

Monday, January 22, 2024 Noon-1:00 p.m.

This meeting includes in-person and virtual participation.

Council Chambers

333 Broadalbin Street SW

Or join the meeting here:

https://council.cityofalbany.net/groups/cdc/zoom

You can use your microphone or dial in using your phone. Phone: 1 (253) 215-8782 (Long distance charges may apply) Meeting ID: 894 5923 3401; Passcode: 498781

1. Call to Order (Chair)

2. Roll Call (Staff)

3. Approval of Minutes (Chair)

December 18, 2023 [Pages 2-3]

4. Scheduled Business (Staff)

- Applicant Presentations [Pages 7-341]
- · Fair Housing Goals and Actions
- 5. Business from the Public Persons wanting to provide comments may:

(Chair)

- 1. Email written comments to <u>cdaa@cityofalbany.net</u>, including your name, before **noon on the day of the meeting.**
- 2. To comment virtually during the meeting, register by emailing cdaa@cityofalbany.net before **noon on the day of the meeting,** with your name. The chair will call upon those who have registered to speak.
- 3. Appear in person at the meeting and register to speak.
- 6. Business from the Commission

(Chair)

- 7. Next Meeting Date: February 5, 2024, in Council Chambers
- 8. Adjournment

This meeting is accessible to the public via video connection. The location for in-person attendance is accessible to people with disabilities. If you have a disability that requires accommodation, please notify city staff at least 48-hours in advance of the meeting at: cdaa@albanyoregon.gov or call 541-917-7550.

Testimony provided at the meeting is part of the public record. Meetings are recorded, capturing both inperson and virtual participation, and are posted on the City's website.



COMMUNITY DEVELOPMENT COMMISSION



MINUTES

December 18, 2023 12:00 p.m. Hybrid – Santiam Room **DRAFT**

Call to Order

Chair Robyn Davis called the meeting to order at 12:00 p.m.

Roll Call

Members present: Alex Johnson II, Courtney Stubbs, Jim Cole, Robyn Davis, Sonja Neperud, John

Robledo, Larry Timm, Bessie Johnson

Members absent: Emma Deane, Skylar Bailey (excused)

Approval of Minutes: 12:02 p.m.

Motion: Commissioner Alex Johnson II moved to approve the November 20, 2023, minutes as presented. Commissioner Sonja Neperud seconded the motion, which passed 8-0.

Scheduled Business: 12:03 p.m.

• Fair Housing Data Review and Next Steps

Planner Beth Freelander provided the results and gave a summary of the Fair Housing Survey* (in agenda packet). She reviewed their outreach efforts and surveyed locations. She reported the demographics of those who took the survey. Survey respondents reported their awareness of and experience with housing discrimination in Albany.

Commissioner Davis said a high-level resolution should be making housing a human right. Catlin shared there is a resolution to affirmatively further fair housing in the city, but it is difficult for local government to achieve. Solutions will require having the right representation on committees/commissions; promoting a variety of housing types serving protected classes; and raising the awareness of these challenges in the community. The survey will help in identifying and prioritizing the issues which will help in the planning process. The first step is to certify the actions that are contributing to the barriers before action can be taken.

Freelander next went over the Focus Group results from two peer support groups associated with Jackson Street Youth Services. Dominant themes under housing opportunity for young adults were expense and affordability and the general lack of suitable housing options for low income and people with disabilities. Additionally, young adults face substantial barriers including a lack of or poor credit history, financial requirements, and restrictions. The themes reported regarding discrimination were sources of income; service animal accommodation; and non-English speaking unaware of what protections they are entitled to; the discriminatory effect of credit history and income impacts on young adults; protected classes experiencing micro-aggressions and hostility and the lack of services and transit where housing is affordable. Catlin noted the importance of having a centralized link to services to increase awareness of the help available, whether that be for housing, job searches, or financial assistance.

Freelander went on to suggest the next phase involves identifying the impediments to fair housing, including a comparison to past strategies to refine the direction. Impediments on the 2018 survey that were still valid were: Lack of Understanding of Fair Housing laws and resources; Overcoming cultural and linguistic barriers; Discriminatory practices in housing; lack of affordable housing; and concentrations of affordable housing.

December 18, 2023

When asked why housing conditions was noted as an impediment, Catlin responded that older neighborhoods generally have more affordable housing, but older housing can have health and safety issues which if landlords are asked to address those issues, renovations prompt rent increases or renters become discriminated against for asking that conditions to be corrected.

Staff then asked what the goals should be, what elements or impediments are not on the prior list but should be.

Commissioner Davis suggested it would be a good resource to map services, transit, healthcare locations, food, and meal sites. Catlin agreed that a 'walkability' score could be included.

Commissioner Stubbs suggested a current barrier is property management. Many fear the property management process and all the barriers entailed in the application process. She noted third party services are preferred by property owners who are leery of meeting regulations and problem renters.

Business from the Public 1:13 p.m.

None

Business from the Commission

None.

Next Meeting Date

The next regularly scheduled meeting is January 22, 2024, at noon in Council Chambers.

<u>Adjournment</u>

Chair Davis adjourned the meeting at 1:22 p.m.

Respectfully submitted, Reviewed by,

Susan Muniz Beth Freelander Recorder Planner II

^{*}Documents discussed at the meeting that are not in the agenda packet are archived in the record. The documents are available by emailing cdaa@cityofalbany.net.



City of Albany CONFLICT OF INTEREST DISCLOSURE 2024 CDBG Application Evaluations

Conflict of Interest Regulations: U.S. HUD'S conflict of interest provisions are set forth at 24 CFR 570.611.

- (a) <u>Applicability</u>. (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in **2 CFR Part 200**, shall apply.
- (b) <u>Conflicts prohibited</u>. The HUD conflict of interest rule prohibits any "covered person" associated with the City (as defined below) from obtaining a financial interest or benefit from a CDBG assisted activity or contract, or the proceeds under any such contract, during that covered person's tenure with the City and for one year thereafter. A "covered person" is defined by HUD as any employee, agent, consultant, officer, or elected or appointed official of the City who, with respect to CDBG funded activities under the contract: (a) exercises or has exercised any functions or responsibilities; or, (b) is in a position to participate in a decision-making process; or, (c) is in a position to gain inside information.
- (c) <u>Covered Persons</u>. For purposes of the CDBG program, a "covered person" specifically includes any staff member or consultants who exercise the above roles or function with respect to the CDBG activity and also includes any member of the Albany City Council, Community Development Commissioner, or other person who reviews and makes recommendations on the funding of CDBG contracts, whether or not that covered person actually participated in the review or recommendation. "Covered person" may also include members of other City boards and commissions if that board or commission has exercised functions or decision-making with respect to the CDBG activity.
- (d) Financial Interests or Benefits. The HUD rule prohibits any "covered person" associated with the subrecipient/applicant from obtaining a financial interest or benefit (with the exception of the use of CDBG funds to pay salaries and other related administrative and personnel costs) from a CDBG assisted activity or contract, or the proceeds under any such contract, during that covered person's tenure with the contractor and for one year thereafter. "Financial interests or benefits" include, but are not limited to, salaries, consultant fees, commissions, gifts, sales income, rental payments, investment income, or other business income. Program services that may have monetary value to the recipient are also considered a "financial benefit." Thus, for example, a City employee who prepares a CDBG contract or a City official who sits on a City board that reviews a CDBG funding proposal may not receive rent payments or other income from the contractor while that person remains with the City and for one year after that person leaves the City. The HUD rule further prohibits anyone with "family or business ties" to the covered person from receiving a financial interest or benefit.

OMB Circular No. A-102. 7. Code of Conduct and City of Albany Conflict of Interest Policy. No employee, officer, or agent of the grantee shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: (a) the employee, officer, or agent; (b) any member of his immediate family; (c) his or her partner; or, (d) an organization which employs, or is about to employ, any of the above has a financial or other interest in the firm selected for award. The grantee's officers, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Additional City Policy: Such a conflict of interest would arise when the public official, or any member of his or her immediate family, or an organization which employs or is about to employ any of the parties indicated herein, receives a financial or other personal benefit from an organization considered for a contract supported by a federal award. All contracts must include and comply with federal law, policy, or regulation citations for federal requirements. Violations of such standards by a public official will be subject to disciplinary action in accordance with City policies. (Finance Policy No. F-15-16)

City of Albany

Community Development Block Grant Applicant Evaluation Disclosure

I,, as a n	nember of the City of Albany Community
Development Commission selecting CDBG subrecipients (gran of interest regulations included in this form and the Statement interest is a violation of State policy, ORS Chapter 244, overseen I understand the statement; that no conflict of interest exists, evaluation of grant proposals or other requests for CDBG assi conflict should arise, I will immediately disqualify myself from conflict of interest exists. I agree to comply with any conditions under the Community Development Block Grant program to re of interest. I will update this disclosure form promptly, if relevidisclosure is not a confidential document.	ntees), hereby certify that I have read the conflict defined below, and understand that a conflict of by the Oregon Government Ethics Commission. actual or potential, which precludes an impartial stance to be considered by me, and that if such an the evaluation and selection process where the or restrictions imposed by the federal regulations duce or eliminate actual and/or potential conflicts
A conflict of interest is any action or decision or recommendation by a p City Employee, agent of the City, consultant, advisor, Council, Com City employee), whereby the effect could be to the benefit or detriment, relatives, or a person the person's relative is associated with, by current	mission, or Committee member, volunteer, temporary whether financial or non-financial, of the person, their
Do you have a Potential or Perceived Conflict of Interest v	vith any application? 🗆 Yes 🗆 No
If "Yes" describe the nature and extent of such interest situation.	below or on a separate page describing the
Signature	Date
Name (print)	

CDBG :	Scoring Matrix			F	ublic Service Ap	plications			No	n Public	Service Ap	plications
		D"."			Creating							
Relevant Application Questions	Criteria	Possible points	Albany Helping	Boys and	Housing Coalition-	Jackson Street Youth						Family Connection/
			Hands	Girls Club	COAT	Services	ocwcog	YMCA	CHANCE	CARDV	DevNW	LBCC
Activity need, consolidated pla	n and CDBG award policies and priorities	l										
Explain which goals in Albany's 2023-2027 Consolidated Plan will be addressed by the proposed activity.	The proposed activity clearly addresses one or more priorities in the 2023-2027 Consolidated Plan.	10										
proposed activity.	The applicant describes a clear need in the community that they will address.	5										
Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.	The proposed activity is an effective strategy to address the identified gap in needs.	5										
Specify which CDBG National Objective(s) will be satisfied by the proposed activity.	The proposed activity satisfies one of the CDBG National Objectives. (Yes/No)	5										
Explain how the project will promote inclusiveness and diversity.	The project or activity promotes inclusivity and diversity.	5										
For faith-based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities such as worship, study of religious text, or evangelizing.	The proposed activity will be separated from religious activities and there will be no discrimination on the basis of religion or other identities.	5										
Total for section		35	0	0	0	0	0	0	0	0	0	0
	esidents, performance objective (# served)	ı										
Describe the number and type of residents/clients that will be served. Who and how many will benefit from activity	The activity will primarily serve low/moderate income or presumed benefit Albany residents. The number of people who will benefit from this activity	10										
(estimate " of people, describe energy.	(higher score for those serving more people) The activity especially target helping extremely low-income	10										
income (earning <30% of area median)?	residents. (Yes/No)	5										
Total for section	vitu and for ford and funding against including	25	0	0	0	0	0	0	0	0	0	0
Agency capacity, experience w/ activ	vity and/or federal funding, agency inclusivity The agency has experience and demonstrated success	I										
Describe experience and success conducting the same or similar projects, use of federal or CDBG funds.	implementing the proposed activity or project and using CDBG or other federal funds.	5										
and/or soliciting bids for construction projects. If any issues were raised during a federal program monitoring evaluation, please explain the findings and how	The agency has demonstrated success meeting federal requirements or has otherwise illustrated their ability to meet federal requirements.	5										
issues were resolved. Please explain how the agency embraces and demonstrates diversity within the organization.	The organization demonstrates a commitment to inclusivity and describes how they embrace and promote diversity	-										
If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)?	internally. The agency has the capacity to provide the activity, potentially at a reduced scale, if not fully funded.	5										
Total for section	, ,	20	0	0	0	0	0	0	0	0	0	0
Readiness to proceed,	ability to complete in 12 months											
Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project. Describe the current organizational capacity to complete and manage the activity within the program year.	The applicant demonstrates readiness to implement the activity and any issues that would impede implementation have been resolved.	5										
be completed.	The applicant provided a complete and realistic schedule which illustrates that the activity will be completed within the program year.	5										
Total for section	t expenses are reasonable	10	0	0	0	0	0	0	0	0	0	0
Activity budget	The applicant provided a complete and realistic budget for the activity or project.	5										
	Activity expenses are reasonable and necessary. CDBG funds are appropriate for this activity and will address a gap in funding.	5										
sources of funding for this activity?	The agency maximizes other funding sources to support this activity or project when possible.	5										
Total for section Total overall		20 110							0			



Community Development Block Grant Activities

2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

EXHIBIT A: APPLICATION

(Note: Prior to completing the application materials, please thoroughly review the RFA regarding applicant eligibility, eligible CDBG activities, and CDBG requirements.)

5.1 Applicant Information					
Applicant (organization name): Albany Helping Hands					
	Email: trudy@albanyhh.org				
Mailing Address: 619 9th Ave. SE, Albany, OR 97322					
Phone #: 541-926-4036 Agency website: www.albanyhelpinghands.com					
UEI #*: Y1ECKQDK97N6 EIN: 93-1244274					
(Unique entity identifier number is required. Get one at sam.gov)					
Organization Mission Statement:					

5.2 Proposal Summary

Activity/Program Name:

Activity Location:

<u>Proposal Summary</u>: Provide a summary of the proposed activity and anticipated outcomes.

ACTIVITY BUDG	ET FOR WH	IICH CDBG FUNDS ARE BEING	RQUESTED:
CDBG Funding Request	\$	20,000	
Leveraged Funds/Resources	\$	1,200	
Total Activity Budget	\$	18,800	

Albany Helping Hands Mission Statement:

"To demonstrate the love of Jesus for people by providing basic needs, encouraging faith, and giving hope for a brighter future."

5.2 Proposal Summary

Activity/Program Name:

Pathway to Independence

Activity Location:

Albany Helping Hands Shelter

619 9th Avenue SE, Albany, OR 97322

<u>Proposal Summary:</u> Provide a summary of the proposed activity and anticipated outcomes.

Albany Helping Hands provides emergency shelter for men and women experiencing homelessness. The services that are provided to the residents include their bunk and storage for limited belongings, three meals a day, clothing vouchers to use at our thrift store, volunteer opportunities at our businesses so they can increase their experience base for future employment opportunities, on-site drug addiction help, showers and other daily hygiene needs, a day room for socializing and having meetings, a weekly NA meeting, and case management and mentorship by our staff. Our staff is trained in basic first aid and CPR, and many have completed training in mental health first aid and suicide prevention. We work daily to work within our mission.

Albany Helping Hands also has three transitional houses and the Bailey Home that houses mothers with children that need safe accommodations while fleeing domestic violence or other unsafe situations.

Our dorms and houses are consistently filled with people needing our services. Many of these individuals have no idea how to navigate the current social and economic landscape. For this reason, Albany Helping Hands is expanding its focus to provide basic training in those areas that will be most beneficial to the residents. We want the program to be created by, run by, and mentored by current and future residents. The program, Pathway to Independence, will provide building blocks to gain self-sufficiency.



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5.3 CDBG Application Narrative

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

Activity Description

- Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed by the activity.
- 2. Describe the community need that will be addressed by the proposed activity.
- 3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.
- 4. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity.
- 5. Explain how the project will promote inclusiveness and how the agency embraces and demonstrates diversity within the organization. Include your agency's nondiscrimination policy for employees and clients as an attachment. For faith-based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities such as worship, study of religious text, or evangelizing.

Benefit to low-income Albany residents

- 6. Who and how many will benefit from activity (estimate # of people, describe clients)?
- 7. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low-income residents?

Scope of Work

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

Project Feasibility – Readiness to proceed

- Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project.
 Describe the current organizational capacity to complete and manage the activity within the program year.
- 10. Please provide a schedule of the activity/project that outlines when major activities will be executed and when the project will be completed.

Organizational Capacity and Activity Sustainability

- 11. Describe experience and success conducting similar projects, use of federal or CDBG funds.
- 12. If any issues were raised during a federal program monitoring evaluation, please explain the findings and how issues were resolved.
- 13. Explain agency experience managing construction projects subject to Davis-Bacon and/or BOLI wage requirements and/or soliciting bids for construction projects.
- 14. Identify any other agencies or partners for this activity/project and define the roles and responsibilities of these partners.
- 15. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)? Financial
 - 16. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?

5.3 CDBG Application Narrative

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

Activity Description

1. Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed by the activity.

Albany Helping Hands believes that our project would address priorities number 2 and 3.

Within priority number 2 – reduce homelessness – Pathway to Independence would guide shelter residents down personalized plans to gain self-sufficiency. When residents complete the program, they will have a job and a home away from the shelter. This will reduce homelessness by opening another bunk for the next resident.

Within priority number 3 – Increase needed services – Albany Helping Hands residents fit into the categories listed in this priority (low- and moderate-income). Residents are underserved, vulnerable, elderly, homeless, and disabled. Pathway to Independence will have classes, workshops, individual mentoring, and meetings to address such topics as furthering education, literacy, resume building, health care needs, housing needs, electronic literacy, and other topics that the residents want to explore.

2. Describe the community need that will be addressed by the proposed activity.

Albany Helping Hands provides services for men and women experiencing homelessness and mothers and children that are escaping domestic violence.

3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.

Many times, the story of our residents at Albany Helping Hands starts with an untimely incident in their life that leaves them without a job, food, and home. The incident could be the loss of a job, a major illness or injury that leads to the inability to provide, or a major family dynamic change such as divorce or incarceration. Society and technology are also changing quickly. Often, the homeless struggle with understanding

where to start, what resources are available, and many need to hear positive reinforcement for efforts put in.

Albany Helping Hands has over one hundred residents at any given time and there are three case workers. Having meaningful one-on-one time for each resident can be difficult. Pathway to Independence would free up time for the case managers by having group classes for areas of concern that are the same for all residents, such as furthering education, how to get OHP insurance, how to get SNAP benefits, navigating healthcare and insurance, literacy and electronics literacy, and job-hunting skills. When more personalized time is needed, a case manager would set up a meeting for the individual.

We have had the greatest success rates when individuals feel that all their needs and ideas are being heard and addressed. Pathway to Independence will make the residents feel heard and appreciated because they will be creating the curriculum. In some instances, the residents themselves will be teaching the classes. In the perfect scenario, once a resident has graduated to self-sufficiency, they will come back to visit and offer encouragement and mentorship to current residents.

On average, we have 5-10 residents move onto self-sufficiency each month. In the past, when we have had more personalized approaches to mentorship, we have had an increase in people finding jobs and homes. We have seen as many as twenty residents move on with the right encouragement and education.

4. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity.

Albany Helping Hands believes that the CDBG National Objective that is satisfied by our project is to benefit low- and moderate-income persons. Albany Helping Hands serves battered spouses, elderly people, adults with disabilities, and homeless people currently.

5. Explain how the project will promote inclusiveness and how the agency embraces and demonstrates diversity within the organization. Include your agency's nondiscrimination policy for employees and clients as an attachment. For faith-based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities such as worship, study of religious text, or evangelizing.

Albany Helping Hands is an equal opportunity provider. No one is refused services based on their gender identity, age, race, disability, ethnicity, religion, sexual orientation, or any other protected class. We offer various levels of support depending on the needs of the residents.

Albany Helping Hands is a non-denominational faith-based organization. We do not discriminate based on religious beliefs and we work extremely hard to be openminded and empathetic to all beings.

Pathway to Independence will be a curriculum centered around navigating needs for self-sufficiency and should not be about faith or religion. CDBG funds will be used to offer residents current education on societal expectations.

Benefit to low-income Albany residents

6. Who and how many will benefit from activity (estimate # of people, describe clients)?

Albany Helping Hands has over one hundred residents currently. Every resident will benefit from the Pathway to Independence. How fast each resident moves through the program is based on individual needs and performance. The program can reach people outside of our current residents, because as one moves on there will be another person to take the bunk. That person will then start their track on Pathway to Independence.

7. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low-income residents?

Albany Helping Hands' focus is to serve those who are low-income, with 95% or more of our residents fitting into this category.

Scope of Work

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

SCOPE OF WORK

PATHWAY TO INDEPENDENCE

Need: Albany Helping Hands needs a program that actively engages residents in the process of moving toward self-sufficiency.

Scope: Albany Helping Hands will develop a program, Pathway to Independence, to educate residents about societal expectations of being self-reliant. The program will include curriculum that the residents have listed as their top priorities, as well as classes on general topics that everyone should have knowledge of.

Deliverables:

- Interview process to be used to identify what each resident finds the most important steps for them along the path to self-sufficiency.
- o Reference list of all area resources.
- Contact interviews with area resource personnel to determine what services such as classes, grants, or vouchers that they may provide for various areas of curriculum (i.e., Would the resource be able to facilitate a class at the shelter about resume writing and if they can what the cost would be?)
- Preparation of Curriculum to be communicated to the residents via a town hall meeting.
- Creation of the various measurable components of the program that will be administered by the Case management team. (i.e., This will include initial case management notes about the program, individualized program plan for each resident, timeline for completion of each task with a clear expectation and accountability plan.)

Exclusions: This program is a program that will provide working knowledge about societal expectations about becoming employed and housed. The time spent in classes and other educational endeavors will not be religious based or a time for ministry.

Constraints: The project will be completed, no later than December 31st, 2024. Implementation will take place during the first week of January 2025. The development phase should be completed for under \$12,000 and the implementation and operational phases will cost \$8000.

<u>Project Feasibility – Readiness to proceed</u>

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

Describe the current organizational capacity to complete and manage the activity within the program year.

Albany Helping Hands will create and implement the Pathway to Independence during 2024 and the beginning of 2025. Our executive staff have been discussing this program for over a year and are determined to see it become a reality. CDBG funding of the project would help immensely, but we will proceed anyway. We have the dedicated staff to make this project a success. Included you will find a brainstorming draft for classes to be included in the program.

10. Please provide a schedule of the activity/project that outlines when major activities will be executed and when the project will be completed.

TIMELINE FOR CREATION AND IMPLEMENTATION OF PATHWAY TO INDEPENDENCE

- Executive staff meetings will be held every month to monitor the progress of the project and to brainstorm innovative ideas. (Meetings will be held once a month starting in January 2024 and continue for the life of the program.)
- A complete reference list of area resources for homeless or low-income help. (This list will be created January and February 2024.)
- The creation of measurable components of the program will be done. (These documents will be created in March and April 2024.)
 - A document that can lead the case management interview process when discussing the program to residents.
 - A document that will be gone over by case management and the resident that describes the Accountability Guidelines for the program.
 - A document to list the individualized program for each resident. This document will detail the timeline that is agreed upon by case management and the resident. This timeline will be followed and accounted for with the previously mentioned Accountability Guidelines.

- Guidelines for the interview process for Pathway to Independence will be developed. These guidelines will address when the interview should be conducted, what should be discussed in the interview, and how to proceed with the program. (These guidelines will be created May and June 2024)
- Interview with key personnel at the area resources listed on the reference list created above. These interviews will determine what specific curriculum the resource can facilitate and what the cost will be to utilize their expertise. (Interviews will take place July and August 2024.)
- Executive staff will formulate the curriculum and set up a class schedule with interested area resources. (Formulation of the curriculum will be done September, October, and November 2024)
- A town hall meeting with all the residents to role out the program and to make appointments with case managers to do the interview process will take place. (This meeting will be the last week of November 2024.)
- Interview Process for existing residents for personalized programs. (December 2024)
- Implementation of the program. (January 2025)

Organizational Capacity and Activity Sustainability

11. Describe experience and success conducting similar projects, use of federal or CDBG funds.

Albany Helping Hands has used CDBG funding for other projects in the past and we feel confident that we can achieve success again.

- 12. If any issues were raised during a federal program monitoring evaluation, please explain the findings and how issues were resolved. **N/A**
- 13. Explain agency experience managing construction projects subject to Davis-Bacon and/or BOLI wage requirements and/or soliciting bids for construction projects. **N/A**
- 14. Identify any other agencies or partners for this activity/project and define the roles and responsibilities of these partners.

Pathway to Independence will be utilizing as many area resources as possible. The resources will help by facilitating classes, aiding with needs, helping with application preparation, and any other areas of concern that may be needed. We will not know specific organizations until we have conducted our interviews to see who wants to be involved and how they want to help. We hope to see a great response with the area resources and look forward to creating great relationships with these organizations.

15. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)?

Albany Helping Hands is determined to create and operate the Pathway to Independence. We feel that the program is the best way to transition our residents to self-sufficiency and create pride in self along the way. We are currently partially reliant on donations and would turn to that source for help with the development and operation of the Pathway to Independence.

Financial

16. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?

Albany Helping Hands believes that CDBG funds are fitting for this project as those funds are geared toward assisting low- to moderate-income individuals. The majority of those that we serve are without any income or considered low-income. Our goal is to use CDBG funds to develop and operate the Pathway to Independence and increase the number of individuals that reach self-sufficiency from our shelter.



Community Development Block Grant Activities 2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

5.4 Proposed Activity Budget

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

Activity/Project Budget Su	ımmary (See 24 0	CFR 570 Subpa	rt J)	
Estimated Total Cost of Activity:	\$ 20,000			
CDBG Funding Requested for Activity:	\$ 18,800			
Total Number of People/Households Served: (Please indicate people or households)		120 -	15	0
Total Cost per Person/Household:	\$ 133 - 167			
Total CDBG Cost per Person/Unit	\$ 125 - 157			
Describe Source of Other Funds:	Amount	Amount Sec	cured	Amount Tentative
Federal:				
State:				
Local:				
Donations/Private:	1,200			- 1 - 1
Grants:				
Loans:				
Activity Budget Detail	(Non-Developm	ent Activities)		
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Amount		al Amount CDBG + Other Sources
1 yr: Creation of Pathway to Independence	\$ 18,800	\$	\$	18,800
Computer, software, printer, office supplies		1,200		1,200
Total	\$18,800	\$1,200	\$20	0,000



Community Development Block Grant Activities 2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

5.5 Staff Experience and Qualifications

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

Employee	Experience and Qualifications
Name: Trudy Fields	Currently oversees all aspects of office management, accounting operations, fundraising, purchasing, and
Title: Finance Director	human resources.
FTE on This Project: 1/4	
Name: Ben Jones	Currently oversees the case management for the shelter, fostering productive relationships with the
Title: Case manager	residents.
FTE on This Project: 1/4	
Name: Chris Erickson	Has many years experience as a CPA.
Title: Albany Helping Hands Board Treasurer	
FTE on This Project: 0	
Name:	
Title:	
FTE on This Project:	

TRUDY FIELDS

5050 COLUMBUS ST. SE #91, ALBANY OR 97322

Poltrudy@yahoo.com

SKILLS

- Work history with QuickBooks, Excel, Word, PowerPoint, and Outlook.
- Industry specific software: Fisery programs, Navigator, Director, Great Plains, Access Manager and BPM.
- Office equipment: Sharps machines, coin counters, currency counters, cash advance machines, postage meters and copiers/scanning machines.
- Enthusiastic about learning new skills and helping others learn new skills.
- Flexible and adaptable.
- Independent and collaborator.
- Effective communication.
- Leadership and management.
- Time management.
- Troubleshooting.
- High standard of work ethics.

EXPERIENCE

FINANCE MANAGER, ALBANY HELPING HANDS (2021 – CURRENT)

Entrusted with all aspects of the financial management of a non-profit including fundraising, accounts payable, accounts receivable, daily balancing, deposits, invoicing, reconciliation, budgeting, grant writing, human resources, purchasing, and grant administration.

CUSTOMER SERVICE REPRESENTATIVE, WILLAMETTE COMMUNITY BANK (2018 – 2021)

Provided award-winning customer service while accurately and efficiently processing transactions (97% balance record), wires, international currency, new accounts processing and personal information updates. Ordering and selling cash with the Federal Reserve, certifications, balancing, and audit preparation.

STAFF ACCOUNTANT, COASTAL FARM AND RANCH (2016 – 2017)

Processing accounts receivable, accountants payable, prepaid expenses, fixed assets, and monthly, quarterly, and yearend general ledger certifications and audit preparations. Improved processes for several duties to increase productivity and accuracy.

ACCOUNTING SPECIALIST, CENTRAL WILLAMETTE COMMUNITY CREDIT UNION (2012 – 2016)

Balancing all aspects of cash (checks, cash advances, ach and currency). Processed monthly and year-ending ledger certifications and audit preparations. Streamlined procedures to ensure accuracy and efficiency for general ledger.

EDUCATION

BA BUSINESS ADMINISTRATION (FINANCE), OREGON STATE UNIVERSITY (JUNE 1992)

3-year certificate in Mental Health First Aid (May 2023)

Benjamin Jones Minister

5993 NW Rosewood Dr Corvallis, OR, 97330 •

(408) 624-7423 •

Benjaminjones1517@gmail.com •

OBJECTIVE

Having a heart for ministry and a love for the broken, I am an excellent resource to any context where people are valued most. I am a quick learner and quite loyal from the start. While I plan to bring my personality and experience to the process, I am also very good at following instructions, expressing joy, and adjusting my emotions to the situation at hand. I love to pray with people and talk about the Bible. God has been so very good to me; others need to know this joy too!

PROFESSIONAL EXPERIENCE

Personalized Independence- Corvallis, OR

Direct Support Professional: October 2022-Present

- Passing Medications
- Transportation
- Counselling in decision making
- Maintaining a safe environment
- Facilitating supported persons to aid their independence
- Facilitating supported persons to accomplish personal goals

Kingdom Krew (Oasis Church)- San Jose, CA

Summer Day Camp Teacher: May 2022-August 2022

- Supervision of children in classroom and on the playground
- Challenging negative behaviour with Scripture
- Chapel services and messages twice a week all summer
- Weekly field trips

Salina Rescue Mission-Salina, KS

New Life Program Assistant Director: October 2015-April 2022

- Minister to men who desire transformed lives in the name of Jesus Christ
- Counselling toward salvation and renewed decisions for Christ, also counselling through difficult decisions, relationship struggles, and sinful tendencies.
- Helping others to open the Word of God for themselves and discover the truth He has given us.
- Provide Case Management as men navigate through the program, connecting to resources and guiding in policy and procedure
 of the Mission.
- Supervise Work Therapy Roles for men in the program through training, reviews, and instructing others who oversee Work Therapy roles

Salina Rescue Mission-Salina, KS

Shift Supervisor: June 2012-October 2015

- Minister to men who desire transformed lives in the name of Jesus Christ
- Check men in daily to the system, assigning chores, reinforcing policies
- · Preaching at Chapel when needed
- Maintaining building security through property sweeps and checking belongings

Minneapolis Free Methodist Church- Minneapolis, KS

Pastor: March 2011-November 2016

- Weekly sermons
- Visitation for the elderly/sick
- Funeral services
- Other Pastoral support

EDUCATION ADDITIONAL SKILLS

Central Christian College of Kansas - McPherson, KS

Bachelor of Arts in General Ministry, 2010

Ordained Elder in the Free Methodist Church since 2014

- Quick to adapt to tasks and roles given
- Emotionally Intelligent
- Quick to build relationships and trust

ALBANY HELPING HANDS WORKING BUDGET FISCAL YEAR OCTOBER 1 2023 - SEPTEMBER 30 2024

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4010 charitable agencies & clubs	40,259
4011 individual donations	122,095
4012 church donations	17,562
4013 business donations	44,325
4200 foundation/trust grants	452,894
4516 Scharpf Foundation general grant	46,920
5300 sales & services income	197,524
5345 interest income	8,391
5350 rental income	164,267

<u>total income</u> <u>\$1,094,238</u>

expenses

expenses	
6999 uncategorized expenses	2,250
7220 salary and wages	340,074
benefits	15,017
7250 payroll taxes	131,072
7300 contracted services	102,995
7522 bank charges & fees	3,281
7523 bookkeeping & payroll	6,946
7532 licenses, permits & bonds	264
7533 taxes & fees	1,048
8110 supplies	36,542
8111 office supplies	1,276
8112 food	4,108
8113 janitorial	5,934
8125 u-haul expense	574
8130 telephone & telecommunications	20,222
8140 postage and shipping	2,769
8150 advertising	2,573
8151 newspaper	505
8170 printing & publications	6,078
8215 tax on property	6,080
8220 electricity	5,784
82201 816 jeffersonst se	4,457
8222 821 jackson street	1,009
8223 operations electricity	11,686
8224 dormitory electricity	9,924
8225 farm electricity	2,080

8226 store electricity	3,594
8227 513 9th ave albany	3,197
8229 527 9th ave	4,631
8230 gas	10,041
8235 store gas	4,404
8245 insurance	39,722
8201 car	2,960
8250 sewer	2,456
8260 water	15,737
8251 city of albany	5,629
8270 garbage collection	4,069
8273 operations garbage	8,344
8277 store garbage	7,426
8280 equipment rental & maintenance	9,523
8281 building repairs / maintenance	11,411
8291 gasoline	12,002
8297 vehicle repair & maintenance	6,139
8316 supplies	536
8317 maintenance	84
8318 insurance	138
8319 license	1,585
8330 education, classes & memberships	500
8450 depreciation	73,915
8510 interest & late fees	10,497
8590 other itemized expenses	2,724
8593 allowance	30,100
8599 other	200
total expenses	\$996,110
net revenue	<u>\$98,128</u>

Statement of Financial Position Comparison

As of December 31, 2023

	TOTAL		
	AS OF DEC 31, 2023	AS OF DEC 31, 2022 (PY)	
ASSETS			
Current Assets			
Bank Accounts			
1010 UMPQUA BANK-Checking	127,984.31	110,662.83	
1015 Treasury Bill	0.00	0.00	
Total 1010 UMPQUA BANK-Checking	127,984.31	110,662.83	
1016 Treasury Bill	100,000.00	0.00	
1035 UMPQUA BANK-Savings	25,023.46	25,020.75	
1036 PayPal Account	0.00	0.00	
1040 Petty Cash (1)	600.00	1,000.00	
1044 Farm Cash	100.00	45.00	
1045 Christmas Tree Lot Cash	0.00	0.00	
1048 Thrift Store Cash	200.00	100.00	
1049 Bailey Home Cash	200.00	200.00	
Total 1040 Petty Cash (1)	1,100.00	1,345.00	
Total Bank Accounts	\$254,107.77	\$137,028.58	
Accounts Receivable			
1100 Loans Receivable			
1110 Jim Preston	0.00	0.00	
Total 1100 Loans Receivable	0.00	0.00	
1200 Accounts Receivable	6,140.00	4,380.00	
1210 Chuck and Denise Pressey	0.00	0.00	
1220 Randy and Barbara Glaser	0.00	0.00	
1221 Dan Kress	0.00	0.00	
1230 Stalford Farms	0.00	0.00	
Total 1200 Accounts Receivable	6,140.00	4,380.00	
Total Accounts Receivable	\$6,140.00	\$4,380.00	
Other Current Assets			
1495 Donated Auction Items	0.00	20,394.77	
1499 Undeposited Funds	942.60	17,027.86	
Total Other Current Assets	\$942.60	\$37,422.63	
Total Current Assets	\$261,190.37	\$178,831.21	

Statement of Financial Position Comparison

As of December 31, 2023

	TOTAL		
	AS OF DEC 31, 2023	AS OF DEC 31, 2022 (PY)	
Fixed Assets			
1300 Equipment	7,500.00	7,500.00	
1305 Wood Chipper	4,000.00	4,000.00	
Total 1300 Equipment	11,500.00	11,500.00	
1400 Vehicle(s)	17,183.85	17,183.85	
1410 1986 Ford Box Truck	5,516.32	5,516.32	
Total 1400 Vehicle(s)	22,700.17	22,700.17	
1500 Thrift Store/705 E.1rst	185,784.47	185,784.47	
1501 Land Thrift Store	86,673.13	86,673.13	
1600 9th Ave Site	100.00	100.00	
1610 Land on 9th Ave	66,354.00	66,354.00	
1611 Landscaping	5,284.09	5,284.09	
1620 Jefferson Parking Lot	35,044.20	12,512.60	
1630 Operations Bldg	132,902.00	132,902.00	
1631 Remodel Operations Building	769,510.00	769,510.00	
1632 Roof Top Heating	32,470.46	32,470.46	
1640 Dormitory Bldg	130,402.00	130,402.00	
1641 Dorm Remodel Stage One	179,951.00	179,951.00	
1642 Dorm Remodel Stage Two	492,205.00	492,205.00	
1643 Kitchen Addition	127,819.49	127,819.49	
Total 1600 9th Ave Site	1,972,042.24	1,949,510.64	
1633 Reroof Dorm	84,245.00	84,245.00	
1646 House/513 9th St.,SE	33,278.60	33,278.60	
1647 House/821 Jackson st.,SE	32,763.00	32,763.00	
1648 Land-821 Jackson St.	36,679.00	36,679.00	
1649 527 9th Ave SE, Albany	120,000.00	120,000.00	
1650 103 Main Sreet SE, Albany, Or	131,569.44	131,569.44	
1651 816 Jefferson Street	100,678.00	100,678.00	
1652 Tom's Vehicles	51,707.90	51,707.90	
1653 3.5 Acre Farm	209,870.00	209,870.00	
1654 Farm Buildings	140,130.00	140,130.00	
1655 824 Jefferson St	165,000.00	165,000.00	
1700 Accumulated Depreciation	-1,002,295.00	-928,380.00	
Total Fixed Assets	\$2,382,325.95	\$2,433 ,709.35	
Other Assets			
1038 Earnest Money Deposit	0.00	0.00	
1490 Note Receivable Sweet Home	0.00	0.00	
Total Other Assets	\$0.00	\$0.00	
OTAL ASSETS	\$2,643,516.32	\$2,612,540.56	

Statement of Financial Position Comparison

As of December 31, 2023

	TOTA	AL.
	AS OF DEC 31, 2023	AS OF DEC 31, 2022 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	9,040.78	10,662.78
Total Accounts Payable	\$9,040.78	\$10,662.78
Other Current Liabilities		
2002 Misc. Current Liability	0.00	0.00
2100 Payroll Liabilities	14,743.76	12,315.25
2101 Payroll Tax Payable	4,324.12	4,816.79
2800 CB - Temporary Bldg Notes	0.00	0.00
2810 Temporary Loans		
2811 John & Jane Donovan	0.00	0.00
2815 Isuzu Truck	0.00	0.00
2818 Vernon Esplin Mortgage	0.00	0.00
2820 Lemons Investments	0.00	0.00
2821 Fry Road Ford Truck	0.00	0.00
Total 2810 Temporary Loans	0.00	0.00
2904 Umpqua Bank Loan 527 9th SE	0.00	0.00
2906 Tom's Bark and Gravel Note	0.00	0.00
Total Other Current Liabilities	\$19,067.88	\$17,132.04
Total Current Liabilities	\$28,108.66	\$27,794.82
Long-Term Liabilities		
2708 824 Jefferson St SE Mortgage Umpqua	76,115.75	77,951.82
2900 Umpqua Bank Loans	138,115.93	142,090.39
2901 Umpqua Site Loan	0.00	0.00
2902 Umpqua Consolidation Loan	0.00	0.00
2903 Umpqua Loan/Thrift Store	0.00	0.00
Total 2900 Umpqua Bank Loans	138,115.93	142,090.39
2905 2905 Udom Loan 816 Jefferson	28,593.61	34,277.15
2907 Sweet Home's Hope Loan	0.00	0.00
2908 PPP Loan	0.00	0.00
Total Long-Term Liabilities	\$242,825.29	\$254,319.36
Total Liabilities	\$270,933.95	\$282,114.18
Equity		
3000 Opening Bal Equity	0.00	0.00
3900 Unrestricted Net Assets	2,443,980.93	2,355,108.92
Net Revenue	-71,398.56	-24,682.54
Total Equity	\$2,372,582.37	\$2,330,426.38
TOTAL LIABILITIES AND EQUITY	\$2,643,516.32	\$2,612,540.56

Statement of Activity Comparison

October - December, 2023

	TOTAL	
	OCT - DEC, 2023	OCT - DEC, 2022 (PY)
Revenue		
4010 Charitable Agencies & Clubs	7,550.80	17,291.95
4011 Individual Donations	30,570.00	60,267.65
4012 Church Donations	5,243.27	5,739.03
4013 Business Donations	2,984.56	23,813.60
4100 In-Kind Contibutions		-11,143.00
4200 Foundation/Trust Grants	17,400.00	
5300 Sales & Services Income	37,789.74	54,076.91
5345 Interest Income	2,057.52	
5350 Rental Income	51,342.50	38,111.50
Sales	6,365.07	16,698.52
Total Revenue	\$161,303.46	\$204,856.16
GROSS PROFIT	\$161,303.46	\$204,856.16
Expenditures		
40001 Benevolent		450.00
6999 Uncategorized Expenses	627.30	453.01
7220 Salary and Wages	86,924.42	87,048.40
Benefits	1,275.22	3,785.05
Total 7220 Salary and Wages	88,199.64	9 0,83 3. 45
7250 Payroll Taxes	31,128.69	33,886.76
7300 Contracted Services	27,184.82	12,565.70
7520 Accounting Fees		
7522 Bank Charges & Fees	583.74	930.90
7523 Bookkeeping & Payroll	1,521.00	1,075.00
Total 7520 Accounting Fees	2,104.74	2,005.90
7530 Legal Fees		
7532 Licenses, Permits & Bonds	20.00	149.00
7533 Taxes and Fees	196.04	215.00
Total 7530 Legal Fees	216.04	364.00
8110 Supplies	9,327.15	8,447.22
8111 Office Supplies	2,210.33	1,138.29
8112 Food	1,489.47	1,375.66
8113 Janitorial	2,761.99	5,849.15
Total 8110 Supplies	15,788.94	16,810.32
8120 Merchandise for Sale	•	200.00
8125 U-Haul Expense		264.15
8130 Telephone & Telecommunications	3,620.83	5,037.42
8140 Postage and shipping	146.00	675.05

Statement of Activity Comparison

October - December, 2023

	TOTAL	
	OCT - DEC, 2023	OCT - DEC, 2022 (PY)
8150 Advertising	565.40	
8152 radio	450.00	
Total 8150 Advertising	1,015.40	
8170 Printing & Publications	815.00	800.85
8200 Occupancy		450.00
8215 Tax on Property	4,097.28	2,026.74
8220 Electricity	688.81	1,673.93
82201 816 Jefferson St SE	1,131.51	1,257.55
8222 821 Jackson Street	357.55	98.56
8223 Operations Electricity	2,568.45	2,379.58
8224 Dormitory Electricity	2,217.69	2,259.66
8225 Farm Electricity	595.10	
8226 Store Electricity	905.63	806.95
8227 513 9th Ave Albany	1,385.67	655.91
8229 527 9th ave	1,131.27	1,098.56
Total 8220 Electricity	10,981.68	10,230.70
8230 Gas	2,112.92	2,858.59
8235 Store Gas	852.26	1,233.39
Total 8230 Gas	2,965.18	4,091.98
8245 Insurance	9,358.87	9,524.95
8250 Sewer		
8258 513 9th Ave Albany	409.49	584.04
Total 8250 Sewer	409.49	584.04
8260 Water	2,967.46	3,865.86
8251 City of Albany-	1,306.57	1,351.44
Total 8260 Water	4,274.03	5,217.30
8270 Garbage collection	1,012.83	925.59
8273 Operations Garbage	2,145.06	1,967.94
8277 Store Garbage	1,739.12	2,219.83
Total 8270 Garbage collection	4,897.01	5,113.36
Total 8200 Occupancy	36,983.54	37,239.07
8280 Equipment Rental & Maintenance	785.00	4,420.65
8281 Building Repairs/Maintenance	2,847.10	6,906.85
8290 Automotive	۷,047.10	0,900.00
8291 Gasoline	3,561.70	3,205.11
Total 8290 Automotive	3,561.70 3,561.70	3,205.11
8297 Vehicle Repair & Maintenance	8,137.34	1,351.84

Statement of Activity Comparison

October - December, 2023

	TOTAL	
	OCT - DEC, 2023	OCT - DEC, 2022 (PY)
8310 Travel		
8312 Gasoline		128.65
8315 Transportation		
8316 Supplies		48.35
8317 Maintenance	107.35	
Total 8315 Transportation	107.35	48.35
Total 8310 Travel	107.35	177.00
8330 Education, Classes, & Memberships		20.00
8510 Interest & Late Fees	2,246.83	2,306.83
8590 Other Itemized Expenses	-1,000.00	553.54
8593 Allowance	5,319.23	8,334.89
8599 Other	1,690.85	108.33
Total 8590 Other Itemized Expenses	6,010.08	8,996.76
Purchases	276.96	
Uncategorized Expense		567.98
Total Expenditures	\$231,803.30	\$229,538.70
NET OPERATING REVENUE	\$ -70,499.84	\$ -24,682.54
Other Expenditures		
Reconciliation Discrepancies-1	898.72	
Total Other Expenditures	\$898.72	\$0.00
NET OTHER REVENUE	\$ -898.72	\$0.00
NET REVENUE	\$ -71,398.56	\$ -24,682.54



Albany Helping Hands Shelter Non-Discrimination Policy

Albany Helping Hands does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, provision of services, housing, hiring and firing of staff, and selection of volunteers and vendors. We are committed to providing an inclusive and welcoming environment for all clients, staff, volunteers, and vendors.

I have read, understand, and will comply with the Albany Helping Hands Non-Discrimination policy.

Signature:	Date:	
Print Name:		



Albany Helping Hands Shelter

619 9th Ave SE Albany, Oregon 97322 (541) 926.4036 www.albanyhelpinghands.com Emma Deane, Executive Director

Albany Helping Hands Anti-Harassment Policy

As a provider of housing programs, we have a responsibility to all who are residing here at Albany Helping Hands and to those participating in our services to make sure that you know how you and others are granted protections under Fair Housing Laws.

We will respond to any and all complaints of harassment, threats, or intimidation related to race, national origin, religion, disability, gender, marital status, familial status, source of income, sexual orientation, and gender identity against residents, non-residents, and staff.

If we are informed of or witness a behavior that is considered a violation, we will take timely and appropriate action.

We will notify the person(s) accused of the problem behavior, of the following:

- The behavior which occurred or was said to occur, and how the behavior is a violation.
- That such behavior will not be tolerated.
- Potential or actual actions which will be taken by Albany Helping Hands in order to enforce the rights of residents, non-residents, and staff.

Please be aware that depending on the seriousness of the incident, the behavior may be grounds for termination of residency. If you have questions about what types of behaviors which would be considered "harassment, threats, or intimidation" please ask us. We can provide you with examples, additional information, and guidance.

We also hope that all residents, non-residents, staff, and volunteers who experience an interaction which may be a violation report the incident to a member of staff. Grievance forms are also available in building one.

Our agency will not allow retaliation against a resident, non-resident, staff, or volunteer who comes forward with a complaint about such behavior, or witness who supports the complaint.

Our standard is that we will communication respectfully with one another and we will speak out if we are mistreated or witness others being mistreated. If you are too frightened or uncomfortable talking to our agency staff about an incident, please contact the Fair Housing Council of Oregon at 503-223-8197

Emma Deane
Executive Director
Albany Helping Hands



Conflict of Interest and Compensation Policy of Albany Helping Hands ("the Corporation")

Adopted by the Board of Directors on July 15, 2021

I. Overview

1. Purpose

The purpose of this Conflict of Interest and Compensation Policy (the "policy") is to protect the Corporation's interests when it is considering taking an action or entering into a transaction that might benefit the private interests of a director, officer or employee, result in the payment of excessive compensation to a director, officer or key person; or otherwise violate state and federal laws governing conflicts of interest applicable to nonprofit, charitable organizations.

Why is a policy necessary?

As a nonprofit, charitable organization, the Corporation is accountable to both government agencies and members of the public for responsible and proper use of its resources. Directors, officers and employees have a duty to act in the Corporation's best interests and may not use their positions for their own financial or personal benefit.

Conflicts of interest must be taken very seriously since they can damage the Corporation's reputation and expose both the Corporation and affiliated individuals to legal liability if not handled appropriately. Even the appearance of a conflict of interest should be avoided, as it could undermine public support for the Corporation.

3. To whom does the policy apply?

This policy applies to all directors, officers and employees.

II. Identifying Conflicts of Interest

1. What is a conflict of interest?

A potential conflict of interest arises when a director, officer or employee, or that person's **relative**¹ or business (a) stands to gain a financial benefit from an action the Corporation takes or a transaction into which the Corporation enters; or (b) has another interest that impairs, or could be seen to impair, the independence or objectivity of the director, officer or employee in discharging their duties to the Corporation.

2. What are some examples of potential conflicts of interest?

It is impossible to list all the possible circumstances that could present conflicts of interest. Potential conflicts of interest include situations in which a director, officer or employee or that person's relative or business:

¹ Relative means a person's spouse or domestic partner, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and great-grandchildren.

- has an ownership or investment interest in any third party that the Corporation deals with or is considering dealing with;
- serves on the board of, participates in the management of, or is otherwise employed by or volunteers with any third party that the Corporation deals with or is considering dealing with;
- receives or may receive compensation or other benefits in connection with a transaction into which the Corporation enters;
- receives or may receive personal gifts or loans from third parties dealing with the Corporation;
- serves on the board of directors of another nonprofit organization that is competing with the Corporation for a grant or contract;
- has a close personal or business relationship with a participant in a transaction being considered by the Corporation;
- would like to pursue a transaction being considered by the Corporation for their personal benefit.
- 3. In situations where you are uncertain, err on the side of caution and disclose the potential conflict as set forth in Section III of this policy.
- 4. A potential conflict is not necessarily a conflict of interest. A person has a conflict of interest only if the Finance Committee decides, pursuant to Section IV of this policy, that a conflict of interest exists.

III. Disclosing Potential Conflicts of Interest

- You must disclose to the best of your knowledge all potential conflicts of interest as soon as you become aware of them and always before any actions involving the potential conflict are taken. Submit a signed, written statement disclosing all the material facts to the Finance Committee.
- 2. You must file an annual disclosure statement in the form attached to this policy. **If you are a director or officer**, you must also file this statement prior to your initial election. Submit the form to the chair of the Finance Committee.

IV. Determining Whether a Conflict of Interest Exists

- After there has been disclosure of a potential conflict and after gathering any relevant information from the concerned director, officer or employee, the Finance Committee shall determine whether there is a conflict of interest. The director, officer or employee shall not be present for deliberation or vote on the matter and must not attempt to influence improperly the determination of whether a conflict of interest exists.
- In determining whether a conflict of interest exists, the Finance Committee shall consider
 whether the potential conflict of interest would cause a transaction entered into by the
 Corporation to raise questions of bias, inappropriate use of the Corporation's assets, or any
 other impropriety.

- 3. A conflict always exists in the case of a **related party transaction** a transaction, agreement or other arrangement in which a **related party**² has a financial interest and in which the Corporation or any affiliate of the Corporation is a participant.³
- 4. If the Finance Committee determines that there is a conflict of interest, it shall refer the matter to the board of directors ("board").

V. <u>Procedures for Addressing a Conflict of Interest</u>

When a matter involving a conflict of interest comes before the board, the board may seek
information from the director, officer or employee with the conflict prior to beginning
deliberation and reaching a decision on the matter. However, a conflicted person shall not
be present during the discussion or vote on the matter and must not attempt to influence
improperly the deliberation or vote.

2. Additional Procedures for Addressing Related Party Transactions

- a. The Corporation may not enter into a related party transaction unless, after good faith disclosure of the material facts by the director, officer or employee, the board or a committee authorized by the board determines that the transaction is fair, reasonable and in the Corporation's best interest at the time of such determination.
- b. If the related party has a substantial financial interest, the board or authorized committee shall:
 - i. prior to entering into the transaction, consider alternative transactions to the extent available;
 - ii. approve the transaction by a vote of not less than a majority of the directors present at the meeting; and
 - iii. contemporaneously document in writing the basis for its approval, including its consideration of any alternative transactions.

VI. Minutes and Documentation

The minutes of any board meeting at which a matter involving a conflict of interest or potential conflict of interest was discussed or voted upon shall include:

² A related party is:

1. a director, officer or employee of the Corporation or any affiliate of the Corporation, or

- 1. the transaction, or the related party's financial interest in the transaction, is de minimis;
- 2. the transaction would not customarily be reviewed by the board or the boards of similar organizations in the ordinary course of business and is available to others on the same or similar terms;
- 3. the transaction constitutes a benefit provided to a related party solely as a member of a class of the beneficiaries that the Corporation intends to benefit as part of the accomplishment of its mission (and that benefit is available to all similarly situated members of the same class on the same terms).

^{2.} a relative of any individual described in (1), or

^{3.} an entity in which any individual described in (1) or (2) has an ownership or beneficial interest of 35% or more, or in the case of a partnership or professional Corporation, a direct or indirect ownership interest in excess of 5%

³ A transaction is not a related party transaction if:

- a. the name of the interested party and the nature of the interest;
- b. the decision as to whether the interest presented a conflict of interest;
- c. any alternatives to a proposed contract or transaction considered by the board; and
- d. if the transaction was approved, the basis for the approval.

VII. Prohibited Acts

The Corporation shall not make a loan to any director or officer.

VIII. Procedures for Determining Compensation

- 1. No person shall be present for or participate in board or committee discussion or vote pertaining to:
 - a. their own compensation;
 - b. the compensation of their relative;
 - c. the compensation of any person who is in a position to direct or control them in an employment relationship;
 - d. the compensation of any person who is in a position to directly affect their financial interests; or
 - e. any other compensation decision from which the person stands to benefit.
- 2. In the case of compensation of Key Persons, the following additional procedures apply:
 - a. The board or a committee authorized by the board shall approve compensation before it is paid.
 - b. The board or authorized committee shall base approval of compensation on appropriate data, including compensation paid by comparable organizations (three are sufficient if the Corporation's income is less than \$1,000,000) for functionally similar positions, availability of similar services in the geographic area of the Corporation, and compensation surveys compiled by independent firms.
 - c. The board or authorized committee shall contemporaneously document:
 - i. the terms of compensation and date of determination;
 - ii. the members of the board or committee who were present and those who voted for it;
 - iii. the comparability data relied on and how it was obtained;
 - iv if the compensation is higher or lower than the range of comparable data, the basis for the determination, and;
 - v. any actions with respect to consideration of the compensation by anyone on the board or committee who had a conflict of interest with respect to the matter.

Albany Helping Hands Conflict of Interest Disclosure Statement

By signing below, I affirm that:

Name:

- 1. I have received and read a copy of the Conflict of Interest and Compensation Policy;
- 2. I agree to comply with the policy;
- 3. I have no actual or potential conflicts as defined by the policy or if I have, I have previously disclosed them as required by the policy or am disclosing them below.

Disclose here, to the best of your knowledge:

- 1. any entity in which you participate (as a director, officer, employee, owner, or member) with which the Corporation has a relationship;
- any transaction in which the Corporation is a participant as to which you might have a conflicting interest; and
- 3. any other situation which may pose a conflict of interest.

Traine.	
Position:	
Signature:	
Date:	·
	,
Executive Board Member Signature	7-15-2021
Executive Board Member Signature CHRIS CRICKSM/ TRIASURICR	Date
CHRIS ERICKSON, TREASURER	

AHH DIRECTORY

Board President

Michael Davis

Cell: 541-990-3948

voltagemd@comcast.net

Board Vice President

Corey Bontrager

Cell: 541-619-3081

coreybontrager@msn.com

Board Treasurer

Chris Erickson

Cell: 541-497-3046

cderkison@me.com

Board Member (Farm Oversight)

Emerson Smoker

Cell: 541-979-0112

emersons@ritewayelectric.net

Board Member (Secretary)

Marilee Sapp

Cell: 541-619-6333

Board Member (Fund Raising oversight)

John Donovan

Cell: 541-974-6709

donovancuster@gmail.com

Board Members (Thrift Store Oversight)

Jeanne Howell/Gloria Bond

Cell: J.H. 541-979-6926

howellje@linnbenton.edu

Cell: G.B. 541-974-4410

gloriaslite@gmail.com

Board Member

Nick Ochse

Cell: 541-974-0483

Ochseni24@gmail.com

Board Member (Pastor)

Jim Sapp

Cell: 541-990-3000

limotorsllc@comcast.net

Board Member

Erik Anderson

Cell: 541-223-8082

eanderson@co.linn.or.us

Board Member

Mike Stanley

Cell: 541-979-8651

mistanleywood@gmail.com

Board Member

Greg Anable

Cell: 541-979-9320

ganable@comcast.net

INTERNAL REVENUE SERVICE DISTRICT DIRECTOR F. O. BOX 2508 CINCINNATI, OH 45201

Date:

AUG 07 1998

ALBANY HELPING HANDS PO BOX 2252 ALBANY, OR 97321-0606 DEFARTMENT OF THE TREASURY

Employer Identification Number: 93-1244271

DLN:

17053159023028 Contact Person: D. A. DOWNING

D. A. DOWNERS

Contact Telephone Number:

(513) 241-5199

Accounting Period Ending:

September 30

Foundation Status Classification:

509(a)(1)

Advance Ruling Period Begins:

April 13, 1998

Advance Ruling Period Buds:

September 30, 2002

Addendum Applies:

)io

Dear Applicant:

Rased on information you 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(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we

ALBANY HELPING HANDS

will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue 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.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

Letter 1045 (DO/CG)



Community Development Block Grant Activities 2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

EXHIBIT A: APPLICATION

5.1 Applicant Information

Applicant (organization name): Boys & Girls Club of Albany

Contact Person: Kristi Pitts Email: kristi.pitts@bgc-albany.org

Mailing Address: 1215 Hill St. SE, Albany, OR 97322

Phone #:541-926-6666 Agency website: www.bgc-albany.org

UEI #: N1F6E1Z6B2A8 EIN:93-0549842

Organization Mission Statement:

Our mission is to provide a safe, supervised environment for recreational and educational activities where all boys and girls, especially those who need us the most, can develop self-esteem and the qualities needed to become caring, responsible citizens. We offer programs aligning with the developmental needs of all young people: character and leadership development; education and career development; health and life skills; the arts; sports, fitness, and recreation.

5.2 Proposal Summary

Activity/Program Name: Summer Program Scholarships for Kids Activity Location: Boys & Girls Club of Albany, 1215 Hill St. SE, Albany, OR 97322 Proposal Summary: Provide a summary of the proposed activity and anticipated outcomes. Aligned with the City's priorities to increase availability of needed services for low- and moderateincome residents, the Boys & Girls Club of Albany will assist low- and moderate-income families by addressing anti-poverty strategies, childcare needs, services for children and teens. Our out-of-school care summer care will focus on providing resources and support for vulnerable, at-risk children and families and Albany's low- and moderate-income resident's children by opening our doors so that families may work. We will ensure children are fed meals and nutritious snacks to further help curb costs for parents while ensuring youth facing food insecurity have daily nourishment, especially during the summer months when free school meals are not an option. There is still a critical need for academic and social-emotional support and enrichment in the aftermath of COVID-19 as our local Greater Albany School District youth served at the Club are still lagging behind in reading and math. Local parents share an ongoing need for affordable childcare among low- and moderate-income families. By providing scholarships for low-income families, we can provide a safe, nurturing environment with healthy snacks and nourishing meals to help close gaps for children academically and emotionally while helping parents/caregivers maintain jobs during summer months and to meet other basic budgetary needs. Our project will serve 135 low to moderate-low income, vulnerable Albany, school age children and their families in need of affordable childcare during the summer.



Community Development Block Grant Activities

2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

ACTIVITY BUDGET FOR WHICH CDBG FUNDS ARE BEING RQUESTED:						
CDBG Funding Request	\$	\$51,591				
Leveraged Funds/Resources	\$	\$79,629				
Total Activity Budget \$ \$131,220						



Community Development Block Grant Activities

2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

5.3 CDBG Application Narrative

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

Activity Description

- 1. Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed by the activity.
- 2. Describe the community need that will be addressed by the proposed activity.
- 3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.
- 4. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity.
- 5. Explain how the project will promote inclusiveness and diversity. Include your agency's nondiscrimination policy for employees and clients as an attachment.
- 6. For faith-based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities such as worship, study of religious text, or evangelizing.

Benefit to low-income Albany residents

- 7. Who and how many will benefit from activity (estimate # of people, describe clients)?
- 8. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low-income residents?

Scope of Work

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

Project Feasibility – Readiness to proceed

- 10. Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project. Describe the current organizational capacity to complete and manage the activity within the program year.
- 11. Please complete the schedule that follows or provide one that is applicable to the activity/project that outlines when major activities will be executed and when the project will be completed.

Organizational Capacity and Activity Sustainability

- 12. Describe experience and success conducting similar projects, use of federal or CDBG funds.
- 13. If any issues were raised during a federal program monitoring evaluation, please explain the findings and how issues were resolved.
- 14. Explain agency experience managing construction projects subject to Davis-Bacon and/or BOLI wage requirements and/or soliciting bids for construction projects.
- 15. Identify any other agencies or partners for this activity/project and define the roles and responsibilities of these partners.
- 16. Please explain how the agency embraces and demonstrates diversity within the organization.
- 17. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)?

<u>Financial</u>

18. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?



Community Development Block Grant Activities

2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

5.4 Proposed Activity Budget

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

· ···-g	mmary (See 24 (CFR 570 Subpa	rt J)		
Estimated Total Cost of Activity:	\$131,220 factored at \$972/child =true cost/child x 135				
CDBG Funding Requested for Activity:	\$51,591				
Total Number of People/Households Served:	135				
Total Cost per Person/Household:	\$500/person o	ver 10 weeks			
Total CDBG Cost per Person/Unit	\$250/person o	ver 10 weeks			
Describe Source of Other Funds:	Amount	Amount Se	cured	Amount Tentative	
Federal:					
State:				\$32,159	
Local:					
Donations/Private:		\$2,470			
Grants:		\$45,000			
Loans:					
Activity Budget Detail	(Non-Developm	ent Activities)			
Activity Budget Detail Specific Cost Item/Description	(Non-Developm CDBG Amount Requested	Other Funds Amount	Tota	al Amount CDBG + Other Sources	
Specific Cost	CDBG Amount	Other Funds	Tota \$81,5	Other Sources	
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Amount		Other Sources 21	
Specific Cost Item/Description Personnel: Mentors	CDBG Amount Requested \$33,500	Other Funds Amount \$48,021	\$81,5	Other Sources 21 000	
Specific Cost Item/Description Personnel: Mentors Supplies:	CDBG Amount Requested \$33,500 \$250	Other Funds Amount \$48,021	\$81,5 \$25,0	Other Sources 21 000 41	
Specific Cost Item/Description Personnel: Mentors Supplies: Direct Support to Youth Indirect Expenses: Evaluating, Supervision,	CDBG Amount Requested \$33,500 \$250	Other Funds Amount \$48,021 \$24,750	\$81,5 \$25,0 \$17,8	Other Sources 21 000 41	



Community Development Block Grant Activities 2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

5.5 Staff Experience and Qualifications

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

Employee	Experience and Qualifications
Name: Scott Withers	*Scott will be responsible for collecting program performance
Title: Director of Program	data and preparing the quarterly reports to the City. With a B.S. in Health and Physical Activity, Scott directs the entire program
Development	operations. Scott has worked with Boys & Girls Clubs since 2001 after transferring to Albany in 2015. He thrives as a team leader
	working well with others, encouraging his team to guide youth
	development. With strong organizational skills and attention to
	detail, Scott has overseen grants, contracts and works diligently
	to exceed grant expectations with his team. Scott is an asset to the Club program and to the children of Albany.
Name: Rachel Troyer	Rachel began her career as a Behavior Specialist/SEA Support
	with the Greater Albany School District from 2016-2019 after
Title: 1st-3rd Grade Club Director	helping lead weekly youth nights for teen from 2011-present.
FTF and Their Durain at 1000/	She started at the Boys & Girls Club in 2014 as an Art Room
FTE on This Project:98%	Lead Youth Development Professional and served in multiple capacities from teen program coordinator to membership
	services coordinator before landing as the 1st and 2nd Grade
	Club Director in 2021 where she leads hundreds of children,
	volunteers and staff in facilitating and achieving youth
Name at Bigli Taylor	development outcomes.
Name: Ricki Taylor	Ricki has worked her way up the Boys & Girls Club movement by starting as an Assistant in 2016 helping a Lead staff implement
Title: 4 th -5 th Grade Club Director	activities with youth, becoming a Lead staff in 2017 running
	programs and activities, excelling in her position and becoming
FTE on This Project: 98%	a Program Coordinator in 2018 with the responsibilities of
	training staff, working with kids and parent, becoming an
	Assistant Director in 2020 creating schedules and adding in administrative tasks, then becoming the 3 rd -5 th Grade Director
	working with staff, members, parents and the community and
	performing all responsibilities. Ricki is effective at
	communication, organizational skills, the ability to work under
	pressure and she is a strong leader.



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Name: Cameron Kennedy	Originally, a Club member himself, Cameron started as part of
	the teen employment program, in 2016, and was named the
Title: Teen Club Director	Teen Staff of the Year in 2019. He has completed progress
	towards his AAOT at Linn Benton Community College. He has
FTE on This Project: 98%	worked as. A youth development professional since 2016, he
	was hired as the Teen Club Director in January of 2022. He is
	skilled at both knowing the needs and interests of teens as well
	as ensuring Club youth are mentored in safe environments with
	skills in creating fun, engaging programs, mediating,
	coordinating, and ensuring the safety of youth.

CDBG Application Narrative Attachment to Exhibit A - Boys & Girls Club of Albany

Activity Description

1. Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed by the activity.

The priorities aligned with Albany's 2023-2027 Consolidated Plan that will be addressed by our activity include addressing the Anti-poverty strategy, Childcare Needs, Services for Children, and as secondary goals, Services - Health (free dental, mental health), and narrowing the digital divide for low-income youth.

Our Out-of-School care will focus on providing resources and support for vulnerable, at-risk children and families and Albany's low-and moderate-income residents' children.

2. Describe the community need that will be addressed by the proposed activity.

Our project will focus on low-income Albany households with children and youth in need of out-of-school childcare, nutrition, academic and social-emotional support, and enrichment, as well as the secondary goals of providing health services through free dental and mental health support and narrowing the digital divide for low-income youth with access to technology at the Club.

Local parents share a need for affordable childcare among low and moderate-income families.

Anti-poverty strategies to help our community include providing low-cost childcare so parents/caregivers can work while their children are cared for in a safe, nurturing environment. One of the biggest challenges for low-income families is finding affordable childcare, especially during the summer when school is not in session. Scholarships for low-income families provide a safe and supervised environment for children, allowing parents to maintain or seek employment without worrying about the safety and care of their children during working hours.

Summer learning loss can disproportionately affect children from low-income families, widening the achievement gap. The Club offers educational programs, including literacy and academic success support, which can help bridge this gap, preventing summer slide and promoting educational equity.

Local youth not only frequently face food insecurity at a rate of 16.9% (2022 report) but also lack food high in nutrients such as fresh fruit and vegetables and choose to lead sedentary lifestyles, leading to chronic health problems such as obesity, diabetes, or high blood pressure. Our strategy includes hunger abatement efforts, especially in light of the higher food costs with inflation, by providing free meals and healthy snacks. During the summer, youth also receive free breakfast, lunch, and nutritious snacks, which are essential for their physical and cognitive development. Nutrition needs are paired with our Healthy Habits component, which teaches youth how to increase fitness activity and about nutritious, affordable food and opportunities to increase fitness activity.

Youth mental health is declining, and rates of mental illness are higher than ever. Oregon ranks second in the nation at 27.33% in rates of mental health issues referring to emotional well-being and risk of a mental health disorder, the second highest state in the nation, second to Utah. In 2021, the U.S. Surgeon General flagged youth mental health as a public health crisis with increased depression, anxiety, feelings of loneliness, and a drastic increase in suicidal ideation. One in five youth have increased signs of anxiety, and one in four youth have clinically elevated symptoms of depression. Boys & Girls Club of America 2022 youth data shows that the majority of youth (71%) say when something important goes wrong in their life, they can't stop worrying about it and try to keep people from finding out. The nurturing environment of the Boys & Girls Club, with its focus on mentorship and support, can play a significant role in the mental and emotional well-being of children. It offers a space where youth can develop social skills, build self-esteem, and receive guidance, which is particularly beneficial for children without access to such support at home. Club mentors and normalizing conversations around mental health is key to ensuring youth have the emotional, social and mental support they need.

When children are engaged in structured, positive activities, it not only benefits the individual children but also the community at large. Programs offered at the Club can reduce juvenile delinquency and increase community cohesion, leading to a safe and more supportive environment for all residents.

3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.

Nationally, one in five children do not have someone to care for them after school or during the summer. A Portland State University survey involving over 3,000 Oregon parents in January 2023 highlighted significant childcare challenges. The survey noted limited child care options, and high prices as major challenges. Every parent wants a safe, affordable place to

send their kids after school with the peace of mind knowing they are under the guidance of caring, professional staff members. The Club offers a variety of tested, proven and nationally recognized programs to empower kids to excel in school, become good citizens and lead healthy, productive lives, often changing the trajectory for positive futures by helping close the opportunity gap for low-income, vulnerable youth.

One in three young people in the U.S. will reach the age of 19 without having a mentor of any kind. Trained Club youth development experts empower kids through mentoring and help bridge the kids from school to home, positively impacting youth, improving academic skills. Young people who meet regularly with a mentor are 40% more likely to graduate on time and 55% more likely to enroll in college. Club alumni report that 80% said the Club had a positive impact on their health and fitness, and 85% of youth reported doing things to help people in their community thanks to the Club fostering good character and citizenship.

The Boys & Girls Club cares deeply about local hunger and good nutrition, as children need healthy food as fuel to learn and grow, and we want to help close disparities so that everyone has equitable opportunities and outcomes, regardless of race, gender, or geography. Especially during the summer, the Club's site-based meals programs serve a critical need in our community as many youth depend on Club meals as their only nutrition of the day. The Club has a unique opportunity to capitalize on the after-school hours filling food nourishment gaps by providing daily free after-school meals and healthy snacks, promoting healthy habits for eating and movement while teaching children about the importance of eating a well-balanced, nutritious diet and the need for increased daily fitness habits and mental health strategies that are gleaned through physical fitness. It's critical to nurture mental health and address any mental or emotional health concerns early by equipping youth with the skills they need to manage their emotions and build resiliency so they can engage in every opportunity that comes their way. According to the U.S. Surgeon General's Advisory, 50% of all lifetime cases of mental illness begin by age 14 and 75% by age 24. The Club also has access to mental health support and counseling through a cooperative project with Old Mill Child Counseling services with therapists who come to the Club and a referral program with Linn County Health.

4. Please specify which CDBG National Objectives will be satisfied by the proposed activity.

Benefit to low- and moderate-income (LMI) persons and meeting urgent needs because existing conditions pose an immediate threat to the health or welfare of the community.

Scholarship participation will mandate that information on family size and income determines that at least 70% of the clientele are persons whose family income does not exceed the L/M income limit. Ideally, the child care provided will allow the low-income family to be employed while their child/children are cared for during out-of-school time.

5. Explain how the project will promote inclusiveness and diversity. Include your agency's nondiscrimination policy for employees and clients as an attachment.

We must address challenges facing marginalized families with cultural agility and sensitivity, an awareness of systemic inequities, and approach promotion and outreach to underserved populations to include Latinos, African Americans, refugees, underrepresented ethnic groups, rural communities, low-income families, historically disadvantaged people, LGBTQ, and anyone facing health disparities. For those who perceive our programs as inaccessible, we must ensure inclusivity and work to empower youth and their families to receive access and equitable opportunities. By providing scholarships, we will remove barriers to participation for all.

*Below is our agency's diversity statement.

6. N.A. (not a faith-based organization)

Benefit to low-income Albany residents

Who and how many will benefit from activity (estimate # of people, describe clients)

This project serves 135 low to moderate-low income, vulnerable Albany school-age children and their families in need of affordable childcare during the summer with 135 low-income children receiving scholarships at \$25/week for 10 weeks. Additionally, all children served will receive free daily breakfast, lunch, and a healthy snack to help with food insecurity challenges. The Club can provide immediate and near-term relief efforts for families in need in an effort to provide essential support and care to children of low-income families who need us most, leading to a safe, resilient community. The Club's true cost for one child to attend the Club is valued at \$972.00.

8. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low-income residents?

Specific to this project, we will strive to focus on serving extremely low-income residents for the scholarships for summer with 70% as extremely low-income.

Scope of Work

Provide a draft scope of work that outlines details about the proposed activity including all actions that will be
taken to address the identified need and achieve anticipated performance measures and outcomes, and general
accomplishments you intend to achieve with this activity.

Safe club settings provide a place for kids to receive child care during out-of-school time and to help keep our community safe and prospering, allowing parents time to work knowing their children are cared for during the summer and after school. Supervision from trained, caring adult mentors is provided daily in an ongoing and intentional way as measured by mentors. Mentoring deepens youth interests, sparks their curiosity in future career fields, helps youth deal with challenges, and supports youth in exploring their full potential with guidance and encouragement.

We help close existing educational opportunity and achievement gaps for underserved students by providing daily academic support through tutoring, Project Learn, goal-setting, and growth mindset strategies. This strategy leads to essential support for kids and families who need it most to help tackle the unfinished learning due to the pandemic.

Free Meals for hunger abatement provided daily, as well as nutritious snacks. During summer, breakfast and lunch are provided with a snack. During the school year supper and snacks are provided.

Youth are constantly faced with health and behavior choices that can impact their future self and others. Mentors and small group settings guide youth to make healthy decisions centered on physical and emotional wellness rooted in good judgment, taught daily.

Ongoing social-emotional development learning and mental health support as needed are provided at the club thanks to a partnership with the Old Mill Center.

When every young person has access to out-of-school time opportunities, when they're safe and healthy, and when they have essential skills, the Club can ensure equality and inclusion. Staff are provided with training and resources to ensure young people who are frequently marginalized or overlooked can be included and supported at the local Club.

Free onsite dental services for children and teens through the Club's free children's dental clinic and referrals for other dental, vision, and medical needs.

Access to the Club's three state-of-the-art technology centers helps narrow the digital divide for low-income youth by providing high-speed internet, new technology and resources such as software and equipment (printers, 3D printers) to learn 21st-century technology skills.

Project Feasibility Readiness to Proceed

10. Please describe your readiness to proceed, whether land use or other issues are resolved, and whether your organization has the administrative capacity to complete the proposed project. Describe the current organizational capacity to complete and manage the activity within the program year.

We are ready to proceed, and we have the administrative capacity to complete the proposed project. Our **Chief Professional Officer**, John Andersen, has an Executive Masters in Business in Nonprofit Management from the University of Portland and a Bachelors Degree in Psychology from Washington State University. He has 22 years of experience in youth programming, is a certified national BGCA trainer and a member of the BGCA Academy. He has experience managing grant programs to include preparing reports. He believes strongly in actively collaborating with nonprofit agencies, universities, community groups, city officials, school administrators, local businesses and community leaders in an effort to expand program services and ensure sustainability.

Our Club is governed by a team of Board of Directors from Linn County who acts as a trustee of our organization's assets; exercise due diligence to ensure that the Club is well-managed; use reasonable care to not place the organization at risk; monitor the results of financial goals and initiatives; oversee operations and finances of the organization; and provide advice and governance. The Board serves as the decision-makers of the organization and set the tone, providing direction for management. Management's responsibility is to carry out the decisions of the Board through day-to-day operations and to provide metrics for measuring success. Program managers oversee fundraising, administration, and program operations. Although autonomous as a local Club, we receive guidance and resources from the Boys & Girls Club of America. Our organizational resources are aligned with our day-to-day operations in that the focus is first and foremost on meeting the needs of the youth that we serve. More than 80% of the resources are dedicated to direct programming for youth.

The Boys & Girls Club of Albany's strength has been defined by providing a safe place with caring adult mentors, and high-impact youth development programs targeting priority outcomes for the past 57 years. Our organization's history and experience, scale, and scope, position us to become the service leader and advocate for young people. Professionally trained staff and volunteers of diverse backgrounds facilitate activities with consistent mentorship to youth when youth are at the greatest risk of negative influences.

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

The project will be completed between July 1 - 2024 - June 30, 2025.

Organizational Capacity and Activity Sustainability

12. Describe experience and success conducting similar projects, use of federal or CDBG funds.

Our **Director of Program Development, Scott Withers**, is a seasoned Boys & Girls Club movement leader with over 20 years of Club leadership experience. Scott is supported by an experienced, dynamic, and dedicated management team, eager to improve upon basic established programs while looking for ways to deepen the impact and work more effectively. Scott has successfully helped oversee grants and ensures that his program team are aware of all grant expectations from the onset, adhere to all implementation requirements, and report on all aspects of grant programs in a timely fashion. He excels in organizational skills and his abilities to motivate and inspire his team of staff, who produce great results under his guidance.

Senior Fiscal Manager Kristi Pitts completed her ninth year managing federal, state, and local municipal funds. She takes the lead in all grant reporting responsibilities and is excellent in setting up systems for successful financial tracking. Working with Scott, they have set up effective systems to track membership participation, mentoring, recruitment of mentors, and the financial expectations around CDBG funds, Oregon Department of Education, Department of Justice, Community Violence Intervention funds, and other pass-through funding from state and federal sources. Kristi and Scott have the execution, tracking, and reporting process down to a science, grasping all expectations and excelling in the tracking of required details. Kristi's organizational skills have propelled the BGC of Albany to the next level with her ability to track where individual funds for each grant are being spent and tracking the hours each staff member work on individual grants. We have been fortunate to have her financial knowledge and attention to detail with grant fiscal reporting.

- 13. N.A. If any issues were raised during a federal program monitoring evaluation, please explain the findings and how issues were resolved.
- **14.** N.A. (not a construction projects subject)
- 15. Identify any other agencies or partners for this activity/project and define the roles and responsibilities of these partners.

We partner with the **United States Department of Agriculture**, providing meals and snacks relentlessly to children in need. During the school year, we provide a daily Dinner and Snack program which offers each child a hot supper meal daily as well as an appropriate snack at the beginning of each after-school session. During the summer, a free breakfast, lunch, and snack are provided. We will work to outreach and target even more youth in the coming year, with the local hunger issue reaching a crisis level. This is facilitated with our state's **CACFP program** as well as the **Greater Albany School District.**

The **Greater Albany Public School District** collaborates with the Club on academic success initiatives for youth, provides free transportation to the Club daily, promotes engagement of students at the Club, encourages Club staff to attend school lunches for recruitment and support efforts weekly. We also partner with the **FACT - Families and Community Together** to help students and families in the Greater Albany School District access social services from food intervention, employment, and other support to increase protective factors to help ensure academic success.

A component of this project integrates social-emotional learning and access to mental health support through **Old Mill Center for Children and Families** that provides youth mental health assessments and guidance for behavioral, emotional and mental health, and counseling with onsite services at the Club six hours/week, along with trauma-informed training for staff and volunteers. **Linn County Health Department** is available for referrals of up to six visits per child for mental health challenges needing additional assistance and provides individual support as needed. Measures to boost mental health and well-being can be addressed through mentoring and Triple Play strategies as well.

Club staff are members of the collaborative **Youth Services Team (YST)** that serves as multidisciplinary teams to provide integrated services to youth in Linn County. These teams consist of agency staff from schools, social services agencies, law enforcement agencies, and other related community service providers. We work together to ensure that we are not duplicating services but rather providing opportunities to work together for the greater good of individual youth in need. Our purpose is to identify the needs of families who work voluntarily with this team of professionals to identify and arrange services through coordinated planning.

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

The Boys & Girls Club of Albany maintains a spirit and practice of inclusiveness, and seeks staff and board members who enrich our effectiveness and are reflective of our community through a diversity of experience, skills, cultures, and backgrounds. Our organization has a policy of equal opportunity for our staff and board, and does not discriminate in hiring, retention, promotion, board recruitment, partnerships, and communities served. Our organization defines diversity as individuality. This includes a wide spectrum of attributes that include: race, gender, age, ethnic heritage, culture, sexual orientation, language, family, religion, disability, education, and socio-economic circumstances.

We strive to hire staff that reflects the community we serve with special emphasis on focusing on recruiting and retaining diverse backgrounds. Our executive director represents a traditionally underserved population in ethnicity and as an immigrant whose family navigated poverty, discrimination, and challenges. We continue to try to recruit Board members who reflect the membership and prospective future members.

17. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)? Yes, if not fully funded, we will pursue the activity and service but many low-income families may slip through the cracks in receiving the Club service without scholarships to reduce or cover their children's participation fees. Less low-income families would benefit without funding.

Financial

18. Why are CDBG Funds the best fit/source? Are there other sources of funding for this activity?

Providing scholarships for low-income families is a perfect fit for the CDBG funds that we cannot get from other funding streams such as foundations as many specify that they do not want to fund "scholarships" per se. The fit with the City funds allows working, yet low-income families struggling to pay their bills with the ability to have their children cared for during the summer days when they would have normally been in school's care in an **anti-poverty strategy**. Low-income families also save on food costs as their children receive breakfast, lunch, and nutritious snacks at the Club during the summer months. These may be the only nutritious meals hungry kids are getting during the summer.

*Diversity Statement

We believe that diversity is critical in our Club environment as it provides a variety of experiences and perspectives that arise as a result from differences in race, culture, religion, mental or physical activities, heritage, age, gender, sexual orientation, gender identity or other characteristics. The Club accepts any youth in grades Kindergarten through 12th grade despite any race, color, national origin, religion, sex, gender, pregnancy, physical or mental ability, medical condition, ancestry, sexual orientation, citizenship or relationship status. We value and affirm that diversity contributes to the richness of our Club's community and enhances each life with exposure to different perspectives on life, leading of mutual respect and the understanding of fellow humankind.

We strive to hire a diverse workforce and to help Club members feel accepted at the Club, we strive to hire a staff population that reflects the community we serve and to recruit board and volunteers to reflect our community as well.

Boys & Girls Clubs have an important role to play in the national call for action on racial injustice and equity. We recognize the impact of systemic racism on the lives of youth, and we believe young people should feel safe, have access to opportunities and feel valued not just at the Club, but everywhere in society. Our mission compels us to support youth in reaching their full potential, which includes identifying and helping to eliminate barriers that prevent the full participation and advancement of some groups in this country, particularly Black, Brown, Indigenous, and other persons of color.

Taking the lead from our national organization, we are doing our part to combat racism and inequity through the experiences we provide to young people, the way we lead our organizations, and how we elevate issues that matter for kids and teens. Our Youth for Unity project serves as a starting place for discussing bias focusing on theme areas to include: Recognizing Bias and Unfairness, Taking Personal Leadership in Confronting Bias, and How to Talk to Teens About Traumatic Events. We are facilitating front-line youth development professional, board and executive-level conversations in regards to systemic racism and where we have failed and how we can address any biases.

We take a stand for the future of America's children. We condemn any act of racism or discrimination. We stand for safety, health, dignity, and equitable opportunity. We advocate for youth and encourage young people to harness the power of their voice. We believe all young people should be afforded the guarantee of fair treatment, access and opportunity. There are historically marginalized, underserved and underrepresented populations and systemic racism has a traumatic impact on young people. The essential work needed to dismantle oppressive and unjust systems is complex and will require intentional

and decisive action of all staff, volunteers, youth, and board members resulting in a collective effort to create a future that is equitable and accessible to all.

Rachel Troyer

rachel.r.trover@gmail.com

(541) 760-1730

Experience

Boys and Girls Club of Albany, Albany, OR

1st-2nd Grade Club Director

2021-Present

- Maintain close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information.
- Advise, council, and discipline Club members, as needed.
- Establish Club programs, activities and services that prepare youth for success and create a club environment that facilitates achievement of Youth Development Outcomes.
- Ensure a healthy and safe environment, including maintenance of facilities, equipment and supplies.
- Participate in the development, implementation, and monitoring of the Elementary Club's annual budget, ensuring that club-wide programs and activities are operated within established budgetary guidelines.

Membership Services Coordinator

2019-2020

- Oversee membership registration procedures both online and in person. Partner with parents, program directors, and admin to ensure accuracy and efficiency.
- Accurately count daily deposits, assist bookkeeper with payroll, and input purchase data into QuickBooks.
- Manage the usage of the facilities calendar and work with community organizations to schedule events in our facility.

Teen Program Coordinator

2016-2018

- Supervise a team of ten staff members who led programs with students grades 6-12.
- Communicate effectively with volunteers, staff, parents, and community members daily to provide updates and build strong relationships.
- Maintain close contact with the director about staff and programs to quickly resolve issues that arose.

Membership Pick-Up Lead (seasonal)

2016-2018

- Input membership data and payments into MTS and Microsoft Office to ensure accurate records.
- Primary point of communication to parents on behalf of directors and staff regarding daily operations for the Club's multitude of programs.

Youth Development Professional (Art Room Lead)

2014-2016

- Lead 100+ children and volunteers in the program area to ensure smooth execution of programs.
- Plan ten-week programs and implement age-appropriate science and art activities.

Memorial Middle School/Timber Ridge School

Behavior Specialist/SEA Support

2016-2019

- Supervise students with behavioral needs; partner with individual teachers to create structure and clear expectations for each student's success.
- Input detailed data accurately into SIS daily to ensure precise tracking of student progress and behaviors.

South Albany Community Church

Youth Group Lead/Volunteer

2011-Present

- Collaborate with youth pastor and church leadership to lead weekly youth nights for 15-25 students in grades 6-12.
- Organize and promote fundraisers for annual missions trips to support local communities in Mexico.

Education

South Albany High School, Albany, OR

• High School Diploma

Certifications

• CPR/First Aid Certified

Scott Withers

Contact

Objective

1937 2nd Ave SE Albany, Or 97321 541.404.5141 Scottycb1@hotmail.com

To use my experience and skills to help move the Boys & Girls Club of Albany forward in the position of the Director of Program Development. I will work hard to create an environment where staff feel valued and as a team, we expand the reach of the Boys & Girls Club to our community and partners.

Education

Experience

Eastern Oregon University
La Grande, Or
BA in Business Administration
EOU GPA 3.82

SEPTEMBER 2001-DECEMBER 2004

High School Sports Referee | Boys & Girls Club of Southwestern Oregon -Officiating & supervising gyms for youth sports

-Maintaining a safe and fun environment for games to be played

Key Skills

DECEMBER 2004-DECEMBER 2008

Gym Lead & Athletic Supervisor | Boys & Girls Club of Southwestern Oregon
-Create and implement program planning for gym after school

-create and implement program planning for gym after school programs

-Supervise and schedule officials and games for after school youth sports

Team Leading Communication Reliability BGC Knowledge Problem-solving

DECEMBER 2008-AUGUST 2014

Teen Club Director | Boys & Girls Club of Southwestern Oregon

- -Create and implement program planning for 7-12th grade students
- -Manage Teen Center budget and oversee staff
- -Oversee Keystone/Torch Clubs

SEPTEMBER 2014-JULY 2016

Youth Development Professional/Program Coordinator | Boys & Girls Club of Albany

- -Create and implement program planning for 7-12th grade students in the gym and games room
- -Help oversee staffing and staff scheduling with Teen Club Director
- -Oversee Keystone/Torch Clubs

JULY 2016-FEBRUARY 2022

Club Director | Boys & Girls Club of Albany

- -Manage Teen Center budget and oversee staff
- -Create fun and engaging programming to promote teen attendance
- -Oversee T3 program and staff
- -Assist at BGC Special Events
- -Hire and train part time staff to work in the after-school program
- -Plan summer program with part time staff
- -Work daily with parents and school administration as needed to create a successful environment for all BGC members

JULY 2023-CURRNET

Director of Program Development | Boys & Girls Club of Albany

- -Manage After School Program budget and oversee staff
- -Create fun and engaging programming to promote Club attendance
- -Oversee all Club Directors
- -Assist at BGC Special Events
- -Hire and train full time staff to work to supervise staff and members
- -Supervise implementation of grants and grant reporting
- -Work daily with parents and school administration as needed to create a successful environment for all BGC members

Overall, my experience through 20 years of different positions at Boys & Girls Clubs has given me the ability to see the Club from multiple different perspectives. From Club Member to Club Director, I have formed an understanding of what makes a Club successful and am eager to use this to help the Boys & Girls Club of Albany moving forward.

Communication

Worked with a variety of people from community members to staff and kids developing the ability to communicate with them on either formally or informally as needed.

Leadership

Have lead teams of up to 12 staff at a time for multiple years always making sure to create an environment that is empowering to all team members and created an environment for all staff to be successful.

References

Samantha Jordan

Former Director of Program Development, Boys & Girls Club of Albany 541-990-4487

Ricki Taylor

2730 7th ST Apt. #1 Albany, OR 97322

(503) 409-9952

Ricki.Taylor@bgc-albany.org

OBJECTIVE

To work in a setting where I can challenge myself and be a benefit to the community.

