.01	2,150.00	44.99	2,150.00
Printing	221.00	3,405.33	4,500.00	1,094.67	4,500.00
Postage	92.51	1,755.18	4,000.00	2,244.82	4,000.00
Web Site Develop/Maintenance	0.00	4,500.00	4,500.00	0.00	4,500.00
Grant fund development	0.00	360.67	0.00	(360.67)	0.00
Advertising/Marketing	274.00	562.50	250.00	(312.50)	250.00
Total Marketing & Development	587.51	10,583.68	13,250.00	2,666.32	13,250.00
Designated Use-Expenses	0.00	7,124.10	3,000.00	(4,124.10)	3,000.00
Other Expense	0.00	0.00	250.00	250.00	250.00
Total Other Expense	0.00	7,124.10	3,250.00	(3,874.10)	3,250.00
Total Expenses	40,169.88	498,036.13	544,225.00	46,188.87	544,225.00
Net Income Before Depreciation	\$ 6,210.38	\$ 31,791.34	\$ 2,255.00	(29,536.34)	\$ 2,255.00
Net Income	\$ 6,210.38	\$ 31,791.34	\$ 2,255.00	(29,536.34)	\$ 2,255.00

For Management Purposes Only

Good Neighbor Center
Balance Sheet
June 30, 2010

ASSETS

Current Assets		
Petty Cash	\$	41.21
West Coast Bank		1,227.80
West Coast Bank-Shelter Acct		458.12
West Coast Bank-Money Market		62,485.69
Washington Trust Bank-CD		84,743.35
ESG (State) (CAO) Receivable		3,316.50
City of Beaverton (CDBG) Rec		3,000.00
FEMA Receivable		20,596.00
SHAP (CAO) Receivable		11,945.25
HUD Grant Receivable		1,452.00
Deposit-Workman's compensation		4,225.13
		<u>193,491.05</u>
Total Current Assets		
Property and Equipment		
Furniture and Fixtures		12,813.00
Building/Property		772,650.00
Kitchen Remodel		27,062.00
Office Remodel		79,252.91
Equip/Comm Dishwasher		5,800.00
Play Yard and Equipment		12,000.00
Equip/Walk in refrigerator		23,018.43
Accumulated Depreciation		(89,392.83)
		<u>843,203.51</u>
Total Property and Equipment		
Other Assets		
		<u>0.00</u>
Total Other Assets		
		<u>0.00</u>
Total Assets		
	\$	<u><u>1,036,694.56</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accrued Payroll Payable	\$	9,167.21
Federal Payroll Taxes Payable		18.06
SUTA Payable		2,672.92
Workman's Comp Assess Payable		95.36
Workman's Comp Payable		5,319.58
Simple Retirement Plan Payable		4,992.00
		<u>22,265.13</u>
Total Current Liabilities		
Long-Term Liabilities		
		<u>0.00</u>
Total Long-Term Liabilities		
		<u>0.00</u>
Total Liabilities		
		<u>22,265.13</u>
Capital		
Retained Earnings		982,638.09
Net Income		31,791.34
		<u>1,014,429.43</u>
Total Capital		

Unaudited - For Management Purposes Only

Good Neighbor Center
Balance Sheet
June 30, 2010

Total Liabilities & Capital

\$ 1,036,694.56
=====

Good Neighbor Center
Income Statement
For the Two Months Ending August 31, 2010

	Current Month	Year to Date Actual	Year to Date Budget	Budget Variance	Budget Annual
Revenues					
Washington County Serial Levy	\$ 0.00	\$ 59,186.25	\$ 39,457.50	(19,728.75)	\$ 236,745.00
Vision Action Network	0.00	0.00	750.00	750.00	4,500.00
WashingtonCo Maintenance Fu	0.00	15,000.00	2,500.00	(12,500.00)	15,000.00
ESG (State) (CAO)	0.00	0.00	2,203.66	2,203.66	13,222.00
FEMA (Federal)(CAO)	0.00	0.00	7,000.00	7,000.00	42,000.00
SHAP (CAO)	0.00	0.00	8,759.84	8,759.84	52,559.00
HUD Grant	0.00	0.00	5,216.66	5,216.66	31,300.00
City of Beaverton (CDBG)	0.00	0.00	1,833.34	1,833.34	11,000.00
City of Tigard	0.00	15,000.00	2,500.00	(12,500.00)	15,000.00
City of Tualatin	0.00	0.00	500.00	500.00	3,000.00
Private Donations	8,902.54	9,333.73	13,333.34	3,999.61	80,000.00
Foundation Grants	0.00	0.00	4,166.66	4,166.66	25,000.00
Fundraising	9,850.00	9,850.00	2,500.00	(7,350.00)	15,000.00
Children's Program Grant	0.00	0.00	1,666.66	1,666.66	10,000.00
Interest Income	78.87	152.42	500.00	347.58	3,000.00
Designated Use-Donations	0.00	0.00	500.00	500.00	3,000.00
Online Donations	0.00	20.00	41.66	21.66	250.00
Total Revenues	18,831.41	108,542.40	93,429.32	(15,113.08)	560,576.00
Expenses					
Salaries	26,433.96	50,118.18	54,107.50	3,989.32	324,645.00
Payroll tax expense	2,691.07	5,145.43	5,951.84	806.41	35,711.00
Employee Insurance Expense	(889.18)	7,455.08	9,166.66	1,711.58	55,000.00
Simple Retirement Plan	0.00	0.00	1,000.00	1,000.00	6,000.00
Total Personnel Expense	28,235.85	62,718.69	70,226.00	7,507.31	421,356.00
Business Liability Ins	1,246.75	1,246.75	970.66	(276.09)	5,824.00
Workman's Compensation Ins	528.69	1,002.38	1,000.00	(2.38)	6,000.00
Director & Officer Insurance	0.00	0.00	250.00	250.00	1,500.00
Total Insurance Expense	1,775.44	2,249.13	2,220.66	(28.47)	13,324.00
Food Program	0.00	0.00	200.00	200.00	1,200.00
Childrens Program	765.36	2,947.75	833.34	(2,114.41)	5,000.00
Adult Education Support	0.00	0.00	25.00	25.00	150.00
Storage Unit & Bluebird	42.63	76.63	333.34	256.71	2,000.00
Client Assistance Expenses	170.50	325.73	250.00	(75.73)	1,500.00
Transition Housing Assistance	635.00	801.00	1,666.66	865.66	10,000.00
Drug Testing	0.00	0.00	266.66	266.66	1,600.00
Total Program Expenses	1,613.49	4,151.11	3,575.00	(576.11)	21,450.00
Heat	175.96	235.64	1,166.66	931.02	7,000.00
Electric	605.13	1,147.72	1,533.34	385.62	9,200.00
Water/Sewer	394.06	806.13	916.66	110.53	5,500.00
Refuse	0.00	1,094.56	1,083.34	(11.22)	6,500.00
Telephone/Internet	543.15	616.99	866.66	249.67	5,200.00
Floor & Carpet Care	0.00	372.05	458.34	86.29	2,750.00
County Maintenance Funds Use	8,487.46	10,583.46	2,500.00	(8,083.46)	15,000.00
Facility Maintenance Costs	29.00	638.18	1,250.00	611.82	7,500.00
Total Facility Expenses	10,234.76	15,494.73	9,775.00	(5,719.73)	58,650.00
Financial Audit	0.00	0.00	1,416.66	1,416.66	8,500.00
Office Supplies	0.00	61.29	583.34	522.05	3,500.00

For Management Purposes Only

Good Neighbor Center
Income Statement
For the Two Months Ending August 31, 2010

	Current Month	Year to Date Actual	Year to Date Budget	Budget Variance	Budget Annual
Office Equipment	0.00	1,008.14	666.66	(341.48)	4,000.00
Bookkeeping Services	450.00	667.50	583.34	(84.16)	3,500.00
Online Donation Charges	0.00	1.04	0.00	(1.04)	0.00
Bank Charges	30.00	95.00	58.34	(36.66)	350.00
Direct Deposit Fees	(17.60)	(17.60)	0.00	17.60	0.00
Automotive Expense	41.30	325.80	500.00	174.20	3,000.00
Licenses & Taxes	0.00	50.00	50.00	0.00	300.00
Dues & Subscriptions	0.00	0.00	108.34	108.34	650.00
Training-Staff	161.72	161.72	333.34	171.62	2,000.00
Travel & Reimbursement	299.18	571.58	616.66	45.08	3,700.00
Total Administration Expenses	964.60	2,924.47	4,916.68	1,992.21	29,500.00
Volunteer Recognition	0.00	0.00	25.00	25.00	150.00
Staff Recognition	73.14	327.13	333.34	6.21	2,000.00
Total Volunteer Expenses	73.14	327.13	358.34	31.21	2,150.00
Printing	0.00	0.00	833.34	833.34	5,000.00
Postage	0.00	2.95	500.00	497.05	3,000.00
Advertising/Marketing	0.00	286.00	41.66	(244.34)	250.00
Total Marketing & Development	0.00	288.95	1,375.00	1,086.05	8,250.00
Designated Use-Expenses	251.07	251.07	500.00	248.93	3,000.00
Other Expense	0.00	0.00	41.66	41.66	250.00
Total Other Expense	251.07	251.07	541.66	290.59	3,250.00
Total Expenses	43,148.35	88,405.28	92,988.34	4,583.06	557,930.00
Net Income Before Depreciation	\$ (24,316.94)	\$ 20,137.12	\$ 440.98	(19,696.14)	\$ 2,646.00
Net Income	\$ (24,316.94)	\$ 20,137.12	\$ 440.98	(19,696.14)	\$ 2,646.00

Good Neighbor Center
Balance Sheet
August 31, 2010

ASSETS

Current Assets		
Petty Cash	\$	49.41
West Coast Bank		33,931.31
West Coast Bank-Shelter Acct		760.12
West Coast Bank-Money Market		64,525.61
Washington Trust Bank-CD		84,855.85
ESG (State) (CAO) Receivable		3,316.50
FEMA Receivable		3,398.50
SHAP (CAO) Receivable		11,945.25
Deposit-Workman's compensation		5,476.01
		<hr/>
Total Current Assets		208,258.56
Property and Equipment		
Furniture and Fixtures	12,813.00	
Building/Property	772,650.00	
Kitchen Remodel	27,062.00	
Office Remodel	79,252.91	
Equip/Comm Dishwasher	5,800.00	
Play Yard and Equipment	12,000.00	
Equip/Walk in refrigerator	23,018.43	
Accumulated Depreciation	(89,392.83)	
		<hr/>
Total Property and Equipment		843,203.51
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	1,051,462.07
		<hr/>

LIABILITIES AND CAPITAL

Current Liabilities		
Accrued Payroll Payable	\$	10,167.41
SUTA Payable		1,343.45
Workman's Comp Assess Payable		57.90
Workman's Comp Payable		6,321.96
Simple Retirement Plan Payable		5.00
		<hr/>
Total Current Liabilities		17,895.72
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		17,895.72
Capital		
Retained Earnings	1,013,429.23	
Net Income	20,137.12	
		<hr/>
Total Capital		1,033,566.35
		<hr/>
Total Liabilities & Capital	\$	1,051,462.07
		<hr/>



City of Tualatin
18880 SW Martinazzi Avenue
Tualatin, Oregon 97062-7092
Main 503.692.2000

FY 2010-2011 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011. Applications are due by 5:00 p.m. on Friday, October 1, 2010.

Agency Name: Sexual Assault Resource Center
Address: 4900 SW Griffith Drive, Suite 100
City, State, Zip: Beaverton, OR 97005
Contact Name: Erin Ellis
Telephone Number: 503-626-9100
E-Mail Address: sarc@sarcoregon.org

1. **Request** (express in whole dollar amounts only)

Cash	\$1000
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$0
TOTAL REQUEST	\$1000

2. **What is this specific request for? If it's a supplement to the general fund budget, please state:**

Funding will be applied toward our emergency service expenses for our clients who are in need of prescriptions, food, rental assistance, locksmith services, as well as supporting our clothing bank at the four local hospitals within Washington County.

3. Describe the Agency's mission:

The mission of the Sexual Assault Resource Center (SARC) of Washington County is to promote social justice by eliminating sexual violence in our community through education, support & advocacy. Philosophically we operate on the basis of empowering the survivor by encouraging them to make their own choices. We recognize that sexual assault is based on anger, power, and control and is never the survivor's fault. Our role is to ensure that survivors get the information they need, that they are listened to, and that they are treated with sensitivity, respect and dignity. Our philosophy reflects our knowledge that sexual assault has no boundaries of race, age, language, gender, economic class, disability or religion. We believe that the survivor need not be alone during their healing process.

4. What group of citizens in Tualatin does your organization target?

Adolescent and adult survivors of recent or past sexual assaults, which are acute by nature (in contrast to protracted childhood abuse), who are male or female are eligible as well as their co-survivors (family members) who are also impacted and need to acquire support skills.

Sexual assaults are acts of profound violence subjecting victims to the most intrusive and humiliating acts of control producing not only physical but psychological trauma. Due to experiencing an inescapable event so severe, harmful or threatening they demand extraordinary coping efforts. Initial trauma responses include the feeling of numbness or disconnection; anxiety; and affective responses including terror, rage, despair, hopelessness, shame or guilt. Survivors often report that they expect to have some initial difficulty with the assault but assume that they will recover and return to normal quickly. Most survivors eventually understand that their lives have been permanently changed as a result of the assault. According to the National Victim Center approximately one third of survivors develop rape related Post Traumatic Stress Disorder (PTSD) - repeatedly re-experiencing their ordeal via flashbacks, memories, nightmares, or frightening thoughts, especially when exposed to events or objects reminiscent of the trauma. Sexual assault survivors are at higher risk for developing eating disorders, panic attacks, sleep disorders, low self-esteem and depression, as well as substance abuse. In addition, they are 13 times more likely than non-victims to have attempted suicide (*Rape in America: A Report to the Nation*).

4a. What types of services will be provided in the funding request year?

The Sexual Assault Resource Center was established in 1977 to help women, men, and teens who have been sexually assaulted. We operate a 24-hour crisis line to provide immediate assistance to all callers who may be requesting crisis counseling, information, and referrals. Volunteer advocates also respond in person to all calls from law enforcement and hospitals to provide crisis intervention and support to survivors during the forensic exam and law enforcement interviews. The Center also provides advocates for court accompaniment and any additional case related meetings as well. A detailed list of services is listed below:

24-hour Crisis Line

SARC operates a 24-hour crisis line staffed with highly trained advocates who provide crisis intervention, peer support, information and referral.

Hospital Accompaniment

SARC provides accompaniment to the many hospitals within both Washington and Multnomah Counties when we are contacted by law enforcement, hospital personnel, or the survivor / family or friends. The trained advocate on call is there to provide support and accompany the survivor through the evidence exam and law enforcement interview. We also provide support if the survivor chooses not to report but needs to go to the hospital to be checked out physically for injuries and receive medications as appropriate.

Clothing

When a survivor goes to the hospital for a forensic exam, their clothing may be held as evidence. With the help of donations and grants SARC is able to stock all hospitals in Washington County with T-shirts, sweats, and underwear for the survivor's comfort and self-respect.

Case Management

The elements of case management include notification of victim rights, assistance in filing for Crime Victim's Compensation, screening for an appropriate support group, and referrals to counseling resources geographically convenient for the survivor. Additional elements includes confirmation that all follow-up medical attention has been addressed or scheduled if necessary, assistance in identifying or maneuvering through ancillary social services, accompaniment to any case related meetings or restraining/stalking order hearings, as well as emotional support.

Counseling Program

Individual counseling is available for uninsured adolescents and adults, both male and female, who otherwise would have no access to mental health services. Sessions can be conducted in both English and Spanish

Support Group

We run twelve-week long psycho-educational support groups three times a year for adult female survivors offering participants education, coping skills, validation and new choices to continue their recovery process.

School Education Program

An education specialist is committed to providing a comprehensive nine-week sexual assault prevention curriculum within the high schools of the Portland-Metro area. Alternative schools, youth groups and activity centers are also included.

Latina Services

A three-pronged approach to ensuring that Spanish-speaking survivors of sexual assault have the access to culturally appropriate services they require following a victimization through the use of Catholic Charities bilingual crisis line; increasing civic engagement of Latino leaders to help address the issue of violence; as well as the use of bilingual / bicultural volunteer case managers to help with the intervention and support.