WORK EXPERIENCE

Boys & Girls Club – 3rd-5th Director

2021-Present

- Working with Staff, Members, Parents, and Community
- Administration Tasks

Boys & Girls Club – Assistant Director

2020-2021

- Creating Schedules
- Assisting the Director with any administration needs

Boys & Girls Club - *Program Coordinator*

2018-2020

- Training new staff
- Working with kids and parents

Boys & Girls Club - *Lead*

2017 - 2018

- Run programs
- Run activities

Boys & Girls Club - Assistant

2016 - 2017

• Assist lead in everyday activities

EDUCATION

West Albany High School Graduated 2013

SKILLS

Effective Communication

Leadership

Conflict Resolution

Time Management

Organizational Skills

Ability to Work Under Pressure

References Upon Request

Ordinary Income/Expense	Income:	Jan-Dec 24 Total:
	Direct Business Contribution	308,100
	Direct Individual Contribution	984,300
	Foundation Grants and Giving	1,303,000
	Government Grants	125,400
	Indirect Public Support	17,000
	In-Kind Donation	320,900
	Investments	155,150
	Athletic Program Income	442,770
	Program 1-12 Income	144,012
	Program Satellite Site Income	8,235
	Sales to the Public	43,050
	Dental Income	266,840
	Total Income:	4,118,757
	Gross Profit:	4,118,757
	Expense:	
	Administration Compensation	427,783.40
	Dental Compensation	90,081.72
	Athletic Compensation	296,357.24
	Waverly Satellite Program	202,890.00
	Elementary Program Compensation	603,442.64
	Teen Program Compensation	376,764.60
	Fundraising Compensation	178,660.72
	Operations Compensation	78,714.72
	Payroll Taxes	180,142.44
	Employee Benefits	207,509.64
	Professional Services	93,671.21
	Administrative Expenses	65,300.00
	Insurance	61,202.04
	Fundraising Expenses	160,100.10
	Athletics Expenses	110,608.00

	Program 1-12 Expenses	184,085.00
	Program Satellite Site Expenses	49,250.00
	Operations Expenses	217,741.52
	Professional Development	25,000.00
	Travel	1,800.00
	Sales to the Public Expenses	12,425.00
	Dental Expenses	141,794.00
	In-Kind Expenses	320,899.96
	Total Expense:	4,086,223.75
	Net Ordinary Income:	32,533.25
Other Income/Expense:		
	Other Income:	
	Capital Campaign	240
	Miscellaneous Income	5,000
	Board Dues	12,300
	Cash Over/Short	0
	Off Site Rental Property	66,240
	Total Other Income:	83,780
	Other Expense:	
	Gain/Loss on Sake of Assets	0
	Capital Expenditures	0
	Off Site Facility Expenses	20,511.84
	Bad Debt Write-Off Expense	0
	Miscellaneous Expense	5,000.00
	Deprication Expense	394,864.68
	Total Other Expense:	420,376.52
	Net Other Income:	-336,596.52
	Net Income:	-304,063.27

Boys and Girls Club of Albany Profit & Loss Budget Performance October 2023

	Oct 23	Budget	Jan - Oct 23	YTD Budget	Annual Budget	% of Annual Budget
Ordinary Income/Expense						
Income 4000 · Direct Business Contribution	36.633.50	24.166.66	260 270 25	016 116 60	275 100 00	98%
4100 · Direct Individual Contribution	4,996.91	7,800.00	268,379.25 674,524.26	216,116.68 790,850.00	275,100.00 985,900.00	68%
4200 · Foundation Grants & Giving	25,000.00	18,750.00	1,234,944.74	846,300.00	883,800.00	140%
4300 · Government Grants	24,647.61	17,000.00	239,363.77	91,750.00	110,750.00	216%
4400 · Indirect Public Support	121.68	1,166.66	14,924.93	11,666.68	14,000.00	107%
4500 · In-Kind Donation	0.00	150.00	237,334.12	196,300.00	270,180.00	88%
4600 · Investments	10,924.23	1,250.00	45,962.37	12,500.00	15,000.00	306%
5000 · Athletic Program Income	63,993.00	48,925.67	377,010.02	337,614.70	380,815.04	99%
5100 · Program 1-12 Income	2,863.50	1,638.33	142,865.55	109,893.34	112,310.00	127%
5200 · Program Satellite Site Income	1,025.00	803.33	6,152.52	6,728.34	8,235.00	75%
5300 · Sales to the Public	7,233.85	4,075.00	40,431.14	32,350.00	37,900.00	107%
5400 · Dental Income	3,029.00	816.66	171,188.98	162,386.64	167,739.96	102%
Total Income	180,468.28	126,542.31	3,453,081.65	2,814,456.38	3,261,730.00	106%
Gross Profit	180,468.28	126,542.31	3,453,081.65	2,814,456.38	3,261,730.00	106%
Expense	100,400.20	120,042.01	0,400,001.00	2,014,400.00	0,201,700.00	10070
6000 · Administration Compensation	31,473.04	31,438.63	333,289.47	348,338.47	426,215.73	78%
6090 · Dental Compensation	5,413.12	5,973.76	55,794.24	56,508.80	68,456.32	82%
6100 · Athletic Compensation	22,953.63	20,095.10	224,955.34	212,692.30	253,050.10	89%
6200 · Waverly Satellite Program	9.867.98	17,927.20	73,309.31	139,506.00	175,360.40	42%
6300 · Elementary Program Compensation	23,846.11	45,252.06	269,196.89	435,328.54	525,832.66	51%
6400 · Teen Program Compensation	14,625.04	22,245.20	171,815.15	217,010.00	266,920.40	64%
6500 · Fundraising Compensation	13,939.18	15,771.40	128,483.30	153,138.39	186,181.17	69%
6600 · Operations Compensation	5,293.44	6,607.25	54,099.29	62,416.25	75,021.75	72%
6700 · Payroll Taxes	10,605.46	14,380.22	109,341.71	134,347.18	163,499.22	67%
6800 · Employee Benefits	13,940.06	15,102.13	150,108.72	154,696.64	185,500.90	81%
6900 · Professional Services	6,676.20	4,411.00	94,438.04	88,318.21	97,622.21	97%
7000 · Administrative Expenses	5,922.39	4,600.00	54,517.10	51,385.07	66,485.07	82%
7100 · Insurance	-2,569.00	3,954.44	53,831.35	43,117.87	53,811.75	100%
7200 · Fundraising Expenses	3,300.52	7,904.55	104,747.62	110,545.45	157,100.00	67%
7300 · Athletic Expenses	2,048.04	2,955.00	97,252.83	76,750.00	86,550.00	112%
7400 · Program 1-12 Expenses	27,897.93	12,965.00	141,716.90	128,835.00	157,415.00	90%
7500 · Program Satellite Site Expenses	5,516.78	2,625.00	24,392.42	26,050.00	34,700.00	70%
7600 · Operations Expenses	20,233.03	16,882.02	208,982.61	165,520.96	203,607.00	103%
7700 · Professional Development	1,714.59	10,000.00	19,744.30	25,000.00	25,000.00	79%
7900 · Travel	42.00	200.00	1,180.86	2,000.00	2,400.00	49%
8000 · Sales to the Public Expenses	1,350.86	250.00	12,685.12	4,850.00	5,000.00	254%
8100 · Dental Expenses	7,206.13	6,558.33	57,599.71	66,728.34	79,895.00	72%
8200 · In-Kind Expenses	0.00	150.00	237,334.12	196,300.00	270,180.00	88%
Total Expense	231,296.53	268,248.29	2,678,816.40	2,899,383.47	3,565,804.68	75%
Net Ordinary Income	-50,828.25	-141,705.98	774,265.25	-84,927.09	-304,074.68	-255%
Other Income/Expense						
Other Income						
5520 · Capital Campaign	20.00	20.00	200.00	200.00	240.00	83%
5530 · Miscellaneous Income	3,057.00	100.00	8,620.05	1,000.00	1,200.00	718%
5540 · Board Dues	0.00	0.00	11,400.00	11,400.00	11,400.00	100%
5560 · Cash Over/Short	0.00	0.00	0.25	0.00	0.00	-
5570 · Off-Site Rental Property	6,600.00	5,442.00	43,997.75	54,420.00	65,304.00	67%
Total Other Income	9,677.00	5,562.00	64,218.05	67,020.00	78,144.00	82%
Other Expense						
8500 · Gain/Loss on Sale of Assets	-17.85	0.00	3,395.02	0.00	0.00	-
8600 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	-
8700 · Off Site Facility Expenses	11,661.69	7,774.87	60,502.89	21,264.70	24,286.44	249%
8800 · Bad Debt Write-Off Expense	0.00	0.00	0.00	0.00	0.00	-
8850 · Miscellaneous Expense	-26.94	0.00	1,866.63	0.00	0.00	_
8900 · Depreciation Expense	32,905.39	32,905.39	325,146.28	325,146.28	390,957.06	83%
Total Other Expense	44,522.29	40,680.26	390,910.82	346,410.98	415,243.50	94%
Net Other Income	-34,845.29	-35,118.26	-326,692.77	-279,390.98	-337,099.50	97%
Net Income	-85,673.54	-176,824.24	447,572.48	-364,318.07	-641,174.18	-70%

Boys and Girls Club of Albany Profit & Loss Budget Performance November 2023

	Nov 23	Budget	Jan - Nov 23	YTD Budget	Annual Budget	% of Annual Budget
Ordinary Income/Expense Income						
4000 · Direct Business Contribution	5,556.74	28,416.66	273,035.99	244,533.34	275,100.00	99%
4100 · Direct Individual Contribution	14,540.00	7,800.00	692,199.10	798,650.00	985,900.00	70%
4200 · Foundation Grants & Giving	5,000.00	18,750.00	1,227,944.74	865,050.00	883,800.00	139%
4300 · Government Grants	0.00	9,500.00	239,363.77	101,250.00	110,750.00	216%
4400 · Indirect Public Support	2,317.79	1,166.66	17,242.72	12,833.34	14,000.00	123%
4500 · In-Kind Donation	0.00	150.00	237,334.12	196,450.00	270,180.00	88%
4600 · Investments	103,407.91	1,250.00	149,370.28	13,750.00	15,000.00	996%
5000 · Athletic Program Income	35,255.50	32,303.67	409,265.52	369,918.37	380,815.04	107%
5100 · Program 1-12 Income	4,853.50	1,208.33	147,719.05	111,101.67	112,310.00	132%
5200 · Program Satellite Site Income	75.00	753.33	6,227.52	7,481.67	8,235.00	76%
5300 · Sales to the Public 5400 · Dental Income	2,483.98 547.00	4,275.00 816.66	43,090.62 171,735.98	36,625.00 163,203.30	37,900.00 167,739.96	114% 102%
Total Income	174,037.42	106,390.31	3,614,529.41	2,920,846.69	3,261,730.00	111%
Gross Profit	174,037.42	106,390.31	3,614,529.41	2,920,846.69	3,261,730.00	111%
Expense	174,007.42	100,000.01	0,014,020.41	2,020,040.00	0,201,700.00	11170
6000 · Administration Compensation	31,473.04	31,438.63	364,762.51	379,777.10	426,215.73	86%
6090 · Dental Compensation	6,838.72	5,973.76	62,632.96	62,482.56	68,456.32	91%
6100 · Athletic Compensation	24,342.10	20,403.90	249,297.44	233,096.20	253,050.10	99%
6200 · Waverly Satellite Program	12,257.45	17,927.20	85,566.76	157,433.20	175,360.40	49%
6300 · Elementary Program Compensation	31,117.67	45,252.06	301,560.66	480,580.60	525,832.66	57%
6400 · Teen Program Compensation	17,035.59	22,245.20	187,781.16	239,255.20	266,920.40	70%
6500 · Fundraising Compensation	14,213.23	15,771.39	142,696.53	168,909.78	186,181.17	77%
6600 · Operations Compensation	6,054.96	6,404.25	60,154.25	68,820.50	75,021.75	80%
6700 · Payroll Taxes	11,715.59	14,363.51	121,072.20	148,710.69	163,499.22	74%
6800 · Employee Benefits	16,198.96	15,102.13	166,307.68	169,798.77	185,500.90	90%
6900 · Professional Services	4,736.35	4,361.00	99,174.39	92,679.21	97,622.21	102% 89%
7000 · Administrative Expenses 7100 · Insurance	4,181.05 15,516.50	4,300.00 3,954.44	58,908.61 69,347.85	55,685.07 47,072.31	66,485.07 53,811.75	129%
7200 · Fundraising Expenses	18,525.40	10,904.55	123,273.02	121,450.00	157,100.00	78%
7300 · Athletic Expenses	13,306.85	2,105.00	115,025.44	78,855.00	86,550.00	133%
7400 · Program 1-12 Expenses	18,761.87	14,540.00	163,130.44	143,375.00	157,415.00	104%
7500 · Program Satellite Site Expenses	5,126.64	4,325.00	29,765.73	30,375.00	34,700.00	86%
7600 · Operations Expenses	17,307.18	17,357.02	226,289.87	182,877.98	203,607.00	111%
7700 · Professional Development	0.00	0.00	19,744.30	25,000.00	25,000.00	79%
7900 · Travel	0.00	200.00	1,180.86	2,200.00	2,400.00	49%
8000 · Sales to the Public Expenses	99.90	150.00	12,785.02	5,000.00	5,000.00	256%
8100 · Dental Expenses	6,874.81	6,558.33	64,474.52	73,286.67	79,895.00	81%
8200 · In-Kind Expenses	0.00	150.00	237,334.12	196,450.00	270,180.00	88%
Total Expense	275,683.86	263,787.37	2,962,266.32	3,163,170.84	3,565,804.68	-215%
Net Ordinary Income Other Income/Expense	-101,646.44	-157,397.06	652,263.09	-242,324.15	-304,074.68	-215%
Other Income						
5520 · Capital Campaign	20.00	20.00	220.00	220.00	240.00	92%
5530 · Miscellaneous Income	2,500.00	100.00	6,120.05	1,100.00	1,200.00	510%
5540 · Board Dues	0.00	0.00	11,400.00	11,400.00	11,400.00	100%
5560 · Cash Over/Short	0.00	0.00	0.25	0.00	0.00	-
5570 · Off-Site Rental Property	400.00	5,442.00	44,397.75	59,862.00	65,304.00	68%
Total Other Income	2,920.00	5,562.00	62,138.05	72,582.00	78,144.00	80%
Other Expense						
8500 · Gain/Loss on Sale of Assets	0.00	0.00	3,395.02	0.00	0.00	-
8600 · Capital Expenditures	0.00	0.00	0.00	0.00	0.00	-
8700 · Off Site Facility Expenses	215.97	1,474.87	60,718.86	22,739.57	24,286.44	250%
8800 · Bad Debt Write-Off Expense	1,400.00	0.00	1,400.00	0.00	0.00	-
8850 · Miscellaneous Expense 8900 · Depreciation Expense	0.00 32,905.39	0.00 32,905.39	1,866.63 358,051.67	0.00 358,051.67	0.00 390,957.06	92%
Total Other Expense	34,521.36	34,380.26	425,432.18	380,791.24	415,243.50	102%
Net Other Income	-31,601.36	-28,818.26	-363,294.13	-308,209.24	-337,099.50	108%
Net Income	-133,247.80	-186,215.32	288,968.96	-550,533.39	-641,174.18	-45%
		,				

January through December 2023

	Jan 24	Feb 24	Mar 24
Ordinary Incomo/Evanosa	Jail 24	F60 24	IVIAI 24
Ordinary Income/Expense Income			
4000 · Direct Business Contribution	7 750 00	4,250.00	70 250 00
4100 · Direct Individual Contribution	7,750.00	•	79,250.00
	157,200.00	2,700.00	102,300.00
4200 · Foundation Grants & Giving 4300 · Government Grants	68,333.33	853,333.33	68,333.33
	12,125.00	11,250.00	9,450.00
4400 · Indirect Public Support	1,750.00	1,250.00	1,250.00
4500 · In-Kind Donation	908.33	1,158.33	908.33
4600 · Investments	9,500.00	8,800.00	21,000.00
5000 · Athletic Program Income	45,425.00	65,510.00	38,550.00
5100 · Program 1-12 Income	456.25	2,731.25	2,331.25
5200 · Program Satellite Site Income	270.00	1,270.00	270.00
5300 · Sales to the Public	7,625.00	10,150.00	3,650.00
5400 · Dental Income	8,533.33	107,533.32	42,533.34
Total Income	319,876.24	1,069,936.23	369,826.25
Gross Profit	319,876.24	1,069,936.23	369,826.25
Expense			
6000 · Administration Compensation	32,731.95	32,731.95	32,731.95
6090 · Dental Compensation	6,633.81	6,633.81	6,633.81
6100 · Athletic Compensation	25,386.62	32,301.62	26,666.62
6200 · Waverly Satellite Program	19,305.00	19,305.00	19,305.00
6300 · Elementary Program Compensation	36,361.70	39,286.74	43,026.74
6400 · Teen Program Compensation	21,026.52	22,489.04	38,327.04
6500 · Fundraising Compensation	14,596.72	14,596.72	14,596.72
6600 · Operations Compensation	6,445.81	6,673.31	6,673.31
6700 · Payroll Taxes	13,435.15	13,825.75	14,325.04
6800 · Employee Benefits	21,636.99	15,941.99	22,021.57
6900 Professional Services	7,965.00	14,565.00	10,243.00
7000 · Administrative Expenses	3,400.00	4,550.00	3,550.00
7100 · Insurance	5,100.17	5,100.17	5,100.17
7200 · Fundraising Expenses	7,529.54	11,529.54	10,354.54
7300 · Athletic Expenses	9,413.00	4,563.00	16,138.00
7400 · Program 1-12 Expenses	10,762.50	14,037.50	14,037.50
7500 · Program Satellite Site Expenses	3,812.50	3,812.50	3,812.50
7600 · Operations Expenses	18,583.21	19,083.21	19,003.21
7700 · Professional Development	0.00	6,000.00	9,000.00
7900 · Travel	150.00	150.00	150.00
8000 · Sales to the Public Expenses	3,800.00	2,200.00	950.00
8100 · Dental Expenses	10,267.00	9,787.00	9,787.00
8200 · In-Kind Expenses	908.33	1,158.33	908.33
·			
Total Expense	279,251.52	300,322.18	327,342.05
let Ordinary Income	40,624.72	769,614.05	42,484.20

Other Income/Expense

Other Income

January through December 2023

	Jan 24	Feb 24	Mar 24
5520 · Capital Campaign	20.00	20.00	20.00
5530 · Miscellaneous Income	0.00	0.00	0.00
5540 · Board Dues	0.00	12,300.00	0.00
5560 · Cash Over/Short	0.00	0.00	0.00
5570 · Off-Site Rental Property	5,450.00	5,450.00	5,450.00
Total Other Income	5,470.00	17,770.00	5,470.00
Other Expense			
8500 · Gain/Loss on Sale of Assets	0.00	0.00	0.00
8600 · Capital Expenditures	0.00	0.00	0.00
8700 · Off Site Facility Expenses	1,695.32	1,695.32	1,695.32
8800 · Bad Debt Write-Off Expense	0.00	0.00	0.00
8850 · Miscellaneous Expense	0.00	0.00	0.00
8900 · Depreciation Expense	32,905.39	32,905.39	32,905.39
Total Other Expense	34,600.71	34,600.71	34,600.71
Net Other Income	-29,130.71	-16,830.71	-29,130.71
Net Income	11,494.01	752,783.34	13,353.49

January through December 2023

	Apr 24	May 24	Jun 24
Ordinary Income/Expense			
Income			
4000 · Direct Business Contribution	29,250.00	64,250.00	17,350.00
4100 · Direct Individual Contribution	32,300.00	332,300.00	70,200.00
4200 · Foundation Grants & Giving	15,000.00	15,000.00	68,333.34
4300 · Government Grants	18,750.00	9,750.00	11,250.00
4400 · Indirect Public Support	1,750.00	1,250.00	1,250.00
4500 · In-Kind Donation	908.33	225,908.33	908.33
4600 · Investments	14,500.00	14,250.00	20,000.00
5000 · Athletic Program Income	12,215.00	17,100.00	18,150.00
5100 · Program 1-12 Income	793.25	2,687.50	24,600.00
5200 · Program Satellite Site Income	270.00	1,170.00	55.00
5300 · Sales to the Public	7,150.00	4,125.00	1,600.00
5400 · Dental Income	1,866.67	866.66	46,253.34
Total Income	134,753.25	688,657.49	279,950.01
Gross Profit	134,753.25	688,657.49	279,950.01
Expense			
6000 · Administration Compensation	47,731.95	32,731.95	32,731.95
6090 Dental Compensation	10,125.81	6,633.81	6,633.81
6100 · Athletic Compensation	24,151.62	25,021.62	23,801.62
6200 · Waverly Satellite Program	19,305.00	19,305.00	18,805.00
6300 · Elementary Program Compensation	46,766.74	49,691.78	49,691.78
6400 · Teen Program Compensation	26,229.04	27,691.56	41,659.56
6500 · Fundraising Compensation	14,596.72	16,596.72	14,596.72
6600 · Operations Compensation	6,900.81	6,445.81	6,445.81
6700 · Payroll Taxes	14,824.33	15,380.53	15,214.93
6800 · Employee Benefits	16,056.57	16,056.57	16,542.27
6900 · Professional Services	9,340.81	7,345.00	5,895.00
7000 · Administrative Expenses	3,450.00	11,350.00	4,050.00
7100 · Insurance	5,100.17	5,100.17	5,100.17
7200 · Fundraising Expenses	31,029.54	10,629.54	5,154.55
7300 · Athletic Expenses	6,989.00	4,838.00	4,914.00
7400 · Program 1-12 Expenses	14,762.50	14,762.50	22,437.50
7500 · Program Satellite Site Expenses	3,887.50	3,887.50	3,062.50
7600 · Operations Expenses	18,583.21	17,408.21	16,025.21
7700 · Professional Development	0.00	0.00	0.00
7900 · Travel	150.00	150.00	150.00
8000 · Sales to the Public Expenses	1,200.00	1,600.00	225.00
8100 · Dental Expenses	17,857.00	9,787.00	9,787.00
8200 In-Kind Expenses	908.33	225,908.33	908.33
Total Expense	339,946.65	528,321.60	303,832.71

Other Income/Expense

Other Income

January through December 2023

	Apr 24	May 24	Jun 24
5520 · Capital Campaign	20.00	20.00	20.00
5530 · Miscellaneous Income	0.00	0.00 0.00 0.00	0.00 0.00 0.00 5,555.00
5540 · Board Dues	0.00		
5560 · Cash Over/Short	0.00		
5570 · Off-Site Rental Property	5,450.00	5,555.00	
Total Other Income	5,470.00	5,575.00	5,575.00
Other Expense			
8500 · Gain/Loss on Sale of Assets	0.00	0.00	0.00
8600 · Capital Expenditures	0.00	0.00	0.00
8700 · Off Site Facility Expenses	1,695.32	1,716.32	1,716.32
8800 · Bad Debt Write-Off Expense	0.00	0.00	0.00
8850 · Miscellaneous Expense	0.00	0.00	0.00
8900 · Depreciation Expense	32,905.39	32,905.39	32,905.39
Total Other Expense	34,600.71	34,621.71	34,621.71
Net Other Income	-29,130.71	-29,046.71	-29,046.71
et Income	-234,324.11	131,289.18	-52,929.41

January through December 2023

	Jul 24	Aug 24	Sep 24	
rdinary Income/Expense				
Income				
4000 · Direct Business Contribution	10,250.00	4,250.00	17,250.00	
4100 · Direct Individual Contribution	10,300.00	7,300.00	25,300.00	
4200 · Foundation Grants & Giving	86,333.33	15,000.00	68,333.34	
4300 · Government Grants	11,575.00	0.00	0.00	
4400 · Indirect Public Support	1,750.00	1,250.00	1,250.00	
4500 · In-Kind Donation	2,908.33	8,408.33	908.34	
4600 · Investments	8,800.00	8,800.00	21,000.00	
5000 · Athletic Program Income	36,120.00	85,100.00	16,250.00	
5100 · Program 1-12 Income	46,012.50	46,537.50	11,750.00	
5200 · Program Satellite Site Income	\$ -	1,000.00	1,620.00	
5300 · Sales to the Public	150.00	150.00	825.00	
5400 · Dental Income	8,533.33	7,533.34	35,866.66	
Total Income	222,732.49	185,329.17	200,353.34	
Gross Profit	222,732.49	185,329.17	200,353.34	
Expense				
6000 · Administration Compensation	32,731.95	32,731.95	32,731.95	
6090 · Dental Compensation	6,633.81	10,125.81	6,633.81	
6100 · Athletic Compensation	21,273.92	26,073.92	20,548.92	
6200 · Waverly Satellite Program	4,160.00	4,160.00	19,935.00	
6300 · Elementary Program Compensation	66,284.66	66,284.66	51,511.96	
6400 · Teen Program Compensation	28,567.64	42,535.64	28,567.64	
6500 · Fundraising Compensation	14,596.72	14,596.72	14,596.73	
6600 · Operations Compensation	6,445.81	6,445.81	6,445.81	
6700 · Payroll Taxes	15,546.84	15,546.84	15,480.06	
6800 · Employee Benefits	16,542.27	16,542.27	16,542.27	
6900 · Professional Services	4,936.00	12,637.40	6,279.00	
7000 · Administrative Expenses	3,350.00	7,000.00	5,150.00	
7100 · Insurance	5,100.17	5,100.17	5,100.17	
7200 · Fundraising Expenses	5,729.55	11,029.55	9,654.55	
7300 · Athletic Expenses	9,688.00	22,788.00	9,138.00	
7400 · Program 1-12 Expenses	17,142.50	17,767.50	13,487.50	
7500 · Program Satellite Site Expenses	\$ -	3,850.00	7,075.00	
7600 · Operations Expenses	18,758.21	16,330.21	16,525.21	
7700 · Professional Development	2,500.00	5,000.00	2,500.00	
7900 · Travel	150.00	150.00	150.00	
8000 · Sales to the Public Expenses	\$ -	\$ -	800.00	
8100 · Dental Expenses	9,837.00	17,637.00	9,787.00	
8200 In-Kind Expenses	2,908.33	8,408.33	908.33	
Total Expense	292,883.38	362,741.78	299,548.91	
et Ordinary Income	-70,150.89	-177,412.61	-99,195.57	

Other Income/Expense

Other Income

January through December 2023

	Oct 24	Nov 24	Dec 24	
Ordinary Income/Expense				
Income				
4000 · Direct Business Contribution	40,750.00	14,250.00	19,250.00	
4100 · Direct Individual Contribution	16,300.00	20,800.00	207,300.00	
4200 · Foundation Grants & Giving	15,000.00	15,000.00	15,000.00	
4300 · Government Grants	18,750.00	11,250.00	11,250.00	
4400 · Indirect Public Support	1,750.00	1,250.00	1,250.00	
4500 · In-Kind Donation	1,158.34	908.34	75,908.34	
4600 · Investments	14,500.00	14,000.00	0.00	
5000 · Athletic Program Income	56,450.00	38,525.00	13,375.00	
5100 · Program 1-12 Income	1,287.50	3,187.50	1,637.50	
5200 · Program Satellite Site Income	470.00	1,420.00	420.00	
5300 · Sales to the Public	3,625.00	2,725.00	1,275.00	
5400 · Dental Income	1,866.67	866.67	4,586.67	
Total Income	171,907.51	124,182.51	351,252.51	
Gross Profit	171,907.51	124,182.51	351,252.51	
Expense				
6000 · Administration Compensation	32,731.95	52,731.95	32,731.95	
6090 · Dental Compensation	6,633.81	6,633.81	10,125.81	
6100 · Athletic Compensation	23,101.92	24,901.92	23,126.92	
6200 · Waverly Satellite Program	19,935.00	19,935.00	19,435.00	
6300 · Elementary Program Compensation	51,511.96	51,511.96	51,511.96	
6400 · Teen Program Compensation	28,567.64	28,567.64	42,535.64	
6500 · Fundraising Compensation	14,596.73	14,596.73	16,096.73	
6600 · Operations Compensation	6,900.81	6,445.81	6,445.81	
6700 · Payroll Taxes	15,480.06	15,480.06	15,602.85	
6800 · Employee Benefits	16,542.27	16,542.27	16,542.27	
6900 · Professional Services	4,661.00	4,611.00	5,193.00	
7000 · Administrative Expenses	4,850.00	4,550.00	10,050.00	
7100 · Insurance	5,100.17	5,100.17	5,100.17	
7200 · Fundraising Expenses	9,529.55	12,029.55	35,900.00	
7300 · Athletic Expenses	4,914.00	11,905.00	5,320.00	
7400 · Program 1-12 Expenses	15,212.50	17,587.50	12,087.50	
7500 · Program Satellite Site Expenses	4,750.00	5,650.00	5,650.00	
7600 · Operations Expenses	17,708.21	17,983.21	21,750.21	
7700 · Professional Development	0.00	0.00	0.00	
7900 · Travel	150.00	150.00	150.00	
8000 · Sales to the Public Expenses	650.00	350.00	650.00	
8100 · Dental Expenses	9,837.00	9,787.00	17,637.00	
8200 · In-Kind Expenses	1,158.33	908.33	75,908.33	
Total Expense	294,522.91	327,958.91	429,551.15	
Net Ordinary Income	-122,615.40	-203,776.40	-78,298.64	
Other Income/Expense				

Other Income/Expense

Other Income

January through December 2023

	Oct 24	Nov 24	Dec 24	
5520 · Capital Campaign	20.00	20.00	20.00	
5530 · Miscellaneous Income	0.00	0.00 0.00 0.00	0.00	0.00
5540 · Board Dues	0.00		0.00 0.00	
5560 · Cash Over/Short	0.00			
5570 · Off-Site Rental Property	5,555.00	5,555.00	5,555.00	
Total Other Income	5,575.00	5,575.00	5,575.00	
Other Expense				
8500 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	
8600 · Capital Expenditures	xpenditures 0.00	0.00	0.00	
8700 · Off Site Facility Expenses	1,716.32	1,716.32	1,716.32	
8800 · Bad Debt Write-Off Expense	0.00	0.00	0.00	
8850 · Miscellaneous Expense	0.00	0.00	0.00	
8900 · Depreciation Expense	32,905.39	32,905.39	32,905.39	
Total Other Expense	34,621.71	34,621.71	34,621.71	
Net Other Income	-29,046.71	-29,046.71	-29,046.71	
Net Income	-151,662.11	-232,823.11	-107,345.35	

Non-Discrimination Policy/Equal Employment Opportunity

The Club is an equal-opportunity employer. The Club is committed to the spirit and letter of all federal, state, and local laws and regulations pertaining to equal opportunity. To this end, the Club does not discriminate against any individual with regard to race, color, religion, sex, national origin, age, disability, veteran status or other protected status. This Policy extends to all terms, conditions, and privileges of employment, as well as the use of all of The Club's facilities. No form of unlawful discrimination, including unlawful harassment, will be tolerated.

It is the Club's policy to provide equal employment opportunities to all applicants and to provide equal employment opportunity and individual growth opportunities to all employees in accordance with all applicable federal and state laws. http://www.oregon.gov/employ/Pages/Equal-Opportunity.aspx

Board Member	Start Date	Term	Address	Current Employment	Phone Number	Email	Birthday	Committee	Executive Position
Borde, Gale	Jan-91	2024	839 Columbus SE, Albany, OR 97322	Carcraft Auto Appearance/Tom Tom Deli/Chevron	541-979-8609	galeborde@yahoo.com	3/11/1947	Athletics	
Condrea, Abel	Sep-22	2025	1908 NW Cascade Heights Dr, Albany OR 97321	Edward Jones	541-926-9400 C: 541-760-6474	abel.condrea@edwardjones.com; condreaa@gmail.com	4/21/1985	Finance	
Cordle, Mindy	Sep-22	2025	38747 Scravel Hill RD, Albany OR 97322	Cordle Construction	541-409-4290	mindyrcordle@gmail.com	3/15/1980	Operations	
Cutsforth, Tom	Jan-91	2024	2815 Park Terrace SW, Albany, OR 97321	Retired	541-979-5585	cutstom@comcast.net	11/13/1950	Finance, Executive	Treasurer
Oraper, Bill	Jan-01	2024	1030 SW Maple St., Albany, OR 97321	Oregon State University	541-223-8516	bill.draper@oregonstate.edu	2/12/1965	Executive, Athletics	
Grossman, Barb	Sep-90	2024	2999 Brookside SE, Albany, OR 97322	Retired	541-990-3252	barbann.g@gmail.com	11/5/1953	Program, Executive, Events	
Hagerty, Stephanie	Mar-21	2024	6400 NE Pettibone Dr. Corvallis, OR 97330	Samaritan Cancer Resource Center	541-990-9671	shagerty@samhealth.org	8/24/1959	Program, Dental	
Harpole, Connie	Nov-93	2024	3003 Seven Mile Ln. SE, Albany, OR 97322	Oregon Fishing Club	541-990-7992	connieharpole@gmail.com	8/1/1956	Executive, Program	Secretary
Harris, Matthew	Jan-24	2026	4453 Creel Ave SE Albany, OR 97322	Arauco	541-913-5124	matt.harris@arauco-na.com	8/24/1977	Athletics, Operations	
Headrick, Lorri	Apr-19	2024	PO Box 1568 Albany, OR 97321	Tradewinds Transportation	541-990-4891	lorri@tradewindstransportation.com	6/14/1964	Program	
Hesseltine, Molly	Sep-22	2025	29021 HWY 99E Shedd OR 97377	Knife River	541-971-7114	molly.hesseltine@kniferiver.net		Athletics	
Jenks, Leslie	Mar-21	2024	3174 Fir Oaks Pl. SW., Albany, OR 97321	Retired	541-619-3944	leslie.jenks@comcast.net	12/15/1955	Program	
(ing, Stephanie	Apr-16	2025	3037 Oxford Ave. SE. Albany, OR 97322	Midway Plumbina	541-974-7937	midwayplumbing@comcast.net	12/5/1972	Executive, Events	President
(nowles, Sean	Jun-15	2026	1625 West Thornton Lake Dr, Albany, OR 97321	Albany Box Company	541-936-2619	seank@abcbox.net	6/17/1982	Operations	
Kolen, Renee	Jan-24	2026	4641 Crown Ln NE Albany, OR 97321	Retired	541-373-3139 Jim (S.O.): 541-373-1160	rkolen@hotmail.com	10/16/1961	Finance, Resource	
Coos, Stacy	Jan-24	2026	PO Box 2129 Eugene, OR 97402	Summit Bank	541-760-0142	skoos@sbko.bank	10/22/1971	Finance	
iles, Tracy	Jul-19	2024	1351 NE Mayview Dr. Albany, OR 97321	People's Bank	W: 541-248-2481 C: 541-905-3122	Tracy.Liles@peoplesbank.bank	2/24/1969	Program, Events	
MacHugh, Bill	May-99	2024	3266 Countryman Circle NW, Albany, OR 97321	Realty One	541-740-7736	bill@billmachugh.com	2/3/1956	Operations	
McKay, Carrie	Jan-88	2024	1713 25th Ave SW, Albany, OR 97321	Retired	541-990-5520	carrie.mckay@comcast.net	10/22/1951	Program, Athletics	
Meeker, Arthur	Nov-16	2026	965 NW Edgewood Dr. Albany, OR 97321	Xtreme Grafx	541-401-9900	meeker6646@comcast.net	5/6/1966	Marketing, Resource	
Minnick, Tami	Apr-19	2024	1095 Alandale Ave SW Albany, OR 97321	Sheet Metal Solutions	541-936-4571	m4full@comcast.net	3/31/1974	Operations, Events	
Pascone, John	Jan-04	2026	38953 Mount Hope Dr., Lebanon, OR 97355	Linn Economic Development Group	541-979-4109	pasconj@peak.org	10/2/1946	Finance, Operations	
Peaslee, Amanda	Jan-24	2026	4667 Falcon St SW Albany, OR 97321	Wheeler Family Office	541-409-2595	amanda@wheelerreserve.com	6/11/1977	Program, Resource Development, Dental, Marketing	
Perlenfein, Brian	Nov-16	2025	635 NW Rondo St. Albany, OR 97321	B&R Auto	541-936-0389	brian@autowrecking.com	3/21/1977	Athletics	
Perlenfein, Steve	Jan-93	2023	631 NW Kouns Dr., Albany, OR 97321	AA Tow/Main Auto/Valley Overhead	541-979-6377	srperlenfein@gmail.com	12/14/1961		
Price, Amy	Apr-19	2024	5059 NE North Park Ct., Albany, OR 97321	Coldwell Banker Valley Broker	W: 541-928-6317 C: 541-990-2146	aprice@valleybrokers.com	7/28/1970	Operations, Events	
yburn, Samantha	Jan-24	2026	810 Laurel Place Albany, OR 97321	Jordan Jewelers	541-619-7114	samantha.pyburn05@gmail.com	8/1/1987	Resource, Events, Athletics	
Reid, Tim	Sep-00	2026	3215 Park Terrace SW Albany, OR 97321	Reid Veterinary	541-990-3884	reidvet@comcast.net	3/6/1958	Resource, Athletics	
Rice, Lisa	Jun-15	2026	PO Box 253 Albany, OR 97321	Mortgage Express	541-974-3472	lisariceskier@gmail.com	10/29/1968	Athletics	
Rubesh, Shawn	Jun-15	2025	34252 Cricket Ln. NE Albany, OR 97322	Axis Electric	541-979-0346	srubesh@gmail.com	7/24/1978	Executive, Operations	President Ele
Scariano, Chris	Sep-06	2026	840 NW Scenic Wood PI, Albany, OR 97321	Edward Jones	541-981-8103	christopher.scariano@edwardjones.com	7/8/1977	Resource	
Silbernagel, Pam	96-99	2026	540 6th Avenue SW, Albany OR 97321	Retired	541-990-7458	pamela.silb@gmail.com	11/10/1959	Finance, Resource, Events	
itellmacher, Barb	May-97	2026	3496 Wintercreek Rd SE Jefferson, OR 97352	Stellmacher Farms	541-979-7350	billbarbstellmacher@gmail.com	11/1/1954	Resource	
itill, Andrea	Nov-16	2025	32123 Tangent Dr. Tangent, OR 97389	AK Carpet	541-905-4713	andreastill74@gmail.com	4/18/1974	Resource, Events, Executive	
itreet, Patty	May-97	2026	1505 12th Ave SW, Albany, OR 97321	Retired	541-990-3144	dpstreet@comcast.net	1/20/1956	Resource, Events, Executive	Vice Preside
ogt, Gordon	Jan-16	2026	PO Box 1002, Albany, OR 97321	Vogt Insurance	541-979-4411	gordonvogt@yahoo.com	5/7/1940	Resource	
Walls, Evonne	Jan-13	2026	1847 NW Ravenwood, Albany, OR 97321	Samaritan Health	541-990-4995	ewalls@samhealth.org	11/25/1974	Executive, Marketing	
Weaver, Andy	Apr-16	2026	PO Box 67 Crabtree, OR 97335	Weaver Seed	541-936-2831	aundriaweaver@msn.com	10/17/1945	Program, Events, Resource	

Internal Revenue Service District Director

Date: FET : 1 1991

Boys & Girls Club of Albany 1215 Hill St SE Albany, OR 97321-3238 Department of the Treasury

P. O. Box 2508 Cincinnati, OH 45201

Person to Contact:
Bob Edwards 31-04014
Customer Service Representative
Telephone Number:
877-829-5500
Fax Number:
513-684-5936
Federal Identification Number:
93-0549842

Dear Sir or Madam:

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

Our records indicate that a determination letter issued in February 1967, 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).

Boys & Girls Club of Albany 93-0549842

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.

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

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

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

This letter affirms your organization's exempt status.

Sincerely,

C. Ashley Bullard District Director



EXHIBIT A: APPLICATION

(Note: Prior to completing the application materials, please thoroughly review the RFA regarding applicant eligibility, eligible CDBG activities, and CDBG requirements.)

5.1 Applicant Information			
Applicant (organization name): Cr	eating Housing Coalito	n	
Contact Person: Carol Davies			carol.davi es@creati nghousi ng
Mailing Address: PO Box 892, Alba			
Phone #:	Agency webs	ite:_http	s://creatinghousing.org/
UEI #*: PF8AUS4KFQP2	_EIN:_83-4627390		
(Unique entity identifier number is require	d. Get one at sam.gov)		
Organization Mission Statement:			
5.2 Proposal Summary			
Activity/Program Name:			
Activity Location:			

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

ACTIVITY BUDG	GET FOR WI	HICH CDBG FUNDS ARE BE	ING RQUESTED:
CDBG Funding Request	\$	20,000	
Leveraged Funds/Resources	\$	117,176	
Total Activity Budget	\$	137,176	

A1 Activities

2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550 materials, please thoroughly review the RFA

EXHIBIT A: APPLICATION

(Note: Prior to completing the application Community Development Block Grant regarding applicant eligibility, eligible CDBG activities, and CDBG requirements.)

5.1 Applicant Information

Applicant (organization name): Creating Housing Coalition Contact Person: Carol Davies

Email: carol.davies@creatinghousing.org Mailing Address: PO Box 892, Albany,

OR 97321

Phone #: 802-461-5554

Agency website: https://creatinghousing.org/

UEI #*: PF8AUS4KFQP2 EIN: 83-4627390

Organization Mission Statement: building safe, community supported, self-governing housing that

honors dignity and growth.

5.2 Proposal Summary

Activity/Program Name: Community Outreach Assistance Team (COAT)

Activity Location: Albany

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

COAT is Creating Housing Coalition's outreach arm. We go out into the community four days a week and we serve unhoused and housing unstable people, including people of color, LGBTQ+, Latinx, single parents with children, elderly, and individuals with disabilities. This grant will enable us to continue our outreach work by partially funding the program's outreach expenses.

We anticipate the outcome of this project will be ongoing support to the unhoused community in Albany, with an increase in the ability of community members to access services and housing.

ACTIVITY BUDGET FOR WHICH CDBG FUNDS ARE BEING REQUESTED:

CDBG Funding Request \$20,000
Leveraged Funds/Resources \$96,574
Total Activity Budget \$137,176



5.3 CDBG Application Narrative

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

Activity Description

- 1. Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed by the activity.
- Describe the community need that will be addressed by the proposed activity.
- 3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.
- 4. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity.
- 5. Explain how the project will promote inclusiveness and how the agency embraces and demonstrates diversity within the organization. Include your agency's nondiscrimination policy for employees and clients as an attachment. For faith-based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities such as worship, study of religious text, or evangelizing.

Benefit to low-income Albany residents

- 6. Who and how many will benefit from activity (estimate # of people, describe clients)?
- 7. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low-income residents?

Scope of Work

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

Project Feasibility - Readiness to proceed

- Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project. Describe the current organizational capacity to complete and manage the activity within the program year.
- 10. Please provide a schedule of the activity/project that outlines when major activities will be executed and when the project will be completed.

Organizational Capacity and Activity Sustainability

- 11. Describe experience and success conducting similar projects, use of federal or CDBG funds.
- 12. If any issues were raised during a federal program monitoring evaluation, please explain the findings and how issues were resolved.
- 13. Explain agency experience managing construction projects subject to Davis-Bacon and/or BOLI wage requirements and/or soliciting bids for construction projects.
- Identify any other agencies or partners for this activity/project and define the roles and responsibilities
 of these partners.
- 15. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)?

Financial

16. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?

5.3 CDBG Application Narrative

Provide the information requested below (a separate document is permitted) making sure the narrative corresponds to the numbers provided so the required information can be easily found to ensure a complete

application. If the question does not apply to the proposed project write N/A. Activity Description

1. Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed by the activity.

COAT will address GOAL 4 in Albany's 2023-2027 Consolidated Plan, which is to provide Albany's special needs and low and moderate income residents with needed public services by supporting service agencies that serve highly vulnerable and underserved populations such as unaccompanied youth persons with disabilities, homeless, elderly, and agencies that further fair housing

We serve all of the above populations, with an emphasis on the homeless population that are elderly and/or disabled

2. Describe the community need that will be addressed by the proposed activity.

The unhoused and housing unstable population in Albany has critical needs that COAT addresses. They include distributing food and supplies, giving community members information on services available, and providing assistance accessing those resources when appropriate

Our team is often the first point of service contact, bridging connections to additional services such as shelter, housing, mental and physical health supports (including access to SUD services), and employment supports. Because of the trust we have built with people through nonjudgmental, inclusive services, our outreach team builds relationships with the people we serve. We learn about people's needs and goals and the barriers they face to service connections; we offer basic needs provision and provide education and harm reduction support; we communicate around camp postings, and we support coordinated entry with other agencies. We also make up and distribute hygiene and medical kits We have flex funds that we use to assist with gas vouchers, pay for cabs for immediate transportation needs, purchase parts for inexpensive vehicle repairs, and pay for service charges for furniture when we're able to get folks into housing. We employ harm reduction practices, which include needle exchange and condom distribution.

3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.

Last year, COAT provided 10,800 meals and served 850 unduplicated individuals in Albany and the I-5 Santiam Rest Area. Additionally, we supply food, water, hygiene and medical supplies, among other necessities. Due to the harsh conditions of winter, many of the people we serve have inadequate outdoor clothing. We fill that gap by providing, jackets, hats, gloves, and socks, as well as camping supplies.

Most people we see for the first time are unaware of the services that Albany has to offer. We help them access those services, and for those who are unable to advocate for themselves, we provide intensive peer support to get them needed services. To date, we've been directly responsible for getting 42 of these high need individuals into permanent housing. These have been the most vulnerable members of our community, and without our assistance they would have suffered unnecessarily, and perhaps lost their lives.

Utilizing harm reduction principles and practices serves four distinct purposes: (1) by participating in a needle exchange program we cut down on the transmission of infectious diseases: (2) we're able to have increased access to substance users, thereby increasing the number of referrals we can make to treatment facilities; (3) by distributing condoms we can help prevent the spread of communicable diseases

and reduce the number of unwanted pregnancies. (4) having a needle exchange program significantly cuts down on the incidence of used syringes being improperly disposed of.

We distribute Narcan through a grant from Save Lives Oregon. Since April 2023 we've handed out 288 doses of Narcan and received reports of 124 overdose reversals.

We utilize a data tracking sheet to record the name of everyone we serve, along with their date of birth, the location of their campsite where they are from, and how they identify. We also keep a record of the items we give them and the date that we do so. By doing this we can accurately measure which items are in the highest demand, as well as track the demographics of the clients we serve

4. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity.

Our outreach program addresses two of the CDBG National Objectives. Our program exclusively benefits low-income individuals, and it meets an urgent need in the community by distributing basic necessities such as food, clothing, heaters, tents, and sleeping bags to community members who are either living in their vehicles or rough camping. Furthermore, our flex funds fill a gap in services that aren't addressed by other agencies,

5. Explain how the project will promote inclusiveness and how the agency embraces and demonstrates diversity within the organization. Include your agency's nondiscrimination policy for employees and clients as an attachment. For faith-based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities such as worship, study of religious text, or evangelizing.

We're working on creating a just and equitable environment, both within our organization and when we're on outreach. We work hard to ensure that everyone we come in contact with experiences dignity, equity and inclusion in their interactions with us. To help us achieve this goal, last year our Board engaged in a 6-week-long training on Racial Equity, Justice, and Inclusion in order to interact with more awareness regarding individual needs related to cultural, racial, and linguistic differences. Both Board Members and Staff also completed a 3-hour-long workshop on Intercultural Communications. We embrace anti-racism practices, policies and procedures and we're working hard to have our Board reflect and practice diversity. We do this by actively seeking to add more people of color, as well as other marginalized and oppressed groups, such as LGBTQ+, those belonging to marginalized ethnic groups, and people who are differently-abled to our Board. We further demonstrate diversity by employing a hearing-impaired individual.

Benefit to low-income Albany residents

6. Who and how many will benefit from activity (estimate # of people, describe clients)?

We served 850 unhoused and housing unstable people in Albany and the surrounding area in the past year Most of our clients are chronically homeless and have a disability, a current or previous substance use disorder and/or face substantial social disparities due to transition from incarceration, lack of access to education, generational poverty, and orientation. Approximately 50% of our clients experience or have experienced a substance use disorder (SUD), and 75% of our clients identify as people with disabilities, which range from chronic physical health conditions to mental health conditions. Approximately 85% of our clients are White, and the remaining 15% are a mix of Black, Indigenous, Asian or Pacific Islander, and Latin (X). 95% are English speakers and approximately 25% identify as LGBTQ+. We anticipate this number will increase due to the addition of another scheduled night for outreach.

7. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low-income residents?

Over 95% of the people we work with are extremely low income.

Scope of Work

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

Project: Community outreach to residents who are experiencing homelessness or are housing-unstable

Parties Involved: Staff and volunteers from COAT, staff from CHANCE, FAC, Linn County Mental Health, Linn County Drug and Alcohol

Scope of Work

Staff and volunteers will attend multiple trainings throughout the year

Order and maintain inventory of food, medical, hygiene supplies, camping supplies, and clothing Have teams go out to Marvin's Garden, parks, parking lots, campsites, and public facilities such as laundromats and Bottle Drop

Talk with community members to determine if and what kind of assistance is needed. Inform community members of the services available in Albany, hand out resource cards, food, and supplies Offer needle exchange and Narcan

Offer peer support (including intensive peer support) for community members who are unable to advocate for themselves

Provide assistance through flex funds for items or services that other agencies don't provide. Record all interactions on data tracking sheets

Coordinate for Albany and participate in the annual Point in Time count

Project Schedule: All activities will occur throughout the calendar year

Project Feasibility - Readiness to proceed

9. Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project. Describe the current organizational capacity to complete and manage the activity within the program year.

COAT has all the necessary infrastructure in place to execute and complete this project. The building where our office and storeroom are located is owned by CHANCE and the storeroom is equipped with inventory. Our staff and volunteers have attended multiple trainings, including de-escalation techniques, harm reduction principles, mental health first aid, trauma-informed care, Narcan administration, and sexual harassment. Furthermore, both of our outreach workers are certified peer support specialists in mental health and addiction. We'll be offering numerous other trainings throughout the year for both staff and volunteers.

COAT employs a 1.0 FTE Outreach Program Director, a 1.0 FTE Certified Lead Peer Support/Outreach Specialist, a .5 FTE Certified Peer Support/Outreach Specialist, a .5 FTE Volunteer Administrative

Assistant, and 10 volunteer outreach assistants. We also have staff from other agencies that accompany the team on outreach on a weekly basis, including members of Linn County Alcohol and Drug, Linn County Mental Health, Oregon Cascades West Council of Governments, Family Assistance and Resource Group, and CHANCE.

10. Please provide a schedule of the activity/project that outlines when major activities will be executed and when the project will be completed.

Major activities will be executed on a continual basis throughout the year, beginning with the annual Point In Time Count in January. At the beginning of every month we'll be participating in a resource fair put on by Linn County Alcohol and Drug, which is open to the public, as well as the HEART resource Fair, which has been put on during various times of the year in the past.

Throughout the year, COAT goes out into the community on outreach 4 times a week, and meets with community members individually on an as-needed basis.

Organizational Capacity and Activity Sustainability

11. Describe experience and success conducting similar projects, use of federal or CDBG funds.

This project has been ongoing since December 2021. In this time, we grew from having one volunteer to our current workforce, which is composed of a Program Director, two staff members, and 10 volunteers. Last we assisted over 850 people with food, supplies, resource referrals, and housing. Our funding has come from private donations, and multiple grants from Community Services Consortium, CDBG funding, Oregon Health Authority, state COVID funding, and Oregon HB 5019

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

N/A

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

We're applying for funding for our outreach program only, so Creating Housing construction projects are not applicable.

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

CHANCE is our primary partner, providing us with space for our office and storeroom and staff for outreach. They also provide us with supplies and resources, as well as offering training opportunities. Linn Benton FoodShare partners with us to provide food at reduced or no cost for distribution to community members. They also provide training opportunities. Jackson Street Youth Services partners with us, sharing resources and occasionally joining us on outreach. Family Assistance Resource Center Group shares resources and has trained us in Harm Reduction for the needle exchange program.

We receive and make referrals to many other service providers in Albany, including Oregon Cascades West Council of Governments, DHS, Intensive Family Services, Albany Helping Hands, Linn County Mental Health, and Linn County Drug and Alcohol, among others.

15. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)?

This work depends on the grants and support received through various sources. CDBG funds are vital and necessary for the work of COAT as this work directly answers the needs of the funding requirements and supports the purpose of these funds. Without these funds, more hours will be consumed seeking funding than serving the most vulnerable community members until that gap is filled.

Financial

16. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?

We're providing a crucial service to the City by reaching out to our poorest and most vulnerable community members and providing them with the basic necessities to survive so that they may be better able to access services, while supporting them on pathways to housing stability. We reach people who otherwise might not seek an appropriate level of care or assistance, and by providing these initial assessments and interventions we reduce the strain to multiple emergency services, which benefits the city financially. Additionally, we go out to Marvin's Garden twice a week to provide, food and supplies and offer services to people camping on this City lot. It's also worth noting that the State has declared a state of emergency for this ongoing crisis.

Funding for street outreach is extremely competitive, with not enough funding available to adequately address the issue of homelessness and housing instability. That's why CDBG funding is so important to organizations like ours, who rely on entities on the local level to fund our programs.

Community Development Block Grant Activities

2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST)

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550 A3

5.4 Proposed Activity Budget

Provide the activity budget describing total cost, cost per task, existing (secured) project funds and unfunded

costs. (DO NOT PROVIDE THE FULL AGENCY BUDGET HERE JUST THE ACTIVITY BUDGET.) Provide any and all source(s) of funding. This would include other Federal and State grants and loans, monetary donations,

in-kind contributions, volunteer labor, donation of materials and supplies, etc. Use the template provided

below or your own as long as the same information is provi



5.4 Proposed Activity Budget

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

Activity/Project Budget S	ummary (See 24 C	CFR 570 Subpa	rt J)		
Estimated Total Cost of Activity:	\$ 137,176				
CDBG Funding Requested for Activity:	\$ 20,000				
Total Number of People/Households Served: (Please indicate people or households)	850				
Total Cost per Person/Household:	\$ 161				
Total CDBG Cost per Person/Unit	\$ 24				
Describe Source of Other Funds:	Amount	Amount Sec	ured	Amount Tentative	
Federal:	0				
State:	129,500	129,50	0		
Local:	0				
Donations/Private:	0				
Grants:	6,574	6,574			
Loans:	0				
Activity Budget Deta	il (Non-Developm	ent Activities)			
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Amount	Tota	al Amount CDBG + Other Sources	
Staffing	\$ 20,000	\$ 90,000	90,000 \$ 110,00		
Total	\$20,000	\$ 90,000	\$ 11	0,000	



5.5 Staff Experience and Qualifications

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

Employee	Experience and Qualifications
Name: Carol Davies	B.S. Human Services
Title: Outreach Program Director	
FTE on This Project: 1.0	
, , , , , , , , , , , , , , , , , , , ,	
Name: Heather Denherder	A.S. Human Services, Family Development
Title: Lead Peer Support Specialist	Certifications in peer support mental health and addiction 2+ years as lead outreach/peer support specialist
FTE on This Project: 1.0	
Name: Michael McCarthy	Certifications in peer support mental health and addiction 1+ years as outreach/peer support specialist
Title: Peer Support Specialist	Tr years as outreachipeer support specialist
FTE on This Project: .5	
Name:	
Title:	
FTE on This Project:	

CAROL DAVIES 224 Sherman St NE Albany, OR 97321 802-461-5554

EXECUTIVE SUMMARY

Multi-faceted experience with executive management of organizations; particular strengths include:

- Developing and implementing innovative programs and products and services.
- Working with constituent groups including boards, committees, volunteers, and external audiences.
- Building and retaining exceptional staff and creating warm and supportive work environments.
- Overseeing and coordinating all aspects of budgeting and financial management.
- Leading organizations through periods of substantial growth and transition.

PROFESSIONAL EXPERIENCE

2021-Present Community Outreach Assistance Team (COAT) Outreach Program Director

- Initiated a street outreach program to address lack of coordinated effort to assist unhoused and housing-unstable individuals
- Collaborated with multiple agencies to secure a facility, acquire funding, obtain staffing, and establish protocols
- Established a network of volunteers from multiple agencies
- Oversees ongoing training for staff and volunteers
- Researches grant opportunities and write proposals for charitable foundations and other organizations
- Develops and manages funding plans and budgets
- Purchases all supplies and oversee inventory

2002-Present Kingdom Iron Works, LLC Owner

- Performs all office functions for steel fabrication business including payroll, billing, accounts payable, reconciling accounts, generating financial statements and forecasts.
- Provides excellent customer service
- Manages and maintains website
- Generates shipping documentation

Education

Lyndon State College, Lyndon, VT

B.S. Degree in Human Services, 2014

Bridgewater State College, Bridgewater, MA

B.A. Studies in Art and Business Management, 1983-1990

Workshops and Seminars for the following: Harm Reduction, Trauma Informed Care, De-Escalation, Narcan Administration, Racial Equity, Funding Non-Profits, Building a Trauma-Informed Community, Mental Health First Aid, Trans 101 – LGBTQ+: Topics for New Learners

Heather Denherder

(541)936-6113

heather.denherder.2017@gmail.com

Objective: To gain full time employment that allows me to work with our unhoused population to support them reentering society and recovering their lives.

Work Experience:

Creating Housing Coalition

March 2022-Present

Mental Health & Addictions Peer Support/ Harm Reduction Specialist

Provide peer support and harm reduction through outreach and intensive case management services. Travel within the local community to places where unhoused peers congregate to offer supplies, support, and referrals to other community partners. Worked as a part of an outreach team as well as independently.

Taco Bell 2018-2022

Crew member/ Shift Lead/ Assistant Manager

Began working at taco bell as a crew member preparing and serving food to customers, cash register, stocking and cleaning. As a shift lead, I would manage the crew working during my shift, making sure my coworkers were completing their duties, and managing any crisis that might arise from absent employees to customer service issues. As Assistant Manager, I would perform inventory as well as employee scheduling.

Jackson Luck Enterprises

2015-2018

Administrative Assistant

Customer Service, prepared invoicing and billing records, data entry, and basic secretary duties.

Certificates/Education:

Building Trauma Informed Community 2022, Adult Mental Health First Aid 2022, IHN-CCO Verbal De-escalation skills for moments of Crisis 2023, QPR Gatekeeper Certificate 2023, Restorative Practice Facilitator Training Course 2023

Adult Addiction Peer Support Specialist Certified 2022

Adult Mental Health Peer Support Specialist (in process of certification) 2023

Linn Benton Community College

2017-2020

Associate of Science in Human Services and Child Development



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> oz o CREATING HOUSING COALITION PO BOX 892 ALBANY OR 97321-0329

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Earn more,

Open a Money Market or Certificate account for higher interest earnings.

(Click here to learn more

STATEMENT	ACCOUNT NUMBER	FROM	то	PAGE	CURRENT MEMBER BENEFIT
OF ACCOUNT		10/01/2023	10/31/2023	1 OF 4	BUSINESS

	SUFFIX: 7000 BUSINESS BASIC SAVINGS						
DATE	BEGINNING BALANCE	AMOUNT	BALANCE 5.00				
10-24	DEPOSIT TRANSFER ONLINE TRANSFER 10/24/2023 16:56 866662: COAT MONIES S 7700	81091.21	81096.21				
10-26	WITHDRAWAL TRANSFER ONLINE TRANSFER 10/26/2023 12:10 890876: DST EXPENSES S 7700	-721.78	80374.43				
10-30	WITHDRAWAL TRANSFER ONLINE TRANSFER 10/30/2023 11:55 940814: DST EXPENSES S 7700	-1187.39	79187.04				
10-31	DEPOSIT DIVIDEND	2.64	79189.68				

AUTHORIZED SIGNER: STACEY L BARTHOLOMEW

AUTHORIZED SIGNER: CAROL E DAVIES

0.15% WAS THE ANNUAL PERCENTAGE YIELD EARNED ON THIS ACCOUNT FOR THE PERIOD 10/01/23 THROUGH 10/31/23

Y-T-D DIVIDEND FOR THIS ACCOUNT: 2.64

	SUFFIX: 7700 BUSINESS INVESTOR'S MONEY MARKET								
DATE	BEGINNING BALANCE	AMOUNT	BALANCE 297184.10						
10-03	DEPOSIT CHECK	400.00	297584.10						
10-05	DEPOSIT TRANSFER ONLINE TRANSFER 10/05/2023	50000.00	347584.10						
	13:31 637111: INTO MM S 8000								
10-10	DEPOSIT CHECK	1675.00	349259.10						
10-16	DEPOSIT CHECK	552.00	349811.10						
10-17	DEPOSIT CHECK	8482.17	358293.27						
10-18	WITHDRAWAL TRANSFER ONLINE TRANSFER	-72000.00	286293.27						
	10/18/2023 14:20 791796: PAYROLL CONSTRUCTION								
	COAT S 8000								
10-17	DEPOSIT CHECK WITHDRAWAL TRANSFER ONLINE TRANSFER 10/18/2023 14:20 791796: PAYROLL CONSTRUCTION	8482.17	358293.27						

rev 11-14

CHECK RECONCILEMENT

THIS FORM IS PROVIDED TO ASSIST YOU IN BALANCING FOUNT OF THE CONTROL OF THE CONT

LIST CHECKS OUTSTANDING NOT CHARGED TO YOUR CHECK ACCOUNT				1	CHARGES LISTED ON			
CHECK NUMBER AMOUNT CHECK NUMBER AMOUNT			YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE, ALSO ADD ANY DIVIDEND.					
				-	ENTER CHECK BALAN THIS STATEMENT HER		\$	
					ENTER DEPOSITS	+	\$	
					MADE LATER THAN 3. THE ENDING DATE	+	\$	
			***************************************		ON THIS STATEMENT	+	\$	
						TOTAL (2 PLUS 3)	\$	
			***************************************		IN YOUR CHECK REGISTE OFF ALL CHECKS PAID AT 4. PROVIDED AT LEFT, LIST AMOUNTS OF ALL UNPAIL	ND IN AREA NUMBERS AND		
	***************************************	TOTAL	ополаваничнименнопаваничнименнопаванич		5. SUBTRACT TOTAL CHECKS OUTSTANDI	NG -	\$	
		akaannaaannaaanneenseeveeveeveeveeveeveeveeleevee	***************************************	Y	THIS AMOUNT SHOUL YOUR CHECK REGIS		\$	

IF YOU DO NOT BALANCE: Compare the dollar amounts of all checks and deposits in your check register with the amounts shown on this statement. Verify all additions and subtractions. If you still have difficulty balancing, contact the credit union.

BILLING ERROR RIGHTS

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- Account information: Your name and account number.
- Dollar amount: The dollar amount of the suspected error.
- Description of problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us:

- Within 60 days after the error appeared on your statement.
- At least 3 business days before an automated payment is scheduled, if you want to stop payment on the amount you think is wrong.

You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases. If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, all of the following must be true:

- 1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
- 2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
- 3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at the above address. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay, we may report you as delinquent.

TAX INFORMATION

The amount of dividends received as shown on this statement is reportable as "Interest Earned" on your Income Tax Return. If dividends are \$10.00 or more, the amount of dividends will be reported to the Internal Revenue Service.

IN CASE OF ERROR PLEASE NOTIFY THE CREDIT UNION'S SUPERVISORY COMMITTEE. PLEASE RETAIN THIS PORTION OF THE STATEMENT FOR YOUR RECORDS.

BALANCE COMPUTATION METHOD

Interest is calculated on your loan by applying a daily periodic rate to the daily balance on the loan. To obtain the daily balance, we start with the ending balance from the previous day, add any new advances or charges, and subtract any payments or other credits.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

Write us at the address shown on the front of this statement or telephone us at the telephone number shown on the front of this statement as soon as you can if you think your statement or receipt is wrong, or if you need more information about an electronic transfer on the statement or receipt. We must hear from you no later than **60** days after we sent you the **FIRST** statement on which the error or problem appeared.

- (1) Tell us your name and account number.
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will re-credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

289223.31

289805.50



NUMBER	FROM	то	PAGE
	10/01/2023	10/31/2023	2 OF 4
		AMOUN	T BALANCE
WITHDRAWAL TRANS	SFER ONLINE TRANSFER	-3000.0	0 283293.27
10/19/2023 13:25 8053	391: PR TAXES S 8000		
DEPOSIT CHECK		18706.8	8 302000.15
WITHDRAWAL TRANS	SFER ONLINE TRANSFER	-4310.0	0 297690.15
10/23/2023 09:00 8470	90: COAT SUPPLIES S 80	00	
DEPOSIT CHECK		2450.0	0 300140.15
WITHDRAWAL TRANS	SFER ONLINE TRANSFER	-81091.2	1 219048.94
10/24/2023 16:56 8666	662: COAT MONIES S 7000)	
DEPOSIT TRANSFER	ONLINE TRANSFER 10/26	5/2023 721.7	8 219770.72
12:10 890876: DST EX	(PENSES S 7000		
DEPOSIT TRANSFER	ONLINE TRANSFER 10/28	3/2023 63410.5	0 283181.22
14:03 921370: COAHF	S 8000		
DEPOSIT TRANSFER	ONLINE TRANSFER 10/30	0/2023 4754.7	0 287935.92
11:52 940778: STRIPE	S 8000		
DEPOSIT TRANSFER	ONLINE TRANSFER 10/30	0/2023 1187.3	9 289123.31
	WITHDRAWAL TRANS 10/19/2023 13:25 8053 DEPOSIT CHECK WITHDRAWAL TRANS 10/23/2023 09:00 8470 DEPOSIT CHECK WITHDRAWAL TRANS 10/24/2023 16:56 8666 DEPOSIT TRANSFER 12:10 890876: DST EX DEPOSIT TRANSFER 14:03 921370: COAHE DEPOSIT TRANSFER 11:52 940778: STRIPE	WITHDRAWAL TRANSFER ONLINE TRANSFER 10/19/2023 13:25 805391: PR TAXES S 8000 DEPOSIT CHECK WITHDRAWAL TRANSFER ONLINE TRANSFER 10/23/2023 09:00 847090: COAT SUPPLIES S 80 DEPOSIT CHECK WITHDRAWAL TRANSFER ONLINE TRANSFER 10/24/2023 16:56 866662: COAT MONIES S 7000 DEPOSIT TRANSFER ONLINE TRANSFER 10/26 12:10 890876: DST EXPENSES S 7000 DEPOSIT TRANSFER ONLINE TRANSFER 10/26 14:03 921370: COAHF S 8000 DEPOSIT TRANSFER ONLINE TRANSFER 10/30 11:52 940778: STRIPE S 8000	AMOUN WITHDRAWAL TRANSFER ONLINE TRANSFER -3000.0 10/19/2023 13:25 805391: PR TAXES S 8000 DEPOSIT CHECK 18706.8 WITHDRAWAL TRANSFER ONLINE TRANSFER -4310.0 10/23/2023 09:00 847090: COAT SUPPLIES S 8000 DEPOSIT CHECK 2450.0 WITHDRAWAL TRANSFER ONLINE TRANSFER -81091.2 10/24/2023 16:56 866662: COAT MONIES S 7000 DEPOSIT TRANSFER ONLINE TRANSFER 10/26/2023 721.7 12:10 890876: DST EXPENSES S 7000 DEPOSIT TRANSFER ONLINE TRANSFER 10/28/2023 63410.5 14:03 921370: COAHF S 8000 DEPOSIT TRANSFER ONLINE TRANSFER 10/30/2023 4754.7

AUTHORIZED SIGNER: STACEY L BARTHOLOMEW

AUTHORIZED SIGNER: CAROL E DAVIES

2.25% WAS THE ANNUAL PERCENTAGE YIELD EARNED ON THIS ACCOUNT FOR THE PERIOD 10/01/23 THROUGH 10/31/23

100.00

582.19

Y-T-D DIVIDEND FOR THIS ACCOUNT: 6687.19

11:55 940814: DST EXPENSES S 7000

10-31 DEPOSIT CHECK

10-31 DEPOSIT DIVIDEND

SUFFIX: 8000 FREE BUSINESS CHECKING

	BEGINNING BALANCE ENDING BALANCE	97833.70 27699.10
	DEPOSIT DETAIL	
DATE		AMOUNT
10-03	DEPOSIT ACH STRIPE TRANSFER	66.98
10-06	DEPOSIT ACH PAYPAL TRANSFER	315.58
10-12	DEPOSIT ACH STRIPE TRANSFER	118.77
10-18	DEPOSIT ACH STRIPE TRANSFER	145.05
10-18	DEPOSIT TRANSFER ONLINE TRANSFER 10/18/2023 14:20 791796: PAYROLL	72000.00
	CONSTRUCTION COAT S 7700	
10-19	DEPOSIT TRANSFER ONLINE TRANSFER 10/19/2023 13:25 805391: PR TAXES S	3000.00
	7700	
10-23	DEPOSIT ACH STRIPE TRANSFER	418.14
10-23	DEPOSIT TRANSFER ONLINE TRANSFER 10/23/2023 09:00 847090: COAT	4310.00
	SUPPLIES S 7700	
10-27	DEPOSIT ACH STRIPE TRANSFER	48.25
10-27	DEPOSIT ACH CITY OF ALBANY AP PAYMENT	63410.50



ACCOUNT NUMBER	FROM	то	PAGE
	10/01/2023	10/31/2023	3 OF 4

		DEPOSIT DETAIL	(Continued)		
DATE			,		AMOUNT
10-30	DEPOSIT ACH STRIPE	TRANSFER			4754.70
				TOTAL:	148587.97
		CHECKS CLE	ARED		
NO.	DATE	AMOUNT	NO.	DATE	AMOUNT
1276	10-02	13132.00	1290	10-06	6250.00
1277	10-13	186.25	1291	10-06	303.27
1280* 1282*	10-06 10-19	120.00 619.00	1292 1293	10-05 10-20	10795.68 1118.28
1283	10-13	84.60	1296*	10-24	100.00
1285*	10-02	259.06	1297	10-24	136.34
1286	10-06	1127.98	1299*	10-19	56060.00
1287	10-06	95.63	1300	10-27	238.42
1289*	10-10	333.65		TOTAL:	90,960.16
		MICO DEDUCTIO	NO / EEEO		
DATE		MISC DEDUCTION	ONS / FEES		AMOUNT
10-02	WITHDRAWAL ACH HAI	RLANDCLARKE-LI CHK	ORDER		-24.20
10-04	WITHDRAWAL POS CO	STCO WHSE #0682 990	068213 ALBANY OF	l	-63.45
10-04	WITHDRAWAL POS FRI	ED-MEYER #0005 40000	0571 ALBANY OR		-42.77
10-05	WITHDRAWAL ACH PAY	ROLL PAYROLL			-553.60
10-05	WITHDRAWAL TRANSF	ER ONLINE TRANSFER	R 10/05/2023 13:31 6	37111: INTO MM	-50000.00
	S 7700				
10-06	WITHDRAWAL PY *STO	R-N-LOK ALBANY 458-	233-6239 OR 18692	801	-162.00
10-08	WITHDRAWAL POS FRI	ED-MEYER #0005 40000	0550 ALBANY OR		-17.55
10-10	WITHDRAWAL ACH STE	RIPE TRANSFER			-115.00
10-13	WITHDRAWAL MAILCHI	MP 678-9990141 GA 99	999999		-26.50
10-16	WITHDRAWAL AMZN M	KTP US*TP3X86ZD1 AN	MZN.COM/BILL WA		-155.80
10-16	WITHDRAWAL AMZN M	KTP US*TP3FE4L01 AN	ZN.COM/BILL WAS	9999999	-51.92
10-17	WITHDRAWAL POS CO	STCO WHSE #0682 990	068213 ALBANY OF		-50.36
	WITHDRAWAL POS BIG				-84.00
	WITHDRAWAL WWW C				-719.80
	WITHDRAWAL POS BIG		20220 ALBANY OR		-240.00
	WITHDRAWAL ACH IRS				-3542.26
	WITHDRAWAL ACH PAY				-580.12
	WITHDRAWAL POS FRI				-4.98
	WITHDRAWAL INTUIT *			999999	-32.50
	WITHDRAWAL ADJUST				3.18
	WITHDRAWAL ACH OR				-1713.50
	WITHDRAWAL ACH PAG				-72.89
	WITHDRAWAL POS CO				-511.78
	WITHDRAWAL THE STO				-210.00
10-28	WITHDRAWAL TRANSFER ONLINE TRANSFER 10/28/2023 14:03 921370: COAHF S -63410.50				



ACCOUNT NUMBER	FROM	то	PAGE
_	10/01/2023	10/31/2023	4 OF 4

MISC DEDUCTIONS / FEES (Continued)

DATE			AMOUNT
10-30	WITHDRAWAL TRANSFER ONLINE TRANSFER 10/30/2023 11:52 940778: ST	RIPE S	-4754.70
	7700		
10-30	WITHDRAWAL POS COSTCO WHSE #0682 99068213 ALBANY OR		-77.94
10-31	WITHDRAWAL AMZN MKTP US*V08EA6XS3 AMZN.COM/BILL WA 99999999		-153.40
10-31	WITHDRAWAL AMZN MKTP US*VT6G96173 AMZN.COM/BILL WA 99999999		-319.96
10-31	WITHDRAWAL AMZN MKTP US*FH5RH74K3 AMZN.COM/BILL WA		-28.13
10-31	WITHDRAWAL AMZN MKTP US*0Q1ET22V3 AMZN.COM/BILL WA		-45.98
		TOTAL:	-127762.41

AUTHORIZED SIGNER: STACEY L BARTHOLOMEW

AUTHORIZED SIGNER: CAROL E DAVIES

Y-T-D DIVIDEND FOR THIS ACCOUNT: 0.00

SUMMARY FOR 2023

IRA YTD	OTHER YTD	TOTAL YTD	YTD FED	YTD STATE	TOTAL YTD FORFEITURES
DIVIDEND	DIVIDEND	DIVIDEND	WITHHOLDING	WITHHOLDING	
0.00	6689.83	6689.83	0.00	0.00	0.00



ACCOUNT ANALYSIS STATEMENT

Creating Housing Coalition

Account Number	Date opened	Analysis period	Days
	05/03/2019	10/01/2023 - 10/31/2023	31

Balance information

Average balance for period: 34500.80

Service charge summary

Service charges this period: 0.00

Service Analysis Details

<u>Description</u>	<u>Usage</u>	<u>Rate</u>	<u>Charge</u>
Business Checks Cleared	18	0.20 each over 100	0.00
Business Cash Deposit	0		0.00
Business Checks Deposit	0		0.00
Service Charges this Period			0.00



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STATEMENT	ACCOUNT NUMBER	FROM	то	PAGE	CURRENT MEMBER BENEFIT
OF ACCOUNT		11/01/2023	11/30/2023	1 OF 4	BUSINESS

	SUFFIX: 7000 BUSINESS BASIC SAVINGS					
DATE	BEGINNING BALANCE	AMOUNT	BALANCE 79189.68			
11-02	WITHDRAWAL TRANSFER ONLINE TRANSFER 11/02/2023 12:59 994748: PAYROLL PS AND SUPPLIES S 8000	-9580.53	69609.15			
11-02	DEPOSIT TRANSFER ONLINE TRANSFER 11/02/2023 14:05 996000: PAYROLL TAXES S 8000	759.29	70368.44			
11-07	DEPOSIT CHECK	7732.17	78100.61			
11-16	WITHDRAWAL TRANSFER ONLINE TRANSFER 11/16/2023 14:09 170048: PAYROLL PS S 8000	-3019.68	75080.93			
11-26	WITHDRAWAL TRANSFER ONLINE TRANSFER 11/26/2023 16:06 288398: COAT SUPPLIES S 8000	-4648.31	70432.62			
11-30	DEPOSIT DIVIDEND AUTHORIZED SIGNER: STACEY L	9.19 BARTHOLOMEW	70441.81			

AUTHORIZED SIGNER: **CAROL E DAVIES**

0.15% WAS THE ANNUAL PERCENTAGE YIELD EARNED ON THIS ACCOUNT FOR THE PERIOD 11/01/23 THROUGH 11/30/23

Y-T-D DIVIDEND FOR THIS ACCOUNT: 11.83

SUFFIX: 7700 BUSINESS INVESTOR'S MONEY MARKET				
DATE	BEGINNING BALANCE	AMOUNT	BALANCE 289805.50	
11-02	DEPOSIT CHECK	500.00	290305.50	
11-02	WITHDRAWAL TRANSFER ONLINE TRANSFER	-170335.00	119970.50	
	11/02/2023 13:02 994802: JBLC ON ACCOUNT AND			
	DOORS S 8000			
11-07	DEPOSIT CHECK	225.00	120195.50	
11-09	DEPOSIT CHECK	28713.73	148909.23	

CHECK RECONCILEMENT

THIS FORM IS PROVIDED TO ASSIST YOU IN BALANCING ROUTING ACCOUNT

LIST CHECK CHECK NUMBER	KS OUTSTANDING NOT C	CHARGED TO YOUR CH	ECK ACCOUNT AMOUNT		1. SUBTRACT FROM YO CHARGES LISTED OF YOU HAVE NOT PREV BALANCE, ALSO ADD	N THIS CHECK S VIOUSLY DEDUC	TATEMENT WHICH	PERIODIA POR PERIODIA NO CINISTONICO A
					ENTER CHECK BALAI THIS STATEMENT HER		\$	***************************************
					ENTER DEPOSITS	+	\$	
					3. THE ENDING DATE	+	\$	
	•				ON THIS STATEMENT	+	\$	
						TOTAL (2 PLUS 3)	\$	
			***************************************		IN YOUR CHECK REGIST OFF ALL CHECKS PAID A 4. PROVIDED AT LEFT, LIST AMOUNTS OF ALL UNPAI	ND IN AREA NUMBERS AND		
		TOTAL	полистичностичного полистичностичного полистично		SUBTRACT TOTAL CHECKS OUTSTAND	ing —	\$	
		Lannanannannannannannannannannannannanna		V.	THIS AMOUNT SHOU YOUR CHECK REGIS		\$	

IF YOU DO NOT BALANCE: Compare the dollar amounts of all checks and deposits in your check register with the amounts shown on this statement. Verify all additions and subtractions. If you still have difficulty balancing, contact the credit union.

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- 1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
- 2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
- 3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at the above address. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay, we may report you as delinquent.

TAX INFORMATION

The amount of dividends received as shown on this statement is reportable as "Interest Earned" on your Income Tax Return. If dividends are \$10.00 or more, the amount of dividends will be reported to the Internal Revenue Service.

IN CASE OF ERROR PLEASE NOTIFY THE CREDIT UNION'S SUPERVISORY COMMITTEE. PLEASE RETAIN THIS PORTION OF THE STATEMENT FOR YOUR RECORDS.

BALANCE COMPUTATION METHOD

Interest is calculated on your loan by applying a daily periodic rate to the daily balance on the loan. To obtain the daily balance, we start with the ending balance from the previous day, add any new advances or charges, and subtract any payments or other credits.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

Write us at the address shown on the front of this statement or telephone us at the telephone number shown on the front of this statement as soon as you can if you think your statement or receipt is wrong, or if you need more information about an electronic transfer on the statement or receipt. We must hear from you no later than **60** days after we sent you the **FIRST** statement on which the error or problem appeared.

- (1) Tell us your name and account number.
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will re-credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.



ACCOUNT NUMBER	FROM	то	PAGE	
_	11/01/2023	11/30/2023	2 OF 4	
DATE		AMOUNT	BALANCE	

DATE	AMOUNT	DALANCE
	AMOUNT	BALANCE
11-10 WITHDRAWAL TRANSFER ONLINE TRANSFER	-100000.00	48909.23
11/10/2023 07:51 93464: JBLC S 8000		
11-10 WITHDRAWAL TRANSFER ONLINE TRANSFER	-3168.85	45740.38
11/10/2023 14:18 99478: COUNTY PROPERTY TAXES S		
8000		
11-13 DEPOSIT TRANSFER ONLINE TRANSFER 11/13/2023	555.63	46296.01
09:20 125263: STRIPE S 8000		
11-14 DEPOSIT TRANSFER ONLINE TRANSFER 11/14/2023	94.80	46390.81
11:41 139767: STRIPE S 8000		
11-14 DEPOSIT CHECK	4350.00	50740.81
11-16 DEPOSIT TRANSFER ONLINE TRANSFER 11/16/2023	245000.00	295740.81
14:11 170075: BALANCE OHA GRANT S 8000		
11-17 DEPOSIT TRANSFER ONLINE TRANSFER 11/17/2023	651140.24	946881.05
13:28 182899: CONGRESSIONAL FUNDS S 8000		
11-22 DEPOSIT CHECK	33000.00	979881.05
11-28 DEPOSIT TRANSFER ONLINE TRANSFER 11/28/2023	19265.00	999146.05
11:36 313310: S 8000		
11-30 DEPOSIT CHECK	4700.00	1003846.05
11-30 WITHDRAWAL TRANSFER ONLINE TRANSFER	-352644.96	651201.09
11/30/2023 15:45 350719: JBLC S 8000		
11-30 DEPOSIT DIVIDEND	923.95	652125.04
ALTHODIZED CICNED . CTACEVI	DADTHOLOMEW	

AUTHORIZED SIGNER: STACEY L BARTHOLOMEW

AUTHORIZED SIGNER: CAROL E DAVIES

2.25% WAS THE ANNUAL PERCENTAGE YIELD EARNED ON THIS ACCOUNT FOR THE PERIOD 11/01/23 THROUGH 11/30/23

Y-T-D DIVIDEND FOR THIS ACCOUNT: 7611.14

SUFFIX: 8000 FREE BUSINESS CHECKING

	BEGINNING BALANCE ENDING BALANCE	27699.10 368062.23
	ENDING BALANCE	300002.23
	DEPOSIT DETAIL	
DATE		AMOUNT
11-02	DEPOSIT TRANSFER ONLINE TRANSFER 11/02/2023 12:59 994748: PAYROLL PS	9580.53
	AND SUPPLIES S 7000	
11-02	DEPOSIT TRANSFER ONLINE TRANSFER 11/02/2023 13:02 994802: JBLC ON	170335.00
	ACCOUNT AND DOORS S 7700	
11-09	DEPOSIT ACH STRIPE TRANSFER	23.97
11-10	DEPOSIT TRANSFER ONLINE TRANSFER 11/10/2023 07:51 93464: JBLC S 7700	100000.00
11-10	DEPOSIT TRANSFER ONLINE TRANSFER 11/10/2023 14:18 99478: COUNTY	3168.85
	PROPERTY TAXES S 7700	
	DEPOSIT ACH STRIPE TRANSFER	531.66
11-14	DEPOSIT ACH STRIPE TRANSFER	94.80



ACCOUNT NUMBER	FROM	то	PAGE
	11/01/2023	11/30/2023	3 OF 4

DATE		DEPOSIT DETAIL	(Continued)		AMOUNT	
	DEPOSIT ACH HEALTH	NUTUODITY DAVMENT			371000.00	
	DEPOSIT ACH REALTH /				285.00	
			6/2023 14:09 17004	R. PAVROLL PS S	3019.68	
11-10	11-16 DEPOSIT TRANSFER ONLINE TRANSFER 11/16/2023 14:09 170048: PAYROLL PS S 7000					
11-17	-17 DEPOSIT ACH STRIPE TRANSFER				48.25	
11-17	11-17 DEPOSIT ACH HUD TREAS 310 MISC PAY				651140.24	
	DEPOSIT ACH STRIPE T				475.20	
	DEPOSIT ACH STRIPE T				189.90	
11-26	DEPOSIT TRANSFER ON SUPPLIES S 7000	ILINE TRANSFER 11/26	6/2023 16:06 28839	B: COAT	4648.31	
11-27	DEPOSIT ACH STRIPE T	RANSFER			47.25	
11-28	DEPOSIT ACH STRIPE T	RANSFER			102.41	
11-28	DEPOSIT CHECK				19265.00	
11-29	DEPOSIT ACH STRIPE T	RANSFER			48.25	
11-30	DEPOSIT TRANSFER ON	ILINE TRANSFER 11/30	0/2023 15:45 35071	9: JBLC S 7700	352644.96	
				TOTAL:	1686649.26	
		CHECKS CLE	ARED			
NO.	DATE	AMOUNT	NO.	DATE	AMOUNT	
1294	11-07	79.99	1308	11-03	12.50	
1301*	11-03	22909.14 170335.00	1309 1310	11-10 11-16	100000.00 3168.85	
1302 1303	11-03 11-03	1270.32	1310*	11-16	4188.00	
1304	11-03	100.22	1314*	11-20	11626.08	
1305	11-15	256.76	1315	11-28	112.04	
1306	11-29	6250.00	1317*	11-24	220.14	
1307	11-29	148.03	1319*	11-21	100000.00	
				TOTAL:	420,677.07	
		MISC DEDUCTIO	NS / FEES			
DATE					AMOUNT	
11-01	WITHDRAWAL AMAZON	.COM*0I1SU03S3 AMZ	N.COM/BILL WA		-69.34	
11-02	WITHDRAWAL TRANSFE	R ONLINE TRANSFER	11/02/2023 14:05 9	96000: PAYROLL	-759.29	
	TAXES S 7000					
11-03	WITHDRAWAL ACH PAY	ROLL PAYROLL			-636.13	
11-05	05 WITHDRAWAL AMZN MKTP US*6H76U42C3 AMZN.COM/BILL WA				-639.92	
11-13	11-13 WITHDRAWAL TRANSFER ONLINE TRANSFER 11/13/2023 09:20 125263: STRIPE S -555.63					
	7700					
11-13	WITHDRAWAL MAILCHII	MP 678-9990141 GA 99	999999		-26.50	
11-14	WITHDRAWAL TRANSFE	ER ONLINE TRANSFER	11/14/2023 11:41 1	39767: STRIPE S	-94.80	
	7700					
11-16	WITHDRAWAL TRANSFE	ER ONLINE TRANSFER	11/16/2023 14:11 1	70075: BALANCE	-245000.00	
	OHA GRANT S 7700					
11-17	7 WITHDRAWAL POS COSTCO WHSE #0682 99068213 ALBANY OR -340.39					



ACCOUNT NUMBER	FROM	то	PAGE
_	11/01/2023	11/30/2023	4 OF 4

	MISC DEDUCTIONS / FEES (Continued)	
DATE		AMOUNT
11-17	WITHDRAWAL TRANSFER ONLINE TRANSFER 11/17/2023 13:28 182899:	-651140.24
	CONGRESSIONAL FUNDS S 7700	
11-17	WITHDRAWAL POS WINCO FOODS #143 3100 PAC 99999999 ALBANY OR	-20.00
11-17	WITHDRAWAL POS WINCO FOODS #143 3100 PAC 99999999 ALBANY OR	-5.00
11-18	WITHDRAWAL POS COSTCO WHSE #0682 99068213 ALBANY OR	-11.99
11-19	WITHDRAWAL ADJUSTMENT COSTCO WHSE #0682 ALBANY OR 0682013	36.39
11-19	WITHDRAWAL AMZN MKTP US*Q93KU7UN3 AMZN.COM/BILL WA 99999999	-194.85
11-19	WITHDRAWAL AMZN MKTP US*P20360E73 AMZN.COM/BILL WA	-35.99
11-20	WITHDRAWAL ACH PAYROLL PAYROLL	-515.27
11-20	WITHDRAWAL ACH PAYROLL PAYROLL	-1211.49
11-20	WITHDRAWAL INTUIT *QBOOKS PAYROLL CL.INTUIT.COM CA 99999999	-32.50
11-22	WITHDRAWAL POS WAL-MART SUPER CENTER 53960047 ALBANY OR	-27.47
11-22	WITHDRAWAL ADJUSTMENT MID-WILLIAMETTE FAMILY ALBANY OR 03825525	64.00
11-22	WITHDRAWAL MID-WILLIAMETTE FAMILY 541-926-4488 OR 03825525	-768.00
11-22	WITHDRAWAL MID-WILLIAMETTE FAMILY 541-926-4488 OR 03825525	-704.00
11-24	WITHDRAWAL ACH PACIFIC POWER PAYMENT - 1316	-61.07
11-26	WITHDRAWAL WWW COSTCO COM 800-955-2292 WA	-514.98
11-27	WITHDRAWAL POS WALMART.COM 30000383 BENTONVILLE AR	-369.61
11-28	WITHDRAWAL TRANSFER ONLINE TRANSFER 11/28/2023 11:36 313310: S 7700	-19265.00
11-28	WITHDRAWAL POS FRED-MEYER #0005 40000532 ALBANY OR	-1015.00
11-29	WITHDRAWAL POS MOREINK 99923387 ALBANY OR	-239.85
11-29	WITHDRAWAL POS WAL-MART #5396 24539601 ALBANY OR	-167.00
11-29	WITHDRAWAL AMZN MKTP US*PK1BU8033 AMZN.COM/BILL WA	-1238.14
11-29	WITHDRAWAL AF*EAST LINN PROPERTY. 541-367-7368 OR 04411337	-50.00
	TOTAL	L: -925609.06

AUTHORIZED SIGNER: STACEY L BARTHOLOMEW

AUTHORIZED SIGNER: CAROL E DAVIES

Y-T-D DIVIDEND FOR THIS ACCOUNT: 0.00

SUMMARY FO IRA YTD DIVIDEND	OR 2023 OTHER YTD DIVIDEND	TOTAL YTD DIVIDEND	YTD FED WITHHOLDING	YTD STATE WITHHOLDING	TOTAL YTD FORFEITURES
0.00	7622.97	7622.97	0.00	0.00	0.00



ACCOUNT ANALYSIS STATEMENT

Creating Housing Coalition

Account Number	Date opened	Analysis period	Days
	05/03/2019	11/01/2023 - 11/30/2023	30

Balance information

Average balance for period: 67471.86

Service charge summary

Service charges this period: 0.00

Service Analysis Details

<u>Description</u>	<u>Usage</u>	<u>Rate</u>	<u>Charge</u>
Business Checks Cleared	17	0.20 each over 100	0.00
Business Checks Deposit	5	0.20 each over 100	0.00
Business Cash Deposit	0		0.00
Service Charges this Period			0.00

STAFF CONFIDENTIALITY AND NON-DISCRIMINATION AGREEMENT

I acknowledge that I am responsible for maintaining the confidentiality of
information relating to guests, volunteers, or staff members. I will not share any
personal or identifying information of anyone I interact with on shift unless related to an
immediate health or safety concern.
I will not engage in discrimination or harassment in any programs, activities or
employment based on race, color, sex, sexual preference, gender or gender identity,
marital or parental status, religion, national origin, age, mental or physical disability,
economic status, or veteran status. I will treat all individuals I encounter with dignity,
respect, empathy, and compassion.
I have reviewed the Safety Plan and Accident Reporting protocol.
Signed
Printed Name

CREATING HOUSING COALITION BOARD MEMBERS

Stacey Bartholomew, President, Program Development Chair

Danielle Hutchinson, Vice President, Grant Chair

Carmen Moody, Treasurer

Laura Kadelbach, Secretary

Gary Goby, Construction Chair, Fundraising Committee

Larry Eby, Personnel Committee

Betsy Gordon, Communications Chair

Tessa Green, Program Development Committee

Bill Root, Fundraising Committee

Mark Vidal, Program Development

Nancy Fletcher, Construction Committee

Al Shattuck, Construction Committee



2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

EXHIBIT A. APPLICATION

(Note: Prior to completing the application materials, please thoroughly review the RFA regarding applicant eligibility, eligible CDBG activities, and CDBG requirements.)