Minor Victims of Human Trafficking

24-hour in-person crisis intervention and advocacy is available for juveniles who have been picked up by the police on the suspicion of being prostituted by a pimp or "enforcer". Case management and long-term support is provided while working with law enforcement and child

protective services to help make a comprehensive safety plan for the adolescent as they are exiting the very violent world of domestic human trafficking.

4b. How many Tualatin residents will be served?

Our program directly benefits Tualatin residents by offering services that are not currently available through any other agency in Washington County. In the event that an assault should happen to a citizen in your city, our agency is there to provide immediate crisis intervention and continued follow-up services free of charge. According to the Center for Disease Control and Prevention (CDCP), one in six women in the United States will become the victim of an attempted or completed rape sometime in her life. Alarming Oregon's rate is one in four; significantly higher than the national average (CDCP, 2006). With a population over 9800 females age of 18 or older in the city of Tualatin 2.5 % of these women, or 245, will experience some level of sexual violence within a 12-month period and potentially need our services.

We know that negative victim impact from sexual assault is substantially reduced when victims are believed, protected and adequately supported. Paramount is the assurance that these services are always accessible whether or not the survivor chooses to report to law enforcement and no matter how long post assault they seek assistance.

4c. What percentage of your operation is dedicated to service in Tualatin?

Our services are equitably available to all of the cities within Washington County

5. If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested:

Government	Received Last Year	Requested This Year
City of Beaverton	\$8038	\$8038
Oregon Domestic & Sexual Violence Services	\$51,362	\$38,927
Oregon Department of Justice	\$108,111	\$146023

6. Please submit the following information with this request:

- a. Detailed budget, including FY 2009-10 actual expenditures and FY 2010-11 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Names, addresses, occupations, and telephone numbers for your Board of Directors.
- c. A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.

Sexual Assault Resource Center
2010-11 Proposed budget

Income

Victims of Crime Act (Basic Grant)	\$63,111
Violence Against Women Act (Continuation)	\$60,270
Office for Victims of Crime	\$58,934
Oregon Domestic and Sexual Violence Service Fund	\$51,362
Office for Juvenile Justice & Delinquency Prevention	\$47,355
Rape Prevention Education	\$45,000
Victims of Crime Act (Project Grant)	\$45,000
Sexual Assault Services Program	\$40,000
Sexual Assault Fund	\$34,900
Violence Against Women Act (STOP)	\$24,709
Violence Against Women Act (Recovery)	\$24,505
Private Donors / Events	\$9,259
City Grants	\$9,038
Foundation	\$8,000
Municipalities	\$7,000
Rural Oregon Survivor Advocacy and Legal Assistance	\$725
	\$529,168

Expenses

Personnel	\$336,093
Benefits	\$76,770
Accounting	\$1,500
Answering Service	\$4,560
Cell phones	\$3,840
Center phones	\$3,304
Copier	\$4,000
Crisis Line	\$1,550
Emergency Services	\$18,635
Insurance	\$4,440
Internet / Web	\$352
Groceries	\$1,480
Memberships	\$700
paggers	\$1,500
Postage	\$1,800
Printing / Publications	\$3,200
Recognition	\$1,600
Recruitment	\$600
Rent	\$33,348
Security System	\$360
Supplies	\$6,336
Technology	\$8,000
Training	\$7,200
Travel	\$8,000
	\$529,168

Board of Directors

<i>Member</i>	<i>Dates of Service</i>	<i>Board Position</i>	<i>Profession</i>	<i>Home</i>
Mandy Davis, LCSW	February 2004 to Present	Governance Sub-committee	Adjunct Professor / Researcher Portland State University 527 SW Hall, Room 400 Portland, OR 97201 503-725-8008 madavis@pdx.edu	5936 NE 15th Avenue Portland, OR 97211 503-477-5080 503-724-0939 (cell)
Marion Denard, MA	August 2005 to Present	Vice Chair Development Sub-committee	Community Advocate	7412 North Oatman Avenue Portland, OR 97217 503-286-1035 503-310-4120(cell) mepd@alum.dartmouth.org
Mark Baenziger	September 2008 to Present	Secretary IT Support	Software Engineer Independent Contractor	1526 NE Alberta, #9 Portland, OR 97211 503-238-4725 503-708-4572(cell) mmbaenz2yahoo.com
Amy Hutson, LPC	January 2003, to Present	Governance Sub-committee	Supervisor, Project Respond Cascadia Behavioral Network 2415 SE 43 rd Avenue Portland, OR 97206 503-963-2569 503-969-7940 (cell)	PO Box 1743 Lake Oswego, OR 97035 503-310-7468 (cell) harleyhutson9@msn.com
Greg Sanders, MBA	January 2007 to Present	Chair Development sub-committee	Engineer PECI 1400 SW 5 th Portland, OR 97201 503-248-4636	1913 SE Harold Street Portland, OR 97202 503-449-2755 (cell) Gts7@cormell.edu



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

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

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

1505

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

Dear Taxpayer:

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

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

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

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

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

Sincerely yours,

Michele M. Sullivan

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



City of Tualatin
18880 SW Martinazzi Avenue
Tualatin, Oregon 97062-7092
Main 503.692.2000

REC'D
CITY OF TUALATIN

SEP 28 2010

MAYOR _____ COUNCIL _____ POLICE _____ ADM _____
FINANCE _____ COMM DEV _____ LEGAL _____ OPER _____
COMMSVCS _____ ENG & BLDG _____ LIBRARY _____

FY 2010-2011 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011. Applications are due by **5:00 p.m. on Friday, October 1, 2010.**

Agency Name: Tigard-Tualatin Family Resource Center

Address: C/O Durham Center, 8040 SW Durham Road
(Physical address on campus of Tigard High School)

City, State, Zip: Tigard, Oregon 97224

Contact Name: Catherine West

Telephone Number: 503-603-1588

E-Mail Address: cwest@ttsd.k12.or.us

1. **Request** (express in whole dollar amounts only)

Cash \$4,500

In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)

No services are being requested at this time.

TOTAL REQUEST \$4,500

2. What is this specific request for? If it's a supplement to the general fund budget, please state:

The request is to supplement the grant received by the Washington County Commission on Children & Families in order to fund addition staff hours and to provide outreach to schools at Back to School nights, Head Start parent meetings and other events. The grant would also be used to supplement donation funds paying for such items as hygiene products, transportation and prescription assistance, volunteer-led class materials, dental clinics, and office supplies not covered by the grant from the Commission on Children & Families.

3. Describe the Agency's mission:

The Tigard-Tualatin Family Resource Center is a school-based family resource center that provides social, health and career services to the community. The Center's mission is to build the community's capacity to support its children and families through pooling resources and coordinating services for children and families at the community level. The Center's goal is to help families become more self-sufficient and to increase successful family relationships to the school district and community.

The Family Resource Center is viewed as a model for assuring families feel comfortable seeking the kinds of information, resources and support services that all citizens need at various times. It provides service by acting as a connection point for families seeking information, referrals, and on-site social services. It supports families that struggle everyday to provide for basic needs such as food, clothing, dental, medical and mental health needs.

4. What group of citizens in Tualatin does your organization target?

The Tigard-Tualatin Family Resource Center targets Tigard-Tualatin School District families as well as parents with children 0-5 years old that will eventually enter into the school district. The target population within this group is low-income families and others with community resource needs.

4a. What types of services will be provided in the funding request year?

The Tigard-Tualatin Family Resource Center will continue to provide up-to-date and accurate information and referral to community resources including publishing a yearly Tigard-Tualatin community resource guide; coordination of Medical Teams International mobile dental clinics, holiday sponsorship, volunteer-led English classes and other skills-based classes; registration and advertising for parenting classes and community health fairs; applications for state services such as Food Stamps and the Oregon Health Plan; access to basic-needs items such as hygiene products, diapers, school supplies and children's birthday gifts; basic employment assistance including access to a computer, phone, fax, copy machine and resource materials, and a parenting resource library. The current request of \$4,500 would be used to ensure that these services continue to be provided to low-income Tualatin families.

4b. How many Tualatin residents will be served?

An estimated 722 Tualatin families will be served by the Tigard-Tualatin Family Resource Center in the funding request year.

4c. What percentage of your operation is dedicated to service in Tualatin?

Approximately 36% of the Tigard-Tualatin Family Resource Center's operation is dedicated to service in Tualatin.

5. If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested:

Government	Received Last Year	Requested This Year
City of Tualatin	\$4,000	\$4,500
City of Tigard	\$6,000	\$6,500 (received)
Washington County Commission on Children & Families		
	\$76,797	\$75,386 (received)

6. Please submit the following information with this request:

a. Detailed budget, including FY 2009-10 actual expenditures and FY 2010-11 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.

a. Please see the attached budget.

b. Names, addresses, occupations, and telephone numbers for your Board of Directors.

b. The Tigard-Tualatin Family Resource Center doesn't have an actual Board of Directors but has a regularly convening Steering Committee. Please see attached roster.

c. A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.

c. A copy of the 501(c)(3) equivalency is included.

Tigard-Tualatin Family Resource Center

BUDGET 2009-2010

Major Revenue Sources	Beginning Balance	Major Expenditure Categories	Estimated Ending Balance
Washington County Commission on Children & Families	\$76,797	Salaries (\$42,263) two employees, 1.1 FTE Fringe benefits (\$30,962) two employees School district supervision (\$2,795) Staff Travel (\$777) (An additional .34 FTE paid through donations)	\$0
Tigard-Tualatin School District In-kind Contributions	Estimated Value \$48,385	Space, custodial, administrative, technical support	\$0
Grainger Inc. of Tigard	\$10,000	\$6,000 Mobile dental clinics, \$2,000 After-school activities, \$1,000 Supplies for classes, \$1,000 Transportation assistance	\$69
Community Donations (cash)	\$8,943	Hygiene products, food vouchers, transportation assistance, mobile dental clinics, holiday sponsorship	\$300
Community Donations (in-kind)	Estimated \$7,213	Basic needs items such as hygiene products, food, clothing, books, household goods and toys	\$0
City of Tigard	\$6,000	Direct-service staff hours, basic needs assistance for low-income Tigard families, volunteer appreciation, copy paper for resource materials	\$0
City of Tualatin	\$4,000	Direct-service staff hours, basic needs assistance for low-income Tualatin families, volunteer appreciation, copy paper for resource materials	\$0

Total Cash Revenue	\$105,740
Total Estimated In-kind Donations	\$55,598
Total Cash Revenue & In-kind Donations	\$161,338

Tigard-Tualatin Family Resource Center

BUDGET 2010-2011

Major Revenue Sources	Beginning Balance	Major Expenditure Categories	Estimated Ending Balance
Washington County Commission on Children & Families	\$75,386	Salaries (\$40,537) two employees, 1 FTE* Fringe benefits (\$31,706) two employees School district supervision (\$2,231) Staff Travel (\$912) (An additional .25 FTE paid through donations)	\$0
Tigard-Tualatin School District In-kind Contributions	Estimated Value \$46,933	Space, custodial, administrative, technical support	\$0
Community Donations (cash)	Estimated \$8,000	Holiday sponsorship, mobile dental clinics, transportation assistance, hygiene products and food vouchers	\$500
Community Donations (in-kind)	Estimated \$7,000	Basic needs items such as hygiene products, food, clothing, books, household goods and toys	\$0
City of Tigard	\$6,500	Direct-service staff hours, basic needs assistance for low-income families, volunteer appreciation	\$0
Washington County Commission on Children & Families, Community Development Block Grant	\$5,400	Mobile dental clinics	\$0

Total Cash Revenue	95,286
Total Estimated In-kind Donations	53,933
Total Cash Revenue & In-kind Donations	149,219

*Salary and fringe benefit totals were calculated before final contract negotiations. The final total may be slightly different.

Tigard-Tualatin Family Resource Center Steering Committee

Name	Occupation	Program	Phone	Address/ Emails
Ana Abrego	PCC Steps to Success Volunteer	Tigard-Tualatin Family Resource Center	503-603-1582	c/o Durham Center 8040 SW Durham Road Tigard, OR 97224 Ana.abrego26@gmail.com
Betty Merrit	Program Coordinator	Commission on Children & Families	503-846-4547	111 SE Washington Street, MS 6 Hillsboro, OR 97123-4029 Betty_Merrit@co.washington.or.us
Catherine West	Director	Tigard-Tualatin Family Resource Center	503-603-1588	c/o Durham Center 8040 SW Durham Road Tigard, OR 97224 cwest@ttsd.k12.or.us
Chuck Bomar	Pastor	Colossae Church	503-477-4475	12176 SW Garden Place Tigard, OR 97223 chuck@colossaechurch.org
Donna Maddux	Council Member	Tualatin City Council	503-692-2000	18880 SW Martinazzi Ave Tualatin, OR 97062 maddux01@verizon.net
Esmeralda Arizmeudi	Volunteer	Tigard Covenant Church	503-486-5550 503-490-2187	11321 SW Naeve Street Tigard, OR 97224 frias4990@comecast.net
Karen Twain	Director of Alternative Programs	Tigard-Tualatin School District	503-431-4588	8040 SW Durham Road Tigard, OR 97224 ktwain@ttsd.k12.or.us
Mira Hahn	Receptionist	Tigard-Tualatin Family Resource Center	503-603-1585	c/o Durham Center 8040 SW Durham Road Tigard, OR 97224 mhahn@ttsd.k12.or.us

Internal Revenue Service

Department of the Treasury

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

Date: April 4, 2003

Person to Contact:

Ms. Regina Parker 31-07403
Customer Service Specialist

Tigard School District 23J
6960 SW Sandburg St.
Tigard, OR 97223-8039

Toll Free Telephone Number:

8:00 A.M. to 6:30 P.M. EST
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

93-0572833

Dear Sir or Madam:

This responds to your request dated March 3, 2003, for information concerning your organization's federal tax status.

Our records indicate that your organization may be a governmental instrumentality or a political subdivision of a state.

No provision of the Internal Revenue Code imposes a tax on the income of governmental units (such as states and their political subdivisions). Therefore, it has been the position of the Service that income of governmental units is not generally subject to federal income taxation. If, however, an entity is not itself a governmental unit (or an "integral part" thereof), its income will be subject to tax unless an exclusion or exemption applies.

One exclusion is provided by section 115(1) of the Code, which excludes from gross income:

- (A) income derived from the exercise of any essential governmental function,
and
- (B) income accruing to a state or political subdivision.

Your organization's income may not be subject to tax, either because the organization is a governmental unit (or an "integral part" thereof), or because the income is excluded under section 115. In addition, your organization may also be eligible to receive charitable contributions, which are deductible for federal income, estate, and gift tax purposes. Also, your organization is probably exempt from many federal excise taxes.

Your organization may obtain a letter ruling on its status under section 115, following the procedures specified in Rev. Proc. 2001-1 or its successor.

Your organization may also qualify for exemption from federal income tax as an organization described in section 501(c)(3) of the Code. If the organization is an entity separate from the state, county, or municipal government, and if it does not have powers or purposes inconsistent with exemption (such as the power to tax or to exercise enforcement of regulatory powers), your organization would qualify under section 501(c)(3). To apply for exemption, complete Form 1023 and pay the required user fee.

Tigard School District 23J
93-0572833

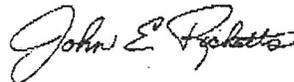
Sometimes governmental units are asked to provide proof of their status as part of a grant application. If your organization is applying for a grant from a private foundation, the foundation may be requesting certain information from your organization because of the restrictions imposed by the Code on such foundations. One such restriction imposes a tax on private foundations that make any "taxable expenditures." Under section 4945(d) and (h) of the Code, "taxable expenditures" include (1) any grant to an organization (unless excepted), unless the foundation exercises "expenditure responsibility" with respect to the grant; and (2) any expenditure for non-charitable purposes. Under section 4942 of the Code, private foundations must also distribute certain amounts for charitable purposes each year—"qualifying distributions"—or incur a tax on the undistributed amount. "Qualifying distributions" include certain amounts paid to accomplish charitable purposes.

Private foundation grants to governmental units for public or charitable purposes are not taxable expenditures under these provisions, regardless of whether the foundation exercises "expenditure responsibility." Under section 53.4945-5(a)(4)(ii) of the Foundation and Similar Excise Tax Regulations, expenditure responsibility is not required for grants for charitable purposes to governmental units (as defined in section 170(c)(1) of the code). Similarly, grants to governmental units for public purposes are "qualifying distributions", under section 53.4942(a)-3(a) of the regulations; and, if they are for charitable purposes, will not be taxable expenditures, under section 53.4945-6(a) of the regulations. Most grants to governmental units will qualify as being for charitable (as well as public) purposes.