5.1 Applicant Information			
Applicant (organization name): <u>Ja</u>	ckson Street Yo	outh Services	
Contact Person: Lauren Winch	iester	Email: grants@jacksons	street.org
Mailing Address: PO Box 1984	, Albany, OR 97	7321	
Phone #: 541-224-7873	Agency webs	site: www.jacksonstre	et.org
UEI #*: WEZURT7AMM89	EIN: 93-1269503		
(Unique entity identifier number is required	d. Get one at sam.gov)		
Organization Mission Statement:			

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

5.2 Proposal Summary

Activity/Program Name: Albany House: 24/7 Supportive Shelter for Youth

Activity Location: Albany House, 1240 SE 7th Ave, Albany, OR

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

We are requesting funds to support Jackson Street's Albany House emergency and transitional shelter for vulnerable youth, ages 10 to 17, who are homeless or at risk of homelessness. Licensed by the Oregon Department of Human Services, Albany House operates 24 hours a day, seven days a week, 365 days a year, and has served more than 360 youth since it opened in 2015.

Youth have access to safe shelter, basic necessities like healthy food and clothing, individual case management, activities rooted in Positive Youth Development, education support, and assistance building employment skills. Albany House provides a safe space with caring adults for youth to build skills and healthy relationships and ultimately find their way forward.

ACTIVITY BUDGET F	OR WI	HICH CDBG FUNDS ARE BEING	RQUESTED:
CDBG Funding Request	\$	30,000	
Leveraged Funds/Resources	\$	835,000	
Total Activity Budget	\$	865,000	



2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

5.3 CDBG Application Narrative

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

Activity Description

- 1. Explain which priorities in Albany's 2023 2027 Consolidated Plan will be addressed by the activity.
- 2. Describe the community need that will be addressed by the proposed activity.
- 3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.
- 4. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity.
- 5. Explain how the project will promote inclusiveness and how the agency embraces and demonstrates diversity within the organization. Include your agency's nondiscrimination policy for employees and clients as an attachment. For faith based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities such as worship, study of religious text, or evangelizing.

Benefit to low income Albany residents

- 6. Who and how many will benefit from activity (estimate # of people, describe clients)?
- 7. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low income residents?

Scope of Work

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

Project Feasibility - Readiness to proceed

- Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project.
 Describe the current organizational capacity to complete and manage the activity within the program year.
- 10. Please provide a schedule of the activity/project that outlines when major activities will be executed and when the project will be completed.

Organizational Capacity and Activity Sustainability

- 11. Describe experience and success conducting similar projects, use of federal or CDBG funds.
- 12. If any issues were raised during a federal program monitoring evaluation, please explain the findings and how issues were resolved.
- 13. Explain agency experience managing construction projects subject to Davis Bacon and/or BOLI wage requirements and/or soliciting bids for construction projects.
- 14. Identify any other agencies or partners for this activity/project and define the roles and responsibilities of these partners.
- 15. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)? Financial
 - 16. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?



2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

5.4 Proposed Activity Budget

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

Activity/Project Budget Sum	mary (See 24 C	FR 570 Subpar	t J)	
Estimated Total Cost of Activity:	\$ 865,000			
CDBG Funding Requested for Activity:	\$ 30,000			
Total Number of People/Households Served: (Please indicate people or households)		100 y	out	h
Total Cost per Person/Household:	\$ 8,650			
Total CDBG Cost per Person/Unit	\$ 3,000			
Describe Source of Other Funds:	Amount	Amount Sec	ured	Amount Tentative
Federal:	105,000	105,000)	
State:	335,000	235,000)	100,000
Local:	280,000	180,000)	100,000
Donations/Private:	145,000	0		145,000
Grants:				
Loans:				
Activity Budget Detail (Non-Developme	ent Activities)		
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Amount	Tota	al Amount CDBG + Other Sources
Personnel	\$30,000	\$670,000	\$	700,000
Facilities & Infrastructure		65,000		65,000
Program Food & Supplies		25,000		25,000
Admin Expenses - Finance, Data, HR		75,000		75,000
Total	\$30,000	\$835,000	\$86	55,000



2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

5.5 Staff Experience and Qualifications

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

Employee	Experience and Qualifications
Name: n/a Title: Youth Advocates FTE on This Project: ~10	Youth Advocates provide direct supervision of youth residing at shelter and/or participating in programs and activities: answer crisis-line and other phone calls; maintain client files. Lead activities such as meal-planning and preparation; work with youth on household chores; supervise outings and recreational activities; supervise 'study hall' and help youth with homework. Informally counsel youth while acting as both advocate and role model. Jackson Street prioritizes hiring employees, either students or recent graduates, with degrees in the social sciences.
Name: Susan Richey Title: Shelter Case Manager FTE on This Project: 1	Susan works directly with youth at Albany House in meeting basic needs, completing assessments, setting goals, and exiting safely. She maintains collaboration with youth, families, and service providers to implement appropriate services and transition plans; assists youth in connecting with their community, acquiring stable housing, engaging in education and/or employment, and overall maximizing self-sufficiency and minimizing the need for future services. Susan has a degree from Portland State and has 7 years of experience with Jackson Street.
Name: Yvonne Russell Title: Shelter Assistant Manager FTE on This Project: 0.5	Yvonne supports the Shelter Manager in managing the two shelters, including guiding day-to-day operations and supervising staff. This position helps with scheduling, compliance, and the health & safety of youth. It also provides guidance for programming, covers Youth Advocate shifts when needed, and connects with youth in the shelters to provide another positive and trusting relationship.
Name: Salvador Maciel Title: Shelter Manager FTE on This Project: 0.5	Salvador oversees the day-to-day operations of Jackson Street shelter services including the supervision and scheduling of staff. He is in charge of the coordination of case management with youth and families accessing shelter services. Salvador ensures that the shelter is in compliance with state licensing and funders' requirements as well as health & safety regulations. Salvador has more than 8 years of experience with Jackson Street.



5.5 Staff Experience and Qualifications, continued

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

Employee	Experience and Qualifications
Name: Kendra Phillips-Neal Title: Executive Director, acting Program Director	Kendra provides leadership and vision to developing program, organizational, and financial plans with the BOD and Chief Staff. She also oversees development activities and especially grant-related programming and reporting. At the time of this application, Kendra is also Jackson Street's Program Director
FTE on This Project: 0.25	(see description below), which was her previous role. Once the new PD is hired, she will begin training and handing off duties assigned to that role. Kendra has a degree from OSU and has held almost every direct-service staff position in during her 17-year career at Jackson Street.
Name: <i>pending hire – anticipated</i> Feb 2024	The Program Director supervises Program Managers, Positive Youth Development Coordinator, Mental Health Therapist, & Data Specialist; develops, implements, and maintains programs
Title: Program Director	to reach designated outcomes; works directly with partner agencies to deliver necessary services for youth and their
FTE on This Project: 0.25	families. Ensures implementation of staff and volunteer training plans. Works with partners to secure contracts for services. Prepares reports to funders. Leads the Resident and Outreach Coordination Team (ROCT).
Name: Kirk Cabrera Title: Information Systems Specialist	Kirk provides data entry and data entry streamlining, data analysis and reports, and technical assistance and data management with Jackson Street systems. He supports staff
FTE on This Project: 0.25 FTE	collecting program performance and youth data and provides analysis and reporting for CDBG and other reports.
Name: Lauren Winchester	The Grants Manager is responsible for overseeing the lifecycle of Jackson Street's grants from application to final reporting.
Title: Grants Manager	Lauren manages the quarterly and final report process, including collecting program performance data from program staff and
FTE on This Project: 0.01-0.02 FTE	preparing the quarterly reports for the City in collaboration with the Program Director and Information Systems Specialist, and final submission of reports.



Request for Applications (RFA): Community Development Block Grant Activities

Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin StreetSW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

5.3 CDBG Application Narrative

Activity Description

1. Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed by the activity.

PRIORITY 2: Reduce homelessness. We work with youth to help them exit to safe, stable housing. When possible, our goal is to reunite youth with their families. However, if this is not in the youth's best interest, we enroll youth in our Transitional program, where we help them prepare to live successfully on their own. Our services provide a protective barrier to end homeless at a young age and prevent it from developing into chronic adult homelessness.

PRIORITY 3: Increase availability of needed services for low- and moderate-income residents. We provide services to vulnerable youth who are homeless, at risk of becoming homeless or experiencing a serious family crisis. These youth usually have very low or no income and rely solely on Jackson Street to meet their needs for shelter, food, and guidance. In addition to the services we provide at our shelter, we connect youth to a wider array of community services that can continue to support their well-being after they leave the shelter.

PRIORITY 4: Expand economic opportunities for low- and moderate-income residents. Education is a core focus at Jackson Street, and we place a strong emphasis on supporting each youth's advancement to a diploma or GED, giving them a foundation for future employment and self-sufficiency. Our shelter schedule includes daily study hall sessions with access to academic coaches; staff act as advocates/liaisons to keep youth connected to school or alternative education. We also work with partners such as the Community Services Consortium to provide internships and job-readiness coaching for older youth; and we help them acquire the documents necessary for entering the workforce (birth certificates, state ID cards, food handler's certificates, etc.)

2. Describe the community need that will be addressed by the proposed activity.

Without intervention, youth experiencing and at-risk of homelessness have greatly-increased risks of failing to graduate from high school, abusing drugs/alcohol, trading sex for a place to sleep, and being trafficked. Youth homelessness also increases the likelihood of attempted suicide, gang involvement, and criminal activities, and chronic adult homelessness.

However, vulnerable youth are at a tipping point when positive action can change their life trajectory from a downward spiral into chronic poverty and dependency to an upward trend toward self-sufficiency and long-term well-being. This not only benefits the youth but also society – millions of tax dollars are spent each year on youth in the juvenile justice system, incarceration, emergency room care, etc. Jackson Street is equipped with the tools and knowledge to redirect vulnerable youth from a future of poverty and chronic homelessness, and instead help them improve safety and well-being, make positive connections to adults in the community, learn life skills, and improve their employment prospects

3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.

According to the Greater Albany Public School District in conjunction with the Oregon Department of Education, 430 youth in GAPS were reported as homeless (including doubled-up) during the 2022-23 school year, and 99 Albany youth were listed as unaccompanied, meaning they were runaway, abandoned, or unsupervised.

Although the annual school count is helpful in gauging the size of the problem, it is by no means comprehensive, because it only considers youth who are still enrolled in school. Many homeless youth are



disconnected from school and not included in this survey, so the true size of the population is difficult to estimate. Unlike in major metro areas, our youth are not always visible and present on the street but can be hidden, "couch-surfing" with friends or extended family.

It's a common misconception that big-city, urban youth experience homelessness more frequently than youth from smaller towns or rural areas, when in fact rates of youth homelessness are similar regardless of community size. National statistics state that 1 in 30 adolescent minors (ages 13 to 17) and 1 in 10 young adults (ages 18 to 25) endure some form of homelessness each year, and communities in Oregon are no exception.

At Jackson Street, we are dedicated to employing proven best-practices to help each youth find a path to enduring future success. These include Trauma-Informed Care, Positive Youth Development, a strengths-based approach, prioritizing youth voice, and other nationally-recognized best practices. Albany House is a crucial component of this change, where youth are given a safe space to have their needs met and continue developing physically, emotionally, psychologically, and socially.

4. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity.

Benefit low/moderate-income persons or households. Our shelter exclusively serves vulnerable youth ages 10-17, nearly all of whom have very low to moderate family income – or no income at all for those who are unaccompanied. These youth rely on Jackson Street's comprehensive range of services, which are offered at no charge. All services are 100% youth-focused and exist to improve youths' lives in the present and help quide them to a successful future.

5. Explain how the project will promote inclusiveness and how the agency embraces and demonstrates diversity within the organization. Include your agency's nondiscrimination policy for employees and clients as an attachment. For faith-based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities such as worship, study of religious text, or evangelizing.

Diversity is one of our eight core organization values: "We strive to be knowledgeable and open-minded in order to provide an open and non-judgmental place for all." This is inclusive mindset is prevalent throughout our services, and significantly impacts the way our shelters operate. Our staff is relatively diverse, including individuals who are white, Latino/a, African American, Asian, mixed-race, part of the LGBTQ community, and those from a background of poverty and/or family dysfunction.

We have several employees who speak Spanish, including our Shelter Manager, Salvador Maciel. Salvador and other bilingual staff are not merely used as translators, but also engage the youth in casual conversation in their first language throughout the day to make youth feel more at ease and build trust. Youth also help choose what food we eat at the shelter, incorporating ethnic recipes and dishes of their choice. We encourage youth to celebrate holidays and traditions that are important to them.

In all interactions with youth, staff model attitudes of kindness, respect, acceptance, and openness to people of all backgrounds and cultures. We strive always to support each youth's right to develop and flourish in their own unique identity, and shelter provides them with a safe space to do so. Jackson Street employs staff who are bilingual and bicultural, have lived experience with homelessness, and/or identify as people of color or LGBTQ+. Having staff members who "walk the walk" supports youth as they learn about and grow into their own identities.

Jackson Street has always served a population of youth that is more diverse than the general demographics for the mid-Willamette Valley region. Youth who are black, Latino/a, Native American, or Pacific Islander experience significantly higher rates of homelessness. Family poverty greatly increases the risk of homelessness, and 17.8% of youth under 18 in Linn County live in poverty, according to 2022 census data



(compared to 13.2% of all people in Linn County and 16.3% nationwide). National estimates suggest that at least 30% of runaway and homeless youth identify as LBGTQ+, and Albany House readily, intentionally welcomes youth of all gender identities and sexualities.

We require Cultural Competency training for all staff, and our work with homeless youth incorporates the use of Trauma-Informed Care (TIC) practices to maximize sensitivity to past abuse, neglect, and injury. TIC practices include awareness and sensitivity to racism and discrimination based on appearance, cultural differences, gender identity, and sexuality. We offer specific mental health and support-group services geared to the needs of youth who have been discriminated against, bullied, abandoned, or excluded. Ongoing training on TIC and racial/cultural awareness strengthens the ability of staff members to be supportive and responsive to youth who have experienced racial inequality. Just as importantly, the staff is able to raise awareness of and sensitivity to these issues for all of the youth we serve, so the next generation of Oregonians will be more open to inclusiveness and diversity.

Benefit to low-income Albany residents

6. Who and how many will benefit from activity (estimate # of people, describe clients)?

Albany House will serve 80 - 110 youth who are homeless or at risk of homelessness and ages 10 - 17. 90% are estimated to be low income or below. Our last reporting shows 80% ELI, 10% very low income, and 10% low income.

7. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low-income residents?

Youth often but not always come from low-income families. Youth who are homeless usually have no income when they first access our services. Our last reporting showed 80% of the youth were in the extremely low income category. COVID-19's lasting effects continue to exacerbate the issue of income for many families.

Scope of Work

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

Our continuum of services is designed to intervene and prevent homelessness. Street and School Outreach builds trust with youth and the community and brings needed resources and referrals to where the youth are. Youth who are homeless or at risk of homelessness are referred by school counselors or may find out about (emergency) shelter through this outreach.

Within 72 hours of entering Albany House, youth are screened for trafficking, meet with a Case Manager, and begin to identify an exit plan. This often includes family reunification, supported by mediation and other interventions. When family reunification is not safe or possible, minors may stay longer at the (transitional) shelter. For youth ages 18–24, our Next Steps program offers tiered support focused on education, employment, and independent living skills to graduate young adults into sustainable independence. Our Albany House youth shelter is at the center of these services and provides more than just a safe place to be.

We strive to meet the needs of all youth in our shelter and to do so using evidence-based best practices, working toward four core outcomes for youth:

- Safe and stable housing;
- Physical, mental, social & emotional well-being;
- Permanent connections to caring adults and to the community; and



Educational achievement & employment readiness.

<u>Safety & Stability</u>. Albany House provides this in the form of Emergency Shelter and Transitional Shelter while working toward finding safe, secure housing for each youth for the longer term.

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

Transitional Shelter is our program for youth whose circumstances require a stay of more than 21 days. It encompasses all of the services listed for Emergency Shelter but adds intensive case management with the goal of preparing youth for independence and self-sufficiency. Youth work one-on-one with a Case Manager to develop a plan that addresses both immediate and longer-term needs, and to set goals that will lead to a safe and stable future.

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

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

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

Facilitated peer-support groups are another tool we use to help youth develop social skills. These include Girls' Circle and Boys' Council groups in local schools, PS 541 skill-building sessions for older youth, and weekly meetings for LGBTQ+ youth. (Thanks to COVID, we now have experience with virtual and hybrid session options in addition to in-person meetings.) We use evidence-based approaches including Non-Violent Crisis Intervention and Life Space Crisis Intervention (LSCI) to help safely manage disruptive and potentially dangerous behavior, using clear communication to model positive coping methods. LSCI is a trust-building method between adults and youth, to guide them toward overcoming defeating patterns and making better choices.

<u>Permanent Connections:</u> Positive Youth Development (PYD) is a key component in the process of helping youth develop permanent connections that will promote personal growth and stability. It emphasizes building positive relationships, a sense of belonging, and opportunities to empathize with others. This is



Request for Applications (RFA): Community Development Block Grant Activities

Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

modeled by Youth Advocates and Case Managers as they build rapport with youth and demonstrate what a healthy relationship looks like. When youth leave the shelter, they have access to our Aftercare Services Case Manager for ongoing support and are invited to continue participating in shelter activities. We focus on helping youth develop permanent connections to non-staff members. This could be through families, schools, or other community members that provide a positive, supportive social network. (Jackson Street sponsors a Mentoring program to match youth with supportive adults who are screened and coached by our staff.) Community partnerships are particularly useful for this aspect of our work, providing family mediation and volunteer or internship opportunities Our goal is for our youth to develop lasting positive connections to responsible, caring adults within our community.

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

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

EXPECTED OUTCOMES:

- Safety & Stability 80% of youth will exit the shelter safely. (Where appropriate, we promote family reunification. If that is not feasible or isn't safe, we work with youth to find a safe alternative.)
- Well-Being 90% of youth will receive services and/or engage in activities to promote physical, social, and emotional well-being.
- Permanent Connections 90% of youth will exit shelter with positive permanent connections to 2 or more caring adults; and 90% of youth will exit with connections to the community.
- Education/Employment Assistance for Self-sufficiency 80% of youth in our services will advance their education. (All youth staying in the shelter for more than 72 hours must be enrolled in school or engaged in alternative education or job training.)

Project Feasibility - Readiness to proceed

9. Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project. Describe the current organizational capacity to complete and manage the activity within the program year.

The shelter has been functioning at or near full capacity 24/7 since it opened in 2015, with the exception of the months in 2021-2022 that it was closed for a full renovation. After leasing our Albany House property for nearly 5 years, the agency purchased it in 2019 and completed an expansion in July 2022. The relatively new space is still wonderful and continues to meet programmatic and youth needs well.



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We continue to hire and work on increasing staff retention measures for our current staff. <u>Hiring has picked up, and we are working to fully staff Albany House and add an On Call pool of Youth Advocates to fill in for emergencies, time off, and other staffing gaps.</u>

Program Managers and critical program support staff have stayed fairly constant, and coupled with many years of experience training staff to work with youth, we are confident that we can prepare new staff to deliver top-notch care to youth.

10. Please provide a schedule of the activity/project that outlines when major activities will be executed and when the project will be completed.

Albany House accepts youth any time they need Jackson Street's services. Within 72 hours of intake, youth participate in an intake process that includes screening for risk factors like a history of being trafficked and completing a Casey Life Skills Assessment. Youth meet with their case manager to address basic needs (school enrollment, medical needs, food, shelter, hygiene items, clothes, important documents like IDs and birth certificates) and long-term plans and needs. Youth work with their case manager to plan for safe reunification with family, a transition to independent living, or a move to other safe, stable housing alternatives

Once settled in the program, youth participate in activities structured around the concept of Positive Youth Development that focus on connection, confidence, competence, character, and contribution.

Key activities for youth during the year include:

- July/August Summer Enrichment Activities include outdoor recreation like a hike in Siuslaw Forest and educational activities like a trip to OMSI
- September to June Education Assist includes help with enrolling and nightly "study hall"
- November National Runaway Prevention Month includes outreach at the Albany Skate Park and a vigil for youth homelessness
- Nov/Dec Holiday activities, food box distribution, and wish list items provided by the community.
- June Senior graduation celebration

Organizational Capacity and Activity Sustainability

11. Describe experience and success conducting similar projects, use of federal or CDBG funds.

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

Since 2011, Jackson Street has been awarded a series of highly-competitive multi-year federal grants by the Family and Youth Services Bureau (part of HHS): Basic Center Grants in 2011, 2014, 2017, 2020, and 2023 for the operation of our overnight shelters; Street Outreach grants in 2014, 2019, and 2022; and Transitional Living Program grants in 2017 and 2022. Organizations receiving these grants must adhere to stringent federal requirements that promote best practices and evidence-based approaches for working with runaway and homeless youth and those at risk of becoming homeless. Recent state licensing and federal grantor site visits have commended us on the quality of our programs, community support, long-term leadership, and positive youth interviews.

Collectively, our key Directors and Managers have more than 40 years of experience with runaway and homeless youth and have stewarded the agency's growth from a small, single-purpose, grass-roots



organization to a highly-professional agency offering a continuum of services for youth and young adults. We have an active Board providing oversight and annual professional audits by an independent CPA firm.

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

No issues.

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

NIA

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

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

Key partnerships for Albany House include:

- Linn County Juvenile and Health Departments: They make referrals to us, and we coordinate with probation officers and other staff during case planning.
- Greater Albany Public Schools: Staff maintains close communication to monitor our youths' engagement in school and make sure they stay on top of homework and studies. We work particularly closely with their McKinney-Vento Homeless Liaison, FACT (Family and Community Together), and Albany Options alternative school.
- Linn Benton FoodShare: Provides low-cost food items and supplies for Albany House.
 Other partnerships that help our shelter run optimally include the Community Services Consortium, the Linn County office of Department of Human Services, Linn-Benton-Lincoln ESD, and many more.
 These partners send us referrals, collaborate with us to create ideal case plans for individual youth, and allow us to refer youth for specific services such as medical care, therapy, or family mediation.
 We leverage each valued partnership: we know we cannot do this alone, and we don't try to.

15. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)?

The funding for the Albany House is a blend of federal, state, local government grants, private foundations, and community donations. Since staffing ratios are required for supervision of minors, we can only scale back to our current 10 beds (anything less would compromise those requirements and safety of the youth) instead of expanding our staffing capacity to cover more than 10 youth at a time.

Financial

16. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?

CDBG funds fit our Albany House 24/7 youth shelter project because this project will address the needs of low- to moderate-income residents by providing housing, behavioral and mental health support, and education and employment skills for long-term success. Additionally, this project will effectively contribute towards Albany's priorities of reducing homelessness, improving economic opportunities, and increasing the availability of needed services for low- and moderate-income residents. Intervening in youth homelessness prevents causing additional trauma to youth and the community <u>and</u> can directly prevent chronic adult homelessness (because youth homelessness can be a key pathway to adult homelessness as youth who are homeless age into adulthood).



Albany House provides a safe, stable environment with 24-hour structured supervision by qualified, caring adults, supplies for all basic needs, skills coaching, access to medical care and other essential services, individual case management, and a plan to either reunite youth with their families (if appropriate) or find them other safe housing. After they leave the shelter, we offer continued support and assistance including services such as family mediation and up to one year of Aftercare. Staffing a shelter 24/7, 365 days a year needs funding from many sources, and we sincerely appreciate the City of Albany's long-standing support of this important work.

Lauren Winchester

lauren.winchester@jacksonstreet.org | 541.224.7873 | she/her

COMMUNICATIONS & RELATIONAL EXPERIENCE

Grants Manager | Jackson Street Youth Services | Corvallis, OR | June 2022-present

- Manage grant life cycle from beginning to end, including planning, research, writing, reporting, and coordinating with internal and external stakeholders
- Maintain a comprehensive understanding of organizational program and budget needs, working closely with Executive Leadership
- Additional Jackson Street experience:
 - Administrative & Grants Volunteer, March 2021-May 2022

Search & Rescue Team Trainee (Volunteer) | Los Alamos Auxilary Fire Brigade | Los Alamos, NM | August 2023-present

Administrative Volunteer & Docent | Pajarito Environmental Education Center | Los Alamos,
NM | May 2022-present

- Prepare donor reports and create mailings for annual campaigns, annual report
- Welcome visitors, answer questions, support staff at events

Maintenance Technician | Trillium Family Services | Corvallis, OR | 2020-2022

Children's Center Supervisor | Eldora Mountain Resort | Nederland, CO | 2019-2020 Winter

English Language Teaching Asst. | Fulbright Program | Ludwigshafen, Germany | 2018-2019

Development & Communications Assistant | Catherine McAuley Center | Cedar Rapids, IA |
2014-2018

EDUCATION

Bachelor of Arts: Communication Studies & German | Coe College | Cedar Rapids, IA
ON- AND OFFLINE SKILLS

German

atVenu POS | BestRing POS | CAPS ETC & Onboarding System | DocuSign | Eventbrite
Organizer | Flaik | Grants.gov, GrantSolutions.Gov and other grant portals | InDesign | Google
Suite | GrantHub by Foundant | Microsoft Suite | Neon CRM | SalesForce Management Systems |
Siriusware | Square POS | Zoom

Salvador Maciel Manzo

215 Fulton ST. SE Albany, OR 97321

503-881-1129 maciel1121@yahoo.com

EDUCATION Linn-Benton Community College: Associates, 2009-2015

Human Services

EXPERIENCE Jackson Street Youth Services; Albany, OR

Shelter Manager: June 2015 to Present

-supervise and manage up to thirteen employees and three interns, approve intakes and exits, manage individual service plans, maintain facility, data entry, file management, licensing and site visits, coordinates TOPSoccer program

Aftercare Services Case Manager: October 2014 to June 2015

-shift work at overnight emergency shelter, direct supervision of youth in shelter, one year follow up care for youth exiting shelter, case management and goal setting, file management, support group facilitation, TOPSoccer programming, human trafficking coalition work

Outreach Worker: September 2013 to October 2014

-shift work at day time drop-in center, develop and implement activities, street outreach, support group facilitation, crisis intervention, life skills coaching, TOPSoccer programming

North Salem Varsity Head Boys Soccer Coach; Salem, OR

Assistant Coach: 2018 to 2022

Assumes responsibility for the entire program which includes:

- Coaching the varsity squad and supervising JV & assistant coaches within the soccer program.
- Giving guidance to the high school junior varsity program.
- -Implements district athletic department policies.
- -worked directly with student players, role model positive behavior and team building, sport skill building.

TFA-Willamette; Oregon

Coach: January 2017 to Present

-U15 boys, sport skill development and discipline, maintain the safety of all players, role model positive behavior and team building, schedule management

United States Soccer; Oregon

Referee: 2011 to December 2014

-all ages, maintain the safety of all players, game management, crisis intervention

CERTIFICATIONS/CEUs FoodShare Civil Rights Training 4/5/2016 (2 hours)

Impact of Trauma and Neglect 5/11/2016 (3 hours)

Mandatory Reporting 8/24/2016 (4 hours)

National Runaway Homeless Youth (RHY) Conference 2016

7/15/2016 (24 hours)

Pound of Cure (PYD and TIC best practices in programming)

1/26/2017 (6 hours)

Leadership Series: Transformation Leadership & Leading through Chaos

3/7/2017 (7 Hours)

McKinney Vento Liaison Training 3/10/2017 (6 hours)

Implicit Bias Workshop Series 4/10/2017 (5 Hours)

Linn Benton Food Share: Philomath Civil Rights Training

4/25/2017 (2 hours)

Bridge 13--Bridging LGBTQ Communities 10/11/2017 (3 hours)

The Power of Purpose: Collaborative Mentoring Webinar Series

1/18/2018 (1 hours)

Addressing Mental Health Behaviors: Building Competencies and

Confidence for Working with Complex Children Series 2/27/2018

(8 hours)

Trauma: The What, Why and How We Can Respond 11/30/2018 7

Let's Talk HR Issues! 2/6/2019 (2 hours)

Family Acceptance Project: Supporting LGBTQ Youth 4/5/2019 (8 hours)

Question, Persuade, Refer (QPR) Suicide Prevention Training

11/18/2019 (2 hours)

Communicating through Conflict 4/20/2020 (3 hours)

Mandatory Reporting 5/18/2020 (2 hours)

Trauma Informed Care and PYD: January 2017 (8 hours)

OACP Leadership Series: 2016 (24 hours)

Inclusive Leadership: July 2015 (8 hours)

Dabbing and Emerging Trends of Marijuana Concentrates and E-Devices: April

2015 (4 hours)

Youth Mental Health First Aid: June 2014 (8.5 hours)

Taming the Epidemic of Youthanasia: May 2014 (4 hours)

Homelessness and Poverty: February 2014 (1.5 hours)

Case Management in RHY Programs: December 2013 (2.5 hours)

Darkness to Light: February 2013 (3 hours)

Life Space Crisis Intervention: February 2013 (30 hours)

The Impact of Trauma and Teens: January 2013 (3 hours)

ASIST (Applied Suicide Intervention Skills Training): May 2011 (14 hours)

One Cricle Boys Council Facilitation: May 2014 (18 hours)

Youth Services Team: November 2014 (7 hours)

Child Abuse Reporting: January 2013 (3 hours)

Identify, Protect, And Serve Domestic Minor Sex Trafficking Victims: January

2013 (13 hours)

CPR/First Aid and Oregon Food Handlers: Up To Date

Jackson Street Youth Services

Kendra Sue Phillips-Neal Linn and Benton Counties, Oregon

541-760-4669 kendra.phillipsneal@jacksonstreet.org

EDUCATION

Oregon State University: Bachelor of Science, graduated January 2006

Human Development and Family Science

Minor: Sociology and Spanish

Umpqua Community College: Associates Degree, graduated January 2002

Early Childhood Education

EXPERIENCE

Jackson Street Youth Services; Linn and Benton County, OR

Executive Director: August 2023 to Present

Visionary leader and administrative director for implementation of Jackson Street's goals. Working closely with the board of directors and overseeing staff, the Executive Director provides continuity in strategy and management that allow the organization to continue to grow in service to the community.

Special Projects:

- Linn Benton Anti-Trafficking Coalition Co-Founder December 2021-Present
- Center of Excellence Board Member May 2023-Present
- Portland State University Annual Training Program for Direct Service Workers January 2023-Present
- Oregon Alliance for Children's Program Youth Experience Homelessness Co-Chair July 2022 to Present

Program Director: July 2013 to July 2023

Supervision of site supervisors, program coordinators, and case managers; oversight of Jackson Street sites, programs, and services; oversight of state licensing and federal funding regulations; development, implementation, review, and evaluation of programs and services; statistical analysis and grant reporting; human resources; community meetings; Stewards of Children-Darkness to Light training facilitator

Special Projects:

- Positive Youth Development Coalition Chair-July 2011 to July 2019 and September 2020 to Present
- Linn County Council for Child and Family Integrated Services Chair- July 2019 to July 2020
- Heart Board Chair- June 2020 to July 2022
- YHDP 100 Day Challenge Member- December 2017 to March 2018
- Oregon Assessment for Youth Experiencing Homelessness- January 2021 to December 2022
- Portland State University Case Management and Certification training program- December 2019 to Present
- Oregon Alliance for Children's Programs Youth Experiencing Homelessness Co-Chair- July 2022 to Present

Shelter Director: February 2011 to July 2013

Supervision and management of overnight shelter, employees, interns, program volunteers, and outreach programs; development and implementation of shelter and outreach programs; approval and assessment of youth accessing shelter services; grant writing, statistical data, and grant reports; community meetings; site visits and licensing; conduct criminal history checks; hiring and termination of employees and interns; chair of PYD Coalition

Shelter Manager and Outreach Case Manager: December 2008-February 2011

Supervision and management of employees, interns, and volunteers; approval and assessment of youths accessing shelter; coordinator of JSYSI-Mentoring, Youth Education Program, and Education Outreach; case management; small grant writing and reporting; community meetings; site visits and licensing; hiring and termination of employees, interns, and volunteers.

Shelter Case Manager: November 2005-December 2008

Working directly with youth residing in emergency and transitional shelter, supporting movement forward with; active goal setting, case planning, family and provider meetings, mediation, education support, and skills coaching.

Caseworker: November 2003-November 2005

Supervision of youth being served and implementation of program structure and routine.

First United Methodist Church; Corvallis, OR

Director of Children's Ministries: June 2007 to February 2011

Development and implementation of year round children and youth programming, including Vacation Bible School; supervision and management of the childcare program and its employees and volunteers; supportive services for families in need of basic needs being met; development and implementation of policies and procedures for programming, oversight, and safety.

Outdoor Ministries; Oregon and Idaho

Camp Director/Dean: June 2003 to September 2009

Recruitment, training, and supervision of 10-20 volunteer camp counselors and support staff; development and implementation of week-long curriculum, activities, and schedule; supervision and oversight of 50-115 campers (3^{rd} grade to 8^{th} grade).

Camp Counselor/Resource Staff: June 1999 to June 2023

Supervision of 6-10 campers (3rd grade to 12th grade); development and implementation of daily schedule and activities; lifeguarding; small craft oversight; dining hall/kitchen duties.

Early Childhood Development Center; Roseburg, OR

Pre-school Teacher: September 2000-January 2002

Supervision of 15-25 children; development of curriculum and activities; skill building for preschool life skills program; implementation of program policy and procedure.

CERTIFICATIONS/CEUs

- Mandatory Reporting: May 2020 (2 hrs)
- Strategies for Supporting Rural Youth: May 2020 (3 hrs)
- Communicating through Conflict: April 2020 (4 hrs)
- Question, Persuade, Refer Suicidal Prevention: November 2019 (3 hrs)
- Addressing Mental Health Behaviors: February 2018 (6 hrs)
- Collaborative Mentoring: January 2018 (4 hrs)
- Bridging LGBTQ Communities: October 2017 (5 hrs)
- Implicit Bias: April 2017 (16 hrs)
- McKinney-Vento Laws and Implementation: March 2017 (8 hrs)
- Transformation Leadership: March 2017 (4 hrs)
- Trauma Informed Care and PYD: January 2017 (8 hrs)
- Homelessness and Poverty: February 2014 (1.5 hrs.)
- Case Management in RHY Programs: December 2013 (2.5 hrs.)
- Effective Supervision: June 2013 (7.5 hrs.)
- Communication Drives Innovation: April 2013 (8 hrs.)
- Darkness to Light: February 2013 (3 hrs.)
- Life Space Crisis Intervention: February 2013 (30 hrs.)
- History, Epidemiology and Abuse of Synthetic Drugs: February 2013 (3 hrs.)
- Children at Promise: March 2012 (3 hrs.)
- The Impact of Trauma and Teens: October 2011 (3 hrs.)
- Environmental Prevention Strategies for Youth Ages 18-25: June 2011 (6 hrs.)
- ASIST (Applied Suicide Intervention Skills Training): May 2011 (14 hrs.)

- Best Practice Mentoring: February 2011 and January 2014 (15 hrs.)
- Girls Circle Facilitation: January 2011 (18 hrs.)
- Positive Youth Development: December 2009 (16 hrs.)
- Youth Services Team: November 2009 (7 hrs.)
- Oregon Prescription Drug Abuse: February 2008 (2 hrs.)
- Child Abuse Reporting: September 2008 (3 hrs.)
- Criminal History Authorized Designee: September 2008 (8 hrs.)
- Drug and Alcohol Treatment: September 2007 (3 hrs.)
- Collaborative Problem Solving: November 2007 (12.5 hrs.)
- Child Temperament, Parenting Styles, and Family Dynamics: September 2006 (10 hrs.)
- Identify, Protect, And Serve Domestic Minor Sex Trafficking Victims: 2003 (13 hrs.)

Information Systems Specialist (formerly Data Specialist)

Kirk Cabrera

Corvallis, OR, 97333 | 541.207.8475 kirk.cabrera13@gmail.com

I am seeking a Data Analysis position with the pursuit of expanding my knowledge as well as helping to elevate the organization mission. I have experience in creating and managing databases using the MySQL database management system.

EXPERIENCE

Clean Room Tech Feb 2021 - Present

SBM Management, Corvallis, OR

- Assisted in the development of a database for tracking the inspection of emergency flush units and fire extinguishers.
- Particle control in clean room environment
- Quality control inspection of all fire extinguishers and emergency flush stations throughout the HP campus.
- Enter data in regards to the finds of quality control inspections.
- Provided verbal communication skills as well as spoken communication to ensure reliability and quality work.

Developer Intern Jun 2020 - Dec 2020

Scrum Adventures, Inc., Long Beach (Remote), CA

- Develop a mobile application for project estimation and contract hours calculator.
- Served as team Scrum Master
- Assisted in the development and migration of organization website to new platform and implement new landing pages for potential products.
- Collaborate with the intern team and learned much from the experience.
- Practiced team building and project management though the team building exercises.

Teacher's Assistant Aug 2019 - Jun 2020

Robin's Nest Child Care, Corvallis, OR

- Assist lead teachers in daily activities, exercises, and meal preparation.
- Engaged in play and story telling with the children.
- Collaborated with the teachers to help in the most optimal way for the benefit of the children.

EDUCATION

Bachelor of Science (B.S.) - Computer Sciences

Jan 2018 - Sep 2020

Trident University International, Cypress, CA

SKILLS

Expert in: Communication, Written Communication, Leading, Attention to Detail, Passion to learn, solve problems, enthusiastic, collaborative, verbal communication skills, Interpersonal relations

Intermediate in: SQL, Excel, Google Office Apps, Windows, Linux, MacOS

Basic in: C++, Python, Tableau

Yvonne Russell

764 Dalke Street E Monmouth, OR 97361

971-218-1547 ydeedominguez@gmail.com

Education

Bachelor of Science Degree, Human Development and Family Science Oregon State University, Corvallis OR

Graduated Spring 2019

Oregon State University, Corvains OR

Associate of Applied Science Degree, Human Services/Social Services

Graduated Summer 2015

Chemeketa Community College, Salem OR

Experience

Shelter Assistant Manager

February 2022-Present

- Provide direct training and support to staff, volunteers and interns
- Assisting with performance evaluations
- Support shelter manager with day to day tasks such as case reviews,
- Family meetings, supplies orders, case planning and on call duties
- Grant and contract reporting
- Providing onsite support with youth and staff
- Working with shelter manager in creating shelter procedures
- Leading shelter staff meetings and case managers meeting
- Facilitating resident house meetings for the youth
- Perform weekly COVID testing.

Lead DHS Case Manager

April 2021-February 2022

- Coordinated with Shelter Manager and worked collaboratively in case planning
- Worked with DHS caseworkers and other service providers in problem solving on how to meet each youth's needs
- Provided behavior reports to DHS caseworkers and other service providers
- Provided 24-hour weekend on-call in the overnight shelter and assisted in crisis interventions and collaborative problem-solving
- Coached staff through de-escalating youth and how to work with youth who have challenging behaviors
- Trained Youth Advocates through the day-to-day operations of shelter
- Coached Youth Advocates through policies and procedures
- Developed positive and trusting relationships with youth while in shelter services and in aftercare services
- Assisted in making sure incident reports were documented accurately and submitted to the appropriate providers

Next Steps Skills Coach

March 2020-April 2021

- Coordinated and implemented Peer Support group
- Assisted youth in transitioning to independence to be successful on their own by providing multiply weekly skills sessions
- Completed assessments such as Ansell Casey Life Skills Assessment to determine and develop a service plan based on the needs within the assessment
- Provided life skills coaching and skill building
- Assisted with identifying and implementation of goals with other staff
- Helped youth access resources within the community

- Conducted mediation and crisis interventions as needed
- Provided 24 hour crisis interventions (on-call) on scheduled weekends
- Assisted in property checks
- Completed and thoroughly documented each skills session and services provided

Youth Advocate, Jackson Street Youth Services, Corvallis OR

May 2018 – March 2020

- Helped youth build life skills that lead to independence
- Helped youth with learn healthy communication skills
- Worked with youth on coming up with safety plans
- Worked with youth oh how to deal with their anger
- Helped deescalate youth
- Helped youth problem solve challenging situations
- Encouraged youth to advocate for themselves
- Communicated with service providers and collaborate to help meet youth's needs
- Constant communication with my supervisor
- Documented progress notes on interaction and conversations with youth, service providers and families
- Performed youth intakes and exits
- Supported in setting up schooling and school transportation
- Worked with youth on completing goals that helped them learn to become more independent

Intern, Jackson Street Youth Services, Corvallis OR

Apr. 2018 - Jun. 2018

- Helped youth build life skills that lead to independence
- Helped youth with learn healthy communication skills
- Worked with youth on coming up with safety plans
- Worked with youth oh how to deal with their anger
- Helped deescalate youth
- Helped youth problem solve challenging situations
- Encouraged youth to advocate for themselves
- Communicated with service providers and collaborate to help meet youth's needs
- Constant communication with my supervisor
- Documented progress notes on interaction and conversations with youth, service providers and families
- Performed youth intakes and exits
- Supported in setting up schooling and school transportation

Community Guardianship Coordinator, Catholic Community Services, Salem OR

Nov. 2015 – Dec. 2016

- Collaborated with Community Guardianship (CG) core team and other staff to ensure that the maximum number of youth participate in CG and to strategize on recruiting new advocates
- Interventions and resolution to challenges that developed within the youth and advocate relationship
- Monitored the relationship to ensure the youth is being supported by the advocate
- Trained new advocates and provided monthly trainings to current advocates
- Documented the progress of the youth and advocates' relationship by writing case notes
- Guided foster parents through emergency situations with youth that would arise in their homes after office hours

Intern, Father Taaffe and Community Guardianship, Catholic Community Services, Salem OR Mar. 2015 – Aug. 2015

• Mentored pregnant teens

- Created a resource binder to help prepare young pregnant women transition out of the Father Taaffe home and into the community
- Created a guide to resources in the community for the Father Taaffe staff and for the young women in the Father Taaffe home.
- Documented interactions with the teen mothers

Intern, Safe Families for Children/Fostering Hope, Catholic Community Services, Salem OR Jan. 2015 – Aug. 2015

- Performed office duties such as answering the phone and providing information for the clients' needs
- Screened clients and refer them to resources in the community
- Assisted in screening host families

Intern, Habitat for Humanity, Salem OR

Jan. 2014- June 2014

- Filed, organized, and entered clients' names and information into a database
- Participated and contributed to the Family Selection Committee and helped vet potential Habitat homeowners
- Collaborated on building and organizing of Habitat Teams which is a program dedicated to college students

Leadership

Human Services Advisory Committee, Salem Oregon Student Representative Oct. 2013 - Jun. 2015

Volunteer Experience

Volunteer, Community Guardianship, Catholic Community Services, Salem OR

Aug. 2015 – Nov. 2015

- Monitor advocates' relationship with youth who are in foster care
- Documented the interactions between the advocates and youth
- Provided support to the advocates during challenging times throughout the relationship with their youth

Softball Head Coach & Volunteer, Central Youth Sports, Independence OR

Apr. 2017 - Jul. 2019

- Assessed and evaluated each player from 8U through 14U
- Organized, instructed and trained softball players
- Created and taught necessary exercises and drills to players
- Created practice schedules
- Umpired
- Field Maintenance
- Recruited volunteers
- Evaluated the strengths of each player to determine their positions

Skills

- Motivational interview skills
- Active listening skills
- Communication skills
- Interpersonal Skills
- Problem Solving Skills

Trainings and Certifications

- Computer: Microsoft Office Software including Excel, PowerPoint, Word
- Communication: Motivational interviewing

- Harassment Prevention
- Sanctuary Model
- Positive Behavior Supports
- Collaborative Problem Solving Intensive
- Darkness to Light: Stewards of Children
- Youth Mental Health First Aid
- Trauma informed Care
- Anger Reduction Group
- Once Circle Facilitator
- Suicide Prevention
- Mandatory Abuse Reporting
- First Aid and CPR Certified
- Food Handlers
- Mentoring Youth in the Transition from Foster Care to Adult Life
- Trauma Informed Care: Self-Care and Resiliency
- Communication Through Conflict
- Mentoring and Supporting Young People's Mental Health and Wellbeing
- Civil Rights
- Food Safety

Susan Richey

1605 SE Oak St A303 Albany, Oregon 97322 (541) 405-1326 richeysusan173@gmail.com

EXPERIENCE

Jackson Street Youth Services, Albany/Corvallis OR — *Lead Aftercare Case Manager*

July 2020 - Present

Implement structure and routine in a case management setting, work with youth one on one to implement life skills. Connect with community partners to establish permanent ties.

Jackson Street Youth Services, Albany/Corvallis OR — Youth Advocate

June 2017 - July 2020

Implement structure and routine in emergency shelter, teach life skills, be a part of a team for 24/7 care, communicate with my coworkers and supervisor, and ensure the safety of youth on site.

Sharis Restaurant, Lebanon OR — Supervisor

August 2016 - June 2017

Overseen restaurant operations to ensure the restaurant ran smoothly, resolve customer complaints, ensure compliance with food and safety regulations.

EDUCATION

Portland State University, Portland OR —Bachelor of Science

September 2016 - June 2018

Graduated with a Bachelors in Criminology and Criminal Justice.

Linn Benton Community College, Albany OR — *Associate of Applied Science*

September 2014 - June 2016

Graduated with an Associate of Applied Science in Criminology and Criminal Justice with a minor in Juvenile Corrections.

SKILLS

Communication with team members.

Critical thinking.

Decision Making.

Teamwork oriented.

Adaptability.

AWARDS

Basic First Aid and CPR. - 11/16/2021-11/16/2023

Oregon Food Handlers Card. - 04/28/2023 - 4/28/2026

Applied Suicide Intervention Skills Training Certificate. -08/10/2017

Life Space Crisis Intervention Certificate. -11/08/2018

Girls Circle Facilitator Training. - 12/11/2018

Trauma Informed Care Certificate. -05/21/2019

Question, Persuade, Refer (QPR) Suicide Prevention Training 11/18/2019

Communicating through Conflict 4/20/2020

Mandatory Reporting. -4/17/2023

Youth Advocate

Hailey Santana

Corvallis, OR 97333

(541) 224-1522

santanah@oregonstate.edu

QUALIFICATION SUMMARY

- Ability to learn and adapt quickly
- Familiar with fast paced environments and working both individually and on a team

EDUCATION

Oregon State University, Corvallis OR

Expected June 2023

Bachelor of Science, Human Development and Family Sciences

North Kitsap High School, Poulsbo WA

High school diploma June 2019

EXPERIENCE

Corvallis Daytime Drop-In Center, Corvallis, OR

September 2022- current

Intern

- Working directly under outreach coordinator
- Providing resources to the community struggling with homelessness directly from center and on SORT outreach team
- Data entry on guests and their needs

Bed Bath & Beyond, Corvallis, OR

July 2022- current

Retail staff

- Cashiering and assisting customers
- Stocking merchandise, receiving shipments, and packing orders

DoorDash, Corvallis OR

June 2020- May 2022

Delivery driver

- Picked up and delivered restaurant orders to customers

Regal Cinemas, Poulsbo WA

July 2018- July 2020

Customer Service Floor Staff

- Served customers in a fast paced environment with proven communication skills
- Performed both food handling and light cleaning and maintenance

Airbnb Housekeeping, Poulsbo WA

June 2017- Sep 2019

Housekeeper

Clean and maintain property between guest visits

LEADERSHIP

North Kitsap High School Key Club, Poulsbo WA

Dec 2016- June 2019

Member, Officer, Senior Officer

- Participated in local community service events and fundraising
- Maintained and tracked clubs funding, created advertisements for club and events

SKILLS

Computer: RStudio code

Microsoft Office, including Word, PowerPoint, Excel Google Drive, including Docs, Sheets, Slides **Certifications:** CPR, AED, and First Aid Certified in Nov 2018 Washington State food handler's permit exp. July 2023

2023-24 Adopted Operating Budget

Jackson Street Youth Services Inc.

Adopted by Board of Directors

13-Sep-23

REVENUE

FY23-24 Budget

		0 0
Contributions		
Contributions, Unrestricted	\$	570,000
Contributions, Restricted	\$	20,000
Donated Goods & Services	\$	-
Donated/Discounted Space	\$	-
Fundraisers	\$	60,000
Government Grants		
Federal	\$	810,000
State	\$	510,000
Local	\$	357,500
Private Grants	\$	235,000
Contracts & MOUs	\$	539,000
Other	\$	-
TOTAL REVENUE	\$	3,101,500
EXPENSES		3,232,633
Personnel		407.600
Administrative	\$	407,680
Program Support	\$	375,540
Programs	<u>\$</u>	1,300,520
Total Payroll	\$	2,083,740
Payroll Taxes	\$	166,699
Health Insurance	\$	144,000
Workers Comp Insurance	\$	9,000
Staff Expense - Transportation, Training		95,000
Total Personnel	\$	2,498,439
Facilities & Infrastructure		
Rent	\$	85,118
Repairs	\$	8,000
Supplies	\$	40,000
Utilities	\$	40,000
Depreciation	\$	60,000
Information Technology	\$	36,645
On-line Software & Services	\$	45,397
Total Facilities & Infrastructure	\$	315,160
Direct Program Expense		,
General Materials & Supplies	\$	7,500
Client/Resident Expense	\$	50,000
Direct Program Expense	\$	57,500
Silest Hobiain Expense	-	37,300

FY23-24 Budget

General & Administrative Expense	
Advertising	\$ 28,000
Bank & Credit Card Service Charg	\$ 3,000
Dues & Subscriptions	\$ 3,500
Insurance	\$ 15,000
Office Suppllies	\$ 10,000
Postage & Delivery	\$ 5,000
Printing & Photocopies	\$ 10,000
Professional Fees, Consultants	\$ 50,000
Telephone	\$ 16,000
Interest Expense	\$ 100
Other Admin Expense	\$ 5,000
Total, General & Admin Expense	\$ 145,600
TOTAL EXPENSES	\$ 3,074,199
NET INCOME	\$ 27,301

Youth Shelter, Inc Jackson Street Youth Services

Jackson Street Youth Shelter, Inc Profit & Loss

October through December 2023

	Oct - Dec 23
Ordinary Income/Expense	
Income	
4000 · Contributions Income	466,062.35
4100 · Fundraisers	9,204.87
4110 · Grants	611,398.78
4400-1 · Fees for Services	43,283.41
4500 · Miscellaneous Income	39.20
Total Income	1,129,988.61
Gross Profit	1,129,988.61
Expense	
6210 ⋅ Contract Labor	11,318.06
6000-1 · Personnel	601,249.66
6300-1 · Facilities & Infrastructure	74,008.76
6500-1 · Program Expenses	23,576.54
6999-1 · General Expense	61,304.38
Total Expense	771,457.40
Net Ordinary Income	358,531.21
Other Income/Expense	
Other Income	
4040-1 · Capital Projects Campaign	11,226.88
7030 · Other Income	128.08
Total Other Income	11,354.96
Other Expense	
7095 · Capital Exp. (convert to asset)	244,614.00
Total Other Expense	244,614.00
Net Other Income	-233,259.04
Net Income	125,272.17

Jackson Street Diversity Equity & Inclusion Work

JACKSON STREET DIVERSITY STATEMENT

We are dedicated to ending youth homelessness locally and as part of an important national movement. We are leading local efforts to ensure that youth homelessness is prevented whenever possible, and that unaccompanied youth who do experience homelessness are on a quick path to safe, stable, and permanent housing. We know that certain groups of young people are more likely to experience homelessness and believe we need targeted strategies to speed progress toward ending youth homelessness in our region.

A 2017 study by Voices of Youth Count Chapin Hall shows:

- Disproportionality of homelessness experiences among black youth mirrors racial disparities documented elsewhere, for example in school suspensions, incarceration, and foster care placement.
- Hispanic youth were also found at higher risk of experiencing homelessness than non-Hispanic youth. National survey results suggest that Hispanic youth are especially hidden among those experiencing homelessness.
- Lesbian, gay, bisexual, and transgender (LGBT) youth had a 120% increased risk of experiencing homelessness compared to youth who identified as heterosexual and cisgender. These findings reinforce growing evidence on the heightened risk of experiencing homelessness among LGBT youth. This often stems from a lack of acceptance that young people experience both in and outside of the home.

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

We are committed to Youth Voice and empower youth with lived experience, including youth of color as critical partners in designing and implementing service improvements for better outcomes for all. We also will maintain and seek partners who have demonstrated culturally specific expertise.

We acknowledge that our written policies are outdated and although they address equal opportunity for employment as required by law, they are inadequate to address the outcomes and vision we are striving for. We recognize that advancement of equity may require resources to be invested and are committed to do this. Jackson Street Board of Directors determined that maintaining excellence in the growth or our programs and operations is only achieved with a diversity, equity and inclusion lens.

Draft 11/20/2019 by AC, Staff review 6/5/2020, Board review 6/11/2020

ADOPTED POLICIES

DIVERSITY, EQUITY AND INCLUSION

Jackson Street is committed to maintaining a diverse, inclusive and equitable workplace founded on respect, acceptance and appreciation for all individuals. It is our belief that having a diverse and inclusive workplace is critical to our success including our ability to attract and retain employees, ensure our employees thrive and to better serve our youth.

We demonstrate our commitment to diversity and inclusion by:

- Fostering a culture of open-mindedness, compassion and inclusion for all individuals
- Embracing our differences to foster growth and innovation
- Treating all individuals with regard, respect and courtesy
- Ensuring our employment practices support and promote diversity, equity and inclusion
- Providing staff with training and learning opportunities to create awareness for issues related to diversity, equity and inclusion
- Building and maintaining meaningful relationships with community organizations dedicated to advancing issues surrounding diversity, equity and inclusion

Each employee at Jackson Street has a responsibility to act in a manner that supports and advances our commitment to diversity, equity and inclusion. We expect all employees to adhere to this commitment and will not tolerate conduct that does not meet these standards.

EQUAL EMPLOYMENT OPPORTUNITY

Jackson Street is an Equal Opportunity Employer. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of Jackson Street that employment decisions for all applicants and employees will be made without regard to race (including physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyle color), color, religion, sex, sexual orientation, gender, gender identity, age, national origin, genetic information, marital status, veteran status, disability or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's cooperation and assistance in helping us maintain equal employment opportunity.



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Board of Directors: Jackson Street Youth Services

January 2024

Kate Conolly — President

941 NW Kouns Drive, Albany, OR 97321 541-971-9130 ● revkat1@mac.com

Elected to board: January 2013, January 2020

Occupation: United Methodist clergy; currently pastor of Albany First United Methodist Church **Comments:** Jackson Street is the result of tenacious and caring folks who saw tremendous need in Linn and Benton counties, and visualized a safe and nurturing environment for homeless and at-risk youth. "I feel privileged to join with others in this vital work," says Kate. "I want to do what I can to support the current work of Jackson Street."

Seymour House – Vice President

5925 SW Plymouth Dr, Corvallis, OR 97333 971-343-2727 ● seymour955@gmail.com

Elected to board: January 2023 **Occupation:** retired professor

Comments: As a teacher with over thirty years' experience working with students on several continents from diverse backgrounds, I know that cutting off young people impoverishes us all. Jackson Street fills the gap and helps ensure that all young people are offered a role in the future we face together.

Rachel Bylery — Secretary

5140 NW Hwy 99 Unit 24, Corvallis, OR 97330 541-231-6684 ● Rachel@reynoldslaw.us

Elected to board: January 2023

Occupation: Office Manager at The Reynolds Law Firm

Comments: Supporting our youth through providing services, resources, and mentorship to prevent homelessness is essential for creating a better future for our community. Jackson Street Youth Services provides all this and more to help children of all backgrounds thrive and become successful adults.

Sid Elliott - Treasurer

4436 NW Live Oak Dr, Corvallis, OR 97330 541-231-2052 ● sabelliott@comcast.net

Elected to board: January 2021

Occupation: Retired from HP, current Instructor at OSU

Comments: Nothing could be more important than ensuring the safety and dignity of our youth. Jackson Street provides the resources and support to at-risk young people in our area to achieve this.

Damian Baxter

606A Baker Street SE, Albany, OR 97321 541-990-3411 ● damianbaxter123@gmail.com

Elected to board: June 2022

Occupation: Millwright & Maintenance Technician

Jackson Street helps youth 24/7/365

Jackson Street Youth Services is a 501(c)3 nonprofit organization, Federal Tax ID # 93-1269503



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Comments: I'm a prior resident of Jackson Street and have come so far from where I was then. I have never forgotten my experiences from Jackson Street and could not be more excited to help this organization and show everyone what a great place it is with great people. Jackson Street really does welcome all and helps guide us to our own paths of success.

John Evans

1555 NW Buchanan, Corvallis, OR 97330 541-760-6899 ● jcev@comcast.net *Elected to board:* January 2021

Occupation: retired minister (FCC Corvallis)

Comments: Jackson Street provides necessary resources for at-risk youth. Through a strong collaborative spirit they are courageously broadening their services. Jackson Street is pointing the way to building a stronger, healthier community.

Rita Hamann

2995 Oak Ridge St NW, Albany OR 97321 503-338-9148 ● ritahamann@gmail.com *Elected to board*: August 2011, January 2019

Occupation: Instructional Assistant

Comments: Rita comes with a passion for youth and has volunteered as a mentor in Astoria, Oregon, and for Jackson Street. She's also been a SMART reader and chaired the Board for the Clatsop County Women's Resource Center for three years. Additionally, she was a part-time office manager for Lutheran Community Services NW, and has worked with high school youth in the various churches she's attended. "Children are our present and future, and deserve a life of learning, growing, happiness, and love." -Rita

Aurora Jensen

3930 NW Witham Hill Dr Apt 106, Corvallis, OR 97330

541-760-5209 ● auroraljensen@gmail.com

Elected to board: January 2023

Occupation: Counselor in Corvallis School District

Comments: Jackson Street recognizes and breaks down the many unique barriers individuals face in order to meet youth where they are and collaboratively create positive change in our community.

Keith Kolkow

2020 17th Ave SW, Albany, OR 97321 541-971-0495 ● k.kolkow@icloud.com

Elected to board: January 2024

Occupation: Realtor; founder of Albany Pride

Comments: I wholeheartedly support the mission of providing stable housing for youth and equipping young individuals who are starting life with challenges to transition into adulthood successfully. My own experience has given me deep empathy for young people who are suddenly thrust into the responsibility of meeting all their needs. Additionally, I believe that the strategic partnership between Albany Pride



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and Jackson Street presents a significant opportunity to better address the needs of LGBTQIA+ youth/young adults in our community.

Kela Lynn

3220 Park Terrace SW, Albany, OR 97321 541-974-5693 ● kelaslynn@gmail.com *Elected to board:* November 2018

Occupation: Social Worker

Comments: Kela is a social worker with over twenty years of experience, a wife, and a mom. In all of those areas, she knows the great power of relationships as a change agent for healing. She knows that Jackson Street Youth Services cultivates safe and healthy relationships with youth in so many ways – through mentoring, education, shelter, life skills, food, and opportunities!

Joshua Woods

2613 4th Ave SE, Albany OR 97321 541-666-6405 ● joshlast47@gmail.com

Elected to board: January 2024

Occupation: Business Development Manager at Exact Staff

Comments: Truly one of our own, Joshua looks out for struggling youths' best interests.



EXHIBIT A: APPLICATION

(Note: Prior to completing the application materials, please thoroughly review the RFA regarding applicant eligibility, eligible CDBG activities, and CDBG requirements.)

5.1 Applicant Information

Applicant (organization name): OCWCOG - Senior Companion Program

Contact Person Alicia Lucke

Email: alucke@ocwcog.org

Mailing Address: 1400 Queen Avenue SE Albany, OR 97322

Phone #:541-924-8440

Agency website: www.ocwcog.org

UEI #*: 149704090

FIN: 93-058306

(Unique entity identifier number is required. Get one at sam.gov)

Organization Mission Statement:

The Senior Companion Program's mission is meeting critical community needs while providing life-changing opportunities for seniors.

5.2 Proposal Summary

Activity/Program Name: Senior Companion Program

Activity Location: Albany, OR

<u>Proposal Summary:</u> Provide a summary of the proposed activity and anticipated outcomes.

OCWCOG's Senior Companion Program matches 200%FPL, low-income seniors ages 55+, with local City of Albany senior homebound residents. The Program provides assistance to those senior residents with struggle with ADLs (activities of daily living), such as grocery shopping, mail sorting, or running errands. As a result, Senior Companion clients can "age in place"; that is, independently in their own home, in lieu of more costly institutional care. Volunteers serve a minimum of five hours per week; the primary recipients are local seniors, ages 65+.

ACTIVITY BUDG	SET FOR WHICH CDBG FUNDS AF	RE BEING RQUESTED:
CDBG Funding Request	\$ 4,000	
Leveraged Funds/Resources	\$ 61297	The state of the s
Total Activity Budget	\$ 65,297	



5.3 CDBG Application Narrative

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

Activity Description

1. Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed by the activity.

The OCWCOG Senior Companion Program- Albany project serves seniors 55+ that are at extremely-low to moderate-low income levels, as defined by HUD Income Limits. An estimated 80%+ of the volunteers and clients of this Program will meet the HUD income definitions; and, both volunteers and clients are further defined as "severely disabled adults" and/or "elderly persons". The relationship of the elderly volunteer to the elderly client is mutually beneficial and satisfies the City's 2023 -2027 plan as the program stipend expands economic opportunity for the senior volunteer who in turn provides needed public services to both elderly and elderly persons with disabilities.

2. Describe the community need that will be addressed by the proposed activity.

In the OCWCOG tri-county region, the population of adults between the ages of 60 and 74 years of age is predicted to increase from approximately 25,000 in 2000 to 45,000 in 2040. Services and supports for seniors that are not Medicaid eligible but in need of minor assistance with ADLs, that is, Activities of Daily Living as well as transportation (i.e. don't qualify for Rideline) are easily supplemented by the National Service of an AmeriCorps Seniors volunteer. The prevalence of disability in Linn County is 31.1% for residents aged 65 to 74 years, and 51.7% for residents over 75 years of age (Samaritan Albany General Hospital Community Health Needs Assessment 2023-2026).

3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.

Housed within the OCWCOG Community Services Program the Senior Companion Program is well-equipped to help fill Long Term Support Services (LTSS) gaps, in particular with those City of Albany residents who have extremely low (30% AMI) to moderate (80% AMI) income levels. A true"gaps" service, Senior Companions serve those LTSS clients who do not qualify for Rideline services; those who do not have the means to have private pay, or those that need one to two extra hours of extra help to age in place. AmeriCorps Seniors, the nation's leader in actively engaging older Americans, completed a longitudinal study which highlighted its impact on the social and health benefits of its active volunteers as well, making the Program one that is mutually beneficial. Comparing baseline scores with a second-year follow-up, AmeriCorps Seniors volunteers were healthier, less depressed, and less socially isolated than those who did not serve. As a result, 88% reported fewer feelings of isolation, 84% reported stable or improving health and 78% reported fewer symptoms of depression

(https://www.nationalservice.gov/sites/default/files/evidenceexchange/Longitudinal Study of



Foster Grandparent and Senior Companion Programs FINAL 508.pdf). A 2022 qualitative survey of Linn volunteers showed that most use their supplemental stipend on tires, groceries, Rx medicines on a regular basis.

4. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity.

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

5. Explain how the project will promote inclusiveness and how the agency embraces and demonstrates diversity within the organization. Include your agency's nondiscrimination policy for employees and clients as an attachment. For faith-based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities such as worship, study of religious text, or evangelizing.

Housed in the local Senior and Disability Services, OCWCOG is the region's expert on elder indusiveness, elder care, elder justice, elder equitability and protection. Each Senior Companion referral "station" has both accessibility and prohibition of discrimination language in its partner MOUs. This Program purposefully seeks those older Albany residents on the fringe and connects them to supports in a cost-effective, meaningful way.

In 2022, OCWCOG's management and union staff joined together to develop agency values for it's 2023-2025 Strategic Plan. One of the chief values identified by both groups and focal point for this FY is Diversity, Equity, and Inclusion (DEI), with the following agency-led objectives:

- Identify and address historical gaps and barriers to accessing services
- Meaningful engagement of under-represented communities
- Enhance our workforce to reflect the diversity of our communities
- Position the agency to be a role model

The final objective will be supported in FY 24-25 by MGT, an expert DEI consultant, who will lead a 2-year internal evaluation and DEI training and development program for OCWCOG, as well as examine and create DEI-friendly internal policies and procedures.

Benefit to low-income Albany residents

6. Who and how many will benefit from activity (estimate # of people, describe clients)?

18 total City residents; 5 volunteers and 13 dients; we estimate that 80% of volunteers will be extremely low income at 0-30% AMI; and, 80% of total clients served will report 0-50% AMI, with all project participants identifying as an "elderly person".

7. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low-income residents?

Please see answer re: extremely low-income in Question 6. Yes, there is an emphasis on extreme poverty in all of the Senior Companion Programs as its foundation was born from



demonstration grants during Johnson's war on poverty. As indicated above, all volunteers are at 200%FPL which is verified on an annual basis. Most volunteers, due to the 200% FPL standard, meet the 0-30% AMI criterion.

Scope of Work

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

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

Project Feasibility - Readiness to proceed

 Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project.
 Describe the current organizational capacity to complete and manage the activity within the program year.

This project is ongoing and part of a three-year federal award; OCWCOG has federal mandated FTE and staff currently for a July 1, 2021- June 30, 2024 award; in March 2024 the application for July 1, 2024- June 30, 2027 will be submitted. It is highly probable that this new 3-year award will be awarded given OCWCOG's operation of the Program since 2018.

10. Please provide a schedule of the activity/project that outlines when major activities will be executed and when the project will be completed.

July-September: Historically have received delayed CDBG funds; therefore, we typically do not budget for CADBG in Quarter 1 due to this delay. Volunteers and clients are matched; any mileage for service activities are typically covered by other funding. We use this time to send out Client Self-Surveys and collect information for the CADBG metrics. Mileage collected, processed and reviewed monthly.

Oct-Dec: Home visits and check ins with Albany-based volunteers and clients; Care Plans reviewed. Address any gaps in metrics needed. Mileage collected, processed and reviewed monthly.

Jan-June: Mileage collected, processed and reviewed monthly, monthly in-service trainings to triage client needs with volunteers and randomized care plan reviews.

July: Aggregate data, Final Report submitted.

Organizational Capacity and Activity Sustainability

11. Describe experience and success conducting similar projects, use of federal or CDBG funds.



This is the 7th application for CADBG funds to support the OCWCOG Senior Companion Program which is a federal program under the Corporation of National and Community Services. As such, OCWCOG is well versed on federal regulations in both pre and post award stages to include MOU development and evaluation, performance measures outputs and outcomes, volunteer mileage policies and financial management courses to include FFR preparation training.

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

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

- 13. Explain agency experience managing construction projects subject to Davis-Bacon and/or BOLI wage requirements and/or soliciting bids for construction projects. **N/A**
- 14. Identify any other agencies or partners for this activity/project and define the roles and responsibilities of these partners.

Aging and Disability Resource Connection (ADRC): Specialist triage incoming calls from prospective clients; refers to OPI; OPI Case Managers: Conduct home visit with client, reviews options based on ADLs and income.

MOU Partners:

OCWCOG, Senior and Disability Services Department OCWCOG, Meals on Wheels Program OCWCOG, Money Management Program

15. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)? Yes, the agency would be able to pursue activity but would have to adjust mileage caps and staff project management time to the Albany project.

Financial

16. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?

CDBG funds are a good source of funding to supplement our baseline award; our highest call volume comes from the City of Albany and it makes sense to focus our efforts to serving where there is greatest demand. We have no other funds specifically earmarked for City residents' mileage reimbursements (.40/mile).



5.4 Proposed Activity Budget

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

Estimated Total Cost of Activity:	\$ 65,29	7		
CDBG Funding Requested for Activity:	\$ 4.000			
Total Number of People/Households Served:				
(Please indicate people or households)	18			
Total Cost per Person/Household:	\$ \$3,	628		
Total CDBG Cost per Person/Unit	\$ \$2	22		
Describe Source of Other Funds	Amount	Amount Se	cured	Amount Tentative
Federal:	55168	55168	3	
State:				
Local:				
Donations/Private:				
Grants:	6129			6129
Loans:				
Activity Budget Detail (Non-Developm	nent Activities)		
Considir Cont	CDBG	Other	Tot	al Amount CDBG +
Specific Cost Item/Description	Amount Requested	Funds Amount	100	Other Sources
Personnel/Fringe (2 staff at .10 FTE)	\$ 3000	\$ 14594	\$	17594
ocal Travel, Staff mileage, reim at fed rate	\$0	\$500		\$500
Albany Volunteer Stipend \$4/hour	\$0	\$33280		\$33280
Albany Volunteer mileage, reim .40/mile	\$1000	\$7000		\$8000
Volunteer Training and Recognition	\$0	\$2000		\$2000
Marketing/Radio (In-Kind)	\$0	\$3923		\$3923
	§ 4000	§ 61297		55297



5.5 Staff Experience and Qualifications

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

Employee	Experience and Qualifications
Name: Brittany Kosydar	Ms. Kosydar leads the SCP project, volunteer recruitment and on- boarding, client home visits, and matches. She also plans quarterly
Title: SCP Coordinator	training and recognition events and reviews all SCP time sheets. Ms. Kosydar holds a B.A. from Minnesota State University, has worked for
FTE on This Project: .05	the Siletz Tribe as an outreach coordinator, and transferred internally to SCP after six years as a Medicaid Eligibility Specialist, making her our in-house team expert when SCP clients need to shift from volunteer help to a more thorough, Medicaid assistance program.
Name: Alicia Lucke	Ms. Lucke has over 12 years of volunteer management and training experience as the former Director of Cultural Health
Title: Program Manager	Initiatives at AZ American Heart Association and as a federal training linguist. She holds a Master's Degree in Development
FTE on This Project: .05	Administration with a focus on logic model design, planning and evaluation. She is fully bilingual English/Spanish and trained by the U.S. Government in Adult Learning Strategies. She is responsible for
	the day-to-day operations of the Program to ensure federal regulation compliance, forecasts recruitment strategies, prepares quarterly deliverables reports, and serves as backup to Ms. Kosydar.
Name:	
Title:	
FTE on This Project:	
	-
Name:	
Name.	
Title:	
FTE on This Project:	

ALICIA M. LUCKE

6206 SW Grand Oaks Drive, Corvallis, OR 97333 541.609.8073 alicia.lucke@gmail.com

PROFESSIONAL SUMMARY: Bilingual project administrator with over sixteen years' experience managing federal, state and local grants and contracts. Demonstrated success in grant writing, program implementation, and evaluation, including federal regulation compliance. Strong public speaking, teaching and coaching skills; nearnative fluency in Spanish. United States Government certified trainer in Adult Learning Strategies. Proficient in Microsoft Applications, federal e-grants systems.

PROFESSIONAL EXPERIENCE

Oregon Cascades West Council of Governments, Albany, Oregon PROGRAM MANAGER, COMMUNITY SERVICES PROGRAMS (2021- present)

Responsible for the day-to-day supervision, oversight, and operations of Community Programs including: Older American's Act Services (OAA) Programs, Foster Grandparent Program, Senior Companion Program, Senior Health Insurance Benefits Assistance (SHIBA) Program, Retired and Senior Volunteer Program, Benton County Veteran Service Office, Stand By Me – Oregon, and other pilot programs. Interprets policy, implements procedures, and directs staff. Monitors and administers budget including overseeing grant writing and fundraising efforts. Coordinates and collaborates with the Senior and Disability Services' Department and with other health and social agencies. Served as project lead for the 2022-2023 Bias Response Feasibility Research Project with the City of Corvallis.

PROGRAM SUPERVISOR, AMERICORPS SENIORS PROGRAMS, 2014-2021 (promoted).

Planned, organized and implemented recruitment, screening, orientation, onboarding and placement of 400 senior volunteers in Linn, Benton and Lincoln Counties.

Developed and maintained a total of 56 cooperative working MOUs with a variety of community service organizations and agencies;

Acted as liaison between OCWCOG and federal contract. Assisted with interpretation of state and federal policies that translate into operational activities;

Made presentations and serves as lead program media contact for funders, radio and print interviews;

Maintained and effectively supervised two staff, three interns and seventy low-income stipend senior volunteers, including forecasting and monitoring of project managed hours, volunteer timesheets, PTO stipend accruals, volunteer insurance claims, training, performance evaluations and disciplinary appeals.

SPANISH TRAINING SPECIALIST II, General Dynamics Information Technology 2008-2013; A. Harold and Associates 2012-2013, Federal Law Enforcement Training Center, Glynco, GA.

- Conducted 8,200+ hours of Spanish vocabulary, grammar and culture training at the Interagency Language Roundtable (ILR) 1+ level;
- Advised and tutored approximately 700 adult learners in preparation for end-of-course Formal Presentations including special purpose vocabulary, slang, Latino cultural competency and awareness;
- Obtained favorable U.S. Government background security clearance for access to ADP systems;
- Designated Train-the-Trainer for new hire orientations with both contractors (General Dynamics and A. Harold and Associates); and
- Served as Curriculum Advisor for Spanish vocabulary and culture sections of the U.S. Government Department of Homeland Security's Language Academy (2011-2013).

CULTURAL HEALTH DIRECTOR, American Heart Association/Pacific Mountain Affiliate. Tempe, AZ. 2006-2008.

- Recruited, coordinated and managed the American Heart Association's Cultural Health Initiatives group comprised of minority community leaders in the Phoenix and Denver markets;
- Served as bilingual spokesperson for State of Arizona Health Department's Cardiovascular Group;
- Managed local matching grants to include American Heart Association/United Way partnership focused on elder health outreach;
- Created, implemented and monitored grassroots hypertension awareness programs within the Phoenix African-American, Latino and Somali populations; and
- Received the 2008 Power to End Stroke Phoenix Community Leader designation.

RESEARCH ASSISTANT, Western Michigan University's Department of Political Science, Kalamazoo, MI. 2004-2006.

 Assisted in the research, planning and delivery of three undergraduate Political Science courses: PSCI 375 Latin American Politics, PSCI 344 Women in Developing Countries, and PSCI 200 American Government.

EDUCATION

UNIVERSITY OF NORTH FLORIDA, Jacksonville, FL. 3 Graduate Spanish Credits, December 2011. GPA: 4.0/4.0.

WESTERN MICHIGAN UNIVERSITY, Kalamazoo, MI.

M.D.A, Master of Development Administration, April 2006. Emphasis on project monitoring and evaluation; logic model design and qualitative methods. Graduate Research Fellow for the Department of Political Science, GPA: 3.82/4.0.

B.A., Double major Spanish, International and Comparative Politics and minor in Communications, April 2004. Graduated with Honors in Political Science, multiple language scholarships awarded for international study programs. GPA: 3.67/4.0.

STUDY ABROAD PROGRAMS:

UNIVERSIDAD AUTÓNOMA DE QUERÉTARO, México:

2003 UNIVERSIDAD DE BURGOS, Spain: 2001

PROFESSIONAL AFFILIATIONS

Club Member – Kiwanis Club of Lincoln City, 2017-2021.

Executive Board Member, National Senior Corps Association, 2017-2023.

Data and Evaluation Workgroup – Early Learning Hub of Linn, Benton and Lincoln Counties, 2017-2022.

Executive Board Member – Seniors Serving Oregon Coalition, 2015- present.

Board Member: Centro de Ayuda, Newport, 2015-2016.

VOLUNTEER ROLES

Board Vice President – Philomath Community Services, 2016-2017, Governance Committee 2017-2018.

Brittany Kosydar

690 SE 2nd St Toledo, OR 97391 (541) 961-6320 kosydarb@gmail.com

SKILLS

Excellent written & oral communication; Ability to work with minimal supervision; Attention to detail; Ability to multitask; Ability to work with diverse populations

EXPERIENCE

Oregon Cascades West Council of Governments - Eligibility Specialist

SEPTEMBER 2016 - PRESENT

- Determine initial eligibility for SNAP and Medicaid programs ensuring that documentation is current and within mandated time frames.
- Perform initial and yearly financial reviews of SNAP and Medicaid eligibility.
- Assess and make additional referrals to services unit or other agencies as needed.
- Maintain knowledge of SPD policies and Oregon Administrative Rules by reviewing policy transmittals and other updates.
- Perform daily role as assigned by a Task-Based Work Model within a Shared Caseload.

Starbucks - Barista, Shift Supervisor

APRIL 2015 - SEPTEMBER 2016

- Maintain a calm and professional demeanor in a fast-paced work environment.
- Provide in-the-moment coaching to baristas to ensure beverages are made to standard.
- Anticipate store needs when deploying baristas and adjust in the moment as needed due to unusual events or periods of high volume.
- Communicate with Store Manager and Assistant Store Manager regarding partner performance and morale.
- Barista Trainer: provide training to new hires regarding policies and procedures, beverage routine, and standards while coaching and encouraging development based on their individual skill level.

Confederated Tribes of Siletz Indians - *CARE Program Coordinator/Advocate*NOVEMBER 2013 - DECEMBER 2014

 Provide culturally-specific advocacy services to victims of domestic violence, sexual assault, dating violence, and stalking.

- Supervise CARE Program Outreach & Education Specialist, providing appropriate evaluation and recommendations for professional development.
- Complete all monthly, quarterly and semi-annual progress reports to ensure compliance with all grants.
- Research and act upon grant opportunities to ensure program sustainability
- Provide administration of the CARE Program's annual budget.
- Develop and maintain positive relationships with community partners both locally and statewide.
- Collaborate with partner programs and agencies to increase quality and availability of services to clients.

Confederated Tribes of Siletz Indians - CARE Program Outreach & Education Specialist

AUGUST 2012 - FEBRUARY 2014

- Coordinate and conduct trainings for community members and staff, including health professionals, social services, administrative staff, and law enforcement.
- Plan and execute awareness-raising events throughout the year including
 Domestic Violence Awareness Month, Sexual Assault Awareness Month, Stalking
 Awareness Month, and Teen DAting Violence Awareness Month.
- Design brochures, flyers, and monthly newsletters to be distributed throughout the community to build awareness of the CARE program and provide community members with resources and information.
- Perform outreach at a variety of community events and activities.
- Update and maintain social media presence on Facebook and instagram
- Solicit donations for program activities and fundraisers.