Because of these restrictions, some private foundations require grant applicants to submit a letter from the Service determining them to be exempt under section 501(c)(3) and classified as a non-private foundation. Such a letter, or an underlying requirement that a grantee be a public charity, is not legally required to be relieved from the restrictions described above, when the prospective grantee is a governmental unit and the grant is for qualifying (public or charitable) purposes.

We believe this general information will be of assistance to your organization. This letter, however, is not a ruling and may not be relied on as such. If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



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



CITY OF TUALATIN
18880 SW MARIMAZZI AVENUE
TUALATIN, OREGON 97062-7092
Mam 503.692.2000

FY 2010-2011 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011. Applications are due by 5:00 p.m. on Friday, October 1, 2010.

Agency Name: Tualatin School House Pantry
Address: P.O. Box 248
City, State, Zip: Tualatin, OR 97062
Contact Name: Mike Shiffer
Telephone Number: 503 349-2358
E-Mail Address: mike@schoolhousepantry.org

1. **Request** (express in whole dollar amounts only)

Cash \$4000

In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet) \$0

TOTAL REQUEST \$4000

2. **What is this specific request for? If it's a supplement to the general fund budget, please state:**
General budget income

3. **Describe the Agency's mission:**

The mission of Tualatin Schoolhouse Pantry is to provide emergency food to qualified households in a welcoming environment. As a part of the Oregon Food Bank, we also share in their mission to eliminate hunger and its root causes because we believe that no one should go

hungry. We operate with a volunteer staff that is dedicated to serving others. (emergency food is provided to over 450 families each month)

4. **What group of citizens in Tualatin does your organization target?**
Low income families

4a. **What types of services will be provided in the funding request year?**
Emergency food and emergency dental services

4b. **How many Tualatin residents will be served?**
Previous 12 months we served 5,520 families which included 12,315 adults and 8,895 children. Approximately 90% of our clients live in Tualatin. Anticipated Tualatin residents to be served in next 12 month is 9,000.

4c. **What percentage of your operation is dedicated to service *in Tualatin*?**
Currently 90% of our clients live in Tualatin.

5. **If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested:**

Government	Received Last Year	Requested This Year
Tualatin	\$4,000	\$4,000
	\$	\$
	\$	\$

6. **Please submit the following information with this request:**

a. **Detailed budget, including FY 2009-10 actual expenditures and FY 2010-11 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.** *1 part time employee*

b. **Names, addresses, occupations, and telephone numbers for your Board of Directors.**

c. **A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.**

1 TSHP INCOME/EXPENSE/ BUDGET 2010 (August 31, 2010)					
	BUDGET	2009	2010 thru	% of 2010	2009 thru
	AMT	ACTUAL	8/31/10	Budget	8/31/09
	AMT	AMT			
3 INCOME					
4 CONTRIBUTIONS					
5 Individual Contributions	\$28,000	\$27,382	\$14,301	51.1%	\$11,081
6 Business Contributions	\$24,000	\$24,864	\$15,530	64.7%	\$17,612
7 Service Organization Contributions	\$4,400	\$4,731	\$0	0.0%	\$1,521
8 Religious Organization Contributions	\$6,000	\$6,756	\$4,570	76.2%	\$2,587
9 Local Government Contributions	\$1,000	\$1,157	\$0	0.0%	\$2,925
10 School Organization Contributions	\$7,000	\$7,430	\$4,676	66.8%	\$7,199
11 Thanksgiving meat contributions	\$1,500	\$120	\$0	0.0%	\$0
12 GRANTS					
13 Target (2009 food purchases, 2010 diapers)	\$2,000	\$1,250	\$2,000	100.0%	\$1,250
14 City of Tualatin (operating expenses) *	\$4,000	\$6,500	\$0	0.0%	\$0
15 via Oregon Food Bank (OFB credits) *	\$3,000	\$8,000	\$4,913	163.8%	
16 Rotary (dental van) *	\$3,600	\$3,600	\$0	0.0%	\$0
17 Roxbury Foundation (unspecified and unsolicited)	\$0	\$0	\$1,000		\$0
17 Communicare grant for birthday bags	\$0	\$0	\$1,500		\$0
18 From 2008 capital campaign grant	\$0	\$20,000	\$0		\$20,000
19 OTHER INCOME					
20 Other Contributions	\$1,000	\$615	\$0	0.0%	\$87
21 Interest	\$400	\$298	\$212	53.0%	\$169
22 Tax penalty refund	\$2,970	\$0	\$2,970	100.0%	\$0
23 TOTAL INCOME	\$88,870	\$112,703	\$51,672	58.1%	\$64,431
24 * see notes					
25 EXPENSE					
26 Food and Services for Clients					
27 Fresh milk	\$12,000	\$9,000	\$5,415	45.1%	\$5,000
28 OFB Food Share Costs	\$13,000	\$15,544	\$10,858	83.5%	\$5,604
29 Other Food Purchases *	\$4,000	\$607	\$2,954	73.9%	\$0
30 Holiday turkey give-a-way *	\$2,000	\$1,651	\$0	0.0%	\$0
31 Diapers (Target grant)	\$2,000	\$0	\$761	38.1%	\$0
32 Birthday in a Bag *	\$3,000	\$508	\$200	6.7%	\$20
33 Dental van fee to MTI (from reserve)	\$3,600	\$1,800	\$2,100	58.3%	\$1,800
34 Operating Expenses					
35 Pantry supplies *	\$4,000	\$1,612	\$1,775		\$1,315
36 Pantry fixtures / equipment	\$2,000	\$240	\$610		\$0
37 Office supplies *	\$1,500	\$0	\$582		\$0
38 Bottle Water Service	\$300	\$383	\$264	88.0%	\$317
39 Telephone and internet fees	\$1,000	\$641	\$227	22.7%	\$710

Board of Directors - Tualatin School House Pantry

Director	email / street address	home	cell	business
Arlene Hornschuch (Retired)	a.hornshu@gte.net 9610 SW Killarney Ln, Tualatin, OR 97062	arlene@schoolhousepantry.org 97062	503-502-7068	
Cheryl Dorman (Bank Manager)	DormanC@wcb.com 28668 SW Glenwood Cir, Wilsonville, OR 97070	cheryl@schoolhousepantry.org	503-799-4145	503-691-9929
Duane McCreery (Insurance)	dmccreery17@yahoo.com 1307 Hemlock St, Lake Oswego, OR 97034	duane@schoolhousepantry.org	503-267-4495	
Faith Carter (Church Leader)	faith.carter@rollinghills.org 3550 SW Borland Rd, Tualatin, OR 97062	faith@schoolhousepantry.org	503-656-9921	503-638-5300
Terri Holland (Consultant)	tmholland38@aol.com 15739 SW Bristlecone Way, Tigard, OR 97223	terri@schoolhousepantry.org	503-590-7815	
Linda Moholt (CEO Chamber)	Lindamoholt@msn.com 19181 SW 55th CT, Tualatin, OR 97062	linda@schoolhousepantry.org	503-692-9621	503 692-0780
Matt Bratschi (Marketing)	breathe@cprpublicity.com 11239 SW Stevens Rd, Happy Valley, OR 97086	matt@schoolhousepantry.org	503-757-2079	
Mike Shiffer (Retired)	mike.shiffer@frontier.com 9563 SW Siuslaw Ln, Tualatin, OR 97062	mike@schoolhousepantry.org	503-349-2358	
Mike Weaver (Business Owner)	MikeWeaver@weavertech.com 10630 SW MEIER DR, Tualatin, OR 97062	mikew@schoolhousepantry.org	503-804-2020	503-639-8796
Shirley Johnson (Homemaker)	shirley.s.johnson@gmail.com 17930 SW YAQUINA CT, Tualatin, OR 97062	shirley@schoolhousepantry.org	503-692-1950	503-522-4995

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

DEPARTMENT OF THE TREASURY

Date: SEP 16 2008

TUALATIN SCHOOL HOUSE PANTRY
PO BOX 248
TUALATIN, OR 97062

Employer Identification Number:
20-2253741

DLN:
17053210335008

Contact Person:
RENEE RAILEY NORTON ID# 31172

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

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

Form 990 Required:
Yes

Effective Date of Exemption:
October 31, 2007

Contribution Deductibility:
Yes

Addendum Applies:
No

Dear Applicant:

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

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

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

Letter 947 (DO/CG)