AmeriCorps VISTA - Volunteer Coordinator, Lincoln County School District HELP AUGUST 2011 - AUGUST 2012

- Develop position descriptions for volunteer roles based on program needs
- Perform outreach at a variety of community events and activities to share knowledge of HELP program and recruit volunteers.
- Provide training to volunteers and coordinate volunteer schedules

EDUCATION & TRAINING

Ford Institute Leadership Development (Central Lincoln Cohort 3)

Minnesota State University, Mankato

Graduate Certificate, Teaching English to Speakers of Other Languages
JANUARY 2010 - MAY 2011

Minnesota State University, Mankato

Bachelor of Arts, Anthropology and Spanish AUGUST 2005 - MAY 2009

Oregon Cascades West Council of Governments Agency Consolidated Supplemental Budget FY 2023-24

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		2024	CED	SDS	Departmental	General Admin	Lending	CSP	Tech	Reserve	
Description	2024 Adopted	Supplemental	Supplemental	Supplemental	Supplemental	Consolidated	Consolidated	Consolidated	Consolidated	Consolidated	Value Change
Beg Bal - Restricted for Contracts	3,959,346	3,703,498	3,518,772	17,315	0	0	0	167,411	0	0	(255,848)
Beg Bal-Restricted for Grants	38,280	38,280	0	0	0	8,000	0	30,280	0	0	Ó
Beg Bal-Restricted for Other	3,005,050	4,130,050	0	0	3,349,081	0	538,071	242,898	0	0	1,125,000
Beg Bal-Restricted for Reserve	5,842,258	3,631,036	0	0	0,010,001	195,794		0	0	3,435,242	(2,211,222)
Beg Bal-Unrestricted	3,835,449	5,346,099	99,938	4,929,552	74,714	0	0	146,464	95,431	0, 100,2 12	1,510,650
Beg Bal-Restricted Reconcile	196,520	196,520	00,000	0,020,002	0	196,520	0	0	00,101	0	0
Borrowers Fees	4,000	4,000	0	0	0	0	4,000	0	o 0	0	0
Contract Revenue	2,160,963	2,160,963	564,025	Õ	0	66,260		1,284,998	196,180	0	0
Coordinated Care	14,000,000	14,000,000	14,000,000	0	0	00,200	10,000	1,204,000	100,100	0	٥
CCO Metrics Income	14,000,000	14,000,000	14,000,000	0	0	١	٥	0	0	0	٥
Dept of Land Conserv Dev	50,000	50,000	50,000	0	0	1 0	0	0	0	0	0
Donations	173,646	173,646	00,000	0	0	0	0	173,646	0	0	0
Dues	363,315	363,315	108,000	238,000	0	17,315	0	173,040	0	0	0
Dues Special Projects	303,313	303,313	100,000	230,000	0	17,313	0	0	0	0	0
	75 000	75 000	75 000	0	0			0	0	0	0
Economic Development Administration	75,000	75,000	75,000	0	0	0	0	0	0	0	0
Environmental Protection Agency	250,000	250,000	250,000	40.000	0	1		14 000	0	0	
Federal Match	84,000	84,000	40.000	40,000	0	I 0	1 0	44,000	0	0	0
Fee for Service	124,560	124,560	12,000	0	46,200	0	0	9,000	57,360	0	0
Grant Revenue	365,126	365,126	225,000	0	0	0	0	140,126	0	0	0
Indirect Income	3,089,750	3,089,750	0	0	0	2,109,750		0	980,000	0	0
Interest Revenue	430,000	430,000	0	0	0	300,000	130,000	0	0	0	0
Internal Transfer	27,405	27,405	0	0	0	0	0	27,405	0	0	0
Loan Fees	6,000	6,000	0	0	0	0	6,000	0	0	0	0
Loan Packaging Fees	0	0	0	0	0	0	0	0	0	0	0
Match Revenue	630,000	630,000	600,000	0	0	0	0	30,000	0	0	0
Oregon Business Develpmt Dept	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Revenue	294,608	294,608	7,564	238,173	23,463	0	0	25,408	0	0	0
ODOT	3,571,433	3,571,433	3,571,433	0	0	0	0	0	0	0	0
Older American Act	1,420,000	1,420,000	0	0	0	0	0	1,420,000	0	0	0
Oregon Project Independence	1,848,541	1,848,541	0	0	0	0	0	1,848,541	0	0	0
Program Administration	150,000	150,000	0	0	0	0	150,000	0	0	0	0
Program Meals Revenue	240,000	240,000	0	0	0	0	0	240,000	0	0	0
Rent Income	787,297	807,297	0	0	807,297	0	0	0	0	0	20,000
Senior Meals XIX	650,000	650,000	0	0	0	0	0	650,000	0	0	0
Siletz Revenue	8,064	8,064	0	0	0		0	8,064	0	0	0
Service Fees	5,920	5,920	0	0	0		5,920	0	0	0	0
Special Event Revenue	20,000	20,000	0	0	0	20,000	0	0	0	0	0
Title XIX	15,905,339	15,905,339	630,000	15,116,339	0	0	0	159,000	0	0	0
Transfers In	1,724,819	1,724,819	1,626,388	34,461	0	0	0	63,970	0	0	0
USDA	87,000	87,000	0	0	0	0	0	87,000	0	0	0
Veterans	114,112	114,112	0	0	0	0	0	114,112	0	0	0
REVENUE	65,537,803	65,726,383	25,338,121	20,613,840	4,300,755	2,913,639	883,491	6,912,323	1,328,971	3,435,242	188.580
Leave Benefits	. , ,	0	0	0	0	0	0	0	0	0	0
Fringe Benefits	8,501,352	8,501,352	1,031,357	5,137,849	61,494	772,017	41,000	1,188,920	268,715	0	0
Insurance Benefits	0	0	0	0	0	0	0	0	0	0	0
PERS Benefits	0	0	0	0	0	0	0	0	0	0	0
PERS Reserve	0	0	0	0	0	0	0	0	0	0	0
Executive Director	186,588	186,588	0	0	0	186,588	0	0	0	0	0
Accounting Clerk II	46,879	46,879	0	0	0	46,879		0	0	0	0
Accounting Specialist	51,750	51,750	0	0	0	51,750	0	0	0	0	0
Administrative Assistant	628,581	628,581	198,601	220,483	0	47,072		160,224	0	0	0
ADRC Specialist	334,097	334,097	0	190,233	0	0	0	143,864	0	0	0
Adult Protective Services Spec	946,016	946,016	0	946,016	0	0	0	0	0	0	0
AFH Licensing Worker	147,878	147,878	0	147,878	0	0	0	0	0	0	0
Assist. Loan Officer	70,000	70,000	0	0	0	0	70,000	0	0	0	0
Assistant Planner	169,115	169,115	169,115	0	0	0	0	0	0	0	0
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Oregon Cascades West Council of Governments Agency Consolidated Supplemental Budget FY 2023-24

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		2024	CED	SDS	Departmental	General Admin	Lending	CSP	Tech	Reserve	
Description	2024 Adopted	Supplemental	Supplemental	Supplemental	Supplemental	Consolidated	Consolidated	Consolidated	Consolidated	Consolidated	Value Change
Assistant VCO	127,371	127,371	0	0	0	0	0	127,371	0	0	0
Business Officer	77,713	77,713	0	0	0	77,713	0	0	0	0	0
Case Aide	311,855	311,855	0	311,855	0	0	0	0	0	0	0
Case Manager	3,104,016	3,104,016	0	2,906,781	0	0	0	197,235	0	0	0
CED Planner	374,996	374,996	374,996	2,000,101	0	0	0	0	0	0	0
Clerical Specialist	385,782	385,782	014,000	288,923	0	ľ	0	96,858	0	o n	0
Clerical Supervisor	245,751	245,751	159,107	0	0	82,444	4,200	0,000	0	0	0
Clerical Support Supervisor	78,049	78,049	0	78,049	0	02,	0,200	0	0	0	0
Conf. Executive Assistant	73,368	73,368	0	0	0	73,368	0	0	0	0	0
Contracts Coordinator	122,590	122,590	0	0	0	122,590	0	0	0	0	0
Data Analyst	31,439	31,439	0	0	0	31,439	0	0	0	0	0
Eligibility Specialist	1,350,663	1,350,663	0	1,228,621	ñ	0.,.00	0	122,042	0	ň	0
Executive Assistant	59,280	59,280	0	29,640	0	o o	0	29,640	0	0	0
Facility Maint. Coordinator	96,824	96,824	0	20,010	96,824	٥	0	20,0.0	0	ň	0
GIS Planner	7,977	7,977	0	7,977	00,024	ľ	0	l ŏ	0	o n	0
In Home Assistant	205,903	205,903	0	205,903	0	ا م	l 0	l	n	١	ا م
Diversion & Transition Coord	321,443	321,443	0	321,443	0	l 0	l 0	0	0	١	١
Information Support Specialist	67,532	67,532	0	321, 44 3	0	0	"	0	67,532	l 0	
Lead Case Manager	157,830	157,830	0	157,830	0	0	0	1	07,332	0	0
Lead Eligibility Specialist	66,499	66,499	0	137,030	0	0	0	66,499	0	0	0
Lead Trans Brokerage Spec.	57,157	57,157	57.157	0	0	0	0	00,433	0	0	0
Loan Officer	37,137	37,137	37,137	0	0	0	0	1	0	0	0
Meal Site Manager 1	0	0	0	0	0	0	0	1	0	0	0
Meal Site Manager 3	258,784	258,784	0	0	0	0	0	258,784	0	0	0
Medical Resource Worker	51,513	51,513	51,513	0	0	0	0	230,764	0	0	0
Money Management Coordinator	53,612	53,612	01,010	0	0	0	0	53,612	0	0	0
Network Support Specialist	226,314	226,314	0	0	0	0	0	33,012	226,314	0	0
Personnel Manager	125,284	125,284	0	0	0	125,284	0	0	220,314	0	0
Program Director	586,546	586,546	122,853	154.063	15,232	123,264	0	0	171,393	0	0
ů .	352,587	352,587	122,000	113,499	15,232	123,003	0	239,089	171,393	0	0
Program Manager Program Supervisor	968,085	968,085	0	704,863	0	0	0	263,221	0	0	0
		61,922	0	704,003	0	61,922	0	203,221	0	0	0
Project Manager Public Information Officer	61,922 79,067	79,067	0	0	0	79,067	0	0	0	0	0
Relief Site Manager	11,888	11,888	0	0	0	79,007	0	11,888	0	0	0
Senior Accountant	77,993	77,993	0	0	0	77,993	0	11,000	0	0	0
Senior Accountant Senior Loan Officer	77,993	11,993	0	0	0	11,993	0	0	0	0	0
Senior Meals Coordinator	90,066	90,066	0	0	0	0	0	90,066	0	0	0
Senior Meals Coordinator Senior Meals Supervisor	90,066	90,066	0	0	0	0	0	90,000	0	0	0
Software Support Specialist	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
Technology Support Specialist	00.700	96,780	96,780	0	0	0	0	0	0	0	0
Transportation Manager	96,780			0	0	0	0	0	0	0	0
Transportation Brokerage Spec.	514,409	514,409	514,409	0	0	0	0	0	0	0	0
Veterans Service Officer	400.040	400.040	0	0	0	0	0	0	400.040	0	0
Workstation Support Specialist	132,942	132,942	00.000	450 440	0	0	0	0	132,942	0	0
Extra Hire	176,448	176,448	20,000	156,448	U		0	0	U	0	U
PERSONNEL	22,270,532	22,270,532	2,795,889	13,308,353	173,550	1,959,131	117,400	3,049,313	866,896	0	0
Advertising	21,600	21,600	4,000	3,300	0	6,500	1,300	5,500	1,000	0	0
Auto Expense	17,000	17,000	0	0	0	0	0	17,000	0	0	0
Bank Charges	18,332	18,332	1,000	0	0	12,000	4,332	1,000	0	0	0
Board/Comm/Meeting Expense	39,600	39,600	4,000	2,500	0	31,100	0	2,000	0	0	o
Borrowers Fees Expense	4,100	4,100	0	0	0	0	4,100	0	0	0	o
CEP Contract	320,261	320,261	0	0	0	0	0	320,261	0	0	0
Computer Maintenance/Equipment	324,993	324,993	32,428	141,000	4,684	8,434	1,000	18,852	118,595	0	o
Contract Administration	4,000	4,000	4,000	0	0	0	0	0	0	0	l ol
Contract Expense	19,325,477	19,340,477	17,323,254	20,000	136,200	325,000	35,000	1,471,023	30,000	0	15,000
Copying	53,515	53,515	7,900	33,500	165	4,700	1,000	6,050	200	0	0
Dues and Memberships	77,300	77,300	5,500		0		0	1,800		0	0
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Oregon Cascades West Council of Governments Agency Consolidated Supplemental Budget FY 2023-24

					Non-		1	1			
		2024	CED	SDS	Departmental	General Admin	Lending	CSP	Tech	Reserve	
Description	2024 Adopted	Supplemental	Supplemental	Supplemental	Supplemental	Consolidated	Consolidated	Consolidated	Consolidated	Consolidated	Value Change
Equipment Expense	0	0	0	0	0	0	0	0	0	0	0
Finance Indirect	689,697	689,697	110,869	460,219	0	0	4,204	114,405	0	0	0
Furniture & Fixtures	32,800	32,800	5,000	24,500	0	3,000	0	0	300	0	0
Indirect Expense	1,428,799	1,428,799	229,682	953,405	0	0	8,709	237,003	0	0	0
Interest Expense	22,000	22,000	0	0	0	0	22,000	0	0	0	0
Insurance	105,482	115,482	0	0	110,000	0	0	5,482	0	0	10,000
Janitorial	84,800	94,200	3,200	3,000	85,000	0	0	3,000	0	0	9,400
Legal Expense	102,300	102,300	4,000	60,000	0	38,000	0	100	200	0	0
Licenses and Fees	560,322	560,322	183,975	67,745	900	131,400	3,450	16,300	156,552	0	0
Loan Admin Expense	150,000	150,000	0	0	0	0	150,000	0	0	0	0
Loan Legal Expense	0	0	0	0	0	0	0	0	0	0	0
Maintenance and Repair	79,700	89,700	2,000	1,000	75,000	0	0	8,700	3,000	0	10,000
Marketing Expense	1,500	1,500	1,000	0	0	0	500	0	0	0	0
Meal Delivery Travel	24,000	24,000	0	0	0	0	0	24,000	0	0	0
Postage	54,515	54,515	10,600	38,000	240	1,000	600	3,975	100	0	0
Printing	20,500	20,500	5,000	5,300	0	2,000	500	7,600	100	0	0
Rent	809,585	809,585	88,757	537,771	0	40,743	2,753	99,824	39,737	0	0
Resource Reserve	40,000	40,000	0	40,000	0	0	0	0	0	0	0
Stipend	150,000	150,000	0	0	0	0	0	150,000	0	0	0
Supplies	99,700	99,700	10,500	42,000	11,000	6,500	500	27,000	2,200	0	0
Special Event Expense	20,000	20,000	0	0	0	20,000	0	0	0	0	0
Technology Indirect	984,063	984,063	158,191	656,642	0	0	5,998	163,232	0	0	0
Telephone	198,856	198,856	13,712	91,500	584	5,000	1,500	29,200	57,360	0	0
Training	161,500	161,500	63,000	29,000	2,000	39,000	1,500	22,000	5,000	0	0
Travel	144,500	145,000	14,000	78,200	5,000	9,000	500	32,000	6,300	0	500
Transfers Out	1,696,777	1,696,777	1,617,777	14,000	65,000	0	0	0	0	0	0
Utilities	75,000	81,000	0	0	81,000	0	0	0	0	0	6,000
Volunteer Travel	30,000	30,000	0	0	0	0	0	30,000	0	0	0
Volunteer Recognition	26,000	26,000	0	0	0	0	0	26,000	0	0	0
Captial Purchase	122,000	2,372,000	0	0	2,300,000	13,000	0	0	0	59,000	2,250,000
Leasehold Improvements	201,675	252,925	0	0	231,925	0	0	0	21,000	0	51,250
Interest Payment	0	0	0	0	0	0	0	0	0	0	0
Principal Payment	0	0	0	0	0	0	0	0	0	0	0
Operating Contingency	2,063,492	2,013,492	925,026	11,907	700,000	200,000	25,000	151,559	0	0	(50,000)
MATERIALS AND EXPENSES	30,385,741	32,687,891	20,828,371	3,374,489	3,808,698	906,377	274,446	2,994,866	441,644	59,000	2,302,150
TOTAL EXPENSES	52,656,273	54,958,423	23,624,260	16,682,842	3,982,248	2,865,508	391,846	6,044,179	1,308,540	59,000	2,302,150
Unappropriated Ending Balance	12,881,529	10,767,959	1,713,861	3,930,998	318,507	48,131	491,645	868,145	20,431	3,376,242	(2,113,570)

Oregon Cascades West Council of Governments Community and Economic Development Consolidated Supplemental Budget FY 2023-24

Description	FTE	2024 Adopted	Planning	CAMPO	Rideline	AAMPO	Equip	Contracts	2024 Supplemental	Planning	САМРО	Rideline	AAMPO	Equip	Contracts	Change
Beg Bal - Restricted for Contracts		3,774,620	0	898,736	1,617,777	891,174	169,933	197,000	3,518,772	0	898,736	1,617,777	891,174	94,933	16,152	(255,848)
Beg Bal-Restricted for Other		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Beg Bal-Unrestricted		99,938	99,938	0	0	0	0	0	99,938	99,938	0	0	0	0	0	0
Beg Bal-Restricted for Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dues		108,000	108,000	0	0	0	0	0	108,000	108,000	0	0	0	0	0	0
Fee for Service		12,000	0	0	12,000	0	0	0	12,000	0	0	12,000	0	0	0	0
Miscellaneous Revenue		7,564	0	3,782	0	3,782	0	0	7,564	0	3,782	0	3,782	0	0	0
Contract Revenue		564,025	312,025	0	252,000	0	0	0	564,025	312,025	0	252,000	0	0	0	0
Grant Revenue		225,000	225,000	0	0	0	0	0	225,000	225,000	0	0	0	0	0	0
Transfers In		1,626,388	8,611	0	0	0	0	1,617,777	1,626,388	8,611	0	0	0	0	1,617,777	0
Match Revenue		600,000	600,000	0	0	0	0	0	600,000	600,000	0	0	0	0	0	0
Oregon Business Develpmt Dept		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ODOT		3,571,433	3,005,000	306,993	0	259,441	0	0	3,571,433	3,005,000	306,993	0	259,441	0	0	0
Coordinated Care		14,000,000	0	0	14,000,000	0	0	0	14,000,000	0	0	14,000,000	0	0	0	0
Dept of Land Conserv Dev		50,000	50,000	0	0	0	0	0	50,000	50,000	0	0	0	0	0	0
Economic Development Administration		75,000	75,000	0	0	0	0	0	75,000	75,000	0	0	0	0	0	0
Title XIX		630,000	0	0	630,000	0	0	0	630,000	0	0	630,000	0	0	0	0
Environmental Protection Agency		250,000	250,000	0	0	0	0	0	250,000	250,000	0	0	0	0	0	0
CCO Metrics Income		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
REVENUE		25,593,969	4,733,574	1,209,511	16,511,777	1,154,397	169,933	1,814,777	25,338,121	4,733,574	1,209,511	16,511,777	1,154,397	94,933	1,633,929	(255,848)
Leave Benefits		0	0	0	0	0	0	.,0,	0	0	0	0	0	0.,000	0	0
Fringe Benefits	1	1,031,357	265,162	58,562	657,364	50,269	ń	0	1,031,357	265,162	58,562	657,364	50,269	0	0	0
Insurance Benefits	1	1,031,337	200,102	30,302	007,004	30,209	0	0	1,031,357	200,102	00,002	007,004	30,209	0	0	0
		0	0	0	0	0	0	-	0	0	0	0	0	0	0	0
PERS Benefits		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PERS Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Program Director	1.00	122,853	61,427	6,143	49,141	6,143	0	0	122,853	61,427	6,143	49,141	6,143	0	0	0
Contracts Coordinator	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Clerical Supervisor	1.95	159,107	29,163	4,166	121,612	4,166	0	0	159,107	29,163	4,166	121,612	4,166	0	0	0
Assistant Planner	2.94	169,115	83,643	0	30,541	54,931	0	0	169,115	83,643	0	30,541	54,931	0	0	0
Information and Referral Spec	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Executive Assistant	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Assistant	3.95	198,601	17,396	10,873	159,459	10,873	0	o	198,601	17,396	10,873	159,459	10,873	0	0	0
Transportation Manager	1.00	96,780	38,712	29,034	0.00	29,034	0	ő	96,780	38,712	29,034	0	29,034	0	0	ő
CED Planner	5.43	374.996	285.946	75,490	0	13,560	0	0	374.996	285,946	75,490	0	13.560	0	0	0
		51.513	200,940	75,490	51.513	13,360	0	0		200,940	75,490	51.513	13,560	0	0	0
Medical Resource Worker	1.00		0	0	- ,	0	U	0	51,513	0	0	- /	0	0	0	0
Lead Trans Brokerage Spec.	1.00	57,157	0	0	57,157	0	0	0	57,157	0	0	57,157	0	0	0	0
Transportation Brokerage Spec.	10.75	514,409	0	0	514,409	0	0	0	514,409	0	0	514,409	0	0	0	0
Extra Hire	0.00	20,000	0	10,000	0	10,000	0	0	20,000	0	10,000	0	10,000	0	0	0
PERSONNEL	29.02		781,449	194,268	1,641,196	178,976	0	· · · · · · · · · · · · · · · · · · ·	2,795,889	781,449	194,268	1,641,196	178,976	0		0
Advertising		4,000	1,500	1,000	500	1,000	0	0	4,000	1,500	1,000	500	1,000	0	0	0
Auto Expense		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bank Charges		1,000	0	0	1,000	0	0	0	1,000	0	0	1,000	0	0	0	0
Board/Comm/Meeting Expense		4,000	1,500	1,000	500	1,000	0	0	4,000	1,500	1,000	500	1,000	0	0	0
CED Adminstration			0	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Maintenance/Equipment		32,428	16,394	1,162	13,710	1,162	0	0	32,428	16,394	1,162	13,710	1,162	0	0	0
Contract Administration		4,000	0	0	4,000	0	0	0	4,000	0	0	4,000	0	0	0	0
Contract Expense		17,323,254	3,582,500	877,877	12,000,000	862,877	0	0	17,323,254	3,582,500	877,877	12,000,000	862,877	0	0	0
Copying		7,900	1,900	500	5,000	500	0	0	7,900	1,900	500	5,000	500	0	0	0
Dues and Memberships		5,500	3,000	1,000	500	1000	0	0	5,500	3,000	1,000	500	1000	0	0	0
Equipment Expense		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Finance Indirect		110,869	27,402	7,070	69,327	7,070	0	0	110,869	27,402	7,070	69,327	7,070	0	0	0
Indirect Expense		229,682	56,767	14,647	143,621	14,647	0	0	229,682	56,767	14,647	143,621	14,647	0	0	0
Furniture & Fixtures		5,000	0	0	5,000	0	0	0	5,000	0	0	5,000	0	0	0	0
Legal Expense		4,000	1,000	500	2,000	500	0	0	4,000	1,000	500	2,000	500	0	0	0
Licenses and Fees		183,975	4,695	2,500	174,280	2,500	0	0	183,975	4,695	2,500	174,280	2,500	0	0	0
Maintenance and Repair		2,000	0	1,000	0	1,000	0	0	2,000	0	1,000	0	1,000	0	0	0
Marketing Expense		1,000	0	. 0	1,000	. 0	0	0	1,000	0	0	1,000	0	0	0	0
Postage	l	10,600	100	250	10,000	250	0	0	10,600	100	250	10,000	250	0	n	0
Printing	l	5,000	1,000	500	3,000	500	0	ő	5,000	1,000	500	3,000	500	0	0	ő
Rent	l	88,757	19,388	8,374	55,786	5,209	n	ا م	88,757	19,388	8,374	55,786	5,209	n	0	n
Supplies	1	10,500	2,000	500	7,500	500	0	0	10,500	2,000	500	7,500	500	^	0	0
Technology Indirect	1	158,191	39,098	10,088	98,917	10,088	Ů N	١	158,191	39,098	10,088	98,917	10,088	0	0	0
Telephone	1	13.712	2,394	700	10.000	618	0	0	13.712	2.394	700	10,000	618	0	0	0
Training	1	13,712 63,000	10,000	4.000	30,000	4.000	0	15,000	63,000	10,000	4,000	30,000	4.000	0	15,000	0
Training Travel	1	14,000	8,000	2,000	2,000	2,000	0		14,000	8,000	2,000	2,000	2,000	0	15,000	0
	l				2,000	∠,000	0	0				2,000	2,000	0	_	0
Janitorial	l	3,200	1,000	2,200	0	0	0	0	3,200	1,000	2,200	0	0	0	0	0
Transfers Out	l	1,617,777	0	0	1,617,777	0	0	0	1,617,777	0	0	1,617,777	0	0	0	U

Oregon Cascades West Council of Governments Community and Economic Development Consolidated Supplemental Budget FY 2023-24

									2024							
Description	FTE	2024 Adopted	Planning	CAMPO	Rideline	AAMPO	Equip	Contracts	Supplemental	Planning	CAMPO	Rideline	AAMPO	Equip	Contracts	Change
Operating Contingency		925,026	172,488	78,375	615,163	59,000	0	0	925,026	172,488	78,375	615,163	59,000	0	0	0
Captial Purchase		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Leasehold Improvements		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MATERIALS AND SUPPLIES		20,828,371	3,952,126	1,015,243	14,870,581	975,421	0	15,000	20,828,371	3,952,126	1,015,243	14,870,581	975,421	0	15,000	0
TOTAL EXPENSES		23,624,260	4,733,575	1,209,511	16,511,777	1,154,397	0	15,000	23,624,260	4,733,575	1,209,511	16,511,777	1,154,397	0	15,000	0
Unappropriated Ending Balance		1,969,709	0	0	0	0	169,933	1,799,777	1,713,861	0	0	0	0	94,933	1,618,929	(255,848)

Oregon Cascades West Council of Governments Senior & Disability Services Consolidated Supplemental Budget FY 2023-24

								Γ	2024						
Description	FTE	2024 Adopted	Admin	Albany XIX	Toledo XIX	Equipment	CAC		Supplemental	Admin	Albany XIX	Toledo XIX	Equipment	CAC	Change
Beg Bal - Restricted for Contracts		17,315	0	0	0	0	17,315		17,315	0	0	0	0	17,315	0
Beg Bal-Restricted Reconcile		0	0	0	0	0	0		0	0	0	0	0	0	U
Beg Bal-Restricted for Reserve		5.630.124	0 2,211,222	3.305.373	85.622	07.007	0		4.929.552	4 540 050	3.305.373	85.622	27.907	0	(700,572)
Beg Bal-Unrestricted		238,000	2,211,222	3,305,373 148,750	89,250	27,907	0		238,000	1,510,650	3,305,373 148,750	, -	27,907	0	(700,572)
Dues		238,000	0	184,255	53,919	0	0		238,000	0	184,255		0	0	0
Miscellaneous Revenue		238,173	0	184,255	53,919	0	0		238,173	0	184,255	53,919	0	0	0
Contract Revenue		34,461	4,461	0	0	0	30,000		34,461	4,461	0	0	0	30,000	0
Transfers In		15,116,339	234,739	11,567,616	3,188,984	125,000	30,000			234,739	11,567,616	3,188,984	125,000	30,000	0
Title XIX		40,000	40,000	11,567,616	3,188,984	125,000	0		15,116,339 40,000	40,000	11,567,616	3,188,984	125,000	0	0
Federal Match				45 205 004	2 447 775	452.007	47.245	F			45 205 004	2 447 775	452.007	47.245	(700 F70)
REVENUE Leave Benefits		21,314,412	2,490,422	15,205,994	3,417,775	152,907	47,315	F	20,613,840	1,789,850	15,205,994	3,417,775	152,907	47,315	(700,572)
Fringe Benefits		5,137,849	109,439	4,024,835	1,003,575	0	ŏ		5,137,849	109,439	4,024,835	1,003,575	0	0	0
Insurance Benefits		0,107,049	103,433	4,024,000	1,000,070	0	0		0,107,040	103,433	7,027,000	1,000,573	0	٥	0
PERS Benefits		0	0	0	0	0	0		0	0	0	0	0	٥	0
PERS Reserve		0	0	0	0	0	ő		0	o 0	0	0	0	0	0
Program Director	1.00	154,063	154,063	0	0	0	ŏ		154,063	154,063	0	0	0	0	o o
Program Manager	1.00	113,499	0.000	79,449	34,050	0	ŏ		113,499	0	79,449	34,050	0	0	o o
Program Supervisor	8.00	704,863	0	544,862	160,002	0	ŏ		704,863	o O	544,862		0	0	o o
Administrative Assistant	4.00	220,483	0	163,591	56,893	0	ŏ		220,483	o o	163,591	56,893	0	0	o o
ADRC Specialist	3.50	190,233	0	160,320	29,913	0	ő		190,233	o o	160,320		0	0	0
Adult Protective Services Spec	13.00	946.016	0	878,436	67,580	0	ŏ		946,016	o o	878,436		0	0	o o
AFH Licensing Worker	2.00	147,878	0	147,878	0.,000	0	ő		147,878	o o	147,878	0.,000	0	0	0
Case Manager	43.11	2,906,781	0	2,099,922	806,859	ő	ő		2,906,781	ő	2,099,922	806,859	0	0	0
Clerical Support Supervisor	1.00	78,049	0	54,634	23,415	0	ō		78,049	0	54,634		0	0	0
Case Aide	7.00	311,855	0	263,206	48,649	ō	ō		311,855	ō	263,206		0	Ö	0
Clerical Specialist	7.00	288,923	0	214,423	74,501	0	0		288,923	0	214,423		0	0	0
Contracts Coordinator	0.00	0	0	Ö	0	Ö	0		0	0	, 0	0	0	0	0
Diversion & Transition Coord	4.00	321,443	0	254,027	67,417	0	0		321,443	0	254,027	67,417	0	0	0
Eligibility Specialist	20.00	1,228,621	0	992,060	236,561	0	0		1,228,621	0	992,060	236,561	0	0	0
Executive Assistant	0.50	29,640	29,640	0	0	0	0		29,640	29,640	0	0	0	0	0
GIS Planner	0.15	7,977	7,977	0	0	0	0		7,977	7,977	0	0	0	0	0
In Home Assistant	4.00	205,903	0	145,463	60,440	0	0		205,903	0	145,463	60,440	0	0	0
Lead Case Manager	2.00	157,830	0	157,830	0	0	0		157,830	0	157,830		0	0	0
Extra Hire	-	156,448	0	123,122	33,326	0	0	L	156,448	0	123,122	33,326	0	0	0
PERSONNEL	121.26	13,308,353	301,118	10,304,057	2,703,178	0	0	F	13,308,353	301,118	10,304,057	2,703,178	0	0	0
Advertising		3,300	1,000	2,000	300	0	0		3,300	1,000	2,000	300	0	0	0
Board/Comm/Meeting Expense		2,500	1,000	1,000	500	0	0		2,500	1,000	1,000	500	0	0	0
Computer Maintenance/Equipment		141,000	0	00.000	0	141,000	0		141,000	0	00.000	0	141,000	0	0
Contract Expense		20,000	500	20,000	0.000	0	0		20,000	500	20,000		0	0	0
Copying Dues and Memberships		33,500 60,000	60,000	24,000	9,000	0	0		33,500 60,000	60,000	24,000	9,000	0	0	0
Dues and Memberships Equipment Expense		00,000	00,000	0	0	0	0		00,000	60,000	0	0	0	0	0
Finance Indirect		460,219	6,306	354,164	99,749	0	0		460,219	6,306	354,164	99,749	0	0	0
Indirect Expense		953,405	13,064	733,698	206,643	0	ŏ		953,405	13,064	733,698		0	0	0
Furniture & Fixtures		24,500	3,000	15,000	6,500	0	0		24,500	3,000	15,000		0	٥	0
Insurance		24,300	0,000	15,000	0,500	0	ő		24,300	0,000	13,000	0,500	0	0	0
Legal Expense		60,000	60,000	0	0	0	ŏ		60,000	60,000	0	0	0	0	o o
Licenses and Fees		67,745	4,000	52,000	11,745	0	Ö		67,745	4,000	52,000	11,745	0	0	o o
Maintenance and Repair		1,000	0,000	02,000	1,000	0	ő		1,000	0,000	02,000	1,000	0	0	0
Postage		38,000	0	29,000	9,000	ő	ő		38,000	ő	29,000		0	0	0
Printing		5,300	0	5,000	300	ō	ō		5,300	ō	5,000		0	ō	0
Rent		537,771	44,212	332,021	161,538	ő	ő		537,771	44,212	332,021	161,538	Ö	Ö	l ő
Janitorial		3,000	0	3,000	0	ő	ō		3,000	0	3,000		o	Ö	l ő
Resource Reserve		40,000	40,000	0	ő	ő	ō		40,000	40,000	0	l ő	Ö	ő	Ĭ
Stipend		0	0	ō	0	o	o		0	0	0	0	0	0	l o
Supplies		42.000	2,000	25,000	15,000	0	0		42.000	2,000	25,000	15,000	0	0	0
Technology Indirect		656,642	8,997	505,323	142,322	0	0		656,642	8,997	505,323	142,322	0	0	0
						0	0			8,997 1,500	505,323 70,000		0 0	0	0

Oregon Cascades West Council of Governments Senior & Disability Services Consolidated Supplemental Budget FY 2023-24

Description	FTE	2024 Adopted	Admin	Albany XIX	Toledo XIX	Equipment	CAC
Travel		78,200	1,200	50,000	27,000	0	0
Transfers Out		14,000	14,000	0	0	0	0
Operating Contingency		11,907	0	0	0	11,907	0
MATERIALS AND SUPPLIES		3,374,489	275,779	2,231,206	714,597	152,907	0
TOTAL EXPENSES		16,682,842	576,897	12,535,263	3,417,775	152,907	0
Unappropriated Ending Balance		4,631,570	1,913,525	2,670,730	0	0	47,315

2024						
Supplemental	Admin	Albany XIX	Toledo XIX	Equipment	CAC	Change
78,200	1,200	50,000	27,000	0	0	0
14,000	14,000	0	0	0	0	0
11,907	0	0	0	11,907	0	0
3,374,489	275,779	2,231,206	714,597	152,907	0	0
16,682,842	576,897	12,535,263	3,417,775	152,907	0	0
3,930,998	1,212,953	2,670,730	0	0	47,315	(700,572)

Oregon Cascades West Council of Governments Non-Departmental Consolidated Budget FY 2023-24

			1				1			
		2024				2024				
Description	FTE	Adopted	Albany	Toledo	Copier	Supplemental	Albany	Toledo	Copier	Change
Beg Bal-Restricted for Other		2,224,081	1,981,833	111,375	130,873	3,349,081	3,106,833	111,375	130,873	1,125,000
Beg Bal-Restricted for Reserve		0	0	0	0	0	0	0	0	0
Beg Bal-Unrestricted		74,714	0	0	74,714	74,714	0	0	74,714	0
Fee for Service		46,200	0	0	46,200	46,200	0	0	46,200	0
Miscellaneous Revenue		23,463	23,463	0	0	23,463	23,463	0	0	0
Rent Income		787,297	613,944	173,353	0	807,297	633,944	173,353	0	20,000
REVENUE		3,155,755	2,619,240	284,728	251,787	4,300,755	3,764,240	284,728	251,787	1,145,000
Leave Benefits		0	0	0	0	0	0	0	0	0
Fringe Benefits		61,494	48,382	13,112	0	61,494	48,382	13,112	0	0
Insurance Benefits		0	0	0	0	0	0	0	0	0
PERS Benefits		0	0	0	0	0	0	0	0	0
PERS Reserve		0	0	0	0	0	0	0	0	0
Program Director	0.11	15,232	12,439	2,793	0	15,232	12,439	2,793	0	0
Accounting Clerk II	0.00	0	0	0	0	0	0	0	0	0
Facility Maint. Coordinator	2.00	96,824	75,593	21,231	0	96,824	75,593	21,231	0	0
Program Manager		0	0	0	0	0	0	0	0	0
PERSONNEL	2.11	173,550	136,414	37,136	0	173,550	136,414	37,136	0	0
Computer Maintenance/Equipment		4,684	2,342	2,342	0	4,684	2,342	2,342	0	0
Contract Expense		121,200	55,000	20,000	46,200	136,200	70,000	20,000	46,200	15,000
Copying		165	165	0	0	165	165	0	0	0
Furniture & Fixtures		0	0	0	0	0	0	0	0	0
Insurance		100,000	75,000	25,000	0	110,000	85,000	25,000	0	10,000
Janitorial		75,600	63,600	12,000	0	85,000	73,000	12,000	0	9,400
Licenses and Fees		900	450	450	0	900	450	450	0	0
Maintenance and Repair		65,000	40,000	25,000	0	75,000	50,000	25,000	0	10,000
Postage		240	240	0	0	240	240	0	0	0
Printing		0	0	0	0	0	0	0	0	0
Supplies		11,000	11,000	0	0	11,000	11,000	0	0	0
Telephone		584	500	84	0	584	500	84	0	0
Training		2,000	1,000	1,000	0	2,000	1,000	1,000	0	0
Travel		4,500	500	4,000	0	5,000	1,000	4,000	0	500
Utilities		75,000	59,000	16,000	0	81,000	65,000	16,000	0	6,000
Principal Payment		0	0	0	0	0	0	0	0	0
Interest Payment		0	0	0	0	0	0	0	0	0
Transfers Out		65,000	45,000	20,000	0	65,000	45,000	20,000	0	0
Operating Contingency		750,000	750,000	0	0	700,000	700,000	0	0	(50,000)
Captial Purchase		50,000	50,000	0	0	2,300,000	2,300,000	0	0	2,250,000
Leasehold Improvements		180,675	148,750	31,925	0	231,925	200,000	31,925	0	51,250
MATERIAL & SUPPLIES		1,506,548	1,302,547	157,801	46,200	3,808,698	3,604,697	157,801	46,200	2,302,150
TOTAL EXPENSES		1,680,098	1,438,961	194,937	46,200	3,982,248	3,741,111	194,937	46,200	2,302,150
Unappropriated Ending Balance		1,475,657	1,180,280	89,791	205,587	318,507	23,130	89,791	205,587	(1,157,150)

<u>FQA</u>	<u>Account</u>	Adopted Budget	<u>Actual</u>	Encumbrance	<u>Available</u>	<u>% Used</u>	Notes-Thru 11/30/2023 41.7%
CWCOG GENERAL ADMIN	ISTRATION						
Human	Resources						
1011-101-42800	Internal service charges revenue	(577,900)	(240,792)	-	(337,108)	41.7%	
1011-101-46900	Misc Revenue	-	(134)	-	134		
1011-101-51000	Wages	301,072	111,938	-	189,134	37.2%	
1011-101-52000	Benefits	193,912	88,768	-	105,144	45.8%	Overall Personnel Total under 41.7%
1011-101-61100	Supplies	1,000	1,194	-	(194)	110 /1%	One time additional expense
1011-101-01100	Equipment (non-capitalized)	500	1,194	_	500	0.0%	
1011-101-01300	Professional Services	500	12,187	- -	(12,187)		Temp Services for additional support
1011-101-62110	Legal services	3,000	12,167	_	3,000	0.0%	
1011-101-62110	Marketing services	3,000	2,148	-	852		Recruitments
1011-101-02120	Insurance services	-	300	_	(300)		Recluitments
1011-101-62210	Printing/copying	1,200	316	_	(300) 884	26.4%	
1011-101-62210	Postage	200	310	_	197	1.3%	
1011-101-62300	Software	50,800	2,620	_	48,180	5.2%	
1011-101-02300	Telephone/internet	1,000	37	-	963	3.7%	
1011-101-62500	Memberships/Dues	3,000	1,000	_	2,000	33.3%	
1011-101-62600	Travel and training	5,000	649	_	(649)		
1011-101-62610	Trainers	9,500	100	_	9,400	1.1%	
1011-101-62621	Employee mileage	2,500	825	_	1,675	33.0%	
1011-101-02021	Rent expense	10,194	4,248	_	5,947	41.7%	
1011-101-02/10	Kent expense	10,194	4,240	_	3,347	41.770	
1011-101-70000	Capital	13,000	-	-	13,000	0.0%	
Finance							
1011-102-42800	Internal service charges revenue	(686,850)	(229,899)	-	(456,951)	33.5%	
1011-102-46100	Interest Revenue	(300,000)	(283,848)	-	(16,152)	94.6%	Interest rate higher than budgeted
1011-102-46900	Misc Revenue	-	(1,290)	-	1,290		
1011-102-51000	Wages	469,289	184,016	-	285,273	39.2%	
1011-102-52000	Benefits	333,574	132,672	-	200,902	39.8%	
1011-102-61100	Supplies	5,600	1,153	_	4,447	20.6%	
1011-102-61300	Equipment (non-capitalized)	4,684	-	-	4,684	0.0%	
1011-102-62100	Professional Services	100,000	59,918	_	40,082		Additional support needed for implementations
1011-102-62120	Marketing services	500	32	-	468	6.4%	
1011-102-62140	Banking services	12,000	4,387	-	7,613	36.6%	
1011-102-62210	Printing/copying	3,500	259	-	3,241	7.4%	
1011-102-62220	Postage	500	205	-	295	41.1%	
1011-102-62300	Software	68,600	986	-	67,614	1.4%	
1011-102-62400	Telephone/internet	2,000	564	-	1,436	28.2%	
1011-102-62500	Memberships/Dues	1,000	290	-	710	29.0%	
1011-102-62600	Travel and training	, -	67	-	(67)		
1011-102-62610	Trainers	8,500	450	-	8,050	5.3%	

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<u>FQA</u>	Account	Adopted Budget	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	% Used	Notes-Thru 11/30/2023 41.7%
1011-102-62621	Employee mileage	5,000	214	-	4,786	4.3%	
1011-102-62622	Company automobile	-	230	-	(230)		
1011-102-62623	Other employee travel	-	78	-	(78)		
1011-102-62640	Employee travel meals	-	28	-	(28)		
1011-102-62710	Rent expense	18,623	7,760	-	10,863	41.7%	
1011-102-95000	Contingency	150,000	-	-	150,000	0.0%	
	al Administration						
1011-110-42100	Dues	-	(746)	-	746		
1011-110-42800	Internal service charges revenue	(845,000)	(354,541)	-	(490,459)	42.0%	
1011-110-43100	Contracts	(66,260)	-	-	(66,260)	0.0%	
1011-110-43500	Local	-	(33,130)	-	33,130		
1011-110-46900	Misc Revenue	(20,000)	(1,029)	-	(18,971)	5.2%	
1011-110-51000	Wages	416,753	141,942	-	274,811	34.1%	Vacant/reduced FTE in department
1011-110-52000	Benefits	244,531	98,617	-	145,914	40.3%	
1011-110-61100	Supplies	31,000	3,559	-	27,441	11.5%	
1011-110-61300	Equipment (non-capitalized)	3,250	-	-	3,250	0.0%	
1011-110-61400	Furniture	3,000	388	-	2,613	12.9%	
1011-110-62100	Professional Services	195,000	72,703	-	122,297	37.3%	
1011-110-62110	Legal services	35,000	29,000	-	6,000	82.9%	
1011-110-62120	Marketing services	3,000	3,727	-	(727)	124.2%	Meeting notices, banners, outreach materials
1011-110-62210	Printing/copying	2,000	63	-	1,937	3.2%	
1011-110-62220	Postage	300	18	-	282	5.9%	
1011-110-62300	Software	12,000	961	-	11,039	8.0%	
1011-110-62400	Telephone/internet	2,000	385	-	1,615	19.3%	
1011-110-62500	Memberships/Dues	6,000	3,035	-	2,965	50.6%	Annual renewals happening at beginning of year
1011-110-62600	Travel and training	-	1,849	-	(1,849)		
1011-110-62610	Trainers	21,000	-	-	21,000	0.0%	
1011-110-62621	Employee mileage	1,500	970	-	530	64.6%	Allocation of Training/Mileage to take place
1011-110-62640	Employee travel meals	-	233	_	(233)		G. G ,
1011-110-62710	Rent expense	11,926	6,501	_	5,425	54.5%	
1011-110-62900	Miscellaneous Expenses	, -	41,632	_	(41,632)		Refund of double payment of dues
	·		,		, , ,		
1011-110-95000	Contingency	50,000	-	-	50,000	0.0%	
		•			•		
TECHNOLOGY SERVICES							
Facilit	ies						
1012-104-42800	Internal service charges revenue	(57,360)	-	-	(57,360)	0.0%	
1012-104-62700	Facility and Utilities	57,360	9,500	-	47,860	16.6%	
Techn							
1012-105-42200	Program revenue (including Fees)	-	17,144	-	(17,144)		
1012-105-42800	Internal service charges revenue	(980,000)		-	(540,432)		
1012-105-43100	Contracts	-	(14,925)		14,925		
1012-105-43400	State	-	(2,728)		2,728		
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<u>FQA</u> 1012-105-43500	Account	Adopted Budget	Actual (15.461)	<u>Encumbrance</u>	Available	<u>% Used</u>	Notes-Thru 11/30/2023 41.7%
1012-105-43500	Local	-	(15,461)	-	15,461		
1012-105-51000	Wages	481,301	206,750	-	274,551	43.0%	
1012-105-52000	Benefits	268,715	120,854	-	147,861		Generating revenue in Business Services
		,	,		ŕ		C
1012-105-61100	Supplies	2,200	1,407	178	615	72.1%	
1012-105-61300	Equipment (non-capitalized)	65,595	97,137	103,075	(134,617)	305.2%	Computer replacement allocations
1012-105-61400	Furniture	300	-	-	300	0.0%	
1012-105-62100	Professional Services	30,000	-	127	29,873	0.4%	
1012-105-62110	Legal services	200	-	-	200	0.0%	
1012-105-62120	Marketing services	1,000	-	-	1,000	0.0%	
1012-105-62210	Printing/copying	300	16	-	284	5.4%	
1012-105-62220	Postage	100	5	-	95	5.0%	
1012-105-62300	Software	133,552	92,131	14,326	27,095	79.7%	Annual license fees
1012-105-62400	Telephone/internet	-	553	-	(553)		
1012-105-62600	Travel and training	-	7,965	-	(7,965)		
1012-105-62610	Trainers	5,000	-	-	5,000	0.0%	
1012-105-62621	Employee mileage	3,000	1,260	-	1,740	42.0%	
1012-105-62640	Employee travel meals	-	42	-	(42)		
1012-105-62710	Rent expense	39,737	16,557	-	23,180	41.7%	
1012-105-62720	Facility maintenance svcs	3,000	-	-	3,000	0.0%	
1012-105-70000	Capital	21,000	_	-	21,000	0.0%	
1012-105-77000	Software (multi-year)	,	_	112,212	(112,212)		
	, , , , , , ,			,	(, ,		
BUSINESS SERVICES							
Humar	n Resources						
1013-101-42200	Program revenue (including Fees)	-	(1,596)	-	1,596		
Techno			,		ŕ		
1013-105-42200	Program revenue (including Fees)	(196,180)	(55,209)	-	(140,971)	28.1%	
1013-105-51000	Wages	116,880	-	-	116,880	0.0%	
1013-105-61300	Equipment (non-capitalized)	53,000	37,868	7,400	7,732	85.4%	Billable as requested by contract
1013-105-62100	Professional Services	-	1,973	1,021	(2,993)		
1013-105-62220	Postage	-	223	-	(223)		
1013-105-62300	Software	23,000	1,097	94	21,809	5.2%	
1013-105-62621	Employee mileage	3,300	119	-	3,181	3.6%	
1013-105-77000	Software (multi-year)	- -	4,475	-	(4,475)		
	. , ,		,		, , ,		
FACILITIES SERVICES							
Faciliti	ies Maintenance						
1014-104-42800	Internal service charges revenue	(46,200)	(366,694)	-	320,494	793.7%	Corrections for Rent/Indirect
1014-104-44100	Rents	(807,297)		-	(789,781)	2.2%	Corrections for Rent/Indirect
1014-104-46900	Misc Revenue	(23,463)		-	(23,463)	0.0%	
1014-104-47000	Gain/Loss on sale of capital	-	(237)	-	237		

<u>FQA</u>	Account	Adopted Budget	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	Notes-Thru 11/30/2023 41.7%
1014-104-51000	Wages	112,056	34,277	-	77,779	30.6%	FTE filled 1/3/2024
1014-104-52000	Benefits	61,494	20,895	-	40,599		FTE filled 1/3/2024
		,			,		
1014-104-61100	Supplies	11,000	7,616	-	3,384	69.2%	•
1014-104-61300	Equipment (non-capitalized)	4,684	-	-	4,684	0.0%	•
1014-104-61400	Furniture	-	7,550	-	(7,550))	
1014-104-62100	Professional Services	136,200	45,114	-	91,086	33.1%	•
1014-104-62120	Marketing services	-	96	-	(96))	
1014-104-62130	Insurance services	110,000	42,069	-	67,931	38.2%	•
1014-104-62210	Printing/copying	165	4,560	-	(4,395)	2763.8%	•
1014-104-62220	Postage	240	14	-	226	5.8%	1
1014-104-62300	Software	900	-	-	900	0.0%	1
1014-104-62400	Telephone/internet	584	12	-	572	2.1%	1
1014-104-62610	Trainers	2,000	-	-	2,000	0.0%	1
1014-104-62621	Employee mileage	5,000	2,145	-	2,855	42.9%	1
1014-104-62622	Company automobile	-	656	-	(656))	
1014-104-62700	Facility and Utilities	81,000	15,999	-	65,001	19.8%	•
1014-104-62720	Facility maintenance svcs	75,000	20,388	9,975	44,637	40.5%	1
1014-104-62721	Janitorial Service	85,000	18,594	-	66,406	21.9%	1
1014-104-62731	Electricity	-	17,206	-	(17,206))	
1014-104-62732	Water/sewer	-	407	-	(407)		
1014-104-70000	Capital	2,531,925	2,205,384	-	326,541	87.1%	,
1014-104-95000	Contingency	700,000	-	-	700,000	0.0%	
1014-104-98800	Transfer to fund 8000 (COG)	65,000	-	-	65,000	0.0%	
S&DS							
Senior & I	Disabled Services						
2020-300-42100	Dues	(238,000)	(238,005)	-	238,005	100.0%	•
2020-300-42200	Program revenue (including Fees)	-	(4,320)	-	4,320		
2020-300-43200	FedDir	-	(100)	-	100		
2020-300-43300	FedInd	(234,739)	-	-	(234,739)	0.0%	•
2020-300-43400	State	-	(34,129)	-	34,129		
2020-300-43500	Local	-	(6,469)	-	6,469		
2020-300-46200	Donations	-	(200)	-	200		
2020-300-46700	Matching Contributions	(40,000)	-	-	(40,000)	0.0%	1
2020-300-46900	Misc Revenue	(4,461)	-	-	(4,461)	0.0%	
2020-300-51000	Wages	191,680	73,114	-	118,566	38.1%	
2020-300-52000	Benefits	109,439	46,710	-	62,729	42.7%	
2020-300-61100	Supplies	3,000	75	-	2,925	2.5%	
2020-300-61300	Equipment (non-capitalized)	-	267	-	(267))	

<u>FQA</u>	<u>Account</u>	Adopted Budget	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	% Used	Notes-Thru 11/30/2023 41.7%
2020-300-61400	Furniture	3,000	-	-	3,000	0.0%	
2020-300-62100	Professional Services	-	9,075	-	(9,075)		
2020-300-62110	Legal services	60,000	-	-	60,000	0.0%	
2020-300-62120	Marketing services	1,000	-	-	1,000	0.0%	
2020-300-62210	Printing/copying	500	-	-	500	0.0%	
2020-300-62300	Software	4,000	9,414	-	(5,414)	235.4%	
2020-300-62400	Telephone/internet	1,500	-	-	1,500	0.0%	
2020-300-62500	Memberships/Dues	60,000	-	-	60,000	0.0%	
2020-300-62600	Travel and training	-	409	-	(409)		
2020-300-62610	Trainers	15,000	2,650	-	12,350	17.7%	
2020-300-62621	Employee mileage	1,200	-	-	1,200	0.0%	
2020-300-62623	Other employee travel	-	64	-	(64)		
2020-300-62710	Rent expense	44,212	187,699	-	(143,487)	424.5%	Allocation to other funds (2021-2023)
2020-300-62800	Internal service charges expenditure	28,367	-	-	28,367	0.0%	
2020-300-67000	Resource Reserves	40,000	-	-	40,000	0.0%	
2020-300-99000	Other Financing Uses	14,000	-	-	14,000	0.0%	
TITLE XIX							
2021-300-42200	Program revenue (including Fees)	(238,173)	(24,194)	-	(213,979)	10.2%	
2021-300-43300	FedInd	-	-	-	-	0.0%	
2021-300-43400	State	(14,756,600)	(6,881,664)	-	(7,874,936)	46.6%	
2021-300-51000	Wages	7,978,825	2,960,306	_	5,018,519	37.1%	
2021-300-52000	Benefits	5,028,410	2,150,146	_	2,878,264	42.8%	
2021 300 32000	benefits	3,020,410	2,130,140		2,070,204	42.070	
2021-300-61100	Supplies	41,500	23,936	-	17,564	57.7%	
2021-300-61200	Supplies: Volunteer recognition	-	30	-	(30)		
2021-300-61400	Furniture	21,500	7,088	-	14,413	33.0%	
2021-300-62100	Professional Services	20,000	37,350	-	(17,350)	186.8%	Temp Agency Costs offset by wages
2021-300-62120	Marketing services	2,300	2,139	-	161	93.0%	
2021-300-62210	Printing/copying	38,300	12,332	-	25,968	32.2%	
2021-300-62220	Postage	38,000	9,953	-	28,047	26.2%	
2021-300-62300	Software	63,745	250	-	63,495	0.4%	
2021-300-62400	Telephone/internet	90,000	11,129	-	78,871	12.4%	
2021-300-62500	Memberships/Dues	-	6,150	-	(6,150)		
2021-300-62600	Travel and training	-	9,192	-	(9,192)		
2021-300-62610	Trainers	14,000	495	-	13,505	3.5%	
2021-300-62621	Employee mileage	77,000	33,522	-	43,478	43.5%	
2021-300-62623	Other employee travel	-	66	-	(66)		
2021-300-62650	Employee lodging	-	3,155	-	(3,155)		
2021-300-62700	Facility and Utilities	-	7,436	-	(7,436)		
2021-300-62710	Rent expense	493,559	88,010	-	405,549	17.8%	
2021-300-62720	Facility maintenance svcs	1,000	-	-	1,000	0.0%	
2021-300-62721	Janitorial Service	3,000	405	-	2,595	13.5%	
2021-300-62800	Internal service charges expenditure	2,041,899	824,259	-	1,217,640	40.4%	

<u>FQA</u>	Account	Adopted Budget	Actual	Encumbrance	Available	% Used	Notes-Thru 11/30/2023 41.7%
2021-300-64300	Client Assist: Program wages	Adopted Budget	(599)	-	599	<u> 76 USEU</u>	Notes-11114 11/30/2023 41.7%
2021-300-67000	Resource Reserves	_	10,517	_	(10,517)		
2021 300 07000	Resource Reserves		10,517		(10,517)		
OAA							
2022-300-42200	Program revenue (including Fees)	(9,000)	-	-	(9,000)	0.0%	
2022-300-43300	FedInd	-	-	-	-	0.0%	
2022-300-43400	State	(720,000)	(211,987)	-	(508,013)	29.4%	
2022-300-46210	Donations Received: Money	-	(631)	-	631		
2022-300-46900	Misc Revenue	(12,607)	-	-	(12,607)	0.0%	
2022-300-51000	Wages	167,814	92,996	-	74,818	55.4%	
2022-300-52000	Benefits	100,196	55,806	-	44,390	55.7%	
2022-300-61100	Supplies	3,565	283	-	3,282	7.9%	
2022-300-61300	Equipment (non-capitalized)	594	-	-	594	0.0%	
2022-300-62100	Professional Services	169,416	52,221	-	117,195	30.8%	
2022-300-62120	Marketing services	297	1,720	-	(1,423)	579.1%	
2022-300-62150	Grants to subrecipients	-	103,755	-	(103,755)		OAA Fund to Senior Centers
2022-300-62210	Printing/copying	684	374	-	310	54.7%	
2022-300-62220	Postage	238	-	-	238	0.0%	
2022-300-62300	Software	936	-	-	936	0.0%	
2022-300-62400	Telephone/internet	1,337	50	-	1,287	3.7%	
2022-300-62600	Travel and training	=	533	-	(533)		
2022-300-62610	Trainers	1,188	-	-	1,188	0.0%	
2022-300-62621	Employee mileage	2,674	651	-	2,023	24.3%	
2022-300-62623	Other employee travel	-	457	-	(457)		
2022-300-62640	Employee travel meals	=	595	-	(595)		
2022-300-62650	Employee lodging	=	3,080	-	(3,080)		
2022-300-62710	Rent expense	6,601	-	-	6,601	0.0%	
2022-300-62800	Internal service charges expenditure	35,236	-	-	35,236	0.0%	
2022-300-64300	Client Assist: Program wages	-	599	-	(599)		
2022-300-64400	Client Assist: Support services	-	10,609	-	(10,609)		
2022-300-95000	Contingency	14,854	-	-	14,854	0.0%	
OPI							
2023-300-42200	Program revenue (including Fees)	-	(17)	-	17		
2023-300-43100	Contracts	-	(166,390)	-	166,390		Health Care Worker & Pilot program
2023-300-43300	FedInd	-	-	-	-	0.0%	
2023-300-43400	State	(1,703,541)	(127,137)	-	(1,576,404)	7.5%	
2023-300-46210	Donations Received: Money	-	(2,330)	-	2,330		
	-						
2023-300-51000	Wages	397,053	216,990	-	180,063	54.7%	
2023-300-52000	Benefits	237,066	130,213	-	106,853	54.9%	
2023-300-61100	Supplies	8,435	-	-	8,435	0.0%	

<u>FQA</u>	Account	Adopted Budget	Actual	Encumbrance	Available	% Used	Notes-Thru 11/30/2023 41.7%
2023-300-61300	Equipment (non-capitalized)	1,406	-	-	1,406	0.0%	
2023-300-62100	Professional Services	400,845	176,346	_	224,499	44.0%	
2023-300-62120	Marketing services	703	-	-	703	0.0%	
2023-300-62210	Printing/copying	1,616	0	_	1,616	0.0%	
2023-300-62220	Postage	562	97	_	465	17.2%	
2023-300-62300	Software	2,214	-	-	2,214	0.0%	
2023-300-62400	Telephone/internet	3,163	-	-	3,163	0.0%	
2023-300-62600	Travel and training	-	3,982	-	(3,982)		
2023-300-62610	Trainers	2,812	-	-	2,812	0.0%	
2023-300-62621	Employee mileage	6,326	5,148	-	1,178	81.4%	
2023-300-62650	Employee lodging	· -	848	-	(848)		
2023-300-62700	Facility and Utilities	-	634	-	(634)		
2023-300-62710	Rent expense	15,617	9,258	-	6,359	59.3%	
2023-300-62800	Internal service charges expenditure	83,373	47,223	-	36,150	56.6%	
2023-300-64400	Client Assist: Support services	-	28,298	-	(28,298)		
2023-300-95000	Contingency	35,146	-	-	35,146	0.0%	
MEALS ON WHEELS							
2024-300-42200	Program revenue (including Fees)	(240,000)	(471,208)	-	231,208	196.3%	Reallocation/corrections with budget
2024-300-42800	Internal service charges revenue	-	(2,000)	-	2,000		
2024-300-43100	Contracts	-	(11,741)	-	11,741		
2024-300-43200	FedDir	(87,000)	-	-	(87,000)	0.0%	
2024-300-43300	FedInd	-	-	-	-	0.0%	
2024-300-43400	State	(1,654,000)	(406,805)	-	(1,247,195)	24.6%	
2024-300-43500	Local	-	(2,000)	-	2,000		
2024-300-46200	Donations	-	(1,062)	-	1,062		
2024-300-46210	Donations Received: Money	(168,646)	(26,416)	-	(142,230)	15.7%	
2024-300-46240	Donations Received: Private Grants	(90,000)	-	-	(90,000)	0.0%	
2024-300-46700	Matching Contributions	(8,064)	-	-	(8,064)	0.0%	
2024-300-46900	Misc Revenue	(20,462)	-	-	(20,462)	0.0%	
2024-300-51000	Wages	543,078	208,898	-	334,180	38.5%	
2024-300-52000	Benefits	318,991	141,945	-	177,046	44.5%	
		,	,		,		
2024-300-61100	Supplies	8,500	3,254	-	5,246	38.3%	
2024-300-61200	Supplies: Volunteer recognition	13,000	120	-	12,880	0.9%	
2024-300-61300	Equipment (non-capitalized)	2,342	1,908	-	434	81.5%	
2024-300-62100	Professional Services	1,200,000	726,121	-	473,879	60.5%	
2024-300-62120	Marketing services	2,000	381	-	1,619	19.0%	
2024-300-62130	Insurance services	2,000	913	-	1,087	45.7%	
2024-300-62140	Banking services	1,000	131	-	869	13.1%	
2024-300-62210	Printing/copying	7,500	4,332	-	3,168	57.8%	
2024-300-62220	Postage	1,200	198	-	1,002	16.5%	
2024-300-62300	Software	7,750	-	-	7,750	0.0%	

<u>FQA</u>	Account	Adopted Budget	Actual	Encumbrance	Available	% Used	Notes-Thru 11/30/2023 41.7%
2024-300-62400	Telephone/internet	15,000	5,835	-	9,165	38.9%	
2024-300-62500	Memberships/Dues	1,200	803	_	398	66.9%	
2024-300-62600	Travel and training	-	4,163	_	(4,163)		
2024-300-62610	Trainers	5,000	-	_	5,000	0.0%	
2024-300-62621	Employee mileage	-	8,895	_	(8,895)		
2024-300-62622	Company automobile	12,000	804	_	11,196	6.7%	
2024-300-62623	Other employee travel	16,000	-	_	16,000	0.0%	
2024-300-62630	Volunteer travel	24,000	5,776	-	18,224	24.1%	
2024-300-62650	Employee lodging	-	1,456	-	(1,456)		
2024-300-62700	Facility and Utilities	-	1,624	-	(1,624)		
2024-300-62710	Rent expense	44,171	18,631	-	25,540	42.2%	
2024-300-62720	Facility maintenance svcs	3,200	4,600	-	(1,400)	143.7%	
2024-300-62800	Internal service charges expenditure	206,305	82,139	-	124,166	39.8%	
SPECIAL CONTRACTS SDS							
2029-300-42100	Dues	-	(2,008)	-	2,008		
2029-300-42200	Program revenue (including Fees)	-	(4,320)	-	4,320		
2029-300-43100	Contracts	- (10= 000)	10,351	-	(10,351)		
2029-300-43300	FedInd	(125,000)	- (22.225)	-	(125,000)	0.0%	
2029-300-43400	State	-	(20,086)	-	20,086		
2029-300-43500	Local	- (20,000)	(94,591)	-	94,591	0.00/	
2029-300-46900	Misc Revenue	(30,000)	-	-	(30,000)	0.0%	
2029-300-61100	Supplies	-	13	-	(13)		
2029-300-61300	Equipment (non-capitalized)	141,000	-	-	141,000	0.0%	
2029-300-62621	Employee mileage	- -	23	-	(23)		
2029-300-95000	Contingency	11,907	-	-	11,907	0.0%	
COMMUNITY SERVICES							
2030-300-61100	Supplies	-	20	-	(20)		
2030-300-61300	Equipment (non-capitalized)	-	4,442	-	(4,442)		
2030-300-62120	Marketing services	-	30	-	(30)		
AMERICORP SENIORS							
2031-300-43200	FedDir	(567,258)	_	_	(567,258)	0.0%	
2031-300-46210	Donations Received: Money	(5,000)	_	_	(5,000)		
2031-300-46240	Donations Received: Private Grants	(46,126)	_	_	(46,126)		
2031-300-46700	Matching Contributions	(30,000)	-	-	(30,000)		
2031-300-46900	Misc Revenue	(6,943)	-	-	(6,943)		
					• • •		
2031-300-51000	Wages	231,090	86,355	-	144,735	37.4%	
2031-300-52000	Benefits	158,044	64,282	-	93,762	40.7%	
2031-300-61100	Supplies	5,500	-	-	5,500	0.0%	
2031-300-61200	Supplies: Volunteer recognition	13,000	-	-	13,000	0.0%	
2031-300-61300	Equipment (non-capitalized)	2,342	-	-	2,342	0.0%	

2031-300-62120 Marketing services	FQA	Account	Adopted Budget	Actual	Encumbrance	Available	% Used	Notes-Thru 11/30/2023 41.7%
2031-300-6230								
2031-300-62200	2031-300-62130			-	-			
2031-300-62200 Postage	2031-300-62210	Printing/copying		-	-		0.0%	
2031-300-62400 Telephone/Internet	2031-300-62220			-	-		0.0%	
2031-300-62510	2031-300-62300	Software	1,800	-	-	1,800	0.0%	
2031-300-62621	2031-300-62400	Telephone/internet	2,500	-	-	2,500	0.0%	
2031-300-62500 Volunteer travel 30,000 - 30,000 0.0% 2031-300-62710 Rent expense 14,040 - - 14,040 0.0% 2031-300-62710 Rent expense 14,040 - - 58,110 0.0% 2031-300-62800 Internal service charges expenditure 58,110 - 58,110 0.0% 2031-300-62800 Internal service charges expenditure 58,110 - 58,110 0.0% 2031-300-62800 Internal service charges expenditure 58,110 - 58,110 0.0% 2031-300-62800 Program revenue (including Fees) - (32,146) - 32,146 - 2031-300-62100 Professional Services - 63 - (63) - (63) - (10,000 -	2031-300-62610	Trainers	7,500	-	-	7,500	0.0%	
2031-300-6250	2031-300-62621	Employee mileage	4,000	-	-	4,000	0.0%	
2031-300-62200 Internal service charges expenditure 58,110 - 500 0.0%	2031-300-62630		30,000	-	-	30,000	0.0%	
POSTER GRANDPARENTS 2032-300-42200 Program revenue (including Fees) - (32,146) - (2,010) -	2031-300-62710	Rent expense	14,040	-	-	14,040	0.0%	
POSTER GRANDPARENTS 2032-300-62200 Program revenue (including Fees) - (32,146) - 32,146 2032-300-62100 Supplies: Volunteer recognition - 2,010 - (2,010) 2032-300-62100 Professional Services - 63 - (63) 2032-300-62100 Insurance services - 1,000 - (5,000) 2032-300-62500 Memberships/Dues - 550 - (550) 2032-300-62500 Memberships/Dues - 550 - (550) 2032-300-62600 Travel and training - 29 - (29) 2032-300-62621 Employee mileage - 61 - (61) 2032-300-62621 Employee mileage - 7 - 7 - 7 - 7 - 7 - 7 - 7 - 7 - 7 -	2031-300-62720	Facility maintenance svcs	500	-	-	500	0.0%	
2032-300-42200 Program revenue (including Fees) - (32,146) - 32,146 2032-300-61200 Supplies: Volunteer recognition - 2,010 - (2,010) 2032-300-62100 Professional Services - 63 - (63) 2032-300-62100 Insurance services - 1,000 - (1,000) 2032-300-62500 Memberships/Dues - 5550 - (6550) 2032-300-62600 Travel and training - 29 - (29) 2032-300-6261 Employee mileage - 61 - (61) 2032-300-62630 Volunteer travel - 4,769 - (4,769) 2032-300-62640 Employee travel meals - 31 - (31) 2032-300-62800 Internal service charges expenditure - 4,376 - (4,376) 2032-300-64300 Client Assist: Program wages 150,000 21,789 - 128,211 14.5% Client Assist: Program wages - (38,272) - 38,272 2033-300-43500 Local - (1,500) - 1,500 2033-300-46100 Interest Revenue - (2,04) - 204 <	2031-300-62800	Internal service charges expenditure	58,110	-	-	58,110	0.0%	
2032-300-42200 Program revenue (including Fees) - (32,146) - 32,146 2032-300-61200 Supplies: Volunteer recognition - 2,010 - (2,010) 2032-300-62100 Professional Services - 63 - (63) 2032-300-62100 Insurance services - 1,000 - (1,000) 2032-300-62500 Memberships/Dues - 5550 - (6550) 2032-300-62600 Travel and training - 29 - (29) 2032-300-6261 Employee mileage - 61 - (61) 2032-300-62630 Volunteer travel - 4,769 - (4,769) 2032-300-62640 Employee travel meals - 31 - (31) 2032-300-62800 Internal service charges expenditure - 4,376 - (4,376) 2032-300-64300 Client Assist: Program wages 150,000 21,789 - 128,211 14.5% Client Assist: Program wages - (38,272) - 38,272 2033-300-43500 Local - (1,500) - 1,500 2033-300-46100 Interest Revenue - (2,04) - 204 <								
2032-300-61200 Supplies: Volunteer recognition - 2,010 - (2,010)								
2032-300-62100 Professional Services - 63 - (63) 2032-300-62130 Insurance services - 1,000 - (1,000) 2032-300-62500 Memberships/Dues - 550 (550) 2032-300-62600 Travel and training - 29 - (29) 2032-300-62621 Employee mileage - 61 - (61) 2032-300-62640 Employee travel meals - 4,769 - (4,769) 2032-300-62800 Internal service charges expenditure - 4,376 - (4,376) 2032-300-64300 Client Assist: Program wages 150,000 21,789 - 128,211 14.5% RSVP V 2033-300-42200 Program revenue (including Fees) - (38,272) - 38,272 2033-300-43500 Loal - (1,500) - 11,500 2033-300-45100 Interest Revenue - (1,000) - 1,000 <	2032-300-42200	Program revenue (including Fees)	-	(32,146)	-	32,146		
2032-300-62100 Professional Services - 63 - (63) 2032-300-62130 Insurance services - 1,000 - (1,000) 2032-300-62500 Memberships/Dues - 550 (550) 2032-300-62600 Travel and training - 29 - (29) 2032-300-62621 Employee mileage - 61 - (61) 2032-300-62640 Employee travel meals - 4,769 - (4,769) 2032-300-62800 Internal service charges expenditure - 4,376 - (4,376) 2032-300-64300 Client Assist: Program wages 150,000 21,789 - 128,211 14.5% RSVP V 2033-300-42200 Program revenue (including Fees) - (38,272) - 38,272 2033-300-43500 Loal - (1,500) - 11,500 2033-300-45100 Interest Revenue - (1,000) - 1,000 <	2032-300-61200	Supplies: Volunteer recognition	-	2.010	_	(2.010)		
2032-300-62130			_	·	_			
2032-300-62500 Memberships/Dues -			_		_			
2032-300-62600 Travel and training - 29 - (29) 2032-300-62621 Employee mileage - 61 - (61) 2032-300-62630 Volunteer travel - 4,769 - (4,769) 2032-300-62800 Employee travel meals - 31 - (31) 2032-300-62800 Internal service charges expenditure - 4,376 - (4,376) 2032-300-64300 Client Assist: Program wages 150,000 21,789 - 128,211 14.5% RSVP 2033-300-42200 Program revenue (including Fees) - (38,272) - 38,272 2033-300-43400 State - (11,500) - 11,500 2033-300-43500 Local - (1,000) - 1,000 2033-300-46100 Interest Revenue - (204) - 204 2033-300-61100 Supplies: Volunteer recognition - 1,898 - (1,898) 2033-300-61200 </td <td></td> <td>Memberships/Dues</td> <td>-</td> <td></td> <td>-</td> <td></td> <td></td> <td></td>		Memberships/Dues	-		-			
2032-300-62621 Employee mileage - 61 - (61) 2032-300-62630 Volunteer travel - 4,769 - (4,769) 2032-300-62800 Employee travel meals - 31 - (31) 2032-300-62800 Internal service charges expenditure - 4,376 - (4,376) 2032-300-64300 Client Assist: Program wages 150,000 21,789 - 128,211 14.5% RSVP 2033-300-42200 Program revenue (including Fees) - (38,272) - 38,272 2033-300-43500 Local - (11,500) - 1,500 2033-300-45100 Interest Revenue - (204) - 204 2033-300-61100 Supplies - 931 - (931) 2033-300-61100 Supplies: Volunteer recognition - 1,898 - (1,898) 2033-300-61200 Supplies: Volunteer recognition - 1,898 - (1,898) 2033-300-621	2032-300-62600		-	29	-			
2032-300-62630 Volunteer travel - 4,769 - (4,769) 2032-300-62800 Employee travel meals - 31 - (31) 2032-300-62800 Internal service charges expenditure - 4,376 - (4,376) 2032-300-64300 Client Assist: Program wages 150,000 21,789 - 128,211 14.5% RSVP V 2033-300-42200 Program revenue (including Fees) - (38,272) - 38,272 2033-300-43400 State - (11,500) - 11,500 2033-300-43500 Local - (1,000) - 1,000 2033-300-6100 Interest Revenue - (204) - 204 2033-300-61100 Supplies - 931 - (931) 2033-300-61200 Supplies: Volunteer recognition - 1,898 - (1,898) 2033-300-61200 Equipment (non-capitalized) - 370 - (370)	2032-300-62621	_	-	61	-			
2032-300-62800 Internal service charges expenditure - 4,376 - 4,376 - 128,211 14.5%	2032-300-62630		-	4,769	-			
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RSVP 2033-300-42200 Program revenue (including Fees) - (38,272) - 38,272 2033-300-43400 State - (11,500) - 11,500 2033-300-43500 Local - (1,000) - 1,000 2033-300-46100 Interest Revenue - (204) - 204 2033-300-46210 Donations Received: Money - (40) - 40 2033-300-61100 Supplies - 931 - (931) 2033-300-61200 Supplies: Volunteer recognition - 1,898 - (1,898) 2033-300-61300 Equipment (non-capitalized) - 370 - (370) 2033-300-62100 Professional Services - 3,510 - (3,510) 2033-300-62100 Marketing services - 2,484 - (2,484) 2033-300-62120 Marketing services - 289 - (289) 2033-300-62140 Banking services - 463 - (463) 2033-300-62100 Printing/copying - 929 - (929) 2033-300-62210 Printing/copying - 929 - (929) 2033-300-62200 Software - 300<	2032-300-62800	Internal service charges expenditure	-	4,376	-			
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2033-300-61300 Equipment (non-capitalized) - 370 - (370) 2033-300-62100 Professional Services - 3,510 - (3,510) 2033-300-62120 Marketing services - 2,484 - (2,484) 2033-300-62130 Insurance services - 289 - (289) 2033-300-62140 Banking services - 463 - (463) 2033-300-62210 Printing/copying - 929 - (929) 2033-300-62220 Postage - 1,215 - (1,215) 2033-300-62300 Software - 300 - (300) 2033-300-62400 Telephone/internet - 41 - (41)			_		-			
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2033-300-62300 Software - 300 - (300) 2033-300-62400 Telephone/internet - 41 - (41)	2033-300-62220		-	1,215	-			
	2033-300-62300	Software	-		-			
2033-300-62600 Travel and training - 1,377 - (1,377)	2033-300-62400	Telephone/internet	-	41	-	(41)		
	2033-300-62600	Travel and training	-	1,377	-	(1,377)		

FQA	Account	Adopted Budget	Actual	Encumbrance	Available	% Used	Notes-Thru 11/30/2023 41.7%
2033-300-62621	Employee mileage	Adopted budget	934	-	(934)	78 OSEU	Notes-11114 11/30/2023 41.7/6
2033-300-62622	Company automobile	_	31	_	(31)		
2033-300-62623	Other employee travel	_	4	_	(4)		
2033-300-62630	Volunteer travel	_	1,141	_	(1,141)		
2033-300-62700	Facility and Utilities	_	233	_	(233)		
2033-300-62710	Rent expense	_	5,850	_	(5,850)		
2033-300-62800	Internal service charges expenditure	_	16,581	_	(16,581)		
					(,,		
SENIOR COMPANIONS							
2034-300-42200	Program revenue (including Fees)	-	(30,171)	-	30,171		
2034-300-46210	Donations Received: Money	-	(300)	-	300		
2034-300-61100	Supplies	-	343	-	(343)		
2034-300-61200	Supplies: Volunteer recognition	=	229	-	(229)		
2034-300-62100	Professional Services	-	141	-	(141)		
2034-300-62130	Insurance services	=	800	-	(800)		
2034-300-62621	Employee mileage	-	1,037	-	(1,037)		
2034-300-62630	Volunteer travel	-	7,639	-	(7,639)		
2034-300-62800	Internal service charges expenditure	-	2,179	-	(2,179)		
2034-300-64300	Client Assist: Program wages	-	11,506	-	(11,506)		
VETERANS							
2038-300-42200	Program revenue (including Fees)	(207,500)	(109,119)	-	(98,381)	52.6%	
2038-300-43100	Contracts	-	(84,500)	-	84,500		
2038-300-43300	FedInd		-	-	-	0.0%	
2038-300-43400	State	(114,112)	(10,789)	-	(103,323)	9.5%	
2038-300-46240	Donations Received: Private Grants	(4,000)	-	-	(4,000)	0.0%	
2038-300-46700	Matching Contributions	(44,000)	-	-	(44,000)	0.0%	
2038-300-46900	Misc Revenue	(70,564)	-	-	(70,564)	0.0%	
2038-300-51000	Wages	204,881	84,107	_	120,774	41.1%	
2038-300-52000	Benefits	137,866	63,313	_	74,553	45.9%	
2030 300 32000	Benefits	137,000	03,313		74,555	43.570	
2038-300-61100	Supplies	2,000	986	-	1,014	49.3%	
2038-300-61300	Equipment (non-capitalized)	7,026	214	-	6,812	3.0%	
2038-300-62100	Professional Services	500	142	-	358	28.4%	
2038-300-62110	Legal services	100	-	-	100	0.0%	
2038-300-62120	Marketing services	1,000	-	-	1,000	0.0%	
2038-300-62210	Printing/copying	850	593	-	257	69.7%	
2038-300-62220	Postage	75	22	-	53	29.3%	
2038-300-62300	Software	1,350	-	-	1,350	0.0%	
2038-300-62400	Telephone/internet	5,000	-	-	5,000	0.0%	
2038-300-62500	Memberships/Dues	600	100	-	500	16.7%	
2038-300-62610	Trainers	5,000	220	-	4,780	4.4%	
2038-300-62621	Employee mileage	500	1,412	-	(912)	282.4%	
2038-300-62640	Employee travel meals	-	345	-	(345)		

<u>FQA</u>	<u>Account</u>	Adopted Budget	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	% Used	Notes-Thru 11/30/2023 41.7%
2038-300-62650	Employee lodging	=	1,431	-	(1,431)		
2038-300-62700	Facility and Utilities	-	140	-	(140)		
2038-300-62710	Rent expense	16,742	3,689	-	13,053	22.0%	
2038-300-62721	Janitorial Service	3,000	510	-	2,490	17.0%	
2038-300-62800	Internal service charges expenditure	47,279	18,824	-	28,455	39.8%	
2038-300-95000	Contingency	21,155	-	-	21,155	0.0%	
SPECIAL CONTRACTS CSP							
2039-300-42200	Program revenue (including Fees)	_	(22,075)	_	22,075		
2039-300-43100	Contracts	(510,240)	(==)0.07	_	(510,240)	0.0%	
2039-300-43400	State	(525)2.5)	(15,304)	_	15,304	0.070	
2039-300-43500	Local	_	(33,500)	_	33,500		
2039-300-46900	Misc Revenue	(6,206)	(33,300)	_	(6,206)	0.0%	
2033 300 10300	Wilse Nevertue	(0)200)			(0,200)	0.070	
2039-300-51000	Wages	316,477	71,689	-	244,788	22.7%	
2039-300-52000	Benefits	236,757	69,720	-	167,037	29.4%	
2039-300-61100	Supplies	1,000	14	-	986	1.4%	
2039-300-61300	Equipment (non-capitalized)	5,142	-	-	5,142	0.0%	
2039-300-62100	Professional Services	20,523	6,000	-	14,523	29.2%	
2039-300-62120	Marketing services	500	450	-	50	90.1%	
2039-300-62130	Insurance services	500	-	-	500	0.0%	
2039-300-62210	Printing/copying	1,200	28	_	1,172	2.3%	
2039-300-62220	Postage	500	4	_	496	0.7%	
2039-300-62300	Software	2,250	-	_	2,250	0.0%	
2039-300-62400	Telephone/internet	2,200	65	_	2,135	3.0%	
2039-300-62610	Trainers	500	-	_	500	0.0%	
2039-300-62621	Employee mileage	2,500	1,702	-	798	68.1%	
2039-300-62640	Employee travel meals	-	6	-	(6)		
2039-300-62700	Facility and Utilities	-	190	-	(190)		
2039-300-62710	Rent expense	2,653	1,105	_	1,548	41.7%	
2039-300-62800	Internal service charges expenditure	84,337	33,578	_	50,759	39.8%	
	5 1	,	,		,		
2039-300-95000	Contingency	13,571	-	-	13,571	0.0%	
COMMUNITY & ECONOMIC	C DEVELOPMENT						
COMMUNITY & ECONOMIC	DEVELOPINIENI						
2070-200-62120	Marketing services	<u>-</u>	380	-	(380)		
AAMPO			300		(500)		
CED							
2071-200-42200	Program revenue (including Fees)	-	(63,373)	_	63,373		
2071-200-43400	State	(259,441)	(831,035)	-	571,594	320.3%	ODOT Transportation Grant
2071-200-46900	Misc Revenue	(3,782)	(031,033)	_	(3,782)		
23/1 200 -0500	Mise nevenue	(3,762)			(3,702)	0.070	

<u>FQA</u>	Account	Adopted Budget	<u>Actual</u>	Encumbrance	Available	% Used	Notes-Thru 11/30/2023 41.7%
2071-200-51000	Wages	128,707	44,608	-	84,099	34.7%	
2071-200-52000	Benefits	50,269	22,810	-	27,459	45.4%	
2071-200-61100	Supplies	1,500	341	-	1,159	22.7%	
2071-200-61300	Equipment (non-capitalized)	1,162	394	-	768	33.9%	
2071-200-62100	Professional Services	862,877	466,996	-	395,881	54.1%	Cities of Albany & Millersburg COVID Funds
2071-200-62110	Legal services	500	-	-	500	0.0%	
2071-200-62120	Marketing services	1,000	445	-	555	44.5%	
2071-200-62210	Printing/copying	1,000	80	-	920	8.0%	
2071-200-62220	Postage	250	8	-	242	3.1%	
2071-200-62300	Software	2,500	84	-	2,416	3.4%	
2071-200-62400	Telephone/internet	618	12	-	606	2.0%	
2071-200-62500	Memberships/Dues	1,000	881	-	119	88.1%	
2071-200-62600	Travel and training	-	908	-	(908)		
2071-200-62610	Trainers	4,000	1,185	-	2,815	29.6%	
2071-200-62621	Employee mileage	2,000	36	-	1,964	1.8%	
2071-200-62700	Facility and Utilities	-	855	-	(855)		
2071-200-62710	Rent expense	5,209	2,170	-	3,039	41.7%	
2071-200-62720	Facility maintenance svcs	1,000	-	-	1,000	0.0%	
2071-200-62800	Internal service charges expenditure	31,805	12,663	-	19,142	39.8%	
2071-200-95000	Contingency	59,000	-	-	59,000	0.0%	
CAMPO	Dua sua un un un (includio a Face)		(55.614)		FF C14		
2072-200-42200	Program revenue (including Fees)	(206.002)	(55,614)	-	55,614	200.40/	ODOT Topographs in a Count
2072-200-43400	State	(306,993)	(860,750)	-	553,757		ODOT Transportation Grant
2072-200-46900	Misc Revenue	(3,782)	-	-	(3,782)	0.0%	
2072-200-51000	Wages	135,706	49,680	-	86,026	36.6%	
2072-200-52000	Benefits	58,562	20,973	_	37,589	35.8%	
			_0,0.0		0.7000		
2072-200-61100	Supplies	1,500	440	-	1,060	29.3%	
2072-200-61300	Equipment (non-capitalized)	1,162	768	-	394	66.1%	
2072-200-62100	Professional Services	877,877	11,995	-	865,882	1.4%	
2072-200-62110	Legal services	500	-	-	500	0.0%	
2072-200-62120	Marketing services	1,000	-	-	1,000	0.0%	
2072-200-62210	Printing/copying	1,000	63	-	937	6.3%	
2072-200-62220	Postage	250	1	-	249	0.3%	
2072-200-62300	Software	2,500	-	-	2,500	0.0%	
2072-200-62400	Telephone/internet	700	-	-	700	0.0%	
2072-200-62500	Memberships/Dues	1,000	975	-	25	97.5%	
2072-200-62600	Travel and training	-	555	-	(555)		
2072-200-62610	Trainers	4,000	235	-	3,765	5.9%	
2072-200-62621	Employee mileage	2,000	167	-	1,833	8.3%	
2072-200-62700	Facility and Utilities	-	814	-	(814)		
2072-200-62710	Rent expense	8,374	2,542	-	5,832	30.4%	

504	Annanina	Adamsad Dudans	Antoni	F	A	0/ 11	Notes The 44 /20 /2022 44 70/
<u>FQA</u> 2072-200-62720	Account Facility maintenance svcs	Adopted Budget	<u>Actual</u> -	Encumbrance	Available 1,000	% Used 0.0%	Notes-Thru 11/30/2023 41.7%
	•	1,000			•		
2072-200-62721	Janitorial Service	2,200	420	-	1,780	19.1%	
2072-200-62800	Internal service charges expenditure	31,805	12,663	-	19,142	39.8%	
2072-200-95000	Contingency	78,375	-	-	78,375	0.0%	
PLANNING							
2076-200-42200	Program revenue (including Fees)	-	(142,625)	-	142,625		
2076-200-62300	Software	-	354	-	(354)		
TRANSPORTATION PLA	NNING						
2077-200-42200	Program revenue (including Fees)	-	(116,706)	-	116,706		
2077-200-43100	Contracts	(312,025)	-	-	(312,025)	0.0%	
2077-200-43200	FedDir	(375,000)	_	-	(375,000)		
2077-200-43400	State	(3,005,000)	(14,293)	-	(2,990,707)		
2077-200-43500	Local	(225,000)	(39,124)	_	(185,876)		
2077-200-46700	Matching Contributions	(600,000)	-	_	(600,000)		
2077-200-46900	Misc Revenue	(8,611)	-	_	(8,611)		
2077 200 10300	Wilse Neverlac	(0,011)			(0,011)	0.070	
2077-200-51000	Wages	516,287	101,541	-	414,746	19.7%	
2077-200-52000	Benefits	265,162	66,681	-	198,481	25.1%	
2077-200-61100	Supplies	3,500	767	_	2,733	21.9%	
2077-200-61300	Equipment (non-capitalized)	16,394	707	_	16,394	0.0%	
2077-200-61300	Professional Services	3,582,500	16 120	<u>-</u>	3,536,072	1.3%	
2077-200-62100			46,428	-	1,000	0.0%	
2077-200-62110	Legal services	1,000	- -	_	•	0.0%	
	Marketing services	1,500			1,500		
2077-200-62210	Printing/copying	2,900	-	-	2,900	0.0%	
2077-200-62220	Postage	100	-	-	100	0.0%	
2077-200-62300	Software	4,695	288	-	4,407	6.1%	
2077-200-62400	Telephone/internet	2,394	-	-	2,394	0.0%	
2077-200-62500	Memberships/Dues	3,000	250	-	2,750	8.3%	
2077-200-62600	Travel and training	-	468	-	(468)		
2077-200-62610	Trainers	10,000	240	-	9,760	2.4%	
2077-200-62621	Employee mileage	8,000	313	-	7,687	3.9%	
2077-200-62710	Rent expense	19,388	8,078	-	11,310	41.7%	
2077-200-62721	Janitorial Service	1,000	-	-	1,000	0.0%	
2077-200-62800	Internal service charges expenditure	123,267	-	-	123,267	0.0%	
2077-200-95000	Contingency	172,488	-	-	172,488	0.0%	
COMMUNITY PLANNIN	G						
2078-200-42100	Dues	(108,000)	(108,286)	-	286	100.3%	
2078-200-42200	Program revenue (including Fees)	· · · · ·	(100,111)	-	100,111		
2078-200-43100	Contracts	-	(2,768)	-	2,768		
2078-200-43200	FedDir	-	(37,500)	-	37,500		
	***= "		(3.,500)		3.,550		

<u>FQA</u>	<u>Account</u>	Adopted Budget	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	% Used	Notes-Thru 11/30/2023 41.7%
2078-200-61100	Supplies	-	314	-	(314)		
2078-200-61300	Equipment (non-capitalized)	-	170	-	(170)		
2078-200-62100	Professional Services	-	96,891	-	(96,891)		
2078-200-62120	Marketing services	-	20	-	(20)		
2078-200-62210	Printing/copying	-	199	-	(199)		
2078-200-62220	Postage	-	1	-	(1)		
2078-200-62300	Software	-	84	-	(84)		
2078-200-62400	Telephone/internet	-	116	-	(116)		
2078-200-62600	Travel and training	-	1,359	-	(1,359)		
2078-200-62610	Trainers	-	4	-	(4)		
2078-200-62621	Employee mileage	-	245	-	(245)		
2078-200-62700	Facility and Utilities	-	531	-	(531)		
2078-200-62710	Rent expense	-	883	-	(883)		
2078-200-62721	Janitorial Service	-	165	-	(165)		
2078-200-62800	Internal service charges expenditure	-	49,078	-	(49,078)		
RIDELINE							
2081-200-42100	Dues	-	27,833	-	(27,833)		
2081-200-42200	Program revenue (including Fees)	(12,000)	(241,833)	_	229,833	2015.3%	
2081-200-43300	FedInd	(630,000)	-	_	(630,000)	0.0%	
2081-200-43400	State	(14,000,000)	(5,458,931)	-	(8,541,069)	39.0%	
2081-200-43500	Local	(252,000)	-	-	(252,000)		
2081-200-46900	Misc Revenue	-	(876)	-	876		
2081-200-51000	Wages	983,832	360,573	-	623,259	36.6%	
2081-200-52000	Benefits	657,364	282,768	-	374,596	43.0%	
2081-200-61100	Supplies	8,000	4,192	_	3,808	52.4%	
2081-200-61300	Equipment (non-capitalized)	13,710	-	_	13,710	0.0%	
2081-200-61400	Furniture	5,000	-	-	5,000	0.0%	
2081-200-62100	Professional Services	12,000,000	4,650,143	_	7,349,857	38.8%	
2081-200-62110	Legal services	2,000	-	-	2,000	0.0%	
2081-200-62120	Marketing services	1,500	229	-	1,271	15.3%	
2081-200-62140	Banking services	1,000	394	-	606	39.4%	
2081-200-62210	Printing/copying	8,000	1,413	-	6,587	17.7%	
2081-200-62220	Postage	10,000	1,882	-	8,118	18.8%	
2081-200-62300	Software	174,280	-	-	174,280	0.0%	
2081-200-62400	Telephone/internet	10,000	1,196	-	8,804	12.0%	
2081-200-62500	Memberships/Dues	500	1,580	-	(1,080)	316.0%	
2081-200-62600	Travel and training	-	2,185	-	(2,185)		
2081-200-62610	Trainers	30,000	345	-	29,655	1.2%	
2081-200-62621	Employee mileage	2,000	349	-	1,651	17.5%	
2081-200-62700	Facility and Utilities	-	4,701	-	(4,701)		
2081-200-62710	Rent expense	55,786	23,244	-	32,542	41.7%	

FO.4	Account	Adouted Dudget	Actual	F	Aveilabla	0/ Llaad	Notes Thus 11/20/2022 41 79/
<u>FQA</u> 2081-200-62800	Account Internal service charges expenditure	Adopted Budget 311,865	Actual 124,167	Encumbrance -	<u>Available</u> 187,699	% Used 39.8%	Notes-Thru 11/30/2023 41.7%
2081-200-67000	Resource Reserves	4,000	124,107	_	4,000	0.0%	
2001 200 07000	Resource Reserves	4,000			4,000	0.070	
2081-200-95000	Contingency	615,163	-	-	615,163	0.0%	
2081-200-98282	Transfer to fund 2082	1,617,777	-	-	1,617,777	0.0%	
CED IMPROVEMENT PROJE							
2082-200-48281	Transfer from fund 2081	(1,617,777)	-	-	(1,617,777)	0.0%	
2082-200-62610	Trainers	15,000	-	-	15,000	0.0%	
LENDING SERVICES ADMINI	ICTRATION						
LENDING SERVICES ADMINI Lending	BIRATION						
5010-700-42200	Program revenue (including Fees)	(51,120)	(48,505)	-	(2,615)	94.9%	
5010-700-42800	Internal service charges revenue	(150,000)	-	_	(150,000)	0.0%	
5010-700-46900	Misc Revenue	-	(162)	-	162		
5010-700-51000	Wages	76,400	25,995	-	50,405	34.0%	
5010-700-52000	Benefits	41,000	15,767	-	25,233	38.5%	
					()		
5010-700-61100	Supplies	500	955	-	(455)	191.0%	
5010-700-61300	Equipment (non-capitalized) Professional Services	1,000	- 4.075	-	1,000	0.0%	
5010-700-62100 5010-700-62120	Marketing services	35,000 1,800	4,075 30	-	30,925 1,770	11.6% 1.7%	
5010-700-62120	Banking services	3,332	-	-	3,332	0.0%	
5010-700-62210	Printing/copying	1,500	84	-	1,416	5.6%	
5010-700-62220	Postage	600	28	_	572	4.6%	
5010-700-62300	Software	3,450	563	-	2,888	16.3%	
5010-700-62400	Telephone/internet	1,500	12	-	1,488	0.8%	
5010-700-62600	Travel and training	-	526	-	(526)		
5010-700-62610	Trainers	1,500	-	-	1,500	0.0%	
5010-700-62621	Employee mileage	500	-	-	500	0.0%	
5010-700-62623	Other employee travel	-	2	-	(2)		
5010-700-62700	Facility and Utilities	-	209	-	(209)		
5010-700-62710	Rent expense	2,753	1,140	-	1,613	41.4%	
5010-700-62800	Internal service charges expenditure	18,911	7,529	-	11,382	39.8%	
5010-700-64200	Client Assist: Lending programs	100	-	-	100	0.0%	
5010-700-95000	Contingency	25,000	-	-	25,000	0.0%	
LENDING PROGRAMS-LOAM	N DISBURSMENTS						
BEGRLF							
5021-700-46100	Interest Revenue	-	(61)	-	61		
5021-700-62140	Banking services	-	302	-	(302)		
RDF 1-3	Program royonua (including Ease)		(1 004)		1 004		
5022-700-42200 5022-700-46100	Program revenue (including Fees) Interest Revenue	-	(1,804) (337)	-	1,804 337		
3022-700-40100	interest Revenue	-	(337)	-	33/		

FQA	<u>Account</u>	Adopted Budget	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	% Used	Notes-Thru 11/30/2023 41.7%
5022-700-46110	Lending Program Interest revenue	-	(13,242)	-	13,242		
5022-700-62100	Professional Services	-	9,602	-	(9,602)		
5022-700-92000	Debt Interest	-	6,508	-	(6,508)		
	RDF 4						
5023-700-42200	Program revenue (including Fees)	-	(36)	-	36		
5023-700-46100	Interest Revenue	-	(94)	-	94		
5023-700-46110	Lending Program Interest revenue	-	(2,090)	-	2,090		
5023-700-62100	Professional Services	-	1,928	-	(1,928)		
5023-700-92000	Debt Interest	-	(2,631)	-	2,631		
	RMAP						
5024-700-46100	Interest Revenue	-	(16)	-	16		
5024-700-62100	Professional Services	-	152	-	(152)		
5024-700-62140	Banking services	-	616	-	(616)		
	LINCOLN CO URA						
5025-700-42200	Program revenue (including Fees)	-	(4,943)	-	4,943		
5025-700-46100	Interest Revenue	-	(7,130)	-	7,130		
5025-700-62100	Professional Services	-	44,186	-	(44,186)		
5025-700-62140	Banking services	-	0	-	(0)		
5025-700-62210	Printing/copying	-	0	-	(0)		
	CITY OF LINCOLN CITY						
5026-700-42200	Program revenue (including Fees)	-	(350)	-	350		
5026-700-46100	Interest Revenue	-	(2,227)	-	2,227		
5026-700-46110	Lending Program Interest revenue	-	(11,095)	-	11,095		
5026-700-62140	Banking services	-	0	-	(0)		
	EDA RLF						
5027-700-42200	Program revenue (including Fees)	-	(6,015)	-	6,015		
5027-700-46100	Interest Revenue	-	(10,719)	-	10,719		
5027-700-46110	Lending Program Interest revenue	-	(10,176)	-	10,176		
5027-700-62100	Professional Services	-	14,236	-	(14,236)		
5027-700-62140	Banking services	-	0	-	(0)		
	EDA RLF CARES		4				
5028-700-42200	Program revenue (including Fees)	-	(3,180)	-	3,180		
5028-700-46100	Interest Revenue	-	(9,666)	-	9,666		
5028-700-46110	Lending Program Interest revenue	-	(972)	-	972		
5028-700-62140	Banking services	-	0	-	(0)		
5020 700 42200	LINCOLN CO LOAN FUND		(420)		420		
5029-700-42200	Program revenue (including Fees)	-	(120)	-	120		
5029-700-46100	Interest Revenue	-	(6,666)	-	6,666		
5029-700-46110	Lending Program Interest revenue	-	(5,526)	-	5,526		
5029-700-62100	Professional Services	-	12,312	-	(12,312)		
5029-700-62140	Banking services BIF	-	0	-	(0)		
E020 700 46400			(4.600)		1.600		
5030-700-46100	Interest Revenue	-	(1,698)	-	1,698		
5030-700-62100 5030-700-62140	Professional Services	-	1,698	-	(1,698)		
5050-700-62140	Banking services	-	0	-	(0)		
	SBA 504						

<u>FQA</u>	<u>Account</u>	Adopted Budget	<u>Actual</u>	Encumbrance	Available % Used	Notes-Thru 11/30/2023 41.7%
5032-700-62210	Printing/copying	-	1	-	(1)	
	3, 1, 3				. ,	
	TOTAL REVENUE		19,299,604			
	TOTAL REVENUE		13,233,004			
	TOTAL EXPENDITURES		20,138,665			

Nondiscrimination Policy

OCWCOG'S Nondiscrimination Policy states, "Oregon Cascades West Council of Governments (OCWCOG) recognizes that the strength and growth of the Agency is in its people. It is our policy to provide equal employment opportunities to all qualified persons without regard to race, religion, color, sex, sexual orientation, gender identity, national origin, age, mental or physical disability, genetic information, military status, marital status, veteran's status, injured worker's status, or other protected status or activity in accordance with applicable law."