TUALATIN SCHOOL HOUSE PANTRY

2010 Annual Review

2009 Annual Review

Month	TL. Fam.	Total	Adults	Kids	Volunteer#	Vol. Hrs.	TL. Fam.	Total	Adults	Kids	Volunteer#	Vol. Hrs.
Jan.	480	1869	1084	785	245	774.5	515	1953	1096	857	198	698.5
Feb.	414	1573	924	649	264	695.75	440	1680	970	710	189	619
March	509	1986	1171	815	278	892	432	1578	932	646	213	646
April	459	1765	1041	724	238	704.75	435	1627	940	687	223	667.5
May	445	1709	993	716	281	808	405	1519	901	618	208	693
June	506	1933	1127	806	231	754	457	1751	1002	749	206	665
July	483	1860	1087	773	294	741	462	1774	1021	753	206	665
August	504	1993	1147	846	268	997	362	1411	801	610	296	1123
Sept.							429	1599	919	680	176	556
Oct.							437	1591	910	681	235	733.3
Nov.							523	2060	1175	885	352	876.3
Dec.							473	1854	1083	771	248	796.8
Total	3800	14688	8574	6114	2099	6367	5370	20397	11750	8647	2750	8739.4
Ave.	475.0	1836.0	1071.8	764.3	262.4	795.9	447.5	1699.8	979.2	720.6	229.2	728.3
% to TL.			58%	42%					58%	42%		
%Chg.	6.1%	8.0%	9.5%	6.1%	14.5%	9.3%						



Tualatin School House Pantry
www.schoolhousepantry.org
...Because we care

REC'D
CITY OF TUALATIN

SEP 30 2010

MAYOR _____ COUNCIL _____ POLICE _____ ADM _____
FINANCE _____ COMM DEV _____ LEGAL _____ SPEER _____
COMM SVCS _____ ENG & BLDG _____ LIBRARY _____

September 29, 2010

City of Tualatin / Administration
Attn: Carina Christensen
18880 SW Martinazzi Avenue
Tualatin, OR 97062-7092

Dear Carina,

Thank you for inviting Tualatin School House Pantry to submit an application for municipal grant funding from the City of Tualatin. We value our continued partnership with the city and greatly appreciate the support that the Council and city departments have provided the pantry. We are now serving over 475 families each month and the need does not seem to be diminishing. The application and supporting documents are included. I have also included a statistical summary of our services including volunteer hours.

Please feel free to visit the pantry at anytime we are open. If there are questions about this application please let me know.

Regards,

A handwritten signature in black ink, appearing to read "Mike Shiffer".

Mike Shiffer, Board President
Tualatin School House Pantry

(The pantry is now located on the lower level of Rolling Hills Community Church at 3550 SW Borland Road.)



City of Tualatin
18880 SW Martinazzi Avenue
Tualatin, Oregon 97062-7092
Main 503.692.2000

FY 2010-2011 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011. Applications are due by 5:00 p.m. on Friday, October 1, 2010.

Agency Name: Washington County Bicycle Transportation Coalition
Address: 21785 SW TV Hwy, Ste J
City, State, Zip: Aloha, Or 97006-1253
Contact Name: Hal Ballard, Executive Director
Telephone Number: 503-984-1761
E-Mail Address: hal@washcobtc.org

1. **Request** (express in whole dollar amounts only)

Cash	\$1,000
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$ -0-
TOTAL REQUEST	\$1,000

2. What is this specific request for? If it's a supplement to the general fund budget, please state:

To add toward the purchase of an enclosed, secure trailer to transport our fleet of bicycles to conduct Smart Cycling(r) Youth Skills 123 in elementary and middle schools and community-building events throughout the county. Such events include our work with the Tualatin Parks & Recreation and the Youth Advisory Council to conduct our "Smart Cycling Youth Skills 123" clinics, at the "Pedaling in the Park" inaugural ride in 2010.

The bicycles, while from our used, donated stock, (all are donated) are selected for their quality and easiness to ride by children who are mostly inexperienced and 'raw' in their skills. We make them the 'best bike they can be for the bike they are' and storing them in the trailer eases the workload of our instructors and volunteers and provides bikes we know function properly, regardless of the value.

The estimated cost is \$6000 to fully purchase, register, insure and equip the inside of the trailer to carry a fleet of 25 bicycles, helmets, tools and equipment.

3. Describe the Agency's mission:

"The mission of the WashCo BTC is to promote bicycle transportation, protect bicyclists' rights and improve bicycling conditions throughout Washington County, Oregon through education, advocacy and community."

4. What group of citizens in Tualatin does your organization target?

- Our 10 hour clinics are geared toward the youngest riders among us and those most susceptible to conditions like asthma and obesity due to a sedentary lifestyle. The WashCo BTC believes that activities by bicycle are a safe and fun way for kids to stay healthy, alert and attentive in class.
- We are including members of Tualatin's Youth Advisory Council and attendees of the Juanita Pohl Senior Center to assist in the clinics.

4a. What types of services will be provided in the funding request year?

1. The WashCo BTC has 5 certified instructors, as sanctioned by the League of American Bicyclists¹, who will lead 20 ten-hour clinics throughout the county in schools and public venues, like the Pedaling in the Park event, and at farmers markets in the region. The clinics teach children the basics from starting and stopping (using the bikes brakes and not their shoes), scanning, signaling, turning and negotiating in and with traffic. The exercises begin on playgrounds or school parking lots, but by the final clinics, the children are guided through the maneuvers they've learned on neighborhood streets. Each child learns bicycle parts identification and operation and how to properly fit a helmet, which they receive upon 'graduation'. Through our program, children learn to be safe, alert, confident and have fun wherever they're allowed to ride.
2. The services will extend beyond the funding request year and we expect greater participation by schools and at public venues for years to come.

4b. How many Tualatin residents will be served?

Based on prior participation levels, we expect to serve over 250 Tualatin residents.

4c. What percentage of your operation is dedicated to service in Tualatin?

Currently, about 15% of our education services are dedicated to service in Tualatin.

¹ www.bikeleague.org/programs/education

5. If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested:

Government	Received Last Year	Requested This Year
Tualatin	\$ -0-	\$1000
Beaverton	\$ -0-	\$1000 (received)
Washington County	\$ 250	\$250 (received)
Hillsboro	\$ - 0-	\$1000

6. Please submit the following information with this request:
- a. Detailed budget, including FY 2009-10 actual expenditures and FY 2010-11 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
1. Our fiscal calendar is Jan 1 – Dec 31. Our budget for 2011 has not been developed yet.
 2. It is similar to our current budget which is attached as Addendum A.
 3. We have authorized 1 full time Executive Director and 1 part time Shop Manager.

- b. Names, addresses, occupations, and telephone numbers for your Board of Directors.

First Name	Last Name	Board Position	Profession	Phone
Stephen	Boughton	Chair	Ret. Engineer	503-367-8217
Carl	Nelson	Director	Carpenter	503-648-5300
Daniel	Lechuga	Director	Soc. Svc. Worker	760-803-8965
Dirk	Pauwels	Director	Bike Mechanic	503-332-3980
Kathryn	Iverson	Secretary	Home Care Worker	503-984-3761
Mark	Norberg	Director	Ret. Programmer	503-642-7603

- c. A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.

Attached as Addendum B

Maureen Smith

From: Maureen Smith
Sent: Thursday, September 30, 2010 3:04 PM
To: Hal Ballard
Subject: RE: Outside Agency Grant Application

Hello - Just to let you know I have received your application. Council will be reviewing the applications in the near future (I'm not sure when as yet).

In the meantime, if you have any questions please do not hesitate to contact me.

Maureen Smith

Executive Assistant
City of Tualatin | Administration
503.691.3011 | www.ci.tualatin.or.us

Please consider the environment before printing this email.

DISCLAIMER: This email is a public record of the City of Tualatin and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This email is subject to the State Retention Schedule.

From: Hal Ballard [mailto:balhallard@gmail.com]
Sent: Tuesday, September 28, 2010 9:57 AM
To: Maureen Smith
Cc: Hal Ballard
Subject: Outside Agency Grant Application
Importance: High

Dear Ms Smith,

Please see the attached files as our electronic application as an Outside Agency hoping to increase its profile and activities in the city of Tualatin and service to its residents.

As a cover letter, please allow me to add that we have been involved in Tualatin's present and future since 2005 when we joined the "Tualatin Tomorrow" Parks & Natural Resources team.