The Senior Companion Program Volunteer Handbook states, "Oregon Cascades West Council of Governments believes in equal opportunities. We will not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, or veteran status. Reasonable accommodation will be made for individuals with mental, physical, and sensory disabilities."



2023 OCWCOG Board of Directors Directory

(* indicates Executive Committee)

Linn County

*Sherrie Sprenger – VICE CHAIR *Alex Johnson II

Commissioner, Linn County

Jeremy Romer

Councilor, City of Halsey

Scott Cowan

Mayor, City of Millersburg

Carol Korn

Councilor, City of Tangent

*Alex Johnson II Mayor, City of Albany

Mike Caughey
Councilor, City of Harrisburg

Joshua Thorstad

Councilor, City of Sweet Home

Vacant

City of Brownsville

Vacant

City of Lebanon

Adina Olivares

Councilor, City of Sodaville

Benton County

*Pat Malone - TREASURER
Commissioner, Benton County

Jeanni Cuthbertson
Councilor, City of Monroe

Vacant Adair Village

*Chas Jones Mayor, City of Philomath

Vacant

Vacant

Charles Maughan
Mayor, City of Corvallis

Lincoln County

*Claire Hall - CHAIR
Commissioner, Lincoln County

Riley Hoagland
Councilor, Lincoln City

Vacant
City of Siletz

Rod Cross Mayor, City of Toledo

City of Newport

Siletz Confederated Tribe

Joyce King

Councilor, City of Depoe Day

Gil Sylvia

Commissioner, Port of Newport

*Rick Booth

Mayor, City of Waldport

Updated August 31, 2023

Vacant
City of Yachats



Community Development Block Grant Activities 2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

EXHIBIT A: APPLICATION

(Note: Prior to completing the application materials, please thoroughly review the RFA regarding applicant eligibility, eligible CDBG activities, and CDBG requirements.)

5.1 Applicant Information	
Applicant (organization name): Mid	-Willamette Family YMCA
Contact Person: Ethan Hubler	Email: ethandh13@gmail.com
Mailing Address: 3201 Pacific Bl	
	Agency website: www.ymcaalbany.org
UEI #*: RBRVWQNQL4K1 E	
(Unique entity identifier number is required. Co	
Organization Mission Statement:	
5.2 Proposal Summary	
Activity/Program Name:	
Activity Location:	
Proposal Summary: Provide a summa	rry of the proposed activity and anticipated outcomes.

ACTIVITY BUDGET FOR WHICH CDBG FUNDS ARE BEING RQUESTED:				
CDBG Funding Request	\$	50,200		
Leveraged Funds/Resources	\$	7974		
Total Activity Budget	\$	58174		



Community Development Block Grant Activities

2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

5.3 CDBG Application Narrative

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

Activity Description

- 1. Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed by the activity.
- 2. Describe the community need that will be addressed by the proposed activity.
- 3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.
- 4. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity.
- 5. Explain how the project will promote inclusiveness and how the agency embraces and demonstrates diversity within the organization. Include your agency's nondiscrimination policy for employees and clients as an attachment. For faith-based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities such as worship, study of religious text, or evangelizing.

Benefit to low-income Albany residents

- 6. Who and how many will benefit from activity (estimate # of people, describe clients)?
- 7. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low-income residents?

Scope of Work

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

Project Feasibility - Readiness to proceed

- Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project. Describe the current organizational capacity to complete and manage the activity within the program year.
- 10. Please provide a schedule of the activity/project that outlines when major activities will be executed and when the project will be completed.

Organizational Capacity and Activity Sustainability

- 11. Describe experience and success conducting similar projects, use of federal or CDBG funds.
- 12. If any issues were raised during a federal program monitoring evaluation, please explain the findings and how issues were resolved.
- 13. Explain agency experience managing construction projects subject to Davis-Bacon and/or BOLI wage requirements and/or soliciting bids for construction projects.
- 14. Identify any other agencies or partners for this activity/project and define the roles and responsibilities of these partners.
- 15. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)? Financial
 - 16. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?



Community Development Block Grant Activities

2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

5.4 Proposed Activity Budget

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

Activity/Project Budget Su	mmary (See 24 C	FR 570 Subpa	rt J)			
Estimated Total Cost of Activity:	\$ 58174		-			
CDBG Funding Requested for Activity:	\$ 50200					
Total Number of People/Households Served: (Please indicate people or households)	10					
Total Cost per Person/Household:	\$ 5817.40					
Total CDBG Cost per Person/Unit	\$ 5020					
Describe Source of Other Funds:	Amount Amount Se		cured Amount Tentative			
Federal:						
State:						
Local:						
Donations/Private:	\$7974	\$7974				
Grants:						
Loans:						
Activity Budget Detail	Activity Budget Detail (Non-Development Activities)					
Specific Cost Item/Description	CDBG Amount Requested	unt Funds		Total Amount CDBG + Other Sources		
Annual	\$ 41600	\$ O	\$	41600		
Payroll taxes	3182	0		3182		
Benefits	8400	7974	426			
Retirement	4992	0	4992			
Total	\$58174	\$7947	\$50	0200		



Community Development Block Grant Activities

2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

5.5 Staff Experience and Qualifications

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

Employee	Experience and Qualifications				
Name: Donna Skinner	Donna has been a teacher for 23 years and is fluent in				
Title: ELC Teacher	Spanish. She's also a step 8.5 on the Oregon registry, and is				
FTE on This Project: 1					
Name: Lindsay Ornelas	Director of ELC, and supervisor of Donna Skinner. Will				
Title: ELC Director	submit grant reports.				
FTE on This Project: .1					
Name: Ethan Hubler	Oversees ELC program and will help with grant reporting and management.				
Title: COO	and management.				
FTE on This Project: .1					
Name:					
Title:					
FTE on This Project:					

City of Albany Community Development Block Grant, Fall 2023

Mid-Willamette Family YMCA

3201 Pacific Blvd. SW Albany, OR 97321 (541) 926-4488

Point of Contact:

Chris Reese, Executive Director (503) 689-3160

Funding Request:

\$50,200

Executive Summary

Strengthening community is the cause championed at the YMCA. Lasting personal and social change can only come about when a community works together to invest in kids, health, and its neighborhoods. The YMCA focuses its programs in three areas: youth development, healthy living, and social responsibility. This grant request addresses youth development.

All kids deserve the opportunity to discover who they are and what they can achieve. Through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement. The grant-funded project presented in this proposal relates to the YMCA's Early Learning Center, a state-licensed early learning center that provides a comprehensive and well-rounded educational experience for children aged 3 to 5.

The YMCA is seeking funding to pay for the position of a staff member, fluent in Spanish. This staff member will provide language support for Spanish speakers in our community and facilitate classroom activities and operations, thereby allowing more available spots for students. The funding of this position will also allow the YMCA to include subsidized spaces for low-to-moderate (LMI) households, thereby increasing access to childcare for vulnerable, working-class families.

Program Description

The YMCA currently offers Growing Leaders Early Learning Center (ELC), a preschool program that allows drop ins for ages 3-5, which has been running for over three years. This service is available starting at 7:30am and runs until 5:30pm Monday through Friday. With the proposed grant funding, the YMCA will potentially be able to increase age ranges to start offering services as young as two and a half years old, as well as opening potential childcare slots for up to ten new students, specifically targeting low-to-moderate income (LMI) families, and those households who speak Spanish as a primary language.

With the YMCA moving into its fourth year operating its preschool program, this service is well established in the community with classes regularly filling out with maximum attendance. There is a great need to extend the availability of classroom slots, and the proposed grant will provide the YMCA with the flexibility of taking on participants who are traditionally unable to cover the costs associated with the services. Considering the shortage of qualified childcare in Albany, this is an important component to expanding economic opportunities, as it frees up parents to obtain work hours by providing accessible services to low-to-moderate income families.

Sustainability is a large component of any childcare program as young kids in their formative years learn best when they have stable surroundings. The funding to provide for the position will be pivotal in covering the costs of maintaining classroom accessibility as childcare for young students require a high adult-to-child ratio but, once the program rolls out the income provided by families who pay for the services will maintain the operational capacity; this grant is to grow the program, which will be able to self-sustain moving forward.

With the successful growth of the program, the YMCA will be able to offer further subsidies/scholarships for LMI households, allowing more of the target population to receive care in future operating years. With each potential expansion, the income generated will help offset future expenses Any additional grants sought by the YMCA for childcare will be able to further develop and expand the program, creating lasting and meaningful expansion to childcare programs in the community. Finally, fee-for-service funding sources such as CCO community based organization funding may become available as early as January 2024 to assist with ongoing operation expenses and family scholarships for childcare, further enhancing the YMCA's capability to offer even more subsidized childcare for LMI families in the near future.

Activity Description

- 1. *Priority:* The YMCA's intent to focus on childcare addresses Priority 3 (Increasing availability of needed services for low-and-moderate-income residents) and Priority 4 (Expand economic opportunities for low- and moderate-income residents).
- 2. Statement of Need/Value: Linn County has an acknowledged lack of childcare services dating back more than fifteen years; the situation worsened during and post COVID as many providers closed or reduced accessibility. This problem is especially prevalent in Albany, which has the highest density of population in the county. The YMCA is seeking to address these needs, specifically targeting the following issues:
 - Limited Existing Availability: Only 23% of Oregon children under 5 have potential access to a regulated childcare slot, falling to 14% for toddlers. (Oregon State University College of Public Health and Human Services)
 - Linn County Childcare Deserts: Large swaths of Linn County, including almost all
 of East Albany can be classified as a childcare desert, meaning limited or no
 access to quality care. (Oregon State University College of Public Health and
 Human Services, and childcaredeserts.org)
 - Spanish Speaking Population: 12.9% of Linn County residents speak Spanish at home, highlighting a need for culturally competent childcare. (US Census Bureau)
 - Cost Barriers: Childcare in Linn County exceeds the cost of public university tuition, putting it out of reach for many families. (Oregon State University College of Public Health and Human Services)

- Subsidy Reliance: 372 Linn County children per month receive childcare subsidies, highlighting the need for affordable options. This does not tell the full story, however, as far more families need subsidies than are available—for example, the Employment Related Day Care (ERDC) program, Oregon's main subsidy program, has a waitlist that requires more than 18 months to work through. (Oregon State University College of Public Health and Human Services)
- 3. Addressing the need: There are numerous benefits to childcare that improve the quality of life for families in Albany and increase their capacity to contribute to the community. By improving access to childcare, especially for working class families, the YMCA will be improving the lives of Albany's residents and make a lasting impact, especially regarding the following:
 - Economic Impact: Increased childcare availability allows parents, particularly mothers, to rejoin the workforce, boosting the local economy. (Center for American Progress)
 - Early Childhood Development: Quality childcare has a significant positive impact on cognitive, social, and emotional development of children. (National Academies of Sciences, Engineering, and Medicine)
 - Improved Parental Well-being: Access to childcare reduces parental stress and improves mental health, leading to better parenting practices. (Center for American Progress)
 - Reduction in Long-term Societal Costs: Investing in childcare can prevent future issues like crime, unemployment, and health problems, potentially leading to significant cost savings for society in the long run. (Center for American Progress)
- 4. National Objective: The YMCA's focus on childcare is to improve the stated CDBG priority addressing the economic opportunities for low-to-moderate income households. As childcare is one of the major barriers to work opportunities, the YMCA will be removing that barrier for LMI families. This will improve the capacity for households to create a sustained income and decrease the reliance of social support services for those who benefit from maintaining gainful employment while their child(ren) are cared for by a trusted and licensed service provider.
- 5. Promoting Inclusiveness and Diversity (DEI): This initiative is focused on reducing barriers and empowering families who speak Spanish as the primary language at home, as well as those households traditionally unable to pay for the expensive cost of childcare. By expanding the program with a staff member capable of speaking Spanish, this program will cover the operating cost for the new position, thereby empowering the YMCA to offer additional childcare slots, up to 10 of which will be available at reduced or no cost to low to moderate income (LMI) families.

Benefit to Low-Income Albany Residents

- 6. This program is designed to benefit low-to-moderate income (LMI) households, especially those who are traditionally unable to afford childcare. The YMCA is also marketing this program to provide services to Hispanic/Latinx households as there has been a defined need for childcare for Spanish-speaking households. The additional staff member will permit the YMCA to provide services for up 10 slots, which will be reserved for children from LMI households and capable of serving Spanish-speaking clients.
- 7. The YMCA anticipates the following breakdown of childcare support:
 - a. 2 slots for extremely low-income families (<30% area median income) (AMI)
 - b. 2 slots for <50% AMI families
 - c. 4 slots for <60% AMI families
 - d. 2 slots for <80% AMI families

Scope of Work

8. The specific goals for utilization of these grant funds is to have a Spanish speaking staff member available during operating hours. This staff member has already been identified and will be able to be in a position on or before the start date of this grant (once funding is approved).

The YMCA regularly releases newsletters and communicates with community partners including service providers (such as Family Tree Relief Nursery), parent groups (such as those operated through LBCC), and with city and county officials. As part of standard marketing and information practices, the YMCA will have bilingual fliers developed advertising the low-income benefit programs for its childcare program.

Project Feasibility – Readiness to Proceed

- 9. The YMCA is ready to utilize the identified staff member and is awaiting grant funding to make the position available. As this is an already ongoing program there is no lead-in time or additional requirements as the property is already secured and currently used as a childcare center; this program will allow the YMCA to open an additional classroom, which can be done as soon as staffing is sufficient.
- 10. The staff member will be ready to begin as soon as funding is committed. The YMCA will begin advertising the childcare program for LMI households once funded. The program will run from July 1, 2024 through June 30, 2025. During this time, the grant funds will facilitate ten preschool/child care positions available for low-to-moderate income (LMI) households with the capacity to accommodate Spanish speaking children.

Organizational Capacity and Activity Sustainability

- 11. YMCA has an established presence with a long history of success in youth development and childcare programs. It has served Albany for decades. Both Albany and the YMCA share a mission of improving the lives of children and strengthening families, fostering a strong partnership to better the community.
 - The YMCA has a proven track record, having provided recorder preschool and day camp programs for decades, providing education, activities, and childcare for hundreds of families each year. Growing Leaders ELC has been open for 3 years and has continued to improve operationally and administratively each year.
- 12. The YMCA concluded a grant utilizing federal passthrough funds in 2023; as this was the first largescale federal grant undertaken, there was an exception noted related to the Davis-Bacon act, specifically prevailing wage law with BOLI. This has since been identified internally; the YMCA has self-reported the exemption, and policies are in place to prevent future repeat of the oversight.
- 13. As noted above, the YMCA's prior experience with federal funds has helped to further refine policy, procedure, and compliance efforts at the administrative level.
- 14. There are no other agencies or partners who will be directly involved in the delivery of this program.
- 15. The YMCA's Growing Leaders ELC program will continue whether funding is available through CDBG funds, but the expansion of the program with an award would allow for available class spots for low-to-moderate income households to receive fee-or-low cost childcare, which is not something the program is currently capable of offering. Partially funding the program may allow for some flexibility, and, based on the amount available, may allow the YMCA to make up the difference utilizing general funds but the budget has already been decreased to the least amount possible to allow for staff-to-child ratio and, if at all possible, the YMCA would encourage the review board to approve for the amount requested. Any lesser amount proposed will be reviewed by the YMCA and accepted if the YMCA can guarantee quality of service will not be negatively impacted.

Financial

16. The YMCA is a non-profit and is committed to serving the community and confers with many funders for many different varieties of grants. Scholarship programs and a sliding-scale of fees will increase accessibility for LMI families; for example, the YMCA gave over

\$660,000 in program and membership scholarships in 2023 alone. As part of its ongoing focus of inclusion and diversity, and to to better serve the community as a whole, the YMCA strives to include Spanish speaking staff with the goal of attracting Spanish-speaking families. It is the YMCA's ardent belief that this is the best currently available grant to achieve this goal.

Organization Overview

YMCA has had operational facilities in Albany for nearly 70 years. Manning these sites are qualified staff which is supported by a national framework, a team of experienced and qualified administration, and the YMCA will be providing Spanish speaking staff as part of its programming.

The YMCA collaborates with many other community partners, potentially broadening the impact of programming to include additional service connections, especially for LMI families. Partners include Family Connections, the Parenting Success Network at LBCC, Jackson Street Youth Services, Casa Latinos Unidos, Kids for the Culture, NAACP—all with the goal of improving the community for current and future generations.

Testimonials

"Growing Leaders really has turned our lives around for the better. My child started at Growing Leaders after being kicked out and transferred from about 5 different schools due to behavioral issues and just not enough patience from schoolteachers to handle his behaviors. Coming into Ms. Donna's class was a blessing. Ms. Donna and her supportive staff at Growing Leaders have helped him with a lot, from learning better communication when his feelings are overwhelming to learning how to handle rough situations with peers and not act out aggressively. We really appreciate everything Growing Leaders has done to help turn our kiddo into a leader and awesome individual".

- Rachel A

"We are very thankful that our 3-year-old daughter attends Growing Leaders. Her mind has developed so much during these very important formative years, with much credit due to Growing Leaders. Our daughter loves her teachers. The school also frequently hosts family events during non-working hours in which we can all come to the school, do fun activities together, and meet other parents and staff. This has been great as it gives us a chance to feel included and involved. We definitely plan to keep our daughter enrolled until she can start regular school."

– Steve C.

Closing

With a \$50,200 investment, the YMCA can make a tangible impact on the lives of children and families in Albany. We invite you to partner with us to create a stronger, more inclusive community. The YMCA's expanded childcare initiative will give every child the opportunity to thrive. We are ready to bridge the language gap and empower our community's children with this CDBG grant. By investing in childcare staff, we will not only fulfill immediate needs but also plant the seeds for a more inclusive and prosperous future for all. We urge you to approve our proposal and join us in making a real difference for the families of Albany.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Operations Director

Reports to: CEO

Job Classification:
Choose an item.

Department/100 code. 1-10-1
FLSA Status: Exempt Salaried
Date of Hire:
Start Date:

Donartmont/Joh Codo: 1-10/F

POSITION SUMMARY:

The Operations Director supports the total operation of the YMCA branch including membership, marketing, programs, facilities, volunteer and staff development, financial development, community relations and collaborations with community agencies.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionally every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS - Multi-Team or Branch Leader:

- 1. Follow all YMCA policies, rules, regulations and procedures, including emergency and safety procedures at all time.
- 2. Serve as a role model to all staff, members, and guests by personally demonstrating the YMCA mission and core values at all times.
- Ensure a level of service and engagement that builds relationships and fosters loyalty among those we serve.
- 4. Ensure the operational growth of the YMCA through program expansion, member recruitment and retention, pricing strategies, new site development, collaborations, and mergers and acquisitions. Guide the organization to make tough choices about what to stop, start, and continue.
- 5. Create effective, sustainable, organization-wide collaborations.
- With YMCA leadership team, establish long range plans for the expansion of programs and services, in harmony with overall YMCA objectives.
- 7. Provide staff support for assigned committees.
- 8. In conjunction with Administrative Services Director, develop, manage, and monitor assigned operating budget to meet or exceed targets. Recommend budget adjustments to assure a balanced operation and submit reports on current operations.
- 9. Under direction of CEO, communicate the strategic plan and operational process to Department Directors.
- 10. Develop and direct high quality member engagement strategies and programs which support branch and Association mission, goals, and strategies.
- 11. Foster a climate of innovation to develop member-focused programs which support the Y mission, goals, and strategies.
- 12. Coordinate with Property Director to ensure proper maintenance and care of the YMCA campus.
- General oversite of Membership and Marketing Department, including direct supervision of the Membership, Marketing and Rentals Coordinators.
- 14. Serve as member of YMCA management and support the overall objectives of the YMCA.
- 15. Oversees the IT needs of the YMCA, including managing IT volunteers, contractor and staff.
- 16. Oversees YMCA fundraising events (Eats and Beats, Taste, etc.)
- 17. Put in vacation requests two weeks prior to taking time off as per the vacation policy.
- 18. Give a 2 week notice before resigning from this position.
- 19. Attend all requires All Staff Meetings.
- 20. Complete all other duties as assigned by supervisor.
- 21. Additional Duties: Click or tap here to enter text.

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ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the
 essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the
 essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able
 to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

QUALIFICATIONS:

- 1. Bachelor's degree in human services, recreation, social services, business or related field or equivalent work experience.
- 2. Five or more years of management experience in the YMCA or another nonprofit agency preferred.
- Knowledge and experience in all aspects of operations, including staff supervision and development, I membership practices, program
 development and implementation, volunteerism, facility and property management and financial practices, public relations, and
 program development.
- 4. YMCA Organizational Leader certification preferred.
- 5. Experience in management and development of volunteer involvement.
- 6. Ability to relate effectively to diverse groups of people from all social and economic segments of community.
- 7. Proven track record of developing authentic relationships with others.
- 8. Ability to establish and maintain collaborations with community organizations.
- 9. CPR, AED and First Aid Certificate required.
- 10. Must meet all pre-employment requirements including: criminal background investigation as required.

LEADERSHIP COMPETENCIES (Multi-Team or Branch Leader):

Operational Effectiveness Mission Advancement Collaboration Personal Growth Values Inclusion Decision Making Self-Development Community Relationships Innovation Change Capacity Volunteerism Influence Project Management Emotional Maturity Philanthropy • Functional Experience Communication Finance Developing Others Quality Results

SIGNATURE:

I have reviewed and understand this job description. I understand that my first 90 days is a probationary period during which time, I will have received all required trainings and certifications listed above furthermore, at the end of this probationary period I expect to have a performance review conducted by my supervisor. By my signature below, I acknowledge that I have read and agree to the terms of my employment as outlined above.

Enter Name Here		
Team Member's Name	Team Member's Signature	Date
Enter Name Here		
Supervisor's Name	Supervisor's Signature	Date



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Early Learning Center Director

Reports to: CEO

Job Classification:

Full Time Non- Exempt (38-40 hours)

Department/Job Code: **5-500**FLSA Status: Non Exempt
Date of Hire: 1/31/2022
Start Date: 1/31/2022

*Note: This will be an hourly position to start and will move to salaried exempt closer to opening of ELC. New Salaried Exempt job description will be signed then.

POSITION SUMMARY

Under the direction of the CEO, the Early Learning Child Development (ELC) Director is responsible for administering a safe, nurturing and stimulating learning environment that is developmentally appropriate for children ages 3 years to Pre-K. The ELC Director is responsible for establishing classroom policies, procedures and curricula that comply with local, state, and federal laws governing child care, early learning division and community care licensing requirements. This position is responsible for recruiting, hiring, scheduling, supervising and evaluating all Early Learning Center volunteers and staff.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose, intentionally every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

Essential Functions:

- 1. Follow all YMCA policies, rules, regulations and procedures, including emergency and safety procedures at all times.
- 2. Serve as a role model to all staff, members, children, and guests by personally demonstrating the YMCA mission and core values at all times.
- 3. Ensure a level of service and engagement that develops relationships and fosters loyalty among those we serve and collaborate with.
- 4. Create a comprehensive developmentally appropriate curriculum to include social, emotional, cognitive, anti-bias, multi-cultural, gross motor, and fine motor skill development.
- 5. Substitute on an "as needed" basis.
- 6. Facilitate developmental portfolios and procedures to track and report the growth of all participants to their parents.
- 7. Recruit, hire, train, and manage all paid staff and volunteers.
- 8. Guide individual professional development and goals with staff that ends annually with a performance review.
- 9. Support and facilitate weekly team meetings.
- 10. Ensure fiscal solvency by creating, purchasing, monitoring and working within the set annual budget.
- 11. Identify overdue accounts, and then communicate with families in a way that ensures fiscal solvency.
- 12. Survey community members to assess the needs for a robust toddler preschool program experiencing steady growth.
- 13. Keep records essential for licensing, health, evaluation and reporting for all appropriate authorities.
- 14. Maintain the program quality, staff ratios and facility to meet all licensing requirements as outlined by the State of Oregon and the Oregon Department of Education Early Learning Division.
- 15. Participate in branch fundraising activities and events throughout the year.
- 16. Establish and facilitate a "Parent Advisory Council" conducting Bi-monthly meetings.
- 17. Attend all staff meetings and trainings as required.
- 18. Create a tool that communicates program statistics and effectives as it relates to program participation and growth.
- 19. Develop and assist in the marketing and distribution of program information.
- 20. Put in vacation requests two weeks prior to taking time off as per the YMCA vacation policy.
- 21. Give a 2 week notice before resigning from this position.
- 22. Complete all other duties as assigned by supervisor.
- 23. Additional Duties:

Click or tap here to enter text.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by a Team Member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the Team Member is regularly required to use a computer for extended periods of time and must be able to communicate effectively using computers, phone and other smart devices, as needed.
- The Team Member frequently is required to sit and reach, and must be able to move around the work environment.
- The Team Member must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS:

- Must be 21 years or older.
- Bachelor's degree in related field.
- Get and Maintain Step 9 or 10 on the ORO registry.
- Licensure is required
- Must complete all trainings and certificates for Early Learning Division Director:
 - Introduction to Child Care Health and Safety Training
 - o Recognizing and Reporting Child Abuse and Neglect
 - Health and Safety Training recognized by the Oregon Center for Career Development in Childhood Care and Education
 - o Safe Sleep for Oregon Infants
- Extensive experience in Early Education and working with ages 3 years to Pre-K.
- 2 years of supervision experience desired.
- Strong skills in leading and motivating staff to achieve targeted goals and measurable outcomes.
- Exceptional verbal, oral and written communication skills.
- Excellent interpersonal and problem solving skills.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Good personal computer skills.
- Certifications required within 90 days of hire: CPR/AED, First Aid and Safe schools.

*You may be hired with only 6 ECE units, and then must enroll and complete 2 units a semester until you have completed 12 ECE units to become a fully qualified teacher within 90 days of employment, or at first available training.

Leadership COMPETENCIES (Team Leader):

Mission Advancement	<u>Collaboration</u>	Operational Effectiveness	Personal Growth
Values	Inclusion	 Decision Making 	 Self-Development
 Community 	 Relationships 	Innovation	 Change Capacity
 Volunteerism 	 Influence 	 Project Management 	 Emotional Maturity
 Philanthropy 	 Communication 	Finance	 Functional Experience
	 Developing Others 	 Quality Results 	

SIGNATURE:

I have reviewed and understand this job description. I understand that my first 90 days is a probationary period during which time, I will have received all required trainings and certifications listed above furthermore, at the end of this probationary period I expect to have a performance review conducted by my supervisor. By my signature below, I acknowledge that I have read and agree to the terms of my employment as outlined above.

Enter Name Here		
Team Member's Name	Team Member's Signature	Date
Enter Name Here		
Supervisor's Name	Supervisor's Signature	Date



FOR YOUTH DEVELOPMENT © FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY

Date of Hire:

Start Date:

Job Title: **Teacher** Department/Job Code: 5-502

Reports to: ELC Director FLSA Status: Non Exempt Job Classification: Full Time Non- Exempt (38-40 hours)

POSITION SUMMARY

This position is responsible for helping to maintain a safe, clean environment; ensuring a high level of program quality and working to establish a positive relationship with all program participants and their families. The teacher will provide a positive role model to children within the philosophy of YMCA standards and expectations with emphasis on character counts philosophy. Must embody and demonstrate the Y's core values of honesty, respect, caring and responsibility. This position is supervised and work under the direction of the Early Learning Center Director or designee. This position is responsible for preparing age and developmentally appropriate curriculum and activities to enhance children's physical, cognitive, language, social and emotional development. Other responsibilities include planning and implementing all daily activities for children.

The Teacher must have ability, physically and mentally to:

- 1. Lead and participate in active sports and games with children
- 2. **Monitor behavior** requiring physical separation
- 3. Plan and carry out daily, weekly and monthly curriculum and planned activities
- 4. Respond to critical incidents and act swiftly in an emergency situation
- 5. Adequately observe participants' activities and enforce safety regulations

MINIMUM QUALIFICATIONS

Age:

Must be 18 years of age or older

Education:

- **CDA-Child Development Associates**
- At Least Step 8 ORO or Teacher Qualified per ELD rules Initial and Date:
- Early Education experience

Availability:

- Must be able to work in different shifts starting at 6:00 am and ending the latest at 7:30pm.
- Flexibility in work schedule is required.

Related Experience:

- At least 2 years working with young children or Familiar with Developmentally Appropriate Practices
- Experience of familiar with Reggio Emilia, Anti-Bias curriculum and Creative Curriculum

Licenses & Certifications:

- CPR and First Aid
- **Food Handlers**
- All Trainings and certificates for Early Learning Division
 - Introduction to Child Care Health and Safety Training
 - Recognizing and Reporting Child Abuse and Neglect
 - Health and Safety Training recognized by the Oregon Center for Career Development in Childhood Care and Education
 - Safe Sleep for Oregon Infants
 - Prevention is better than treatment
- Comply with local, state, and federal laws governing child care

Language Skills:

- Excellent verbal and written skills in English required
- Spanish a plus.

Leadership:

- Strong leadership and interpersonal skills
- Excellent organizational, Problem-solving, and time-management skills
- Friendly and approachable demeanor
- Maintain a professional appearance, attitude, and work ethic at all times

Other Duties:			
=			

ESSENTIAL FUNCTIONS

- 1. Supports the mission of The Growing Leaders Early Learning Center and the MID-WILLAMETTE FAMILY YMCA.
- 2. Must be friendly, team player and able to work in a collaborative environment
- 3. **Under the direction** of the Early Learning Center Director, help to plan and implement Developmentally Appropriate, anti-bias curriculum that best meets the needs of the individual child in regards to cultural, age and developmental skills
 - 4. Must be organized and professional and complete assigned tasks on time
 - 5. Prepare input on individual assessments of children in order to individualize curriculum
 - 6. Establishes rapport with parents, and participates in parent education/events
 - 7. Submits any reports and updates log book within the day of the relevant event
 - 8. Assists with and participates in recreational activities on and off site.
 - 9. **Participates** in site, department and branch events
 - 10. **Preparation** of needed materials for daily activities
 - 11. Helps to maintain a clean and orderly site
 - 12. Follows and maintain center program guidelines, objectives and goals
 - 13. Attends all staff meetings
 - 14. Assists in planning and participates in all family events
 - 15. Attends all mandatory department and branch training's and events
 - 16. Attend staff meetings and trainings as required.
 - 17. Uphold YMCA policies for safety, supervision, mandated reporting and risk management.
- 18. **Demonstrate** the core values of caring, respect, honesty and responsibility in all dealings with members, guests, volunteers and fellow staff.
 - 19. Maintain all training, certificates, and competencies for state License
 - 20. Maintain ratios of room at all times
- 21. **Demonstrate** competencies in and willingness to develop in the Cause Driven Leadership areas of mission advancement, collaboration, operational effectiveness and personal growth.
 - 22. All other duties as assigned by your supervisor.

YMCA LEADER COMPETENCIES

Mission Advancement:

- Accept and demonstrate the Y's values.
- Demonstrates a desire to serve others and fulfill community needs.
- Support fundraising.

Collaboration:

- Work effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Build rapport and relates well to others.
- Seeks first to understand the other person's point of view and remains calm in challenging situations.
- Listen for understanding and meaning; speaks and writes effectively.
- Take initiative to assist in developing others.

Operational Effectiveness:

- Make sound judgments, and transfer learning from one situation to another.
- Embrace new approaches and discover ideas to create a better member experience.
- Establish goals, clarifies tasks, plans work, and actively participate in meetings.
- Follow budgeting policies and procedures, and report all financial irregularities immediately.
- Strive to meet or exceed goals and deliver a high-value experience for members.

Personal Growth:

- Pursue self-development that enhances job performance.
- Demonstrate an openness to change, and seek opportunities in the change process.
- Accurately assess personal feelings, strengths, and limitations and how they impact relationships.
- Have the functional and technical knowledge and skills required to perform well; use best practices and demonstrate
 up to- date knowledge and skills in technology.

While all competencies are significant the following are critical to success in this position:

Community & Volunteerism – Ensure a high level of service with a commitment to improving lives & Provide volunteers with orientation, training, development, and recognition.

Communication & Developing Others – Effectively tailor communication to the appropriate audience & Provide staff with feedback, coaching, guidance and, support.

Decision Making & Finance – Provide others with frameworks for making decisions & effectively create and manage budgets.

Emotional Maturity & Functional Expertise – Utilize non-threatening methods to address sensitive issues and inappropriate behavior or performance & have the functional and technical skills required to perform well, using best practices and demonstrating up-to-date knowledge and skills in technology.

EFFECT ON END RESULTS

This position has a significant impact on the quality and effectiveness with which the YMCA accomplishes its goals and objectives in service to the community, impacting the community's understanding of the YMCA movement. This position will support procedures to communicate YMCA services to YMCA members and the community. This position will project a positive attitude that enriches the lives of the families we serve.

SIGNATURE:

I have reviewed and understand this job description. I understand that my first 90 days is a probationary period during which time, I will have received all required trainings and certifications listed above furthermore, at the end of this probationary period I expect to have a performance review conducted by my supervisor. By my signature below, I acknowledge that I have read and agree to the terms of my employment as outlined above.

Enter Name Here		
Team Member's Name	Team Member's Signature	Date
Enter Name Here		
Supervisor's Name	Supervisor's Signature	Date

	Jan - Dec 24
Ordinary Income/Expense	
Income	
01 · Contribution	755,890.60
11 · Membership Dues	1,591,440.29
12 · Guest Passes	50,177.98
13 · Program Income	1,797,693.00
14 · Sales	52,340.00
16 · Miscellaneous	208,470.00
18 · Lease Income	46,680.00
Total Income	4,502,691.87
Gross Profit	4,502,691.87
Expense	
21 · Salaries & Wages	2,409,342.16
22 · Employee Benefits	288,865.69
23 · Payroll Taxes	237,871.54
24 · Contract Services	377,491.72
25 · Supplies	241,218.32
26 · Telephone & Communications	30,852.00
27 · Postage & Shipping	2,900.00
28 · Occupancy	341,949.68
29 · Equipt. & Building Cost, Leases	545,493.00
30 · Fund Raising Expense	48,400.00
31 · Printing, Publishing, Promotion	23,092.00
32 · Travel & Employee Expenses	600.00
33 · Conf/Conv/Meetings	11,164.00
35 · Payment of Dues	95,066.80
37 · Financing	302,105.28
38 · Liability Insurance	91,963.68
39 · Miscellaneous Expenses	5,705.00
53 · Current Fixed Assests Purchase	1,878.78
Total Expense	5,055,959.65
Net Ordinary Income	-553,267.78
Net Income	-553,267.78

1130 · Adult Membership Dues

Mid-Willamette Family YMCA Total Profit & Loss Budget Performance October 2023

	Oct 23	Budget	\$ Over Budget	Jan - Oct 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
01 · Contribution							
0110 · Contributions	5,653.71	17,166.67	-11,512.96	12,334.71	171,666.70	-159,331.99	206,000.00
0130 ⋅ Sustaining	1,106.00	0.00	1,106.00	365,892.86	250,000.00	115,892.86	250,000.00
0150 · YMCA Foundation	0.00	0.00	0.00	752.00	0.00	752.00	0.00
0170 · Grant Income	4,910.75	2,475.00	2,435.75	128,761.56	152,025.00	-23,263.44	156,975.00
0171 · Grant Income- Preschool Promise	17,372.73	49,090.91	-31,718.18	332,563.63	441,818.19	-109,254.56	540,000.01
0180 · Fundraising Event							
0181 · Sponsorship	13,000.00	0.00	13,000.00	42,207.50	120,000.00	-77,792.50	176,500.00
0182 · Tickets/Registration	0.00	0.00	0.00	16,250.00	33,000.00	-16,750.00	161,500.00
0186 · Drink/Misc.	0.00			2,069.50			
Total 0180 · Fundraising Event	13,000.00	0.00	13,000.00	60,527.00	153,000.00	-92,473.00	338,000.00
Total 01 · Contribution	42,043.19	68,732.58	-26,689.39	900,831.76	1,168,509.89	-267,678.13	1,490,975.01
02 · In-Kind Donations							
0210 · In-Kind Donations	0.00	1,083.00	-1,083.00	4,060.60	10,830.00	-6,769.40	12,996.00
Total 02 · In-Kind Donations	0.00	1,083.00	-1,083.00	4,060.60	10,830.00	-6,769.40	12,996.00
03 · Special Event							
0310 · Special Events	120.00	0.00	120.00	1,711.00	0.00	1,711.00	0.00
Total 03 · Special Event	120.00	0.00	120.00	1,711.00	0.00	1,711.00	0.00
08 · United Way Contributions							
0810 · United Way	791.67	833.33	-41.66	12,166.55	8,333.30	3,833.25	10,000.00
Total 08 · United Way Contributions	791.67	833.33	-41.66	12,166.55	8,333.30	3,833.25	10,000.00
11 · Membership Dues							
Scholarshipped Dues	59,075.66	15,832.00	43,243.66	575,296.08	158,320.00	416,976.08	189,984.00
Scholarshipped Dues Reversal	-59,075.66	-15,832.00	-43,243.66	-575,296.08	-158,320.00	-416,976.08	-189,984.00
1101 · Gift Certificates	0.00	150.00	-150.00	-1,590.00	1,500.00	-3,090.00	1,800.00
1102 · Gift Cards	0.00	0.00	0.00	366.00	0.00	366.00	0.00
1110 · Family Membership Dues	43,784.70	36,686.00	7,098.70	462,331.85	378,627.00	83,704.85	451,284.00
1115 · Family Plus	8,426.05	6,169.00	2,257.05	75,271.06	74,130.00	1,141.06	87,986.00
1120 · Single Parent Family Dues	9,827.60	10,503.00	-675.40	93,098.75	105,740.00	-12,641.25	127,385.00

2,932.30

157,325.97

142,733.00

17,582.30

14,650.00

171,531.00

14,592.97

Mid-Willamette Family YMCA Total Profit & Loss Budget Performance October 2023

	Oct 23	Budget	\$ Over Budget	Jan - Oct 23	YTD Budget	\$ Over Budget	Annual Budget
1135 - Adult Couple Dues	9,292.60	8,102.00	1,190.60	84,395.43	88,815.00	-4,419.57	104,940.00
1140 · Youth Membership Dues	1,346.35	743.00	603.35	13,489.40	9,269.00	4,220.40	21,412.00
1141 · College Dues	3,248.95	3,075.00	173.95	35,398.84	37,643.00	-2,244.16	43,017.00
1150 · Senior Membership Dues	8,171.00	9,290.00	-1,119.00	111,985.92	86,439.00	25,546.92	102,820.00
1155 · Senior Couple Dues	6,135.80	9,367.00	-3,231.20	58,000.72	72,197.00	-14,196.28	90,767.00
1156 · Senior - Renew Active	0.00	9,091.00	-9,091.00	67,938.00	86,303.00	-18,365.00	104,224.00
1157 · Senior - Silver & Fit	6,999.60	8,820.00	-1,820.40	83,651.60	74,489.00	9,162.60	91,524.00
Total 11 · Membership Dues	114,814.95	116,646.00	-1,831.05	1,241,663.54	1,157,885.00	83,778.54	1,398,690.00
12 · Guest Passes							
1220 · Family Guest Pass	1,000.00	695.00	305.00	15,650.00	18,618.24	-2,968.24	20,443.24
1230 · Adult Guest Pass	405.00	431.25	-26.25	7,782.00	7,772.75	9.25	8,704.00
1240 · Youth Guest Pass	925.00	787.75	137.25	13,070.00	10,471.90	2,598.10	11,741.90
1250 · Senior Guest Pass	440.00	161.00	279.00	2,630.00	2,070.00	560.00	2,760.00
1260 · Young Adult Guest Pass	270.00	241.50	28.50	3,640.00	3,058.50	581.50	3,691.00
Total 12 · Guest Passes	3,040.00	2,316.50	723.50	42,772.00	41,991.39	780.61	47,340.14
13 · Program Income							
Scholarshipped Program Income	19,806.55	32,258.50	-12,451.95	299,834.03	335,438.00	-35,603.97	398,638.00
Scholarshipped Program Reversal	-19,806.55	-32,258.50	12,451.95	-299,834.03	-335,438.00	35,603.97	-398,638.00
1300 · After School - Albany	15,305.00	13,500.00	1,805.00	127,033.00	108,000.00	19,033.00	135,000.00
1309 · Day Camp Income	0.00	0.00	0.00	278,593.00	160,000.00	118,593.00	160,000.00
1310 · Program Fees	37,436.25	36,885.00	551.25	276,584.73	381,590.00	-105,005.27	450,360.00
1311 · Certified Program Fees	0.00	0.00	0.00	6,871.00	0.00	6,871.00	0.00
1312 · Crossfit	1,516.25	2,250.00	-733.75	13,664.75	16,750.00	-3,085.25	21,500.00
1313 · Private Program Fees	460.00	1,500.00	-1,040.00	17,210.00	14,600.00	2,610.00	17,600.00
1318 · Baseball/T-Ball/water polo	-35.00	0.00	-35.00	11,852.00	22,050.00	-10,198.00	22,050.00
1319 · Soccer	0.00	0.00	0.00	6,220.00	0.00	6,220.00	0.00
1320 · CPR & First Aid Income	270.00	300.00	-30.00	6,160.00	3,000.00	3,160.00	3,600.00
1321 · Football	-509.50	0.00	-509.50	60,942.00	51,025.00	9,917.00	51,025.00
1322 · Basketball	2,005.00	5,600.00	-3,595.00	31,953.90	25,950.00	6,003.90	42,450.00
1323 · Volleyball	4,344.97	850.00	3,494.97	16,402.44	6,250.00	10,152.44	7,500.00
1324 · Sports Camp	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	7,500.00
1325 · Child Watch	2,167.28	2,000.00	167.28	22,137.27	20,000.00	2,137.27	24,000.00

Mid-Willamette Family YMCA Total Profit & Loss Budget Performance October 2023

	Oct 23	Budget	\$ Over Budget	Jan - Oct 23	YTD Budget	\$ Over Budget	Annual Budget
1326 · No School Days	990.00	600.00	390.00	16,489.00	6,100.00	10,389.00	12,900.00
1328 · Home School PE	0.00	0.00	0.00	3,570.00	10,128.00	-6,558.00	14,528.00
1329 · Cheerleading	0.00	0.00	0.00	-1,250.00	0.00	-1,250.00	0.00
1330 · Classes & Activities	1,410.00	700.00	710.00	13,236.50	3,500.00	9,736.50	5,200.00
1331 · Laser Tag	-1,126.00	2,300.00	-3,426.00	19,455.80	23,000.00	-3,544.20	27,600.00
1341 · Group Training	0.00	240.00	-240.00	150.00	1,980.00	-1,830.00	2,460.00
1343 · Boxing	1,680.00	2,000.00	-320.00	14,937.00	15,200.00	-263.00	19,200.00
1345 · Sports Performance Group Train.	1,050.00	0.00	1,050.00	6,559.00	5,000.00	1,559.00	6,250.00
1346 · Wrestling	0.00	3,000.00	-3,000.00	17,537.00	29,000.00	-11,463.00	38,000.00
1348 · Roller Skating	0.00	5,500.00	-5,500.00	69,192.50	55,000.00	14,192.50	66,000.00
1350 · Adult Leagues & Tournaments	0.00	0.00	0.00	3,665.00	2,400.00	1,265.00	2,400.00
1360 · Preschool	19,055.00	19,120.00	-65.00	116,063.88	140,940.00	-24,876.12	179,580.00
1370 · Building Rentals	3,947.50	1,700.00	2,247.50	67,509.00	44,000.00	23,509.00	48,900.00
1372 · OVF Concession & Parking	0.00	0.00	0.00	606.44	0.00	606.44	0.00
1380 · Volleyball Club	0.00	0.00	0.00	425.00	0.00	425.00	0.00
1399 · Special Events - Program	0.00	2,150.00	-2,150.00	0.00	14,900.00	-14,900.00	17,600.00
Total 13 · Program Income	89,966.75	100,195.00	-10,228.25	1,223,770.21	1,167,863.00	55,907.21	1,383,203.00
14 · Sales							
1404 · Vending Machine - Coca Cola	0.00	75.00	-75.00	427.99	750.00	-322.01	900.00
1405 · Coffee Donation	0.00	20.00	-20.00	835.64	200.00	635.64	240.00
1409 · Concession Sales - Events	0.00	3,000.00	-3,000.00	12,538.39	31,000.00	-18,461.61	36,000.00
1410 · Concession Sales - The Hub	1,033.63	1,000.00	33.63	21,928.16	10,000.00	11,928.16	12,000.00
1425 · Showers	380.00	200.00	180.00	4,175.00	2,000.00	2,175.00	2,400.00
1430 · Mens Locker Rental	110.00	75.00	35.00	993.81	750.00	243.81	900.00
1431 · Womens Locker Rental	212.00	200.00	12.00	1,924.00	2,000.00	-76.00	2,400.00
1440 · Family Locker Room - Men's.L.C.	35.00	50.00	-15.00	305.00	500.00	-195.00	600.00
1450 · Merchandise Sales	302.00	900.00	-598.00	6,601.25	7,800.00	-1,198.75	9,600.00
1452 · Lost Card Fee	22.00	25.00	-3.00	302.00	250.00	52.00	300.00
Total 14 · Sales	2,094.63	5,545.00	-3,450.37	50,031.24	55,250.00	-5,218.76	65,340.00
15 · Investment Inc.							
1500 · Investment Income	0.00			1,284.82			
1501 · Interest Income	0.00	0.00	0.00	5,891.96	0.00	5,891.96	0.00

Mid-Willamette Family YMCA Total Profit & Loss Budget Performance

0	cto	ber	2023

	004.33	Dudget	¢ Over Budest	lan Oct 22	VTD Budget	¢ Over Budest	Annual Budest
4550 Octo #	Oct 23	Budget	\$ Over Budget	Jan - Oct 23	YTD Budget	\$ Over Budget	Annual Budget
1550 · Gain /Loss Disposal of Assets	0.00			7,500.00			
Total 15 · Investment Inc.	0.00	0.00	0.00	14,676.78	0.00	14,676.78	0.00
16 · Miscellaneous							
1610 · Miscellaneous Income	870.00	0.00	870.00	45,394.00	15,000.00	30,394.00	15,000.00
1615 · Sponsored Income	13,300.00	1,500.00	11,800.00	93,584.37	28,500.00	65,084.37	43,500.00
1630 · Surcharge for Monthly Invoice	130.00	150.00	-20.00	962.00	1,500.00	-538.00	1,800.00
1640 · Late Payment Fee	0.00	50.00	-50.00	-4,025.00	500.00	-4,525.00	600.00
Total 16 · Miscellaneous	14,300.00	1,700.00	12,600.00	135,915.37	45,500.00	90,415.37	60,900.00
18 · Lease Income							
1800 · Lease #1	-960.00	3,190.00	-4,150.00	31,400.00	31,900.00	-500.00	38,280.00
Total 18 · Lease Income	-960.00	3,190.00	-4,150.00	31,400.00	31,900.00	-500.00	38,280.00
Total Income	266,211.19	300,241.41	-34,030.22	3,658,999.05	3,688,062.58	-29,063.53	4,507,724.15
Gross Profit	266,211.19	300,241.41	-34,030.22	3,658,999.05	3,688,062.58	-29,063.53	4,507,724.15
Expense							
21 · Salaries & Wages							
2100 · Payroll - Hourly	151,229.84	138,069.89	13,159.95	1,432,178.71	1,438,672.12	-6,493.41	1,689,299.94
2110 · Payroll - Admin. Salaries	33,217.25	35,149.18	-1,931.93	320,218.52	348,673.62	-28,455.10	418,972.00
2199 · Grant Expense Recapture	4,551.05	31,775.34	-27,224.29	241,805.65	290,395.06	-48,589.41	353,945.76
Total 21 · Salaries & Wages	188,998.14	204,994.41	-15,996.27	1,994,202.88	2,077,740.80	-83,537.92	2,462,217.70
22 · Employee Benefits							
2210 · Health Insurance	9,955.65	15,905.83	-5,950.18	100,788.02	159,058.30	-58,270.28	190,870.00
2215 · Employee LTD/Life Ins	359.49	355.77	3.72	3,837.47	3,557.70	279.77	4,269.28
2220 · Retirement	9,046.16	9,077.84	-31.68	76,143.48	90,778.40	-14,634.92	108,934.04
Total 22 · Employee Benefits	19,361.30	25,339.44	-5,978.14	180,768.97	253,394.40	-72,625.43	304,073.32
23 · Payroll Taxes							
2310 · FICA	14,354.39	15,682.00	-1,327.61	151,272.81	158,946.56	-7,673.75	188,358.92
2320 · Unemployment	8,153.51	6,351.90	1,801.61	32,614.07	30,962.78	1,651.29	32,614.49
2330 · Workers Comp	-3,610.83	1,879.41	-5,490.24	6,204.47	18,559.64	-12,355.17	22,058.79
Total 23 · Payroll Taxes	18,897.07	23,913.31	-5,016.24	190,091.35	208,468.98	-18,377.63	243,032.20
24 · Contract Services	•		•	,	·	·	·
2400 · Contractual Services	8,520.87	12,285.45	-3,764.58	99,188.52	122,854.50	-23,665.98	147,425.40
2410 · Accounting/Auditing Fees	-3,000.00	454.55	-3,454.55	23,000.00	29,090.95	-6,090.95	30,000.00

Mid-Willamette Family YMCA Total Profit & Loss Budget Performance October 2023

	Oct 23	Budget	\$ Over Budget	Jan - Oct 23	YTD Budget	\$ Over Budget	Annual Budget
2420 · Computer Software	-2,800.45	580.97	-3,381.42	43,921.71	20,929.28	22,992.43	24,591.22
2430 · I.T.Support & Special Purchases	3,606.60	0.00	3,606.60	28,973.03	16,858.64	12,114.39	16,858.64
2440 · Janitorial Service Contract	13,310.48	7,844.84	5,465.64	93,704.48	78,448.40	15,256.08	94,138.08
Total 24 · Contract Services	19,637.50	21,165.81	-1,528.31	288,787.74	268,181.77	20,605.97	313,013.34
25 · Supplies							
2500 ⋅ Food	3,608.29	3,508.00	100.29	32,205.10	32,172.00	33.10	39,188.00
2501 · Screenings	0.00	181.81	-181.81	0.00	1,636.29	-1,636.29	2,000.00
2502 · Family Activities	239.64	563.64	-324.00	7,150.07	5,072.76	2,077.31	6,200.04
2503 · Inclusionary	0.00	90.91	-90.91	1,105.91	818.19	287.72	1,000.01
2520 · Department Office Supplies	443.28	3,125.45	-2,682.17	4,704.51	30,877.38	-26,172.87	37,128.28
2522 · Background Checks	60.25	50.00	10.25	530.50	500.00	30.50	600.00
2523 · Uniforms	652.25	1,666.67	-1,014.42	11,365.87	22,266.70	-10,900.83	25,600.00
2524 · Copier Supplies	0.00	109.09	-109.09	6,927.01	1,090.90	5,836.11	1,309.08
2526 · Water Polo Supplies	0.00			137.96			
2527 · Merchandise/CPR Expenses	69.94	100.00	-30.06	15,642.05	11,200.00	4,442.05	14,100.00
2528 · Janitorial Supplies	1,909.67	2,250.00	-340.33	32,200.96	22,500.00	9,700.96	27,000.00
2529 · Crossfit Expenses	0.00	100.00	-100.00	4,799.75	3,900.00	899.75	4,100.00
2530 · Program/Event Supplies	2,419.39	4,088.09	-1,668.70	67,839.34	43,342.81	24,496.53	51,518.99
2533 · Facility Supplies	564.81	0.00	564.81	19,327.04	0.00	19,327.04	0.00
2534 · Laser Tag Expenses	0.00	200.00	-200.00	1,842.02	2,000.00	-157.98	2,400.00
2541 · Coffee Supplies	364.49	100.00	264.49	2,159.32	1,000.00	1,159.32	1,200.00
2550 · First Aid Supplies	0.00	0.00	0.00	2,245.76	0.00	2,245.76	0.00
2560 · Preschool Supplies	308.16	976.29	-668.13	1,400.22	8,986.61	-7,586.39	11,039.19
2561 · After School Supplies	525.85	0.00	525.85	3,047.08	0.00	3,047.08	0.00
2562 · Childwatch Supplies	0.00	50.00	-50.00	262.33	500.00	-237.67	600.00
2563 · Daycamp Supplies	0.00	0.00	0.00	7,965.60	6,000.00	1,965.60	6,000.00
2565 - Aquatic Chemicals	6,096.20	4,000.00	2,096.20	54,413.85	37,500.00	16,913.85	45,500.00
2570 · Concession/CPR Expenses	1,020.08	500.00	520.08	12,066.74	5,200.00	6,866.74	6,100.00
2580 · Shutdown Expenses	0.00	0.00	0.00	0.00	8,000.00	-8,000.00	8,000.00
2590 · Childcare Expenses	86.45	0.00	86.45	928.91	0.00	928.91	0.00
2598 · IN KIND-Facility Rental	15.60	0.00	15.60	1,024.19	0.00	1,024.19	0.00
Total 25 · Supplies	18,384.35	21,659.95	-3,275.60	291,292.09	244,563.64	46,728.45	290,583.59

Mid-Willamette Family YMCA Total Profit & Loss Budget Performance

October 2023

	Oct 23	Budget	\$ Over Budget	Jan - Oct 23	YTD Budget	\$ Over Budget	Annual Budget
26 · Telephone & Communications							
2610 · Internet	4,422.92	1,962.00	2,460.92	21,652.12	19,620.00	2,032.12	23,544.00
2600 · Telephone	0.00	2,421.00	-2,421.00	9,904.87	24,210.00	-14,305.13	29,052.00
Total 26 · Telephone & Communications	4,422.92	4,383.00	39.92	31,556.99	43,830.00	-12,273.01	52,596.00
27 · Postage & Shipping							
2710 · Postage	50.99	450.00	-399.01	2,955.91	4,515.00	-1,559.09	5,418.00
2712 · Shipping	0.00	0.00	0.00	11.68	0.00	11.68	0.00
Total 27 · Postage & Shipping	50.99	450.00	-399.01	2,967.59	4,515.00	-1,547.41	5,418.00
28 · Occupancy							
2810 · Security Monitoring	0.00	446.00	-446.00	2,154.25	2,984.00	-829.75	3,384.00
2820 · Licenses & Permits	1,756.00	425.00	1,331.00	2,585.81	5,156.00	-2,570.19	6,131.0
2831 · Electricity	12,294.73	8,966.00	3,328.73	124,882.54	89,660.00	35,222.54	107,592.0
2832 · Natural Gas	4,002.85	3,741.24	261.61	53,901.64	37,412.40	16,489.24	44,894.8
2833 · Water	1,798.11	1,190.00	608.11	18,094.25	11,900.00	6,194.25	14,280.0
2834 - Sewer	2,179.90	1,621.00	558.90	19,305.32	16,210.00	3,095.32	19,452.0
2835 · Garbage	1,168.47	1,099.40	69.07	11,765.10	10,994.00	771.10	13,192.8
2860 · Real Estate/Property Taxes	0.00			4,611.82			
2870 · Rent	2,000.00	2,000.00	0.00	21,671.90	20,000.00	1,671.90	24,000.0
2880 · Warehouse Utilities	2,163.92	1,400.00	763.92	23,892.34	9,900.00	13,992.34	12,700.0
Total 28 · Occupancy	27,363.98	20,888.64	6,475.34	282,864.97	204,216.40	78,648.57	245,626.6
29 - Equipt. & Building Cost, Leases							
2910 · Equipment Repair & Maintenance	0.00	4,244.82	-4,244.82	42,286.46	42,448.20	-161.74	50,937.8
2930 · Equipment- Aquatic	506.97	500.00	6.97	12,612.01	4,900.00	7,712.01	5,500.0
2940 · Equipment Maint-Cardio	33.96	250.00	-216.04	4,156.11	2,500.00	1,656.11	3,000.0
2941 · Equipment PMA - Cardio	0.00	157.00	-157.00	2,116.00	5,170.00	-3,054.00	6,684.0
2951 · Equipment Lease - 1 (Copier)	2,321.50	1,000.00	1,321.50	12,151.31	10,000.00	2,151.31	12,000.0
2952 · Equipment Lease - 2 (Cardio)	0.00	3,500.00	-3,500.00	0.00	35,000.00	-35,000.00	42,000.0
2953 · Equipment Lease - 3 (Spin Bike)	0.00	1,000.00	-1,000.00	0.00	10,000.00	-10,000.00	12,000.0
2954 - Equipment Lease - 4 (Strength)	0.00	4,000.00	-4,000.00	0.00	40,000.00	-40,000.00	48,000.0
2960 - Building Maintenance & Repair	6,566.37	9,305.57	-2,739.20	70,496.54	91,750.13	-21,253.59	110,361.2
Total 29 · Equipt. & Building Cost, Leases	9,428.80	23,957.39	-14,528.59	143,818.43	241,768.33	-97,949.90	290,483.1
30 - Fund Paising Exponen	•	•	•	•	•	•	•

Mid-Willamette Family YMCA Total Profit & Loss Budget Performance October 2023

	Oct 23	Budget	\$ Over Budget	Jan - Oct 23	YTD Budget	\$ Over Budget	Annual Budget
3022 · Fund Raising Expenses	136.98	0.00	136.98	7,996.21	16,000.00	-8,003.79	39,500.00
3027 · Sponsorship Expenses	0.00	0.00	0.00	12,139.26	12,000.00	139.26	16,000.00
3049 · Auction Gift Investment	0.00	900.00	-900.00	2,800.05	3,600.00	-799.95	3,600.00
Total 30 · Fund Raising Expense	136.98	900.00	-763.02	22,935.52	31,600.00	-8,664.48	59,100.00
31 · Printing, Publishing, Promotion							
3120 · Paid Advertising	0.00	0.00	0.00	107.97	0.00	107.97	0.00
3130 · Marketing							
3132 · Membership Marketing	1,418.10	1,475.00	-56.90	16,344.41	8,300.00	8,044.41	9,075.00
3133 · Aquatics Marketing	0.00	75.00	-75.00	0.00	750.00	-750.00	900.00
3134 · Health & Fitness Marketing	162.12	75.00	87.12	318.38	750.00	-431.62	900.00
3135 · ELC Marketing	0.00	90.91	-90.91	0.00	1,818.19	-1,818.19	2,000.01
3136 · Internal Marketing/Messaging	0.00	666.00	-666.00	7,018.89	6,660.00	358.89	8,000.00
3137 · Family Marketing	0.00	75.00	-75.00	239.23	750.00	-510.77	900.00
3138 · Resource Development Marketing	295.99	0.00	295.99	2,307.55	0.00	2,307.55	0.00
3139 · Youth Sports Marketing	0.00	75.00	-75.00	6,934.45	750.00	6,184.45	900.00
Total 3130 · Marketing	1,876.21	2,531.91	-655.70	33,162.91	19,778.19	13,384.72	22,675.01
Total 31 · Printing, Publishing, Promotion	1,876.21	2,531.91	-655.70	33,270.88	19,778.19	13,492.69	22,675.01
32 · Travel & Employee Expenses							
3220 · Transportation - Program	0.00	113.18	-113.18	288.68	1,131.80	-843.12	1,358.16
Total 32 · Travel & Employee Expenses	0.00	113.18	-113.18	288.68	1,131.80	-843.12	1,358.16
33 · Conf/Conv/Meetings							
3310 · Conference/Employee Expense	0.00	1,413.33	-1,413.33	55.39	14,133.30	-14,077.91	16,960.00
3311 · Sanctioned Training Expense	67.00	731.82	-664.82	7,769.10	7,981.38	-212.28	9,545.00
Total 33 · Conf/Conv/Meetings	67.00	2,145.15	-2,078.15	7,824.49	22,114.68	-14,290.19	26,505.00
35 · Payment of Dues							
3510 · YUSA Percentage Support	0.00	4,815.81	-4,815.81	86,674.68	48,158.10	38,516.58	86,341.72
3520 · Dues-Organizational	275.00	375.00	-100.00	5,639.00	3,750.00	1,889.00	4,500.00
Total 35 · Payment of Dues	275.00	5,190.81	-4,915.81	92,313.68	51,908.10	40,405.58	90,841.72
37 · Financing							
3750 ⋅ Finance Charges/Late Fees	235.42	50.00	185.42	1,525.03	500.00	1,025.03	600.00
3760 ⋅ Bank Service Charges	46.00	60.00	-14.00	141.49	600.00	-458.51	720.00
3761 · Bank Charges - MRCH Fees	6,469.87	5,102.48	1,367.39	69,719.62	51,024.80	18,694.82	61,229.76

Mid-Willamette Family YMCA Total Profit & Loss Budget Performance

October 2023

	Oct 23	Budget	\$ Over Budget	Jan - Oct 23	YTD Budget	\$ Over Budget	Annual Budget
3771 ⋅ Loan Interest	9,246.60	20,375.00	-11,128.40	167,057.60	147,477.00	19,580.60	158,067.00
Total 37 · Financing	15,997.89	25,587.48	-9,589.59	238,443.74	199,601.80	38,841.94	220,616.76
38 · Liability Insurance							
3810 · General Liability Insurance	5,667.27	6,863.64	-1,196.37	62,588.49	68,636.40	-6,047.91	82,363.68
Total 38 · Liability Insurance	5,667.27	6,863.64	-1,196.37	62,588.49	68,636.40	-6,047.91	82,363.68
39 · Miscellaneous Expenses							
3900 · Awards & Recognition	0.00	75.00	-75.00	0.00	750.00	-750.00	900.00
3910 · Miscellaneous Expense	223.00	50.00	173.00	8,083.12	500.00	7,583.12	600.00
3920 · Goodwill - P/R	119.73	833.00	-713.27	10,409.97	8,330.00	2,079.97	10,000.00
3930 · Special Event Expense	-45.04			9,229.31			
3970 · Grant Expenses	921.90	0.00	921.90	4,122.63	40,000.00	-35,877.37	40,000.00
3999 · Income Tax	0.00	0.00	0.00	440.00	950.00	-510.00	950.00
Total 39 · Miscellaneous Expenses	1,219.59	958.00	261.59	32,285.03	50,530.00	-18,244.97	52,450.00
42 · Inkind Donation Expense							
4210 · Inkind Donation Expense	0.00	1,083.00	-1,083.00	3,560.50	10,830.00	-7,269.50	12,996.00
Total 42 · Inkind Donation Expense	0.00	1,083.00	-1,083.00	3,560.50	10,830.00	-7,269.50	12,996.00
53 · Current Fixed Assests Purchase							
5310 · Fixed Asset Purchase	0.00	0.00	0.00	247,265.07	145,881.27	101,383.80	145,881.27
Total 53 · Current Fixed Assests Purchase	0.00	0.00	0.00	247,265.07	145,881.27	101,383.80	145,881.27
66900 · Reconciliation Discrepancies	0.00			1,975.52			
Total Expense	331,784.99	392,125.12	-60,340.13	4,149,102.61	4,148,691.56	411.05	4,921,831.54
Net Ordinary Income	-65,573.80	-91,883.71	26,309.91	-490,103.56	-460,628.98	-29,474.58	-414,107.39
Other Income/Expense							
Other Income							
Beginning A/R & Deferred balanc	-1,439.26			56,909.37			
Investment Change in Mkt Value	-10,906.36			-9,533.90			
Restricted Capital Bldng Contr.							
9101 · Capital - ADA	0.00			145,000.00			
9103 · Capital-Sports Field	0.00			4,586,788.08			
9105 · Capital - Adaptive Playground	0.00			284,638.40			
Total Restricted Capital Bldng Contr.	0.00			5,016,426.48			

4:48 PM 11/17/23 Accrual Basis

Mid-Willamette Family YMCA Total Profit & Loss Budget Performance

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	Oct 23	Budget	\$ Over Budget	Jan - Oct 23	YTD Budget	\$ Over Budget	Annual Budget
Total Other Income	-12,345.62			5,063,801.95			
Other Expense							
Loan Principal Payments	0.00	7,100.00	-7,100.00	0.00	111,851.00	-111,851.00	126,647.00
Total Other Expense	0.00	7,100.00	-7,100.00	0.00	111,851.00	-111,851.00	126,647.00
Net Other Income	-12,345.62	-7,100.00	-5,245.62	5,063,801.95	-111,851.00	5,175,652.95	-126,647.00
Net Income	-77,919.42	-98,983.71	21,064.29	4,573,698.39	-572,479.98	5,146,178.37	-540,754.39

Non-discrimination Policy:

The YMCA is a place for all. Our engagement with the community is far-reaching, but we recognize the need for continued focus on outreach. Our Board of Directors and Staff are representative of the community we serve, and the statistics represent the overall demographic of this area. However, we recognize the pressing and imperative need to reach minority populations that are uniquely vulnerable, and, accordingly, we are ramping up our efforts in outreach and networking with other organizations to work toward a goal of greater diversity.

At the Mid-Willamette Family YMCA we value unique individuals, and we welcome the variety of experiences they bring to our organization in all capacities. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. If you feel that you have been discriminated against, please contact our Human Resources Department as soon as possible. Every complaint will be appropriately investigated.

Name	Business Information				
Greg Anable	Whit's End Computing				
	3415 Takena SW				
	Albany, OR 97321				
Janel Bennett	Sybaris				
	442 First Avenue W				
	Albany, OR 97321				
Jay Burcham	Burcham's Metals				
	3407 Pacific Boulevard SW				
	Albany, OR 97321				
Stan Boshart	Former Owner: Boshart Trucking				
Vice President	32788 Tangent Loop				
	Tangent, OR 97389				
Thomas Casey	Cadwell Realty Group				
	1835 NW Circle Blvd				
	Corvallis, OR 97330				
Dr. George Dooley	Retired				
Patricia (Patti) Daskalos					
Glenn Edwards	Farmers Insurance				
Tim Fitzpatrick	Fitzpatrick Painting				
	P.O. Box 2376				
	Corvallis, OR 97339				
Tama Candinan	Caudin a Causanasia				
Tom Gerding	Gerding Companies				
	P.O. Box 1082				
	Corvallis, OR 97339				
A ma a m d a . C	Control Willows attacks Condit Harian				
Amanda Curran	Central Willamette Credit Union				

Name	Business Information				
Sandi Gordon	People's Bank				
	315 Commercial St. SE				
	Salem, OR 97301				
Kerry Johnson	Douglas M Johnson DMD				
	People's Bank				
Joel Kalberer	Weatherford Thompson, et al				
President	P.O. Box 667, 130 1st Avenue W				
	Albany, OR 97321				
Adam Kohler	Pacific Power				
	830 Old Salem Rd. NE				
	Albany, OR 97321				
Mike Martin	Valley Fire Control				
Past President	217 Main St SE				
	Albany, OR 97321				
Chris Norman	Samaritan Health Plans				
Chris Norman	2300 NW Walnut				
	Corvallis, OR 97330				
	Corvains, OK 97550				
Dan Purcell	Accenture				
Dan Farcen	3939 Old Salem Rd				
	Albany, OR 97321				
	Tubully Six 37321				
Micah Smith	Linn-County Sherriff's Office				
	718 Seventh Ave SW				
	Albany, OR 97321				
Mike Sykes	Mike's Heating and Air				
,					
Jennifer Taylor-Winney	Division of Health & Exercise Science				
	Western Oregon University				
	Monmouth, OR 97361				

Business Information Name OSU Foundation JT Thomas 4238 SW Research Way Corvallis, OR 97333 Valley Overhead Door Jerome Werner 1720 Washington St. SW Albany, OR 97322 Staff: **Chris Reese** Mid-Willamette Family YMCA 3201 Pacific Boulevard SW CEO Albany, OR 97321 **Finance Contact:** Jeff Smith Smith & Company 712 9th Avenue SW Albany, OR 97321

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Name Business Information



6500 Pacific Blvd SW, Albany, OR 97321 541.917.4899

January 3, 2024

To Whom It May Concern,

I am writing this letter in support of the Mid-Willamette Family YMCA, Growing Leaders Early Learning Center's application for the Community Development Block Grant.

The Growing Leaders Early Learning Center is a valuable program in Albany. They currently have the physical licensed capacity to serve 94 children ages 3-5 years old in their program, but due to limitations in staffing are only currently serving 60 children. This application supports the vision of access to child care for low to moderate income families and those that are bilingual or monolingual Spanish speakers. In addition, it offers an opportunity to hire a Spanish speaking teacher to support the social, emotional and cognitive needs of young children at the Early Learning Center.

Many programs rely on their enrollment to fund the teaching position, but when starting a new outreach program it takes time to enroll and establish families in the center. These funds would ensure that the position is funded regardless of enrollment. This investment both supports funding a position while adding options for LMI qualifying families and children. Outreach to serve bilingual families has been one focus area identified by the Regional Assessment plan of the Early Learning Hub. This new service at the Early Learning Center helps meet the need in our region. It also addresses the need to have a more diverse workforce to serve the diverse needs of families in Albany.

I highly recommend funding the Mid-Willamette YMCA to hire a bilingual (Spanish) teacher. They have been serving families in our community and are well established in serving children and families in Albany. Please do not hesitate to reach out to me if you have further questions regarding this application

Sincerely,

Lynnette Wynkoop

Director of Child Care Resource & Referral

Linn, Benton & Lincoln Counties Lynnette.wynkoop@linnbenton.edu

SHELLY BOSHART DAVIS STATE REPRESENTATIVE DISTRICT 15



HOUSE OF REPRESENTATIVES

December 29, 2023

To whom it may concern,

I am writing to express my support for the funding of a Spanish-speaking teacher at the YMCA's Early Learning Center. This initiative aims to provide invaluable educational opportunities for families in need of bilingual educators. The YMCA's commitment to fostering a diverse and inclusive learning environment is commendable, and I believe that supporting this cause will have a lasting positive impact on the community.

I kindly urge you to consider this funding proposal favorably. Your support will empower the YMCA to continue its mission of providing quality education to children from diverse backgrounds, ultimately contributing to the overall development and success of our community.

Thank you for your time and consideration. I am confident that your support will make a meaningful difference in the lives of the families served by the YMCA's Early Learning Center.

Sincerely,

Representative Shelly Boshart Davis

Shelly Bout Davis

Oregon House District 15



2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

EXHIBIT A: APPLICATION

(Note: Prior to completing the application materials, please thoroughly review the RFA regarding applicant eligibility, eligible CDBG activities, and CDBG requirements.)

5.1 Applicant Information

Applicant (organization name): CHANCE

Contact Person: Jennifer Thelander Email: jthelander@chancerecovery.org

Mailing Address: 231 SE Lyon St., Albany, OR 97231

Phone #: (541)791-3411 Agency website: www.chancerecovery.net

UEI #* RJK7TCN8KJB8 EIN #: 20-3295927 (Unique entity identifier number is required. Get one at sam.gov)

Organization Mission Statement:

C.H.A.N.C.E. Mission Statement

Communities Helping Addicts Negotiate Change Effectively

Our mission is to assist individuals within our community who have mental health and / or substance abuse related issues, and who are seeking recovery to effectively implement positive change by providing support, guidance, and the necessary resources to facilitate the development of life skills.

C.H.A.N.C.E. integrates short-term goals with long-term goals so individuals have a better chance of becoming productive members of our community. Our goal is to demonstrate our commitment by applying spiritual values.

5.2 Proposal Summary

<u>Activity/Program Name</u>: Oldest Church in Albany Renovation <u>Activity Location</u>: 238 Third Ave. S.E., Albany, Oregon 97321

<u>Proposal Summary</u>: CHANCE has been the longtime owner of Albany's oldest standing church. At one time, the space was used for recovery meetings, such as NA and AA, outreach to our community, and the kitchen was used to prepare meals. Due to the growing need for housing and other services, the ongoing maintenance needs for the church were neglected and now the church needs renovations for it to return to a space that can be utilized for programming. We are requesting funding from multiple sources to repair the church so we can once again use it for meetings and recovery-based programming, and finally achieve our longtime dream of opening it for events for both the CHANCE community and the public. We will ensure that the historical integrity of the church will remain. In fact, part of the repairs will be replacing some details that had previously been repaired without considering the



Community Development Block Grant Activities 2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

architecture style and materials used during the time the church was first built. We are working with our contractor to restore the church as much as possible, except when historic materials prove unsafe. We are also moving toward making the building ADA accessible, so that it can be available to all people, regardless of their mobility.

Once the repairs are made, the church will host NA/AA and other meetings and activities that aid people in recovery. The space is just steps away from our Albany office, where we see about a hundred people per day. Having the church available for meetings after the office closes every day will not only provide a space for people to be warm and safe but be an asset to their road to recovery and self-sufficiency. We will also host annual CHANCE events in the space and be a resource for people in our community who want to host sober events, such as dances, or even funerals. Sadly, we are contacted frequently by people in our community who are looking for a space to host a celebration of life event or a funeral for someone that had experienced mental health, substance use disorder and/or houselessness. This building, because of the activities for people we serve that once happened within its walls, holds significant meaning for our community. A recent inquiry to use the site for a funeral noted "His family wants his celebration of life to be in the last place that he was happy and at peace, which is when he was in recovery in Albany. He wasn't a religious person, but believed in a higher power so they feel a church is not appropriate. Would the old CHANCE church be available? He was at meetings there very often. His family is not well off so renting a place or a church is nearly impossible."

In addition to providing a safe, sober space for our organization and community to host events, we plan to open the space up for an event venue rental. This will provide a modest amount of income for our agency, ensuring the church won't fall into disrepair again. We are also hoping to utilize it as a job training center for community members who want to learn skills in hospitality, janitorial, landscaping and building maintenance.

ACTIVITY BUDGET FOR WHICH CDBG FUNDS ARE BEING RQUESTED:							
CDBG Funding Request	\$	100,000					
Leveraged Funds/Resources	\$	0					
Total Activity Budget	\$	451,000					



2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

333 Broadaidin Street Sw, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-755

5.3 CDBG Application Narrative

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

Activity Description

- 1. Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed by the activity. Public Services-our community includes people who are elderly, persons with mental disabilities, persons with physical disabilities, persons with developmental disabilities, persons with alcohol or other addictions, victims of domestic violence and families with children.
- 2. Describe the community need that will be addressed by the proposed activity.
 - The space was once a valued resource for our community, offering meetings, meals, and outreach. We plan to bring this back, while also offering the space as an event space. There is a demand for more geographically accessible recovery and support meetings, and CHANCE is dedicated to serving people where they are, both physically and mentally. With the traffic we see in our Albany office, daily, opening the church, just steps away from the office, will act as an extension of the office. Camping/survival supplies will be offered, as well as food and other outreach needs. There are also few options for people to host sober events, such as funerals for people experiencing substance use disorder, mental health and/or houselessness, so this will meet that need.
- 3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.
 - CHANCE is a trusted, reliable resource for the people we serve and for other providers of services for our population. Reincorporating the church as a service station meets people where they already are, under CHANCE's scope. The church already provided services prior to its fall into disrepair. Our community frequently inquires about when it will reopen.
- 4. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity. Benefit low-and moderate-income persons.
- 5. Explain how the project will promote inclusiveness and how the agency embraces and demonstrates diversity within the organization. Include your agency's nondiscrimination policy for employees and clients as an attachment. For faith-based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities such as worship, study of religious text, or evangelizing.
 - CHANCE does not deny services to anyone unless they violate our code of conduct. We provide low barrier services, which means people can access our basic services even if they are in active substance use, are not receiving treatment for mental health, etc. Our Peer Support Specialists are people certified to serve our population and have the shared lived experience of a person with substance us disorder, mental health and/or houselessness. We are currently building partnerships with local branches of the NAACP and Casa Latinos Unidos to learn how we can better serve people of color.

Benefit to low-income Albany residents

6. Who and how many will benefit from activity (estimate # of people, describe clients)?

The repairs to the building will provide a space that can serve people for years to come. We estimate that we will serve a minimum of 1,000 people in the first year through outreach alone. Hosting meetings will serve more than 1,000 people the first year. Our clients are low-income people who experience substance use disorder, mental health and/or houselessness.



2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST)

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

7. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low-income residents?

The emphasis is mostly on serving extremely low-income persons.

Scope of Work

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

See attachment.

<u>Project Feasibility – Readiness to proceed</u>

- Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project.
 Describe the current organizational capacity to complete and manage the activity within the program year.
 - The need is for repairs to be made to a building that is ready for repairs. We already have made some modest repairs, are working with a contractor and own the property. This has been a longtime goal to renovate the building, and now that we have completed higher-priority projects at CHANCE we are well positioned to focus on the church project.
- 10. Please provide a schedule of the activity/project that outlines when major activities will be executed and when the project will be completed.
 - We will be ready to proceed with repairs once funding is sourced.

Organizational Capacity and Activity Sustainability

- 11. Describe experience and success conducting similar projects, use of federal or CDBG funds. In 2023, CHANCE's main office received funds to build showers and a laundry facility at our main office in Albany. We have seen the number of visitors to the site skyrocket since we opened these facilities, with the information about the facilities being spread through word of mouth. We have also made repairs to our shelter's HVAC and other repairs with CDBG funds in 2021. We are currently building a space for medically fragile people next door to our shelter with funds from Samaritan.
- 12. If any issues were raised during a federal program monitoring evaluation, please explain the findings and how issues were resolved.

None.

- 13. Explain agency experience managing construction projects subject to Davis-Bacon and/or BOLI wage requirements and/or soliciting bids for construction projects.
 - We were successful in this when we received CDBG funds for improvements to our shelter in 2021.
- 14. Identify any other agencies or partners for this activity/project and define the roles and responsibilities of these partners.

N/A

15. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)? We will be able to make some of the repairs if not fully funded.

Financial

16. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?

The CDBG priorities fit the goals for this project. We also have pending grant applications and will be applying for another grant for the project later this month. CHANCE will also use some of its own



2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

funds to complete the project, if necessary. We are currently in phase one of securing funding, with two grant applications submitted, and one more coming in late January. We are also preparing to embark on a spring fundraising campaign, which will solicit donations from individuals and corporations to revive the church.

5.4 Proposed Activity Budget

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

Activity/Project Budget St	ummary (See 24 (CFR 570 Subpa	rt J)	
Estimated Total Cost of Activity:	\$451,000			
CDBG Funding Requested for Activity:	\$100,000			
Total Number of People/Households Served: (Please indicate people or households)	1000+			
Total Cost per Person/Household:	\$N/A			
Total CDBG Cost per Person/Unit	\$N/A			
Describe Source of Other Funds: Federal:	Amount	Amount Se	cured	Amount Tentative
State: SHPO				\$100,000
Local: Spirit Mountain Community Fund				\$100,000
Donations/Private: Individual/Corporate Campaign				\$100,000
Grants: CDBG				\$100,000
Loans:				
Activity Budget Deta	il (Non-Developm	ent Activities)		
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Amount	Tota	al Amount CDBG + Other Sources
Improvements (materials, supplies)	\$100,000	\$300,000	\$426	5,000
Permits, fees			\$5,00	00
Architectural/legal/accounting			\$20,0	000



2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

Total	\$100,000	\$300,000	\$451,000



Community Development Block Grant Activities 2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

5.5 Staff Experience and Qualifications

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

Employee	Experience and Qualifications
Name: Clinton Kendall	Managed construction projects and facility maintenance projects at CHANCE since 2021
Title: Projects Director	
FTE on This Project: TBD	
Name: Jennifer Thelander	Experience in invoicing and managing grant budgets and
Title: Grants and Fundraising Specialist	reporting.
FTE on This Project: TBD	
Name: Bryan Decker	Financial oversight of CHANCE construction projects, including shelter improvements with CDBG funding in 2021.
Title: Finance Director	
FTE on This Project: TBD	
Name: Chad Montgomon	Load contractor
Name: Chad Montgomery	Lead contractor.
Title: President, Montgomery Construction Group	
FTE on This Project: TBD	

EXHIBIT A1: Application supplement for Property Acquisition, New Construction/Development, Public

1. What is the property address?

238 Third Ave. S.E., Albany, Oregon 97321

2. What is the current (or most recent) use of the property?

The property is currently not being used due to its state of disrepair.

3. Describe condition of the site, including any existing structures or improvements and a description of the work to be completed (by all funding sources) if not already described in the main application.

The site is an 1870's rural vernacular church in a state of unusable disrepair. Currently there are siding boards with rot damage and warping issues on the back (south facing) side along with incorrect corner trim that has deteriorated. There is no ADA access to the building. The original steeple is missing, the steeple base has been repaired.

Include the following applicable information:

a. The total cost of the project.

\$426,000

b. Total floor area of buildings, and size of land site.

Floor area-3,000sqft

Land area-5,085sqft

c. If buildings are on the site, year built. If pre-1978, will the structure be retained and occupied by children under the age of six?

No. This will not be a space where anyone will live. However, children may be in the space for events.

d. If the project involves rehabilitation attach a detailed list/description of the work to be completed.

The siding is rotted, with birds nesting inside it. Additionally, there are incorrect trim pieces. These will be removed and replaced with matching wood custom cut to mimic the original sidings profile.

While the steeple base has been repaired, there is no steeple. The steeple will be recreated using archived photographs as a guide. To keep the historical integrity of the building, natural materials that were available at the time the building was constructed will be used (Douglas fir, cedar) with modern fasteners and hold downs.

The building is not ADA accessible so we will install a 60-foot concrete ADA ramp at the front entrance (North facing) allowing access from 3rd Ave. SE.

e. For housing rehabilitation or construction, indicate how many years the property will remain affordable and the mechanism that will be used to ensure the affordability period.

N/A

f. Number of extremely-low, low-, and moderate-income units proposed.

N/A

g. Types of residential units, number of each type unit, and total number of bedrooms.

N/A

h. Number of units accessible to the disabled.

N/A

i. Square footage of units and description of amenities such as private balconies or storage areas.

N/A

j. Square footage of common areas such as community or laundry rooms.

N/A

k. Square footage of commercial space, if any.

N/A

4. Provide map(s) showing the project's location and area characteristics, location relative to jobs, schools, transportation, shopping, and services. If the project will serve a specific area, proposed project boundaries should be shown.

See attachment #1

Readiness to Proceed:

5. Does the project require land use approvals such as Site Plan Review, Land Divisions, Conditional Use permits or rezoning? If yes, please explain where you are in the land use process and explain any issues that have been raised by the review that may delay the project.

No. There is already an approved land use for the site ("community services").

6. Is financing secured to complete the project? Describe any financial or legal commitments made to the project. If property acquisition is needed: Does the

applicant have a purchase option on the property, letter of support from the property owner(s), or some other assurance that the property is available for acquisition?

CHANCE will contribute a portion of the funds. We have one pending grant application to secure more funds and are applying for a third grant when the application opens at the end of January. We will also do a campaign for individual and corporate donations.

7. Are you requesting more than \$200,000 in CDBG funds? If yes, then you must comply with Section 3 in 24 CFR Part 75.3 and utilize a Section 3 business and/or employees for a certain percentage of the hours in the project.

N/A

8. Does the project include infrastructure construction, maintenance, alteration, or repair? Infrastructure is defined to include the structures, facilities, and equipment for, in the United States—(A) roads, highways, and bridges; (B) public transportation; (C) dams, ports, harbors, and other maritime facilities; (D) intercity passenger and freight railroads; (E) freight and intermodal facilities; (F) airports; (G) water systems, including drinking water and wastewater systems; (H) electrical transmission facilities and systems; (I) utilities; (J) broadband infrastructure; (K) buildings and real property; and (L) structures, facilities, and equipment that generate, transport, and distribute energy including electric vehicle (EV) charging AND is publicly owned and operated, privately owned and operated on behalf of the public, or a place of public accommodation. If so, then you must comply with the Build America, Buy America Act. See 2 CFR

This project does not include infrastructure.

Chapter 1 Part 184 for more information.

Complete these Questions if Property Acquisition is Part of the Project:

NOTE: The applicant can have no financial or legal commitment to purchase a property before applying for CDBG funds. If an applicant does not already own a property prior to applying to the City for funding, a purchase option must be used to obtain site control for purposes of your funding application (with enough time to allow your funding application to be reviewed and decided upon by the City, environmental reviews to be completed, funding agreements executed, and your property transaction to close. The applicant must demonstrate compliance with the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA) and Section 104(d) of the Housing and Community Development Act. Learn more here: www.HUD.gov/relocation. Some requirements include that the seller's decision to sell you their property is voluntary; must note you do not have power of eminent domain; and must provide a fair market value offer, and tenants must be notified in writing of their potential eligibility for relocation assistance. Please see specific instructions and sample notices in the City's

CDBG Capital Projects Manual. Detailed guidance and forms are available here: https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/13 780.

Please read Chapters 5, 6 and 7.

9. What date did the agency decide to acquire the property?

N/A

10. Date owner was notified the agency was interested in acquiring the property:

Please submit copies of the purchase notice, the property option, and any tenant or other notices as applicable. All notices must be personally served to owners and occupants or sent by registered first-class mail with a return receipt.

N/A

11. If an appraisal has been done on the property, what was the appraised value?

12. Is the property occupied? If yes, please complete the next questions.

No.

Community Development Block Grant Activities

City of Albany, 2024 CDBG Application Exhibit A2 Page 3 of 7

Activities that May Result in Relocation or Displacement

FYI: If the project will require relocation of existing tenants, all tenants facing relocation must be given timely information about the pending application. If the project is approved, they must be advised about any changes that will occur to their situation. If they are not advised, and move, they could claim that they were displaced even if that was not intended. Any low-income person displaced by the demolition, rehabilitation or conversion of a dwelling unit is entitled to assistance as described in the federal Uniform Relocation Act (URA). See guidance in the City's CDBG Capital Projects Manual available online at www.cityofalbany.net/cdbg

13. For residential projects, what efforts will be made to avoid displacement? N/A

14. Indicate if you expect the project to cause permanent housing to be demolished or converted to another use. If so, how many dwellings total, and how many units are currently occupied by low-mod households.

N/A

15. Will the project require temporary or permanent relocation of existing residents? Of yes, have comparable units been identified and costs of relocation been accurately determined? Provide a tenant relocation strategy, cost estimate, and existing tenant survey to address federal Uniform Relocation Act requirements which may impact your project.

N/A

16. Describe the relocation strategy for the project.

N/A

Project Timeline:

Activity	Start Date	Completion Date
Site Planning & Development/Rehab		
Site Acquisition		Completed
Building/Site/Lead Paint Inspection		Completed
Lead Paint Notifications		Completed
Pre-application		Completed
Land Use Approval		Completed
Construction Plans		Completed Site Acc
Final Bids	1	Completed
Contractor Selection		Completed
Building Permits	TBD	
Grant Applications (specify if/when so	ecured)	S
Local	Submitted application 1/9/2024 (CDBG)	
State	Will submit late January 2024	.,
Federal		
Non-government	Submitted 1/8/2024	
Other	Individual/corporate campaign 2024	
Loan Applications	* ***	
Construction Loan		
Permanent		
Construction/Rehab Phase		
Construction	TBD	
Final Inspections	TBD	
Lead Paint Clearance Exam	TBD	
Certificate of Occupancy/ Completion	TBD	

Activity Budget. Development or rehab activities (excluding single-family rehab) Please complete the applicable sections of the project budget in the spreadsheet provided on the next page.

PROJECT BUDGET Template: (Development or Rehab Activities)	Total Cost	CDBG Request	Other Source(s)
Acquisition Costs			
Land			
Improvements	\$426,000	\$100,000	(pending) \$351,000
Liens and other Taxes			
Closing Costs			
Off-Site Costs			
Other			
SUBTOT	AL		
Development Costs			
Land Use Approvals		Ţ	
Building Permits/fees (Include Engineering and Community Development Fees)	\$5,000		
System Development Charges (SDCs)	_X	3	
Relocation Costs			
Environmental Report/Lead Based Paint Clearance	e		
Soils Report			
Survey			-
Marketing			
Insurance		Ť	
Other	·	T .	
Architectural/Engineering/Legal/Accounting	\$20,000		
Appraisals	20		
Lender Fees			
Construction Loan		3	
Permanent Loan	X.		
Tax Credit Fees			
Developer Fee			
Consultant Fee			
Other			
TOT	AL \$451,000		

Pending funding: Spirit Mountain Community Fund \$100,000; State Historic Preservation grant \$100,000; spring individual/corporate campaign \$100,000. CHANCE will also contribute funds toward this project.

Environmental Review Checklist/ Materials

In an October 29, 2003, Final Rule that was adopted for the HUD Environmental Regulations in 24 CFR Part 58, HUD made it clear that the purchase of land or land/buildings, as well as construction activities or the letting of construction contracts, are choice-limiting actions. Choice-limiting actions are prohibited prior to the completion of a HUD Environmental Review. To achieve this objective, Part 58 prohibits the commitment or expenditure of CDBG funds until the environmental review process has been completed and, if required, the grantee receives a release of funds. Activities that have physical impacts or which limit the choice of alternatives cannot be undertaken, even with the grantee or other project participant's own funds, prior to obtaining environmental clearance.

For the purposes of the environmental review process, "commitment of funds" includes:

- Execution of a legally binding agreement (such as a property purchase or construction contract);
- Expenditure of CDBG funds;
- Use of non-CDBG funds on actions that would have an adverse impact--- e.g., demolition, dredging, filling, excavating; and
- Use of non-CDBG funds on actions that would be "choice limiting"--- e.g., acquisition of real property; leasing property; rehabilitation, demolition, construction of buildings or structures; relocating buildings or structures, conversion of land or buildings/structures.

Level of Environmental Review. Environmental review processes, particularly the level of review required, vary with the type of project being considered. Most capital projects will require an Environmental Assessment.

Community Development Block Grant Activities

2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

City of Albany, 2024 CDBG Application Exhibit A2 Page 7 of 7

The Environmental Assessment is a fairly extensive undertaking that may require the applicant to hire consultants to help determine the presence of wetlands or toxic substance, for example, on the site. Please submit completed ER Checklist to the best of your ability and/or the necessary information to complete the ER checklist for the project being proposed. Planning Division staff will utilize that information in determining whether a project may be considered to have "passed" environmental review, or whether more detailed information will be needed to evaluate that question. Please be advised that a full environmental assessment may take from two to six months depending on project and site complexity and to allow publishing advertising and publishing the record for 30-days. https://www.hudexchange.info/news/environmental-assessmentguide-and-resources/City staff will discuss this process with you in more detail as you work through your environmental review process.

Jennifer Thelander

jenniferthelander@gmail.com / 971.990.6991 she/her/hers

Experience

OUTREACH & ENGAGEMENT MANAGER, PHAME; PORTLAND, OR - 2021-PRESENT Outreach and recruitment to prospective students; create, maintain, and expand partnerships with disability-serving organizations; act as the first point of contact for prospective students; collect and document data on prospective students; coordinate student and partnership events.

EVENT COORDINATOR, XRAY.FM; PORTLAND, OR - 2019-2020

Led a team in organizing an annual Awards gala that pivoted to a virtual event due to COVID-19; assist in production of concert live streams; introduced & managed peer-to-peer fundraising.

EVENTS/COMMUNICATIONS COORDINATOR, BIG BROTHERS BIG SISTERS; PORTLAND, OR - 2017-2019

Produced year round fundraising events, including galas, multiple peer-to-peer fundraisers and introduced new signature event; maintained donor database; organized, facilitated and documented committee meetings; maintained social media calendar.

RECREATION DIRECTOR, FULL LIFE; PORTLAND, OR - 2011-2015

Created monthly activity calendar; planned special events; lead educational and recreational groups; coordinated community outings; managed program budget, updated procedures.

Education

PDX COMMUNITY COLLEGE INSTITUTE OF FUNDRAISING & GRANT WRITING PORTLAND, OR - 2016 - 2017

HUMBOLDT STATE UNIVERSITY - PSYCHOLOGY ARCATA, CA - 2001 - 2004

Volunteer

BOARD MEMBER, DEVELOPMENT DIRECTOR, OUTREACH DIRECTOR, KINETIC UNIVERSE:

2020-PRESENT

Reorganized and professionalized organization after previous board accumulated over \$30,000 in debt and failed to file essential paperwork; secured grants, individual donations and sponsorships, taking the organization out of debt and profitable; trained new board members on best practices for nonprofit management, meeting structure, file organization, budgeting, and other administrative tasks; built a donor database from scratch; assist in planning events, including the Kinetic Grand Championship.

SELF DEFENSE TRAINER, ROSE CITY SELF DEFENSE; PORTLAND, OR; 2016-2020 Taught self defense skills, assertiveness, deescalation, safety planning; trained new volunteers.

DEVELOPMENT DIRECTOR/LOGISTICS ASSISTANT, PDX POP NOW!;

PORTLAND. OR: 2012-2018

Managed Development team; created and executed annual plan; logistics, sponsorship, beer garden & street fair; ran Give! Guide campaigns; prepared grant proposals; trained volunteers.

Clinton L. Kendall

4580 Stinnett In Kiezer, OR 97303 503-999-0785 th3coll3ctiv3@gmail.com

Objective: Seeking a full-time position utilizing leadership and communication skills in a high-paced environment.

Education & Training:

Hazardous Materials Driver Training Course August 2012

Hazardous Materials Certification August 2012

Airborne Training March 2012

Basic Leadership Course October 2011

Army Enlisted Combat Engineer Course October 2006

• In-depth training course covering vertical, road, bridge and airfield construction as well as rigging, bridging and demolition. Trained to assist bridge and powered bridge specialists in performance of duties; reading, interpreting and plotting maps, overlays and photos; and the use of hand tools and engineering tools within tactical operations.

General Educational Development Certificate Training May 2006

C.H.A.N.C.E. Recovery

Projects Director (2021-Current)

- Create scope of work driven by board of directors and executive management
- Oversee construction progress and invoicing
- Oversee company facilities; maintenance, improvements, new construction

Muirlands Corp-

Project Foreman (2019-2021)

- Responsible for 5-25 hourly employees, 20-40 subcontractors.
- Manage framing and supplemental tasks of 15-30 (6-12 unit) Multitech apartment buildings per project.
- Forecast/track large scale building material orders and manhours

Kendall Conracting LLC-

Owner operator (March 2018-Current (inactive)

- Responsible for bidding, writing contract, maintaining cost, and project completion
- Quality control and assurance from subcontractors.
- Develop and maintain relationships with developers, builders, general contractors, subcontractors, and suppliers.

Constellis/IDS/Triple Canopy-

WPS/PSS (*December 2017-2018*)

- Responsible for ensuring safety and security for Department of state personnel in an austere environment.
- Operate and qualify quarterly on multiple weapons systems with zero incidents
- Drives and maintains company vehicles and equipment with no loss or incidents

Experience:

Keifer Nissan-

Sales Associate (December 2015-March 2017)

- Researches, analyzes and maintains market knowledge from a variety of third party sources to ensure accurate dissemination to prospective customers.
- Uses market research information to enhance sales success with potential clients.
- Qualifies prospective leads.

Willamette Fluid Power-

Lead Tech (2015)

- Managed junior personnel in servicing hydraulic motors, hydrostatic transmissions, pumps, valves, cylinders, and heavy equipment.
- Responsible for diagnosis and repair of hydraulic equipment, retrofitting PTO systems into large trucks.

United States Army- (2006-2014)

<u>Honors:</u> Purple Heart, Army Commendation Medal (2), Army Achievement Medal (2), Army Good Conduct Medal (2), Iraqi Campaign Medal (2), Afghan Campaign Medal, National Defense Service Medal, Valorous Unit Award, Global War On Terrorism Service Medal, Combat Action Badge, Parachutist Badge

Company Engineer Sergeant-

C Co. 1st Battalion 10th Special Forces Group, Panzer Kaserne, Germany (2011-2014)

- Served on a 15-man detachment capable of resolving sensitive crisis situations.
- Accountable for \$500,000 worth of company engineer and breaching equipment with zero loss or ldiscrepancy.

Squad Leader-

43d Combat Engineer Co. 2/3d Cavalry Regiment, Fort Hood, TX (2009-2011)

- Managed a team of 12 in varying work conditions and environments both stateside and during Operation Iraqi Freedom.
- Accountable for \$300,000 worth of squad/team weapon systems, breaching equipment, and vehicles with zero loss or discrepancy.

References available upon request.

CHANCE	Budget	Detail											2024
	31	31	30	31	30	31	31	28	31	30	31	30	

	31	31 5 -5	30 M ar	31	30	31	31	28	31 Sam	30	31 Nov	30	Tatal
DEVENUE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
REVENUE Albany													
BHRN Benton	7,498.91	\$ 7,498.91	\$ 7,498.91	\$ 7,498.91	\$ 7,498.91	\$ 7,498.91	\$ 7,498.91	\$ 7,498.91	\$ 7,498.91	\$ 7,498.91	\$ 7,498.91	\$ 7,498.91	\$ 89,986.92
BHRN Lincoln	1,544.82	,			\$ 1,544.82		\$ 1,544.82	i .'	\$ 1,544.82		\$ 1,544.82		\$ 18,537.84
	105,663.00	•	\$ 105,663.00	•	\$ 105,663.00	•			\$ 105,663.00			\$ 105,663.00	\$ 1,267,956.00
Prime+	-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000.00		. -	\$ 24,000.00
IHN Touch Contract	31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00		\$ 31,000.00	\$ 31,000.00	\$ 372,000.00
IHN Bonus	-	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 9	, } -	\$ 30,000.00
Samaritan Respite Bed	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - 9	-	\$ -
Linn County UA	350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	350.00	\$ 4,200.00
Linn Peer Services	2,491.00	\$ 2,491.00	\$ 2,491.00	\$ 2,491.00	\$ 2,491.00	\$ 2,491.00	\$ 2,491.00	\$ 2,491.00	\$ 2,491.00	\$ 2,491.00	\$ 2,491.00 \$	\$ 2,491.00	\$ 29,892.00
Linn Mental Health	5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	5,000.00	\$ 60,000.00
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Peer Training	1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 19,200.00
Interest	55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 660.00
Rental of Conf Room	50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 600.00
Shelter													
Shelter Bed Rental	1,800.00	,	\$ 1,800.00		\$ 1,800.00		\$ 1,800.00	Ψ 1,000.00	\$ 1,800.00	, ,	\$ 1,800.00	, ,	\$ 21,600.00
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IHN Touch Contract	10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 120,000.00
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IHN Touch Contract	7,300.00 2,000.00	•	\$ 7,300.00 \$ 2,000.00		\$ 7,300.00 \$ 2,000.00			\$ 7,300.00 \$ 2,000.00	\$ 7,300.00 \$ 2,000.00				\$ 87,600.00 \$ 24,000.00
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TOTAL REVENUE	\$	346,528.73	\$ 376,528.73	\$ 346,528.73	\$ 346,528.73	\$:	346,528.73	\$ 346,528.73	\$:	346,528.73	\$	346,528.73	\$ 346,528.73	\$	370,528.73	\$:	346,528.73	\$:	346,528.73	-\$	4,2	12,344.76
EXPENSES																						
Labor																						
Admin	\$	26,466.17	26,466.17	25,612.43	26,466.17		25,612.43	-,	\$	-,	\$	•	\$ 26,466.17	:	25,612.43	•	-,	\$	25,612.43	\$		11,617.85
Albany	\$	29,198.29	,	\$ 28,256.41	,	\$	28,256.41	\$,	\$	29,198.29	\$		\$ -,	\$,	\$	29,198.29	\$	28,256.41	\$		43,786.32
Shelter	\$	45,918.86	,	\$ 44,437.61	45,918.86		44,437.61	\$,		45,918.86	\$	•	\$ •	\$,	\$	- ,	\$	44,437.61	\$		40,657.55
Lebanon	\$	4,151.00	,	\$ 4,017.09	\$,	\$	4,017.09	4,151.00	\$.,	\$	3,749.29	\$,	\$.,	\$.,	\$	4,017.09	\$		48,874.64
Corvallis	\$	15,544.16	,	\$ 15,042.74	\$,	\$	15,042.74	,	\$,	\$,	\$ - , -	\$	- / -	\$,	\$	15,042.74	\$		83,019.94
Newport	\$	12,068.80	\$ 12,068.80	\$ 11,679.49	\$ 12,068.80	\$	11,679.49	\$ 12,068.80	\$	12,068.80	\$	10,900.85	\$ 12,068.80	\$	11,679.49	\$	12,068.80	\$	11,679.49	\$	1	42,100.43
Lincoln City	<u>\$</u>	-	\$ -	\$ -	\$ -	\$	-	\$ -	\$	-	\$	-	\$ -	\$	-	\$	-	\$	-	<u>\$</u>		
Subto	otal \$	133,347.28	\$ 133,347.28	\$ 129,045.76	\$ 133,347.28	\$	129,045.76	\$ 133,347.28	\$	133,347.28	\$	120,442.71	\$ 133,347.28	\$	129,045.76	\$ '	133,347.28	\$	129,045.76	\$	1,5	70,056.74
Benefits/Taxes																						
Employer FICA	\$	10,201.07	\$ 10,201.07	\$ 9,872.00	\$ 10,201.07	\$	9,872.00	\$ 10,201.07	\$	10,201.07	\$	9,213.87	\$ 10,201.07	\$	9,872.00	\$	10,201.07	\$	9,872.00	\$	1:	20,109.34
Employer FUI	\$	-	\$ -	\$ _	\$ -	\$	_	\$ -	\$	-	\$	-	\$ -	\$	-	\$	-	\$	-	\$		_
Employer SUI	\$	_	\$ _	\$ _	\$ - :	\$	_	\$ _	\$	_	\$	_	\$ _	\$	_	\$	_	\$	_	\$		_
Workers Comp	\$	1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$	1,200.00	\$ 1,200.00	\$	1,200.00	\$	1,200.00	\$ 1,200.00	\$	1,200.00	\$	1,200.00	\$	1,200.00	\$		14,400.00
Other .	\$	-	\$ -	\$ -	\$ - :	\$	-	\$ · -	\$	-	\$	-	\$ -	\$	-	\$	-	\$, -	\$		-
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Health Insurance	\$	8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$	8,000.00	\$ 8,000.00	\$	8,000.00	\$	8,000.00	\$ 8,000.00	\$	8,000.00	\$	8,000.00	\$	8,000.00	\$		96,000.00
Holiday	\$	2,200.00	2,200.00	\$	\$ 2,200.00	\$	2,200.00	\$ •	\$	•	\$	2,200.00	\$ •	\$	•	\$,	\$	2,200.00	\$		26,400.00
Birthdays	\$	275.00		\$ 275.00	\$ 275.00	\$	275.00	•	\$	•	•	275.00	275.00		*	\$	•	\$	275.00	\$		3,300.00
All Purpose Leave	\$	6,000.00	6,000.00	\$ 6,000.00	\$	\$	6,000.00	\$ 6,000.00	\$	6,000.00	\$	6,000.00	\$ 6,000.00			\$		\$	6,000.00	\$		72,000.00
IRA	\$	900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$	900.00	\$ 900.00	\$	900.00	\$	900.00	\$ 900.00	\$	900.00	\$	900.00	\$	900.00	\$		10,800.00
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Subto	otal \$	28,776.07	\$ 28,776.07	\$ 28,447.00	\$ 28,776.07	\$	28,447.00	\$ 28,776.07	\$	28,776.07	\$	27,788.87	\$ 28,776.07	\$	28,447.00	\$	28,776.07	\$	28,447.00	\$	3	43,009.34
Admin Expenses																						
Bank Charges	\$	8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$	8.00	\$ 8.00	\$	8.00	\$	8.00	\$ 8.00	\$	8.00	\$	8.00	\$	8.00	\$		96.00
Dues, Licenses, Sub	oscr \$	264.00	\$ 264.00	\$ 264.00	\$ 264.00	\$	264.00	\$ 264.00	\$	264.00	\$	264.00	\$ 264.00	\$	264.00	\$	264.00	\$	264.00	\$		3,168.00
Equip Under \$5000	\$	200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$	200.00	\$ 200.00	\$	200.00	\$	200.00	\$ 200.00	\$	200.00	\$	200.00	\$	200.00	\$		2,400.00
Software	\$	2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$	2,400.00	\$ 2,400.00	\$	2,400.00	\$	2,400.00	\$ 2,400.00	\$	2,400.00	\$	2,400.00	\$	2,400.00	\$		28,800.00
IT Services	\$	2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$	2,250.00	\$ 2,250.00	\$	2,250.00	\$	2,250.00	\$ 2,250.00	\$	2,250.00	\$	2,250.00	\$	2,250.00	\$		27,000.00
Liability Insurance	\$	3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$	3,600.00	\$ 3,600.00	\$	3,600.00	\$	3,600.00	\$ 3,600.00	\$	3,600.00	\$	3,600.00	\$	3,600.00	\$		43,200.00
Management Fee	\$	14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$	14,000.00	\$ 14,000.00	\$	14,000.00	\$	14,000.00	\$ 14,000.00	\$	14,000.00	\$	14,000.00	\$	14,000.00	\$	1	68,000.00
Meals/Food	\$	650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$	650.00	\$ 650.00	\$	650.00	\$	650.00	\$ 650.00	\$	650.00	\$	650.00	\$	650.00	\$		7,800.00
Office Supplies	\$	200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$	200.00	\$ 200.00	\$	200.00	\$	200.00	\$ 200.00		200.00	\$	200.00	\$	200.00	\$		2,400.00
Other Admin Exp	\$	100.00	100.00	\$ 100.00	100.00	\$	100.00	\$ 100.00		100.00	\$	100.00	100.00		100.00	\$	100.00	\$	100.00	\$		1,200.00
Postage	\$	100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$	100.00	\$ 100.00	\$	100.00	\$	100.00	\$ 100.00		100.00	\$	100.00	\$	100.00	\$		1,200.00
Prof Fees Accounting	ıg \$	800.00	800.00	800.00	800.00		800.00	800.00		800.00		800.00	800.00		800.00		800.00		800.00	\$		9,600.00
Prof Fees Legal	\$	100.00	100.00	\$ 100.00	100.00		100.00	100.00		100.00		100.00	100.00		100.00		100.00		100.00	\$		1,200.00
Donations/Public Re	•	50.00		\$ 50.00	50.00		50.00	50.00		50.00		50.00	50.00		50.00		50.00		50.00	\$		600.00
Purchased Service A	Adm \$	400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$	400.00	\$ 400.00	\$	400.00	\$	400.00	\$ 400.00	\$	400.00	\$	400.00	\$	400.00	\$		4,800.00

Payroll Services \$	420.00	,0.00 4		420.00	·	420.00	· · · · · · · · · · · · · · · · · · ·				•	•	\$ 5,040.00
Staff Training \$	100.00	100.00	•	100.00	•	100.00	· ·	100.00 \$	100.00 \$		•	•	\$ 1,200.00
Telephone/Internet \$	3 2,400.00	2,400.00		2,400.00		2,400.00		3 2,400.00 \$	2,400.00 \$	•	,	\$ 2,400.00	\$ 28,800.00
Travel/Mileage \$	400.00	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	•	400.00	T T	400.00	· ·	, ισσίσο φ					\$ 4,800.00
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Marketing/Promotion \$	- \$	- \$	Ψ		\$ - \$	- 9	· 1	5 - \$	- \$	- :	Ψ	\$ -	\$ -
Events \$	250.00	250.00	250.00 \$	250.00	\$ 250.00 \$	250.00	250.00	5 250.00 \$	250.00 \$	250.00	\$ 250.00	\$ 250.00	\$ 3,000.00
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Depreciation \$	- \$	- \$	- \$	-	\$ - \$	- 9	- \$	- \$	- \$	- ;	5 -	\$ -	\$ -
Church Depreciation \$	202.00	202.00		202.00	\$ 202.00 \$	202.00		3 202.00 \$	202.00 \$	202.00		·	\$ 2,424.00
Church Utlities \$	800.00	800.00			\$ 800.00 \$	800.00	•	800.00 \$	800.00 \$	800.00	•	•	\$ 9,600.00
Church Maintenance \$	700.00	700.00	•	700.00	\$ 700.00 \$	700.00	•		700.00 \$		•	•	\$ 8,400.00
ABY Depreciation \$	3 1,500.00	1,500.00	5 1,500.00 \$	1,500.00	\$ 1,500.00 \$	1,500.00	1,500.00	5 1,500.00 \$	1,500.00 \$	1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 18,000.00
Admin Utilities \$	5 - \$	- \$	5 - \$	-	\$ - \$	- (- \$	5 - \$	- \$	5 - 9	\$ -	\$ -	\$ -
Maint Purch Svc \$	5 - \$	5 - \$	5 - \$	-	\$ - \$	- (5 - \$	5 - \$	- \$	5 - 9	\$ -	\$ -	\$ -
Maint Supplies \$	- \$	- \$	5 - \$	-	\$ - \$	- 9	- \$	5 - \$	- \$	5 - 9	5 -	\$ -	\$ -
Property Taxes \$	5 - \$	- \$	5 - \$	-	\$ - \$	- (- \$	5 - \$	- \$	5 - 9	\$ -	\$ -	\$ -
Auto Maintenance \$	415.00	415.00		415.00	\$ 415.00 \$	415.00		415.00 \$	415.00 \$	415.00	1.0.00		\$ 4,980.00
Auto Gas \$	5 250.00 \$	250.00	250.00 \$	250.00	\$ 250.00 \$	250.00	250.00	250.00 \$	250.00 \$	250.00	\$ 250.00	\$ 250.00	\$ 3,000.00
Auto Insurance \$	5 - \$	- \$	5 - \$	-	\$ - \$	- (- \$	5 - \$	- \$	5 - 9	\$ -	\$ -	\$ -
Auto Lease \$	5 - \$	- \$	5 - \$	-	\$ - \$	- 9	- 9	5 - \$	- \$	- 9	\$ -	\$ -	\$ -
Other	- \$	- 9	- \$	-	\$ - \$	- 9	- 9	- \$	- \$	5 - 9	5 -	\$ -	\$ -
Other \$ Total \$	5 - \$ 5 32,759.00 \$	- 9 32,759.00 \$	5 - \$ 5 32,759.00 \$	32,759.00	\$ - \$ \$ 32,759.00 \$	- 32,759.00 \$	- 9 32,759.00	\$ - \$ \$ 32,759.00 \$	- \$ 32,759.00 \$	32,759.00	\$ 32,759.00	\$ - \$ 32,759.00	\$ - \$ 393,108.00
Total \$	5 - \$ 5 32,759.00 \$	- \$ 5 32,759.00 \$	5 - \$ 5 32,759.00 \$	32,759.00	\$ - \$ \$ 32,759.00 \$	32,759.00	32,759.00 \$	5 - \$ 5 32,759.00 \$	- \$ 32,759.00 \$	32,759.00	\$ 32,759.00	\$ - \$ 32,759.00	\$ - \$ 393,108.00
Total \$,	,	,	ŕ		•	,	,	,	·	,	,	,
Total \$ Albany Expense Lease/Mortgage \$	S 1,000.00 \$	\$ 1,000.00 \$	5 1,000.00 \$	1,000.00	\$ 1,000.00 \$	1,000.00	1,000.00	3 1,000.00 \$	1,000.00 \$	3 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 12,000.00
Total \$ Albany Expense Lease/Mortgage \$ Utilities \$	3 1,000.00 \$ 3 1,400.00 \$	\$ 1,000.00 \$ \$ 1,400.00 \$	3 1,000.00 \$ 5 1,400.00 \$	1,000.00 1,400.00	\$ 1,000.00 \$ \$ 1,400.00 \$	1,000.00 \$ 1,400.00 \$	1,000.00 \$ 1,400.00 \$	3 1,000.00 \$ 5 1,400.00 \$	1,000.00 \$ 1,400.00 \$	3 1,000.00 S 5 1,400.00 S	\$ 1,000.00 \$ 1,400.00	\$ 1,000.00 \$ 1,400.00	\$ 12,000.00 \$ 16,800.00
Albany Expense Lease/Mortgage Utilities Supplies	3 1,000.00 \$ 5 1,400.00 \$ 6 2,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$	5 1,000.00 \$ 5 1,400.00 \$ 6 2,000.00 \$	1,000.00 1,400.00 2,000.00	\$ 1,000.00 \$ \$ 1,400.00 \$ \$ 2,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$	3 1,000.00 \$ 5 1,400.00 \$ 6 2,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$	3 1,000.00 S 5 1,400.00 S 6 2,000.00 S	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental	5 1,000.00 \$ 5 1,400.00 \$ 6 2,000.00 \$ 6 365.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$	5 1,000.00 \$ 5 1,400.00 \$ 6 2,000.00 \$ 6 365.00 \$	1,000.00 1,400.00 2,000.00 365.00	\$ 1,000.00 \$ \$ 1,400.00 \$ \$ 2,000.00 \$ \$ 365.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 5 2,000.00 \$ 6 365.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$	3 1,000.00 S 3 1,400.00 S 5 2,000.00 S 3 365.00 S	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre	3 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$	3 1,000.00 \$ 5 1,400.00 \$ 6 2,000.00 \$ 6 365.00 \$ 77.00 \$	1,000.00 1,400.00 2,000.00 365.00 17.00	\$ 1,000.00 \$ \$ 1,400.00 \$ \$ 2,000.00 \$ \$ 365.00 \$ \$ 17.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 5 2,000.00 \$ 6 365.00 \$ 77.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$	3 1,000.00 S 3 1,400.00 S 5 2,000.00 S 3 365.00 S 5 17.00 S	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre Housing Voucher	3 1,000.00 \$ 5 1,400.00 \$ 6 2,000.00 \$ 6 365.00 \$ 6 17.00 \$ 6 16,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 3 17.00 \$ 3 16,000.00 \$	1,000.00 1,400.00 2,000.00 365.00 17.00 16,000.00	\$ 1,000.00 \$ \$ 1,400.00 \$ \$ 2,000.00 \$ \$ 365.00 \$ \$ 17.00 \$ \$ 16,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$	3 1,000.00 \$ 5 1,400.00 \$ 6 2,000.00 \$ 6 365.00 \$ 6 17.00 \$ 6 16,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$	3 1,000.00 5 1,400.00 5 2,000.00 5 365.00 5 17.00 5 16,000.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00 \$ 192,000.00
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre Housing Voucher Transition Housing	5 1,000.00 \$ 6 1,400.00 \$ 6 2,000.00 \$ 6 365.00 \$ 77.00 \$ 6 16,000.00 \$ 6 5,555.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 17.00 \$ 5 16,000.00 \$ 5 5,555.00 \$	1,000.00 1,400.00 2,000.00 365.00 17.00 16,000.00 5,555.00	\$ 1,000.00 \$ \$ 1,400.00 \$ \$ 2,000.00 \$ \$ 365.00 \$ \$ 17.00 \$ \$ 16,000.00 \$ \$ 5,555.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$	3 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$	36 1,000.00 5 36 1,400.00 5 365.00 5 37.00 5 365.00 5 365.00 5 365.00 5	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00 \$ 192,000.00 \$ 66,660.00
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre Housing Voucher Transition Housing Hotel & Repair	3 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$	5 1,000.00 \$ 5 1,400.00 \$ 5 2,000.00 \$ 6 365.00 \$ 77.00 \$ 76,000.00 \$ 75,555.00 \$ 79,729.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 5 2,000.00 \$ 6 2,000.00 \$ 7 17.00 \$ 7 16,000.00 \$ 7 5,555.00 \$ 7 39,729.00 \$	1,000.00 1,400.00 2,000.00 365.00 17.00 16,000.00 5,555.00 39,729.00	\$ 1,000.00 \$ \$ 1,400.00 \$ \$ 2,000.00 \$ \$ 365.00 \$ \$ 17.00 \$ \$ 16,000.00 \$ \$ 5,555.00 \$ \$ 39,729.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$	5 1,000.00 \$ 5 1,400.00 \$ 5 2,000.00 \$ 6 365.00 \$ 6 17.00 \$ 6 16,000.00 \$ 7 5,555.00 \$ 7 39,729.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 5 2,000.00 \$ 6 2,000.00 \$ 7,00 \$ 7,00 \$ 7,555.00 \$ 7,555.00 \$ 7,729.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$	3 1,000.00 5 1,400.00 5 2,000.00 5 365.00 5 17.00 5 5,555.00 5 39,729.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00 \$ 192,000.00 \$ 66,660.00 \$ 476,748.00
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre Housing Voucher Transition Housing	5 1,000.00 \$ 6 1,400.00 \$ 6 2,000.00 \$ 6 365.00 \$ 77.00 \$ 6 16,000.00 \$ 6 5,555.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 5 2,000.00 \$ 6 2,000.00 \$ 7 17.00 \$ 7 16,000.00 \$ 7 5,555.00 \$ 7 39,729.00 \$	1,000.00 1,400.00 2,000.00 365.00 17.00 16,000.00 5,555.00 39,729.00 300.00	\$ 1,000.00 \$ \$ 1,400.00 \$ \$ 2,000.00 \$ \$ 365.00 \$ \$ 17.00 \$ \$ 16,000.00 \$ \$ 5,555.00 \$ \$ 39,729.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$	5 1,000.00 \$ 5 1,400.00 \$ 5 2,000.00 \$ 6 365.00 \$ 6 17.00 \$ 6 16,000.00 \$ 7 5,555.00 \$ 7 39,729.00 \$	3 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$	3 1,000.00 5 1,400.00 5 2,000.00 5 365.00 5 17.00 5 5,555.00 5 39,729.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00 \$ 192,000.00 \$ 66,660.00
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre Housing Voucher Transition Housing Hotel & Repair Peer Outreach	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 3 17.00 \$ 3 16,000.00 \$ 5 5,555.00 \$ 3 39,729.00 \$ 3 300.00 \$ 5 5	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ -	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 17.00 \$ 3 16,000.00 \$ 5 5,555.00 \$ 3 39,729.00 \$ 3 300.00 \$ - \$	1,000.00 1,400.00 2,000.00 365.00 17.00 16,000.00 5,555.00 39,729.00 300.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ \$ - \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ -	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 3 17.00 \$ 3 16,000.00 \$ 5 5,555.00 \$ 3 39,729.00 \$ 3 300.00 \$ - \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$	3 1,000.00 1 3 1,400.00 1 3 2,000.00 1 3 365.00 1 7 17.00 1 6 16,000.00 1 6 5,555.00 1 6 39,729.00 1 6 300.00 1	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ -	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00 \$ 192,000.00 \$ 66,660.00 \$ 476,748.00 \$ 3,600.00 \$ -
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre Housing Voucher Transition Housing Hotel & Repair	5 1,000.00 \$ 6 1,400.00 \$ 7 2,000.00 \$ 7 365.00 \$ 7 16,000.00 \$ 7 5,555.00 \$ 7 39,729.00 \$ 7 300.00	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 17.00 \$ 3 16,000.00 \$ 5 5,555.00 \$ 3 39,729.00 \$ 3 300.00 \$ - \$	1,000.00 1,400.00 2,000.00 365.00 17.00 16,000.00 5,555.00 39,729.00 300.00	\$ 1,000.00 \$ \$ 1,400.00 \$ \$ 2,000.00 \$ \$ 365.00 \$ \$ 17.00 \$ \$ 16,000.00 \$ \$ 5,555.00 \$ \$ 39,729.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 3 17.00 \$ 3 16,000.00 \$ 5 5,555.00 \$ 3 39,729.00 \$ 3 300.00 \$ - \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$	3 1,000.00 1 3 1,400.00 1 3 2,000.00 1 3 365.00 1 17.00 1 5 16,000.00 1 5 5,555.00 1 6 39,729.00 1 3 300.00 1	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00 \$ 192,000.00 \$ 66,660.00 \$ 476,748.00 \$ 3,600.00 \$ -
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre Housing Voucher Transition Housing Hotel & Repair Peer Outreach	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 3 17.00 \$ 3 16,000.00 \$ 5 5,555.00 \$ 3 39,729.00 \$ 3 300.00 \$ 5 5	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ -	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 17.00 \$ 3 16,000.00 \$ 5 5,555.00 \$ 3 39,729.00 \$ 3 300.00 \$ - \$	1,000.00 1,400.00 2,000.00 365.00 17.00 16,000.00 5,555.00 39,729.00 300.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ \$ - \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ -	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 3 17.00 \$ 3 16,000.00 \$ 5 5,555.00 \$ 3 39,729.00 \$ 3 300.00 \$ - \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$	3 1,000.00 1 3 1,400.00 1 3 2,000.00 1 3 365.00 1 7 17.00 1 6 16,000.00 1 6 5,555.00 1 6 39,729.00 1 6 300.00 1	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ -	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00 \$ 192,000.00 \$ 66,660.00 \$ 476,748.00 \$ 3,600.00 \$ -
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre Housing Voucher Transition Housing Hotel & Repair Peer Outreach	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 3 17.00 \$ 3 16,000.00 \$ 5 5,555.00 \$ 3 39,729.00 \$ 3 300.00 \$ 5 5	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - 66,366.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 17.00 \$ 3 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 6 66,366.00 \$	1,000.00 1,400.00 2,000.00 365.00 17.00 16,000.00 5,555.00 39,729.00 300.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ \$ - \$ \$ 66,366.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ -	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - 66,366.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 17.00 \$ 3 16,000.00 \$ 5,555.00 \$ 3 9,729.00 \$ 3 300.00 \$ - \$ 6 66,366.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$	3 1,000.00 1 3 1,400.00 1 3 2,000.00 1 3 365.00 1 17.00 1 5 16,000.00 1 5 5,555.00 1 3 39,729.00 1 3 300.00 1 5 66,366.00 1	\$ 1,000.00 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ -	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00 \$ 192,000.00 \$ 66,660.00 \$ 476,748.00 \$ 3,600.00 \$ -
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre Housing Voucher Transition Housing Hotel & Repair Peer Outreach Total Shelter Expense	5 1,000.00 \$ 5 1,400.00 \$ 6 2,000.00 \$ 6 365.00 \$ 77.00 \$ 6 16,000.00 \$ 6 5,555.00 \$ 6 39,729.00 \$ 7 300.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 17.00 \$ 3 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ 5 5 6 66,366.00 \$	1,000.00 1,400.00 2,000.00 365.00 17.00 16,000.00 5,555.00 39,729.00 300.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ \$ 66,366.00 \$ \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - 66,366.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 3 17.00 \$ 3 16,000.00 \$ 5,555.00 \$ 3 39,729.00 \$ 3 300.00 \$ 5 5 66,366.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$	3 1,000.00 3 1,400.00 3 2,000.00 3 365.00 3 16,000.00 3 5,555.00 3 39,729.00 3 300.00 3 5 66,366.00 5 7,700.00 5	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00 \$ 192,000.00 \$ 66,660.00 \$ 476,748.00 \$ 3,600.00 \$ - \$ 796,392.00
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre Housing Voucher Transition Housing Hotel & Repair Peer Outreach Total Shelter Expense Lease/Mortgage	5 1,000.00 \$ 6 1,400.00 \$ 7,000.00 \$ 7,000.00 \$ 7,700.00 \$ 7,700.00 \$ 5 1,400.00 \$ 7,700.00 \$ 5 1,400.00 \$ 5 36,000 \$ 5 16,000.00 \$ 5 39,729.00 \$ 6 39,729.00 \$ 7,700.00 \$	5 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$	3 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ 5 66,366.00 \$	1,000.00 1,400.00 2,000.00 365.00 17.00 16,000.00 5,555.00 39,729.00 300.00 	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ \$ - \$ \$ 66,366.00 \$ \$ 7,700.00 \$ 3,800.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$	5 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 3 17.00 \$ 3 16,000.00 \$ 5,555.00 \$ 3 39,729.00 \$ 3 300.00 \$ 5 5 66,366.00 \$ 7,700.00 \$ 3,800.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$	3 1,000.00 3 1,400.00 3 3,500.00 3 3,800.00 3 3,800.00 3 3 1,000.00 3 3,800.00 3 3 3,800.00 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00 \$ 192,000.00 \$ 66,660.00 \$ 476,748.00 \$ 3,600.00 \$ - \$ 796,392.00 \$ 92,400.00
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre Housing Voucher Transition Housing Hotel & Repair Peer Outreach Total Shelter Expense Lease/Mortgage Utilities	5 1,000.00 \$ 5 1,400.00 \$ 6 2,000.00 \$ 6 365.00 \$ 6 17.00 \$ 6 16,000.00 \$ 6 5,555.00 \$ 6 39,729.00 \$ 7,700.00 \$ 6 7,700.00 \$ 6 3,800.00 \$	5 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - 5 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$	3 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$	1,000.00 1,400.00 2,000.00 365.00 17.00 16,000.00 5,555.00 39,729.00 300.00 	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ \$ 66,366.00 \$ \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$	5 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$	3 1,000.00 \$ 3 1,400.00 \$ 3 2,000.00 \$ 3 365.00 \$ 17.00 \$ 3 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ 5 6 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$	3 1,000.00 3 1,400.00 3 2,000.00 3 365.00 3 16,000.00 3 5,555.00 3 39,729.00 3 300.00 3 5 66,366.00 3 3,800.00 3 105.00 3	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00 \$ 192,000.00 \$ 66,660.00 \$ 476,748.00 \$ 3,600.00 \$ - \$ 796,392.00 \$ 92,400.00 \$ 45,600.00
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre Housing Voucher Transition Housing Hotel & Repair Peer Outreach Total Shelter Expense Lease/Mortgage Utilities Equip Rent	5 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ 6,366.00 \$ 7,700.00 \$ 3,800.00 \$ 3,800.00 \$ 3,000.00 \$	3,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ 6,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$	1,000.00 1,400.00 2,000.00 365.00 17.00 16,000.00 5,555.00 39,729.00 300.00 66,366.00 7,700.00 3,800.00 105.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ \$ 66,366.00 \$ \$ 7,700.00 \$ 3,800.00 \$ \$ 105.00 \$ \$ 3,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$	3 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ 6 7,700.00 \$ 3,800.00 \$ 3,800.00 \$ 3,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 3,000.00 \$	3,000.00 3 1,400.00 3 1,400.00 3 3,5500 3 16,000.00 3 39,729.00 3 300.00 3 66,366.00 3 7,700.00 3 3,800.00 3 105.00 3	\$ 1,000.00 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 3,000.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00 \$ 192,000.00 \$ 66,660.00 \$ 476,748.00 \$ 3,600.00 \$ - \$ 796,392.00 \$ 92,400.00 \$ 45,600.00 \$ 1,260.00
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre Housing Voucher Transition Housing Hotel & Repair Peer Outreach Total Shelter Expense Lease/Mortgage Utilities Equip Rent Supplies	5 1,000.00 \$ 6 1,400.00 \$ 7,000.00 \$ 7,700.0	5 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ 6 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$	3,000.00 \$ 1,400.00 \$ 3,400.00 \$ 3,555.00 \$ 3,5555.00 \$ 3,7729.00 \$ 3,000.00 \$ 3,800.00 \$ 3,800.00 \$ 3,800.00 \$ 4,000.00 \$	1,000.00 1,400.00 2,000.00 365.00 17.00 16,000.00 5,555.00 39,729.00 300.00 66,366.00 7,700.00 3,800.00 105.00 3,000.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ \$ - \$ \$ 66,366.00 \$ \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ \$ 4,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$	5 1,000.00 \$ 5 1,400.00 \$ 6 2,000.00 \$ 7,700	3 1,000.00 \$ 3,400.00 \$ 3,2,000.00 \$ 3,65.00 \$ 3,7.00 \$ 3,729.00 \$ 3,729.00 \$ 3,7700.00 \$ 3,800.00 \$ 3,800.00 \$ 3,800.00 \$ 4,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$	3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 3,000.00 \$ 3,000.00 \$ 4,000.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00 \$ 192,000.00 \$ 66,660.00 \$ 476,748.00 \$ 3,600.00 \$ - \$ 796,392.00 \$ 92,400.00 \$ 45,600.00 \$ 1,260.00 \$ 36,000.00
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre Housing Voucher Transition Housing Hotel & Repair Peer Outreach Total Shelter Expense Lease/Mortgage Utilities Equip Rent Supplies Food	5 1,000.00 \$ 5 1,400.00 \$ 6 2,000.00 \$ 6 365.00 \$ 7,700	5 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ 5,7700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$	3,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$ 14,000.00 \$	1,000.00 1,400.00 2,000.00 365.00 17.00 16,000.00 5,555.00 39,729.00 300.00 66,366.00 7,700.00 3,800.00 105.00 3,000.00 4,000.00 14,000.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ \$ - \$ \$ 66,366.00 \$ \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ \$ 4,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$	1,000.00	3 1,000.00 \$ 3,400.00 \$ 3,400.00 \$ 3,65.00 \$ 3,700.00 \$ 3,700.00 \$ 3,800.00 \$ 3,000.00 \$ 4,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$ 14,000.00 \$	3,000.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$ 14,000.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 3,000.00 \$ 4,000.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00 \$ 192,000.00 \$ 66,660.00 \$ 476,748.00 \$ 3,600.00 \$ - \$ 796,392.00 \$ 92,400.00 \$ 45,600.00 \$ 1,260.00 \$ 36,000.00 \$ 48,000.00
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre Housing Voucher Transition Housing Hotel & Repair Peer Outreach Total Shelter Expense Lease/Mortgage Utilities Equip Rent Supplies Food Security	5 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ 6 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$ 2,000.00 \$	1,000.00	3,800.00 3,000.00 3,800.00 3,800.00 3,000.00 3,000.00 4,000.00 4,000.00 5,000.00 5,000.00 6,000.	1,000.00 1,400.00 2,000.00 365.00 17.00 16,000.00 5,555.00 39,729.00 300.00 66,366.00 7,700.00 3,800.00 105.00 3,000.00 4,000.00 14,000.00 2,000.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ \$ - \$ \$ 66,366.00 \$ \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$ 14,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$ 14,000.00 \$	1,000.00	3 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$ 14,000.00 \$	3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 4,000.00 3 4,000.00 3 5,000.00 3	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$ 14,000.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$ 14,000.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00 \$ 192,000.00 \$ 66,660.00 \$ 476,748.00 \$ 3,600.00 \$ - \$ 796,392.00 \$ 92,400.00 \$ 45,600.00 \$ 1,260.00 \$ 36,000.00 \$ 48,000.00 \$ 168,000.00
Albany Expense Lease/Mortgage Utilities Supplies Equip Rental Equip Depre Housing Voucher Transition Housing Hotel & Repair Peer Outreach Total Shelter Expense Lease/Mortgage Utilities Equip Rent Supplies Food Security Maintenance	5 1,000.00 \$ 5 1,400.00 \$ 6 2,000.00 \$ 6 365.00 \$ 7,700	1,000.00	3 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ 5,7700.00 \$ 3,800.00 \$ 4,000.00 \$ 4,000.00 \$ 14,000.00 \$ 2,000.00 \$	1,000.00 1,400.00 2,000.00 365.00 17.00 16,000.00 5,555.00 39,729.00 300.00 66,366.00 7,700.00 3,800.00 105.00 3,000.00 4,000.00 14,000.00 2,000.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 3,800.00 \$ 3,000.00 \$ 4,000.00 \$ 2,000.00 \$	1,000.00	1,000.00	3 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$	1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$ 14,000.00 \$	3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3 3,000.00 3	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$ 2,000.00	\$ 1,000.00 \$ 1,400.00 \$ 2,000.00 \$ 365.00 \$ 17.00 \$ 16,000.00 \$ 5,555.00 \$ 39,729.00 \$ 300.00 \$ - \$ 66,366.00 \$ 7,700.00 \$ 3,800.00 \$ 105.00 \$ 3,000.00 \$ 4,000.00 \$ 14,000.00 \$ 2,000.00	\$ 12,000.00 \$ 16,800.00 \$ 24,000.00 \$ 4,380.00 \$ 204.00 \$ 192,000.00 \$ 66,660.00 \$ 476,748.00 \$ 3,600.00 \$ - \$ 796,392.00 \$ 92,400.00 \$ 45,600.00 \$ 1,260.00 \$ 36,000.00 \$ 48,000.00 \$ 168,000.00

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TOTAL EXPENSES	\$ 3	345,134.35	\$ 345,134.35	\$ 340,503.76	\$ 345,134.35	\$ 340,503.76	\$ 345,134.35	\$ 339,634.35	\$ 325,742.58	\$ 339,634.35	\$ 335,003.76	\$ 339,634.35	\$ 3	35,003.76	\$ 4,0	76,198.08
NET INCOME	\$	1,394.38	\$ 31,394.38	\$ 6,024.97	\$ 1,394.38	\$ 6,024.97	\$ 1,394.38	\$ 6,894.38	\$ 20,786.15	\$ 6,894.38	\$ 35,524.97	\$ 6,894.38	\$	11,524.97	\$	136,146.68



	Current Month	Budget	Variance	Year to Date	Budget	Variance
REVENUE						
Revenue Contract Services Revenue Grants Revenue - BHRN Grants Revenue Donations Revenue Rent Revenue Training Revenue Interest Workers Comp Dividend	230,517.48 69,848.81 894,726.51 7,901.00 145.00 2,750.00 128.04 688.47	228,564.00 8,800.00 1,192,966.36 5,400.00 0.00 2,000.00 20.00 0.00	1,953.48 61,048.81 (298,239.85) 2,501.00 145.00 750.00 108.04 688.47	(2,491.66) 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	(2,491.66) 0.00 0.00 0.00 0.00 0.00 0.00
Total Revenues	1,206,705.3	1,437,750.3	(231,045.05	(2,491.66)	0.00	(2,491.66)
EXPENSES						
LINN COUNTY ALBANY MAIN OFFICE						
ABY Peer Support Wages	68,044.48	88,980.06	(20,935.58)	0.00	0.00	0.00
ABY Depreciation - Building	4,461.00	0.00	4,461.00	0.00	0.00	0.00
ABY Depreciation - Equipment	51.00	68.00	(17.00)	0.00	0.00	0.00
ABY Interest Exp - Building	3,169.27	4,240.00	(1,070.73)	0.00	0.00	0.00
ABY Utilities	7,749.83	4,400.00	3,349.83	0.00	0.00	0.00
ABY Equipment Rental	1,706.84	800.00	906.84	165.00	0.00	165.00
ABY Supplies	12,329.05	4,800.00	7,529.05	94.44	0.00	94.44
ABY Other Expenses	249.03	0.00	249.03	0.00	0.00	0.00
ABY Contract Services	0.00	3,600.00	(3,600.00)	0.00	0.00	0.00
ABY Maintenance	6,966.26	2,400.00	4,566.26	0.00	0.00	0.00
ABY Transition Housing	30,851.60	0.00	30,851.60	21,150.00	0.00	21,150.00
ABY Transition Housing Utility	470.28	33,328.00	(32,857.72)	0.00	0.00	0.00
ABY Rent Assistance	101.99	48,000.00	(47,898.01)	0.00	0.00	0.00
ABY Hotel Expense	238,384.00	220,040.00	18,344.00	54,180.00	0.00	54,180.00
ABY Peer Assist Other	687.37	0.00	687.37	0.00	0.00	0.00
TOTAL ALBANY OFFICE	375,222.00	410,656.06	(35,434.06)	75,589.44	0.00	75,589.44
LEBANON WOMENS HOME						
LEB Peer Support Wages	9,973.05	15,988.60	(6,015.55)	0.00	0.00	0.00
		For M	Ianagement Purposes On	ıy		



For the Nine Months Ending September 30, 2024

	Current	Budget	Variance	Year to Date	Budget	Variance
	Month		(
LEB Depreciation - Building	588.00	784.00	(196.00)	0.00	0.00	0.00
LEB Interest Exp - Building	1,773.48	2,160.00	(386.52)	0.00	0.00	0.00
LEB Utilities	3,118.54	3,400.00	(281.46)	0.00	0.00	0.00
LEB Supplies	692.10	800.00	(107.90)	0.00	0.00	0.00
LEB Other Expense	858.60	0.00	858.60	0.00	0.00	0.00
LEB Maintenance	3,299.18	8,000.00	(4,700.82)	0.00	0.00	0.00
TOTAL LEBANON WOMENS HOME	20,302.95	31,132.60	(10,829.65)	0.00	0.00	0.00
SECOND CHANCE SHELTER						
SHL Peer Support Wages	96,840.90	121,391.74	(24,550.84)	0.00	0.00	0.00
SHL Other Wages	23,768.02	52,484.32	(28,716.30)	0.00	0.00	0.00
SHL Rent	100,100.00	30,800.00	69,300.00	69,300.00	0.00	69,300.00
SHL Utilties	17,644.78	14,000.00	3,644.78	56.79	0.00	56.79
SHL Equipment Rental	559.38	400.00	159.38	0.00	0.00	0.00
SHL Supplies	8,021.92	6,000.00	2,021.92	0.00	0.00	0.00
SHL Other Expense	84.15	0.00	84.15	0.00	0.00	0.00
SHL Food	7,524.12	8,000.00	(475.88)	90.84	0.00	90.84
SHL Security	88,200.00	56,000.00	32,200.00	0.00	0.00	0.00
SHL Maintenance	2,217.09	8,000.00	(5,782.91)	200.00	0.00	200.00
SHL Peer Assist Other	249.80	0.00	249.80	0.00	0.00	0.00
TOTAL SECOND CHANCE SHELTER	345,210.16	297,076.06	48,134.10	69,647.63	0.00	69,647.63
CHURCH						
CHR Depreciation - Building	606.00	808.00	(202.00)	0.00	0.00	0.00
CHR Utilities	7,413.97	1,600.00	5,813.97	0.00	0.00	0.00
CHR Maintenance	1,030.00	2,800.00	(1,770.00)	0.00	0.00	0.00
TOTAL CHURCH	9,049.97	5,208.00	3,841.97	0.00	0.00	0.00
KITCHEN						
KIT Kitchen Supplies	4,009.35	0.00	4,009.35	0.00	0.00	0.00
KIT Kitchen Food	29,299.25	0.00	29,299.25	2,880.00	0.00	2,880.00
KIT Kitchen Equipment	2,707.28	0.00	2,707.28	0.00	0.00	0.00
TOTAL KITCHEN	36,015.88	0.00	36,015.88	2,880.00	0.00	2,880.00

BENTON COUNTY



	Current Month	Budget	Variance	Year to Date	Budget	Variance
CORVALLIS OFFICE						
COR Peer Support Wages	44,812.05	61,173.80	(16,361.75)	0.00	0.00	0.00
COR Rent	6,012.45	8,200.00	(2,187.55)	0.00	0.00	0.00
COR Utilties	1,753.56	1,680.00	73.56	0.00	0.00	0.00
COR Equipment Rental	1,271.56	600.00	671.56	0.00	0.00	0.00
COR Supplies	3,220.74	1,600.00	1,620.74	102.41	0.00	102.41
COR Other Expense	146.00	0.00	146.00	0.00	0.00	0.00
COR Transition Housing	32,245.00	40,000.00	(7,755.00)	20,700.00	0.00	20,700.00
COR Transition Housing Utiliti	2,545.74	14,400.00	(11,854.26)	0.00	0.00	0.00
COR Rent Assistance	577.00	26,800.00	(26,223.00)	0.00	0.00	0.00
COR Hotel Expense	59,458.86	68,000.00	(8,541.14)	12,047.22	0.00	12,047.22
COR Peer Assist Other	100.00	0.00	100.00	0.00	0.00	0.00
TOTAL CORVALLIS OFFICE	152,142.96	222,453.80	(70,310.84)	32,849.63	0.00	32,849.63
LINCOLN COUNTY						
NEWPORT OFFICE						
NWP Peer Support Wages	41,636.77	48,191.74	(6,554.97)	0.00	0.00	0.00
NWP Rent	62,855.00	3,900.00	58,955.00	43,515.00	0.00	43,515.00
NWP Utilities	1,482.50	1,520.00	(37.50)	0.00	0.00	0.00
NWP Equipment Rental	1,204.53	1,000.00	204.53	0.00	0.00	0.00
NWP Supplies	3,615.19	800.00	2,815.19	0.00	0.00	0.00
NWP Other Expense	1,256.00	0.00	1,256.00	0.00	0.00	0.00
NWP Peer Assist Other	6,986.21	0.00	6,986.21	1,525.00	0.00	1,525.00
TOTAL NEWPORT OFFICE	119,036.20	55,411.74	63,624.46	45,040.00	0.00	45,040.00
LINCOLN CITY OFFICE						
LNC Rent	49,500.00	22,000.00	27,500.00	27,500.00	0.00	27,500.00
LNC Utilities	842.55	1,200.00	(357.45)	92.99	0.00	92.99
LNC Equipment Rental	259.25	0.00	259.25	0.00	0.00	0.00
LNC Supplies	322.00	0.00	322.00	0.00	0.00	0.00
TOTAL LINCOLN CITY OFFICE	50,923.80	23,200.00	27,723.80	27,592.99	0.00	27,592.99
ADMINISTRATION						
EMPLOYEE TAXES & BENEFITS	24 (00 20	20 /7/ 52	(2.000.44)	0.00	0.00	0.00
FICA	34,688.38	38,676.52	(3,988.14)	0.00	0.00	0.00
Vacation	17,785.22	8,800.00	8,985.22	0.00	0.00	0.00



	Current	Budget	Variance	Year to Date	Budget	Variance
	Month					
Bonus	27,900.00	0.00	27,900.00	0.00	0.00	0.00
Holiday	9,151.30	13,200.00	(4,048.70)	0.00	0.00	0.00
Employer IRA	4,436.11	3,600.00	836.11	0.00	0.00	0.00
Employee Vacc/Tests	187.00	0.00	187.00	0.00	0.00	0.00
Health Insurance	33,981.74	33,200.00	781.74	0.00	0.00	0.00
Workers Comp	861.59	4,800.00	(3,938.41)	0.00	0.00	0.00
Benefits Other	3,200.00	0.00	3,200.00	0.00	0.00	0.00
TOTAL EMPLOYEE TAXES & BENEFITS	132,191.34	102,276.52	29,914.82	0.00	0.00	0.00
VEHICLES						
Vehicle Fuel	1,252.99	1,000.00	252.99	0.00	0.00	0.00
Vehicle Maintenance	0.00	520.00	(520.00)	0.00	0.00	0.00
TOTAL VEHICLES	1,252.99	1,520.00	(267.01)	0.00	0.00	0.00
GENERAL ADMINISTRATION						
Exec Director Wages	17,550.02	23,330.68	(5,780.66)	0.00	0.00	0.00
Other Admin Wages	49,568.48	94,034.50	(44,466.02)	0.00	0.00	0.00
Bank Charges	15.00	20.00	(5.00)	0.00	0.00	0.00
Interest/Finance Charges	8.37	0.00	8.37	0.00	0.00	0.00
Dues, Licenses, Subscriptions	17.99	200.00	(182.01)	0.00	0.00	0.00
Equipment Under \$5,000	21,513.12	400.00	21,113.12	0.00	0.00	0.00
Software	26,840.00	10,000.00	16,840.00	16,480.00	0.00	16,480.00
IT Services	11,250.00	6,000.00	5,250.00	2,250.00	0.00	2,250.00
Liability Insurance	10,690.56	12,000.00	(1,309.44)	0.00	0.00	0.00
Management Fees	70,000.00	56,000.00	14,000.00	14,000.00	0.00	14,000.00
Meals/Food	3,719.23	800.00	2,919.23	0.00	0.00	0.00
Office Supplies	675.12	800.00	(124.88)	0.00	0.00	0.00
Other Admin Expense	0.00	800.00	(800.00)	0.00	0.00	0.00
Postage	198.66	200.00	(1.34)	0.00	0.00	0.00
Prof Fees Accounting	1,800.00	3,200.00	(1,400.00)	0.00	0.00	0.00
Prof Fees Legal	0.00	600.00	(600.00)	0.00	0.00	0.00
Donations/Public Relations	0.00	200.00	(200.00)	0.00	0.00	0.00
Purchased Service	0.00	800.00	(800.00)	0.00	0.00	0.00
Payroll Services	1,367.00	1,400.00	(33.00)	0.00	0.00	0.00
Staff Training	0.00	400.00	(400.00)	0.00	0.00	0.00
Telephone/Internet	7,021.78	9,200.00	(2,178.22)	0.00	0.00	0.00
Travel/Mileage	1,965.35	2,400.00	(434.65)	0.00	0.00	0.00



	Current	Budget	Variance	Year to Date	Budget	Variance
	Month	•			•	
Seminar/Cont Education	74.95	800.00	(725.05)	0.00	0.00	0.00
Marketing/Promotion	0.00	800.00	(800.00)	0.00	0.00	0.00
Events	368.06	1,000.00	(631.94)	0.00	0.00	0.00
Outreach Expense	0.00	8,800.00	(8,800.00)	0.00	0.00	0.00
Hotel Expense	55,986.00	0.00	55,986.00	0.00	0.00	0.00
ID Services	52.00	0.00	52.00	0.00	0.00	0.00
UA Supplies	1,785.00	0.00	1,785.00	0.00	0.00	0.00
Property Taxes	13,536.93	0.00	13,536.93	4,153.32	0.00	4,153.32
Excise Tax	422.00	0.00	422.00	0.00	0.00	0.00
TOTAL GENERAL ADMINISTRATION	296,425.62	234,185.18	62,240.44	36,883.32	0.00	36,883.32
Total Expenses	1,537,773.8	1,383,119.9	154,653.91	290,483.01	0.00	290,483.01
Net Income	(331,068.56	54,630.40	(385,698.96	(292,974.67)	0.00	(292,974.67)

C.H.A.N.C.E. Balance Sheet September 30, 2023

ASSETS

706,681.87

Current Assets	
Cash - General Operating WVB	\$
Cash - Operating Account WVB	
Cash - Payroll Account WVB	

Cash - Operating Account WVB12,397.70Cash - Payroll Account WVB626.63Cash - Grant Account WVB175,593.07Cash - Savings Account WVB250.66Cash - Petty Cash Box78.30A/R - Grants Benton BHRN211,701.48A/R - Grants Lincoln BHRN93,096.00

A/R - Grants Linn BHRN 698,003.80 Accounts Receivable 156,008.38 Prepaid Insurance 32,071.68

Total Current Assets 2,086,509.57

Property and Equipment

Land 55,500.00 Land Lebanon 125,304.65 Land Albany 145,275.00 **Buildings - Albany Church** 94,500.00 Buildings - Lebanon House 91,806.00 Buildings - Albany 860,405.00 Maj Movable Equip Operations 17,227.11 Vehicles Shared 47,098.00 A/D - All Assets (171,359.00)Construction in Progress 983,977.40

Total Property and Equipment 2,249,734.16

Other Assets

Prepaid Rent 4,835.00

Total Other Assets 4,835.00

Total Assets \$ 4,341,078.73

LIABILITIES AND CAPITAL

Current Liabilities

 Accounts Payable
 \$ (15,268.89)

 Credit Card Payable
 25,265.10

 Insurance Payable
 26,344.70

 Grants Payable
 175,577.33

 Grants Payable - Burn Grant
 894,726.59

 Accrued Salaries Payable
 64,056.72

 IRA Payable
 1,127.64

Total Current Liabilities 1,171,829.19

Long-Term Liabilities

Amerititle Lebanon Home Loan 125,724.40 Will Comm Bank Office Loan 220,308.67

Total Long-Term Liabilities 346,033.07

Total Liabilities 1,517,862.26

Unaudited - For Management Purposes Only

C.H.A.N.C.E. **Balance Sheet** September 30, 2023

Capital Retained Earnings Net Income

1,782,130.94 1,041,085.53

Total Capital

2,823,216.47

Total Liabilities & Capital

4,341,078.73

C.H.A.N.C.E. **Balance Sheet** October 31, 2023

ASSETS

\$ 825,656.37
12,398.24
626.83
175,600.77
250.66
78.30
105,850.74
62,064.00
333,485.90
181,647.07
\$

Total Current Assets 1,726,167.04

28,508.16

Property and Equipment Land

Prepaid Insurance

55,500.00 Land Lebanon 125,304.65 Land Albany 145,275.00 Buildings - Albany Church 94,500.00 Buildings - Lebanon House 91,806.00 Buildings - Albany 860,405.00 Maj Movable Equip Operations 17,227.11 Vehicles Shared 47,098.00 A/D - All Assets (173,261.00)Construction in Progress 1,006,395.56

2,270,250.32 Total Property and Equipment

Other Assets

Prepaid Rent 4,835.00 Prepaid Rent Deposit 4,700.00

Total Other Assets 9,535.00

Total Assets 4,005,952.36

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable	\$	(84,962.13)
Credit Card Payable		22,344.10
Insurance Payable		17,457.13
Grants Payable		175,577.33
Grants Payable - Burn Grant		596,484.42
Accrued Salaries Payable		72,615.14
IRA Payable	_	1,127.64

Total Current Liabilities 800,643.63

Long-Term Liabilities

Amerititle Lebanon Home Loan 125,341.47 Will Comm Bank Office Loan 219,763.41

Total Long-Term Liabilities 345,104.88

C.H.A.N.C.E. Balance Sheet

October 31, 2023

Total Liabilities 1,145,748.51

Capital

 Retained Earnings
 1,782,130.94

 Net Income
 1,078,072.91

Total Capital 2,860,203.85

Total Liabilities & Capital \$ 4,005,952.36

C.H.A.N.C.E. Balance Sheet November 30, 2023

ASSETS

Current Assets			
Cash - General Operating WVB	\$	479,431.97	
Cash - Operating Account WVB		12,398.74	
Cash - Payroll Account WVB		627.05	
Cash - Grant Account WVB		175,607.99	
Cash - Savings Account WVB		250.66	
Cash - Petty Cash Box		76.32	
A/R - Grants Benton BHRN		105,850.74	
A/R - Grants Lincoln BHRN		62,064.00	
A/R - Grants Linn BHRN		333,485.90	
Accounts Receivable		191,288.73	
Prepaid Insurance		24,944.64	
Total Current Assets			1,386,026.74
Property and Equipment			
Land		55,500.00	
Land Lebanon		125,304.65	
Land Albany		145,275.00	
Buildings - Albany Church		94,500.00	
Buildings - Lebanon House		91,806.00	
Buildings - Albany		860,405.00	
Maj Movable Equip Operations		17,227.11	
Vehicles Shared		47,098.00	
A/D - All Assets		(175,163.00)	
Construction in Progress		1,047,806.25	
Total Property and Equipment			2,309,759.01
Other Assets			
Prepaid Rent		4,835.00	
Prepaid Rent Deposit	_	4,700.00	

Total Other Assets

Total Assets

LIABILITIES AND CAPITAL

9,535.00

3,705,320.75

Current Liabilities			
Accounts Payable	\$	(93,863.37)	
Credit Card Payable		19,470.98	
Insurance Payable		17,457.13	
Grants Payable		175,577.33	
Grants Payable - Burn Grant		298,242.25	
Accrued Salaries Payable		100,789.08	
•	-		
Total Current Liabilities			517,673.40
Long-Term Liabilities			
Amerititle Lebanon Home Loan		125,059.93	
Will Comm Bank Office Loan		219,247.81	
	-		
Total Long-Term Liabilities			344,307.74
Total Liabilities			861,981.14
			,

C.H.A.N.C.E. **Balance Sheet** November 30, 2023

Capital Retained Earnings Net Income

1,782,130.94 1,061,208.67

Total Capital

2,843,339.61

Total Liabilities & Capital

\$ 3,705,320.75

C.H.A.N.C.E. nondiscrimination policy

C.H.A.N.C.E. does not discriminate based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA.

COMMUNITIES HELPING ADDICTS NEGOTIATE CHANGE EFFECTIVELY BOARD OF DIRECTORS

Name	Position	Contact
Michelle Shannon	Chair	MShannon@chancerecovery.org
		231 Lyons St, Albany, OR
		541-981-8637
Tanya Pritt	Director	TPritt@chancerecovery.org
		231 Lyons St, Albany, OR
		541-649-4666
Valerie Gupton	Secretary	VGupton@chancerecovery.org
		231 Lyons St, Albany, OR
Ahmed Zibare	Treasurer	AZibare@chancerecovery.org
		231 Lyons St, Albany, OR
Joe Dyer	Director	JDyer@chancerecovery.org
		231 Lyons St, Albany, OR
Summer Phelps	Director	SPhelps@chancerecovery.org
		231 Lyons St, Albany, OR
Tom Giles	Director	TGiles@chancerecovery.org
		231 Lyons St, Albany, OR
Patrice Crisp	Director	PCrisp@chancerecovery.org
		231 Lyons St, Albany, OR
Tami Cockeram	Director	TCockeram@chancerecovery.org
		231 Lyons St, Albany, OR
Kristen Sager-Kottre	Director	KSagerKottre@chancerecovery.org
		231 Lyons St, Albany, OR

Draft Scope of Work CHANCE

Oldest Church in Albany Renovation Project

The proposed project is to renovate and reopen Albany's oldest church, owned by CHANCE. The church was built in 1875 as the Methodist Episcopal Church and is Albany's oldest remaining church, added to the National Historic Register in 1979. The current condition of disrepair of the church makes it unusable for programming or events. It is not accessible for people with disabilities, there are birds nesting in the siding, and there is no steeple.

Once the siding and steeple are replaced, and the ADA ramp is installed, the church can not only shine as a site of historical significance but can also be utilized for programming and events for our community. Firstly, we plan to host recovery (AA/NA) meetings and support groups in the building and offer the space as a resource for CHANCE peers and the recovery community to host low-to-no-cost sober events, such as mixers, weddings, gatherings, or funerals. There are few affordable spaces that are available for people experiencing substance use disorder, mental health and/or houselessness to utilize for events, specifically funerals.

The space would also be offered as an event space for the broader Albany community. These events could be staffed by CHANCE community members who are looking for job experience in hospitality, or janitorial services.

We are already working with the contractor and have already made significant repairs to the building. We will be ready to move forward with completing this project once funding is secured. We currently have one pending grant application, will be applying for another grant in late January, and will be embarking on an individual and corporate donation campaign in the spring to raise funds for the project.



238 Third Ave. SE Albany, OR 97321



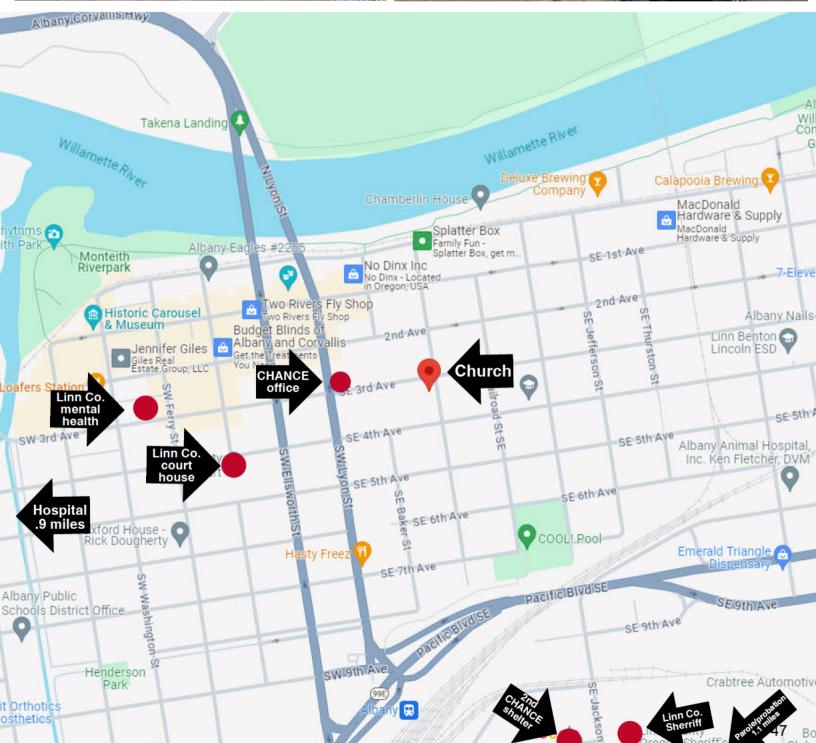


EXHIBIT A: APPLICATION

5.1 Applicant Information

Applicant (organization name): Center Against Rape and Domestic Violence

Contact Person: Tia Daversa

Email: tia.daversa@cardv.org

Mailing Address: PO Box 914, Corvallis OR 97339

Phone #: 541-758-0219 x316

Agency website: www.cardv.org

UEI #*: VBV1GMDMPKU6

EIN: 93-0792125

Organization Mission Statement:

The mission of the Center Against Rape and Domestic Violence is twofold: to provide services and support to those affected by sexual and domestic violence, and to provide education and leadership within the community to change the societal conditions that cultivate these forms of violence.

5.2 Proposal Summary

Activity/Program Name: Safe Spaces: Fence Construction for CARDV Shelter

Activity Location: Linn County/Albany (confidential shelter location withheld)

Proposal Summary:

CARDV is seeking Albany block grant funds to enable the construction of a fence at our third confidential shelter, currently in construction. CARDV's third shelter is located in Linn County, to best serve the survivors seeking services in Albany and greater Linn County. Having a fence securing the perimeter of the shelter is essential, as it provides an additional barrier of safety for the survivors staying in the CARDV shelter, whose lives are often at risk due to the abuse and violence they have experienced. This project will solely consist of construction of a 6 foot fence constructed for privacy (materials to be determined), and will not have any impact on the structures currently on the lot.

CARDV is requesting confidentiality in regard to the exact shelter location, as is standard with our confidential emergency shelters.

ACTIVITY BUDGET FOR WHICH CDBG FUNDS ARE BEING REQUESTED:				
CDBG Funding Request	\$ 22,250			
Leveraged Funds/Resources	\$ 0			
Total Activity Budget	\$ 22,250			

5.3 CDBG Application Narrative

Activity Description:

1. Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed by the activity:

CARDV's Safe Spaces: Fence Construction project fits best with Priority 3, and secondarily supports Priority 2. CARDV's third confidential shelter at which this project would take place is the organization's first confidential shelter located in Linn County. While we have served both Benton and Linn counties since our incorporation in 1981. we have done so from administrative buildings and shelters located in Benton County. With the geographical vastness of Linn County, this has created barriers for Linn County survivors to accessing confidential shelter from violence. Barriers can be caused by a variety of factors, but some of the most commonly seen reasons why a survivor from Albany/Linn County would choose not to shelter in Corvallis can include long commutes to and from work and appointments, distance from support systems in their home community, and distance from normal childcare sources. CARDV has worked to eliminate these barriers by providing temporary motel stays in locations that are more convenient to the survivor. A longer-term (up to 28 days), confidential shelter in Linn County is needed to increase needed confidential shelter beds and advocacy services for survivors of domestic and sexual violence in the Albany and greater region of Linn County. We feel that this benefits Priority 3 in Albany's 2023-2027 Consolidated Plan, increasing availability of needed services for low- and moderate-income residents.

In addition to benefiting Priority 3, we feel that this project will also benefit Priority 2: Reducing Homelessness. Survivors of domestic violence are at a particularly high risk of homelessness. According to the American Bar Association, 38% of all domestic violence victims become homeless at some point in their life. Further, over 90% of

homeless women have experienced severe physical of sexual abuse at some point in their lives. This high risk population is further affected by an overall lack of resources for housing assistance. In the 17th Annual Domestic Violence Counts Report, conducted by the National Network to End Domestic Violence in 2022, it was found that in one day, 1642 domestic violence programs were unable to meet over 6748 requests made for housing services. This highlights the desperate need for increased capacity for housing services tailored to the needs of survivors of domestic and sexual violence, as typical homeless shelters often do not provide the level of safety, resource navigation, and confidentiality necessitated by this type of abuse.

- 1. https://www.americanbar.org/groups/domestic_violence/Initiatives/five-for-five/five-facts-homelessness/#:~:text=38%20percent%20of%20all%20domestic,housing%20and%20maintaining%20safe%20housing.
- 2. https://nnedv.org/wp-content/uploads/2023/03/17th-Annual-Domestic-Violence-Counts-Report-Full-Report-March-2023.pdf
- 2. Describe the community need that will be addressed by the proposed activity.

This project will address the unmet need for local, confidential, emergency shelter in Linn County. CARDV is the only domestic violence/sexual assault services agency serving Linn and Benton County. While our services are open to all survivors in Linn and Benton counties, having a shelter location in Linn County will improve shelter accessibility for survivors in Albany and rural regions of Linn County, particularly Eastern Linn County. An additional shelter in Linn County will also benefit survivors from Benton County that require increased distance from their abusive situation.

3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.

The activity of building a fence around the Linn County shelter is an essential step that must be completed before we open the shelter for operations. Sheltering domestic violence and sexual assault victims demands a high degree of care taken towards ensuring their physical safety, as well as confidentiality of their location. A privacy fence, constructed of either chain link with wood slats or vinyl fence, constructed around the property would accomplish both of these concerns and aid in giving the survivors utilizing the shelter peace of mind. Construction of the fence will allow us to progress towards opening the Linn County shelter for operations, thus filling the gap identified in questions 1 and 2.

4. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity. 5. Explain how the project will promote inclusiveness and how the agency embraces and demonstrates diversity within the organization. Include your agency's nondiscrimination policy for employees and clients as an attachment. For faith-based organizations, explain how your agency will ensure CDBG funded activities are

separate from explicitly religious activities such as worship, study of religious text, or evangelizing.

As detailed in question 1, this project will support and benefit low/moderate income individuals and households, thus fulfilling the corresponding CDBG National Objective. Per HUD, abused children, battered spouses, and homeless persons all qualify as presumed low/moderate income individuals. This project will solely benefit survivors of domestic violence/sexual abuse and their families, and work to prevent these families from reaching homelessness.

Benefit to low-income Albany residents:

6. Who and how many will benefit from activity (estimate # of people, describe clients)? 7. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low-income residents?

While it is difficult to estimate the amount of clients that will utilize the Linn County shelter due to fluctuating need, using data from the 2023 calendar year we would estimate that roughly 35 families will utilize the shelter in its first year. Families may consist of just the survivor, or a survivor and their dependents. Since all survivors utilizing the program are classified by HUD as "battered spouses" and "abused children", they all fall under the category of presumed low/moderate income clientele.

Scope of Work:

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

Overview:

This project will consist of constructing a 6 foot tall fence, constructed of either chain link with privacy slats or vinyl, around the perimeter of CARDV's third confidential shelter, currently in the final stages of construction and renovation. The fence will provide invaluable physical security for the survivors of domestic violence and sexual assault staying in the shelter. It will also provide increased confidentiality as it will provide obscuration of view of the home from the surrounding roads.

Objective:

To complete construction of the fence, in order to allow for increased security of shelter residents. Overall objective of CARDV's Shelter Program is to provide short-term

emergency shelter, allowing for immediate survivor safety and a safe space for them and their families to receive advocacy services from CARDV.

Resources Required:

Resources required for the project are funds to enable the construction of the shelter. Funds granted by the City of Albany will be used to perform an environmental review of the construction project, and will pay for a fence construction company to professionally construct and install the fence.

Milestones & Timeline:

Major milestones of the project are as follows:

- Secure final estimates and plan from fence contractor
- Complete environmental review of fence construction project
- Begin construction of fence
- Complete installation of fence

Once the initial planning stages and environmental review are complete and work on the project begins in earnest, we estimate that this work can be completed in 2-4 weeks.

Project Feasibility - Readiness to Proceed

9. Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project. Describe the current organizational capacity to complete and manage the activity within the program year.

With the majority of construction work already completed on the main building portion of the shelter grounds, we feel that we are ready to proceed with fence construction. We are confident that fence construction can be completed within the program year. Mary Zelinka, Facilities Manager, is solely dedicated to facilities maintenance, repair, and construction projects.

10. Please provide a schedule of the activity/project that outlines when major activities will be executed and when the project will be completed.

Pre-July 1, 2024: CDBG funds determination, awarding of funds will allow for next steps

July, 2024: Planning and execution of environmental review, per Exhibit A1 this may take 2-6 months and will have an affect on the following schedule items

December, 2024: Finishing planning and approval stages with contractor

March-June 2025: Installation of fence (large window allotted due to unpredictable weather, actual installation should not take more than a month)

July 2025: Tentative opening of shelter for operations (may occur prior to fence if need and staffing capacity allow, increased security measures will be put in place if operation before fence construction takes place), data collection regarding HUD priorities and outcomes begins when shelter opens.

July 2025: Final grant impact report compiled and submitted.

Organizational Capacity and Activity Sustainability

11. Describe experience and success conducting similar projects, use of federal or CDBG funds.

CARDV has been awarded and successfully utilized CDBG and federal funds for similar projects; including the construction of our two existing shelters located in Benton County. CARDV has maintained proper records and reports for all CDBG/federally-funded construction projects that CARDV has undertaken. Purchase of the land and building being utilized for the third CARDV shelter was conducted with federal funds administered by the Department of Justice, who approved the purchase to allow for increased service capacity.

In addition to CDBG funds secured for construction projects, CARDV has also applied and received CDBG funds to support our direct service programs and initiatives. Most recently, CARDV received a CDBG grant from the City of Albany to facilitate emergency shelter housing via confidential motel stays. This has provided survivors of violence a valuable secondary option to the group living environment of the shelter. We are still currently in the process of executing the project, as the need for confidential motel stays is unpredictable month to month. CARDV has submitted all required reporting and has been in close communication with the Community Development Team at City of Albany regarding our progress, challenges, and successes in utilizing the awarded funds to support Albany survivors.

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

During our most recent grant monitoring visit for our CDBG grant supporting motel stays, it was identified that we were not submitting client certification forms with our invoices for the motel stays. This was missed due to a transition in the Grants Coordinator role, that resulted in these forms not being issued to direct service staff for use. Once this was identified, CARDV worked with Beth Freelander (Community Development - City of Albany) to create a plan for best practices moving forward.

CARDV has now uploaded these client certification forms to a cloud drive that advocates can easily access for use, even when out in the field away from the CARDV servers.

It was also identified that we were not going to be able to spend the awarded funds in the original 12 month period of the grant. As stated in question 11, this is due to the fluctuating nature of motel stay requests. We worked with Beth to gain a six month extension on the grant period, and discerned that if there are funds remaining in the last month of the grant extension, those funds would be allocated towards personnel costs for advocates working on case management with Albany survivors utilizing the motel program.

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

Mary Zelinka, having managed the majority of CARDV construction projects in recent history, has experience in procurement of contractors for construction projects. CARDV is aware of and will adhere to BOLI and Prevailing Wage requirements.

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

CARDV's main partners for this project will be the City of Albany (in the event that CDBG funds are awarded) and the fence contractor chosen for the project. CARDV does not anticipate any of our current community partnerships having a role in this particular project.

15. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)?

Having devoted roughly \$362,500 to the new shelter project already, CARDV will ensure that the fence construction project will be completed prior to opening the new shelter to survivors. Having a fence around the perimeter of the shelter has been deemed a top priority that must be completed prior to the shelter becoming operational, thus we will seek out alternative funding sources if this application is not approved, or if it is approved at a reduced amount. This will set back our timeline, as grant applications can take anywhere from 3-6 months for approval and disbursement. The scale of the project will likely not be altered, but we could potentially explore alternative contractors and materials.

Financial

16. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?

CARDV chose to pursue CDBG funds for this activity as we felt that it appropriately served the priorities outlined by HUD and the City of Albany for this cycle of funding. Since the shelter will be located in Albany, and serve Albany residents along with survivors from Linn and potentially Benton County, we decided that the fence construction project would be a worthy cause for CDBG funds.

5.3 Proposed Activity Budget

Activity/Project	Budget Summary (S	See 24 CFR 570 S	ubpart J)
Estimated Total Cost of Activity:	\$22,250		
CDBG Funding Requested for Activity:	\$22,250		
Total Number of People/Households Served: (Please indicate people or households)	Approximately 35 households served in the first year of shelter operation (may not coincide with 12 month grant period). Households range in size, as they can be singular survivors or survivors with their dependents.		
Total Cost per Person/Household:	\$635 in the first year - \$127 per family for 5 year committed CDBG period		
Total CDBG Cost per Person/Unit	Same as above		
Describe Source of Other Funds:	Amount	Amount Secured	Amount Tentative
Federal:			
State:			
Local:			
Donations/Private:			
Grants:			
Loans:			

Activity Budget Detail (Non-Development Activities)			
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Amount	Total Amount CDBG + Other Sources
Fence Construction Estimate	\$17,250	\$0	\$17,250
Davis-Bacon wages + contingencies	\$5,000	\$0	\$5,000
Total	\$22,250	\$0	\$22,250

5.4 Staff Experience and Qualifications

Employee	Experience and Qualifications
Name: Mary Zelinka	Mary Zelinka has worked at CARDV since 1990 and has extensive experience in overseeing construction, renovation, and repair projects. She has been instrumental in the coordination and completion of the main construction project
Title: Facilities Manager	on the new shelter and will continue to oversee further construction on the shelter, including the construction of the fence around the perimeter.
FTE on This Project: 0.2FTE	

Name: Tia Daversa	Tia Daversa is the Grants Coordinator at CARDV and will serve as the liaison between City of Albany and CARDV during the project. Tia has proven competencies regarding grant reporting and tracking project deliverables, and
Title: Grants Coordinator	will employ these skills on this project.
FTE on This Project: 0.1FTE	

EXHIBIT A1: Application supplement for Property Acquisition, New Construction/Development, Public Facility Improvements, Rehabilitation Activities

Please complete this application supplement requesting property and project specific information ONLY if any of the following activities will be part of the proposed activity:

- Property Acquisition and/or Appraisals
- New Construction or Building Rehabilitation (excluding single-family rehab)
- Removal of Architectural Barriers (accessibility)
- Development Costs Site Preparation, utilities, etc.
- Resident Relocation Assistance (if required)
- Public Utility or Facility Improvements

NOTE: The property must be used by the subrecipient to continue to meet the CDBG program's National Objectives for at least 5 years after the expiration of the subrecipient.

1. What is the property address?

Address withheld per Department of Justice survivor confidentiality requirements. Address may be disclosed during the environmental review process by Executive Director, Stephanie Miller, reachable at executive.director@cardv.org.

2. What is the current (or most recent) use of the property?

The property was a residential home prior to CARDV's acquisition.

3. Describe condition of the site, including any existing structures or improvements and a description of the work to be completed (by all funding sources) if not already described in the main application.

The home interior has been fully renovated in preparation for its use as a confidential shelter. This has included renovations to the existing structure's kitchen and two bathrooms.

The proposed project utilizing CDBG funds pertains only to the construction of a privacy fence around the existing structure, within the confines of the property line. The fence will be 6 feet tall and will provide sight obscuration, in order to provide the most privacy possible to the survivors utilizing the shelter. We are currently receiving estimates from

fence contractors and have not definitively chosen a material, but we have narrowed potential materials down to either chain link with privacy slats or vinyl. This project is estimated to cost \$22,250 including staff time to oversee the project, but this is dependent on the final material and contractor chosen.

4. Provide map(s) showing the project's location and area characteristics, location relative to jobs, schools, transportation, shopping, and services. If the project will serve a specific area, proposed project boundaries should be shown.

Address and exact location withheld for survivor confidentiality. The shelter is located within two blocks of a grocery store and bus stop, allowing for ease of shopping and transportation for survivors utilizing the shelter. Shelter will serve survivors from both Linn and Benton counties.

Readiness to Proceed:

5. Does the project require land use approvals such as Site Plan Review, Land Divisions, Conditional Use permits or rezoning? If yes, please explain where you are in the land use process and explain any issues that have been raised by the review that may delay the project.

Since there is already a fence present on the property, and we are solely upgrading to a larger, more private fence, we do not believe there would be a need for a land use review. If the city deems otherwise, we are happy to comply and facilitate a land use review.

6. Is financing secured to complete the project? Describe any financial or legal commitments made to the project. If property acquisition is needed: Does the applicant have a purchase option on the property, letter of support from the property owner(s), or some other assurance that the property is available for acquisition?

Financing has been secured to complete all necessary construction to the main building in order to prepare it for operation as a shelter (which is outside of the scope of this application and project). The remaining financing needed is for construction of the perimeter fence and ongoing staffing once it is operational. CARDV owns the property and building through a grant from the Oregon Department of Justice.

7. Are you requesting more than \$200,000 in CDBG funds? If yes, then you must comply with Section 3 in 24 CFR Part 75.3 and utilize a Section 3 business and/or employees for a certain percentage of the hours in the project.

We are not requesting more than \$200,000.

8. Does the project include infrastructure construction, maintenance, alteration, or repair? Infrastructure is defined to include the structures, facilities, and equipment for, in the United States—(A) roads, highways, and bridges; (B) public transportation; (C) dams, ports, harbors, and other maritime facilities; (D) intercity passenger and freight railroads; (E) freight and intermodal facilities; (F) airports; (G) water systems, including drinking water and wastewater systems; (H) electrical transmission facilities and systems; (I) utilities; (J) broadband infrastructure; (K) buildings and real property; and (L) structures, facilities, and equipment that generate, transport, and distribute energy including electric vehicle (EV) charging AND is publicly owned and operated, privately owned and operated on behalf of the public, or a place of public accommodation. If so, then you must comply with the Build America, Buy America Act. See 2 CFR Chapter 1 Part 184 for more information.

This project will not include any work on public infrastructure.

Questions 9-12 omitted as property was acquired prior to this specific project

Activities that May Result in Relocation or Displacement:

13. For residential projects, what efforts will be made to avoid displacement?

No displacement has or will occur due to this project. The building was for sale by owner when CARDV acquired the property. While the building will no longer be used as a permanent residence, it will offer transitional housing for survivors of domestic and sexual violence that are facing imminent homelessness without CARDV intervention.

14. Indicate if you expect the project to cause permanent housing to be demolished or converted to another use. If so, how many dwellings total, and how many units are currently occupied by low-mod households.

The overall project of shelter construction has changed one permanent residency domicile into a shelter that will house multiple families for short-term (~30 days) emergency stays. No other housing will be affected or demolished as a part of this project.

15. Will the project require temporary or permanent relocation of existing residents? Of yes, have comparable units been identified and costs of relocation been accurately

determined? Provide a tenant relocation strategy, cost estimate, and existing tenant survey to address federal Uniform Relocation Act requirements which may impact your project.

Project will take place fully on the lot owned by CARDV and will not impact any neighboring residences.

16. Describe the relocation strategy for the project.

No relocation is necessary for this project. The residence purchased for this project was not occupied when it was purchased by CARDV.

Project Timeline: Please complete the applicable sections of the table that follows with your estimated timeline for the proposed activity or provide your own project timeline.

Activity	Start Date	Completion Date	
Site Planning & Development/Rehab			
Site Acquisition	1/1/2023	2/10/2023	
Building/Site/Lead Paint Inspection	N/A to project	N/A to project	
Lead Paint Notifications	N/A to project	N/A to project	
Pre-application	N/A to project	N/A to project	
Land Use Approval	N/A to project	N/A to project	
Construction Plans	1/31/2024	7/1/2024	
Final Bids	N/A to project	N/A to project	
Contractor Selection	12/1/2023	1/31/2024	
Building Permits	N/A to project	N/A to project	
Grant Applications (specify if/when secured)			
Local	12/1/2023	1/9/2024 (CDBG)	
State	N/A to project	N/A to project	
Federal	N/A to project	N/A to project	

Non-government	N/A to project	N/A to project	
Other	N/A to project	N/A to project	
Loan Applications			
Construction Loan	N/A to project	N/A to project	
Permanent	N/A to project	N/A to project	
Construction/Rehab Phase			
Construction*	8/1/2024	6/30/2025	
Final Inspections	N/A to project	N/A to project	
Lead Paint Clearance Exam	N/A to project	N/A to project	
Certificate of Occupancy/ Completion	N/A to project	N/A to project	

^{*}Construction timeline estimated as 8/1/2024 to 6/30/2025. This is a very rough time frame as the timeline is dependent on completion of environmental review and may be weather dependent if the review pushes the project into the colder season. Construction and installation of the fence is not expected to take longer than a month.

Activity Budget. Development or rehab activities (excluding single-family rehab) Please complete the applicable sections of the project budget in the spreadsheet provided on the next page.

PROJECT BUDGET Template: (Development or Rehab Activities)	Total Cost	CDBG Request	Other Source(s)
Acquisition Costs	N/A to project		
Land	N/A to project		
Improvements	\$22,250	\$22,250	\$0
Liens and other Taxes	N/A to project		
Closing Costs	N/A to project		

Off-Site Costs	N/A to project		
Other	N/A to project		
SUBTOTAL	\$22,250	\$22,250	\$0
Development Costs			
Land Use Approvals	N/A to project		
Building Permits/fees (Include Engineering and Community Development Fees)	N/A to project		
System Development Charges (SDCs)	N/A to project		
Relocation Costs	N/A to project		
Environmental Report/Lead Based Paint	N/A to project		
Soils Report	N/A to project		
Survey	N/A to project		
Marketing	N/A to project		
Insurance	N/A to project		
Other	N/A to project		
Architectural/Engineering/Legal/Accounting	N/A to project		
Appraisals	N/A to project		

Lender Fees	N/A to project		
Construction Loan	N/A to project		
Permanent Loan	N/A to project		
Tax Credit Fees	N/A to project		
Developer Fee	N/A to project		
Consultant Fee	N/A to project		
Other	\$0	\$0	\$0
TOTAL	\$22,250	\$22,250	\$0

Environmental Review Attached as Separate Document

TIA DAVERSA

GRANTS COORDINATOR

CONTACT

760-486-3222

tiadaversa@gmail.com

4865 NE Highway 20 Corvallis, OR 97330

SKILLS

Microsoft Suite Proficiency

Program Coordinating and Development

Strong Customer Service

Interpersonal Communication

Writing and Data Reporting

EDUCATION

Associates in Science
Associates in General Studies

Linn Benton Community College

2020-2022

Completed two associates degrees with honors at Linn Benton Community College

Brigham Young University

2015-2017

Completed two years of study at Brigham Young University in Provo, Utah with a focus on Psychology

BOARDS

Educare-Africa

Local 501(c)(3) nonprofit dedicated to providing educational supplies and support to students in Cameroon.