In addition, we presented "Pedaling in the Park" with Tualatin Parks and Recreation and the Youth Advisory Council last July, teaching basic bicycle handling skills clinics to over 50 children and families.

We certified 14 members of the YAC to teach the clinics themselves on October 3rd, when Tualatin hosts a "Bicycle Safety Day."

We also have developed a relationship with attendees of the Pohl Senior Center since we hosted "Pedal on the Trail" in August. Someone donated 3 road bikes with the idea the Pohl center could use them as a fund raiser. In a series of cross donations, the center now has 4 very comfortable mountain bikes with all the accessories so riders can check them out regularly when they want to pedal on the Fanno Creek Trail, just outside the Pohl center door. While in it's 'infancy', more riders are coming each week and, it may become a regular feature at the center. We are exploring funding resources that may just bring tricycles with multiple speeds and comfortable riding positions that even more of us no-longer-baby boomers can and will want to ride!

We realize there are more requests than funding, but we do hope you understand the value we place on the importance of having children learn the proper way to drive a bicycle, just as we expect them to drive a car when they are older. We anticipate the day when crashes or clashes between bicyclists and motorists are reduced to few or none because those children we teach in our clinics will one day be the politicians, engineers, designers, planners, and users of a system that provides true equity for all of us.

Respectfully submitted,

Hal Ballard

Executive Director

WashCo BTC

For over 15 years, providing "*Transportation Solutions byCycle*"

<http://www.washcobtc.org>

Here is a list of the attached items:

1. The grant application
2. WashCo BTC 2010 budget and balance sheet as of 8/31/2010
3. 501(c)(3) determination letter
4. Spirit Mountain Community Fund Award letter of support
5. City of Beaverton Award letter of support
6. Hillsboro Parks & Recreation letter of support
7. Washington County Commissioner Dick Schouten letter of support
8. Pictures of the proposed trailer purchase
9. Pictures of our fleet of bikes

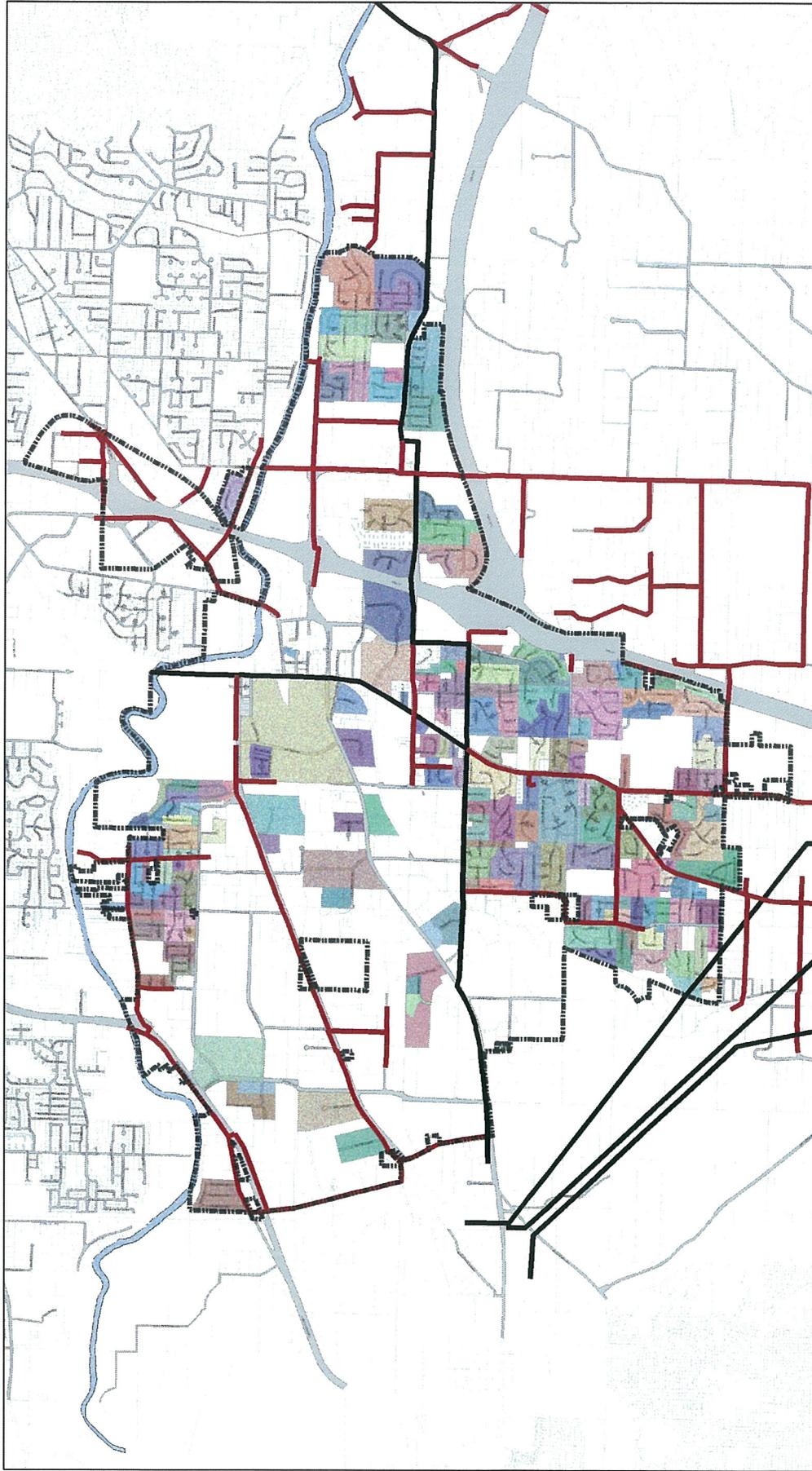
City of Tualatin



Utility Underground Master Plan

November 22, 2010

Above Ground Utilities Inventory



City Boundary



Over 50Kv Utility Lines



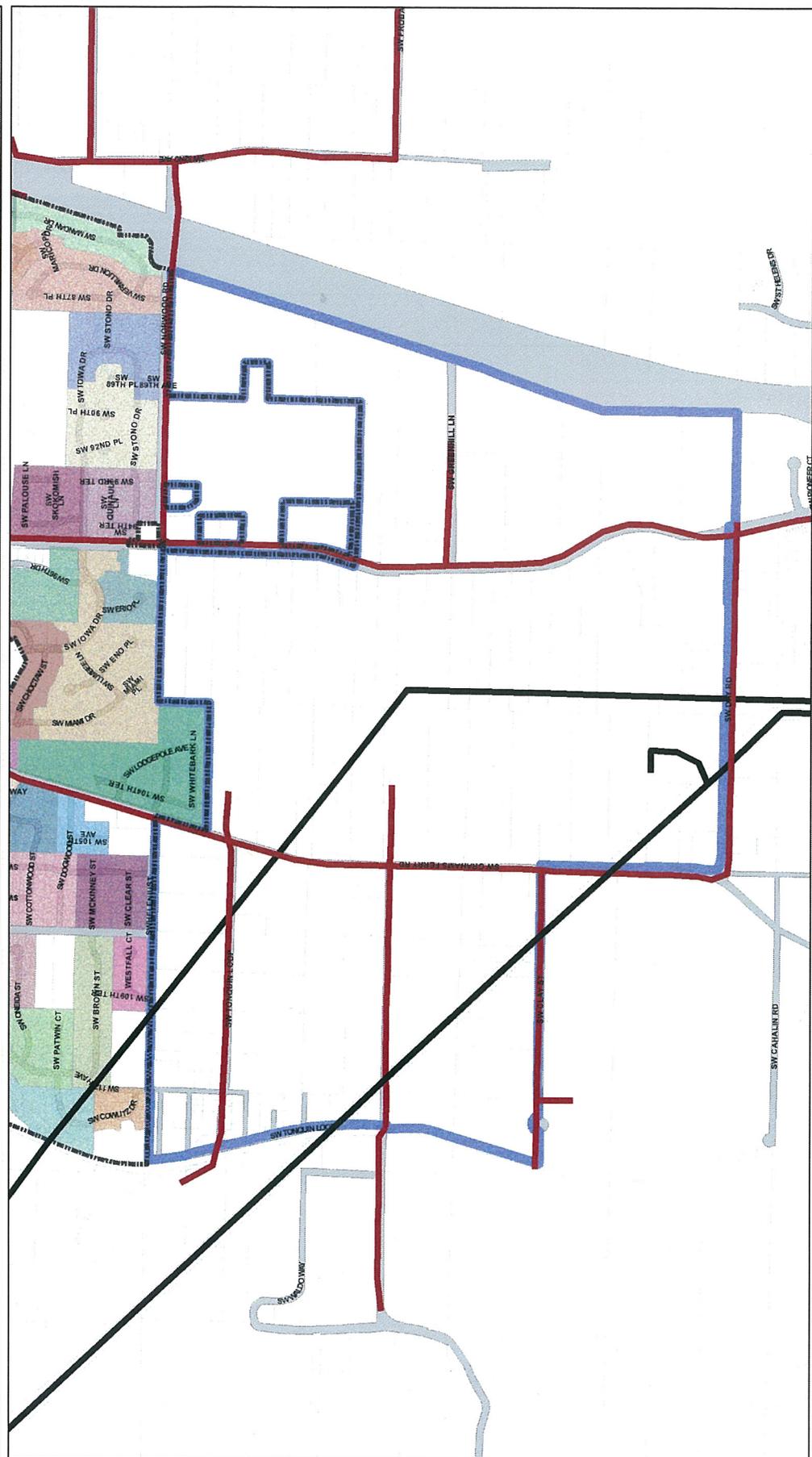
Above Ground Utility Lines



RF 1:27,000

This map is based on the current digital address data for the City of Tualuma, Oregon. It is not intended to be used for legal purposes. The City of Tualuma is not responsible for any errors or omissions on this map. The City of Tualuma is not responsible for any damages or liabilities arising from the use of this map. The City of Tualuma is not responsible for any damages or liabilities arising from the use of this map. The City of Tualuma is not responsible for any damages or liabilities arising from the use of this map.

Above Ground Utilities Inventory - Basalt Creek



City Boundary
 Above Ground Utility Lines
 Basalt Creek Planning Area (Utility Lines - 5.92 miles)

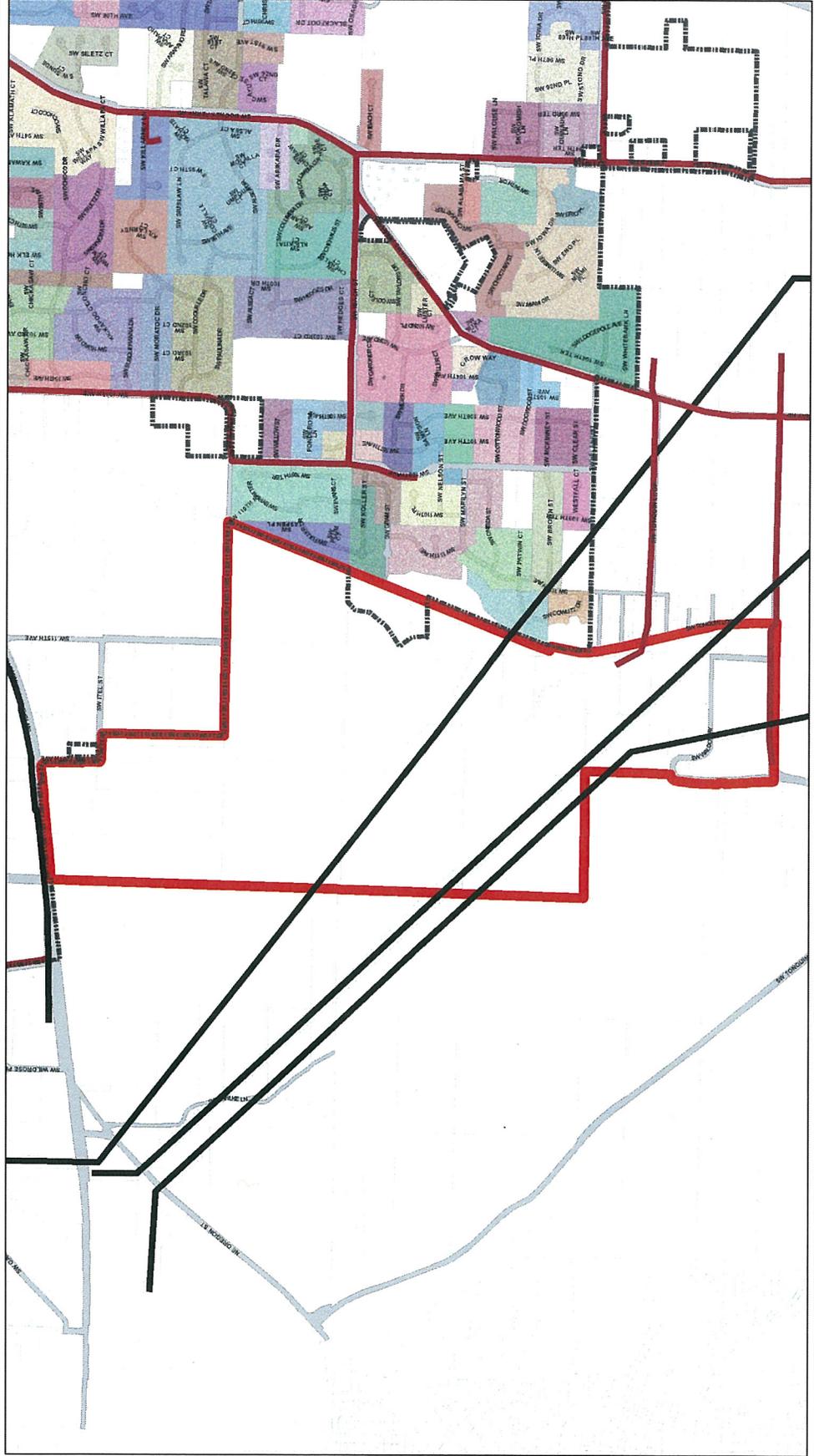
Over 50kv Utility Lines
 Above Ground Utility Lines

RF 1:9,000

N
 W — E — S

This map is a data visualization of utility data provided by Tualgis. It is not a legal document and should not be used for legal purposes. The map is for informational purposes only and does not constitute a warranty or representation of any kind.

Above Ground Utilities Inventory - SW Concept Plan



City Boundary

Over 50kV Utility Lines

Above Ground Utility Lines

SW Concept Plan Area (Utility Lines - 3.15 miles)

RF 1:11,500

N
E
W
S

Scale: 1 inch = 3.15 miles

Map Date: 11/11/2014

Costs

- \$425.12 /ft

Based on Boones Ferry Road Project in 2009 Dollars

- \$65 million

To Underground 29 Miles of Overhead Utility Lines

- \$8.2 Million

To Underground Boones Ferry Rd. from Tualatin-Sherwood Rd. to Norwood Rd.



Processes For Undergrounding

- **Normal Conversion**
 - Similar to BF Rd., T-S Rd. to Martinazzi projects.
 - COT and Utilities cooperates and share costs.
- **Forced Conversion**
 - COT tells utilities to underground.
 - Utilities add costs to bills in City.



Underground Ordinances

- City of Tualatin
 - New lines and services are required to be underground.
 - No in-lieu of fee.
- City of Tigard
 - In-lieu of fee is \$70 per linear foot of property frontage.
 - \$658,331 in total fees collected since 2000.
- City of Beaverton
 - In-lieu of fee is up to \$190 per linear foot.
 - Fees must be spent on projects within 2,500 feet of site.



Costs to Relocate vs. Underground

- PGE Costs are about the same either way
- Cost difference is the cost to install conduit, vaults & convert Overhead services to Underground services
- Cost to underground utilities at Herman Road = \$2.5 million
- Uses 1.1 mile project length & \$425.12/ft cost from Boones Ferry Road



Benefits to Undergrounding

- *Visual* – no overhead wires to see
- *Reliability* – fewer exposures for falling trees to impact lines
- Doesn't interfere with overheight loads



Funding

- Local Improvement Districts – yes
- Developer In-Lieu Fees – need to stay close to projects
- Development Requirements – will have to come up with Dolan findings
- TIF/TDT Funds – only if needed to provide transportation capacity
- State/Federal/Metro Funds – no
- Gas Tax Funds – no
- MSTIP – no



Summary

- Proceed with planning for conversion of the Stafford Basin, Basalt Creek and SW Concept Plan areas.
- Consider the costs as a part of all City projects.
- Develop code language to require as a part of development (most challenging).