PROFILE

Motivated and professional worker with over seven years of customer service experience and one year of experience in nonprofit program coordinating. Committed to utilizing effective verbal and written communication, compassion, and empathy to build community and facilitate teamwork. Always ready and willing to learn and adapt to new challenges. Proven skills in practical thinking, data reporting, and report writing. Staunch believer in the power of social justice and advocacy to bring a better quality of life to all peoples.

WORK EXPERIENCE

Grants Coordinator

Center Against Rape and Domestic Violence

Apr 2023-present

- Provides comprehensive grant management for the agency and its programs
- Maintains detailed records regarding grant applications, expenditures, reports, and communications
- · Acts as communication liaison between funders and organization staff
- Provides project management and coordination of administrative functions, including but not limited to: donor database maintenance, policy and procedure updates, and client statistics record keeping
- Works in direct collaboration with Accountant to ensure all grant expenditures are properly charged and coded
- · Ensures agency compliance with all federal grant funding requirements

Community Outreach & Volunteer Coordinator

SafeHaven Humane Society

2021-Apr 2023

- · Effectively coordinated multiple programs at once
- · Managed the recruitment, onboarding, and training of new volunteers
- Maintained detailed records for over 500 volunteers using both paper records and an online Volgistics database
- Aided SafeHaven's development department by hosting fundraisers and recording donor information using DonorPerfect
- Assisted with applying for and tracking grant spending, and providing data used in reports to our grantors
- · Provided accurate and timely monthly reports for the Executive Director and Board
- Oversaw SafeHaven's Community Outreach program, which provides pet food and vet bill assistance to approximately 100 Linn and Benton County families

Manager & Barista

Tried and True Coffee Company

2018-2021

- Managed staff at the Madison Ave. location and managed inventory at both locations
- Engaged with members of the Corvallis community and built lasting relationships with many of our regular customers
- Kept detailed records of employee tips and cash drawer totals utilizing spreadsheets, ensured accurate division of funds
- Assisted with interviews, new employee onboarding, and training

Mary Zelinka Facilities Manager

Center Against Rape and Domestic Violence, Corvallis, Oregon

May, 1990 through present

Positions:

• Facilities Manager

July, 2014 through present

- Project manager for facilities maintenance and remodeling
- Advocacy Services Manager

May, 2009 through July, 2014

- Project manager for facilities rehabilitation, including construction of Advocacy Center
- Hotline and crisis response
- Ensures shelters are kept in good repair
- Shelter Program Director / Assistant Executive Director

March, 1999 through May, 2009

- Project manager for office remodeling and shelter relocation
- Hires, trains and supervises Direct Service staff
- Ensures CARDV services are meeting clients' needs
- Ensures shelters are kept in good repair
- Shelter Coordinator

May, 1996 through March, 1999

- Site supervisor for Shelter Expansion Project addition of four-bedroom manufactured home and remodeling of existing shelter
- Supervise Shelter staff
- Ensure shelter services are meeting clients' needs
- Ensures shelters are kept in good repair
- Hospital advocacy and crisis response
- AmeriCorps Member

November, 1995 through May 1996

- Case Management with shelter residents
- Legal and Hospital advocacy
- Hotline and crisis response
- Part-time Shelter Overnight Worker

May, 1990 through November, 1995

- Peer counseling with shelter residents
- Hospital advocacy
- Hotline and crisis response
- Facilitate Sexual Assault weekly drop-in support group
- Volunteer

September, 1980 through January 1984

- Hotline and shelter advocacy
- Hospital advocacy
- Facilitate Domestic Violence weekly drop-in support group

Manufactured Housing Industry

February, 1979 through July, 1995

Golden West Homes, 2500 South Walnut, Albany, Oregon 97321, (541) 926-8631

- Service Manager
 - Hired, supervised and scheduled factory service technicians
 - Resolved retailer and customer service problems
 - Liaison between retailers and production
 - Reviewed prints and determined parts necessary for the completion of homes after delivery

Volunteer History

- Hospice provided respite for primary caretaker of terminally ill
- Oregon Special Olympics Coach for track and field
- Literacy Action Tutored adults learning to read
- WEAVE Women Escaping a Violent Environment, Sacramento, CA Board of Directors
- Sacramento Rape Crisis Center hotline, hospital advocacy, public speaking

Education

Marylhurst University, Portland, Oregon, graduated June 1999 – Bachelor of Arts, Interdisciplinary Studies – Emphasis in Communications

Publications

Center Against Rape and Domestic Violence: A Local History of a National Movement, (published July, 2016)

CARDV FY2024 Budget

	FY 24
Ordinary Income/Expense	
Income	
40000 · Direct Contributions	
40100 · Individual/Small Bus. Contrib	250,000.00
40000 · Direct Contributions - Other	0.00
Total 40000 · Direct Contributions	250,000.00
42000 · Non-Government Grants	
42300 · Foundation/Trust Grants	220,000.00
42000 · Non-Government Grants - Other	0.00
Total 42000 · Non-Government Grants	220,000.00
45000 · Government Grants	500 707 00
45200 · Federal Grants	532,787.00
45300 · State Grants 45400 · Local Government Grants	687,422.00
	54,931.00
Total 45000 · Government Grants	1,275,140.00
50000 · Earned Revenues 53000 · Revenue from Investments	
53100 · Interest from Svgs/S-T Inv	1,840.00
53200 · 501(c) Investment Income (loss)	-2,550.00
53400 · Earnings from LT Investments	-2,330.00
53410 · Interest and Dividends	6,002.00
53430 · Unrealized Gains and Losses	3,342.00
53440 · Investment Management Fees	-2,550.00
Total 53400 · Earnings from LT Investments	6,794.00
Total 53000 · Revenue from Investments	6,084.00
58000 · Special Events	
58100 · Net Fundraising Events	
58110 · Gross Rev Fundraising Events	
58111 · Safe Family Breakfast	80,000.00
58112 · 5K	40,000.00
Total 58110 · Gross Rev Fundraising Events	120,000.00
58120 · Less Direct Event Expenses	
58121 · Safe Family Breakfast Expenses	-6,900.00
58122 · 5K Expenses	-6,000.00
Total 58120 · Less Direct Event Expenses	-12,900.00
58130 · In Kind Rev Fundraising Events	
58131 · Safe Family Breakfast In Kind	2,450.00
Total 58130 · In Kind Rev Fundraising Events	2,450.00
Total 58100 · Net Fundraising Events	109,550.00
Total 58000 · Special Events	109,550.00
Total Income	1,860,774.00
Expense	
72000 · Salaries & Related Expenses	
72200 · Salaries & wages - other	1,215,963.00
72300 · 401(k) Contributions	21,387.00

72400 · Employee Benefits - not pension	
72410 · Other Employee Benefits	127,200.00
72420 · Unemployment Costs	127,200.00
72421 · Unemployment Claims Paid	16,000.00
72422 · 501(c) Trust Fees	1,650.00
72423 · Surety bond premium	600.00
72424 - Oregon Paid Leave	14,800.00
72420 - Unemployment Costs - Other	-1,400.00
Total 72420 · Unemployment Costs	31,650.00
Total 72400 · Employee Benefits - not pension	158,850.00
72500 · Payroll taxes	•
60410 · State Unemployment Insurance	0.00
72500 · Payroll taxes - Other	99,300.00
Total 72500 · Payroll taxes	99,300.00
72000 · Salaries & Related Expenses - Other	0.00
Total 72000 · Salaries & Related Expenses	1,495,500.00
75000 · Contract Service Expenses	
75200 · Accounting Fees	42,000.00
75300 · Legal Fees	2,540.00
75400 · Professional Fees - Other	1,500.00
75500 · Temporary Help - Contract	41,102.00
75000 · Contract Service Expenses - Other	0.00
Total 75000 · Contract Service Expenses	87,142.00
81000 · Non-Personnel Related Expenses	
81100 Supplies and small equip	14,000.00
81300 · Telephone	24,000.00
81400 · Postage & shipping	1,000.00
81500 - Software	600.00
81700 · Printing & Publications	9,800.00
81800 · Dues/Fees/Licenses/Subscription	8,500.00
81000 · Non-Personnel Related Expenses - Other	0.00
Total 81000 · Non-Personnel Related Expenses	57,900.00
82000 · Facility & Equipment Expenses	
82100 · Rent	2,200.00
82200 · Utilities	27,300.00
82300 · Furniture & fixtures	1,500.00
82400 · Repairs and Maintenance	51,000.00
82600 · Equipment Rent, Lease, Maint.	2,200.00
Total 82000 · Facility & Equipment Expenses	84,200.00
83000 · Travel & Meetings Expenses	
83100 · Travel	735.00
83200 · Conferences, Trainings & Mtgs	5,000.00
83000 · Travel & Meetings Expenses - Other	0.00
Total 83000 · Travel & Meetings Expenses	5,735.00
84000 · Client Assistance	
84100 · Client Assistance - Gift Cards	6,000.00
84200 · Client Assist Fuel	15,000.00
84300 · Client Assist Motel	15,000.00
84400 · Client Assist Other	10,000.00

84500 · Client Assistance-Direct	40,000.00
Total 84000 · Client Assistance	86,000.00
85000 · Other Expenses	
85100 · Interest Expense and Bank Chgs	700.00
85200 · Insurance - non-employee	22,000.00
85400 · Board/Volunteer/Staff Expenses	
85410 · Staff Expenses	1,200.00
85420 · Board/Volunteer Expenses	400.00
85400 · Board/Volunteer/Staff Expenses - Other	0.00
Total 85400 · Board/Volunteer/Staff Expenses	1,600.00
85500 · Fundraising Fees	3,500.00
85600 · Information Technology	16,000.00
Total 85000 · Other Expenses	43,800.00
Total Expense	1,860,277.00
Net Ordinary Income	497.00

12:03 PM 01/08/24 Accrual Basis

Center Against Rape and Domestic Violence Profit & Loss

October through December 2023

		Oct 23	Nov 23	Dec 23	TOTAL	
Page	Ordinary Income/Expense					
Part	40000 · Direct Contributions					
Page						
14 15 15 15 15 15 15 15		60,597.76	64,677.28	47,903.00	173,178.04	
March Process Proces		29,000.00	55,000.00	50,000.00	134,000.00	
Page	Total 42000 · Non-Government Grants	29,000.00	55,000.00	50,000.00	134,000.00	
4509- Federal Grants 15,000 1 15,000 1 25,000 1<	43000 · Reimbursing Grants/Sponsors	0.00	0.00	606.86	606.86	
March Marc						
Trais Section Processing Processing						
Page						
Total 4000- Centromer Contracter 1907-20		51,540.70	42,823.77	0.00	94,364.47	
Page		9,572.32	9,572.32	9,572.32	28,716.96	
Page	Total 46000 · Government Contracts/Fees	9,572.32	9,572.32	9,572.32	28,716.96	
Page						
1520 1520		400.00	0.00	0.00	400.00	
1501 1502 1503	Total 51000 · Program Related Sales & Fees	400.00	0.00	0.00	400.00	
17,000	53000 · Revenue from Investments					
Sald 10 Interiest and Dividends 0.00 17,033,46 0.00 17,033,46 Sald 10 Interiest and Lorden 6,782,71 0.00 0.00 7,002 1,002 Total Saldo Examings from LT Interstments 1,12,013,33 17,195,92 1,175,93 1		158.01	152.47	117.83	428.31	
1-10 1-10	53410 · Interest and Dividends					
Total 53000 - Revenue from investments -13,061,33 77,85,52 117,85 4,212,42						
Page	Total 53400 · Earnings from LT Investments	-13,249.34	17,033.45	0.00	3,784.11	
89100 - Net Fundrishing Events 69111 - Self range fraceshard 69111 - Self	Total 53000 · Revenue from Investments	-13,091.33	17,185.92	117.83	4,212.42	
S8110 - Gross Rev Fundraling Events 0.00 75.00						
Total 5810 - Gross Rev Fundraising Events 0.00 75.00 0.00 75.00 Total 5800 - Net Fundraising Events 0.00 75.00 0.00 75.00 Total 58000 - Sepacial Events 0.00 75.00 0.00 75.00 Total 50000 - Earned Revenues 12,201.33 17,200.82 117.28 2,807.24 Expenses 2 2 8 10,200.00 30,500.00 4,805.33 Expenses 2 10,386.97 11,458.93 97.006.19 30,572.44 4,128.45 7,2000 - Saleries & Related Expenses 11,083.31 10,138.73 10,273.56 31,455.50 4,128.54 7,2000 - Employse Benefits - not pension 11,083.31 10,138.73 10,273.56 31,455.50 12,085.15 7,2000 - Purpolity Employse Benefits - not pension 1,124.78 0.00 5,000.58 12,086.15 7,2000 - Employse Benefits - not pension 1,124.78 10,138.73 10,273.56 12,086.15 7,2000 - Employse Benefits - not pension 1,124.78 10,138.73 10,273.56 12,086.15 7,2000 - Em	58110 · Gross Rev Fundraising Events					
Total \$8000 · Special Events 0.00 75.00 0.00 75.00 Total \$8000 · Special Events 0.00 75.00 0.00 75.00 Total \$8000 · Special Events -12.091.33 117.200.92 117.83 4.887.42 Total Income 138.019.45 169.334.29 100.80.001 455.537.5 Expense ************************************	·					
Total 58000 · Special Events 0.00 75.00 0.00 75.00 Total 50000 · Earned Revenues -12.61 3.03 117.200.02 117.20 4.66 7.42 Total Income 138.019.45 189.33.42 168.200.01 435.553.75 Expanse 72000 · Salaries & Related Expanses 72000 · Salaries & Related Expanses 72000 · Salaries & Related Expanses 10.38.69.77 10.4565.30 97.306.19 30.57.20 4.66 72000 · Salaries & Related Expanses 11.083.31 10.138.73 10.273.26 31.498.30 72000 · Salaries & Mangella Leva 6.164.67 0.00 5.900.28 12.056.15 72000 · Payroll taxes 0.645.7 0.00 5.900.58 12.056.15 72000 · Payroll taxes 0.00 0.00 5.900.58 12.056.15 7200 · Payroll taxes 7.878.13 7.913.90 7.376.13 23.168.16 7500 · Payroll taxes 7.878.13 7.913.90 7.376.13 23.168.16 7500 · Payroll taxes 7.878.13 7.913.90 7.376.13 23.168.16 7500 · Payroll taxes 7.878.13 7.9		 _				
Total 150000 - Earned Revenue -12,601,33 17,200 gg 117,80 4,605 Ag Total Income 138,019,45 189,334,20 108,304,00 108,305,375 Expense 72000 - Salaries & Related Expenses 72000 - Salaries & Wages - other 103,838,97 104,586,50 97,506,19 305,729,46 72000 - 401 (N) Contributions 11,888,31 10,138,73 10,273,26 31,485,30 72400 - 10,100 Employee Benefits 11,888,31 10,138,73 10,273,26 31,485,30 72420 - 10,100 Employee Benefits 1,168,457 0,00 5,900,58 12,005,15 Total 72420 - 10,100 Employee Benefits - not pension 1,724,788 0,00 5,900,58 12,005,15 72500 - Payroll taxes 0,00 0 0,00 2,000,80 23,168,16 72500 - Payroll taxes 7,876,13 7,913,90 7,376,13 23,168,16 7500 - Payroll taxes 10,00 0 0 0 7500 - Payroll taxes 10,00 0 0 0 7500 - Payroll taxes 10,00 0 0 0						
Total Income	·					
Page						
Page		138,019.45	189,334.29	108,200.01	435,553.75	
T200 - 401(N) Contributions 1,488.63 1,384.33 1,285.88 4,128.54 T2410 - Other Employee Benefits - not pension 1,083.13 1,018.73 1,0273.26 31,495.30 T2410 - Other Employee Benefits - not pension 1,088.73 0,000 5,900.58 12,085.15 T2424 - Oregon Paid Leav 6,164.57 0,00 5,900.58 12,085.15 Total 72400 - Employee Benefits - not pension 77,247.88 10,138.73 16,173.84 4,3500.45 Total 72400 - Employee Benefits - not pension 77,247.88 10,138.73 16,173.84 4,3500.45 Total 72400 - Employee Benefits - not pension 77,247.88 10,138.73 16,173.84 4,3500.45 Total 72400 - Employee Benefits - not pension 77,247.88 10,138.73 16,173.84 4,3500.45 Total 72400 - Employee Benefits - not pension 77,247.88 10,138.73 16,173.84 4,3500.45 Total 72500 - Payroll taxes - Other 7,878.13 7,913.90 7,376.13 23,168.16 Total 72500 - Payroll taxes - Other 7,878.13 7,913.90 7,376.13 23,168.16 Total 72500 - Payroll taxes - Other 7,878.13 7,913.90 7,376.13 23,168.16 Total 72500 - Payroll taxes - Other 1,900.45 1,900.45 1,900.45 Total 72500 - Related Expenses 1,900.45 1,900.45 1,900.45 1,900.45 Total 72500 - Legal Fees 2,000 5,000 0,00 1,900.45 Total 72500 - Legal Fees 2,000 5,000 0,000 1,900.45 Total 72500 - Pensional Fees - Other 1,900.85 1,900.85 1,900.85 Total 72500 - Legal Fees 2,000 2,000 2,000 1,954.63 Total 72500 - Legal Fees 2,000 2,000 2,000 2,000 2,000 Total 5900 - Contract Service Expenses 2,248.75 2,348.85 2,348.12 2,948.13 S1000 - Tayle Alexa	72000 · Salaries & Related Expenses					
72410 - Othire Employee Benefits 11,083.1 10,188.73 10,273.6 31,495.30 72420 - Unemployment Costs 6,164.57 0.00 5,900.58 12,065.15 Total 72400 - Employee Benefits - not pension 17,247.88 10,138.73 16,173.84 4,550.45 7500 - Payroll taxes 6641 - State Unemployment Insurance 0.00 0.00 7,376.13 23,108.16 6401 - State Unemployment Insurance 0.00 0.00 7,376.13 23,108.16 7500 - Payroll taxes - Other 7,878.13 7,913.90 7,376.13 23,108.16 7500 - Salaries & Related Expenses 130,451.61 124,023.26 122,111.74 375,086.11 7500 - Contract Service Expenses 130,451.61 124,023.26 122,111.74 375,086.11 7500 - Longal Fees 2,500.00 5,000 0.00 70.00 70.00 7500 - Longal Fees 3,588.75 3,421.00 2,791.25 9,801.00 7500 - Temporary Help - Contract 198.08 0.00 0.00 19.56.67 710al 75000 - Contract Service Expenses 19.223.2 8,002.3<						
72420 - Unemployment Costs 6,164.57 0.00 5,900.58 12,065.15 Total 72420 - Unemployment Costs 6,164.57 0.00 5,900.58 12,065.15 Total 72400 - Employee Benefits - not pension 17,247.88 10,138.73 16,738.44 43,560.45 72600 - Payroll taxes 0.00 0.00 0.00 2.00 2.3168.16 72600 - Payroll taxes 7,878.13 7,913.90 7,376.13 2.3168.16 Total 72600 - Payroll taxes 7,878.13 7,913.90 7,376.13 2.3168.16 Total 72600 - Payroll taxes 7,878.13 7,913.90 7,376.13 2.3168.16 Total 72600 - Payroll taxes 7,878.13 7,913.90 7,376.13 2.3168.16 75000 - Contract Service Expenses 3,887.55 3,421.00 2,791.25 9,801.00 75000 - Logist Fees 2,000 50.00 0.00 70.00 19,846.87 75000 - Accounting Fees 1,192.32 3,802.33 2,791.25 9,801.00 1,946.87 75000 - Accounting Fees 1,192.32 3,802.33 2,791.25 <th< th=""><th></th><th>11.083.31</th><th>10.138.73</th><th>10.273.26</th><th>31.495.30</th></th<>		11.083.31	10.138.73	10.273.26	31.495.30	
Total 72420 - Unemployment Costs	72420 · Unemployment Costs					
Total 72400 - Employee Benefits - not pension 17,247.88 10,138.73 16,173.84 43,560.45 T2500 - Payroll taxes 0.00						
72500 - Payroll taxes 60410 - State Inemployment Insurance 82000 - Payroll taxes - Other 7,878.13 0.00						
	, ,	,	1-1,1-2-11	12,1120	,	
Total 72500 · Payroll taxes 7,878.13 7,913.90 7,376.13 23,168.16 Total 72000 · Salaries & Related Expenses 130,451.61 124,023.26 122,111.74 376,586.61 75000 · Contract Service Expenses 3,588.75 3,421.00 2,791.25 9,801.00 75300 · Legal Fees 20.00 50.00 0.00 0.00 70.00 75400 · Professional Fees - Other 198.08 0.00 0.00 198.08 75500 · Temporary Help - Contract 14,115.49 5,431.8 0.00 198.08 75000 · Temporary Help - Contract 14,115.49 5,431.8 0.00 198.08 81000 · Non-Personnel Related Expenses 17,922.32 8,902.38 2,791.25 29,615.95 81000 · Supplies and small equip 298.95 109.06 183.76 591.77 81300 · Telephone 2,048.71 2,034.86 1,978.53 6,062.10 81400 · Postage & Shipping 0.00 690.62 8.62 779.24 81800 · Telephone 2,048.71 2,034.86 1,978.53 6,082.10 81800 ·	60410 · State Unemployment Insurance					
Total 72000 · Salaries & Related Expenses 130.451.81 124,032.26 122,111.74 376,586.61 75000 · Contract Service Expenses 75200 · Accounting Fees 3,588.75 3,421.00 2,791.25 9,801.00 75300 · Legal Fees 20.00 50.00 0.00 70.00 75400 · Professional Fees · Other 198.08 0.00 0.00 198.08 75500 · Temporary Help · Contract 14,115.49 5431.38 0.00 0.00 195.68.87 Total 75000 · Contract Service Expenses 17,922.32 8,902.38 2,791.25 29,615.95 81000 · Non-Personnel Related Expenses 1109.06 183.76 591.77 81100 · Supplies and small equip 298.95 109.06 183.76 591.77 81300 · Telephone 2,048.71 2,034.86 1,976.53 6,062.10 81400 · Personnel Related Expenses 79.50 -84.92 634.30 628.88 81800 · Dues/Fees/Licenses/Subscription 25.00 396.00 566.00 987.00 Total 81000 · Non-Personnel Related Expenses 2,452.16 3,145.62 3,451.21	•					
75000 · Contract Service Expenses 3,588.75 3,421.00 2,791.25 9,801.00 75300 · Legal Fees 20.00 50.00 0.00 70.00 75400 · Professional Fees - Other 198.08 0.00 0.00 198.08 75500 · Temporary Help - Contract 14,115.49 5,431.38 0.00 19,546.95 7500 · Contract Service Expenses 17,922.32 8,902.38 2,791.25 29,615.95 81000 · Non-Personnel Related Expenses 17,922.32 8,902.38 2,791.25 29,615.95 81000 · Non-Personnel Related Expenses 298.95 109.06 183.76 591.77 81300 · Telephone 2,048.71 2,048.66 1.876.53 6,062.10 81400 · Postage & shipping 0.00 690.62 88.62 779.24 81700 · Printing & Publications 79.50 44.92 634.30 628.88 81800 · Dues/Fees/Licenses/Subscription 25.00 396.00 566.00 987.00 Total 81000 · Non-Personnel Related Expenses 2,452.16 3,145.62 3,451.21 9,048.99 82000 · Fa	·					
75200 · Accounting Fees 3,588.75 3,421.00 2,791.25 9,801.00 75300 · Legal Fees 20.00 50.00 0.00 70.00 75400 · Professional Fees · Other 198.08 0.00 0.00 198.08 75500 · Temporary Help - Contract 14,115.49 5,431.38 0.00 19,546.87 Total 75000 · Contract Service Expenses 17,922.32 8,902.38 2,912.55 29,615.95 81000 · Non-Personnel Related Expenses 20,48.71 2,034.86 183.76 591.77 81300 · Telephone 2,048.71 2,034.86 1,978.53 6,062.10 81400 · Postage & shipping 0,00 690.62 88.62 779.24 81700 · Punting & Publications 79.50 44.92 634.30 62.88 81800 · Dues/Fees/Licenses/Subscription 25.00 396.00 566.00 987.00 Total 81000 · Non-Personnel Related Expenses 2,452.16 3,145.62 3,451.21 9,048.99 82000 · Facility & Equipment Expenses 239.49 200.00 200.00 639.49 82400 · Repairs and Ma	•	100, 10 110 1	12 1,020.20	,	0.0,000.01	
75400 · Professional Fees - Other 75500 · Temporary Help - Contract 198.08 14.115.49 5,431.38 5,431.38 0.00 0.00 19.56.88 19.56.89 75500 · Contract Service Expenses 17,922.32 8,902.38 2,791.25 29,615.95 81000 · Non-Personnel Related Expenses 1100 · Supplies and small equip 298.95 109.06 183.76 591.77 81300 · Telephone 2,048.71 2,034.86 1,978.53 6,062.10 81400 · Postage & shipping 0.00 690.62 88.62 779.24 81700 · Pinting & Publications 79.50 -84.92 634.30 628.88 81800 · Dues/Fees/Licenses/Subscription 25.00 396.00 566.00 987.00 701al 81000 · Non-Personnel Related Expenses 2,452.16 3,145.62 3,451.21 9,048.99 82000 · Facility & Equipment Expenses 2,542.06 2,517.85 3,068.28 8,128.19 82400 · Repairs and Maintenance 9,028.62 1,327.41 2,766.00 -4,935.21 82600 · Equipment Expenses 1,227.41 2,766.00 -4,935.21 82600 · Equipment Expenses 1,327.41 2,766.00	75200 · Accounting Fees					
Total 75000 · Contract Service Expenses 17,922.32 8,902.38 2,791.25 29,615.95 81000 · Non-Personnel Related Expenses 81100 · Supplies and small equip 298.95 109.06 183.76 591.77 81300 · Telephone 2,048.71 2,034.86 1,976.53 6,062.10 81400 · Postage & shipping 0.00 690.62 88.62 779.24 81700 · Printing & Publications 79.50 -84.92 634.30 628.88 81800 · Dues/Fees/Licenses/Subscription 25.00 396.00 566.00 987.00 Total 81000 · Non-Personnel Related Expenses 2,452.16 3,145.62 3,451.21 9,048.99 82000 · Facility & Equipment Expenses 2,542.26 2,517.85 3.086.28 8,128.19 82000 · Repairs and Maintenance -9,028.62 1,327.41 2,766.00 -4,935.21 82000 · Equipment Rent, Lease, Maint. 0.00 378.00 305.80 683.80 Total 82000 · Facility & Equipment Expenses -6,247.07 4,423.26 6,340.08 4,516.27 83000 · Travel & Meetings Expenses 131.08 168.20	75400 · Professional Fees - Other	198.08	0.00	0.00	198.08	
81000 · Non-Personnel Related Expenses 81100 · Supplies and small equip 298.95 109.06 183.76 591.77 81300 · Telephone 2,048.71 2,034.86 1,978.53 6,062.10 81400 · Postage & shipping 0.00 690.62 88.62 779.24 81700 · Printing & Publications 79.50 -84.92 634.30 628.88 81800 · Dues/Fees/Licenses/Subscription 25.00 396.00 566.00 987.00 Total 81000 · Non-Personnel Related Expenses 2,452.16 3,145.62 3,451.21 9,048.99 82000 · Facility & Equipment Expenses 2,542.26 3,145.62 3,682.8 8,128.19 82100 · Rent 2,542.06 2,517.85 3,086.28 8,128.19 82400 · Repairs and Maintenance -9,028.62 1,327.41 2,766.00 -4,935.21 82000 · Equipment Rent, Lease, Maint. 0.00 378.00 305.80 683.80 Total 82000 · Facility & Equipment Expenses -6,247.07 4,423.26 6,340.08 4,516.27 83000 · Travel & Meetings Expenses 83100 · Travel & Supplement Expenses 131.08						
81100 · Supplies and small equip 298.95 109.06 183.76 591.77 81300 · Telephone 2,048.71 2,034.86 1,978.53 6,062.10 81400 · Postage & shipping 0.00 690.62 88.62 779.24 81700 · Printing & Publications 79.50 -84.92 634.30 628.88 81800 · Dues/Fees/Licenses/Subscription 25.00 396.00 566.00 987.00 Total 81000 · Non-Personnel Related Expenses 2,452.16 3,145.62 3,451.21 9,048.99 82000 · Facility & Equipment Expenses 239.49 200.00 200.00 639.49 82100 · Rent 2,542.06 2,517.85 3.086.28 8,128.19 82400 · Repairs and Maintenance -9,028.62 1,327.41 2,766.00 -4,935.21 82000 · Equipment Rent, Lease, Maint. 0.00 378.00 305.80 683.80 Total 82000 · Facility & Equipment Expenses -6,247.07 4,423.26 6,340.08 4,516.27 83100 · Travel & Meetings Expenses 83100 · Travel & Supplement Expenses 131.08	•	17,922.32	6,902.36	2,791.25	29,615.95	
81400 - Postage & shipping 0.00 690.62 88.62 779.24 81700 - Printing & Publications 79.50 -84.92 634.30 628.88 81800 - Dues/Fees/Licenses/Subscription 25.00 396.00 566.00 987.00 Total 81000 · Non-Personnel Related Expenses 2,452.16 3,145.62 3,451.21 9,048.99 82000 · Facility & Equipment Expenses 239.49 200.00 200.00 639.49 82200 · Rent 2,542.06 2,517.85 3,068.28 8,128.19 82400 · Repairs and Maintenance -9,028.62 1,327.41 2,766.00 -4,935.21 82600 · Equipment Rent, Lease, Maint. 0.00 378.00 305.80 683.80 Total 82000 · Facility & Equipment Expenses -6,247.07 4,423.26 6,340.08 4,516.27 83000 · Travel & Meetings Expenses 131.08 168.20 411.47 710.75 83100 · Travel & Trave	81100 · Supplies and small equip					
81800 · Dues/Fees/Licenses/Subscription 25.00 396.00 566.00 987.00 Total 81000 · Non-Personnel Related Expenses 2,452.16 3,145.62 3,451.21 9,048.99 82000 · Facility & Equipment Expenses 239.49 200.00 200.00 639.49 82000 · Repairs and Maintenance 2,542.06 2,517.85 3,068.28 8,128.19 82400 · Repairs and Maintenance 9,028.62 1,327.41 2,766.00 4,935.21 82600 · Equipment Rent, Lease, Maint. 0.00 378.00 305.80 683.80 Total 82000 · Facility & Equipment Expenses -6,247.07 4,423.26 6,340.08 4,516.27 83000 · Travel & Meetings Expenses 83100 · Travel & Meetings Expenses 131.08 168.20 411.47 710.75 83200 · Conferences, Trainings & Mtgs 1,118.76 268.02 0.00 1,386.78						
Total 81000 · Non-Personnel Related Expenses 2,452.16 3,145.62 3,451.21 9,048.99 82000 · Facility & Equipment Expenses 239.49 200.00 200.00 639.49 82200 · Utilities 2,542.06 2,517.85 3,088.28 8,128.19 82400 · Repairs and Maintenance -9,028.62 1,327.41 2,766.00 -4,935.21 82600 · Equipment Rent, Lease, Maint. 0.00 378.00 305.80 683.80 Total 82000 · Facility & Equipment Expenses -6,247.07 4,423.26 6,340.08 4,516.27 83000 · Travel & Meetings Expenses 33100 · Travel & 131.08 168.20 411.47 710.75 83100 · Travel & Travel & 131.08 1,118.76 268.02 0.00 1,386.78						
82000 · Facility & Equipment Expenses 239.49 200.00 200.00 639.49 82200 · Utilities 2,542.06 2,517.85 3,088.28 8,128.19 82400 · Repairs and Maintenance -9,028.62 1,327.41 2,766.00 -4,935.21 82600 · Equipment Rent, Lease, Maint. 0.00 378.00 305.80 683.80 Total 82000 · Facility & Equipment Expenses -6,247.07 4,423.26 6,340.08 4,516.27 83000 · Travel & Meetings Expenses 83100 · Travel & 131.08 168.20 411.47 710.75 83200 · Conferences, Trainings & Mtgs 1,118.76 268.02 0.00 1,386.78						
82100 - Rent 239.49 200.00 200.00 639.49 82200 - Utilities 2,542.06 2,517.85 3.086.28 8.128.19 82400 - Repairs and Maintenance -9,028.62 1,327.41 2,766.00 -4,935.21 82000 - Equipment Rent, Lease, Maint. 0.00 378.00 305.80 683.80 Total 82000 - Facility & Equipment Expenses 83000 - Travel & Meetings Expenses 83100 - Travel 131.08 168.20 411.47 710.75 83200 - Conferences, Trainings & Mtgs 1,118.76 268.02 0.00 1,386.78	•					
82400 · Repairs and Maintenance -9,028.62 1,327.41 2,766.00 -4,935.21 82600 · Equipment Rent, Lease, Maint. 0.00 378.00 378.00 305.80 683.80 Total 82000 · Facility & Equipment Expenses -6,247.07 4,423.26 6,340.08 4,516.27 83000 · Travel & Meetings Expenses 131.08 168.20 411.47 710.75 83200 · Conferences, Trainings & Mttgs 1,118.76 268.02 0.00 1,386.78	82100 · Rent					
Total 82000 · Facility & Equipment Expenses -6,247.07 4,423.26 6,340.08 4,516.27 83000 · Travel & Meetings Expenses 33100 · Travel 131.08 168.20 411.47 710.75 83200 · Conferences, Trainings & Mtgs 1,118.76 268.02 0.00 1,386.78	82400 · Repairs and Maintenance	-9,028.62	1,327.41	2,766.00	-4,935.21	
83000 · Travel & Meetings Expenses 131.08 168.20 411.47 710.75 83200 · Conferences, Trainings & Mtgs 1,118.76 268.02 0.00 1,386.78						
83100 · Travel 131.08 168.20 411.47 710.75 83200 · Conferences, Trainings & Mtgs 1,118.76 268.02 0.00 1,386.78		-0,247.07	4,423.20	6,340.06	4,516.27	
	83100 · Travel					
1 otal 83000 · 1 ravel & Meetings Expenses 1,249.84 436.22 411.47 2,097.53						
		1,249.84	436.22	411.47	2,097.53	
84000 · Client Assistance 84000 · Client Assistance 95.00 75.95 1,188.85 1,359.80	84100 · Client Assistance - Gift Cards					
84200 · Client Assist Fuel 1,684.09 715.63 436.81 2,836.53 84250 · Direct Services Mileage 0.00 222.83 565.97 788.80						
84300 · Client Assist Motel 3,859.05 655.26 736.63 5,250.94						

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Center Against Rape and Domestic Violence Profit & Loss

Accrual Basis

October through December 2023

	Oct 23	Nov 23	Dec 23	TOTAL
84400 · Client Assist Other 84500 · Client Assistance-Direct	4,376.26 11,761.00	3,484.25 5,840.00	522.50 60.00	8,383.01 17,661.00
Total 84000 · Client Assistance	21,775.40	10,993.92	3,510.76	36,280.08
85000 · Other Expenses 85100 · Interest Expense and Bank Chgs 85200 · Insurance - non-employee 85400 · Board/Volunteer/Staff Expenses 85410 · Staff Expenses	42.00 0.00 241.99	38.50 2,898.13 60.83	36.75 1,058.16 813.66	117.25 3,956.29 1,116.48
Total 85400 · Board/Volunteer/Staff Expenses	241.99	60.83	813.66	1,116.48
85500 · Fundraising Fees 85600 · Information Technology 85999 · Reconciliation Discrepancies	298.62 1,556.95 0.02	190.18 1,556.95 0.00	32.95 2,556.95 0.00	521.75 5,670.85 0.02
Total 85000 · Other Expenses	2,139.58	4,744.59	4,498.47	11,382.64
Total Expense	169,743.84	156,669.25	143,114.98	469,528.07
Net Ordinary Income	-31,724.39	32,665.04	-34,914.97	-33,974.32
Other Income/Expense Other Expense 91000 · COVID 19 Expenses	0.00	0.00	0.00	0.00
92000 · Indirect Admin Allocation	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00
Net Income	-31,724.39	32,665.04	-34,914.97	-33,974.32
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Center Against Rape & Domestic Violence effective January 3, 2024

EQUAL EMPLOYMENT OPPORTUNITY(EEO)

CARDV is committed to providing equal employment opportunities to all employees and prohibits all forms of unlawful harassment and/or discrimination based upon race, color, gender, age, disability, ancestry, religion, national origin, medical condition, marital status, veteran status, sexual orientation, genetic information, gender identity, expunged juvenile record, or any other characteristic or classification protected by state or federal law. This policy applies to all areas of employment including, but not limited to: hiring; training; upgrade or promotion; demotion; transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship; and benefits.

Any employee or applicant for employment who believes, in good faith, that they have been discriminated against because that employee or applicant for employment is a member one or more of the above-mentioned classes must report such believed discrimination immediately to the Executive Director. If they believed discrimination involves the Executive Director, the employee or applicant for employment must immediately report such believed discrimination to the Board Chair.

Center Against Rape & Domestic Violence effective January 3, 2024

ANTI-HARASSMENT AND NON-DISCRIMINATION

CARDV is committed to providing a work environment free from all forms of harassment and discrimination. Consistent with CARDV's respect for the rights and dignity of employees, program participants and beneficiaries, CARDV prohibits any form of employee harassment and discrimination based on actual or perceived race, religion (including religious dress and grooming practices), color, national origin (including language use restrictions) or ancestry, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), gender (including gender identity and gender expression), national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age (40 and above), sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. **Violations of this policy will not be tolerated.**

CARDV's anti-harassment and non-discrimination policy applies to all persons involved in the operation of the Company and prohibits harassment, discrimination, disrespectful or unprofessional conduct by any employee of the Company, including supervisors and managers, as well as vendors, customers, independent contractors and any other persons.

Prohibited harassment, discrimination, disrespectful or unprofessional conduct includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment and/or discrimination; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by company policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, a hostile or offensive work environment may be created by the telling of jokes or stories, or teasing of a sexual nature in the presence of individuals reasonably offended by such behavior can amount to sexual harassment.

Discrimination can take the form of racial or ethnic jokes, slurs or other derogatory comments which are directed towards a protected group.

Center Against Rape & Domestic Violence effective January 3, 2024

Please contact your supervisor immediately if:

- You feel you have been the victim of harassment by vendors, visitors, clients, members, co-workers, or supervisors, board members, volunteers or others;
- You observe or hear of conduct which may be harassment prohibited by this policy; or,
- You feel you have been retaliated against in any way by anyone for raising concerns under this policy.

If you are uncomfortable speaking to your supervisor, please feel free to bring your concerns to any manager or the Executive Director. If your complaint is about the Executive Director, please contact the Board Chair.

Investigations will be conducted promptly. Appropriate corrective actions will be taken upon completion of our investigation. Employees found to be harassing other employees will be immediately and appropriately disciplined, up to and including immediate discharge.

For additional information, please refer to the detailed Non-Discrimination and Anti-Harassment Policy, Grievance Policy, and Whistleblower Policy.



CARDV Board of Directors Updated 2/1/2024

Name	Profession	Email	Term Ends
Liz Tilson-Ramirez Chair	OSU Alumni Association - Dir. of Alumni Relations (College of Liberal Arts)	chair@cardv.org	11/25/2025
Vince Adams Secretary	Board development specialist Oregon School Board Association	secretary@cardv.org	3/7/2026
Kelly Donegan	Retired OSU & LBCC Faculty EPA Researcher Non-Profit Director	kelly.donegan@cardv.org	11/26/2024
Sarah Devine	Family Outreach Supervisor Corvallis School District	sarah.devine@cardv.org	11/28/2026
Lorena Reynolds	Attorney The Reynold Law Firm	lorena.reynolds@cardv.org	11/28/2026
Michelle Strowbridge	Assist Director of Career Development OSU	michelle.strowbridge@cardv.org	11/28/2026

ENVIRONMENTAL REVIEW SITE SPECIFIC CHECKLIST

Site/Location: CARDV Shelter #3: Address available for ER upon request (confidential)

Site Visit Date: <u>TBD - please contact Tia Daversa (tia.daversa@cardv.org) for scheduling</u>

		YES	NO
1.	Structure is over 50 years old.		N
2. Natior	Site is within $\frac{1}{4}$ mile of a property on or eligible for the nal Register of Historic Places.		N
3.	Site is within, or partially within, 100-year flood plain (Panel No dated).		N
4.	Noise determination – Site is within: a. 1,000 feet of a 4-lane roadway b. 3,000 feet of a railroad		N N
5.	Are above ground storage of hazardous materials, such as liquid propane or gasoline storage tanks, visible from the site?		N
6. be pro	Air Quality – Will construction or demolition dust oduced?		N
	Will project result in producing odor?		N
	Does site involve asbestos?		N
9.	Endangered Species/Wildlife Impact – Does location show signs of or potential benefit to wildlife or close to wildlife habitat (water, shelter and food?)	on 	N
10.	Farmlands Protection – Does project involve work on designated farmlands?		N
11.	Will the proposed project have a disproportionately high and adverse human health or environmental impact on minority and low-income populations?		N



EXHIBIT A: APPLICATION

(Note: Prior to completing the application materials, please thoroughly review the RFA regarding applicant eligibility, eligible CDBG activities, and CDBG requirements.)

1 Applicant Information
pplicant (organization name): Corvallis Neighborhood Housing Services, Inc. dba DevNW
ontact Person: Russell La Rosa SnyderEmail: russell.larosasnyder@devnw.org
lailing Address: PO Box 790 Corvallis, OR 97339
none #: 541-752-7220Agency website: www.devnw.org
EI #*: RWNUFDJVCWR3_EIN: 93-1057296
Inique entity identifier number is required. Get one at sam.gov)
rganization Mission Statement:
evNW's mission is to create thriving, inclusive and healthy communities through affordable housing, nancial/economic opportunity, small business development and policy change.
2 Proposal Summary Activity/Program
ame: Albany Home Repair Program

<u>Activity Location</u>: Albany, Oregon <u>Proposal Summary</u>: *Provide a summary of the proposed activity and anticipated outcomes*.

DevNW proposes to provide deferred payment, low-interest loans for owner occupied home repair to qualified low- and moderate-income homeowners in the City of Albany. Home repairs address health, accessibility, and safety needs, which provide a better living environment for the residents, maintain the value of the home, improve the neighborhood, and, for the elderly, allow them to age in place.

ACTIVITY BUDGET FOR	WH	HICH CDBG FUNDS ARE BEING	RQUESTED:
CDBG Funding Request	\$	125,000	
Leveraged Funds/Resources	\$	0	
Total Activity Budget	\$	125,000	
			•



5.3 CDBG Application Narrative

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

Activity Description

- 1. Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed by the activity.
- 2. Describe the community need that will be addressed by the proposed activity.
- 3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.
- 4. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity.
- 5. Explain how the project will promote inclusiveness and how the agency embraces and demonstrates diversity within the organization. Include your agency's nondiscrimination policy for employees and clients as an attachment. For faith-based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities such as worship, study of religious text, or evangelizing.

Benefit to low-income Albany residents

- 6. Who and how many will benefit from activity (estimate # of people, describe clients)?
- 7. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low-income residents?

Scope of Work

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

Project Feasibility – Readiness to proceed

- Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project. Describe the current organizational capacity to complete and manage the activity within the program year.
- 10. Please provide a schedule of the activity/project that outlines when major activities will be executed and when the project will be completed.

Organizational Capacity and Activity Sustainability

- 11. Describe experience and success conducting similar projects, use of federal or CDBG funds.
- 12. If any issues were raised during a federal program monitoring evaluation, please explain the findings and how issues were resolved.
- 13. Explain agency experience managing construction projects subject to Davis-Bacon and/or BOLI wage requirements and/or soliciting bids for construction projects.
- 14. Identify any other agencies or partners for this activity/project and define the roles and responsibilities of these partners.
- 15. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)?

Financial

16. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?



5.4 Proposed Activity Budget

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

Activity/Project Budget S	ummary (See 24 (CFR 570 Subpa	art J)	
Estimated Total Cost of Activity:	\$125,000			
CDBG Funding Requested for Activity:	\$125,000			
Total Number of People/Households Served:	6 individuals / 3	households		
(Please indicate people or households)				
Total Cost per Person/Household:	\$15,000 per pe	rson / \$22,500	0-30,00	0 per household
Total CDBG Cost per Person/Unit	\$15,000 per pe	rson / \$22,500	0-30,00	0 per household
Describe Source of Other Funds:	Amount	Amount Se	cured	Amount Tentative
Federal:	0	0		0
State:	0	0		0
Local:	0	0		0
Donations/Private:	0	0		0
Grants:	0	0		0
Loans:	0	0		0
Activity Budget Deta	ail (Non-Developm	ent Activities)		
	CDBG	Other	Τ_	
Specific Cost	Amount	Funds	lota	Al Amount CDBG +
Item/Description	Requested	Amount		Other Sources
Rehab loans for households	\$100,000	\$ 0	\$100	,000
20% admin fee based on loan total	\$ 25,000	\$ 0	\$ 25.	,000
Total	\$125,000	\$0	\$125	,000,



5.5 Staff Experience and Qualifications

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

Employee	Experience and Qualifications
Name: Emily Reiman Title: CEO	Emily has more than a decade of experience in affordable housing and economic development, with even longer experience in nonprofit management and organizational development. Before becoming
FTE on This Project: .02 FTE	CEO of DevNW, Emily served as Executive Director of NEDCO for five years, and before that she managed NEDCO's homeownership and asset building programs. Emily has successfully managed many
Resume provided as attachment.	federal funding sources and housing development projects using federal, state, and local funding sources. She provides high-level oversight of and strategic direction for DevNW's real estate development pipeline, housing rehab programs, and rental housing portfolio, and she works closely with our finance department to ensure compliance with all federal funding requirements.
Name: Liza Newcomb	Liza Newcomb has a Master of Science in Community and Regional Planning; 10 years of planning experience; 11 years of construction
Title: Home Repair Manager	supervision experience; completion of Home Inspection Training Course; training by NeighborWorks®; successfully completed CDBG requirements and activities for City of Sweet Home in 2016, City of
FTE on This Project: .1 FTE Resume provided as attachment.	Lebanon in 2017 and 2020, and the city of Harrisburg in 2019. Liza currently administers CDBG grants for the City of Albany, and has recently been awarded a 2024 CDBG grant for the City of Lebanon.
	Liza will be responsible for collecting program performance data and preparing the quarterly reports for the City.
Name: Kym O'Hare	Kym O'Hare has worked in the mortgage originator industry for over
Title: Homeownership Lending Manager	30 years and is licensed as a Safe Act certified Mortgage Originator; has completed extensive training by NeighborWorks America; is certified in Full Cycle Lending, and as a HUD Pre and Post purchase
FTE on This Project: .2 FTE	Housing Counselor, including foreclosure mitigation.
Resume provided as attachment.	



Name: Russell La Rosa Snyder Title: Home Repair Coordinator FTE on This Project: .2 FTE Resume provided as attachment.	After earning a Bachelor of Arts in Sociology and Ethnic studies, Russell worked as an AmeriCorps for Habitat for Humanity in their home repair program, performing extensive renovations on homes from roof to foundation work. He has continued his education and ability to reach the community by taking Spanish classes, completing a home inspection course, and becoming a lead-safe certified renovator. Russell has completed two successful years at DevNW, where he helps guide homeowners through the process of finding a contractor and getting the necessary repairs done on their home.
Name: Gabby Bautista Title: Home Repair/Rehab Project Support Specialist FTE on This Project: .2 FTE	Gabby Bautista has been at DevNW since January 2020 as Program Support Specialist, primarily in education support. In November 2021 her full-time role shifted to the Home Repair team, as this project area's support specialist. Gabby also provides bilingual and bicultural support.

5.3 CDBG Application Narrative

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

Activity Description

1. Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed by the activity.

DevNW's Albany Home Repair Program addresses the following priorities in Albany's 2023-2027 Consolidated Plan:

PRIORITY 1: Support affordable housing in Albany.

Home repair can be a difficult financial burden for homeowners with low and/or fixed incomes. The recent rapid rise of inflation and pandemic-related economic challenges have greatly exacerbated the financial burden. The DevNW Home Repair Program assists households who otherwise would not be eligible for a home equity loan due to income and/or credit worthiness. This helps to maintain affordable, stable housing for families with low incomes.

PRIORITY 5: Strengthen and revitalize low- and moderate-income neighborhoods.

Home repairs address health, accessibility, and safety needs, which provide a better living environment for the residents, maintain the value of the home, improve the neighborhood, and, for the elderly, allow them to age in place.

2. Describe the community need that will be addressed by the proposed activity.

This program is a much needed service for low- to moderate-income homeowners in Albany. Oregon has one of the least affordable housing markets in the country. In the City of Albany, 27% of owner-occupied households are housing cost-burdened, meaning they contribute more than 30% of their income to housing. Economic conditions for low- and/or fixed-income homeowners make it particularly difficult to make necessary repairs to their homes, ultimately leading to deteriorating quality, lower home values, and increased health and safety concerns.

3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.

When household budgets are strained, families will put off home rehabilitation in order to pay for other essentials. The American Community Survey reports that 19.6% of Linn County residents qualified for

SNAP benefits in 2021; a significant increase from the 14.4% reported prior to Covid-19. SNAP benefit data shows that one in five Linn County residents receive nutritional assistance benefits, indicating a high need in the county for food relief and support. A recent study published by the Oregon Cascades West Council of Governments (OCWCOG) on Economic Resilience concludes that Linn County's older and less educated workforce indicates some economic resilience risks related to employment diversity and earned wages. This study also points out that the housing inventory in Linn County is predominantly older, single-family homes, that may be more vulnerable to natural hazards and weather incidents and/or more difficult to repair.

Because families in the service area already face economic issues, we can expect that they will continue to delay home repairs in order to provide food, transportation, and other essentials for themselves and their families. DevNW's home repair program helps homeowners and their families stay in housing that is made safer and healthier. The home value is maintained and sometimes improved as deferred maintenance is performed.

DevNW's Home Repair Program provides loans for necessary home repairs to homeowners with low- to moderate-incomes in Albany; allowing them to protect their greatest asset, remain safely in their home, and age in place. With 12 clients currently on our Albany home repair waitlist and four projects currently in progress, we know this program is addressing a need in the community. DevNW works to make funds more accessible to everyone, especially people who have been historically excluded from transformative financial tools. We believe that homeownership is the single best way for families with low or moderate incomes to build generational wealth, and access to funds and financial services to both build and maintain assets is critical to the wellbeing and vitality of individuals, families, and our whole community.

4. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity.

The Low/Moderate Housing benefit (LMH) will be satisfied by DevNW's Albany Home Repair Program. As stated in the CDBG National Objectives, these are "Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households." During DevNW's rigorous loan application process (see 8 #2 below), applications are screened to verify that each household is below 80% AMI, using HUD income guidelines (2023 income guidelines shown in chart below).

2023 Income Threshold by Household Size	Persons in Household							
HUD Income Limits	1	2	3	4	5	6	7	8
Extremely Low-Income 30% AMI*	\$16,700	\$19,100	\$21,500	\$23,850	\$25,800	\$27,700	\$29,600	\$31,500
Very Low-Income 50% AMI	\$27,850	\$31,800	\$35,800	\$39,750	\$42,950	\$46,150	\$49,300	\$52,500
Low Income 80% AMI	\$44,550	\$50,900	\$57,250	\$63,600	\$68,700	\$73,800	\$78,900	\$84,000

^{*}AMI = area median income as published by HUD annually.

5. Explain how the project will promote inclusiveness and how the agency embraces and demonstrates diversity within the organization. Include your agency's nondiscrimination policy for employees and clients as an attachment. For faith-based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities such as worship, study of religious text, or evangelizing.

DevNW's Home Repair Program directly impacts low-income households who otherwise would not be able to afford the cost of home repair on their own. Through dedicated lending, we help households that are currently excluded from receiving traditional loans due to poor credit history or limited income, to access funds and make repairs that allow them to stay safely in their homes. In this way, we are ensuring that underserved low-income populations are included in our programs.

In addition to serving low-income households, DevNW's commitment to inclusion and diversity is demonstrated by the organization's current work toward Diversity, Equity, Inclusion and Justice. We currently have 22 bilingual staff who deliver services to Spanish-speaking clients, including bilingual assistance for the home repair loan application process. We take great care to ensure our organizational and marketing materials are accessible, friendly, and appealing to clients across cultural backgrounds. In 2021, our Home Repair Program marketing materials were translated to Spanish and made available online. We also work with translation and American Sign Language services for clients with language needs beyond English and Spanish.

DevNW strives to provide services and programming that are relevant and responsive across a range of social identities, and particularly to identity groups that are experiencing or have experienced discrimination or marginalization in housing, homeownership, lending, and business development. Our programs and services are designed to offer multi-layered solutions to address exclusionary barriers.

We believe in advancing neighborhood development where physical, social, informational, and psychological access are barrier free AND opportunity for a range of community services exists REGARDLESS of an individual or family's identity boxes BECAUSE a neighborhood is a place for belonging. We work together- with our staff, clients, board of directors, residents, partners, funders, policymakers, and supporters- towards a commitment for shared culture to:

- Confront historical roots of disparities
- Prioritize racial equity
- Promote economic justice
- Develop communal spaces free from exclusionary attitudes, practices, policies, and experiences

Benefit to low-income Albany residents

6. Who and how many will benefit from activity (estimate # of people, describe clients)?

If awarded, this project will potentially serve 3-24 LMI Albany residents directly, and the surrounding neighborhood and city with healthier, more valuable homes.

7. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low-income residents?

An estimate of only 2% of our clients would qualify as extremely low income, earning <30% of area median. Most people in that income bracket are, unfortunately, not homeowners. For this reason, this specific DevNW program area does not emphasize serving extremely low-income residents.

Scope of Work

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

Below is an outline that describes the steps borrowers go through in DevNW's Home Repair program.

Step #. Activity	Process
#1. Pre-Screening & Intake	
Preliminary assessment	Over the phone or online questionnaire to determine if homeowners meet basic requirements to apply to the program. If they meet all of the requirements, DevNW staff then place them on a waiting list, and send out a DevNW intake package.
Intake application	Staff reviews the intake application; homeowners are notified whether or not they meet the minimum requirements to apply for a loan.
#2. Loan Application	
Applicant's name comes to top of waiting list	As applicants reach the top of the waiting list, the lending coordinator arranges a time to begin a loan application.
Income and asset verification	The DevNW lending coordinator performs an analysis of the household's income, assets, and credit, to verify the household is below 80% AMI, and meets all other underwriting requirements. Formal certification, however, may not occur until all information is verified and an initial site visit has taken place.
Project qualification	DevNW staff reviews the status of property's ownership, taxes, insurance, title report, etc. to determine that these are in compliance with program policies.
#3. Inspections	

Initial site visit	Typically, within two to three weeks after the loan application, the DevNW Home Repair Manager schedules a visit to the home for the purpose of conducting a Health and Safety inspection of the home.
Project Feasibility Analysis	Loans do not exceed \$35,000. Essential health and safety repairs must feasibly be completed within this maximum amount or within a lesser amount that the applicant has qualified for. The home must also pass a number of reviews, including; historical significance reviewed by the State Historic Preservation Office (SHPO), environmental impact review, and flood zoning.
Follow-up Visits	Depending on the complexity of the project, additional site visits may be necessary to completely determine the full scope and details of the project.
Lead Hazard Risk Assessment	If the home was constructed prior to 1978, lead paint testing will be performed and a Lead Hazard Risk Assessment may be performed. The cost of this Assessment is rolled into the loan.
Scope of Work	DevNW staff develops a written Scope of Work (SOW) for the project. Homeowners have the opportunity to review and edit this document prior to sending it out to construction contractors.
#4. Contractor Selection	
Preliminary Contractor Search	DevNW does not provide homeowners with a contractor. DevNW maintains and provides a list of contractors who have the necessary lead safety training, are licensed by the Oregon Contractor Board and who have worked with the program in the past. DevNW provides homeowners with this list at their request.
Homeowner should not sign anything or buy anything	Since the loan is not yet approved, DevNW reminds homeowners <u>not to</u> sign any contracts and not to purchase any items or materials for project.
Requests for Proposals (RFP)	Once the SOW is complete, homeowner is provided with a Request For Proposal (RFP) packet. The homeowner will need to distribute the packets to qualified contractors. Typically, contractors need three weeks to a month to put together a proposal (bid). DevNW requires homeowners to get at least three proposals for each major aspect of the project.
Proposal Analysis	DevNW staff assists homeowner with analyzing the proposals/bids that they receive from contractors, but the homeowner is responsible for the selection of a contractor.

Final Budget and Loan Amount	DevNW staff assists homeowner with putting together a final budget, scope of work, and loan amount for the project.
#5. Loan Closing	g,p,
Request for Approval	After all the above has been completed, loan requests are submitted to DevNW Chief Executive Officer for approval.
Loan Closing	If the loan is approved, DevNW staff will put together the loan documents (Promissory Note, Deed of Trust, etc.) and schedule a loan closing. DevNW staff ensures that homeowners understand the terms of the loans, and are available to meet with a housing counselor to review the loan.
Closing Costs	Although DevNW does <u>NOT</u> charge any fees or interest to the homeowner for closing a housing rehabilitation loan, there are other fees that apply. The closing costs (which include fees for title insurance and recording) will be rolled into the loan.
Notice to Proceed	After a 3-day recession period (during which the homeowner can back out of the loan) the homeowner will be issued a Notice of Award letter, confirming that the loan has been closed and that the homeowner is free to sign contracts with contractors.
#6. Construction	
Construction Contract Signing	Although homeowners are now permitted to sign construction contracts for their project, DevNW recommends that they consult with the DevNW Home Repair Manager first. Contractor selection must be approved by DevNW staff before contract signing in order to ensure that the contractor has all proper licensing. DevNW staff provides sample contracts for use with the contractor. It is the homeowner's responsibility to schedule and coordinate the project with the contractor. Homeowners have a maximum of 90 days from the date construction contracts are signed to complete all phases of the project.
Construction Work	Repairing a house can be stressful, but it can also be exciting and satisfying. The homeowner has various responsibilities that include: making the house, water, and electricity available to contractors; communicating with the contractor and making timely decisions with regard to materials, fixtures, colors, etc. and inspecting the quality of work on a daily basis. DevNW does not guarantee the work of any contractor, and DevNW is not responsible for the work or actions of the contractor.

	Progress Payments and Inspections	DevNW disperses loan funds directly to the contractor. Before payment is released, DevNW staff inspects the work to confirm that value is present. Work requiring permits must pass inspection by a Building Inspector. All payments require written authorization by both the owner and a DevNW staff member.
	Change Orders	Homeowners are advised not to sign any change orders without first obtaining approval from DevNW staff. Homeowners are responsible for work and materials not authorized by DevNW staff and for construction costs that exceed the amount of the loan.
#	7. Project Close-Out	
	Lead Hazard Clearance	Work involving lead paint hazards are subject to a clearance examination by a DevNW-approved Risk Assessor.
	Project Closeout	Homeowners are to ensure that the contractor has provided them with a Homeowner's Manual that contains a list of subcontractors, warranties, manufacturing instructions, paint specification, etc. All unused loan funds are returned to the lender and, if money is returned, the lien is reduced accordingly. DevNW then meets with homeowners to sign final close-out documents.

Once all the steps are accomplished from the above description the homeowner will be living in a healthy home that benefits the surrounding neighborhood and community at large.

Project Feasibility – Readiness to proceed

9. Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project. Describe the current organizational capacity to complete and manage the activity within the program year.

DevNW brings over 30 years of service and strong community relationships to our efforts to create healthy and thriving communities; and has 17 years of experience operating a home repair program benefiting low-income homeowners. We have both an experienced Loan Manager and Home Repair Manager on staff, and the technical, financial and administrative capacity to perform the proposed three home repair loans within the timeframe. No land use issues are expected. We have been very successful at operating the Linn County Housing Rehabilitation Program and all program audits have had no findings or concerns on any of the Community Development Block Grants (CDBG). As of 12/31/2022, DevNW's Rehab Program had completed 489 loans. In 2023 our loan activity totaled 32 loans,

Corvallis Neighborhood Housing Services Inc., dba DevNW. Application to the City of Albany 2024 CDBG.

including new loan activity that is in progress. We have processed a running total of \$9,491,538.67 in loans prior to 2023. Our added activity in 2023 included \$811344.75 in total award receipts from active grants, showing a sum of \$10,302,883.42 in total loans processed.

10. Please provide a schedule of the activity/project that outlines when major activities will be executed and when the project will be completed.

N/A; The schedule for each home rehabilitation project depends on clients, contractors, and material supplies. Therefore, it is not possible to predict when projects will be started or completed.

Organizational Capacity and Activity Sustainability

11. Describe experience and success conducting similar projects, use of federal or CDBG funds.

Since 2007, DevNW has been the sub-grantee for nine Housing Rehabilitation grants. Several of the grants were transferred from Linn County Affordable Housing in early 2007 when DevNW took over the program. The grants included HR 405 – Harrisburg, HR 507 – Sweet Home, and HR 605 – Lebanon. The HR 605 – Lebanon grant was the first grant that DevNW managed from start to finish. The grant had no findings when it was monitored in late 2008, and it was completed within the required timeframe. In 2010, DevNW was the sub-grantee for the HR 105 grant through Linn County and there were no findings or concerns during the monitoring in November 2012. In 2013, DevNW was the sub-grantee for H13012 through the City of Sweet Home, and no findings or concerns were reported during the monitoring in March 2016. In 2017, DevNW was the sub-grantee for H16014 for the City of Lebanon and successfully closed that grant out in October of 2018, again with no findings or concerns during the monitoring. In 2018, DevNW was the sub-grantee for H17009 for the City of Harrisburg and successfully closed that grant out in February of 2020, again with no findings or concerns during the monitoring. In 2022, DevNW completed its work as the sub-grantee for Sweet Home's 2019 grant, H19012. In 2023, DevNW successfully closed the City of Lebanon's \$400,000 grant award for Home Repair from Business Oregon 2020 CDBG, and we have recently been awarded another CDBG grant as sub-grantee for the City of Lebanon that will begin in 2024.

As mentioned above, DevNW took over operation of the Linn County Home Repair Program (LCHRP) from a failing community development corporation. We have been operating the home repair program in collaboration with LCHRP ever since. This partnership includes ten municipalities in Linn County. The housing goals of the home repair program, are to: 1) Alleviate health and safety problems and correct structural deficiencies in target area homes; 2) Conserve and improve existing low income housing stock; and 3) Enable low income homeowners to remain in their homes. DevNW is responsible for the daily operations of this program and all capital is on DevNW's balance sheet. In addition, DevNW was awarded Community Housing Services' Housing Rehabilitation portfolio (operated by Community Services Consortium) and now serves a three county area: Linn, Benton and Lincoln. If awarded, the Albany CDBG grant funds will remain in Albany in a separate revolving loan fund.

Corvallis Neighborhood Housing Services Inc., dba DevNW. Application to the City of Albany 2024 CDBG.

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

There was a minor finding during the 2019 Sweet Home grant monitoring evaluation: the Fair Housing Resolution publication was not done in a timely manner. The issue was acknowledged and resolved by a letter to Business Oregon and no further action is needed.

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

N/A

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

DevNW Home Repair staff are working with City of Albany and City of Lebanon staff on current CDBG loans and collaborating closely with Community Services Consortium (CSC) by recommending clients apply for weatherization services. This allows the client to leverage available resources for the repair of their home. For example, when our Home Repair Manager is on site and identifies the need for updated windows, weather stripping around doors, added insulation or other items which would increase the home's energy efficiency, she gives the client information and contacts for CSC and strongly encourages them to apply for the weatherization services.

15. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)?

The DevNW Home Repair program requires a minimum of \$22,500-30,000 per household in order for loans to be processed and repair projects to be completed. Therefore, a smaller amount of funding would reduce the number of families we could assist.

Financial

16. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?

There are no other sources of funding for this activity in the City of Albany.

EMILY REIMAN

1160 Maple Drive Eugene, OR 97404 541-968-9804

PROFESSIONAL EXPERIENCE

NEDCO (Neighborhood Economic Development Corporation) *Executive Director, NEDCO and CLW*

Springfield, OR *December*, 2014 – present

- Provide organizational leadership, strategic direction, and budget oversight for two nonprofit organizations: a Community Development Corporation (NEDCO) and its affiliate Community Development Financial Institution (Community LendingWorks, CLW).
- Cultivate partnerships, projects, and funding opportunities across a broad spectrum of economic
 development and asset building fields, including affordable housing development, neighborhood
 revitalization, microenterprise development, social entrepreneurism, financial literacy, first time
 homeownership, and foreclosure prevention.
- Support the expansion of CLW, including recruiting investments, building internal capacity, and developing plans for deployment of consumer and small business loan funds.
- Collaborate with both boards of directors to ensure active organizational oversight, strategic planning, and leadership that reflects the diversity of the communities we serve.
- Facilitate annual planning process to develop work plans and organizational budgets.
- Utilize NEDCO's expertise and direct experience with low income individuals and families to inform our participation in local and statewide advocacy efforts for funding and policies that improve economic opportunities for low income communities.

Manager, Opportunity Works Department

July, 2010 - December, 2014

- Led a three-county department that included all asset building, financial literacy, pre-purchase homeownership and foreclosure prevention education and counseling services.
- Managed \$1.4 million annual operating budget for the department, including state and federal contracts management.
- Collaborated with the Executive Director to set department priorities and objectives; participated on Management Team to assist with agency-wide strategic planning and coordination.
- Developed programs and class curriculum to address new or changing community needs, including new foreclosure prevention and basic financial literacy programs.
- Expanded the department from five staff in two locations to 21 staff across three locations.
- Built statewide collaboration of housing counseling agencies to advocate at the state and federal level for policies and funding for asset building and foreclosure prevention.

Looking Glass Youth and Family Services Supervisor, Independent Living Program (ILP)

Eugene, OR *June*, 2008 – *July*, 2010

- Supervised ILP staff and interns, including annual reviews; facilitated staff meetings and trainings.
- Provided ongoing program management of ILP including strategic planning, fulfillment of contract obligations, budget tracking, annual reports, etc.
- Collaborated with community partners to develop a new wrap-around program for young women aging out of foster care.
- Conducted trainings and presentations for case workers, foster parents and community partners.
- Planned major events such as statewide ILP Provider Retreats and Youth Spring Break Camp.

Facilitator, Independent Living Program

July, 2007 – June, 2008

- Provided client-centered case management services for 20-25 youth transitioning out of foster care.
- Prepared and presented group curriculum for weekly skill-building groups.
- Facilitated team meetings and coordinated transition plans with youth, caseworkers and foster parents.

Oregon Judicial Department

Salem, OR

Coordinator, Citizen Review Board (CRB) Program

August, 2005 – July, 2007

- Coordinated the Foster Care Citizen Review Board Program in Douglas, Coos and Curry Counties.
- Facilitated review hearings that included caseworkers, attorneys, biological and foster parents, etc.
- Recruited, trained and supervised 10-15 volunteer Board Members in each county.
- Represented CRB on local Juvenile Court Improvement Committees

AmeriCorps VISTA VISTA Team Leader, Umpqua Community Action Network School-to-Work Coordinator, Phoenix School of Roseburg	Roseburg, OR 2004 – 2005 2003 – 2004
BOARD AND COMMITTEE MEMBERSHIPS	
Governor's Foster Care Advisory Commission Vice-Chair	2016 – present
City of Eugene / Lane County Housing Policy Board Member	2016 – present
Oregon Consumer Justice Board of Directors Member	2016 – present
Oregon Opportunity Network Board of Directors Member	2015 – 2017
United Way of Lane County Financial Stability Partnership Member, Executive Committee	2014 – 2017
Oregon Attorney General's Foreclosure Avoidance Advisory Council Member	2012 – 2015

EDUCATION

Mount Holyoke College, South Hadley, MA Bachelor of Arts, Comparative Politics

LIZA NEWCOMB, MSCRP

257 SW Madison Avenue Corvallis, OR 97333 541.752.7220 ext. 2051 Liza.Newcomb@devnw.org

Current Position

Home Repair Manager at DevNW, a non-profit community development corporation.

- Manage daily operations for DevNW's Home Repair Program; conduct/review client interviews for program eligibility; review and approve application packages; perform onsite housing inspections and prepare bid specifications according to Housing Quality Standards; monitor all aspects of project construction for compliance of all federal, state, and local codes and regulations; help secure future program funding from the Community Development Block Grant Program and other sources; and ensure compliance with all federal, state, and local codes, policies, and funding regulations.
- Serve as a Project Manager and/or owner's representative during the rehabilitation or new construction of housing owned or being developed by DevNW.
- Assist other DevNW staff and consultants regarding capital improvements to DevNW properties and during the pre-construction phase of DevNW rehabilitation and/or construction projects.
- Manage the Linn County Home Repair Program in compliance with HUD CDBG regulations in partnership with the Linn County Housing Rehabilitation Partnership.
- Attend ongoing, continuing education through NeighborWorks® Network
- Serve as the project manager and/or owner's representative during the rehabilitation and/or construction phase of DevNW housing projects.
- Monitor project expenditures and progress, and establish mechanisms for assuring that projects are completed on time and within budget.
- Serve as a resource to the DevNW Asset Manager and property managers on long term capital improvement plans, grant compliance, and other matters.
- Review client intake forms and determine general eligibility for Home Repair Program.
- Process, review and approve Home Repair Loan applications for completeness in partnership with DevNW's licensed mortgage broker.
- Conduct Home Repair Loan site visits and project evaluation.
- Prepare bid specifications for construction projects and negotiate contracts.
- Oversee the work of outside contractors/consultants.
- Manage loan and grant portfolio, which includes monitoring grant draw requests, balances, close-out, reporting, and other administrative functions for multiple grants.
- Monitor compliance and ensure implementation of and adherence to federal, state, and local codes, regulation and policies as they pertain to funding/code requirements and internal policies.

Professional Accomplishments

Management, Supervision and Marketing

- Trained personnel on customer service, procedures and computer programs
- Performed financial management and planning
- Maintained inventory levels
- Designed and refined advertising and marketing plans; increased sales by 250% in first 18 months of operations (Alpine Bakery)
- Performed bookkeeping, payroll, accounts payable and receivable, and tax preparation
- Implemented use of computer programs for tracking case files, inventory, and sales
- Held leadership positions in various organizations
- Trained personnel on complex fulfillment and shipping tasks
- Designed and sourced items for client product presentations
- Created in-depth operations manual
- Helped grow small company with 5 full-time positions to 16 full-time positions in under 3 years
- Performed IT functions including technical support, purchasing of hardware and software

Construction and Remodeling

- Solicited bids from contractors and supervised completion of projects
- Checked blueprints for compliance to codes
- Read blueprints during project construction
- Designed and carried out remodel projects, including framing, drywall, electrical, plumbing, painting, and insulation
- Member of a crew of four women that built a house from the foundation to the roof in 3 months
- Volunteered for New Orleans Area Habitat for Humanity, Musician's Village, in February 2007; installed drywall, insulation, siding, roofing and trained other volunteers on construction techniques
- Applied for building, electrical and other construction permits; ensured compliance with regulations and inspections
- Completed home inspection training course
- Managed construction project for small business; including negotiating with contractors, engineers, utility providers and city staff

Regulation Administration

- Prepared application and administered Community Development Block Grant for the City of Albany
- Revised the City of Albany Development Code
- Reviewed development applications for compliance with applicable codes
- Performed field inspections
- Coordinated reviews with other local jurisdictions and state agencies
- Prepared reports for development review applications
- Prepared successful applications for change in use from residential to office use, and historic reviews
- Prepared successful application for and administered rural water system improvement project

Kym O'Hare

257 SW Madison Ave Corvallis, Oregon 97333 (541) 752-7220 ext. 2048 kym.ohare@devnw.org

PROFESSIONAL EXPERIENCE

Homeownership Lending Manager, DevNW Corvallis, Oregon July 2010-Present

The Homeownership Lending Manager oversees lending and servicing activities for all counties served by the agency. Duties include:

- Working with the Home Repair Manager and team to administer our Home Repair program to homeowners in Linn, Benton and Lincoln Counties.
- Originating acceptable and well-documented Rehab mortgages and purchase assistance products, and doing so in compliance with all laws and regulations.
- Staying up-to-date on the status of all laws and regulations affecting residential lending and to understand their applicability to DevNW.
- Reviewing and compiling loan documents and completing the loan package and correspondence.
- Maintaining loan data and loan pipeline.
- Servicing a portfolio of various loan types for DevNW including Rehab, DPA and other loan products.
- Managing the sale of certain loans to a secondary market provider if required.
- Developing and maintaining productive working relationships with other real estate industry professionals and financial institutions.
- Marketing program services as needed.
- Preparing monthly and quarterly reports for the agency to our partners including HUD, NeighborWorks America and Oregon Housing Center.
- Assisting with special projects as assigned and other tasks necessary to achieve the overall goals of the Home Ownership Center and DevNW.

Loan Officer, 1st Choice Mortgage of Oregon Albany, Oregon 2003-2010

- Licensed mortgage broker originating mortgage loans.
- Responsibilities including meeting with loan applicants, assessing their needs and implementing the right loan product to meet that need.
- Processing of the mortgage loans, including prequalification, gathering information and utilizing an automated system for underwriting each file in order to obtain final loan approval.
- Understanding and implementing the guidelines for FHA,VA and Conventional loan financing.
- Maintaining loan files that meet both State and Federal Lending compliance guidelines.

Processing Manager, Pacific Guarantee Mortgage Albany, Oregon 2001-2003

- Providing Supervision over the processing department for mortgage lending institution.
- Provide training and support to a team of 12+ loan officers and processing support staff.
- Processing each mortgage file from initial origination by loan officers to completion of the loan process. This included all types of mortgage loans including Conventional, FHA & VA.

Processing Manager, Mortgage One Albany, Oregon 1997-2001

- Provided support to 6+ loan originators in the processing of their mortgage loans...
- Trained new processing staff in all aspects of processing mortgage loan products available including Conventional, FHA and VA loans.

Processor/Closer, US Bank Albany, Oregon 1990-1997

- Loan Processor/Closer for branch of US Bank.
- Processed paperwork for loan officers and managers. Including gather information from borrowers, sending out verifications, ordering appraisals and working with underwriters to get all final documentation needed for loans.
- Closed loans for loan officers and managers. Including preparing all closing documents necessary for the loan file, working with title and escrow companies to get the documentation signed, reviewing all paperwork and disbursing funds.

EDUCATION/LICENSING/CERTIFICATIONS

- Mortgage Origination Licensing ML #245196
- MGIC Evaluating the Self-Employed Borrower training
- MGIC Appraisal Underwriting Training
- Completed 20 hours of on-line training and continuing education for mortgage originators to obtain licensing and 10 hours of continuing education completed annually.
- NCHEC Certification in Foreclosure Intervention and Default Counseling
- NCHEC Certification in NeighborWorks® Homebuyer Education
- NCHEC Certification in Homeownership Counseling
- NCHEC Certification in Homeownership Counseling for Program Managers
- Certification in Financial Capabilities from NeighborWorks® America
- HUD Housing Counseling Certification

Russell J. La Rosa Snyder

rsnyder0609@gmail.com — (541) 981-1382 — 2678 S 12th St., Lebanon, OR 97355

Experience:

Home Repair Coordinator, DevNW, Corvallis, OR current

01/2022 -

- Conduct site visits of client homes and create a scope of work based on project viability and available funding for the client to use to obtain contractor bids
- Monitor project expenditures and progress and establish mechanisms for ensuring projects are completed on time and within budget.
- Maintain compliance and ensure implementation of and adherence to federal, state, and local codes, regulation, and policies as they pertain to funding/code requirements and internal policies
- Support and advocate for the homeowner as they navigate the home repair program

Spanish Tutor, Linn-Benton Community College, Albany, OR

07/2021 - current

- Provide in-person and online instruction to 100 and 200 level Spanish students
- Work with the student to create a plan for the lesson including a plan for continued success after the lesson
- Build student confidence by letting them actively guide the lesson
- Continued development of language and tutoring skills to best serve the student

Stay-At-Home Father, Lebanon, OR

05/2020 - 01/2022

- Plan, purchase, and cook meals for family, including our child, for the week
- Ensure developmental goals of our baby are being met with creative and interactive activities
- Provide a reliable, caring, and nurturing environment for our child
- Maintain a clean and safe home

Construction Crew Leader, Habitat for Humanity, Durham, NC

08/2017 - 07/2018

AmeriCorps National Service Member

- Work closely with a small team doing critical home repairs for homeowners in Durham County
- Maintain professional relationship with homeowner to ensure repairs work best for them
- Offer creative solutions to the unique construction problems associated with working on a broad type of homes
- Have basic knowledge of framing, roofing, plumbing, electrical, drywall, finish carpentry

Stewardship and Education Outreach Coordinator, Ellerbe Creek Watershed Association, Durham, NC AmeriCorps National Service Member, Conservation Trust for North Carolina

3/2017 - 7/2017

- Manage volunteer workdays on ECWA's preserves involving invasive plant removal, trash cleanup, trail maintenance
- Created online shared/living document to connect volunteers with preserve maintenance needs
- Install green infrastructure, rain gardens and bio retention areas, at private homes and schools in Durham
- Lead K-12 students and adults on educational trips around preserves focusing on the local environment

Domestic Purchasing Agent, KAI USA, Ltd., Tualatin, OR

3/2012 - 7/2016

- Review material demand for parts purchased domestically and coordinate with vendors to ensure timely material arrival
- Build and maintain business relationships with vendors
- Communicate with multiple departments within company to ensure product goals are achieved
- Develop and implement VMI system for packaging and MRO items used in the factory
- Played a central role in packaging quality control by instituting parameters for production

Russell J. La Rosa Snyder

rsnyder0609@gmail.com — (541) 981-1382 — 2678 S 12th St., Lebanon, OR 97355

Education:

Linn-Benton Community College 9/2019 - current

• 2 years of Spanish language

University of Oregon – Eugene, OR 9/2007 - 12/2010

• Bachelor of Arts, Major: Sociology, Minor: Ethnic Studies, GPA 3.3

• 30 credit hours of study in Portuguese + 9 credit hours, self-study Portuguese

West Albany High School - Albany, OR

9/2001 - 6/2005

High School Diploma

Volunteer Service:

Oregon Department of Fish and Wildlife

11/2018 - Current

- Conduct stream surveys assessing fish reproduction health
- Teach students how to ethically fish, interact with nature

Habitat for Humanity - Durham, NC

10/2016 - 2/2017

• Work in teams and individually to complete basic construction tasks-building a deck, installing siding, molding, etc.

Tualatin River National Wildlife Refuge Volunteer – Tualatin, OR

6/2015 - 6/2016

- Worked with teams in the removal of invasive fauna & planting of native plants under the direction of a refuge biologist
- Maintained property for planting survival including use of backpack sprayer and weed eater

References:

Will Everhart, Repairs Manager, Habitat for Humanity, Durham – (919) 717-9971 - WEverhart@durhamhabitat.org Samantha Reeves, Executive Director, Walnut Hills Redevelopment Foundation - (513) 828-8067 - samantha@walnuthillsrf.org

Sandra Gable, Purchasing Manager, KAI USA, Ltd. – (503) 367-2587 – sgable@kai-usa.com Matt Staton, Owner/President, Filter Care – (541) 979-2232 – mstaton36@gmail.com

Dev NW Consolidated Statement of Activities-Proposed Budget*

	Q1 2023	Q2 2023	Q3 2023	Q4 2023		Total 2023
Support and Revenue					_ F	
Support						
Government Grants	\$ 1,691,218	\$ 1,658,698	\$ 482,004	\$ 342,891	\$	4,174,811
Private Grants	44,087	69,087	57,338	37,337		207,849
Sponsorships/Donations	45,050	35,550	68,550	55,050		204,200
Total Support	\$ 1,780,355	\$ 1,763,335	\$ 607,892	\$ 435,278	\$	4,586,860
Revenue						
Rental Properties	\$ 410,150	\$ 410,150	\$ 410,150	410,150	\$	1,640,599
Development Fees	-	-	-	865,467		865,467
Contract Revenue	874,590	1,555,213	626,079	425,768		3,481,650
Contract Admin Fee CLW	105,000	105,000	105,000	105,000		420,000
Interest Income	4,383	823	773	105,773		111,752
Prop Management/Resident Service Fees	37,107	37,107	61,240	34,542		169,995
Other Income(Misc., In-Kind, Prog Class Fees, Camas Commons						
Activity)	13,920	40,420	13,920	30,095		98,356
Total Revenue	\$ 1,445,150	\$ 2,148,713	\$ 1,217,162	\$ 1,976,795	\$	6,787,819
Total Support and Revenue	\$ 3,225,506	\$ 3,912,048	\$ 1,825,053	\$ 2,412,072	\$	11,374,679
Expenses						
Personnel	\$ 1,475,948	\$ 1,475,948	\$ 1,393,854	\$ 1,393,854		5,739,604
Professional Services	62,419	117,419	89,569	51,319		320,725
Occupancy	148,236	148,236	147,036	147,032		590,539
Occupancy Pass Thru-Rent Assistance	103,351	127,332	156,091	152,121		538,895
Property Management	30,752	30,752	30,752	30,752		123,010
Board, Staff, Volunteer Exp	84,924	90,932	42,100	36,501		254,458
Materials, Supplies & Equipment	47,203	48,285	47,134	46,932		189,555
Maintenance & Repair	57,067	58,377	56,877	56,877		229,198
Advertising & Marketing	5,612	5,612	5,612	5,612		22,449
Pass Thru Grants to Partners	113,300	187,550	86,727	64,300		451,877
Client Assistance	1,163,968	1,300,783		6,250		2,477,251
Interest & Fees	42,598	40,712	40,712	40,712		164,736
Depreciation/Amortization Other Expenses (Insurance, Motor Pool, Postage, etc)	112,824 102,916	112,824 95,656	112,824 72,334	112,824 65,157		451,297 336,064
Total Expenses	\$ 3,551,120	\$ 3,840,420	\$ 2,287,874	\$ 2,210,245	\$	11,889,659
Operating Profit/II and	\$ (325,614)	\$ 71,627	¢ (462 920)	ć 201 020	\$	(514,980)
Operating Profit/(Loss)			\$ (462,820)		ş	
Carryover from 2022-funding covering multiple years	153,428	153,428	153,428	153,428		613,712
NWA -PreDev Support	_	120,000	-	_		120,000
Down Pymt Assistance - OHCS/ Lane County/City of Eugene	1,770,272	_	119,425	-		1,889,697
IDA Match/Financial Wellbeing	600,000		600,000			1,200,000
CDBG Funding - Rehab Lending (offset is Rehab loan on SOFP)	36,000	10,000	89,000			156,000
Additional Sources of Revenue	\$ 2,406,272	\$ 160,000	\$ 799,425	ė .	\$	3,365,697
Additional Sources of Revenue	\$ 2,400,272	Ş 100,000	ÿ 755,425	•	ľ	3,303,037
Uses of Non-Operating Revenue:						
IDA Graduations Processed	(300,000)	(300,000)	(300,000)	(300,000)		(1,200,000
Rehab Lending Admin Fees paid to Admin/Ops	(50,000)	(84,000)	(85,000)	(81,000)		(300,000)
Additional Sources net of Uses	\$ 2,056,272	\$ (224,000)	\$ 414,425	\$ (381,000)	\$	1,865,697
Net Change before CLW (Including 2021 Carryover)	\$ 1,884,086	\$ 1,055	\$ 105,033	\$ (25,744)	\$	1,964,429
Community Lending Works:	_	_	_			_
Operating Profit/(Loss)	(204,472)	(128,242)	(159,991)			(239,856
CDFI Grant				425,000		425,000
Total CLW Profit/(Loss) -Change in Net Assets	\$ (204,472)	\$ (128,242)	\$ (159,991)	\$ 677,849	\$	185,144
CLW Carryover from 2022 CDFI Principal repayments and Private Grant			. , ,			
funds that cover multiple years \$220,000	55,000	55,000	55,000	55,000	\$	220,000
Consolidated DevNW & CLW- Profit/(Loss) change in Net Assets	\$ 1,734,613	\$ (72,187)	\$ 41	\$ 707,105	\$	2,369,573
	-	•				

^{*}DevNW's BOD does not meet in December. As a result, the approved 2024 Operating Budget is not yet available.

Dev NW Consolidated Statement of Activities For the eight months ending August 2023 compared to 2023 Budget

		Jul-23	Aug-23	YTI	D 8/31/2023	% of Budget	Total 2023 Budget	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Γ,	Total 2023
Support and Revenue	_	Jui-23	Aug-23			66.67%						<u> </u>	Otal 2023
Support													
Government Grants	\$	188,676 \$	201,552	\$	3,473,905	68.76%	\$ 5,052,208	\$ 1,423,248	\$ 2,173,599	\$ 632,420	\$ 822,941	\$	5,052,208
Private Grants		40,000	-		53,000	25.50%	207,849	44,087	69,087	57,338	37,337		207,849
Sponsorships/Donations		515	459		73,339	34.64%	211,700	21,550	40,550	72,600	77,000		211,700
Total Support	\$	229,191 \$	202,011	\$	3,600,244	65.80%	\$ 5,471,757	\$ 1,488,885	\$ 2,283,236	\$ 762,358	\$ 937,278	\$	5,471,757
Revenue			•			ì							
Rental Properties	\$	261,559 \$	28,982	\$	1,026,580	62.84%	\$ 1,633,659	\$ 407,865	\$ 407,865	\$ 407,780	410,150	\$	1,633,659
Development Fees		, ,	,		-	0.00%	865,467	-	-	-	865,467	1	865,467
Contract Revenue		106,281	137,504		2,295,097	71.79%	3,196,999	487,528	1,382,683	700,560	626,228		3,196,999
Contract Admin Fee CLW		35,000	35,000		280,000	66.67%	420,000	105,000	105,000	105,000	105,000		420,000
Interest Income		2,883	3,295		29,174	24.09%	121,111	13,244	1,320	773	105,773		121,111
Prop Management/Resident Service Fees		3,899	3,899		31,188	18.83%	165,601	37,107	37,107	56,846	34,542		165,601
Other Income(Misc., In-Kind, Prog Class Fees, Camas		,	,		•		,	•	ŕ	•	,		
Commons Activity)		25,552	3,282		92,113	74.00%	124,473	38,625	26,797	24,035	35,015		124,473
Total Revenue	\$	435,174 \$		¢	3,754,153		\$ 6,527,310				\$ 2,182,175	Ġ	6,527,310
	\$	664,365 \$			7,354,396		\$ 11,999,067		\$ 4,244,008	. , ,	<u> </u>	ć	11,999,067
Total Support and Revenue	Ş	004,305 \$	413,973	Ş	7,354,396	61.29%	\$ 11,999,067	\$ 2,578,254	\$ 4,244,008	\$ 2,057,351	\$ 3,119,453	ş	11,999,067
Formania													
Expenses	Ś	E04.4E2 6	447.046	ċ	2 642 074	62.200/	ć 5.700.000	ć 4.462.424	ć 1 466 F06	ć 1 122 C15	ć 4 257 440		F 700 003
Personnel	Þ	581,152 \$		Ş	3,613,071	63.28%			\$ 1,466,506				5,709,992
Professional Services		33,508	42,867		267,823	77.06%	347,543	57,679	84,844	107,114	97,905		347,543
Occupancy		76,288	38,802		404,192	64.20%	629,564	148,238	152,530	164,400	164,396		629,564
Occupancy Pass Thru-Rent Assistance		91,167	144,307		801,714	120.28%	666,542	154,522	203,808	156,091	152,121		666,542
Property Management		20,933	-		73,301	59.59%	123,010	30,752	30,752	30,752	30,752		123,010
Board, Staff, Volunteer Exp		15,053	7,155		170,083	68.13%	249,654	78,627	90,289	43,150	37,589		249,654
Materials, Supplies & Equipment		39,333	5,005		140,986	78.50%	179,594	36,107	49,421	47,134	46,932		179,594
Maintenance & Repair		32,440	16,560		166,780	71.35%	233,737	60,603	59,379	56,877	56,877		233,737
Advertising & Marketing		1,848	3,041		25,213	76.29%	33,047	16,210	5,612	5,612	5,612		33,047
Pass Thru Grants to Partners		6,435	3,474		294,973	65.27%	451,896	113,300	187,569	86,727	64,300		451,896
Client Assistance		40,395	55,881		2,015,266	75.85%	2,656,736	689,511	1,691,446	269,530	6,250		2,656,736
Interest & Fees		27,916	15,008		153,484	71.01%	216,133	50,555	54,033	55,772	55,772		216,133
Depreciation/Amortization		65,848	18,514		309,960	60.37%	513,419	128,429	128,429	128,281	128,281		513,419
Other Expenses (Insurance, Motor Pool, Postage, etc)		28,483	10,876		156,919	43.20%	363,241	58,028	176,930	63,059	65,223	L.	363,241
Total Expenses	\$	1,211,729 \$	779,304	\$	8,593,764	69.45%	\$ 12,374,108	\$ 3,085,985	\$ 4,381,548	\$ 2,637,116	\$ 2,269,459	Ş	12,374,108
Operating Profit/(Loss)	\$	(547,364) \$	(365,331)	¢	(1,239,368)	330.46%	\$ (375,041)	\$ (507,731)	\$ (137,540)	\$ (579,765)	\$ 849,994	ć	(375,041)
Carryover from 2022-funding covering multiple years	Ť	(347,304) \$	(303,331)	7	(1,233,308)	530.40%	1,023,239	255,810	255,810	255,810	255,810	٠	1,023,239
Carryover from 2022-running covering multiple years							1,025,239	255,610	255,610	255,610	255,610		1,023,239
NWA -PreDev Support		-	-		370,000	100.00%	370,000	-	370,000	-	-		370,000
Lane County Rose St Fuding		-	418,500		418,500								
Down Pymt Assistance - OHCS/ Lane County/City of Eugene		-	-		1,136,938	88.00%	1,291,972	-	1,136,938	119,425	35,609	1	1,291,972
Lane County - Homeownership Seed Money							478,300	-	-	-	478,300		478,300
IDA Match/Financial Wellbeing		-	772,035		1,072,035	82.46%	1,300,000	300,000		1,000,000			1,300,000
OHCS/HGDP & HTF Grant Polk 2.0 Award		517,149	49,255		1,399,255	168.01%	832,851	263,997	568,854	-	-	1	832,851
Lane County Housing Improvement Plan Grant- Polk 2.0		-	-		69,264							1	
CDBG Funding - Rehab Lending (offset is Rehab loan on SOFP)			-		201,077	128.90%	156,000	36,000	40,000	80,000		I	156,000

Additional Sources of Revenue	\$	517,149	\$	1,239,790 \$	4,667,068	105.37%	\$	4,429,122	\$	599,997	\$ 2,:	115,792	1,199,	425	\$ 513,909	\$	4,429,122
Uses of Non-Operating Revenue:																	
IDA Graduations Processed		(124,570)		(130,394)	(957,409)	73.65%		(1,300,000)		(318,338)	(:	384,108)	(300,	000)	(297,555)		(1,300,000)
Woodburn MPA Used for Rent Assistance		(15,572)		(3,312)	(180,501)					(13,036)	(:	148,582)		-	-		(161,617)
Lane County Rose St Pass Thru to Blue River CLT				(419,542)	(419,542)												
Prior year pass thru grant (MMT) Farmworker Funding		(150,931)			(150,931)												
Rehab Lending Admin Fees paid to Admin/Ops		(36,486)		(48,444)	(222,019)	75.87%		(292,619)		(14,943)		(64,183)	(108,	493)	(105,000)		(292,619)
Additional Sources net of Uses	_	340,522	ć	638,098 \$	2,736,667	102.31%	ċ	2,674,886	¢	253,681	ć 1 I	518,919	700	932	\$ 111,354	ć	2,674,886
Additional Sources flet of Oses	<u> </u>	340,322	ş	030,030 \$	2,730,007	102.51%	Ą	2,074,000	,	255,061	Э 1, :	310,313 \$	790,	33Z .	\$ 111,554	Ş	2,074,000
Net Change before CLW (Including 2021 Carryover)	\$	(206,842)	\$	272,767 \$	1,497,299	45.06%	\$	3,323,084	\$	1,760	\$ 1,0	637,189	466,	977	\$ 1,217,157	\$	3,323,084
Community Lending Works:																	
Operating Profit/(Loss)		(40,348)		(50,871)	(375,081)	179.70%		(208,725)		(134,560)		(86,109)	(136,	1101	148,392		(208,725)
Liquidation of Sessrumnir - CED loan write off		(40,548)		(50,671)	(41,302)	173.7070		(200,723)		(134,300)		(41,302)	(130,	440)	140,332		(41,302)
CDFI Grant					(41,302)			_		_		(41,302)		_	_		(41,302)
CBH Grant																	
								-									
Total CLW Profit/(Loss) -Change in Net Assets	\$	(40,348)	\$	(50,871) \$	(416,383)	166.54%	\$	(250,027)	\$	(134,560)	\$ (:	127,411) \$	(136,	448)	\$ 148,392	\$	(250,027)
CLW Carryover from 2022 CDFI Principal repayments and Private	<u> </u>	(40,348)	\$	(50,871) \$	(416,383)	166.54%	\$		\$	<u> </u>	\$ (:					\$	
	<u> </u>	(40,348)	\$	(50,871) \$	(416,383)	166.54%	\$	(250,027)	\$	55,000	\$ (:	55,000		000	\$ 148,392 55,000	\$	220,000

DevNW

Statement of Financial Position

For the Comparative Periods August 31, 2023 to June, 2023 and December 31, 2022

	Δ	ugust 2023		June 2023		reliminary c 31, 2022
Assets		-3401 -0-0				
Current Assets						
Unrestricted Cash	\$	1,231,385	\$	1,380,502	\$	997,697
Rental Property Cash		745,971		712,637		232,251
Development Designated Funds		709,207		368,046		268,978
Board Designated Funds		460,134		460,195		460,431
Restricted Cash (IDA, Rehab Lending, DPA)		3,003,368		3,808,093		4,267,151
Accounts Receivable/ Notes Receivable Curr Portion		1,506,939		1,974,925		1,483,688
Prepaid Expenses		120,796		151,629		227,006
Total Current Assets		7,777,800	\$	8,856,026	\$	7,937,201
Fixed Assets	<u> </u>	<u> </u>	<u> </u>		<u> </u>	<u> </u>
Land		5,846,413		5,846,413		5,840,238
Buildings		15,695,914		15,693,118		15,691,797
Furniture & Fixtures		800,471		774,000		774,000
Projects in Progress		12,369,960		10,519,724		7,295,764
CLT Land		197,208		197,208		197,208
Loan Fees		192,792		192,792		192,792
Accumulated Depreciation		(6,286,614)		(6,201,881)		(5,977,135)
Total Fixed Assets	\$	28,816,144	\$	27,021,374	\$	24,014,663
Long-term Assets						
Rental Property Reserve Cash	\$	551,465	\$	529,241	\$	493,568
Notes Receivable		14,194,598		13,778,831		13,411,668
Deposits/Depreciation Reserve		119,616		122,089		118,880
LIHTC Loan Interest Receivable		2,625,943		2,625,943		2,625,943
Allowance For Loan Loss Reserve (Rehab loans)		(51,893)		(51,893)		(51,893)
Beneficial Interest CLW		5,589,614		5,680,830		6,005,997
Investments in Related Entities (LIHTC)		1,058,408		1,058,408		1,058,408
Total Long-term Assets	\$	24,087,751	\$	23,743,448	\$	23,662,570
Total Assets	\$	60,681,695	\$	59,620,848	\$	55,614,434
		-				
Liabilities						
Current Liabilities						
Accounts Payable	\$	1,248,907	\$	674,242	\$	804,679
Accrued Payroll Liabilities		541,727		566,890		494,893
Deferred Rent, Deposits, Revenue		16,446		6,000		45,737
Citizens LOC - Development		600,000		600,000		350,000
Mortgage Interest Payable		70,518		67,405		67,528
Current Notes Payable		678,765		678,765		678,765
Total Current Liabilities	\$	3,156,363	\$	2,593,301	\$	2,441,603
Long-term Liabilities	-					
Notes Payable-Forgivable		7,258,771		7,002,472		4,361,499
Notes Payable		7,618,709		7,351,931		7,494,397
Total Liabilities	_	18,033,843	\$	16,947,703		
Total Liabilities	<u> </u>	10,033,043	-	10,947,703	-	14,297,499
Net Assets						
Beginning Net Assets						
Net Assets-Unrestricted		25,375,635		25,375,635		22,767,712
Net Assets- Donor Restricted		16,191,300		16,191,300		16,191,300
Total Beginning Net Assets	\$	41,566,935	\$	41,566,935	\$	38,959,012
Cash/Loan Transfer from CSC-Rehab Current YTD Net Assets		1,080,917		1,106,210		2,357,923
Total Current YTD Net Assets	\$	1,080,917	\$	1,106,210	\$	2,357,923
Total Net Assets	\$	42,647,852	\$	42,673,145	\$	41,316,935
Total Liabilities and Net Assets	\$	60,681,695	\$	59,620,848	\$	55,614,434

Dev NW Consolidated Statement of Activities For the nine months ending September 2023 compared to 2023 Budget

					ı						2023 E	udget-l	MidY	ear Update	!			
		Sep-23	YTI	9/30/2023	% of Budget		Total 2023 Budget	_	Q′	1 2023	Q2	2023	(Q3 2023	(Q4 2023		Total 2023
Support and Revenue					75.00%													
Support																		
Government Grants	\$	216,009	\$	3,689,914	73.04%	\$	5,052,208		\$ 1,	,423,248	\$ 2,1	73,599	\$	632,420	\$	822,941	\$	5,052,208
Private Grants		-		53,000	25.50%		207,849			44,087		69,087		57,338		37,337		207,849
Sponsorships/Donations		2,175		75,514	35.67%		211,700			21,550		40,550		72,600		77,000		211,700
Total Support	\$	218,184	\$	3,818,428	69.78%	\$	5,471,757		\$ 1,	,488,885	\$ 2,2	83,236	\$	762,358	\$	937,278	\$	5,471,757
Revenue																<u> </u>		
Rental Properties	\$	141,354	\$	1,167,933	71.49%	\$	1,633,659		\$	407,865	\$ 4	07,865	\$	407,780		410,150	\$	1,633,659
Development Fees				-	0.00%		865,467			-		-		-		865,467		865,467
Contract Revenue		376,923		2,671,001	83.55%		3,196,999			487,528	1,3	82,683		700,560		626,228		3,196,999
Contract Admin Fee CLW		35,000		315,000	75.00%		420,000			105,000	1	.05,000		105,000		105,000		420,000
Interest Income		2,274		31,448	25.97%		121,111			13,244		1,320		773		105,773		121,111
Prop Management/Resident Service Fees		3,899		35,087	21.19%		165,601			37,107		37,107		56,846		34,542		165,601
Other Income(Misc., In-Kind, Prog Class Fees, Camas																		
Commons Activity)		28,485		120,598	96.89%		124,473			38,625		26,797		24,035		35,015		124,473
Total Revenue	\$	587,934	Ś	4,341,067	66.51%	\$	6,527,310	•	Ś 1	,089,369	\$ 1,9	60,772		1,294,994	Ś	2,182,175	Ś	6,527,310
Total Support and Revenue	Ś	806,118		8,159,495	68.00%		11,999,067	•		,578,254				2,057,351		3,119,453	Ś	11,999,067
		,	T	5,255,155		_	,	•	T -	,,	T ./-	,	т.	_,	т	-,,	H	,
Expenses																		
Personnel	\$	451,179	Ś	4,064,250	71.18%	Ś	5,709,992		\$ 1	.463.424	\$ 1.4	66.506	Ś	1,422,615	Ś	1.357.448		5,709,992
Professional Services	*	15,010	*	282,833	81.38%	T	347,543		T -	57,679	T -/	84,844		107,114	т	97,905		347,543
Occupancy		59,353		463,545	73.63%		629,564			148,238	1	.52,530		164,400		164,396		629,564
Occupancy Pass Thru-Rent Assistance		118,412		920,126	81.45%		1,129,727			317,707		03,808		156,091		152,121		1,129,727
Property Management		10,315		83,616	67.98%		123,010			30,752		30,752		30,752		30,752		123,010
Board, Staff, Volunteer Exp		6,314		176,397	70.66%		249,654			78,627		90,289		43,150		37,589		249,654
Materials, Supplies & Equipment		18,532		159,518	88.82%		179,594			36,107		49,421		47,134		46,932		179,594
Maintenance & Repair		15,990		182,534	78.09%		233,737			60,603		59,379		56,877		56,877		233,737
Advertising & Marketing		4,404		29,617	89.62%		33,047			16,210		5,612		5,612		5,612		33,047
Pass Thru Grants to Partners		908		295,881	65.48%		451,896			113,300	1	.87,569		86,727		64,300		451,896
Client Assistance		88,892		2,104,393	95.94%		2,193,551			526,326		91,446		269,530		6,250		2,193,551
Interest & Fees		35,969		188,539	87.23%		216,133			50,555	_,.	54,033		55,772		55,772		216,133
Depreciation/Amortization		39,881		349,841	68.14%		513,419			128,429	1	.28,429		128,281		128,281		513,419
Other Expenses (Insurance, Motor Pool, Postage, etc)		22,219		179,139	49.32%		363,241			58,028		76,930		63,059		65,223		363,241
Total Expenses	\$	887,379	Ś	9,480,229	76.61%	Ś	12,374,108	•	\$ 3	,085,985		81,548		2,637,116	\$	2,269,459	Ś	12,374,108
Total Expenses	<u> </u>	33.,5.3	7	3, .00,223	, 0.02,0	_		•	φ O,	,000,000	Ψ .,c	02,010	Υ	2,007,110	Υ	_,	۴	
Operating Profit/(Loss)	\$	(81,261)	\$	(1,320,734)	352.16%	\$	(375,041)		\$ ((507,731)	\$ (1	37,540) \$	(579,765)	\$	849,994	\$	(375,041)
Carryover from 2022-funding covering multiple years							1,023,239			255,810	2	55,810		255,810		255,810		1,023,239
NWA -PreDev Support		-		370,000	100.00%		370,000			-	3	70,000		-		-		370,000
Lane County Blue River Rose St Fuding		10,400		428,900			478,300									478,300		478,300
Down Pymt Assistance - OHCS/ Lane County/City of Eugene		-		1,136,938	88.00%		1,291,972			-	1,1	.36,938		119,425		35,609		1,291,972
IDA Match/Financial Wellbeing		8,069		1,080,103	83.08%		1,300,000			300,000				1,000,000				1,300,000

Dev NW Consolidated Statement of Activities

For the nine months ending September 2023 compared to 2023 Budget

				_				2	2023 Budget-M	lidYear Update	•		
	Sep-23	YTD	9/30/2023	% of Budget	Total 2023 Budget		C	Q1 2023	Q2 2023	Q3 2023	Q4 2023		Total 2
DHCS/HGDP & HTF Grant Polk 2.0 Award	217,638		1,616,893	-	832,851	•		263,997	568,854	-	-		83
ane County Housing Improvement Plan Grant- Polk 2.0	-		69,264		-								
DBG Funding - Rehab Lending (offset is Rehab loan on SOFP)	-		201,077	128.90%	156,000			36,000	40,000	80,000	-		15
Additional Sources of Revenue	\$ 236,107	\$	4,903,175	110.70%	\$ 4,429,122	•	\$	599,997	\$ 2,115,792	\$ 1,199,425	\$ 513,909	\$	4,42
Jses of Non-Operating Revenue:										,			
DA Graduations Processed	(118,307)		(1,075,715)	82.75%	(1,300,000)			(318,338)	(384,108)	(300,000)	(297,555)		(1,30
Voodburn MPA Used for Rent Assistance	(2,400)		(182,901)					(13,036)	(148,582)	-	-		(16
llue River payout of Rose St CLT Project	(18,339)		(437,881)										
Meyer Memorial - Pass thru grant to partner - 2022 exp			(150,931)										
tehab Lending Admin Fees paid to Admin/Ops	(43,750)		(265,769)	90.82%	(292,619)			(14,943)	(64,183)	(108,493)	(105,000)		(29
Additional Sources net of Uses	\$ 53,311	\$	2,789,978	104.30%	\$ 2,674,886		\$	253,681	\$ 1,518,919	\$ 790,932	\$ 111,354	\$	2,67
Net Change before CLW (Including 2021 Carryover)	\$ (27,950)	\$	1,469,245	44.21%	\$ 3,323,084		\$	1,760	\$ 1,637,189	\$ 466,977	\$ 1,217,157	\$	3,32
Community Lending Works:													
Operating Profit/(Loss)	(76,711)		(451,792)	216.45%	(208,725)			(134,560)	(86,109)	(136,448)	148.392		(20
iquidation of Sessrumnir - CED loan write off	(/0,/11)		, , ,	210.45%	(200,723)			(134,300)	, , ,	(130,446)	140,392		(4
CDFI Grant			(41,302)		-			-	(41,302) -	-	-		(4
otal CLW Profit/(Loss) -Change in Net Assets	\$ (76,711)	\$	(493,094)	197.22%	\$ (250,027)	•	\$	(134,560)	\$ (127,411)	\$ (136,448)	\$ 148,392	\$	(25
LW Carryover from 2022 CDFI Principal repayments and Private						-							
rant funds that cover multiple years \$220,000					\$ 220,000			55,000	55,000	55,000	55,000	\$	22
Consolidated DevNW & CLW- Profit/(Loss) change in Net As	\$ (104,661)	\$	976,151	29.64%	\$ 3,293,057		\$	(77,800)	\$ 1,564,778	\$ 385,529	\$ 1,420,550	\$	3,29
						=						-	

DevNW

Statement of Financial Position

For the Comparative Periods September 30, 2023 to August 31, 2023 and December 31, 2022 $\,$

	Soutombou 2022				reliminary
Assets	September 2023	A	igust 2023	De	ec 31, 2022
Current Assets					
Unrestricted Cash	767,488	\$	1,231,385	\$	997,697
Rental Property Cash	742,166		745,971		232,251
Development Designated Funds	849,105		709,207		268,978
Board Designated Funds	460,103		460,134		460,431
Restricted Cash (IDA, Rehab Lending, DPA)	3,182,100		3,003,368		4,267,151
Accounts Receivable/ Notes Receivable Curr Portion	1,334,737		1,506,939		1,483,688
Prepaid Expenses	111,104		120,796		227,006
Total Current Assets	7,446,803	\$	7,777,800	\$	7,937,201
Fixed Assets					
Land	5,846,413		5,846,413		5,840,238
Buildings	15,695,914		15,695,914		15,691,797
Furniture & Fixtures	800,471		800,471		774,000
Projects in Progress	12,740,886		12,369,960		7,295,764
CLT Land	197,208		197,208		197,208
Loan Fees	192,792		192,792		192,792
Accumulated Depreciation	(6,326,330)		(6,286,614)		(5,977,135)
Total Fixed Assets	29,147,355	\$	28,816,144	\$	24,014,663
Long-term Assets	<u> </u>		 _		
Rental Property Reserve Cash	547,956	\$	551,465	\$	493,568
Notes Receivable	14,337,243		14,194,598		13,411,668
Deposits/Depreciation Reserve	127,400		119,616		118,880
LIHTC Loan Interest Receivable	2,625,943		2,625,943		2,625,943
Allowance For Loan Loss Reserve (Rehab loans)	(51,893)		(51,893)		(51,893)
Beneficial Interest CLW	5,512,903		5,589,614		6,005,997
Investments in Related Entities (LIHTC)	1,058,408		1,058,408		1,058,408
Total Long-term Assets	24,157,960	\$	24,087,751	\$	23,662,570
Total Assets	60,752,117	\$	60,681,695	\$	55,614,434
		<u> </u>		÷	
Liabilities					
Current Liabilities					
Accounts Payable	622,313	\$	1,254,247	\$	804,679
Accrued Payroll Liabilities	562,865		541,727		494,893
Deferred Rent, Deposits, Revenue	40,337		16,446		45,737
Citizens LOC - Development	600,000		600,000		350,000
•	•		•		
Mortgage Interest Payable	70,466		70,518		67,528
Current Notes Payable	678,765	_	678,765	_	678,765
Total Current Liabilities Long-term Liabilities	2,574,746	\$	3,161,703	<u> </u>	2,441,603
Notes Payable-Forgivable	7,968,500		7,258,771		4,361,499
Notes Payable	7,671,124		7,618,709		7,494,397
Total Liabilities	18,214,371	\$	18,039,183	\$	14,297,499
Net Assets					
Beginning Net Assets					
Net Assets-Unrestricted	25,370,295		25,370,295		22,767,712
Net Assets- Donor Restricted	16,191,300		16,191,300		16,191,300
Total Beginning Net Assets	41,561,595	\$	41,561,595	\$	38,959,012
Cash/Loan Transfer from CSC-Rehab					
Current YTD Net Assets	976,151		1,080,917		2,357,923
Total Current YTD Net Assets	976,151	\$	1,080,917	\$	2,357,923
Total Net Assets	42,537,746	\$	42,642,512	\$	41,316,935
Total Liabilities and Net Assets	60,752,117	\$	60,681,695	\$	55,614,434
. Oca. Elabilides and Net Assets	00,732,117	-	50,501,055	*	55,017,754

Dev NW Consolidated Statement of Activities For the ten months ending October 2023 compared to 2023 Budget

2023 Budget-MidYear Update																
		Oct-23	YTD 10/31/2	023		% of Budget	Т	otal 2023 Budget		Q1 2023	Q2 2023	Q3 2	023	Q4 2023	l,	otal 2023
Support and Revenue						83.33%										
Support																
Government Grants	\$	202,548	\$ 3,892	462		77.04%	\$	5,052,208		\$ 1,423,248	\$ 2,173,599	\$ 63	2,420	\$ 822,941	\$	5,052,208
Private Grants	Ψ.	-		.000		25.50%	Y	207,849		44,087	69,087		7,338	37,337	Ť	207,849
Sponsorships/Donations		4,882		396		37.98%		211,700		21,550	40,550		2,600	77,000		211,700
Total Support	Ś	207,430		.858 c	146	73.58%	Ś		0.46	\$ 1,488,885	_			\$ 937,278	\$	5,471,757
Revenue	<u> </u>	207,430	7 1,023	.030	0	73.3070	<u> </u>	3,472,737	0.40	Ţ 1,400,003	<i>\$ 2,203,230</i>	ý /U	,2,330	y 337,270	Ť	3,472,737
Rental Properties	\$	164,659	\$ 1,332	592		81.57%	Ś	1,633,659		\$ 407,865	\$ 407,865	\$ 40	7,780	410,150	\$	1,633,659
Development Fees	Ψ.	101,033	7 1,552	-		0.00%	Y	865,467		-	-	7 10	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	865,467	Ť	865,467
Contract Revenue		220,175	2,891	177		90.43%		3,196,999		487,528	1,382,683	70	0,560	626,228		3,196,999
Contract Admin Fee CLW		35,000	,	.000		83.33%		420,000		105,000	105,000		5,000	105,000		420,000
Interest Income		2,265		713		27.84%		121,111		13,244	1,320	10	773	105,773		121,111
Prop Management/Resident Service Fees		3,899		.985		23.54%		165,601		37,107	37,107	5	6,846	34,542		165,601
		3,899	30	,363		23.5470		103,001		37,107	37,107	,	10,040	34,342		105,001
Other Income(Misc., In-Kind, Prog Class Fees, Camas						445.000/										
Commons Activity)		24,078		676		116.23%	_	124,473		38,625	26,797		4,035	35,015		124,473
Total Revenue	\$	450,076).54	73.40%	\$	6,527,310	0.54	\$ 1,089,369	\$ 1,960,772	\$ 1,29		\$ 2,182,175	\$	6,527,310
Total Support and Revenue	\$	657,506	\$ 8,817	,001		73.48%	\$	11,999,067		\$ 2,578,254	\$ 4,244,008	\$ 2,05	7,351	\$ 3,119,453	\$	11,999,067
Expenses																
Personnel	\$	443,625	\$ 4,507	.875			\$	5,709,992			\$ 1,466,506	\$ 1,42	2,615			5,709,992
Professional Services		38,484	321	.318		92.45%		347,543		57,679	84,844	10	7,114	97,905		347,543
Occupancy		48,427	511	971		81.32%		629,564		148,238	152,530	16	4,400	164,396		629,564
Occupancy Pass Thru-Rent Assistance		77,220	997	345		88.28%		1,129,727		317,707	503,808	15	6,091	152,121		1,129,727
Property Management		11,497	95	113		77.32%		123,010		30,752	30,752	3	0,752	30,752		123,010
Board, Staff, Volunteer Exp		9,776	186	173		74.57%		249,654		78,627	90,289	4	3,150	37,589		249,654
Materials, Supplies & Equipment		28,098	187	616		104.47%		179,594		36,107	49,421	4	7,134	46,932		179,594
Maintenance & Repair		49,973	232	.508		99.47%		233,737		60,603	59,379	5	6,877	56,877		233,737
Advertising & Marketing		1,334	30	.952		93.66%		33,047		16,210	5,612		5,612	5,612		33,047
Pass Thru Grants to Partners		10,458	306	.339		67.79%		451,896		113,300	187,569	8	6,727	64,300		451,896
Client Assistance		1,119	2,105	512		95.99%		2,193,551		526,326	1,391,446	26	9,530	6,250		2,193,551
Interest & Fees		24,019	212	.557		98.35%		216,133		50,555	54,033	5	5,772	55,772		216,133
Depreciation/Amortization		49,439	399	.281		77.77%		513,419		128,429	128,429	12	8,281	128,281		513,419
Other Expenses (Insurance, Motor Pool, Postage, etc)		37,164	216	.303		59.55%		363,241		58,028	176,930	6	3,059	65,223		363,241
Total Expenses	\$	830,633	\$ 10,310	862		83.33%	\$	12,374,108		\$ 3,085,985	\$ 4,381,548	\$ 2,63	7,116	\$ 2,269,459	\$	12,374,108
·									1							
Operating Profit/(Loss)	\$	(173,128)	\$ (1,493	861)		398.32%	\$	(375,041)		\$ (507,731)	\$ (137,540)	\$ (57	9,765)	\$ 849,994	\$	(375,041)
Carryover from 2022-funding covering multiple years								1,023,239		255,810	255,810	25	5,810	255,810		1,023,239
NWA -PreDev Support		-	370	.000		100.00%		370,000		-	370,000		-	-		370,000
Lane County Rose St Fuding			428	900												
Down Pymt Assistance - OHCS/ Lane County/City of Eugene		-	1,136	.938		88.00%		1,291,972		-	1,136,938	11	9,425	35,609		1,291,972
Lane Mortgage Assistance Grant		119,425	119	425												
IDA Match/Financial Wellbeing		-	1,080	103		225.82%		478,300		-	-		-	478,300		478,300
OHCS/HGDP & HTF Grant Polk 2.0 Award		32,527	1,649	420						300,000		1,00	0,000		I	1,300,000
Lane County Housing Improvement Plan Grant- Polk 2.0		-	69	264						263,997	568,854		-	-	I	832,851
CDBG Funding - Rehab Lending (offset is Rehab loan on SOFP)		62,384	263	461		168.89%		156,000		36,000	40,000	8	80,000	-	I	156,000
		-						-	J	-	•				Щ_	•

Additional Sources of Revenue	\$ 214,336 \$	5,117,511	115.54%	\$ 4,429,122	Ş	5 599,997	\$ 2,115,792	\$:	1,199,425	\$ 513,909	\$ 4,429,122
Uses of Non-Operating Revenue:											
IDA Graduations Processed	(183,682)	(1,257,844)	96.76%	(1,300,000)		(318,338)			(300,000)	(297,555)	(1,300,000)
Woodburn MPA Used for Rent Assistance	-	(182,901)				(13,036)	(148,582)		-	-	(161,617)
Blue River payout of Rose St CLT Project	(1,898)	(439,779)									
Meyer Memorial - Pass thru grant to partner - 2022 exp		(150,931)									
Rehab Lending Admin Fees paid to Admin/Ops	(19,265)	(285,034)	97.41%	(292,619)		(14,943)	(64,183)		(108,493)	(105,000)	(292,619)
Additional Sources net of Uses	\$ 9,490 \$	2,801,022	104.72%	\$ 2,674,886	Ş	253,681	\$ 1,518,919	\$	790,932	\$ 111,354	\$ 2,674,886
Net Change before CLW (Including 2021 Carryover)	\$ (163,637) \$	1,307,161	39.34%	\$ 3,323,084	Ş	1,760	\$ 1,637,189	\$	466,977	\$ 1,217,157	\$ 3,323,084
Community Lending Works: Operating Profit/(Loss)	66,920	(384,872)	184.39%	(208,725)		(134,560)	(86,109)		(136,448)	148,392	(208,725)
Liquidation of Sessrumnir - CED loan write off CDFI Grant	00,320	(41,302)	104.3370			(134,300)	(41,302)		-	-	(41,302)
Total CLW Profit/(Loss) -Change in Net Assets	\$ 66,920 \$	(426,174)	170.45%	\$ (250,027)	ş	(134,560)	\$ (127,411)	\$	(136,448)	\$ 148,392	\$ (250,027)
CLW Carryover from 2022 CDFI Principal repayments and Private Grant funds that cover multiple years \$220,000				\$ 220,000		55,000	55,000		55,000	55,000	\$ 220,000
Consolidated DevNW & CLW- Profit/(Loss) change in Net Assets	\$ (96,717) \$	880,987	26.75%	\$ 3,293,057	<u> </u>	(77,800)	\$ 1,564,778	\$	385,529	\$ 1,420,550	\$ 3,293,057

DevNW

Statement of Financial Position

For the Comparative Periods October 31, 2023 to August 31, 2023 and December 31, 2022

	October 2023	A	ugust 2023	Preliminary Dec 31, 2022			
Assets							
Current Assets							
Unrestricted Cash	1,026,452	\$	1,231,386	\$	997,697		
Rental Property Cash	713,002		745,971		232,251		
Development Designated Funds	609,788		709,207		268,978		
Board Designated Funds	460,073		460,134		460,431		
Restricted Cash (IDA, Rehab Lending, DPA)	2,904,982		3,003,368		4,267,151		
Accounts Receivable/ Notes Receivable Curr Portion	901,514		1,506,939		1,483,688		
Prepaid Expenses	87,713		120,796		227,006		
Total Current Assets	6,703,524	\$	7,777,801	\$	7,937,201		
Fixed Assets	5046440		5046440		E 0 40 220		
Land	5,846,413		5,846,413		5,840,238		
Buildings	15,831,052		15,695,914		15,691,797		
Furniture & Fixtures	800,471		800,471		774,000		
Projects in Progress	14,009,861		12,369,960		7,295,764		
CLT Land	197,208		197,208		197,208		
Loan Fees	192,792		192,792		192,792		
Accumulated Depreciation	(6,375,597)		(6,286,614)		(5,977,135)		
Total Fixed Assets	30,502,200	\$	28,816,144	\$	24,014,663		
Long-term Assets							
Rental Property Reserve Cash	540,289	\$	551,465	\$	493,568		
Notes Receivable	14,457,038		14,194,598		13,411,668		
Deposits/Depreciation Reserve	134,104		119,616		118,880		
LIHTC Loan Interest Receivable	2,625,943		2,625,943		2,625,943		
Allowance For Loan Loss Reserve (Rehab loans)	(51,893)		(51,893)		(51,893)		
Beneficial Interest CLW	5,579,823		5,589,614		6,005,997		
Investments in Related Entities (LIHTC)	1,058,408		1,058,408		1,058,408		
Total Long-term Assets	24,343,711	\$	24,087,751	\$	23,662,570		
Total Assets	61,549,435	\$	60,681,696	\$	55,614,434		
Liabilities							
Current Liabilities							
Accounts Payable	1,137,378	\$	1,254,247	\$	804,679		
		Ψ		Ψ	•		
Accrued Payroll Liabilities	564,946		541,727		494,893		
Deferred Rent, Deposits, Revenue	26,891		16,446		45,737		
Citizens LOC - Development	600,000		600,000		350,000		
Mortgage Interest Payable Current Notes Payable	70,994 662,489		70,518 678,765		67,528 678,765		
Total Current Liabilities	3,062,698	\$	3,161,703	\$	2,441,603		
Long-term Liabilities	3,002,098	.	3,101,703	.	2,441,003		
Notes Payable-Forgivable	7,857,276		6,661,238		4,361,499		
Notes Payable	8,186,061		8,216,243		7,494,397		
Total Liabilities	19,106,035	\$	18,039,184	\$	14,297,499		
_			<u>.</u>				
Net Assets							
Beginning Net Assets							
Net Assets-Unrestricted	25,371,113		25,370,295		22,767,712		
Net Assets- Donor Restricted	16,191,300		16,191,300		16,191,300		
Total Beginning Net Assets	41,562,413	\$	41,561,595	\$	38,959,012		
Cash/Loan Transfer from CSC-Rehab							
Current YTD Net Assets	880,987		1,080,917		2,357,923		
Total Current YTD Net Assets	880,987	\$	1,080,917	\$	2,357,923		
Total Net Assets	42,443,400	\$	42,642,512	\$	41,316,935		
Total Liabilities and Net Assets	61 540 425	<u> </u>	60 681 606	-	EE 614 424		
Total Liabilities and Net AssetS	61,549,435	\$	60,681,696	\$	55,614,434		

DevNW Board of Directors, 2023

Board Member Name	Position	Member Since	Profession	Employer/Affiliation
Cynthia Campobasso-LeDoux	Chair	2022	Private Home Health Aid	DevNW client, Affordable Housing Resident
Daniela Abrams	Vice-Chair	2022	Physician, Real Estate Business Owner	Samaritan Health, Osprey Property Management
Chrystal Shearer	Secretary	2016	Education	Lincoln Elementary - Corvallis
Jin Plummer	Community LendingWorks Chair	2010	AVP/ Relationship Banking Officer	Columbia Bank
Duane Walrod	Member	2005	Property Manager	Retired
Steve Ochs	Member	2016	Real Estate Development Director	Homes For Good
Miguel Arellano	Member	2019	Basic Needs Health Navigator	OSU
Christina Tran	Member	2022	Artist	Nuns & Nones
Albert Kong	Member	2022	Baker	Wild Yeast Bakery
Staci Larson	Member	2023	Realtor	RE/MAX Integrity



DevNW, "the organization," prohibits unlawful discrimination and harassment. This policy defines these terms and provides a complaint procedure for employees who believe they have been the victims of prohibited conduct. This policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment.

Discrimination and Workplace Harassment

It is DevNW's policy to provide a work environment free from unlawful discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability, or any other characteristic protected by local law, regulation, or ordinance.

It is our policy that all employees, customers, clients, contractors, and visitors to the work site are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment or discrimination. The "workplace" includes when employees are on company premises, at a company-sponsored off site event, traveling on behalf of the company, or conducting company business, regardless of location.

The policy prohibits any conduct at work that a reasonable person in the individual's circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment, or for participation in an investigation of a compliant.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity, or gender expression. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Sexual harassment is a form of workplace harassment and includes, but is not limited to, the following types of conduct:

Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual
nature when such conduct is directed toward an individual because of that individual's
sex and submission to such conduct is made either explicitly or implicitly a term or
condition of employment; or submission to or rejection of such conduct is used as the
basis for employment decisions affecting that individual.

devNW.org





 Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating or offensive working environment.

Sexual Assault

Unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

Prohibited Conduct

This policy prohibits conduct based on an individual's protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference with work;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person; or
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

Penalties

We will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action up to, and including, dismissal. The company may also subject managers and supervisors who fail to report known harassment – or fail to take prompt, appropriate corrective action — to disciplinary action, including potential dismissal.

NeighborWorks®



Retaliation Protections

DevNW prohibits retaliation against any employee for filing a complaint regarding conduct in violation of this policy. DevNW will not tolerate retaliation against any employee for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal.

Reporting Procedure

Any employee aware of or experiencing discrimination, harassment or sexual assault in the workplace should report that information immediately to a company designee. Specifically, an employee may make the report verbally or in writing to the employee's immediate supervisor or higher management, if the employee prefers. As an alternative, an employee may report the harassment to the company's human resource office. Employees may report to any of the persons listed above, regardless of any particular chain of command. All employees are encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

Nondisclosure or Nondisparagement Agreements

Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

The company will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

Time Limitations





Nothing in this policy precludes any person from filing a formal grievance in accordance with a collective bargaining agreement [if applicable], the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence **no later than five years** after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

NeighborWorks®



Community Development Block Grant Activities 2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

EXHIBIT A: APPLICATION

(Note: Prior to completing the application materials, please thoroughly review the RFA regarding applicant eligibility, eligible CDBG activities, and CDBG requirements.)

5.1 Applicant Information

Applicant (organization name): <u>Family Connections</u>	
Contact Person: <u>Bryan Steinhauser</u> Email: <u>steinhb@linnbenton.edu</u>	
Mailing Address: 6500 Pacific Blvd. SW, LM-132, Albany, OR 97321	
Phone #: <u>(541) 917-4914</u> Agency website: <u>www.linnbenton.edu</u>	
UEI #*: <u>QMKDAZEGH1M1 (LBCC)</u> EIN: <u>930561307 (LBCC)</u>	
(Unique entity identifier number is required. Get one at sam.gov)	
Organization Mission Statement:	

Family Connections is the regional Child Care Resource and Referral (CCR&R) agency for Linn, Benton, and Lincoln Counties. Its mission is to support children, families, and community partners by building innovative programming and systems that are responsive to community needs throughout the area. It recruits, onboards, and retains regulated child care providers and programs, both family- and center-based.

5.2 Proposal Summary

Activity/Program Name: Growing Care

Activity Location: Albany, OR

<u>Proposal Summary</u>: Provide a summary of the proposed activity and anticipated outcomes.

Increase the number of registered family child care programs in the city of Albany, seeking to subgrant CDBG funds to prospective Low-and Moderate-Income (LMI) owner/operators of home-based child care businesses, to be used for eligible expenditures associated with capital costs necessary for creating a new business, provided in conjunction with child care specific business training, and other assistance that Family Connections will provide to ensure long term business sustainability.

ACTIVITY BUDGET FOR WHICH CDBG FUNDS ARE BEING REQUESTED:			
CDBG Funding Request \$	\$42,254		
Leveraged Funds/Resources \$	\$427,061		
Total Activity Budget \$	\$160,398		



Community Development Block Grant Activities

2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST)

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

5.3 CDBG Application Narrative

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

Activity Description

- 1. Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed by the activity.
- 2. Describe the community need that will be addressed by the proposed activity.
- 3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.
- 4. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity.
- 5. Explain how the project will promote inclusiveness and how the agency embraces and demonstrates diversity within the organization. Include your agency's nondiscrimination policy for employees and clients as an attachment. For faith-based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities such as worship, study of religious text, or evangelizing.

Benefit to low-income Albany residents

- 6. Who and how many will benefit from activity (estimate # of people, describe clients)?
- 7. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low-income residents?

Scope of Work

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

Project Feasibility - Readiness to proceed

- Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project. Describe the current organizational capacity to complete and manage the activity within the program year.
- 10. Please provide a schedule of the activity/project that outlines when major activities will be executed and when the project will be completed.

Organizational Capacity and Activity Sustainability

- 11. Describe experience and success conducting similar projects, use of federal or CDBG funds.
- 12. If any issues were raised during a federal program monitoring evaluation, please explain the findings and how issues were resolved.
- 13. Explain agency experience managing construction projects subject to Davis-Bacon and/or BOLI wage requirements and/or soliciting bids for construction projects.
- 14. Identify any other agencies or partners for this activity/project and define the roles and responsibilities of these partners.
- 15. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)?

Financial

16. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?



Community Development Block Grant Activities

2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST) 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

5.4 Proposed Activity Budget

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

Activity/Project Budget Sui	mmary (See 24 (CFR 570 Subpa	art J)	
Estimated Total Cost of Activity:	\$160,398			
CDBG Funding Requested for Activity:	\$42,254			
Total Number of People/Households Served: (Please indicate people or households)	10			
Total Cost per Person/Household:	\$3,265			
Total CDBG Cost per Person/Unit	\$3,000			
Describe Source of Other Funds:	Amount	Amount Secured Amount Tent		Amount Tentative
Federal:	97,254	55,000	55,000 \$42	
State:	124,807	124,807		0
Local:	100,000	100,000		0
Donations/Private:	45,000	45,000		0
Grants:	60,000	60,000		0
Loans:	0	0		0
Activity Budget Detail	(Non-Developm	ent Activities)		
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Amount	Total Amount CDBG + Other Sources	
Office of Child Care Licensing Fees	\$1,000	\$0	\$1,00	00
Shared Services Subscription-enrollment	\$2,500	\$0	\$2,50	00
Start-Up Materials – Safety & Business	\$0	\$2,000	\$2,00	00
Pre-service training (1st Aid/CPR/Food Handler)	\$0	\$650	\$650	
Furnishings (tables/chairs, bookshelves, etc)	\$13,250	\$0	\$13,250	
Curriculum Materials & Supplies	\$13,250	\$0	\$13,250	
Administration Fees	\$1,690	\$0	\$1,690	
Salary and Benefits for FTE	\$10,564	\$115,494	\$126,058	



Community Development Block Grant Activities

2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST)

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

Total	\$42,254	\$118,144	\$160,398
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5.5 Staff Experience and Qualifications

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

Employee	Experience and Qualifications
Name: Lynette Wynkoop	
Title: Director, Family Connections	Director, Family Connections, Child Care Resource and Referral of Linn, Benton & Lincoln Counties
FTE on This Project: .1	
Name: Bryan Steinhauser	Project Manager, Growing Care
Title: Business Linisan Farly Learning	Business Liaison, Early Learning Hub of Linn, Benton & Lincoln Counties
Title: Business Liaison, Early Learning Hub	Counties
FTE on This Project: .1	

5.3 CDBG Application Narrative

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

Activity Description

1. Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed by the activity.

Priority 3, Public Services for Low, Moderate, and Families with Children, in all Census Tract geographic areas, to provide affordable child care.

2. Describe the community need that will be addressed by the proposed activity.

Expansion of child care in the community, and creating economic opportunities.

3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.

Lack of quality child care not only has drastic negative effects on workforce participation and the economy but also leads to equity concerns due to a lack of kindergarten preparedness and long-term socialization and mental development issues.

The city of Albany suffers a significant shortfall of child care. Cross-referencing American Census Survey data of the number of children aged birth-to-five years old in Albany with working parents, against the number of all-day, licensed child care slots in the city (using FindChildCareOregon.org database records), the city of Albany has a shortfall of 1,163 child care slots.

Albany has the added pressure as a child care hub for residents of the surrounding communities as well, whose areas suffer even worse shortages. A problem that will only grow worse in time as Albany and the surrounding areas expand in size with no corresponding growth in child care infrastructure.

As a potential solution, establishing new certified child care centers is problematic due to capital construction costs, lead times, and staffing issues caused by early childhood education labor shortages.

As an alternative, Family Connections created Growing Care, a three county-wide recruitment campaign to license more Registered Family providers, a home-based child care program with a single owner-operator who can care for up to ten children, that is far cheaper to set up, faster and simpler licensing process than center-based programs, with less regulations and requirements for the provider who already possess their business location, their existing residence.

To overcome the financial hardship involved in starting a new microenterprise business, especially in the troubling career path of early child care, Family Connections intends to assist newly licensed Registered Family providers recruited by Growing Care with access to start-up grants to cover the myriad of costs associated with creating their business.

Growing Care intends to tackle Albany's child care shortfalls by using CDBG funds as microenterprise assistance start-up grants for new Registered Family programs, capable of creating up to ten new child care slots per program, that will greatly benefit the families and economy of the city of Albany.

4. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity.

National Objective #1 – Benefit low- and moderate-income individuals; Subcategory Low-Moderate Clientele (LMC), Low-Mod Job Creation and Retention (LMJ); Eligible activity of Microenterprise Assistance.

5. Explain how the project will promote inclusiveness and how the agency embraces and demonstrates diversity within the organization. Include your agency's nondiscrimination policy for employees and clients as an attachment. For faith-based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities such as worship, study of religious text, or evangelizing.

Family Connections promotes inclusiveness and diversity through its highly-qualified diverse staff of bilingual speakers, who communicate clearly with the citizens of Albany to identify and assist prospective child care providers, promoting pay equity, bilingual business training, aiding with licensing requirements, while providing culturally specific long-term mentoring and coaching,

Benefit to low-income Albany residents

6. Who and how many will benefit from activity (estimate # of people, describe clients)?

Family Connections intends to recruit three to ten Albany residents who qualify as Low-to-Moderate Income (LMI), seniors, or disabled, to become licensed Registered Family child care providers.

Whatever remaining funds that couldn't be provided to newly recruited providers would be given out as operating cost stabilization subgrants to existing city of Albany child care programs that would qualify to receive funding.

7. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low-income residents?

Family Connections would prefer to award subgrants to 20% of applicants who qualify as Very Low Income (≤30%).

Scope of Work

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

Background: To address the systemic child care shortfalls of Linn, Benton, and Lincoln Counties, Family Connections has created Growing Care, a large-scale, recruitment campaign to expand child care, currently focusing on Registered Family programs, the cheapest to create, the simplest to license, with the largest pool of prospective providers.

Goal: Using city of Albany CDBG funding, Family Connections will provide 3-10 newly recruited child care programs with start-up grants necessary for costs associated with creating a new small business focusing on child care, while expending any leftover funding to stabilize existing child care programs.

Plan of Action

- 1. Use \$1,690 in CDBG funding, or 4% of the total award, to cover indirect administrative costs incurred by Linn-Benton Community College in the execution of the grant.
- 2. Use \$10,564 in CDBG funding, or 25% of the total award, to cover 9.34% of the salary and benefits of the Growing Care project manager, Bryan Steinhauser, allowing for more attention dedicated to the recruitment of new child care providers in Albany through efforts that include marketing, grant writing and reporting, coordinating with various public-private organizations to expand child care, communication with community partners about child care issues and expansion strategies, and any other duties involved in Early Learning Hub duties or the Growing Care program.
- 3. Use \$30,000 in CDBG funding, or 71% of the total award, to assist 3-10 newly recruited and licensed Registered Family providers who qualify as city of Albany residents who are LMI, retired, or disabled, offering them critical start-up subgrants that will range from \$3,000-10,000, depending on individual circumstances and other financially related factors decided on by the experts at Family Connections.
- 4. If Family Connections cannot recruit a suitable number of new Registered Family child care providers to expend all \$30,000 as start-up grants, it will use the remaining funds to stabilize existing Albany Family-or Center-based child care programs with operating cost subgrants up to \$10,000, as long as they meet one of the following criteria:
- A. Microenterprise child care programs, with owner-operators who qualify as LMI, seniors, or disabled.
 - B. Child Care programs with 51% or more of their staff that qualify as LMI, seniors, or disabled.
- C. Child Care programs with 51% or more of the children being cared for who qualify as LMI or disabled.

<u>Project Feasibility – Readiness to proceed</u>

9. Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project. Describe the current organizational capacity to complete and manage the activity within the program year.

Family Connections already possesses the internal capacity to administer the Albany CDBG grants.

Growing Care launched in August 2023 and is already performing grassroots and paid marketing in the city of Albany, as well as administering 2023 Albany CDBG funding.

Headed by Lynette Wynkoop, Family Connections has six full-time child care specialists who can assist with the day-to-day administration of Growing Care.

Additionally, Family Connections is partnered with the Early Learning Hub of Linn, Benton & Lincoln Counties, who provides project management assistance to Growing Care.

10. Please provide a schedule of the activity/project that outlines when major activities will be executed and when the project will be completed.

August 2023: Launch of Growing Care

August 2023 to June 2024: Use 2023 Albany CDBG subgrants to eligible child care providers who qualify for start-up or operating cost grants.

July 2024 to June 2025: Use 2024 Albany CDBG subgrants to eligible child care providers and programs who qualify for start-up or operating cost grants.

Organizational Capacity and Activity Sustainability

11. Describe experience and success conducting similar projects, use of federal or CDBG funds.

Family Connections was already a recipient of the City of Albany's 2023 CDBG grant cycle for \$55,000 to use to support new and existing Registered Family child care providers.

Additionally, Family Connections had assisted the Oregon Cascade West Council of Government's use of 2022 Albany CDBG funds that were given out as microenterprise grants to Albany child care providers to stabilize their child care businesses, helping with the search and selection process of qualifying programs.

In August 2023, Family Connections created and launched Growing Care, its professional recruitment campaign for more licensed, home-based child care providers. Since then it has been managing a dual grassroots/paid advertising campaign and the dissemination of \$90,000 in direct grant funds awarded in 2023 for marketing and start-up grants, along with roughly \$300,000 in matching funds provided by various entities to support Growing Care.

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

N/A

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

N/A

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

The Early Learning Hub of Linn, Benton & Lincoln Counties: Providing project management, grant writing, and advertising support for Growing Care.

Linn-Benton Community College: As the administrative backbone agency of Family Connections, LBCC also provides funding for Linn and Benton residents to receive child care specific business training through the Small Business Development Center.

Oregon Coast Community College: Their Small Business Development Center is hosting and funding the Early Child Education Business Accelerator course, a home-based child care specific business training class shared by the three-county population.

Northwest Oregon Works/Willamette Workforce Partnership: Regional workforce development boards that are funding Growing Care's mandatory pre-service training courses, including 1st Aid, CPR, and Food Handler's Course, that all new child care providers must complete before becoming licensed.

The Tim and Jo Ann McQueary Fund: Awarded Family Connections a \$5,000 donation to support Growing Care.

The Ford Family Foundation: Awarded Family Connections \$15,000 in grant funding to be used for paid marketing associated with Growing Care.

United Way of Linn, Benton, and Lincoln Counties: Awarded Family Connections \$12,500 in grant funding to be used for paid marketing associated with Growing Care.

Siletz Tribal Charitable Contribution Fund: Awarded Family Connections \$7,500 in grant funding to be used for paid marketing associated with Growing Care.

Niemeyer Foundation: Awarded Family Connections \$25,000 in grant funding to be for Linn and Benton resident start-up costs associated with Growing Care.

JTMF Foundation: Awarded Family Connections a \$40,000 donation to be used for Linn and Benton resident start-up costs.

Lincoln County Board of Commissioners: Provided over \$100,000 in matching funding to support Lincoln County residents recruited by Growing Care, funding their marketing campaign and start-up grants of up to \$15,000.

15. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)?

Family Connections does have other funding sources that could be used, but none would be dedicated to the city of Albany. Other available start-up grant sources are needed to support the entirety of Linn and Benton Counties.

Financial

16. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?

Albany CDBG funds will greatly support efforts to provide start-up grants to city of Albany residents, especially since many home-based child care providers tend to fall into the low-to-moderate income qualifications already, while Family Connections is also actively recruiting from among the senior, professionally retired population too.

For 2024, there will be a shortage of direct funding support for Linn County residents to support start-up grants directly provided by Family Connections. Albany CDBG funding would augment Niemeyer and JTFM funding sources, so prospective child care providers won't need to rely on inconsistent/unreliable state sources of start-up grants such as the Provider Services Fund.

Lynnette Wynkoop 1825 NW Grandview Dr, Albany, OR 97321 541-619-0588

wynkool(@comcast.net
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Objective	Family Connections Director	
Profile	Twenty years of office experience	
	Ability to work independently	
	 Goal-oriented with strong leadership capabilities. 	
	 Organized, highly motivated, and detail-directed problem solver. 	
	Ability to work in unison with staff, volunteers, and management	
Education	B.A., Liberal Studies, Pre-Education, Oregon State University	
Relevant Experie	ence	
Employment	Family Connections Coordinator, Family Connections, Linn-Benton Community College	2019-202
47	Lead Quality Improvement Specialist	
	Represent organization at local and state level meetings	
	Collect data for reporting and budgeting purposes	
	 Approve expenditures related to cohort and focused child care networks 	
	Child Care Consultant, Family Connections, Linn Benton Community College, Albany OR	2008-2019
	 Consult with parents looking for child care, community services, and quality child care indicators. Coordinate training for child care providers and consult providers on state regulations and training requirements. General office responsibilities including multi line telephone, data entry, management of data for reporting purposes, filing, email and general computer programs. 	1996-2004
	 Bilingual Educational Assistant, Greater Albany Public Schools, Albany OR Translate and interpret for students learning English and their families. Assist with educational goals and curriculum implementation. Design services based on students' needs. 	2006-2008

Leadership LBCC Leadership, Linn Benton Community College OCCRRN Trainer Group Quality Specialist, Oregon's Quality Rating and Improvement System

Bryan Steinhauser

375 W. Jadon Dr Lebanon OR, 97355 (732) 757-9716 attila006@gmail.com

Summary of Qualifications

- Strong communication skills, both verbal and written
- Independence, self-discipline, planning, decision making, and outside-the-box problem solving
- Proficiency in Windows, PC, and Microsoft Office applications

Experience

Apr 2022 to present

Business Liaison/Childcare Accelerator, Early Learning Hub of Linn, Benton & Lincoln Counties

- Identify public, private and foundation/grant partners to reduce costs of creating and sustaining new, high-quality childcare in Linn, Benton & Lincoln Counties.
- Work with regional organizations/groups to track progress, resolve barriers and align public/private support and resources with priority projects. Work with oversight groups to develop strategies, identify resources and understand the regulatory environment and principles of high-quality childcare. Work to build consensus, solidify support and move projects forward. This will include identifying and overcoming obstacles such as land costs/availability, start-up costs, aligning with childcare experts to ensure high quality programs in new facilities and identifying/galvanizing other funding sources.

Aug 2021 - Apr 2021 Owner/Operator, Datahause LLC

- Freelance IC data input and analytics services

Oct 2019 - Jul 2021 Compliance Liaison II, iiX - a Verisk Analytics Business (Bryan, TX)

- Reviewed over 4,500 customer audit submissions to ensure compliance with the Fair Credit Reporting Act (FCRA), the Driver's Privacy Protection Act (DPPA), state regulations, and contractual agreements with iiX
- Conducted customer service inquiries via telephone and email regarding questions about disclosure and authorization requirements, and assisted customers with technical problems that arose with their electronic audit responses

Apr 2012 - Aug 2019 Investigative Risk Compliance Analyst, Steele Compliance Solutions, Inc. (Walnut Creek, CA/Remote Employee)

- Seven years of operations experience conducting open-source due diligence investigations to verify corporate risk for Fortune 500 clients, including Google, Microsoft, Cisco, Eaton, PepsiCo, and Hewlett Packard, in compliance with various government regulatory laws including the Foreign Corrupt Practices Act and other national and international laws and statutes governing Anti-Bribery and Anti-Corruption (ABAC) policies
- Extensive experience performing corporate and legal research, report writing, copy and line editing, training and mentoring of junior staff members, assistance with case management, and fulfillment of assistant/acting project management duties

May 2007 - Nov 2010 11B Infantry, Staff Sergeant, United States Army (Joint Base Lewis McCord, WA)

Jan 2002 - Jul 2005 11B Infantry, Sergeant, New Jersey Army National Guard (Woodbridge, NJ)

Jul 1997 - Jul 2001 0311 Infantry /0151 Admin Specialist, Corporal, United States Marine Corps (Marine Corps Base Hawaii, HI)

Education

BA Political Science/History (Cum Laude), Kean University (Union, NJ)

Lean Six Sigma Yellow Belt certified

US Army Advanced Leaders Course (Equivalent to mid-level management training)

US Army Primary Leaders Development Course (Equivalent to junior-level management training)

Associations

Volunteer Member, Linn County Community Impact Committee, United Way of Linn, Benton, and Lincoln Counties

Family Connections Fiscal Year 2023-2024 Proposed Budget

July 2023 - June2024

Total Salary	\$210,000
Total Benefits	\$120,000
Materials/Supplies	\$16,000
Supports & Incentives for programs	\$12,000
Total	\$358,000

Use of Nondiscrimination Statements at LBCC

Who is this Document For?

Overview and Purpose

Comprehensive Statement Use Guidelines

Why We Use the Comprehensive Statement

When and How to Use the Comprehensive Statement

Notes About Use

Comprehensive Statement

Summary Statement Use Guidelines

When and How to Use the Summary Statement

Summary Statement

Who is this Document For?

This guidance document should be used by those responsible for creating and publishing written and electronic material on behalf of LBCC, as well as for those responsible for planning, promoting, and executing events, to ensure alignment with these goals.

Overview and Purpose

Linn-Benton Community College is an equal opportunity educator and employer. As part of this commitment, we notify students, employees, potential students, potential applicants, and community members of this fact in an ongoing manner. One of the key ways we do this is through the publication of our nondiscrimination statement, found at linnbenton.edu/nondiscrimination. We are compelled by our own values and ethics, as well as federal and state law, to be transparent and forthright about our commitment to equal opportunity for all students and employees.

LBCC uses two statements to help communicate these expectations depending on publication type/purpose:

- 1. A **comprehensive statement** of non-discrimination for multipage publications that communicate admissions, recruitment, and other important access information, and
- 2. A brief **summary statement** for event fliers or one-page or less publications.

Following is the set of statements and guidelines regarding when to use each. Please reference <u>linnbenton.edu/nondiscrimination</u> for the most updated versions of these statements, as well as for the translated versions of these statements.

Comprehensive Nondiscrimination Statement Use Guidelines

Why We Use the Comprehensive Statement

The Office for Civil Rights (OCR) within the US Department of Education compels annual notification that the College prohibits discrimination on the basis of various protected statuses as outlined in Title VI of the *Civil Rights Act of 1964*, Title IX of the Education Amendments of 1972, the *Age*

Discrimination Act of 1975, and Title II of the Americans with Disabilities Act. Oregon law further prohibits discrimination on the basis of marital status and sexual orientation.

OCR directs that such notification of particular regulations may include public postings, a statement in local newspapers, alumni publications, and/or via written communication to students and employees. Under Title IX and Section 504, institutions receiving federal funding must also include the nondiscrimination statement in bulletins, announcements, publications, catalogs, application forms, and recruitment materials produced for students, participants, applicants, and employees.

When and How to Use the Comprehensive Statement

Given this, LBCC will publish the comprehensive non-discrimination statement in the following instances:

- For any multi-page documents (e.g., any document that is a page front-and-back or more) that communicate admissions, recruitment, or policy information to students or potential students, employees or potential employees, and participants and applicants, including (but not limited to):
 - Program bulletins
 - Announcements
 - LBCC Catalog
 - Handbooks
 - Application forms
 - Community-wide publications
 - Admissions and recruitment materials, postings, and applications
- Other special uses include:
 - Annually in local newspapers
 - Updated on key websites

Notes About Use

- In communities where a language other than English is primarily spoken, this statement should also be included in that primary language. (linnbenton.edu/nondiscrimination has approved translations of the comprehensive nondiscrimination statement in Spanish, Arabic, Russian, and Simplified Chinese. If these languages do not meet your needs under this provision, please contact childri@linnbenton.edu).
- The above instances are when we are compelled to use the statement; however, note that nothing precludes LBCC from further advertising our commitment to non-discriminatory practices in other ways, including using this statement in non-required publications and materials, including course syllabi, on websites, and through other sources.
- This statement complies with requirements set forth by OCR for combined requirements of notification and should not be altered or adjusted, but should be copied and used verbatim.

Comprehensive Statement

LBCC Comprehensive Statement of Nondiscrimination

Linn-Benton Community College <u>does not discriminate</u> based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws in its programs or activities. For further information see <u>Board Policy 1015</u> and <u>Administrative Rule 1015-01</u>. The following staff members have been designated to handle inquiries regarding the nondiscrimination policies:

For concerns or inquiries regarding disability accessibility and accommodations:

Contact: Carol Raymundo, Accessibility Resources RCH-101, Albany Campus, Albany, OR 97321 (541) 917-4789

raymundo@linnbenton.edu

For concerns or complaints about the College or an LBCC staff member:

Contact: Heather Mercer, Director of Human Resource Development and Support and Title IX Coordinator
CC-108, Albany Campus, Albany, OR 97321
(541) 917-4425
mercerh@linnbenton.edu

For concerns or complaints about a student:

Contact: Jill Childress, Manager for Student Conduct and Retention and Title IX Coordinator WH-215, Albany Campus, Albany, OR 97321 (541) 917-4848 childri@linnbenton.edu

Request for Special Needs or Accommodations

Direct questions about or requests for accommodations to Accessibility Resources, 541-917-4789 or accessibility@linnbenton.edu at least three business days in advance for special events and as soon as possible for classroom or other emerging requests. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

Summary Statement Use Guidelines

When and How to Use the Summary Statement

In certain instances and circumstances (e.g., postcard mailings, limited word count, etc.), the LBCC comprehensive statement of nondiscrimination is not accessible or appropriate for the publication type. In these instances, LBCC will publish the summary non-discrimination statement utilizing these guidelines:

- Any single-page documents that communicate admissions, recruitment, or policy information
 to students or potential students, employees or potential employees, and participants and
 applicants; that advertise services, offerings, events, or information pertaining to student life or
 employee support.
- On any advertisement for any event hosted at or sponsored by LBCC.

Summary Statement

For accommodation requests, contact Accessibility Resources at 541-917-4789 or accessibility@linnbenton.edu at least three business days in advance. LBCC does not discriminate based on any protected status in its programs or activities. For more information, visit linnbenton.edu/nondiscrimination.

Family Connections Advisory Committee Members 2023-2025

Member Name	Contact Info	Organization	County	Language
Autumn Belloni	autumn.belloni@lblesd.k12.or.us	Early Intervention Director	Lincoln	English
Harriet Hedgcoth	harriet.hedgcoth@oregonstate.edu	OPK/Head Start	Benton	English
Alicia Jabin	jabina@linnbenton.edu	LBCC ECE Faculty	Linn/Benton	English/Spanish
Donna Brown	donna_brown@oldmillcenter.org	Old Mill Center	Benton	English
Hillary Mehlhoff	hillary.mehlhoff@albany.k12.or.us	South Albany High School	Linn	English
Kimberly Gross	kimberly.gross@lblesd.k12.or.us	Early Intervention, Program Coordinator	Benton	English

Linn-Benton Community College Budget Book Report/Dept Sec. AS OF 31-OCT-2023

Report/Dept Sec. % YR: 34

TIME: 08:59 AM PAGE: 1

RUN DATE: 01/04/2024

COAS: 1 LBCC Chart of Accounts

FUND: 31604 Childcare Res. & Ref. FYE 6/24 PRED ORG: 1001 Ofc of Dean-Arts, Soc Sciences, Hum

ORG: 4228 Family Connections FINANCIAL MANAGER

REPORT FWRBDST

FISCAL YEAR: 24

OKG.	4220 Family Connections			MANAGER	Kalita,	Nicole	
ACCOUN	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	% EXP
09999	Net Working Capital	-12,442.00	.00	.00	.00	-12,442.00	١
TOTAL	NET WORKING CAPITAL	-12,442.00	.00	.00	.00	-12,442.00	0 %
05310	Federal Grants-Federal Contribution	695,723.00	.00	.00	.00	695,723.00	
TOTAL	FEDERAL REVENUE	695,723.00	.00	.00	.00	695,723.00	0 %
11100	Administration, Full-time	73,554.06	6,129.71	24,518.84	49,037.71	-2.49	
11150	Annuity, Administration, Full-time	2,493.63	190.00	760.00	.00	1,733.63	
15080	Faculty, Contracted-non Teaching	14,298.00	1,174.44	4,697.76	9,395.54	204.70	
16000	Faculty, Part-time	15,000.00	.00	.00	.00	15,000.00	
17100	Classified, Contracted	267,258.00	13,035.87	52,140.42	103,937.45	111,180.13	
17200	Classified, Non-contracted	6,440.00	.00	.00	.00	6,440.00	
TOTAL	PERSONNEL EXPENSES	379,043.69	20,530.02	82,117.02	162,370.70	134,555.97	65 %
21100	OASDI Ins.	23,500.51	1,232.89	4,941.94	.00	18,558.57	
21200	Medicare	5,496.11	288.36	1,155.76	.00	4,340.35	
22100	Medical	99,585.74	6,611.73	25,422.54	.00	74,163.20	
22200	Dental	8,685.16	543.35	2,136.50	.00	6,548.66	
22300	Vision	3,052.77	164.95	662.88	.00	2,389.89	
23100	Life-Employee	396.42	17.03	68.09	.00	328.33	
23200	Life-Dependent	.00	1.93	7.72	.00	-7.72	
23300	Accidental Death & Dismemb-Employee	36.37	1.93	7.72	.00	28.65	
24000	Long Term Disability	858.25	47.24	188.96	.00	669.29	
25100	Employee PortionIAP	21,870.38	=1,231.79	4,924.45	.00	16,945.93	
25200	DistrictPERS	19,751.94	1,054.51	4,218.04	.00	15,533.90	
25300	PERS UAL- District	35,904.92	2,022.18	8,084.27	.00	27,820.65	
25400	DistrictOPSRP	31,569.28	1,714.74	6,853.01	.00	24,716.27	
26200	DistrictWorkers Comp	1,314.56	78.26	312.72	.00	1,001.84	
27000	Unemployment Insurance	2,046.83	110.84	443.13	.00	1,603.70	
27100	TSA-Employer Paid	.00	7.61	33.62	.00	-33.62	
27200	Paid Leave Oregon	.00	82.11	164.23	.00	-164.23	
TOTAL	BENEFIT EXPENSES	254,069.24	15,211.45	59,625.58	.00	194,443.66	23 %
31100	Supplies	50,000.00	.00	.00	.00	50,000.00	
31310	Graphics/Printing	.00	.00	1,433.27	.00	-1,433.27	
31330	Copier Usage	.00	8.28	1,054.56	.00	-1,054.56	
33132	Transportation-Business	.00	364.83	860.27	.00	-860.27	

REPORT F		Budget Book R	mmunity College eport/Dept Sec. -OCT-2023		RUN % YR: 34	DATE: 01/04/2024 TIME: 08:59 AM PAGE: 2
33300 33332 33500 34100 34500 36231 37100	Lodging-Business Staff Development/Expense Travel Transportation-Staff Dev. Registration Fees-Staff Dev. Contracted Services Advertising Furniture New Facility Rental Expense Indirect Cost	.00 .00 .00 .00 .00 .00 .00	.00 .00 669.59 625.00 .00 .00 .00	252.07 177.81 669.59 1,000.00 .00 72.00 3,900.00 367.06	.00 .00 .00 .00 .00 .00	-252.07 -177.81 -669.59 -1,000.00 .00 -72.00 -3,900.00 -367.06 51,555.00
TOTAL	MATERIALS & SERVICES	101,555.00	1,897.70	9,786.63	.00	91,768.37 10 %
	Transfer In-From Special Proj. Fund	.00	-198,413.35	-198,413.35	.00	198,413.35
TOTAL	TRANSFERS IN	.00	-198,413.35	-198,413.35	.00	198,413.35 ***
	RGANIZATION Family Connections					
TOTAL TOTAL TOTAL	TRANSFER ACCOUNTS REVENUE PERSONNEL AND BENEFIT EXPENSES DIRECT EXPENSE (M & S AND CAPITAL)	.00 683,281.00 633,112.93 101,555.00	-198,413.35 .00 35,741.47 1,897.70	-198,413.35 .00 141,742.60 9,786.63	.00 .00 162,370.70	198,413.35 *** 683,281.00 0 % 328,999.63 48 % 91,768.37 10 %
NET		-51,386.93	160,774.18	46,884.12	-162,370.70	64,099.65 ***
TOTAL FU 31604	UND Childcare Res. & Ref. FYE 6/24					
TOTAL TOTAL TOTAL	TRANSFER ACCOUNTS REVENUE PERSONNEL AND BENEFIT EXPENSES DIRECT EXPENSE (M & S AND CAPITAL)	.00 683,281.00 633,112.93 101,555.00	-198,413.35 .00 35,741.47 1,897.70	-198,413.35 .00 141,742.60 9,786.63	.00 .00 162,370.70 .00	198,413.35 *** 683,281.00 0 % 328,999.63 48 % 91,768.37 10 %
NET		-51,386.93	160,774.18	46,884.12	-162,370.70	64,099.65

	FWRBDST YEAR: 24	Budget Book R	mmunity College eport/Dept Sec. -OCT-2023		* YR: 34	N DATE: 01/04/2024 TIME: 08:59 AM PAGE: 3
30000	TOTAL SPECIAL PROJECTS FUNDS					
TOTAL TOTAL TOTAL TOTAL	TRANSFER ACCOUNTS REVENUE PERSONNEL AND BENEFIT EXPENSES DIRECT EXPENSE (M & S AND CAPITAL)	.00 683,281.00 633,112.93 101,555.00	-198,413.35 .00 35,741.47 1,897.70	-198,413.35 .00 141,742.60 9,786.63	.00 .00 162,370.70	198,413.35 *** 683,281.00 0 % 328,999.63 48 % 91,768.37 10 %
NET		-51,386.93	160,774.18	46,884.12	-162,370.70	64,099.65

Linn-Benton Community College Budget Book Report/Dept Sec. AS OF 30-NOV-2023

RUN DATE: 01/04/2024 TIME: 08:59 AM PAGE: 1

Kalita, Nicole

% YR: 42

COAS: 1 LBCC Chart of Accounts FUND: 31604 Childcare Res. & Ref. FYE 6/24 PRED ORG: 1001 Ofc of Dean-Arts, Soc Sciences, Hum

ORG: 4228 Family Connections FINANCIAL MANAGER

REPORT FWRBDST

FISCAL YEAR: 24

ADJUSTED CURRENT PERIOD YEAR TO DATE BUDGET AVAILABLE 욯 ACCOUNT ACCOUNT TITLE BUDGET ACTIVITY ACTIVITY RESERVATIONS BALANCE EXP Net Working Capital -12,442.00 09999 .00 .00 .00 -12,442.00TOTAL NET WORKING CAPITAL -12,442.00 .00 .00 .00 -12,442.00 0 % 05310 Federal Grants-Federal 695,723.00 .00 .00 .00 695,723.00 Contribution TOTAL FEDERAL REVENUE 695,723.00 . 00 .00 .00 695,723.00 0 % 6,129.71 30,648.55 11100 Administration, Full-time 73,554.06 42,907.99 -2.48 11150 Annuity, Administration, 2,493.63 190.00 950.00 .00 1,543.63 Full-time 15080 Faculty, Contracted-non Teaching 14,298.00 1,174.44 5,872,20 8,221,10 204.70 16000 Faculty, Part-time 15,000.00 .00 15,000.00 .00 .00 17100 Classified, Contracted 267,258.00 5,279.88 57,420,30 80,388.40 129,449.30 Classified, Non-contracted 17200 6,440.00 .00 .00 .00 6,440.00 TOTAL PERSONNEL EXPENSES 379,043.69 12,774.03 94,891.05 131,517.49 152,635.15 60 % 21100 OASDI Ins. 23,500.51 791.13 5,733.07 .00 17,767.44 21200 Medicare 5,496.11 185.00 1,340.76 4,155.35 .00 22100 Medical 99,585.74 6,611.73 32,034.27 .00 67,551.47 22200 Dental 8,685.16 277.09 2,413.59 .00 6,271.57 22300 Vision 3,052.77 78.80 741.68 .00 2,311.09 316.80 23100 Life-Employee 396.42 11.53 79.62 .00 23200 Life-Dependent 1.33 9.05 -9.05 .00 .00 23300 Accidental 36.37 1.33 9.05 .00 27.32 Death Dismemb-Employee Long Term Disability 858.25 29.49 218.45 639.80 24000 .00 21,870.38 5,690.87 16,179.51 25100 Employee Portion--IAP 766.42 .00 25200 District--PERS 19,751.94 1,054.51 5,272.55 .00 14,479.39 25300 PERS UAL- District 35,904.92 1,258.24 9,342.51 .00 26,562.41 7,547.05 25400 District--OPSRP 31,569.28 694.04 .00 24,022.23 26200 District--Workers Comp 1,314.56 16.84 329.56 .00 985.00 Unemployment Insurance 27000 2,046.83 68.99 512.12 .00 1,534.71 27100 TSA-Employer Paid .00 7.61 41.23 .00 -41.23 27200 Paid Leave Oregon .00 63.51 227.74 .00 -227.74TOTAL BENEFIT EXPENSES 254,069.24 11,917.59 71,543.17 .00 182,526.07 28 % 50,000.00 31100 Supplies .00 .00 .00 50,000.00 31310 Graphics/Printing .00 25.99 1,459.26 .00 -1,459.26-1,055.34Copier Usage .00 1,055.34 31330 .78 .00 Transportation-Business .00 364.50 1,224.77 -1,224.7733132 .00

REPORT FWRBDST FISCAL YEAR: 24		Benton Community (get Book Report/Dep AS OF 30-NOV-2023	ot Sec.	* YR: 42	N DATE: 01/04/2024 TIME: 08:59 AM PAGE: 2
33242 Lodging-Business 33300 Staff Development/Ex 33332 Transportation-Staff 33500 Registration Fees-St 34100 Contracted Services 34500 Advertising 36231 Furniture New 37100 Facility Rental Expenses	Dev. aff Dev.	•	.00 25200 17700 66900 1,00000.00 5,000150.00 3,52200 3,90000 367.	81 .00 59 .00 00 .00 00 .00 00 .00 00 .00	-252.07 -177.81 -669.59 -1,000.00 -5,000.00 -3,522.00 -3,900.00 -367.06 51,555.00
TOTAL MATERIALS & SERVICES	101,	555.00 8,8	18,627.	90 .00	82,927.10 18 %
80300 Transfer In-From Sp Fund	ecial Proj.	.00	.00 -198,413.	35 .00	198,413.35
TOTAL TRANSFERS IN		.00	.00 -198,413.	35 .00	198,413.35 ***
TOTAL ORGANIZATION 4228 Family Connections					
TOTAL TRANSFER ACCOUNTS TOTAL REVENUE TOTAL PERSONNEL AND BENEFI TOTAL DIRECT EXPENSE (M CAPITAL)	T EXPENSES 633		.00 -198,413 .00 591.62 166,434 841.27 18,627.	.00 .00 .00 .00	198,413.35 *** 683,281.00 0 % 335,161.22 47 % 82,927.10 18 %
NET	-51,	386.93 -33,5	332.89 13,351.	23 -131,517.49	66,779.33 ***
TOTAL FUND 31604 Childcare Res. & Re	f. FYE 6/24				
TOTAL TRANSFER ACCOUNTS TOTAL REVENUE TOTAL PERSONNEL AND BENEFI TOTAL DIRECT EXPENSE (M CAPITAL)	T EXPENSES 633		.00 -198,413. .00 -198,413. 591.62 166,434. 341.27 18,627.	.00 22 131,517.49	198,413.35 *** 683,281.00 0 % 335,161.22 47 % 82,927.10 18 %
NET	-51,	386.93 -33,5	332.89 13,351.	23 -131,517.49	66,779.33

	FWRBDST YEAR: 24	Linn-Benton Com Budget Book Re AS OF 30-	eport/Dept Sec.		RUI % YR: 42	N DATE: 01/04/2024 TIME: 08:59 AM PAGE: 3
30000	TOTAL SPECIAL PROJECTS FUNDS					
TOTAL TOTAL TOTAL TOTAL	TRANSFER ACCOUNTS REVENUE PERSONNEL AND BENEFIT EXPENSES DIRECT EXPENSE (M & S AND CAPITAL)	.00 683,281.00 633,112.93 101,555.00	.00 .00 24,691.62 8,841.27	-198,413.35 .00 166,434.22 18,627.90	.00 .00 131,517.49 .00	198,413.35 *** 683,281.00 0 % 335,161.22 47 % 82,927.10 18 %
NET		-51,386.93	-33,532.89	13,351.23	-131,517.49	66,779.33

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TIME: 09:00 AM

% YR: 50

Linn-Benton Community College AS OF 31-DEC-2023

REPORT FWRBDST

FISCAL YEAR: 24

Budget Book Report/Dept Sec.

COAS: 1 LBCC Chart of Accounts 31604 FUND: Childcare Res. & Ref. FYE 6/24 PRED ORG: 1001 Ofc of Dean-Arts, Soc Sciences, Hum ORG: 4228 Family Connections FINANCIAL

MANAGER Kalita, Nicole ADJUSTED CURRENT PERIOD YEAR TO DATE BUDGET AVAILABLE 용 ACCOUNT TITLE ACCOUNT BUDGET ACTIVITY ACTIVITY RESERVATIONS BALANCE EXP 09999 Net Working Capital -12,442.00.00 .00 .00 -12,442.00TOTAL NET WORKING CAPITAL -12,442.00.00 .00 .00 -12,442.00 0 % 05310 Federal Grants-Federal 695,723.00 .00 .00 .00 695,723.00 Contribution TOTAL FEDERAL REVENUE 695,723.00 .00 .00 .00 695,723.00 0 % 11100 Administration, Full-time 73,554.06 6,129.71 36,778.26 36,778.28 -2.4811150 Administration, 2,493.63 Annuity, 190.00 1,140.00 .00 1,353.63 Full-time 15080 Faculty, Contracted-non Teaching 14,298.00 1,174.44 7,046.64 7,046.66 204.70 .00 16000 Faculty, Part-time 15,000.00 .00 15,000.00 .00 Classified, Contracted 267,258.00 17100 11,484.06 68,904.36 68,904.34 129,449.30 Classified, Non-contracted 17200 6,440.00 .00 .00 .00 6,440.00 TOTAL PERSONNEL EXPENSES 379,043.69 18,978.21 113,869.26 112,729.28 152,445.15 60 % 21100 OASDI Ins. 23,500.51 1,143.60 6,876.67 .00 16,623.84 Medicare 5,496.11 267.45 1,608.21 21200 .00 3,887.90 22100 Medical 99,585.74 6,611.73 38,646.00 .00 60,939.74 22200 Dental 8,685.16 489.83 2,903.42 5,781.74 .00 22300 Vision 3,052.77 147.92 889.60 .00 2,163.17 23100 Life-Employee 396.42 15.93 95.55 .00 300.87 23200 Life-Dependent .00 10.86 1.81 .00 -10.8623300 Accidental Death 36.37 1.81 10.86 25.51 .00 Dismemb-Employee 24000 Long Term Disability 858.25 43.69 262.14 .00 596.11 25100 Employee Portion--IAP 21,870.38 1,138.68 6,829.55 .00 15,040.83 District--PERS 19,751.94 1,054.51 6,327.06 25200 .00 13,424.88 25300 PERS UAL- District 35,904.92 1,869.34 11,211.85 .00 24,693.07 25400 District--OPSRP 31,569.28 1,510.52 9,057.57 .00 22,511.71 26200 District--Workers Comp 1,314.56 60.33 389.89 -00 924.67 614.61 27000 Unemployment Insurance 2,046.83 102.49 .00 1,432.22 27100 TSA-Employer Paid 7.61 48.84 -48.84 .00 .00 27200 Paid Leave Oregon .00 75.91 303.65 -303.65 .00 TOTAL BENEFIT EXPENSES 254,069.24 14,543.16 86,086.33 .00 167,982.91 34 % 50,000.00 .00 50,000.00 31100 Supplies .00 .00 31310 Graphics/Printing .00 .00 1,459.26 .00 -1,459.2631330 Copier Usage .00 1,055.34 .00 -1,055.34 .00 .00 65.00 1,289.77 -1,289.7733132 Transportation-Business .00

	FWRBDST YEAR: 24	Linn-Benton Com Budget Book Re AS OF 31-	eport/Dept Sec.		* YR: 50	N DATE: 01/04/2024 TIME: 09:00 AM PAGE: 2
33242 33300 33332 33500 34100 34500 36231 37100 39020	Lodging-Business Staff Development/Expense Travel Transportation-Staff Dev. Registration Fees-Staff Dev. Contracted Services Advertising Furniture New Facility Rental Expense Indirect Cost	.00 .00 .00 .00 .00 .00 .00	1,167.78 .00 .00 .00 .00 .00 .00	1,419.85 177.81 669.59 1,000.00 5,000.00 3,522.00 3,900.00 367.06	.00 .00 .00 .00 .00 .00	-1,419.85 -177.81 -669.59 -1,000.00 -5,000.00 -3,522.00 -3,900.00 -367.06 51,555.00
TOTAL	MATERIALS & SERVICES	101,555.00	1,232.78	19,860.68	.00	81,694.32 20 %
80300	Transfer In-From Special Proj. Fund	.00	.00	-198,413.35	.00	198,413.35
TOTAL	TRANSFERS IN	.00	.00	-198,413.35	.00	198,413.35 ***
TOTAL 0	ORGANIZATION Family Connections					
TOTAL TOTAL TOTAL TOTAL	TRANSFER ACCOUNTS REVENUE PERSONNEL AND BENEFIT EXPENSES DIRECT EXPENSE (M & S AND CAPITAL)	.00 683,281.00 633,112.93 101,555.00	.00 .00 33,521.37 1,232.78	-198,413.35 .00 199,955.59 19,860.68	.00 .00 112,729.28 .00	198,413.35 *** 683,281.00 0 % 320,428.06 49 % 81,694.32 20 %
NET		-51,386.93	-34,754.15	-21,402.92	-112,729.28	82,745.27 ***
TOTAL 1 31604	FUND Childcare Res. & Ref. FYE 6/24					
TOTAL TOTAL TOTAL	TRANSFER ACCOUNTS REVENUE PERSONNEL AND BENEFIT EXPENSES DIRECT EXPENSE (M & S AND CAPITAL)	.00 683,281.00 633,112.93 101,555.00	.00 .00 33,521.37 1,232.78	-198,413.35 .00 199,955.59 19,860.68	.00 .00 112,729.28 .00	198,413.35 *** 683,281.00 0 % 320,428.06 49 % 81,694.32 20 %
NET		-51,386.93	-34,754.15	-21,402.92	-112,729.28	82,745.27

	FWRBDST YEAR: 24	Linn-Benton Com Budget Book Re AS OF 31-	port/Dept Sec.		RUI % YR: 50	N DATE: 01/04/2024 TIME: 09:00 AM PAGE: 3
30000	TOTAL SPECIAL PROJECTS FUNDS					
TOTAL TOTAL TOTAL	TRANSFER ACCOUNTS REVENUE PERSONNEL AND BENEFIT EXPENSES DIRECT EXPENSE (M & S AND CAPITAL)	.00 683,281.00 633,112.93 101,555.00	.00 .00 33,521.37 1,232.78	-198,413.35 .00 199,955.59 19,860.68	.00 .00 112,729.28 .00	198,413.35 *** 683,281.00 0 % 320,428.06 49 % 81,694.32 20 %
NET		-51,386.93	-34,754.15	-21,402.92	-112,729.28	82,745.27

Fair Housing Impediments, Goals and Actions Examples

Community Development Commission Meeting January 22nd, 2024



Draft Impediments

- Lack of Affordable Housing
- Concentration of Affordable Housing
- Overcoming Cultural and Linguistic Barriers
- Lack of Understanding of Fair Housing Laws and Resources

Lack of Affordable Housing

City Identified Actions:

- Evaluate city-owned residential surplus property for affordable housing partnerships.
- Support infill and redevelopment projects that create new housing units.
- Evaluate additional zoning or other incentives to encourage affordable housing development with market rate housing.
- Explore partnerships and opportunities for affordable housing developments.
- Allocate CDBG funds to affordable housing developments.

Goal	Actions
Increase opportunities for and access to safe, decent and affordable permanent housing	Create 200 new affordable units in areas of opportunity.
Amend zoning code to promote the development of affordable housing	Adopt an Affordable Housing Overlay (AHO) Program by Amending the Municipal Code (Zoning Code) to accommodate Temecula's regional housing need for affordable units for lower income households. Sites in the AHO will require minimum densities of 20 units per acre.
Dedicate and grow resources for investment in affordable housing throughout the city	1) Continue effective implementation of the Seattle Housing Levy to ensure its continued success. 2) Pilot City bond financing for affordable housing.
Preserve affordable housing in communities where there is a high risk of displacement	Provide financing to rehab and preserve affordable rents in existing housing.

Lack of Housing Choice

Goal	Actions
Revise CDBG and HOME grant application procedures to increase the number of funded projects that AFFH.	Revise the CDBG and HOME application forms to require applicants to discuss how their project addresses the fair housing issues identified in the AFH and/or how the proposed project will contribute to furthering fair housing choice. Incorporate scoring criteria and an associated number of points into the CDBG and HOME project scoring sheets that evaluates the degree to which projects work to AFFH.
Develop model zoning code for smaller homes.	Develop zoning codes that would allow local governments to encourage smaller homes on smaller lots in some locations and also facilitate the construction of small (4-12 units) multifamily projects in appropriate residential and commercial areas. Provide a presentations to planners, planning commissions, and elected officials on the merits of the codes.
Develop an incentive policy to require any multi-unit housing construction or substantial renovation receiving a public subsidy to include some affordable units that meet universal design standards	MARC will develop a model public incentive policy requiring affordable, accessible housing units as a part of any multi-unit development receiving such incentives. Once developed and reviewed by cities, MARC will present it to local government development and building officials and elected officials.

Concentration of Affordable Housing

City Identified Actions:

- Conduct a buildable lands inventory and housing needs analysis to better understand the housing needs of the community.
- Evaluate infill housing types and standards that may create affordable housing opportunities in all areas of the City.

Goal	Actions
Develop new long-term affordable housing units for a range of low-income households with an emphasis on dispersal of affordable housing.	Construct 500 units of affordable (rent restricted units) housing in the next 5 years in areas of high opportunity. By 2018 the jurisdiction will adopt a Strategic Housing Plan.
Increase access to housing in areas that afford high access to opportunity to residents	1) Adopt zoning legislation that promotes development of more diverse housing types within urban villages, including increasing multifamily zoning. 2) Pursue affordable housing on surplus public property in key locations.
Lower barriers to affordable housing in high opportunity areas through inclusive strategies	Prioritize City development incentives to support affordable housing investments in high opportunity neighborhoods. Promote reforms to current zoning regulations to support the production of affordable housing in high opportunity neighborhoods.

Housing Quality and Conditions

City Identified Actions:

- Continue to support housing rehabilitation of Albany's older housing stock.
- Monitor projects with lead-based paint.
- Continue to provide information to the public and contractors regarding lead-based paint risks and requirements.

Goal	Actions
Improve housing conditions and options for rental households in older neighborhoods and communities.	Establish a \$4 million program which rehabilitates Land Bank or Homesteading Authority properties in Priority Areas for first time homeowners. Meet with community partners to develop the procedures for administering this fund and identify fund sources. Once developed begin to market and implement the new program.
Provide resources to stabilize low-income renters and homeowners and Seniors.	1) Provide funding for weatherization and repair of homes occupied by low-income residents. 2) Provide funding to low-income homeowners at risk of losing their homes due to foreclosure.

Lack of Understanding of Fair Housing Laws and Resources

City Identified Actions:

- Work with Fair Housing Council of Oregon, Legal Aid, and rental and realtor associations to provide training for "mom and pop" landlords, rental property managers, shelter providers, and agency staff.
- Schedule fair housing training for elected and appointed officials to increase awareness among policy and decision makers to avoid making decisions that may have an unintended impact on a protected class.
- Market fair housing resources and fair housing law campaigns using other media platforms, including social media.

Overcoming Cultural and Linguistic Barriers

City Identified Actions:

- Continue building partnerships with agencies that serve the Hispanic/Latino community, residents with disabilities, and seniors and for guidance on how to remove barriers to housing and access to resources.
- Work with FHCO, Legal Aid and local partners to provide fair housing and training resources to residents.

Discriminatory Practices in the Housing Market

City Identified Actions:

- Work with FHCO to facilitate fair housing testing and investigations in Albany as recommended.
- Develop targeted fair housing training and programs for housing providers to achieve a better understanding of protected classes and fair housing responsibilities.
- Consult with Legal Aid to better understand sources of allegations to help plan for training or enforcement.
- Continue to Identify and correct advertisements that indicate the potential for discrimination.
- Encourage victims to report acts of discrimination or potential discrimination.

Inequitable Neighborhood Investment

Goal	Actions
Stabilize neighborhoods vulnerable to gentrification by preserving existing ownership and affordable rental housing and developing affordable homeowner- ship and rental housing	Utilize HANO scattered sites inventory in gentrifying areas to develop affordable single-family homes. 1. Develop 45 on-site homeownership units (1/3 affordable) in gentrifying neighborhood of Treme. 2. Target development of 5+ affordable single-family homes utilizing HANOs scattered sites in Treme. 3. Target development of 5+ affordable single-family homes utilizing HANOs vacant scattered sites in Carrollton. 4. Develop 5+ affordable single-family homes utilizing HANOs vacant scattered sites inventory in Upper 9th Ward.
Promote equitable investment and development, especially in low-income communities that creates opportunities for shared prosperity	1) Establish an Equitable Development Initiative fund and ongoing support of development projects. 2) Implement neighborhood transformation at Yesler Terrace, a Choice Neighborhoods Initiative through the development of a comprehensive neighborhood strategy to revitalize public and/or assisted housing units, while simultaneously directing the transformation of the surrounding neighborhood.
Develop new affordable rental housing. Promote affordable housing development in high opportunity or rapidly appreciating market areas	Priority points in City/PHA RFP for tax credit projects. Explore strategies to implement permanent affordability controls.

Lack of Mobility

Goal	Actions
Promote Mobility	Develop a voluntary mobility counseling program for Housing Choice Voucher holders to assist them in locating units and allowing movement to opportunity areas in Hammond and other communities in the region.
Expand transportation opportunities for residents with limited options	Establish a program that will accommodate 1,000 annual trips for residents of affordable housing properties
Ensure that internal policies and practices advance access & mobility for groups with significant challenges in accessing safe and affordable housing including people with disabilities, people with limited English proficiency, and people with criminal records.	Ensure that 5 - 15% of all new HANO constructed units are built according to Section 504 accessibility standards. Create incentives to increase the number of accessible units in (Section 8 tenant-based and) project-based developments.